Managers Report
September-October 2025

Treatment Plant

Since the last board meeting the area had 4.6 inches rain.
The current level of the lagoon is 6'8".
The treatment plant is performing well.

9/26/25 The Uninterruptible power source for the treatment plant control panel was found to be faulty. A new unit was ordered. 10/2/25 The new UPS was installed.
10/17/25 We received the bio solids test results from analytical labs. They were forwarded to Port of Tillamook Bay for there approval to have the bio solids hauled to there facility. We received approval from the POTB to have our bio solids hauled to there facility. Zwald transportation is scheduled to haul bio solids on 10/29/25-10/30/25.

The September DMR was submitted on time via NetDMR.

Collection System

The collection system is performing well. Tanks are being checked and maintained.

10/1/25 A smell complaint was received from 25CB TL#12900. The caller stated that there were no backed up drains in the home. Upon inspection of the tank all was found to be functioning well. The caller was notified that the issue was not at the tank or with the sewer system.
10/7/25 The collection system lines were flushed from the Point to the Salem P.S.
10/9/25 A call was received from the home owner at 25CD TL#4100 stating that the septic alarm was going off. Upon inspection the check valve located in the pump package was found to be broke and was recirculating the flow back into the tank. The check valve was replaced and all functioned well. The home owner was notified of the issue and that it had been resolved.
10/20/25 Xylem attempted to perform the preventative maintenance on the pumps at Salem P.S. but after completing one of the two pumps the hoist on there truck would no longer function. We had to put the pump back in the wet well for them.

Alarms this month: **10/4/25** 5:50pm call out to Main P.S. communications loss on #1 pump. Upon arrival the pump was back online.
10/10/25 5:42pm call out to Main P.S. #2 pump offline. Upon arrival the pump would not reset and come back online. A call was made to Xylem and three employees were dispatched and arrived at 9pm to resolve the issue. The software was updated and the pump came back online.
10/20/25 4:16pm call out to the Main P.S. #2 pump communication loss. Upon arrival the pump was back online.
10/22/25 2:02am Call out to main P.S. #1 & #2 pumps offline. Upon arrival both pumps were back online and there appeared to have been a short power outage.

STATUS OF CUSTOMER SERVICE:

25CB TL#5300 (Village existing home) 6/23/25 An email was received from the contractor for 25CB TL#5400 containing a letter from Morgan Civil engineering regarding placement of a parking pad over the STEP system at 25CB TL#5400. The contractor was notified that NRSA would require stamped engineered plans for approval of a parking pad. Once approved by NRSA the plans would be sent to DEQ for approval and once approved by DEQ they may proceed. 7/21/25 We received engineered plans for the parking pad. The plans did not list the drive rating for the pad. The plans did not have the engineers stamp. The contractor was notified of the issue. 7/30/25 We received revised plans showing thicker concrete around the inspection lids. The plans still lacked a vehicle load rating and the engineers stamp. The engineer and contractor were notified of the issues. I received an email from the engineer stating the design was rated for vehicle loading. I let the contractor know that the tank needs to be H-20 rated and shown on the plans. 9/2/25 We observed prep work for the parking pad. I called the contractor and he stated that they would be putting down a 12" slab like shown on the plans that NRSA had given them. The contractor was told that the plans given to them were for example purposes only and were for a 1,500 gal. STEP tank. The contractor was notified that we would require engineered plans with the engineers stamp and the H-20 load rating for there STEP system that has a 3,000 gal. solids tank with a 1,000 gal. dosing tank. It was also explained to the contractor that once the plans were reviewed and approved by NRSA they would need to be reviewed and approved by DEQ before proceeding with the parking pad. 9/26/25 We received drive slab plans designed by MSC engineering with the correct H-20 load rating and engineers stamp. 9/29/25 The plans were sent to DEQ for review. 10/22/25 We received approval for the drive slab plans via email from DEQ. The contractor was notified that the plans were approved, and they may proceed with the work.

36BB TL#4500 (Proposal Rock loop) 7/1/25 I received an email from John Smits notifying me he would be engineering STEP plans for the new home. 7/15/25 We received preliminary plans. 7/23/25 We received the final plans which were approved by us and sent to DEQ for their approval. 8/7/25 We received the DEQ approval for the plans. 10/10/25 Rural septic systems installed the concrete 2 compartment 1,500 gallon Willamette greystone tank with added anti buoyancy straps. 10/15/25 Willamette Greystone sealed the inside of the tank. 10/20/25 The tank water tightness test was started. 10/21/25 The tank passed the water tightness test.

35 TL#223 (S.B. O.V.V. End of road New Home) 10/9/23 I received an email from John Smits notifying me he would be engineering STEP plans for the new home. 3/7/24 Engineer sent shared trench details the effluent line will be 1,450' of 1.25" HDPE. Due to the difficulty of the site the engineer will be specifying two 1,500 gal. tanks. 3/8/24 The homeowner agreed to pay any extra fees for pumping due to the difficulty in accessing the home site with a conventional pump truck. 5/9/24 We received preliminary plans from John Smits. 5/9/24 Preliminary plans were received via email from Harper Houf Peterson Righellis INC. for extending the 4" South Beach sewer mainline 425' to bring service to 35 TL#223. Comments were made and sent via email. 6/21/24 We received revised plans for the mainline extension they were forwarded to Westech for review. 7/2/24 I received a call from Chris Brugato (Westech) he said he had reviewed the sewer mainline extension plans and they looked acceptable. 7/22/23 We received the final plans for the STEP system and main line extension they were approved by us and sent to DEQ for their approval. 9/4/24 We received the DEQ approval for the STEP system plans. 9/6/24 We received the DEQ approval for the South Beach RD sanitary sewer extension. We received notification that RK construction would be performing the STEP system installation and sewer mainline extension. 2/10/25 RK construction began work on the S.B. Road mainline extension. 2/28/25 We checked on the progress of the mainline installation and found that approximately 300' of pipe had been installed with the incorrect glue and without the use of primer. The contractor was notified of the issue. 3/7/25 With all glue joints corrected with the proper glue and primer the pressure test was performed at 100 PSI for 60 minutes. It passed. 3/10/25 A video inspection

of the 420' of newly installed pipe was performed. The pipe was found to be free from any debris and was then connected to the existing sewer main. 4/7/25 A email was sent to engineer Alex Simpson of Harper Houf Peterson Righellis INC. notifying them that with the completion of the mainline extension that we would need the DEQ required certificate of proper construction for submission to DEQ. A request was also made for the required as-built plans. 6/5/25 We received as-built plans from HHPR upon review they were found to be incorrect the engineer was notified. 6/11/25 We received the corrected as-built plans and the certificate of proper construction from HHPR. 6/26/25 The certificate of proper construction was sent to DEQ.

36BB TL#4900 (Proposal Rock Loop new home) 6/13/23 I received an email from John Smits notifying me he would be engineering STEP plans for the new home. 6/13/23 A letter of sewer availability was issued. 7/18/23 We received preliminary plans from John Smits. 7/31/23 We received the final plans they were approved by us and sent to DEQ for their approval. 8/10/23 We received the DEQ approval for the plans. 8/7/24 Clearview construction installed the concrete 2 compartment 1,500 gallon Willamette greystone tank with added anti buoyancy straps.

35DA TL#3500 (South Beach new home) 3/2/21 We met with Dave Crimp from Clearwater Engineering for a site check. 4/22/21 we received the preliminary plans. 5/4/21 We received the plans they were approved by us and sent to DEQ for their approval. 5/24/21 We received the DEQ approval for the plans.10/11/22 DEQ extended their approval until 5/4/23. 9/11/24 DEQ extended their approval. 10/23/24 The property owner notified us that the specified 2,000 gal. tank was no longer available. I let the property owner know that we would accept a 1500 gal. single compartment tank followed by a 500 gal. dosing tank. I let the property owner know that I would need to check with DEQ to see if the revised plans would need to be reviewed again. 10/30/24 I received notification from DEQ stating that they would need to receive and approve changes to the original plans but they would waive the review fee. The property owner was sent the notification from DEQ for resubmittal and approval for changes to the plans. 10/31/24 We received notification from John Smits that he would be revising the plans for the property owner. 12/11/24 We received the revised STEP plans they were emailed to DEQ for review. 12/12/24 We received the DEQ approval for the revised plans. 4/7/25 RK construction dug the hole for the 1500 gal concrete single compartment tank followed by a 500 gal. concrete dosing tank. 4/9/25 Willamette Greystone set the two concrete tanks for the STEP system. 4/29/25The tank water tightness test was started. 4/30/25 The tank passed the water tightness test. 5/29/25 We observed RK construction digging by the tank and upon inspection found that they had broken the sewer stub piping for the lot. The ball valve and check valve were replaced and the line was repaired. 6/6/25 The effluent line pressure test was performed it passed.

25CD TL#2800 (Hawk Hills existing home) 3/2/21 We met with Dave Crimp from Clearwater Engineering for a site check. 3/8/21 Met with Don Drayton of Rural Septic Systems to go over tank placement details and effluent line routing. 5/7/21 We received the plans they were approved by us and sent to DEQ for their approval. 5/24/21 We received the DEQ approval for the plans. 8/9/21 We met with Del Bibler from KD Construction to discuss tank placement and installation details. They will be installing the Step system

Other Issues

South Beach Road culvert replacement 4/18/23 I spoke with Bill Busch about replacing two culverts located on S.B. Road. In 2021 we had spoken with Stricker engineering about the culverts to be replaced. Bill Bush informed me Stricker engineering would no longer be engineering the culvert

replacement. He asked if I could send him any information I had. 4/19/23 I sent information containing the size and depth of the sewer for the upstream culvert location. 11/27/23 An update was received from Watershed council director Dave Scheivelly that new engineers from Smith,Monroe, and Gray would be working on the culvert replacement project. 3/11/24 We received 90 percent complete plans for review. The plans were also sent to Westech for review. 4/1/24 Westech comments were forwarded to Dave Scheivelly and Smith,Monroe and Gray. 4/2/24 Smith,Monroe, and Gray responded to Westech comments. 4/9/24 Westech suggested that the upstream bridge sewer line be attached to the bridge versus going under the stream due to the 4" line servicing a large number homes. The downstream crossing was recommended to be placed under the stream bed with the line being a larger 8"diameter. 4/10/24 We received an email from the watershed council director stating they would review the recommendations. 6/5/24 Plans were received to review. Dave Scheivelly inquired about who would review the plans and how long would it take as they would like to begin work July 1-September 15. Dave Scheively also gave notice that he would be leaving the watershed council and would be replaced by Staci Merkt. I replied letting him know that once our consulting engineer Westech had reviewed the plans and we had reviewed the plans and if found to be sufficient they would be approved by NRSA then sent to OR DEQ for final approval which could take up to thirty days. 6/13/24 Chris Brugato reviewed the plans and emailed the plans with marked up notes to all involved. 6/14/24 Chris Brugato sent an email to all involved stating that it would be a better idea to abandon the idea of two new manholes and attaching the line to the bridge on the upstream bridge due to the possibility of sewer overflowing out of the manholes during high flow. He proposed that the line be placed under the stream bed as originally planned. 3/20/25 Darcy Jones stopped by the treatment plant with questions about the culverts to be replaced. Darcy stated he was asked to give a quote on the replacement work. I let him know that we have not yet received complete plans for the replacement. 5/5/25 I received an email from the new executive director of the NNSL watershed council Natalie Nites stating that they would be proceeding with the culvert replacements this summer. I sent a response letting her know that we had not yet received completed plans for the sewer line relocation. 5/19/24 Received plans to review. The plans still had the 4" line at the upstream crossing attached to the bridge. It was noted on 6/14/24 that the 4" line should be placed under the stream bed. The plans also lacked details on required burial depth under the stream bed. Comments were emailed to the NNSL watershed director. 5/22/25 I received a call from Bill Bush informing me that the upstream culvert is no longer going to be replaced. 5/22/25 I received updated plans for the culvert replacement they were forwarded to Westech for review and comments. 5/30/25 I received a call from Chris Brugato stating the plans looked OK except a few details. I asked Chris if he could put his review and comments in an email. I received an email with comments for the plans. 5/30/25 I forwarded the comments from Westech to the watershed director with an email stating the plans looked acceptable to NRSA and that there were comments from Westech attached. I also let them know that the plans would need to be submitted to DEQ for review and approval prior to construction. 6/5/25 The watershed director emailed asking who to send plans to at DEQ I replied with two contacts at DEQ. 6/5/25 I received an email chain from the watershed director containing an email were the plans were submitted to DEQ. The email chain contained comments from DEQ asking for more information and to send the entire design package, if there is one. 6/11/25 I received an email from the watershed director containing an email were DEQ was contacted with a follow up email letting DEQ know they needed approval because work was slated to start July 7th. DEQ responded with the plans do not look approvable. Albert Knopf sent an email to DEQ notifying them that the project will start July 7th and what exactly does not approvable mean. DEQ replied with a list of question regarding design deficiencies. 6/11/25 I spoke with Randy Bailey of OR DEQ and he expressed concerns with the lack of design detail. Randy stated that the plans lacked a stamp by a qualified civil engineer which was enough on its own to reject the plans. 6/11/25 I received an email from the project engineer BJ Morgan of SMG Engineers directed to DEQ stating that sewer design questions needed to be directed to Chris Brugato of Westech engineering. 6/12/25 I received a

email from Randy Bailey of DEQ containing a letter disapproving the sewer relocation plans and letting me know they could contact DEQ if they needed more information. 6/12/25 I sent the letter to all parties involved and informed them they could contact DEQ with any questions. 6/16/25 I emailed the watershed director asking for acknowledgment of receipt of the DEQ denial letter. The watershed director responded with a yes and they were hoping I would work with there engineer to resolve the issues. 6/16/25 I received an email from Albert Knopf requesting that either NRSA or Westech address the questions/concerns for the DEQ permit. I have not received any contact from the project engineer requesting any information for there design. 6/16/25 I received a call from Bill Bush inquiring about what to do about the DEQ denial letter. I let him know they should contact DEQ as requested on the denial letter to find out exactly what would be necessary for plan approval. 6/18/25 I received an email from Albert Knopf directed to Westech asking that Westech work with BJ Morgan of SMG engineers to address the letter from DEQ and that NRSA can provide elevations and locations from existing plans. 7/24/25 We received revised plans for review. 7/25/25 The plans were reviewed by Westech and NRSA and approved. The plans were sent to DEQ for review. 7/29/25 DEQ approval of the sewer relocation plans were received. 8/13/25 Thompson Bros Excavating began work on relocating the sewer at the upper culvert replacement. 8/19/25 NRSA witnessed the air test and video inspection of the sewer line prior to installation. 8/20/25 The new line was connected to the existing sewer system. 8/27/25 Thompson Bros Excavating began work on relocating the sewer at the lower culvert replacement. 9/2/25 The new manhole was installed. 9/3/25 NRSA witnessed the air test and video inspection performed by Thompson Bros prior to installation of the new section of 8” pipe. 9/3/25 The new line was connected to the existing sewer system. 9/16/25 Upon visual inspection of the newly installed manhole it was found to have water leaking in around the 8” inlet pipe and the manhole top had not been sealed on the inside. The general contractor Staton was notified of the issues. 9/19/25 I received a response from Steve Ambuehl with Thompson Bros stating that they would address the issues next week when there crew was available. 9/25/25 Thompson Bros dug up and repaired the leaking 8” inlet pipe. While on site Thompson Bros had added additional grade rings to the manhole bringing the height to 26” of grade rings. I informed the employee on site that the maximum allowable amount of grade rings specified on the sewer relocation plans was 18”. The employee stated that he would take care of the issue and bring back either a 1' or 2' barrel and eliminate some of the grade rings. 9/26/25 Thompson Bros removed the 26” of grade rings and placed a new 2' barrel on the manhole. 9/29/25 Thompson Bros performed the vacuum test on the new manhole. 9/30/25 I received an email from Albert Knopf claiming that I had requested that the manhole be raised and would not except it unless it was taller. There were also claims that I had caused an obstruction on the roadway and substantial liability issues.10/1/25 I responded and clarified that I had not requested the manhole be taller but had called out that the manhole rings had exceeded the specified maximum allowable amount of 18” above the manhole flat top and Thompson Bros had resolved the issue by removing the 26” of risers and adding a 2' barrel. 10/1/25 A zoom meeting was scheduled for 10/3/25 to discuss the manhole height. 10/3/25 A zoom conference was held and we were notified that the S.B. Road district and the watershed council would like to lower the elevation of the manhole. They were told that NRSA had no issues with the elevation being lowered as long as manhole met the specified standards on the sewer relocation plans. 10/9/25 Thomson Bros lowered the elevation of the manhole by removing the 2' manhole barrel and replaced it with a 1' barrel. 10/16/25 Darcy Jones stopped by the treatment plant and let us know that the S.B. Road district would like to now raise the new manhole by 1-2 feet. 10/17/25 I received a call from Mike Herbel informing me that the S.B. Road district would like to raise the new manhole height by 1-2 feet. I let him know that it would not be an issue as long as they did not exceed the maximum allowable amount of 18” of grade rings. 10/20/25 I sent an email to the watershed council and the project engineer SMG asking when NRSA could expect to see the certification of completion and manhole test logs required for submittal to DEQ. Albert Knopf responded that they were working on it.

Sutton Creek Washout 1/16/23 We received the 30 percent complete plans for two culvert replacements located in the proposal rock loop area. They were passed onto Westech engineering for review and comments.
2/7/23 I sent measurements and pipe size info to Westech.
2/27/23 We received a response from Westech engineering. They said the 30% plans should be rejected because it would leave the existing 8" main line vulnerable. They suggested that the two homes next to the washout have tanks installed then the 8" could be replaced with a 4" pressure line and be ran under the stream bed. 3/8/23 STEP system plans were sent to Stillwater engineering to use as a reference. 3/14/23 The video inspection equipment was used on the Proposal rock loop upstream crossing culvert replacement. The approximate pipe depths were recorded. 3/16/23 We met with engineer Mark Snyder from Stillwater engineering at the upstream crossing. Three septic tanks were opened and liquid level measurements were taken. 4/5/23 We received the 60% plans for review. They were passed onto Westech engineering for review and comments. 6/14/23 I spoke with Watershed council director Dave Scheivelly and was informed the washout would not be repaired until possibly 2024.

Recommended Capitol Improvement Plan

Project Name	Priority Ranking	Total Recommended Project Budget (1)
Storage Lagoon Liner Improvements Preliminary Design,Permitting	1	$157,299
Storage Lagoon Liner Improvements	1	$1,363,258
SBR Decant Rate Flow Control Valve	1	$78,649
Subtotal Priority 1 Improvements		**$1,599,206**
UV System Improvements	2	$314,598
Effluent Pump Station Improvements	2	$681,628
Administration Building	2	$1,006,712
Lagoon Pump Station Control System Improvements	2	$78,649
Master Plan Update	2	$78,649
Proposal Rock Collection System Improvements	2	$587,250
South Beach Trunk Sewer Replacement	2	$183,515
Hawk Street Trunk Sewer Extension	2	$786,494
Common Force Main Improvements	2	$487,626
Salem Pump Station Force Main Project	2	$209,731
Salem Pump Station Control System Upgrade	2	$78,649
Inn Pump Station Control System Upgrade	2	$78,649
Coho Pump Station Control System Upgrade	2	$78,649
Proposal Rock Pump Station Control System Upgrade	2	$78,649
Salem Pump Station Capacity Improvements	2	$891,361
Subtotal Priority 2 Improvements		**$5,620,809**
Highway 101 Trunk Sewer Extension	3	$2,831,380
Hawk Street Trunk Sewer Upgrade (Corvallis St.-Salem St.)	3	$388,004
Main Pump Station Improvements Phase II	3	$891,361
Subtotal Priority 3 Improvements		**$4,110,745**

Notes

1. Project costs are in 2025 dollars (ENR Construction Cost Index=13,532) and include construction costs and soft costs. Soft costs are estimated at 20%, 5%, 5%, and 10% of construction cost for engineering, permitting, administration, and contingency costs.