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City of St. Helens
COUNCIL WORK SESSION AGENDA
Wednesday, November 15, 2017, 1:00 p.m.
 City Council Chambers, 265 Strand Street, St. Helens

City Council Members

Mayor Rick Scholl
 Council President Doug Morten
 Councilor Keith Locke
 Councilor Susan Conn
 Councilor Ginny Carlson

Welcome!

All persons planning to address the Council, please sign-in at the back of the room. When invited to provide comment regarding items not on tonight's agenda, please raise your hand to be recognized, walk to the podium in the front of the room to the right, and state your name only. You are not required to give your address when speaking to the City Council. If you wish to address a specific item on the agenda, you should make your request known to the Mayor as soon as possible before the item comes up. The Council has the authority to grant or deny your request. Agenda times and order of items are estimated and are subject to change without notice.

- | | |
|--|-----------|
| 1. Visitor Comments | 1:00 p.m. |
| 2. Employee Length of Service Awards | 1:05 p.m. |
| 3. Semi-Annual Report from IT Consultant Centerlogic – <i>Max Stahl</i> | 1:10 p.m. |
| 4. Street Vacation Planning Commission Review – <i>Jacob</i> | 1:25 p.m. |
| 5. Schedule First Planning Meeting for 2018 Spirit of Halloweentown | 1:35 p.m. |
| 6. Review Proposed Front Office Specialist Job Description - <i>Matt</i> | 1:45 p.m. |
| 7. Discussion Regarding Parks Funding | 1:55 p.m. |
| 8. Department Reports | 2:15 p.m. |
| 9. Council Reports | 2:35 p.m. |
| 10. Executive Session: ORS 192.660(2)(e) Real Property Transactions | 2:55 p.m. |
| 11. Other Business | |
| 12. Adjourn | |



FOR YOUR INFORMATION

Upcoming Dates to Remember:

- November 14, Library Board, 7:15 p.m., Columbia Center Auditorium
- November 15, Council Work Session, 1:00 p.m., Council Chambers
- November 15, Council Public Hearing, 6:50 p.m., Council Chambers
- November 15, Council Regular Session, 7:00 p.m., Council Chambers
- November 20, Youth Council, 7:00 p.m., Council Chambers
- **November 23 & 24, Thanksgiving Holiday, All City Offices Closed**
- November 28, Arts & Cultural Commission, 5:00 p.m., Council Chambers

Future Public Hearing(s)/Forum(s):

- PH: November 15, 6:50 p.m., Easement Extinguishment at 34704 Snow Street (Tolles)

The St. Helens City Council Chambers are handicapped accessible. If you wish to participate or attend the meeting and need special accommodation, please contact City Hall at 503-397-6272 in advance of the meeting.

Be a part of the vision...get involved with your City...volunteer for a City of St. Helens Board or Commission!
 For more information or for an application, stop by City Hall or call 503-366-8217.

LENGTH OF SERVICE AWARD PROGRAM



To: Mayor and City Council

From: Kathy Payne, City Recorder

Date: November 15, 2017

I am happy to announce that we have two employees who have reached a milestone in their employment with the City of St. Helens. The following individuals will receive a certificate and pin at the November 15 Council work session.

10 Years

Guy Davis came to work for the City on October 22, 2007, as our Water System/Filtration Operator. Guy has been an integral part of providing clean water to the population of St. Helens.

Scott Williams began working for the City as a Patrol Officer. Then in 2007, he became one of our Code Enforcement Officers. In May of 2009, he took a term limited position as a Utility Worker I working on the City's Inflow & Infiltration project. He was hired permanently as a Utility Worker I in February of 2010 and has moved up to Utility Worker II where he currently works on many projects around the City.

Congratulations, Guy and Scott, and thank you for your service!

Thank you.



CITY OF ST. HELENS PLANNING DEPARTMENT

MEMORANDUM

TO: City Council
FROM: Jacob A. Graichen, AICP, City Planner
RE: Planning Commission review prior to Council's public hearing for St. Helens Marina's N. 1st Street Vacation proposal
DATE: November 2, 2017

In March 2015, the Council directed staff to inquire with the Council about getting a recommendation from the Planning Commission for street right-of-way vacation requests. The Council didn't want review by the Planning Commission to be automatic, rather, if staff felt there was potential controversy, then staff should ask the Council if Commission review and recommendation is desired.

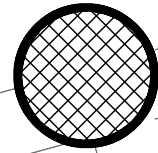
The St. Helens Marina, LLC recently submitted an application to vacate portions of the N. 1st Street right-of-way between the Columbia Boulevard and Wyeth Street rights-of-way. In my decade working for the City, I've seen about 17 vacations requests. One sticks out as being the most contested and time consuming; a similar request by the St. Helens Marina in 2012. That requested ultimately failed do to procedural errors brought up by an attorney hired by an entity unknown. **This proposal is a re-boot of the 2012 effort, but with less area requested.**

Given the saga of the 2012 vacation request, and that this 2017 request is in many ways a continuation of that, it warrants the Council consideration of Planning Commission review.

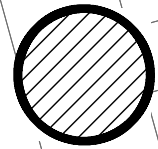
Please determine whether or not you want review and recommendation by the Planning Commission prior to Council review.

Attached: Current street vacation map (VAC.2.17)
Said 2012 street vacation map (VAC.1.12)

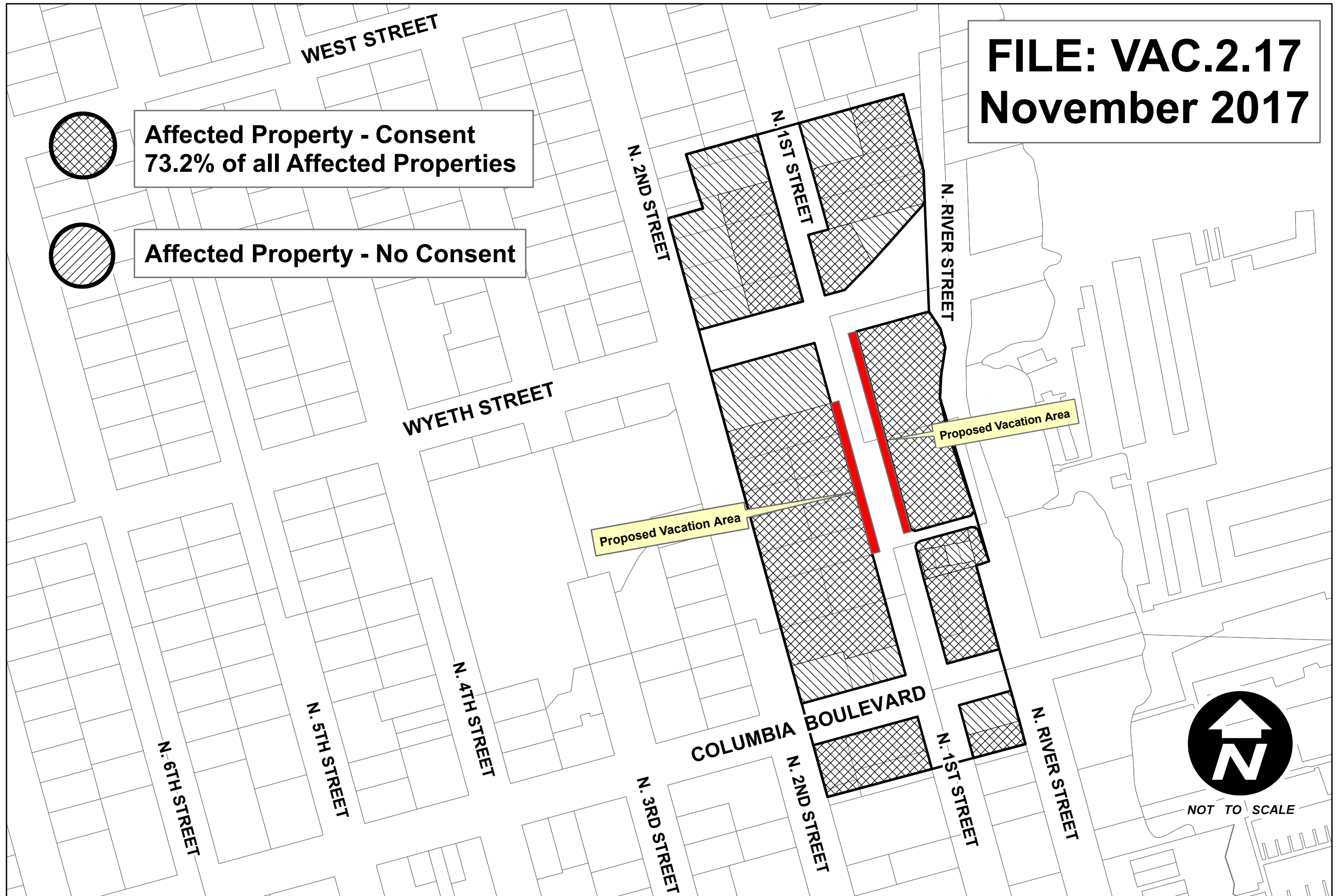
FILE: VAC.2.17
November 2017

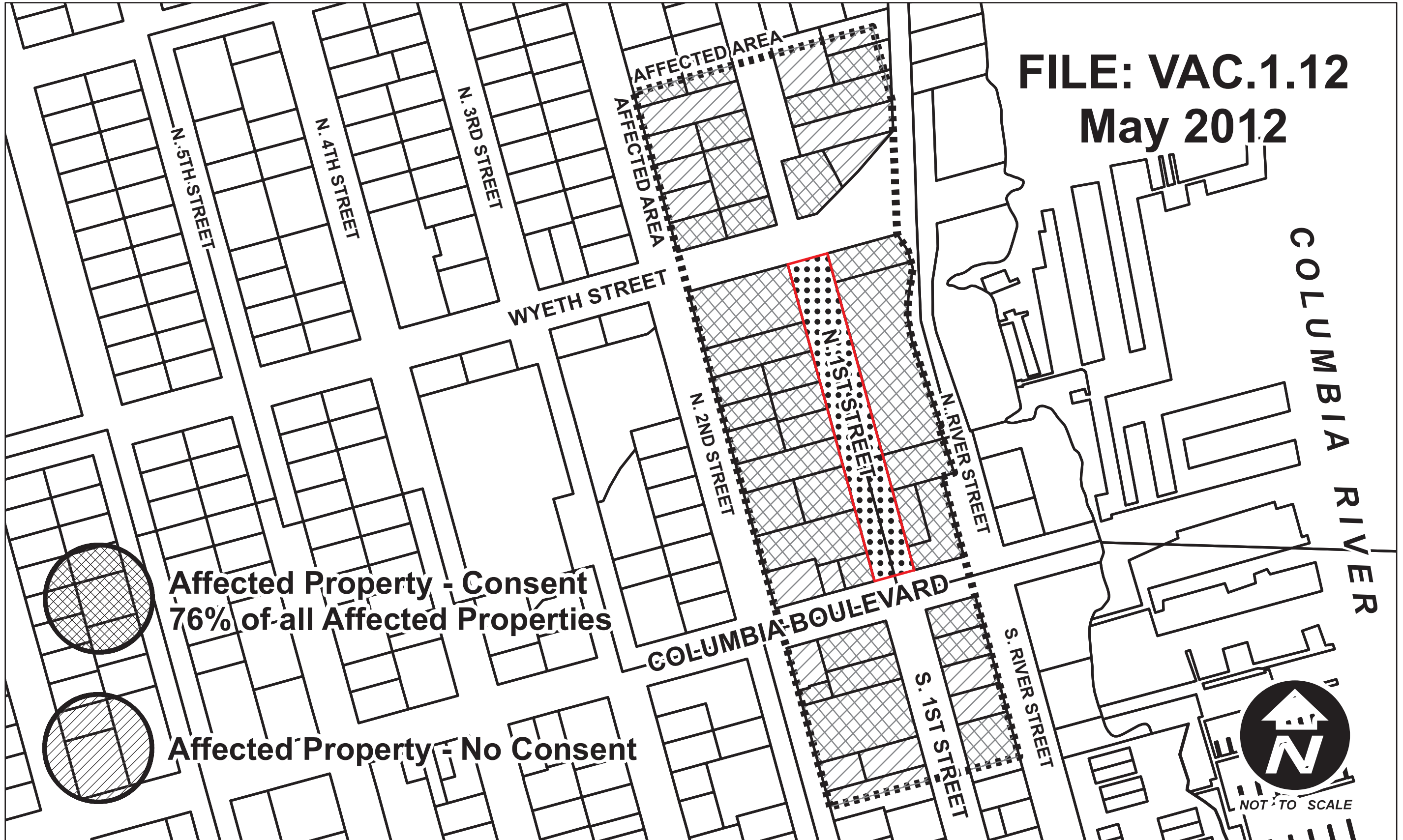


Affected Property - Consent
73.2% of all Affected Properties



Affected Property - No Consent





City of St. Helens

Job Title: Front Office Specialist
Department: Administration
FLSA Status: Non-Exempt
Union: Yes - AFSCME
Created: November 15, 2017

GENERAL PURPOSE

Performs routine clerical, administrative, and data processing tasks.

SUPERVISION RECEIVED

Works under the general supervision of the City Administrator.

SUPERVISION EXERCISED

None.

JOB DUTIES AND RESPONSIBILITIES

- Greet customers in a friendly manner and assist in directing their needs to the correct department and/or individual.
- Receive and direct incoming phone calls from the general public to the correct department and/or individual.
- Process park reservation forms including accepting payment and ensuring form completeness.
- Complete weekly supply ordering for City departments and ensure correct payment codes and processing, including checking supply levels for office supplies and purchasing when there are needs.
- Provide event assistance during City Hall hours which may include answering general inquires and directing the general public where needed for more information when approached at City Hall.
- Perform general cash and credit receipting through the City's financial system including processing payments and drawer balancing daily.
- Perform daily errands and mail processing for the City including picking up and dropping off mail at the post office and additional City locations like the Library as well as opening and distributing general city mail.
- Process Animal Facility Licensing.
- Respond to general City docks service inquires which include explaining limitations stipulated by municipal code.
- Process a variety of permits including drop box permits, watershed access permits, special use permits, and OLCC permits and renewals.
- Process public records requests including performing intake of forms over the counter/email/mail, collecting any payment (if necessary), and working collaboratively with other departments and staff to gather the requested information.
- Process business licenses including maintaining records, sending yearly renewals, processing payments, creating reports and updating forms.
- Process and distribute comment card notifications to Council and departments.
- Perform other related duties as assigned.

MINIMUM QUALIFICATIONS

- Graduation from a high school or GED equivalent.
- 2+ years of experience in general office practices such as typing, data processing, and customer service.

DESIRED QUALIFICATIONS

- Working knowledge of computers and electronic data processing; working with modern office practices and programs such as Microsoft Word and Excel.
- Experience in operating computers, 10-key calculator, phone, fax, and copy machine.
- Ability to perform arithmetic computations accurately and quickly.
- Ability to communicate effectively verbally and in writing.
- Ability to establish successful working relationships.
- Ability to work under pressure and/or frequent interruptions.
- Ability to work with angry and/or difficult customers.

SPECIAL REQUIREMENTS

- None.

PHYSICAL DEMANDS

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is frequently required to sit and talk or hear. The employee is occasionally required to walk, use hands to finger, handle, or operate objects, tools, or controls; and reach with hands and arms.

The employee must occasionally lift and/or move up to 25 pounds.

Specific vision abilities required by this job include close vision and the ability to adjust focus.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Usual office working conditions. The noise level in the work area is typical of most office environments with telephones, personal interruptions, and background noises but may be a little loud depending on the day.

EMPLOYEE ACKNOWLEDGEMENT

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

The job description does not constitute an employment agreement between the employer and employee and is subject to change by the employer as the needs of the employer and requirements of the job change.

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the **Front Office Specialist** job description. I understand that it is my responsibility to adhere to the guidelines of the expectations, hours of work and essential duties outlined within this job description.

Employee Signature: _____


Date: _____

Print Name: _____

Manager Signature: _____

Date: _____

PUBLIC WORKS MEMO

To:	The Mayor and Members of City Council	
From:	Sue Nelson, Public Works Engineering Director Neal Sheppard, Public Works Operations Director	
Date:	15 November 2017	
Subject:	October Status Summary	

Engineering

1. Completed two additional full reviews for infrastructure plans for Emerald Meadows subdivision.
2. Developers started work on two separate waterline projects with City inspection oversight.
3. Identified a defect in the recent I&I work; scheduled Contractor to repair at no cost to City.
4. Initiated work on the Old Portland Road Bridge Barrier repairs; completed work.
5. See complete report.

Parks

1. Majority of the month was spent doing various tasks for Halloweentown.
2. Removed damaged street trees and replaced with new trees; planted additional street trees.
3. Winterized sprinkler systems at the parks and other City facilities.
4. Completed some fall spraying and removed downed trees at McCormick Park.
5. See complete report.

Public Works Operations & Maintenance

1. Replaced 19 standard water meters with new radio read meters.
2. Most of crews worked on various tasks for Halloweentown throughout the month.
3. Responded on weekend to a sewer backup at the funeral home.
4. Installed a new catch basin on N. Vernonia Road; prepared for winter storm season.
5. Serviced and/or made repairs on 36 vehicles and/or equipment.
6. Responded to twelve after-hours call-outs, most dealing with Halloweentown issues.
7. See complete reports.

Water Filtration Facility

1. Produced 44.5 million gallons of filtered drinking water, an average of 1.44 million gal/day.
2. Discovered some anomalies in the plant operation alarms and working to reprogram.
3. Configuring report generator to operate with updated SCADA system.
4. See complete report.

Waste Water Treatment Plant

1. Worked on new pre-treatment permit for Cascades Tissue.
2. Repaired damaged wire and motherboard on SolarBee E.
3. Troubleshooting issue with pumps in PS#11; vacuumed out PS#1, 4, and 11.
4. See complete report.



Engineering Department Status Report

8 November 2017



DEVELOPMENT PROJECTS

Emerald Meadows Subdivision Grading Permit

The site grading was completed and it is now ready for the subdivision infrastructure construction. Engineering staff have reviewed the subdivision plans multiple times, sending them back to the design engineer for corrections on each rendition. The plans are expected to be approved in early November with construction starting immediately after issuance of the Notice to Proceed.

First Street Improvements

The Developer does not anticipate starting the work until 2018.

Elk Ridge Estates Phase VI

Work is progressing slowly on the construction of the small booster pump station needed to meet the water pressure requirements of the pending Elk Ridge Phase VI development.

St. Helens Marina Wyeth Street RV Park

Construction is complete on the 5 new RV spots located at the corner of N. River Street and Wyeth Street. The inconsistencies from the approved plans that were identified were addressed by the Developer and a revised site plan was submitted and approved by the Planning Department.

Potential Development on N. 8th & N. 9th Streets

Attended a pre-application meeting with a potential development team for a possible new project on a large property located at the north end of N. 8th and N. 9th Streets.

WATER PROJECTS

Columbia County Education Campus Waterline Extension

Work on this project is not anticipated to begin until 2018.

S. 8th Street Watermain Extension

Construction to extend the 6-inch watermain on S. 8th Street was started by the Developer in October. The new main will serve a duplex being built at 475 S. 8th Street.

Gable Road Watermain Extension

The Developer has started construction of a new 8-inch watermain on Gable Road, from the Old Portland Road intersection extending west to eventually serve the property located at 2130 Gable Road. Construction is expected to be completed in November. The site is currently not within city limits will not be eligible to use city services until they submit an application for annexation.

SANITARY SEWER AND STORM DRAIN PROJECTS

Pump Station No. 9 Upgrades Project

Materials have been ordered for this project and the work is expected to begin in early January. This project will involve replacing the 20 year old pumps with new, more efficient models and bringing the controls and electrical systems up to meet current codes.

N. 11th Street Storm Culvert Project

This project is complete.

2017 I&I Sanitary Sewer Rehabilitation Project

Although work on the repairs and rehabilitation of several sections of the City's sewer mains has been completed, a defect was found during inspection of one of the pipes that the Contractor replaced. They are scheduled to return and make the repair, at no additional cost to the City, during the week of November 13.

STREET AND TRANSPORTATION PROJECTS

Old Portland Road Bridge Barrier Repair Project

Semling Construction was contracted to repair the barrier on the Milton Creek Bridge on Old Portland Road after it was damaged earlier when a semi truck hit the southbound side of the barrier. The work has now been completed.

LED Street Light Upgrade Project

Additional fixtures have been ordered for the WWTP, WFF, and City Shops that will further the energy savings for City facilities. The Police Department was also looking into the possibility of upgrading their lighting.

Gable Road Improvement Project

The final Scope of Work has been approved by County staff and is on its way to be authorized by the County Commissioners in early November. A kick-off meeting with the Consultant is expected to take place November 16 or 17. The City will work with the County throughout this project with the end goal of transferring jurisdiction of the improved roadway to the City once all of the improvements are complete.

MISCELLANEOUS PROJECTS

Right-of-Way and Construction Permits

There were seven Right-of-Way/Construction permits issued in October 2017 – two for Century Link to upgrade equipment; two for NW Natural for a repair and to abandon a service; one to Columbia River PUD to relocate a pole to correct a PUC violation; one to modify a driveway access on Church Road; and one to Comcast to repair a conduit on Valley View Drive.



Parks Department for October 2017



Daily duties were performed which include: cleaning restrooms, garbage pickup, Sand Island maintenance, and general parks maintenance.

HALLOWEENTOWN!!

Moved furniture and miscellaneous at City Hall for new carpet

Top dressed Columbia View Park

Spread sand on the Plaza Park

Sprayed McCormick Park

Removed damaged street trees and replaced trees

Disposed of road kill

Spread rock on Knob Hill Nature Park trails

Picked up picnic tables for winter storage

Put out extra trash cans for Halloweentown

Replaced the dog park rules sign at McCormick Park

Turned off and winterized all the sprinkler systems

Dealt with a water main break at McCormick Park

Replaced damaged soap dispenser at Columbia View Park restroom

Removed brush along Old Portland Road

Removed downed trees at McCormick Park

Removed extra garbage from Halloweentown

Planted and placed more street trees

Public Works Work Report October 2017

Water Dept:

Installed 19 radio read meters
Read meters and heavy users
Replaced meter riser on S. 7th St.
Fixed four leaks at marina
Storm prep – weedeated retention areas and set up sandbag station
Replaced service on Old Portland Rd.
Helped Roger put down torchdowns
Made new tap at 239 & 241 N. Vernonia Rd.
Helped sewer crew find lines on 10th, 11th & 12th Sts.
Halloweentown, Halloweentown, Halloweentown.

Sewer Dept:

Cleaned lines at WWTP
Investigate sewer smell at 1155 Deer Island Rd. – their floor drains were the problem
Made two new sewer taps at 239 & 241 N. Vernonia Rd.
Took out hazardous trees at WWTP
Storm prep – cleaned ditches around town
Sewer plug at 1745 N. 7th St. – on customer's side
Installed storm drain and catch basin for duplex on N. Vernonia Rd.
Halloweentown, Halloweentown, Halloweentown.

Call-Outs:

Communication alarm at Lemont St.
Halloweentown – empty trash and set up sign and sandbags for Tina
Turned water on at 175 S. 8th St. - delinquent
Turned water on at 35566 Jakobi St.- delinquent
Halloweentown – signs, reader boards, found cord and string lights for Tina
Halloweentown – delivered barricades for teen dance at Merriweather Bldg.
Water ponding from heavy rain at S. 13th St. & OPR
Basement flooded from sewer backup at funeral home
Halloweentown – set up signs, barricades, reader boards
Water line broke at ball fields at McCormick Park
East bound red light out at S. 18th St. & OPR
Water coming up in parking area at 455 S. 10th St.

Miscellaneous:

Swept streets
Marked 65 locates
Checked wells & reservoirs daily

Monthly Report October 1st to 31st

10/2/17

Office Computer work

WWTP Fabricated another hook and a strap as a backer for strength

PW Delivered sandbags to City Hall for Roger

PW #22 Removed the radiator from the truck for repairs

PW Helped hang the linoleum on the side of the building for Halloween town

10/3/17

PW #34 Installed a new fuel filter

PW Helped Dave and Buck put out cones on the Boise property for Halloween town parking

PW Hauled a light tower to the Boise property

10/4/17

PW Stood up the cones at the Boise Property for parking

PW Moved the mega bagger back to the building on the Boise paper property and removed all the sandbags and sand from the CRFR training center and took that back to public works

10/5/17

Office Computer work

Shop Cleaned restroom and shop sink

PW Set back up the cones at the Boise property

PW #1 Looked for a fuel leak

PW Helped Tim winterize the splash pad a Columbia view park

10/6/17

Brett Vac. Day

PW Helped with Halloween Town

10/9/17

PW #1 Removed the fuel filter and installed a new diesel fuel heater seal installed a new filter and test ran pressured washed engine off and started an oil change

Police S-23 Replaced both belt tensioners and the alternator also replaced the belt

Police S-9 Replaced a battery

10/10/17

PW #1 Finished service also fabricated a bracket for a ladder rack and a cross piece for the canopy
Installed on the truck

Parks Repaired a chain saw

10/11/17

PW #2 Found that the steering wheel hydraulic cylinder that controls the tilt wheel was leaking
ordered another one

PW Looked at a asphalt cutter repaired the guide wheel

10/12/17

Office Computer work

PW #1 Looked for a fuel leak could not find one

PW Repaired a chop saw

PW #2 Full service, installed the hydraulic cylinder that runs the tilt steering wheel

10/13/17

Brett Vac. Day

10/16/17

PW #15 Full service

PW #1 Looked for a fuel leak found that the fuel injector returns are leaking ordered a new kit

WWTP Drilled holes in some brackets

Brett 2hrs early Vac. Time

10/17/17

PW #1 Removed and replaced the fuel injector return o rings and also the fuel return rubber lines
Checked for leaks found nothing

10/18/17

Office Computer work

PW #55 Replaced wiper blades and filled washer fluid

10/19/17

Office Computer work

PW #15 Installed four new tires

Shop Put some parts away in the parts room rearranged some things on the shelves

10/20/17

Shop Cleaned the restroom and shop sink

PW Checked the chain saws

Parks Checked on the parks equipment

10/23/17

Office Computer work filled paper work

Shop Cleaned the driveway

PW Checked on the light towers at the veneer plant property

10/24/17

Police S-10 Replaced two rear tires

Police S-5 Replaced the right rear battery

PW #81 Removed the belt covers and found two broken belts ordered the belts

10/25/17

PW #81 Installed belts and aligned the hydraulic motor to the roots blower and the water pump to the hydraulic motor, adjusted the tension on the belts and installed all the guards

10/26/17

City Hall Safety Meeting

PW #18 Replaced front rotors and pads

10/27/17

Office Computer work

Shop Cleaned the restroom, shop sink and swept the floor

10/30/17

Office Computer work

PW Checked on the sanders

Police S-9 Removed left rear wheel and replaced the tire

10/31/17

Shop Cleaned the parts room

PW Jump started and tested the asphalt cutter

PW Sharpened a chain saw



City of St. Helens, Oregon
Public Works
Water Filtration Facility
PWS 4100724
P.O. Box 278
St. Helens, OR 97051
PH: (503) 397-1311 FAX: (503) 397-3351



Water Filtration Facility Journal October 2017

Water Production: 44.5 million gallons which averages 1.44 million gallons per day

Week 1 Produced and sent September OHA reports to the State. Performed monthly check on fire extinguishers. Sent sewer readings to Columbia City public works. Changed out Chlorine monitor reagents.

Week 2 Gathered and sent out the October LT2 (Giardia/Cryptosporidium) sample. Our SCADA contractor is continuing working on the monthly report program generator. Chlorine being delivered. Bob Johnston on site looking over our fire alarm system that DTS has been working on, finding a few items that are in need of some system upgrades as regards meeting current fire code and working permits.

Week 3 Guy troubleshooting the chlorine feed valve, seems to be very, very sluggish and initiates an alarm after the plant shuts down because the valve takes so long, about a minute, to finally show closed. Inspected valve, lubricated the actuator with pneumatic oil, then set the alarm delay for higher seconds to allow the valve to close and not bring in this particular alarm. Guy experienced the high service pumps shutting down and then causing the raw water pumps to shut down, but, the only alarm that told him this was occurring is the raw water tank high level alarm. PALL never configured alarms for high service pumps shutting down, we have to wait for the “dominoes” to fall before getting an alarm for this event. We are looking into what it will take to program an alarm in that can notify us before so many events occur. The high service pumps shut off which in turn turns off the raw water pumps, which begins causing the raw water tank to overflow! All this began a chain of events that occurred about 15 minutes ago and finally brings in the RW tank overflow alarm. Now the operator begins to set all the process interties back to normal to get the water flowing through the plant gradually brings down the raw water tank level. It is the little things that cause such tedious tasks. Guy found a blown fuse in the CIP system that displayed that we had a transmitter failure, but no physical evidence that this event happened. He went back through the control wiring schematic blueprints and found the fuse, which did not even look blown, changed it out and the system alarm cleared. Thank you sir, good sleuthing.

Week 4 TAG, Rick Jobe, checking on how the report generator is working in the upgraded SCADA system, that part of the project works fine, now we have to install some type of “word” program into the server so we can print out the reports for the State. At the present time we are still generating our monthly reports using the original Microsoft program in the original SCADA computer of 12 years ago. Guy changing out fluorescent bulbs and ballasts in WFF.

Week 5 Ordered chlorine to be delivered this week. Received chlorine on Tuesday. Using our lawn tractor to remove leaves from our road and driveway, works great!

Howie Burton, City of St. Helens – Public Works Filtration Facility Supervisor and Operator

WWTP Monthly Operations and Maintenance Report

October 2017

To: Sue Nelson

From: Aaron Kunders

Secondary System Report

- 10/2-Checked voltage on SolarBee E. No shore power.
- 10/3-Pulled wire to SolarBee E and found that a nutria had chewed through them. Also found that units A & D both had chew marks. Added chew resistant coating on wires.
- 10/10-Arnie spliced wire for SolarBee E and checked on light at substation 4.
- 10/13-SolarBee E "Motor Control Comm Error." Checked brain board and found loose wire.
- 10/23-Aerator 15 tripped. Reset and ran for a while before tripping again. Will need to check weather head.

Primary System Report

- 10/2-Checked SolarBees and removed rags from aerators.
- 10/24-Vacuumed around lagoon until trailer quit. Took to Joint Maintenance.

Pump Stations

- 10/10-PS#7-Tim Owens and Arnie with Hamer here to install new level controller.
- 10/12-PS#3-Replaced failed Mission battery.
- 10/16-PS#5-Cleaned up gravel from wash out earlier this summer.
- 10/17-PS#11-High run hours. Rehung floats.
- 10/18-PS#7-Pulled pumps to make sure level sensor was not lodged in impeller.
- 10/18-Vacuumed out PS #1, 4, and 11.
- 10/19-PS#11-High run hours again. Saw pressure difference between the pumps and back flushed. Increased pressure some, but will need to pull pumps.

Sodium Hypochlorite System

- 3094 gallons used this month.
- 2044 gallons used last month.
- 10/31-Hypo delivery-Appox. 5030gallons

Call-outs

- 10/4-PS#7-High wet well alarm. Stewart in and found the pressure sensor wire hanging with the sensor gone. Aaron in to help. Disabled high level alarm and used floats.
- 10/23-25-Setting up E-coli tests and reading them off 24 hours later.
- 10/29-PS#9-High level alarm. Aaron in. Pump 1 overheating. Called in Stewart. Pulled pump and found full of "flushable" wipes.

Plant

- 10/3-9-Quarterly Sampling.

- 10/9-Public works down to jet influent lines.
- 10/10-Tim Owens here to install new update on Mission Mydro.
- 10/20-Found that Screen #2 will not run in hand. Still runs fine in Auto.
- 10/23-E-coli test over limit. Retested 5 times in 20 hours and retests OK. No excursion.
- 10/25-Cleaned North contact tank.
- 10/26-Cleaned gravel from channel 2 in headworks.
- 10/29-Screen 1 in headworks in alarm, still running though. Reset and will watch.
- 10/30-Cleaned South contact tank.

Pretreatment

- 10/9-Assisted Cascades with permit application
- 10/27-Received permit application from Cascades.
- 10/30-Sent Cascades Industrial Pretreatment Permit to attorneys for review.

Next Month

- Replace PS#9???