

January 31, 2026

Craig Massie, PE ([craig.massie@jacobs.com](mailto:craig.massie@jacobs.com))

Jacobs

1100 NE Circle Blvd, Suite 300

Corvallis, OR 97330

Sent by email only

Re: Clay Street Floating Reservoir Cover ([PR#151-2022](#))

City of Dallas ([PWS ID#00248](#))

Final Approval

Dear Mr. Massie:

On October 31, 2025, we received your request for final approval and as-builts confirming that the above-named project was completed according to the plans submitted and conditions set forth in the April 17, 2023 conditional approval letter. On January 8, 2026, our office received confirmation from the city that the corner hatches had been secured.

This verification completes the plan review requirements. Final approval is issued at this time, and the reservoir cover is approved for use. If you have any questions, please feel free to call me at 971-200-0288.

Sincerely,



Evan Hofeld, Regional Engineer

OHA-Drinking Water Services

[Evan.e.hofeld@oha.oregon.gov](mailto:Evan.e.hofeld@oha.oregon.gov)

CC:

- Jake Dyer, City of Dallas: [JAKE.DYER@dallasor.gov](mailto:JAKE.DYER@dallasor.gov)

Enclosures:

- Project Description

## Project description

On August 24, 2022, our office received a set of plans for floating covers for the Clay Street reservoirs. A plan review fee of \$3,300 was received on October 5, 2022. Revised plans were submitted on April 3, 2023. The project was assigned [plan review #151-2022](#) and a conditional approval was issued on April 17, 2023.

The project included the installation of a floating cover for the City's existing clay street reservoir as shown below. The existing reservoir cover was identified as a significant deficiency in the 2022 water system survey.

A water system survey was conducted on September 26, 2025, and identified unsecure corner hatches in the newly covered reservoir, which had not yet been granted final approval.



- 3) ☐ Unsecure Clay Street square reservoirs, which have unlocked corner hatches and may have at least 1 electrical conduit opening which could allow rodents into the reservoir. Under [OAR 333-061-0076\(4\)\(e\)](#), an unlocked hatch is one of the following significant deficiencies for finished water storage listed in (e) below.

- (e) Finished water storage:
- (A) Hatch not locked;
  - (B) Roof and hatch not watertight;
  - (C) No flap-valve or equivalent over drain/overflow; and
  - (D) No screened vent.



A request for final plan approval was received on October 30, 2025 confirming the conditions in the [April 17, 2023 conditional approval letter](#) had been met. As-builts were received on October 31, 2025.

## CONTRACT DOCUMENTS FOR THE CONSTRUCTION OF THE CLAY STREET RECTANGULAR RESERVOIR COVER REPLACEMENT CITY OF DALLAS, OREGON DRAWINGS MARCH 2023

**FUNDING SOURCE**  
THIS PROJECT WAS FUNDED IN PART WITH A FINANCIAL AWARD FROM THE SPECIAL PUBLIC WORKS FUND, FUNDED BY THE OREGON STATE LOTTERY AND ADMINISTERED BY THE OREGON INFRASTRUCTURE FINANCE AUTHORITY.

LOCATION MAP

VICINITY MAP

**INDEX TO DRAWINGS**

SHEET	DATE	DESCRIPTION
1	03/23/23	GENERAL NOTES
2	03/23/23	RESERVOIR COVER PLAN
3	03/23/23	COVER CONNECTION

**City of Dallas**  
CLAY STREET RECTANGULAR RESERVOIR COVER REPLACEMENT  
100% SUBMITTAL

Drinking Water Services  
Project Final Approval Request Form

Project Name: Clay Street Rectangular Reservoir Cover Replacement PR# 151-2022  
Public Water System ID# 41-340  
PW's Name: City of Dallas

[Click to Insert Photo](#)

- Was the project undertaken? If so, what was the starting date?  
YES ☒ NO ☐ DATE 04/05/2023
- If project was not undertaken, has the project been abandoned?  
YES ☐ NO ☒ DATE 04/05/2023
- Was the project completed? If so, when?  
YES ☒ NO ☐ DATE 04/05/2023
- If project not completed, estimated completion date:
- If completed, was the work accomplished in conformance with all conditions listed in the Conditional Approval letter and DWS Construction Standards, Oregon Administrative Rule (OAR) 61-0050? In the comments below or on a separate sheet please make clear how all conditions specified in the Conditional Approval letter were met.
- If the project was completed, were there any differences between what is shown on the plans and what was actually installed?  
YES ☐ NO ☒
- If the completed project is different from what is shown on the plans, were the plans modified to show as-built conditions?  
YES ☐ NO ☒
- Have as-builts been sent to Drinking Water Services? NOTE: As-builts are not required if there were no significant changes noted in 5.  
YES ☒ NO ☐
- Are the facilities operating? If so, starting when?  
YES ☒ NO ☐

Signature of Engineer:                      Date: 10/30/2025  
Name: Craty Masier OR PER: 10343  
Firm: Jacobs Engineering Group Inc Phone: (541) 692-4955

Comments:

**GENERAL SHEET NOTES**

- CONTRACTOR TO FIELD VERIFY ALL DIMENSIONS AND LOCATIONS.

RESERVOIR COVER PLAN

COVER CONNECTION

Page from geomembrane spec

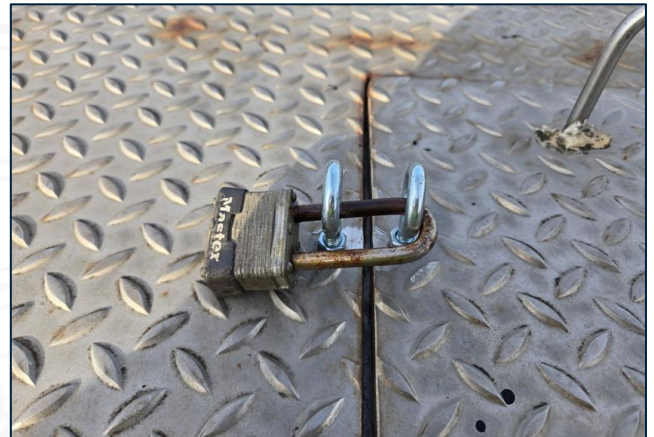
CITY OF DALLAS, OREGON      CLAY STREET RECTANGULAR RESERVOIR COVER REPLACEMENT

1.10 SPECIAL CERTIFICATION

A. Provide manufacturer's certification that geomembrane products conform with NSF/ANSI 61 requirements.



A corrective action plan was received from the City on January 8, 2026, confirming that the hatches had been secured, and an unused conduit opening had been plugged. The photographs shown below were also received on January 8<sup>th</sup>.



**Public Works Department**

December 8th, 2025

Evan Hofeld, PE  
OHA Drinking Water Program  
PO BOX 14350  
Portland, OR 97293

Re: September 26th 2025 Water System Survey

City of Dallas Corrective Action Plan

Dear Mr. Hofeld

Thank you for coming out and spending the day with us and conducting our recent Water System Survey. Since receiving the report, we have spent some time working on the significant deficiencies as well as the list of other recommendations.

Significant Deficiencies:

1. **Not calibrating continuous turbidimeters quarterly using a primary formazin calibration standard.**

We ordered the 20 NTU standard kit for our turbidimeters and have started quarterly sampling per OAR 333-061-0036(5)(b)(A)(ii). We will continue quarterly sampling.

2. **No distribution system operator in direct responsible charge (DRC) certified at the appropriate level (WD-3)**

Like we discussed, the City was unaware that we had been moved from a WD-2 to a WD-3 system. I also mentioned to you that I have taken on a new role at the City of Dallas and we are currently recruiting for a new water supervisor. We changed the recruitment to require the new supervisor to hold a WD-3 certification to satisfy this new requirement. We have interviews on Monday the 15th and I hope to have a new water distribution supervisor that holds a WD-3 shortly after the first of the year.

3. **Unsecure Clay Street square reservoirs, which have unlocked corner hatches and may have at least 1 electrical conduit opening which could allow rodents into the reservoir.**

We are in the process of adding eye bolts to the hatches and adjacent stainless panels

mentioned in the survey that allows us to lock the hatches. We have also plugged the conduit entering the reservoir top. We are in the process of finishing all of the hatches (the material is thick stainless and is very time consuming to drill through) but anticipate being complete by the end of 2025. I will send photos of each hatch once complete.

I'm asking for a little time to finish satisfying the requirements of the significant deficiencies. We should have the hatch locks added and in place by 12/31/2025 and I'm hoping to have a new water supervisor and DRC with WD-3 certification by 1/31/2025.

Please let me know if you have any questions and thanks again for your help.

  
Jake Dyer  
Assistant Public Works Director  
City of Dallas



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All relay calls accepted | [www.healthoregon.org/dws](http://www.healthoregon.org/dws)