# CLAIM OF BENEFICIAL USE for Groundwater Permits claiming more than 0.1 cfs



Oregon Water Resources Department 725 Summer Street NE, Suite A Salem, Oregon 97301-1266 (503) 986-0900 www.oregon.gov/OWRD

A fee of \$230 must accompany this form for <u>permits</u> with priority dates of July 9, 1987, or later.

#### A separate form shall be completed for each permit.

In cases where a permit has been amended through the permit amendment process, a separate claim for the permit amendment is not required. Incorporate the permit amendment into the claim for the permit.

This form is subject to revision. **Begin each new claim** by checking for a new version of this form at: <a href="https://www.oregon.gov/OWRD/Forms/Pages/default.aspx">https://www.oregon.gov/OWRD/Forms/Pages/default.aspx</a>

The completion of this form is required by OAR 690-014-0100(1) and 690-014-0110(4).

Please type or print in dark ink. If this form is found to contain errors or omissions, it may be returned to you. **Every item must have a response.** If any requested information does not apply to the claim, insert "NA." **Do not delete or alter any section of this form unless directed by the form.** The Department may require the submittal of additional information from any water user or authorized agent.

"Section 8" of this form is intended to aid in the completion of this form and should not be submitted.

A claim of beneficial use includes both this report and a map. If the map is being mailed separately from this form, please include a note with this form indicating such.

If you have questions regarding the completion of this form, please call 503-979-9103.

The Department has a program that allows it to enter into a voluntary agreement with an applicant for expedited services. Under such an agreement, the applicant pays the cost to hire additional staff that would not otherwise be available. This program means a certificate may be issued in about a month. For more information on this program see

https://www.oregon.gov/OWRD/programs/WaterRights/RA/Pages/default.aspx

# SECTION 1 GENERAL INFORMATION

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#### 1. File Information:

APPLICATION #	PERMIT # (IF APPLICABLE)	PERMIT AMENDMENT # (IF APPLICABLE)	
G- 15660	G-15102	T- N/A	

2. Property Owner (current owner information):

APPLICANT/BUSINESS NAME  Mt Hood National Forest – Timberlake Job Corps		PHONE NO 971-279-		Additional Contact No. <b>503-834-3461</b>	
Center	•				
Address					
59868 Hwy 224					
CITY	STATE	ZIP	E-MAIL		
Estacada	OR	97023	Brian.S.Hicl	kman@usda.gov	

If the current property owner is not the permit holder of record, it is recommended that an assignment be filed with the Department. <u>Each</u> permit holder of record must sign this form.

3. Permit holder of record (this may, or may not, be the current property owner):

PERMIT HOLDER OF RECORD			
Mt Hood National Fore	st – Timberlake Job Corps		
Address			
59868 Hwy 224			
CITY	STATE	ZIP	
Estacada	OR	97023	

Additional Permit Holder of Re	CORD		
Address			
Сіту	STATE	ZIP	

4. Date of Site Inspection:

11/01-03/2022 & 10/30-	
11/01/2023	

5. Person(s) interviewed and description of their association

with the project:

Name	DATE	Association with the Project
Brian Hickman	11/01-03/2022 & 10/30-11/01	Water Treatment Plant Operator
Tom Torres	08/02/2023	Water System Design engineer and Forest Engineer during project construction and who signed As Built plans

6. County:

Total Control of the		
Clackamas		
Ciackaillas		

7. If any property described in the place of use of the permit final order is excluded from this report, identify the owner of record for that property (ORS 537.230(5)):

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OWNER OF RECORD			
Mt Hood National Fore	st – Timberlake Job Corp	Center	
Address			
59868 Hwy 224			
CITY	STATE	ZIP	
Estacada	OR	97023	

Add additional tables for owners of record as needed

# SECTION 2 SIGNATURES

## CWRE Statement, Seal and Signature

The facts contained in this Claim of Beneficial Use are true and correct to the best of my knowledge.



CWRE NAME		PHONE NO	ADDITIONAL CONTACT NO.
Rachael Thurston		707-562-	8914 707-980-0704
Address			
1323 Club Drive			
CITY	STATE	ZIP	E-MAIL
Vallejo	CA	94592	rachael.thurston@usda.gov

## Permit Holder of Record Signature or Acknowledgement

**<u>Each</u>** permit holder of record must sign this form in the space provided below.

The facts contained in this Claim of Beneficial Use are true and correct to the best of my knowledge. I request that the Department issue a water right certificate.

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SIGNATURE	PRINT OR TYPE NAME	TITLE	DATE
MetalofSgaarden	Meta Loftsgaarden	Mt. Hood National Forest – Forest Supervisor	4/7/2025
By	Sharlton Holt	Timberlake Job Corps Center – Center Director	4/8/2025
			×

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#### **SECTION 3**

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#### **CLAIM DESCRIPTION**

1. Point of appropriation name or number:

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POINT OF APPROPRIATION (POA) NAME OR NUMBER (CORRESPOND TO MAP)	WELL LOG ID # FOR ALL WORK PERFORMED ON THE WELL (IF APPLICABLE)	WELL TAG # (IF APPLICABLE)
USDA #1	Clack 57815 Start Card#146199	L-50285
USDA #1	Clack 61237 Start Card#174631	L-50285

Attach each well log available for the well (include the log for the original well and any subsequent alterations, reconstructions, or deepenings)

2. Point of appropriation source, if indicated on permit:

POA	Source	TRIBUTARY
NAME OR NUMBER	BASIN LOCATED WITHIN	
USDA #1 Well	Well located in the Frog Lake Basin	None identified

3. Developed use(s), period of use, and rate for each use:

POA NAME OR NUMBER	USES	IF IRRIGATION, LIST CROP TYPE	SEASON OR MONTHS WHEN WATER WAS USED	ACTUAL RATE OR VOLUME  USED  (CFS, GPM, OR AF)
USDA #1	Commercial		Year Round	155 GPM
USDA #1	Irrigation	Lawn & Garden	July 1 – October 31st	16 GPM
<b>Total Quantity of</b>	Water Used			

**4. Provide a general narrative description of the distribution works.** This description must trace the water system from **each** point of appropriation to the place of use:

This system includes one Well [USDA #1]. The USDA #1 Well was added by the Forest Service to the existing water plant and distribution system in 2006. The water treatment plant, the 150,000-gallon storage tank and water distribution lines had been in use for years with the last major distribution addition occurring in 1996. The well is equipped with a totalizing flow meter and submersible pump. The water is delivered from the well to a water treatment plant via a 3" pipe per the "As Built" plans from 2006. However, this piping was increased to 4" in 2023. The treatment plant is where the water is chlorinated. The water treatment plant building contains the electrical panels for the system including one shut off valve, a main check valve and the totalizing flow meter. From the water treatment plant, the water is conveyed via gravity through a 3" pipe [now 4" pipe] to a 150,000-gallon reservoir [D 36'/H 20' steel]. From the reservoir a looped system comprised of one 8" distribution line that reduces to a 6" line delivers water to the Timberlake Job Corps Center compound. One 6" distribution line delivers water to the Ripplebrook Ranger District, Ripplebrook housing complex and the Ripplebrook heli-base compound. The entire system is gravity flow. In 2006 the system served 22 Administrative Buildings, 23 Residences, 4 apartments, and 39 trailer pads with full-service hook-ups and a dormitory building that houses up to 100 students. The irrigation is delivered from the same piped and looped system that delivers water for the commercial use.

Reminder: The map associated with this claim must identify the location of the point(s) of diversion, Donation Land Claims (DLC), Government Lots (GLot), and Quarter-Quarters (QQ).

#### 5. Variations:

Was the use developed differently from what was authorized by the permit, permit amendment final order, or extension final order? If yes, describe below.

NO

(e.g. "The permit allowed three points of appropriation. The water user only developed one of the points." or "The permit allowed 40.0 acres of irrigation. The water user only developed 10.0 acres.")

#### 6. Claim Summary:

POA NAME OR #	MAXIMUM RATE AUTHORIZED	CALCULATED THEORETICAL RATE BASED ON SYSTEM	AMOUNT OF WATER MEASURED	USE	# OF ACRES ALLOWED	# OF ACRES DEVELOPED
USDA #1	0.276 CFS	0.27 CFS	0.34 CFS	Commercial		
USDA #1	0.088 CFS			Irrigation	7 AC	7 AC

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#### **SECTION 4**

#### SYSTEM DESCRIPTION

#### Are there multiple POAs?

NO

If "YES" you will need to copy and complete a separate Section 4 for each POA.

POA Name or Number this section describes (only needed if there is more than one):

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A. Place of Use

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1. Is the right for municipal use?

NO

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If "YES" the table below may be deleted.

TWP	RNG	Mer	SEC	QQ	GLOT	DLC	USE	IF IRRIGATION, # PRIMARY ACRES	If IRRIGATION, # SUPPLEMENTAL ACRES
05 S	06 E	WILL	34	SENW			Irrigation	.09	N/A
05 S	06 E	WILL	34	SENW			Commercial		N/A
05 S	06 E	WILL	34	SWNE			Commercial		N/A
05 S	06 E	WILL	34	NESW			Commercial		N/A
05 S	06 E	WILL	34	NESW			Irrigation	1.91	N/A
05 S	06 E	WILL	34	NWSW			Commercial		N/A
05 S	06 E	WILL	34	NWSE			Commercial		N/A
05 S	06 E	WILL	34	NWSE			Irrigation	2.00	N/A
05 S	06 E	WILL	34	SWSE			Commercial		N/A
06 S	06 E	WILL	02	NENW	03		Commercial		N/A
06 S	06 E	WILL	02	NENW	03		Irrigation	2.25	N/A
06 S	06 E	WILL	03	NENE	01		Commercial		N/A
06 S	06 E	WILL	03	NENE	01		Irrigation	0.50	N/A
06 S	06 E	WILL	03	SENE			Commercial		N/A
06 S	06 E	WILL	03	SENE			Irrigation	0.25	N/A
Total A	cres Irrig	ated					•	7.00	N/A

Reminder: The map associated with this claim must identify Donation Land Claims (DLC), Government Lots (GLot), Quarter Quarters (QQ), and if for irrigation, the number of acres irrigated within each projected DLC, GLot, and QQ.

### B. Groundwater Source Information (Well)

1. Is the appropriation from a well?

YES

If "NO", items 2 through 4 relating to this section may be deleted.

2. Describe the access port (type and location) or other means to measure the water level in the well:

There are two ways to measure the water level in the well itself. There is a pressure gauge at the well head. The second method is using the pressure transducer in the well with a digital read out of the water level.

3. If well logs are not available, provide as much of the following information as possible:

CASING DIAMETER	CASING DEPTH	TOTAL DEPTH	COMPLETION DATE OF ORIGINAL WELL	COMPLETION  DATES OF  ALTERATIONS	WHO THE WELL WAS DRILLED FOR	WELL DRILLED BY
N/A						
Well logs are attached						

4. In addition to the information requested in item "3" above, provide any other information which may help the Department locate any well logs associated with this appropriation.

The well logs are available on the OWRD – Well Log database via the OWRD website and they are included in the attachments [Clack 57815 and Clack 61237].

C. Groundwater Source Information (Sump)

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1. Is the appropriation from a dug well (sump)?

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NO

D. Diversion and Delivery System Information

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Provide the following information concerning the diversion and delivery system. Information provided must describe the equipment used to transport <u>and</u> apply the water from the point of appropriation to the place of use.

1. Is a pump used?

YES

If "NO" items 2 through item 6 may be deleted.

2. Pump Information:

Grundfos	150S200-9	Not available		3"	3"
MANUFACTURER	Model	SERIAL NUMBER	TYPE (CENTRIFUGAL, TURBINE OR SUBMERSIBLE)	INTAKE SIZE	DISCHARGE

3. Motor Information:

Manufacturer	Horsepower
Franklin	20

4. Theoretical Pump Capacity:

Horsepower	OPERATING PSI	LIFT FROM SOURCE TO PUMP  *IF A WELL, THE WATER LEVEL  DURING PUMPING	LIFT FROM PUMP TO PLACE OF USE	TOTAL PUMP OUTPUT (IN CFS)
20	60	221	39	0.34

5. Provide pump calculations:

Well Depth @ 279.5 S Pump Place @ Static Water Level @ Drawdown @ (hp)(efficiency) / (lift + psi head) = capacity in CF/S (20)(7.04) / (260 + 60) = 0.34 CF/S

6. Measured Pump Capacity (using meter if meter was present and system was operating):

INITIAL METER READING	ENDING METER READING	DURATION OF TIME OBSERVED	TOTAL PUMP OUTPUT (IN CFS)
Not measured - the pump from 2006 has been replaced with a new pump due to fire	destroying the original water plant structure and components in 2020.		

Reminder: For pump calculations use the reference information at the end of this document.

7. Is the distribution system piped?

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YES

If "NO" items 8 through item 13 may be deleted.

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8. Mainline Information:

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		Calcill	Oulout, ott			
MAINLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND			
8"	2086	Schedule 40 PVC	Buried			
6"	2567	PVC	Buried			
6"	2420	PVC	Buried			
6"	2400	PVC	Buried			

#### 9. Lateral or Handline Information:

LATERAL OR HANDLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND
4"	2180	PVC	Buried
3"	210	Galvanized	Buried
3"	625	PVC	Buried
2"	910	Galvanized	Buried
2"	1310	PVC	Buried
1"	1960	PVC	Buried
3/4"	1890	PVC	Buried

10. Sprinkler Information:

Size	OPERATING PSI	SPRINKLER OUTPUT (GPM)	TOTAL NUMBER OF SPRINKLERS	MAXIMUM NUMBER USED	TOTAL SPRINKLER OUTPUT (CFS)
½" MNPT Model P5-R Rainbird	55 PSI	4.1 Max per manufacturer	28	9	0.0822 CF/S

Reminder: For sprinkler output determination use the reference information at the end of this document.

11. Drip Emitter Information:

SIZE	OPERATING PSI	EMITTER OUTPUT (GPM)	TOTAL NUMBER OF EMITTERS	MAXIMUM NUMBER USED	TOTAL EMITTER OUTPUT (CFS)
N/A					

12. Drip Tape Information:

DRIPPER SPACING IN INCHES	GPM PER 100 FEET	TOTAL LENGTH OF TAPE	MAXIMUM LENGTH OF TAPE USED	TOTAL TAPE OUTPUT (CFS)	Additional Information
N/A					

13. Pivot Information:

Manufacturer	MAXIMUM WETTED RADIUS	OPERATING PSI	TOTAL PIVOT OUTPUT (GPM)	TOTAL PIVOT OUTPUT (CFS)
N/A				

#### E. Storage

1. Does the distribution system include in-system storage (e.g. storage tank, bulge in system / reservoir)?

YES

If "NO", item 2 and 3 relating to this section may be deleted.

If "YES" is it a:

Storage Tank

YES

Bulge in System / Reservoir

NO

Complete appropriate table(s), unused table may be deleted.

2. Storage Tank:

MATERIAL (CONCRETE, FIBERGLASS, METAL, ETC.)	CAPACITY (IN GALLONS)	ABOVE GROUND OR BURIED
Metal – Steel [dimension 36' D X 20' H]	150,000	Above

# F. Gravity Flow Pipe

(THE DEPARTMENT TYPICALLY USES THE HAZEN-WILLIAM'S FORMULA FOR A GRAVITY FLOW PIPE SYSTEM)

1. Does the system involve a gravity flow pipe?

YES

If "NO", items 2 through 4 relating to this section may be deleted.

2. Complete the table:

PIPE SIZE	PIPE TYPE	"C"	AMOUNT OF FALL	LENGTH OF PIPE	SLOPE	COMPUTED RATE OF WATER FLOW (IN CFS)
8"	PVC	150	130	2086	6.2%	4.986 CF/S
6"	PVC	150	54	2567	2.1%	1.302 CF/S
6"	PVC	150	140	2420	5.8%	2.248 CF/S
6"	PVC	150	250	2400	10.4%	3.088 CF/S

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3. Provide calculations:

V =1.31	C)(R *0.63 )(S*0.54 )	V/A-CS = CF/S
8" PVC	1.31(150)(0.166667 *0.63)(0.06232023*0.54) = 14.2847 F,	/S 14.2847/0.349066 = 4.986 CF/S
6" PVC	1.31(150)(0.125 *0.63)(0.02103623*0.54) = 6.629223 F/S	6.629223 /0.19635 = 1.302 CF/S
6" PVC	1.31(150)(0.125 *0.63)(0.05785124*0.54) = 11.44745 F/S	11.44745 /0.19635 = 2.248 CF/S
6" PVC	1.31(150)(0.125 *0.63)(0.10416667*0.54) = 15.72655 F/S	15.72655 /0.19635 = 3.088 CF/S

4. If an actual measurement was taken, provide the following:

DATE OF MEASUREMENT	WHO MADE THE MEASUREMENT	MEASUREMENT METHOD	MEASURED QUANTITY OF WATER (IN CFS)
N/A			

Attach measurement notes.

#### G. Gravity Flow Canal or Ditch

(THE DEPARTMENT TYPICALLY USES MANNING'S FORMULA FOR CANALS AND DITCHES)

1. Is a gravity flow canal or ditch used to convey the water as part of the distribution system?

NO

H. Additional notes or comments related to the system:

N/A			

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#### **SECTION 5**

#### CONDITIONS

All conditions contained in the permit, permit amendment, or any extension final order shall be addressed. Reports that do not address all performance related conditions will be returned.

#### 1. Time Limits:

Permits and extension final orders contain any or all of the following dates: the date when the actual construction work was to begin, the date when the construction was to be completed, and the date when the complete application of water to the proposed use was to be completed. These dates may be referred to as ABC dates. Describe how the water user has complied with each of the development

timelines established in the permit or permit extension order:

	DATE FROM PERMIT	DATE ACCOMPLISHED*	DESCRIPTION OF ACTIONS TAKEN BY WATER USER TO COMPLY WITH THE TIME LIMITS
ISSUANCE DATE	July 12, 2002		
BEGIN CONSTRUCTION (A)		The well ID 50285 was drilled/constructed 5/10/2002 and pump installed 6/20/2005 per Well Logs	Adding new well and necessary piping from the well head to the existing water treatment plant and existing distribution system in phases from 2002-2006.
COMPLETE CONSTRUCTION (B)		As Built plans adding the new well to the system were dated 10/03/2006 by Tom Torres, Mt Hood NF, FE and designer *	Initial water tests were taken in July 2006 when the new well was added to the system was placed in service. The lab reports on those tests received in August 2006
COMPLETE APPLICATION OF WATER (C)	October 1, 2006	July 26, 2006 is when the system was placed into service and the initial water samples were pulled for testing. Both the samples and test results were received prior to the 10/01/2006 C-Date	Water system has been in use since the substantial completion of bringing the USDA #1 Well [Well ID 50285] online in July 2006. The water test results from the July samples were received August 10, 2006  Received by OWRD  APR 0 9 2025  Salem, OR
		*See letter from	
		Tom Torres	

\* MUST BE WITHIN PERIOD BETWEEN PERMIT, OR ANY EXTENSION FINAL ORDER ISSUANCE AND THE DATE TO COMPLETELY APPLY WATER

2. Is there an extension final order(s)?

NO

- 3. Initial Water Level Measurements:
- 4. Annual Static Water Level Measurements:

a. Was the water user required to submit annual static water level measurements?

NO

#### 5. Pump Test:

a. Did the permit require the submittal of a pump test?

YES

Ground water permits with priority dates on or after **December 20, 1988**, require the submittal of a pump test prior to issuance of a certificate. In some cases, the permit holder may qualify for a multiple well exemption or an unreasonable burden exemption.

For additional information regarding pump tests see:

https://www.oregon.gov/OWRD/programs/GWWL/GW/Pages/PumpTestProgram.aspx

If "NO", items b through e relating to this section may be deleted.

b. Has the pump test been previously submitted to the Department?

NO

c. Is the pump test attached to this claim?

NO

d. Has the pump test been approved by the Department?

NO

e. Has a pump test exemption been approved by the Department?

YES

#### 6. Measurement Conditions:

a. Does the permit, permit amendment, or any extension final order require the installation of a meter or approved measuring device?

If "NO", items b through f relating to this section may be deleted.

Reminder: If a meter or approved measuring device was required, the COBU map must indicate the location of the device in relation to the point of diversion or appropriation.

b. Has a meter been installed?

YES

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#### c. Meter Information

POD/POA Name or #	Manufacturer	SERIAL#	CONDITION (WORKING OR NOT)	CURRENT METER READING	DATE INSTALLED
USDA #1 – NOTE – this meter was located in water treatment plant that was lost due to wildfire in 2020	SENSUS	UNK	Lost to Wildfire named Riverside in Summer of 2020	Not available	Meter was in use prior to July 2006 when the well was placed into use. Treatment plant was part of the system in use when Frog Lake surface water was the water source per B. Hickman.
New meter installed in the new water treatment plant	Seametrics	12200954	Working	40,025,869	February 2023

#### 7. Recording and reporting conditions:

to the well?

a. Is the water user required to report the water use to the Department?

8. Other conditions required by permit, permit amendment final order, or extension final order:

a. Were there special well construction standards?

b. Was submittal of a ground water monitoring plan required?

c. Was submittal of a water management and conservation plan required?

d. Was a Well Identification Number (Well ID tag) assigned and attached YES

DATE ATTACHED TO WELL
May 15 <sup>th</sup> 2002

e. Other conditions?

If "YES" to any of the above, identify the condition and describe the water user's actions to comply with the condition(s):

I found that the Well Tag was attach	nea	to we	ш
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NO

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#### **SECTION 6**

#### **ATTACHMENTS**

Provide a list of any additional documents you are attaching to this report:

ATTACHMENT NAME	DESCRIPTION
Attachment A	Letter from Tom Torres - MTH FE is a letter summarizing interview about the construction, compliance with permit conditions by the October 1 <sup>st</sup> 2006 completion date.
Attachment B	"As Built" Plan Sheet S-1 - Timberlake JCC Water System Site Plan S- 1; sheet 2 of 17 with signature of Thomas Torres
Attachment C	Report - Water Test 08-10-2006 from Alexin Analytical Laboratories Inc., Water System #4101093 initial water tests for Well ID# L 50285 dated 08/10/06
Attachment D	Clack 57815 - Well Log; Initial drilling for Well ID# L 50285 05/10/02
Attachment E	Clack 61237 - Well Log; Alteration – setting pump 6/20/05
Attachment F	Sprinkler Specification; Manufacturer Rainbird specs for model P5-R ½: MNPT in use at TJJC

#### **SECTION 7**

# Received by OWRD APR 0 9 2025

#### CLAIM OF BENEFICIAL USE MAP

The Claim of Beneficial Use Map must be submitted with this claim. Claims submitted without the Claim of Beneficial Use map will be returned. The map shall be submitted on poly film at a scale of 1" = 1320 feet, 1" = 400 feet, or the original full-size scale of the county assessor map for the location.

Provide a general description of the survey method used to prepare the map. Examples of possible methods include, but are not limited to, a traverse survey, GPS, or the use of aerial photos. If the basis of the survey is an aerial photo, provide the source, date, series and the aerial photo identification number.

This Claim of Beneficial Use Map was developed utilizing Survey ties to existing features obtained with a Trimble Catalyst DA2 Receiver, a review of multiple "As Built" plans of the water system from the original Ripplebrook Ranger District, Heli-base and Timber Lake Job Corp Center prior to October 2006. This review of record information included the 2006 Waterline project to place Well L-50285 into service and upgrade the distribution main lines. Additional information utilized included Forest Service Geospatial Information System Data and survey records.

The Mt Hood National Forest in the area of the Ripplebrook Ranger District and the Timber Lake Job Corps Center was impacted by multiple fires in 2020. Many buildings were destroyed including the water treatment plant, administrative buildings and residential buildings. The Catalyst DA2 Receiver ties were conducted in November 2022 – prior to the reconstruction of the water treatment plant and in June 2024 after the water treatment reconstruction and salvage timber activities were completed.

Interviews were conducted with Thomas Torres and Brian Hickman. Thomas Torres was the engineer who designed 2006 water system project and also the Mt. Hood National Forest's Forest Engineer in 2006. Tom Torres signed the "As Built" plan set dated 10/03/2006. Brian Hickman was employed by Timber Lake Job Corps Center in 2006 and is the current water treatment plant

and system operator. The completed system was in place and in use in July 2006 with the original water from the system submitted for testing on July 26, 2006 by Brian Hickman. I reviewed the original test results from Alexin Analytical Professional Laboratory Services. This information was used to establish the beneficial use completion prior to October 1, 2006 – the C-date per Application file number G-15660 (Permit G-15102).

Surveys used for reference include government land office surveys: GLO Plat T5SR6E, GLO Plat T6SR6E, Clackamas County surveys: PS 28739, PS 28843 Pages 1 & 4, SN 1923-019-Pages 10 & 11, SN 29356-Pages 1, 2, 3, 5 & 6, UST 7-074 and Clackamas County Tax Assessor Map03 5S6E and 6S6E

The Clam of Beneficial Use Map is mapped at 1 inch = 400 feet scale.

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# **Map Checklist**

Please be sure that the map you submit includes ALL the items listed below. (Reminder: Incomplete maps and/or claims may be returned.)

$\boxtimes$	Map on polyester film	
$\boxtimes$	Appropriate scale (1" = 400 feet, 1" = 1320 feet, or the original assessor map)	nal full-size scale of the county
$\boxtimes$	Township, Range, Section, Donation Land Claims, and Gover	nment Lots
$\boxtimes$	If irrigation, number of acres irrigated within each projected Government Lots, Quarter-Quarters	Donation Land Claims,
	Locations of fish screens and/or fish by-pass devices in relat	ionship to point of diversion <b>N/A</b>
$\boxtimes$	Locations of meters and/or measuring devices in relationshi appropriation	p to point of diversion or
$\boxtimes$	Conveyance structures illustrated (pumps, reservoirs, pipelin	nes, ditches, etc.)
$\boxtimes$	Point(s) of diversion or appropriation (illustrated and coordi	nates)
$\boxtimes$	Tax lot boundaries and numbers	
	Source illustrated if surface water N/A	
$\boxtimes$	Disclaimer ("This map is not intended to provide legal dimer ownership lines")	Received by OWRD
$\boxtimes$	Application and permit number or transfer number	APR 0 9 2025
$\boxtimes$	North arrow	
	Legend	Salem, OR
$\boxtimes$	CWRE stamp and signature	

1101 West Washington, Suite 500, Phoenix AZ 85007 480-487-1313 ttorres@dffm.az.gov

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Salem, OR

August 26, 2023

To: Rachael Thurston,

This letter documents our interview on August 2, 2023, regarding the 2006 Timberlake JCC Water System project on the Mt. Hood National Forest Clackamas River District, my involvement and memory of the project. I designed this water system project to meet the requirements of the Oregon Water Resources Department Water Rights Application G-15660 and Permit G-15102 and monitored the construction contract. I was the Forest Engineer at the time for the Mt. Hood N.F.

The Timberlake JCC Water System project was completed and placed into use prior to October 1-2006. I completed my review of the contract with the construction plans and documented the Timberlake JCC Water System project "FINAL AS-BUILT" plan set with my signature on October 3, 2006.

The well for the water system was drilled in the spring of 2002 in the Frog Lake Basin, the water treatment plant and delivery system that included new and existing pipe was completed in 2006. The well and water plant included a water meter for measuring, an access port, and the ability to gauge the water level in the well. This project was completed in 2006 and was fully operational prior to October 1, 2006.

Warm regards,

Thomas A. Torres

Director, AZ Department of Forestry and Fire Management

ttorres@dffm.az.gov

# Received by OWRD APR 0 9 2025



**Professional** Laboratory Services

Report Date: 8/10/06

ORELAPID #: OR100031

Salem, OR

Water System ID #: 4101093 Source	ID: Well Page 1 of 3
Water System: USFS Timber Lake	Attn: Brian Hickman
Address: 59868 E. Hwy 224	Phone: 503-834-2291
City, Sate, Zip: Estacada, OR 97023	Fax: 503-834-2322
	Sample Identification
Sampled at: Well	Sampled by: Brian Hickman
Date collected: 7/12/06	Time collected: 9:30
Date received: 7/12/06	Date analyzed: 7/26/06
Sample Composition: Treated, Source, Single	
Lab Sample ID #: 06193/25A	Client Sample ID #:

Volatile	Organ	ic Ch	emicale

Regulated VOCs							
Contaminant	Code	MCL (mg/L)	Results (mg/L)	LRL (mg/L)	Method	Analyst	
1,1-Dichloroethylene	2977	0.007	ND	.0005	524.2	JCN	
1,1,1-Trichloroethane	2981	0.2	ND	.0005	524.2	JCN	
1,1,2-Trichloroethane	2985	0.005	ND	.0005	524.2	JCN	
1,2 Dichloroethane	2980	0.005	ND	.0005	524.2	JCN	
1,2 Dichloropropane	2983	0.005	ND	.0005	524.2	JCN	
1,2,4-Trichlorobenzene	2378	0.07	ND	.0005	524.2	JCN	
Benzene	2990	0.005	ND	.0005	524.2	JCN	
Carbon Tetrachloride	2982	0.005	ND	.0005	524.2	JCN	
Cis-1,2-Dichloroethylene	2380	0.07	ND	.0005	524 2	JCN	
Dichloromethane	2964	0.005	ND	.0005	524.2	JCN	
Ethylbenzene	2992	0.7	ND	.0005	524.2	JCN	
Monochlorobenzene	2989	0.1	ND	.0005	524.2	JCN	
1,2-Dichlorobenzene	2968	0.6	ND	.0005	524.2	JCN	
1,4-Dichlorobenzene	2969	0.075	ND	.0005	524.2	JCN	
Styrene	2996	0.1	ND	.0005	524.2	JCN	
Tetrachloroethylene	2987	0.005	ND	.0005	524.2	JCN	
Toluene	2991	1.0	ND	.0005	524.2	JCN	
Total Xylenes	2955	10.0	ND	.0005	524.2	JCN	
Trans-1,2-Dichloroethylene	2979	0.1	ND	.0005	524.2	JCN	
Trichloroethylene	2984	0.005	ND	.0005	524.2	JCN	
Vinyl Chloride	2976	0.002	ND	.0004	524/2	JCN/	

ND = None Detected

All procedures for this report conform to XFLAC standards

Reported by: Umpqua Research Company 626 Division St. Myrtle Creek, OR 97457 Contact: Lisa Leming 541-863-5201

Scott Dickman Inorganic Technical Director

# ANALYSIS REPORT

Analysis by: ORELAP ID#: OR100013



Professional Laboratory Services

C

L USFS Timber Lake

Attn: Brian Hickman

59868 Hwy 224

N Estacada, OR 97023

Т

PWSID#: 4101093

Source: Well

Sample Type: Drinking Water

Sampled By: Brian Hickman

Sample Composition: Treated, Source, Single

Date Reported: 8/10/06

Date Sampled: 7/12/06 9:30

Date Received: 7/12/06

Job Number: 06193/25A

page: 2 of 3

phone: 503-834-2291

fax: 503-834-2232 Received by OWRD

APR 0 9 2025

711 0 0 2025

#### Inorganic Compounds Results

Salem, OR

			00400/054			-
Laboratory Sample	#		06193/25A			Date
Client Identification	1		Well	MCL	MDL	Analyzed
Contaminant	Code	Method	mg/L (ppm)	mg/L (ppm	)mg/L (ppm	)
<b>Total Antimony</b>	1074	200.9	ND	0.006	0.001	8/10/06
Total Arsenic	1005	200.9	ND	0.010	0.003	7/13/06
<b>Total Barium</b>	1010	200.7	ND	2.0	0.05	7/14/06
<b>Total Beryllium</b>	1075	200.7	ND	0.004	0.0005	7/14/06
<b>Total Cadmium</b>	1015	3113 B	ND	0.005	0.0005	8/2/06
<b>Total Chromium</b>	1020	200.7	ND	0.1	0.010	7/14/06
Total Lead	1030	200.9	ND	0.015	0.002	7/17/06
<b>Total Mercury</b>	1035	245.1	ND	0.002	0.0002	8/4/06
Total Nickel	1036	200.7	ND	0.1	0.02	7/14/06
Total Selenium	1045	200.9	ND	0.05	0.005	7/26/06
<b>Total Thallium</b>	1085	200.9	ND	0.002	0.001	8/10/06
Total Sodium**	1052	3111B	6.2	20.0*	0.1	7/25/06
Fluoride	1025	4500F-C	ND	4.0	0.5	7/17/06
Nitrite	1041	4500NO2-B	ND	1.0	0.01	7/12/06 2:15pm
Cyanide	1024	4500CN-C/E	ND	0.2	0.02	7/14/06
Nitrate	1040	4500NO3-D	0.6	10	0.5	7/13/06 9:40am

<sup>\*</sup>recommended

All procedures utilized for this report conform to NELAC standards.

This report reflects the results for this sample only.

This report shall not be reproduced except in full, without the written approval of the laboratory.

Approved by

Scott Dickman

Inorganic Technical Director

ND = None Detected

MCL = Maximum Contaminant Level
MDL = Method Detection Limit

<sup>\*\*</sup> Analyte not accredited by NELAC

## ANALYSIS REPORT

C

T

L USFS Timber Lake

I Attn: Brian Hickman

E 59868 Hwy 224

Source: Well

N Estacada, OR 97023

lexin nalytical LABORATORIES, INC.

Professional Laboratory Services

Analysis by: ORELAP ID #OR100031

PWSID#: 4101093

Received by OWRD

APR 0 9 2025

Salem. OR

Date Reported: 8/10/06

Date Sampled: 7/12/06 9:30

Date Received: 7/12/06

Job Number: 06193/25A

Page: 3 of 3

Sampled by: Brian Hickman Sampled Location: Well

Sample Compostion: Treated/Source/Single

Regulated Synthetic Organic Compounds

FRDS#	COMPOUND	RESULT mg/L	MCL mg/L	MDL mg/L	EPA Method	FRDS#	COMPOUND	RESULT mg/L	MCL mg/L	MDL mg/L	EPA Method
2946	EDB	ND	0.00005	0.00001	504.1	2383	Polychlorinatedbiphenyls-PCB's	ND	0.0005	0.0002	508.1
2931	DBCP	ND	0.0002	0.00002	504.1	2031	Dalapon	ND	0.2	0.002	515.3
2051	Alachlor (Lasso)	ND	0.002	0.0004	525.2	2041	Dinoseb	ND	0.007	0.0004	515.2
2050	Atrazine	ND	0.003	0.0002	525.2	2326	Pentachlorophenol	ND	0.001	0.00008	515.2
2037	Simazine	ND	0.004	0.0001	525.2	2040	Picloram	ND	0.5	0.0002	515.2
2959	Chlordane	ND	0.002	0.0004	508.1	2105	2,4-D	ND	0.07	0.0002	515.2
2005	Endrin	ND	0.002	0.00002	525.2	2110	2,4,5-TP (Silvex)	ND	0.05	0.0004	515.2
2065	Heptachlor	ND	0.0004	0.00004	525.2	2306	Benzo(a)pyrene	ND	0.0002	0.00004	525.2
2067	Heptachlor Epoxide	ND	0.0002	0.00002	525.2	2035	Bis(2-ethylhexyl)adipate	ND	0.4	0.001	525.2
2274	Hexachlorobenzene	ND	0.001	0.0001	525.2		Bis(2-ethylhexyl)phthalate	ND	0.006	0.0013	525.2
2042	Hexachlorocyclopentadiene	ND	0.05	0.0002	525.2	2046	Carbofuran	ND	0.04	0.001	531.1
2010	BHC-gamma (Lindane)	ND	0.0002	0.00002	525.2	2036	Vydate (Oxamyl)	ND	0.2	0.002	531.1
2015	Methoxychlor	ND	0.04	0.0002	525.2	2034	Glyphosate	ND	0.7	0.01	547
2020	Toxaphene	ND	0.003	0.001	508.1	2033	Endothall	ND	0.1	0.01	548.1
	The state of the s			***************************************	4	2032	Diquat	ND	0.02	0.0004	549.2

**Unregulated Synthetic Organic Compounds** 

FRDS#	#	RESULT	MDL	EPA	FRDS#		RESULT	MDL	EPA
	COMPOUND	mg/L	mg/L	Method		COMPOUND	mg/L	mg/L	Method
2076	Butachlor	ND	0.001	525.2	2047	Aldicarb	ND	0.002	531.1
2045	Metolachlor	ND	0.002	525.2	2044	Aldicarb Sulfone	ND	0.001	531.1
2595	Metribuzin	ND	0.001	525.2	2043	Aldicarb Sulfoxide	ND	0.003	531.1
2356	Aldrin	ND	0.0001	525.2	2021	Carbaryl	ND	0.004	531.1
2070	Dieldrin	ND	0.0001	525.2	2066	3-Hydroxycarbofuran	ND	0.004	531.1
2077	Propachlor	ND	0.001	525.2	2022	Methomyl	ND	0.004	531.1
2440	Dicamba	ND	0.0005	515.2			1		1

EPA	Analysis
Method	Date
504.1	7/24/2006
508.1	7/26/2006
515.2	7/27/2006
525.2	7/25/2006
515.3	7/24/06

 EPA
 Analysis
 N

 Method
 Date
 M

 531.1
 7/18/2006
 M

 547
 7/20/2006
 M

 548.1
 7/27/2006
 T

 549.2
 7/27/2006
 T

ND=None Detected

MCL=Maximum Contaminant Level

MDL=Method Detection Limit

UMPQUA RESEARCH COMPANY\*

Reported By

\* 626 Division St., Myrtle Creek, OR 97457 Contact: Lisa Leming (541) 863-5201

Reviewed by: Scott Dickman Water Supply Well Report
(as required by ORS 537.765)

Instructions for completing this report are on the last page of this form.

Well ID Tag # L

50285 Start Card # 146199

(1) Owner Well Number: 1	(9) Location of Hole by legal description
Name: USDA	County: CLAC Latitude: Longitude:
Street	Township: 5.00 S Range: 6.00 E
Street: 16400 CHAMPION WAY City: SANDY State:OR Zip Code: 97055	Section: 34 NWSE Lot: Block:
(2) Type of Work	Tax Lot: Subdivision:
X New Alter (Recondition) Alter (Repair)	Street Address of Well (or nearest address):  HWY 224 ABOVE MP #48 TIMBERLAKE CONSERVATION CT.
Deepening Abandonment	MAP, with location identified, must be attached.
(3) Drill Method	(10) Static Water Level Feet below land surface: 222.0 Date: 05 / 10 / 2002
X Rotary Air Rotary Mud Cable Auger	Feet below land surface: 222.0 Date: 05 / 10 / 2002 Artesian Pressure: Date:
Other:	
(4) Proposed Use	(11) Water Bearing Zones
X Domestic Community Industrial Irrigation Injection	Depth at which water was first found: 80.00 ft.
Livestock Thermal Other:	From To est Flow swl 80.00 120.00 75.00 80
(5) Bore Hole Construction	230.00 280.00 202.00 222
Special Standards: Depth of completed well: 280.00 ft.	•
Explosives Used: Amount: Type:	(12) Well Log Ground Elevation:
Hole Seal	Material From To swl
Diameter From To Mtrl From To Sacks/lbs	CLAY-BROWN 0.00 5.00
10.00 0.00 145.00 CE -5.00 145.00 51	CLAY & BASALT-GRAY & BROWN 5.00 35.00
6.00 145.00 280.00	BASALT-GRAY & BROWN 35.00 80.00
	BASALT & GRAVEL-GRAY & BROWN 80.00 120.00 80
	BASALT- GRAY 120.00 180.00
How was seal placed? C Other: TOPPED WITH BENTONITE	CINDER-BLACK 180.00 220.00 BASALT-GRAY 220.00 230.00
Back fill placed from: Material: Filter pack from: Size:	BROKEN BASALT-GRAY 230.00 280.00 222
(6) Casing / Liner  Csng/ Shoe Shoe Liner Diameter From To Gauge Mtrl Weld Thrd at used	H00=:
C 6.00 2.00 -280.00 250 S X	Dy OWRD
	APR 0 9 2025
	Salem, OR
(7) Perforation / Screens	RECEIVED
Perforations: Csng/ Mtrl From To Width Height #Slots Dia. t/pSize Lnr Method	S 7245795
Wild From To Wildtheight #31013 Dia. Ppoize EM Weated	MAY 1 5 2002
Screens:	WATER WAS REGON
Mtrl From To S Size #Slots Dia. t/pSize Type Gauge	SAC SM. AFGON
	4
(8) Well Tests (Minimum testing time is one hour)	
Type Yield Units Drawdown Stem at Duration	Date Started: 04 / 30 / 2002 Date Completed: 05 / 10 / 2002
P 202.00 G 1.00 280.00 24.00	(unbonded) Water Well Constructor Certification:
	I certify that the work I perform on the construction, alteration, or abandonment of this well is in compliance with Oregon well construction standards. Materials
	used and information reported above are true to the best knowledge and belief.
Temperature of Water: 48 F	Signed by: RODNEY C ERLER WWC #: 663
Was water analysis done? Depth of artesian flow:	(bonded) Water Well Constructor Certification: I accept responsibilty for the constuction, alteration, or abandonment work
by whom?  Did any strata contain water unsuitable for use? Too Little Salty	performed on this well during the construction dates reported above. All work performed during this time is in compliance with Oregon well construction
Did any strata contain water unsuitable for use? Too Little Salty  Muddy Odor Colored other:	standards. This report is true to the best of my knowledge and belief.
	Signed by: CASEY JONES JR WWC #: 1541
Depth of strata:	1 of 1 CASEY JONES WELL DRILLING Phone: 541-747-2806

STATE OF OREGON WATER SUPPLY WELL REPORT (as required by ORS 537.765)

# Received by OWRD

APR 0 9 2025

WELL I.D. # L 50285

Instructions for completing this report are on the last page of this form.	START CARD# 174631
(1) LAND OWNER Well Number	(9) LOCATION OF WELL (legal description)
Name USDA Forest Service Pacific NW Region	County Clackamas
Address PO Box 3623	County Clackamas Tax Lot 100 Lot
City Portland State OR Zip 97208	Township 5         S         Range 6         E         WM           Section 34         NW         1/4 SE         1/4
(2) TYPE OF WORK New Well	Section 34 NW 1/4 SE 1/4
☐ Deepening ☑ Alteration (repair/recondition) ☐ Abandonment ☐ Conversion	Lat         o         '         " or         (degrees or decimal)           Long         o         '         " or         (degrees or decimal)
(3) DRILL METHOD	Long or (degrees or decimal)
Rotary Air Rotary Mud Cable Auger Cable Mud	Street Address of Well (or nearest address) <u>Timber Lake Job Corps</u> 59868 E. Hwy 224 Estacada, OR 97023
Other Pump Hoist	55000 E. HWY 224 Estacada, OK 37023
(4) PROPOSED USE  ☐ Domestic ☑ Community ☐ Industrial ☐ Irrigation	(10) STATIC WATER LEVEL  229.8 ft. below land surface. Date 6-20-05
☐ Thermal ☐ Injection ☐ Livestock ☐ Other	ft. below land surface. Date
	Artesian pressurelb. per square inch Date
(5) BORE HOLE CONSTRUCTION Special Construction: Yes No Depth of Completed Well 279.5 ft.	(11) WATER BEARING ZONES
Explosives used: Yes No Type Amount	Depth at which water was first found N/A
BORE HOLE SEAL Diameter From To Material From To Sacks or Pounds	From To Estimated Flow Rate SWL Original See Clac 57815
Bentonite 0 3.5 6 sacks	
Original See Clad 57815	
How was seal placed: Method	
Other Original See Clac57815 (new bentonite	(12) WELL LOG Ground Elevation
Backfill placed fromft. toft. Material placed dry)	Material From To SWL
Gravel placed fromft. toft. Size of gravel	Casing was cut off to allow
Graver placed from 1t. to 1t. Size of graver	installation of welded pitless unit
(6) CASING/LINER	as specified by USDA Forest
Diameter From To Gauge Steel Plastic Welded Threaded	Service.
Casing: 6" -3.5 280 .250	Differe unit Manufacturer
7" +15 -35 STD 📈	Pitless unit Manufacturer: Monitor
7" +1.5 -3.5 STD	Madal BOOTHBUTOOTO
Casing: 6" -3.5 280 .250	RECEIVED
	Westerberg Drilling, Inc.
Drive Shoe used Inside Outside None	
Final location of shoe(s)	36728 S. Kropf Rd. JUN 27 2003
	Molalla, OR 97038 WATER RESOURCES DE
(7) PERFORATIONS/SCREENS	SALEM OREGON
Perforations Method N/A	
Screens Type Material	Date Started 6-20-05 Completed 6-20-05
From To Slot Number Diameter Tele/pipe Casing Liner	
Size	(unbonded) Water Well Constructor Certification  I certify that the work I performed on the construction, deepening, alteration, or
<del></del>	abandonment of this well is in compliance with Oregon water supply well
	construction standards. Materials used and information reported above are true to
	the best of my knowledge and belief.
	WWG N. 1 4407 D . C 24 05
	WWC Number 1487 Date 6-21-05
(8) WELL TESTS: Minimum testing time is 1 hour  ☐ Pump ☐ Bailer ☐ Air ☐ Flowing Artesian	Signed Hance of States
Yield gal/min Drawdown Drill stem at Time	(bonded) Water Well Constructor Certification
N/A	I accept responsibility for the construction, deepening, alteration, or
	abandonment work performed on this well during the construction dates reported
	above. All work performed during this time is in compliance with Oregon water
Temperature of water N/A Depth Artesian Flow Found	supply well construction standards. This report is true to the best of my knowledge and belief.
Was a water analysis done?  Yes By whom	
Did any strata contain water not suitable for intended use?	WWC Number \$88y Date 6-21-05 Signed Tun N. Stadely
Salty Muddy Odor Colored Other	M. n 1.11.
Depth of strata:	Signed Mun M. Malleti"

#### Products Based on Your Search



**GRAINGER APPROVED** Sprinkler Head: 1 in...

Compare

Web Price \$49.81 / each



RAIN BIRD Pop-Up Rotor Sprinkler Head: 1/2 in...

Compare

Web Price 🔞 \$17.80 / each



RAIN BIRD Spray Head for Shrubs: 1/2 in FNPT,...

Compare

Web Price 🔞 \$7.62 / each

## **Related Categories**



Sprinkler Heads

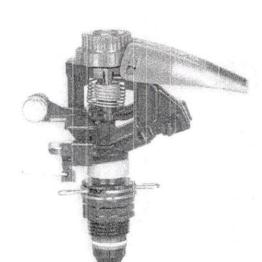


Hoses and Sprinkler Systems



**Outdoor Equipment** 

iprinkler Heads / RAIN BIRD Impact Sprinkler Head: 1/2 in...



RAIN BIRD Impact Sprinkler Head: 1/2 in MNPT, Plastic, 20° to 340°/Full Circle, 24 to 45 ft

Item 1YHA5 Mfr. Model P5-R Web Price 🔞 \$10.97 / each

Qty

Add to Cart

Ship

Picku

Expected to arrive Thu. Nov 02.

Ship to 95101 | Change

Shipping Weight 0.2 lbs Ship Availability Terms

Add to List

Compare

Product Details

Catalog Page 2764

3rand RAIN BIRD

Connection 1/2 in MNPT

Naterial of Construction Plastic

attern 20° to 340°; Full Circle

Spacing 24 to 45 ft

Received by OWRD APR 0 9 2025

Salem, OR

Alternate Products





Pressure Range 25 to 55 psi

ladius of Throw 25 to 41 ft

leight 4 in

'op-Up Clearance 6 in

application Dust Control; General Purpose Use; Large Turf Areas; Nurseries

eatures Weighted Arm for Slower Rotation and Better Water Coverage

roduct Type Impact Sprinkler Head

INSPSC 21101803

Country of Origin China (subject to change)

# Compatible Products



RAIN BIRD Cut-Off Riser, 1/2" NPT X 6" H: Cut-Off Riser, 1/2" NPT X 6" H Item 1YHC6

Compare

Web Price (1) \$1.25 / each

- Qty

Add to Cart



RAIN BIRD Impact Sprinkler Head: 1/2 in MNPT, Brass, Adj, 18 to 24 ft, 20 to 50 psi Item **5Z285** 

Compare

Web Price (3) \$23.61 / each

- Qty -

Add to Cart

APR 0 9 2025
Salem, OR



Received by OWRD

Date Received (Date Stamp Here)-

# **OWRD Over-the-Counter Submission Receipt**

Applicant Name(s) & Address: Mt. Hood National Forest - Timberlake
Job Corps: 59868 Hwy 224 Estacada OR 97023
Transaction Type: COBU
Fees Received: \$ 230.00
Cash, Check No. 3301
Name(s) on Check: Donald W. Thurs ton a Rachae
hank you for your submission. Oregon Water Resources Department (Department) staff will eview your submittal as soon as possible.
f your submission is determined to be complete, you will receive a receipt for the fees paid and an acknowledgement letter stating your submittal is complete.
f determined to be incomplete, your submission and the accompanying fees will be returned with in explanation of deficiencies that must be addressed in order for the submittal to be accepted.
you have any questions, please feel free to contact the Department's Customer Service staff t 503-986-0801 or 503-986-0810.
incerely, IWRD Customer Service Staff  APR 0 9 2025
ubmission received by: Sarah Benham OWRD
(Name of OWRD staff)

#### Instructions for OWRD staff:

- Complete this Submission Receipt and make two (2) copies. Place one copy with the check/cash; and place
  the other copy with the submission (i.e., the application or other document).
- Date-stamp all pages. (NOTE: Do not stamp check.)
- Give this original Submission Receipt to the applicant.
- Record Submission Receipt information on the "RECEIVED OVER THE COUNTER" log sheet.
- Fold and put one copy of the Submission Receipt with check/cash into the Safe slot. Place the other copy of the Submission Receipt with submission (application other document) in the ten document in the ten document.

