

**CLAIM OF
BENEFICIAL USE
for Surface Water 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 \$345 must accompany this form for permits
with priority dates of July 9, 1987, or later.**

Enter the date the priority date of the permit:

2/8/2021

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:

<https://www.oregon.gov/OWRD/Forms/Pages/default.aspx>

Go to "Resources for Water Right Examiners (CWRE)" Page

<https://www.oregon.gov/OWRD/programs/WaterRights/COBU/Pages/default.aspx>

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.

If you have questions regarding the completion of this form, please call 503-986-0900.

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>

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**SECTION 1
GENERAL INFORMATION**

1. File Information:

APPLICATION # S-88918	PERMIT # S-55318	PERMIT AMENDMENT # T-
---------------------------------	----------------------------	---------------------------------

2. Property Owner (current owner information):

APPLICANT/BUSINESS NAME Red Hills Farm, LLC		PHONE NO. (503) 864-3404 ext. 8037	ADDITIONAL CONTACT NO. (503) 726-6603
ADDRESS PO Box 189			
CITY Dayton	STATE OR	ZIP 97114	E-MAIL jason@stollerwinegroup.com

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

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

PERMIT HOLDER OF RECORD Red Hills Farm, LLC			
ADDRESS PO Box 189			
CITY Dayton	STATE OR	ZIP 97114	

ADDITIONAL PERMIT HOLDER OF RECORD		
ADDRESS		
CITY	STATE	ZIP

4. Date of Site Inspection:**5. Person(s) interviewed and description of their association with the project:**

NAME	DATE	ASSOCIATION WITH THE PROJECT
Jason Tosch	4/1/2025	Vice President of Vineyard Operations

6. County:**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)):**

OWNER OF RECORD		
ADDRESS		
CITY	STATE	ZIP

Add additional tables for owners of record as needed

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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 William E. McGill		PHONE NO. (503) 510-3026	ADDITIONAL CONTACT NO. (503) 931-0210
ADDRESS 15333 Pletzer Rd. SE			
CITY Turner	STATE OR	ZIP 97392	E-MAIL willmcgill.surveying@gmail.com

Permit Holder(s) of Record Signature or Acknowledgement

Each 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.

SIGNATURE	PRINT OR TYPE NAME	TITLE	DATE
	Wayne Marshall	CEO	2/19/25

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SECTION 3

CLAIM DESCRIPTION

1. Point of diversion name or number:

POINT OF DIVERSION (POD) NAME OR NUMBER (CORRESPOND TO MAP)
POD BR-A

2. Point of diversion source and tributary:

POD NAME OR NUMBER	SOURCE	TRIBUTARY
POD BR-A	Reservoir BR-A constructed under Permit R-15491	Little Hells Canyon Creek

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

POD 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)
POD BR-A	Irrigation	Wine Grapes	April 1 – Oct. 31	3.8
POD BR-A	Fire Protection	N/A	Jan. 1 – Dec. 31	3.8
Total Quantity of Water Used				3.8 max.

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

Water is pumped from the reservoir by a 20 HP turbine pump and delivered to the POU through buried 4" HDPE, 4" PVC, and 2" PVC mainlines. Water is applied to the POU by drip emitters.

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).

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5. Variations:

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

YES**NO**

(e.g. "The permit allowed three points of diversion. 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.")

The layout of the planted vineyard varied slightly from what was planned. The development was still limited to 100.0 acres within the same Red Hills Farm LLC properties, but the QQ acreages changed and shifted more to the West for better planting areas. The acreage was permitted as follows:

3S2W2 SWSW 1.0
3S2W11 NENW 21.0
3S2W11 NWNW 36.0
3S2W11 SWNW 32.0
3S2W11 SENW 10.0

The developed acreages are described in the Section 4.A table.

6. Claim Summary:

POD NAME OR #	MAXIMUM RATE AUTHORIZED	CALCULATED THEORETICAL RATE BASED ON SYSTEM	AMOUNT OF WATER MEASURED	USE	# OF ACRES ALLOWED	# OF ACRES DEVELOPED
POD BR-A	*	1.02 cfs	**	Irrigation	100.0	100.0
POD BR-A	*	1.02 cfs	**	Fire Protection	N/A	N/A

*Maximum volume authorized is 3.8 AF. No rate specified.

**System was not running at time of site inspection.

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SECTION 4
SYSTEM DESCRIPTION

Are there multiple PODs?

YES ☒ NO

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

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

POD BR-A

A. Place of Use

1. Is the right for municipal use?

YES ☒ NO

If "YES" the table below may be deleted.

TWP	RNG	MER	SEC	QQ	GLOT	DLC	USE	IF IRRIGATION, # PRIMARY ACRES	IF IRRIGATION, # SUPPLEMENTAL ACRES
3S	2W	WM	2	SWSW			Irrigation	0.5	
3S	2W	WM	10	NENE			Irrigation	8.5	
3S	2W	WM	10	SENE			Irrigation	15.1	
3S	2W	WM	11	NENW			Irrigation	12.0	
3S	2W	WM	11	NWNW			Irrigation	26.2	
3S	2W	WM	11	SWNW			Irrigation	27.2	
3S	2W	WM	11	SENW			Irrigation	10.5	
Total Acres Irrigated								100.0	

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. Diversion and Delivery System Information

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

1. Is a pump used?

☒ YES ☐ NO

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

2. Pump Information:

MANUFACTURER	MODEL	SERIAL NUMBER	TYPE (CENTRIFUGAL, TURBINE OR SUBMERSIBLE)	INTAKE SIZE	DISCHARGE SIZE
Flowserve	8ELM-13	2209NGC02817-1	Turbine	4"	4"

3. Motor Information:

MANUFACTURER	HORSEPOWER
US Motors	20

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4. Theoretical Pump Capacity:

HORSEPOWER	OPERATING PSI	LIFT FROM SOURCE TO PUMP	LIFT FROM PUMP TO PLACE OF USE	TOTAL PUMP OUTPUT (IN CFS)
20	80	6'	-71.5 avg.	1.02

5. Provide pump calculations:

$$Q = (20 \times 7.04) / (203.2 + 6 - 71.5) = 1.02 \text{ cfs}$$

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)
System not running at time of site inspection.			

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

7. Is the distribution system piped?

☒ YES ☐ NO

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

8. Mainline Information:

MAINLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND
4"	220'	HDPE	Buried
4"	1,640'	PVC	Buried
3"	9,560'	PVC	Buried
2"	3,520'	PVC	Buried

9. Lateral or Handline Information:

LATERAL OR HANDLINE SIZE	LENGTH	TYPE OF PIPE	BURIED OR ABOVE GROUND
N/A			

10. Sprinkler Information:

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

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)
¾" O.D. Hose 2L/hr.	20-60	0.0088	115,950	13,950	0.27

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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				

C. Storage

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

☒ YES ☐ NO

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

If "YES" is it a: Storage Tank
 Bulge in System / Reservoir

☒ YES ☐ NO
☒ YES ☐ NO

3. Bulge in System / Reservoir:

RESERVOIR NAME OR NUMBER (CORRESPOND TO MAP)	APPROXIMATE DAM HEIGHT	APPROXIMATE CAPACITY (IN ACRE FEET)
Reservoir BR-A	4'	3.8

D. 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 ☐ NO

E. 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?

☒ YES ☐ NO

F. Additional notes or comments related to the system:

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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 any 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 of time:

	DATE FROM PERMIT	DATE ACCOMPLISHED*	DESCRIPTION OF ACTIONS TAKEN BY WATER USER TO COMPLY WITH THE TIME LIMITS
ISSUANCE DATE	7/27/2021		
BEGIN CONSTRUCTION (A)	7/27/2026	Aug. 2021	Began construction of irrigation system.
COMPLETE CONSTRUCTION (B)	N/A	N/A	N/A
COMPLETE APPLICATION OF WATER (C)	7/27/2026	April 2023	Irrigated all areas being claimed.

* 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)?

YES ☒ NO

3. Measurement Conditions:

a. Does the permit, permit amendment, or any extension final order require the installation of a meter or approved measuring device? ☒ YES ☐ NO

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.

b. Has a meter been installed?

☒ YES ☐ NO

c. Meter Information

POD NAME OR #	MANUFACTURER	SERIAL #	CONDITION (WORKING OR NOT)	CURRENT METER READING	DATE INSTALLED
POD BR-A	Netafim	22-80009936	Working	4245000	April 2022

4. Recording and reporting conditions:

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

YES ☐ NO ☒

5. Fish Screening:

a. Are any points of diversion required to be screened to prevent fish from entering the point of diversion? ☒ YES* ☐ NO

*See attached ODFW waiver letter.

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

Reminder: If fish screening devices were required, the COBU map must indicate their location in relation to the point of diversion.

b. Has the fish screening been installed?

YES

☒ NO

c. When was the fish screening installed?

DATE	BY WHOM
N/A	Requirement waived by ODFW.

Reminder: If the permit was issued on or after February 1, 2011, the fish screen is required to be approved by the Oregon Department of Fish and Wildlife regardless of the rate of diversion.

d. If the diversion **involves a pump** and the **total** diversion rate of all rights at the point of diversion is less than 225 gpm (0.5 cfs) and the permit was issued prior to February 1, 2011:

- Has the self-certification form previously been submitted to the Department? ☒ NA YES NO

If not, go to <https://www.oregon.gov/OWRD/Forms/Pages/default.aspx> complete and attach a copy of the 'ODFW Small Pump Screen Self Certification' form to this claim, and send a copy of it to the Oregon Department of Fish and Wildlife (ODFW).

Reminder: Failure to submit evidence of a timely installed fish screen may result in an unfavorable determination. The ODFW self certification form needs to have been previously submitted or be attached to this form.

e. If the diversion does **not involve a pump** or the **total** diversion rate of all rights at the point of diversion is 225 gpm (0.5 cfs) or greater:

- Has the ODFW approval been previously submitted? ☒ NA YES NO

If not, contact and work with ODFW to ensure compliance. To demonstrate compliance, provide signed documentation from ODFW. A form is available at:

<https://www.oregon.gov/OWRD/Forms/Pages/default.aspx>

Reminder: Failure to submit evidence of a timely installed fish screen may result in an unfavorable determination. In order to receive a favorable approval, the ODFW/WRD "Fish Screen Inspection" form needs to have been previously submitted or be attached to this form.

6. By-pass Devices:

a. Are any points of diversion required to have a by-pass device to prevent fish from entering the point of diversion?

YES

☒ NO

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7. Other conditions required by some permits, permit amendment final orders, or extension final orders:

- | | | |
|--|-----|-----------------------------|
| a. Was the water user required to restore the riparian area if it was disturbed? | YES | ☐ NO |
| b. Was a fishway required? | YES | ☐ NO |
| c. Was submittal of a water management and conservation plan required? | YES | ☐ NO |
| d. Other conditions? | YES | ☐ NO |

If "YES" to any of the above, identify the condition and describe the water user's actions to comply with the condition(s) in the box below. If the condition required the approval of a plan, submit documentation that the plan was approved.

SECTION 6
ATTACHMENTS

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

ATTACHMENT NAME	DESCRIPTION
Photos (x12)	Taken at 4/1/2025 site inspection.
ODFW Letter (2 pgs)	1/19/2025 waiver of fish screen requirement.

SECTION 7
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.

Survey method used was aerial photo provided by Vantor Technologies.
Source Date: 4/14/2025

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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.)

- ☒ Map on polyester film
- ☒ Appropriate scale (1" = 400 feet, 1" = 1320 feet, or the original full-size scale of the county assessor map)
- ☒ Township, Range, Section, Donation Land Claims, and Government Lots
- ☒ If irrigation, number of acres irrigated within each projected Donation Land Claims, Government Lots, Quarter-Quarters
- ☐ N/A Locations of fish screens and/or fish by-pass devices in relationship to point of diversion
- ☒ Locations of meters and/or measuring devices in relationship to point of diversion or appropriation
- ☒ Conveyance structures illustrated (pumps, reservoirs, pipelines, ditches, etc.)
- ☒ Point(s) of diversion or appropriation (illustrated and coordinates)
- ☒ Tax lot boundaries and numbers
- ☒ Quarter-Quarters illustrated and named (NE NE, NW NE, etc.)
- ☒ Source illustrated if surface water
- ☒ Disclaimer ("This map is not intended to provide legal dimensions or locations of property ownership lines")
- ☒ Application and permit number or transfer number
- ☒ North arrow
- ☒ Legend
- ☒ CWRE stamp and signature

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Stoller Coble

Reservoir @ Bell Rd. site



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Shiller can

Overflow



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Shoreland

Turbine
pump

FLOWSERVE Pump Division

SERIAL NO. 2209NGC02817-1

MODEL 8 ELM-13 HEAD 4 W

SPEED 1770 GPM 150 FT. 380

ROTATION- CCW

- WARNING -

SERIOUS PERSONAL INJURY AND PROPERTY DAMAGE MAY RESULT IF THIS EQUIPMENT IS INSTALLED, OPERATED OR SERVICED OTHER THAN AS PRESCRIBED IN INSTRUCTION MANUALS. ADDITIONAL COPIES OF SAME MAY BE PURCHASED FROM THE MANUFACTURER AT NOMINAL COST. CLOSE ALL ISOLATION VALVES, OPEN ELECTRICAL DISCONNECTS AND REDUCE PRESSURES TO ATMOSPHERIC BEFORE SERVICING THIS EQUIPMENT.

PARTS INFORMATION: 1 - 800 - 43 - PUMP1

82001215

PRODUCT OF U.S., HASTINGS, NEBRASKA 68901

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Stoller Cobu

pump Tag

CATALOG # **HO20V2BLF** MODEL # **FB97**
 LOWER END BRG **7310 BEP** UPPER END BRG **6210-2ZJ/C3**
 FR **256TPH** TYPE **AUSI** ENCL **WPI**
 PH **3** MAX AMB **40 °C** ID# **D 09 7805326-0080 M 0007**
 INSUL CLASS **F** DUTY **CONT** WT **300 LB** BAL **0.08 IPS**
 HP **20.00** RPM **1775** SF **1.15** HZ **60**
 VOLTS **230/ 460** MAX KVAR **84.8** NEMA NOM EFFICIENCY **93.0**
 AMPS **47.00/ 23.70** PF **84.8** CODE **F DES B**
 OIL CAPACITY LOWER END BRG **GREASE** QTS. UPPER END BRG **GREASE** QTS.
 OVER TEMP PROT **2/MIN 500 RPM WITH NRR**

INVERTER DUTY AMPS
 VT/FWM TORQUE **59.2** HZ RANGE **6-60** MAX RPM **49.4/24.9**
 LB-FT INV. TYPE **SF 1.0**

 MADE IN **MEXICO** OF IMPORTED AND DOMESTIC COMPONENTS
NIDEC MOTOR CORPORATION www.usmotors.com
 422707-005



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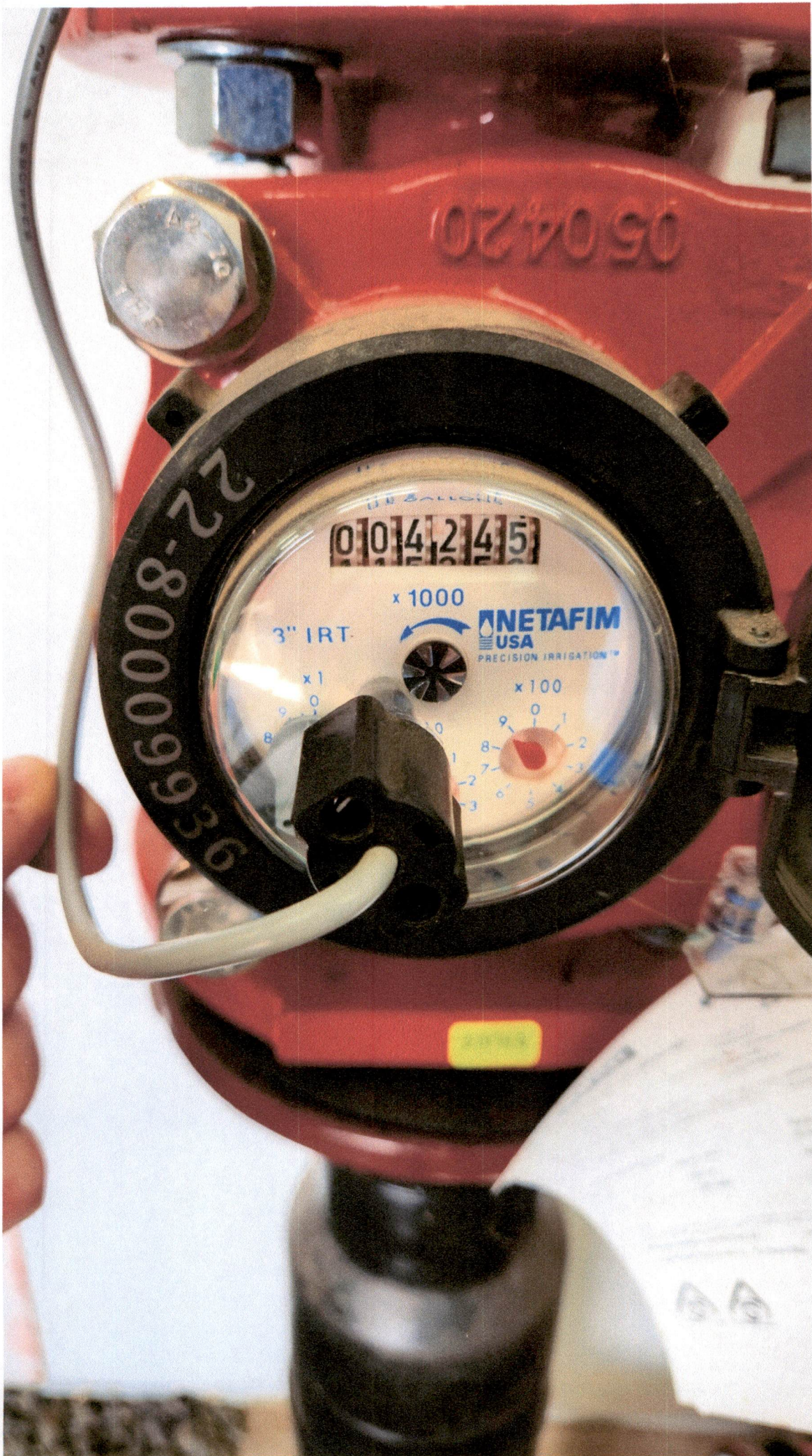
Stoller Cabu

Motor Tag



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Spiller Cabin
pump controller



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Stoller Lab

flow meter



4/1/25
Stoller
Coburn
Outlet
Valve

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Outlet
pipe

Shiller canon

4/1/25

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4/1/25

Stoller Cobu

outlet



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Stoller COBU

Ungrind / grape crop



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4/1/25

Stoller cabin

Drip emitter on vineyard



Oregon

Tina Kotek., Governor

Department of Fish and Wildlife

The Dalles Screen Shop

3561 Klindt Drive

The Dalles, OR 97058

(541) 296-8026

FAX (541) 296-7889

odfw.com



January 19th, 2025

Red Hill Farm LLC

Po Box 189

Dayton, OR 97114

RE: Permits S-55308, S-55318

To whom it may concern,

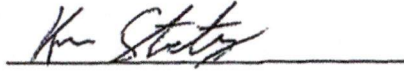
The Oregon Department of Fish and Wildlife (ODFW) is submitting this letter regarding the fish screening and passage conditions contained in Oregon Water Resources Department (OWRD) permits S-55308, and S-55318 in the name of Red Hills Farm LLC. Both permits allow the water user to submit evidence in writing that ODFW has determined screen and or passage devices are not necessary.

The water user is diverting water from two reservoirs that were constructed under OWRD permits R-15401, and R-15491. After inspection of each reservoir location ODFW determined that the reservoirs are outside of current and historical distribution of native migratory fish species, therefore screening and passage devices are not necessary for OWRD permits S-55308, and S-55318.

Although ODFW has determined that fish screening and passage devices are not necessary, the permittee shall not stock fish in the associated reservoir without a fish transport permit approved by ODFW. Per ORS 498.222 and OAR 635-007-0600, all persons transporting fish in Oregon need to have a fish transport permit issued by the Oregon Department of Fish and Wildlife (ODFW). As part of the permitting process, the permittee may need to screen the outlet of the reservoir to ensure that fish cannot escape into public waters.

If you have any questions regarding this letter, please contact me at 971-673-6044

Sincerely,

A handwritten signature in dark ink, appearing to read "Kevin Stertz", is written over a horizontal line.

Kevin Stertz
ODFW North Willamette Watershed District Fish Biologist

CC. Will McGill, McGill Water Rights

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Date Received (Date Stamp Here)

OWRD Over-the-Counter Submission Receipt

Applicant Name(s) & Address: Red Hills Farm LLC

PO Box 189 Dayton OR 97114

Transaction Type: Cobu

Fees Received: \$ 345.00

☐ Cash



Check:

Check No.

2536

Name(s) on Check:

Will McGill Surveying

Thank you for your submission. Oregon Water Resources Department (Department) staff will review your submittal as soon as possible.

If 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.

If determined to be incomplete, your submission and the accompanying fees will be returned with an explanation of deficiencies that must be addressed in order for the submittal to be accepted.

If you have any questions, please feel free to contact the Department's Customer Service staff at 503-986-0801 or 503-986-0810.

Sincerely,

OWRD Customer Service Staff

Submission received by:

Corie Lornien

(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 top drawer of filing cabinet.