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# MEMORANDUM

*Public Works*

To: Mayor Jackola and City Council  
From: Jason Williams, Public Works Director  
Subject: City Manager's Report – December 2025

Date: December 2, 2025

## **A. Collections (Sanitary-Storm):**

- Mowing
  - Mowing in collections system R.O.W.'s is down to maintenance as needed for the season.
  - Removed trees and debris from Burkhart Creek.
- Manholes:
  - Inspecting manholes for I&I.
  - Washed down manholes that affected by the pump station failure.
- Sewer Mains:
  - Cleaned 2245 feet and video inspected 2005 feet of sanitary sewer main line.
  - Flushed low flow, dead-end sewer mains.
  - Repaired sanitary main that was indirectly hit by a Zipty Fiber boring contractor.
    - Main was located but not exposed.
- Sewer Laterals:
  - Assisted 9 customers with issues related to sewer laterals.
  - Conducted a video inspection of 1125 feet of sanitary sewer laterals.
  - 0 cleanout installed.
  - Conducted 3 sewer lateral replacement investigations.
    - 1 - entered program
    - 0 - not eligible or did not require replacement
    - 0 - working with customers to gather more information
    - 1 -working with engineering to determine best course of action.
    - 1 -Will be completed in-house.
  - Note: We were able to get all private laterals to at least a temporary working condition
- Storm:
  - Inspected multiple ditch inlets and culverts to ensure proper stormwater flow. Removed accumulated debris from several locations to improve drainage.
  - Cleaned 700 ft of storm main and 5 related catch basins.
  - Video inspected 375 Feet of Storm main line.
  - Completed several rounds of catch basin/curb inlet clearing during rain events.
- Special projects:
  - Worked with NWFF Environmental on a large oil spill
    - Provided initial spill containment.

- Determined area of spill and location of needed containment.
- Gathered information and preliminary data for upcoming sanitary sewer projects.
- Completed monthly equipment inspections and preventive maintenance to maintain system reliability.
- Assisted the Water Crew on multiple projects.
- Locate Sewer and Storm mains and laterals for contractors.
- Checked River Park RV Dump Station holding tank, and operation of the pump.
- Checked Gill's Landing Pump Station and pump operation.
- Completed Fall well meter reads.
- Potholed utilities for engineering to prepare for project design.
- Completed plan reviews for CDC.
- Removed pump from Strawberry Plaza for the winter.
- Sand delivered to Sheriff's Substation for sandbags.

#### **B. Parks:**

- Opened, closed, and cleaned parks restroom buildings daily.
- All parks and trails system garbage's checked daily and emptied.
- The trail system is cleared of leaves and other debris on a weekly basis.
- Additionally, there has been a rise in daily vandalism and trash collection, which has extended the time required for crews to clean restrooms and carry out trash collection.
- Implementing weed management through spraying.
- Mowing and maintenance in city parks.
- Gills Landing
  - There were 46 RV park reservations for the month of November.
  - There was 1 shelter rental for the month of November.

#### **C. Streets:**

- Started city wide leaf pickup.
- Paved sunken path section at Cheadle Lake and road at Snow Peak Place.
- Poured concrete at Ralson Park in preparation for tree installation.
- Holiday event light set-up.
- Delivered trees to residents from Blue heron.
- Repaired and replaced damaged street signs.
- Completed cold patch repairs.
- Assisted with water leak on Park / Milton Street.
- Backfilled repaired irrigation line after water service repair.
- Street sweeper operated for nine days, including one day in Brownsville.
- Removed debris and dead animals from roadways.
- Removed fallen / damaged trees at the Eagle Scout Trail, Burkhart Creek, and Century Park.
- Prepared signs for downtown event.
- Monthly equipment checks and maintenance.
- Assisted water department with service orders.

#### D. Wastewater Treatment Plant:

- The Lebanon WWTP was in full compliance with our NPDES permit for November 2025
- Flow for the month of November averaged 2.69 MGD with a peak of 3.79 MGD and a total of 80.74 MG
- Replaced upper belt on Belt Press, ordered replacement
- Drive motor and main bearing on Gravity Belt Failed, replaced with shelf spares and ordered replacements
- Major Equipment still out of Service/In Progress
  - West Bar Screen needs replaced or rebuilt working on obtaining quotes (update OrTec Barscreen Ordered, Estimated January Delivery)
  - Clarifier #2 drive unit has failed (Awaiting parts)

#### E. Water:

- Completed annual system water flush.
- Locating and service order request. (Read and on/off's, Leak checks, Customer concerns)
- Meter reading.
- Monthly sampling, Along with DBP's, TTHM, HAA5's this month.
- Reviewed and inspected backflow abandonments.
- Fire hydrant maintenance, paint, oil, operate.
- Finishing up Grant Street reservoir pressure washing the outside of tank.
- Grounds maintenance of water building and both reservoirs.
- Changing out system meters.
- Lock offs.

#### F. Water Treatment Plant:

Production	
Monthly Water Use (Intake Flow Meter)	73.63 MG
Finish Water Produced	64.53 MG
Water Sent to Cheadle Lake	0.00 MG

Water Quality					
Finish Chlorine			CT Basin Turbidity		
Min > 0.20 mg/L	Max < 4.00 mg/L	Average ~ 1.00 mg/L	Min	Max < 1.000 NTU	Average
0.81	1.30	1.15	0.019	0.045	0.023
Finish pH			Raw Turbidity		
Min > 7.00 pH	Max < 9.00 pH	Average	Min	Max < 4.00 mg/L	Average ~ 0.70 mg/L
7.50	8.07	7.75	2.23	8.60	3.55

- Pinning train 3
- Raw water pump impeller onsite