

Ochoco West Water and Sanitary Authority
Tuesday, August 11, 2026 @ 6:00 pm
Community Hall 5488 NW Prine Rd. Prineville, OR. 97754
(541) 447-1934

Teams Meeting Link: [OWWSA Regular Board Meeting | Meeting-Join | Microsoft Teams](#)

Board Members: Terms: 2027 (1) Richard Lopez (2) Bob Wolverton (3) Tony Sneath
(4) Vacant **Terms: 2029** (5) Dan Parks (6) Michael Papin (7) Mitch Logan

8-11-2026 Regular Board Meeting Minutes

Meeting Called to Order @ 6:06 pm

Roll Call

Dan Parks, Richard Lopez, Bob Wolverton, Mitch Logan

Remote: Tony Sneath

Absent: Michael Papin

Changes to the Agenda

- Executive Session cancelled due to a distribution error with the access link and will be rescheduled for a future date if necessary

Approval of Minutes

- 6-25-2026 Special Meeting Minutes-
 - Motion by Rick Lopez to approve the 6/25/2026 Special Board Meeting, second by Mitch Logan. No further discussion. Motion was carried with the following votes: Richard Lopez- Aye, Bob Wolverton-Aye, Mitch Logan- Aye, Tony Sneath-Aye.

- Abstain: Dan Parks
- Absent: Michael Papin
- 7-14-2026 Meeting Minutes
 - Corrected Leslie's full time start date on 7/14/2026 Meeting Minutes Draft to read 8/16/2026
 - Motion by Dan Parks to approve with correction noted, seconded by Mitch Logan. No further discussion. Motion was carried with the following votes: Dan Parks- Aye, Richard Lopez- Aye, Bob Wolverton- Aye, Mitch Logan- Aye.
 - Abstain: Tony Sneath
 - Absent: Michael Papin

Horse Barn

- Monthly Report – Stacy Salladay unable to be there but asked Jamie to thank the Board for the approval of the cameras and they are up and operational.

Staff Reports

- Water-
 - Total Gallons pumped for July 2026: 2,236,590; gallons per day 72,148; pump ran for an average of 10.30 hours per day; gallons pumped per hour average 3,006.17; gallons per minute average 50.10; gallons per household per day average 343.56. Springs are producing 93.87 average gallons per minute with an average of 135,173 gallons per day.
- Sanitary-
 - Total gallons of influent for July 2026: 314,781; daily minimum influent of 7,872; daily maximum influent of 12,971; daily average influent 10,154; average of 57 gallons per household per day.

Financials

- Payroll-
 - Motion by Mitch Logan to approve the payroll as presented, second by Richard Lopez. No further discussion. Motion was carried with the following votes: Dan Parks - Aye, Richard Lopez- Aye, Bob Wolverton-Aye, Mitch Logan- Aye, Tony Senath-Aye.

- Absent: Michael Papin
- Bills-
 - Motion by Richard Lopez to pay the monthly payables as presented for July 15, 2026, to August 11, 2026, second by Mitch Logan. No further discussion. Motion was carried with the following votes: Dan Parks - Aye, Richard Lopez- Aye, Bob Wolverton-Aye, Mitch Logan- Aye, Tony Senath-Aye.
 - Absent: Michael Papin

Old Business

- Vacant OWWSA Board Position – One new applicant and one person has expressed interest. Interview date set for August 25, 2026 @ 6:00 PM
- Professional Services Agreement with Divergent Engineering, Inc. for Spring Box Repair – Contract has been reviewed by our legal counsel, contract is required by USDA for Grant for Spring repair, \$10,000 for engineering services, resident project representation and construction observation services. Bids will go out for spring box repair and will be sealed for Board to review and accept a bid.
 - Motion by Dan Parks to approve the Professional Services agreement between OWWSA and Divergent Engineering, Inc. for Spring Box repair, seconded by Richard Lopez. No further discussion. Motion was carried with the following votes: Dan Parks - Aye, Richard Lopez- Aye, Bob Wolverton-Aye, Mitch Logan- Aye, Tony Senath-Aye.
 - Absent: Michael Papin
- Bond Lien filed 7/30/2026 – Applied filing and mailing fees on 5 Bond properties. Total of liens placed: \$5,036.56

- Water rate increase- Urgent!
 - Michael Papin presented a plan for increase at last month's board meeting. There has not been an increase in rates for water and sewer for over 10 years. The board has reviewed the plan and proposed a 5 year stepped increase: 1st year is \$44 water base rate, Tier 2- \$1.73, Tier 3- \$2.88, Tier 4- \$3.45 and \$54 sanitary base rate; 2nd year is \$46 water base rate, Tier 2- \$1.90, Tier 3- \$3.17, Tier 4- \$3.80 and \$58 sanitary base rate; 3rd year is \$49 water base rate, Tier 2- \$2.09, Tier 3- \$3.49, Tier 4- \$4.18 and \$61 sanitary base rate; 4th year is \$51 water base rate, Tier 2- \$2.26, Tier 3- \$3.77, Tier 4- \$4.52 and \$64 sanitary base rate, and 5th year is \$54 water base rate, Tier 2- \$2.44, Tier 3- \$4.07, Tier 4- \$4.88 and \$67 sanitary base rate.
 - There was a consensus between Dan Parks, Richard Lopez, Bob Wolverton, Mitch Logan and Tony Sneath to move forward with this rate increase. Their will be a public reading at the next board meeting on September 8, 2026. The rate increase will go into effect in November.

- Enact new Ordinance No. 2026-01 with housekeeping changes- Dan Parks read Ordinance No. and title and has made the Ordinance available to the public for review online.
 - Dan Parks made a motion to pass Ordinance No. 2023-01 and 2026-01 by ordinance number and title, seconded by Bob Wolverton. No further discussion. Motion was carried with the following votes: Dan Parks - Aye, Richard Lopez- Aye, Bob Wolverton-Aye, Mitch Logan- Aye, Tony Senath-Aye.
 - Absent: Michael Papin

- Adopt Resolution No. 20260714 - water reconnect fee- Tabled until September 8, 2026, when Leslie can be at the meeting and explain the whole process for billing and collection.

- Employee review letter- Dan Parks signed the letter notifying employees of the upcoming Evaluation and the opportunity to have the Evaluation in Executive Session or Open Session on August 25, 2026.

- Motion by Dan Parks to pass the Employee review letter, second by Richard Lopez. No further discussion. Motion was carried with the following votes: Dan Parks - Aye, Richard Lopez- Aye, Bob Wolverton- Aye, Mitch Logan- Aye, Tony Senath-Aye.
- Absent: Michael Papin
- June 10, 2025, Regular Board Meeting- Jason Coker, with NRWA, Cybersecurity Circuit Rider, presented a grant program that would pay for critical infrastructure items such as backup generators. A preliminary assessment was performed and presented on July 8, 2025, to the Board for approval to move forward. It was voted on and all Board Members agreed to move forward with a formal assessment. Jason did not get back to us with the formal assessment and documents. Jamie has reached out to the NRWA to see if this program is still available. (see New Business Emergency Plan preparedness)- This program has expired and is no longer available.

New Business

- Emergency Plan preparedness discussion:
 - Periodically exercising well is planned monthly. - To be done three times a month to keep system in shape to produce water in case of emergency. Jamie will work out a plan to follow.
 - Grizzly Road improvement/Wildfire Preparedness for infrastructure protection and fire safety – Jamie request to improve sections of the road incase of fire so emergency vehicles can access this area in a timely manner. How will we go about this, can we do this legally and how do we pay for it? SDAO sent out a letter saying we need to keep our roads accessible in case of fire.
 - Seek grants for backup generator if power goes out for use on water infrastructure. - We do not have a means to pump water for our system if power goes out. This is the highest priority. What would it cost to install a plug outside the pumphouse so we can run a generator if power does go out and what size generator would we need to run the system?

- Have items in place in case we need to respond to fire prior to emergency crews arriving. (fire hoses, water truck, water buffalo, shovels, picks, etc....)- Jamie is working on this and will have a game plan in place. Have State Forestry and Crook County Fire come out and advise us on how to come up with a plan for preparedness.
 - Evacuation plan: develop a list of neighbors that might need assistance evacuating and a list of all residents to Emergency Crew.
 - We have mailed an insert out with the billing cycle to all customers that need to be put on the list who need additional assistance and update contact information for all customers.
- Letter to Homeowners explaining the different roles of POA and Water and Sanitary Authority. – Kathy- Send out something simply explaining what each entity does and what their role is for the community. Do this once a year in June in the billing.
- Work cellphone or options for Jamie. - Jamies personal cell number has been passed out to the community, and she gets calls all times of the day and night and it is no longer her personal cell number. Jamie is on call 24 hrs. a day 365 days a year. Check with the accountant to see how we go about paying for Jamie's portion of the cellphone bill.
 - Dan Parks made a motion to look into paying a portion of Jamie's cellphone bill with our accountant and legal counsel, seconded by Mitch Logan. No further discussion. Motion was carried with the following votes: Dan Parks - Aye, Richard Lopez- Aye, Bob Wolverton-Aye, Mitch Logan- Aye, Tony Senath-Aye.
 - Absent: Michael Papin
- Kathy bank transfers. - When our checking gets low can she go to Dan Parks or Michael Papin to authorize a transfer of funds if needed and report to the board in the financial report.

Regular Board Meeting Adjourn @ 8:31 pm

Individuals needing special accommodations such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the OWWSA meeting. To make your request, please contact Kathy, Leslie or Jamie at the OWWSA Office at 541-447-1934 (voice), or by e-mail to office@owwsa.net

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