

Ochoco West Water and Sanitary Authority
Tuesday, March 24, 2026 @ 6:00 pm
Community Hall 5488 NW Prine Rd. Prineville, OR. 97754
(541) 447-1934

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

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

Regular Board Meeting Agenda

Meeting Called to Order @6PM

Roll Call: Richard Lopez, Bob Wolverton, Dan Parks, Michael Papin & Mitch Logan were Present; Aiden Humphrey and Tony Sneath were Absent.

New Hire Introduction: Kathy Friese introduced our new hire for the Office Assistant Leslie Jacob.

Changes to the Agenda: Michael Papin added a Cybersecurity mini training to New Business.

Approval of Minutes:

- February 24, 2026 Meeting Minutes, Motion by Mitch, Second by Richard to accept the minutes. Unanimously approved with Tony and Aiden not present.

Horse Co-Op

- Monthly Report: Dan reported that things are going fine.

Staff Reports

- Water: A total of 906,830 gallons were pumped with an average of 164.58 per dwelling which equates to 204,552 gallons total usage per day. There were two homes that had pretty significant leaks and both homeowners have gotten the leaks fixed.
- Sanitary: A total of 456,860 gallons of effluent with an average of 83 gallons per household which equates to a total of 14,737 total gallons per day average. We have an aerator down and are waiting for the electrician to have a spot in his schedule to fit us in to address it.

Financials

- Payroll: The board reviewed payroll. There was a motion by Mitch and second by Bob to approve the February Payroll. Unanimously approved with Tony and Aiden not present.
- Bills: The Board reviewed the payables for February. There was a motion by Rick and second by Michael to approve of the payables for the month of February 11, 2026 thru March 10th, 2026. Unanimously approved with Tony and Aiden not present.

Old Business

- PrineTime Utility Easement – Updated proposed contract. Our Attorney reviewed the contract and approved. There was a motion by Michael and seconded by Mitch to approve the Utility Easement. Unanimously approved with Tony and Aiden not present.
- OID – Grimes Flat West Realignment Proposal. Research a meeting with OID and POA for April 21, 2026. Board will let the board members know as soon as possible if that meeting will take place.

New Business

- Cybersecurity: Michael gave a brief presentation on cybersecurity
- Write-off bad debt – Kathy has a bad debt that is 3 years old and we would need to go through Civil procedures to correct. It would not be worth the money to do this. So, the board decided to write off the debt. Motion by Dan, second by Mitch to write off \$1,169.14. Unanimously approved with Tony and Aiden not present.
- Appoint: Budget Committee and Officer
A letter was sent out to the property owners to be on the committee. Since there was no response, the board will be the committee and Sherra Moore from County Cascade Consultants will be our budget officer.
- Approve Revised Budget Calendar. The new budget calendar is just the dates the board has to meet and not all the dates it has to be in the paper and at the clerk's office.
- Senate Bill 179 Opt-In for Special Districts: decision of adoption of resolution. The resolution was reviewed by our lawyer and all corrections to the resolution were made. Motion by Mitch, second by Mike that we accept as read into the OWSA resolution number 2026-03-24, a resolution opting to limit liability for certain claims arising from the use of public trails or structures in public easements and unimproved rights of way pursuant to ORS 105.668. Unanimously approved with Tony and Aiden not present.
- Employee Compensation: Mike suggested a \$2.00 an hour raise across the board. Dan agreed, but stated Kathy should receive a \$3.00 an hour raise. The new pay rates are as follows:
Justin Leith \$25.50 an hour doing retro pay back to January 1, 2026. Motion by Mike Second by Bob. Unanimously approved with Tony and Aiden not present.
Jamie Helms \$27.00 an hour doing retro pay back to January 1, 2026. Motion by Mike Second by Bob. Unanimously approved with Tony and Aiden not present.
Kathy Friese \$26.00 an hour doing retro pay back to January 1, 2026. Motion by Mike Second by Mitch. Unanimously approved with Tony and Aiden not present.

Meeting Adjourn @ 7:25 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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