

**Ochoco West Water and Sanitary Authority
5488 NW Prine Rd., Prineville, OR. 97754
(541) 447-1934
February 10th, 2026
Regular Meeting
Community Hall, 6:00 PM**

Minutes

Meeting Called to Order @ 6:02 pm

Roll Call

Present – Dan Parks, Richard Lopez, Mitch Logan

Remote – Tony Sneath

Absent – Michael Papin, Aiden Humphrey and Bob Wolverton

Public Comment (in person or remote)

- Remote question from a property owner asking when the Property Owners Association (POA) and OWWSA boards can reschedule their meeting? OWWSA will reach out to the POA in the near future to reschedule their meeting.

Changes to the Agenda

- Executive Session Canceled – Motion by Dan, Second by Richard to exclude the posted executive session. Mitch, Tony, Dan and Richard approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.

Approval of Minutes

- January 6th – No quorum from that meeting present, to be put on next agenda for approval.
- January 13th- Motion by Dan, Second by Tony to approve the meeting minutes as presented from the January 13, 2026, meeting. Richard, Mitch,

Dan and Tony approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.

- January 27th – Motion by Richard, Second by Mitch to approve the minutes for the January 27, 2026, Special Board meeting as presented. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.
- February 3rd – Motion by Mitch, Second by Richard to accept the February 3, 2026, Special Board Meeting minutes. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.

Horse Co-Op

- Monthly Report – no member of the Horse Co-Op present.

Staff Reports

- Water – monthly report presented by Jamie
- Sanitary – monthly report presented by Jamie
- Facilities Update – presented by Jamie
 - Box R Water
 - Joe Fisher Dam Safety Fee

Financials

- Payroll – presented by Kathy; Motion by Richard, Second by Mitch to approve the payroll for January 2026 as presented. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.
- Bills – presented by Kathy; Motion by Mitch, Second by Richard to approve the pay of bills as presented for the month of January 14, to February 10, 2026. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.
- Office Update – no reports

Old Business

- Ed Howard – PrineTime Utility Easement – recommendations from our attorney have been passed onto PrineTime.
- OID – Grimes Flat West Realignment Proposal – the realignment of the irrigation canal is in the early stages of planning. A property owner asked if OID has presented a dollar amount to move the canal. It was proposed that Jamie contact OID and gather more information and see if a representative would be willing to be present at a future meeting.
- Discuss Employee Evaluation Process – Motion by Mitch, Second by Richard to approve the letter as written for open or closed session for employee evaluations to be sent to the employees. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.
- OWWSA Hiring Procedure – Motion by Mitch, Second by Richard to approve the proposed job posting, application and interview questions reviewed by legal counsel. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.

New Business

- CD Renewal – Motion by Dan, Second by Tony to renew the CD for three months at 4%. Richard, Mitch, Dan and Tony approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent.
- Senate Bill 179 Opt-In Immunity for Special Districts – Motion by Mitch, Second by Richard to pursue the process of creating a resolution for Senate Bill 179 – Opt-In Immunity for Special Districts. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent. This item will be added to the March 10th agenda and have a reading of the proposed resolution.
- Vector Solutions - industry-specific training, operational readiness, workforce management, and risk management solutions. – A training platform through SDAO that is free to members to utilize. There is

suggested training for board members to take and mandatory training can be assigned to staff to meet the yearly safety training requirements. We have signed up and are working on training plans for the staff and suggested training for the board.

- Discuss hiring process for Office Assistant – Motion by Richard, Second by Mitch to have the office manager, Kathy, do the hiring process for the office assistant position. Dan, Tony, Richard and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent. Motion by Dan, Second by Mitch to post the job on the OWWSA website, on the reader board and with SDAO, and to be advertised from Wednesday February 11, 2026 to Friday February 20, 2026. Richard, Tony, Dan and Mitch approved. No further discussion, motion carried unanimously with Michael, Aiden and Bob absent. After a candidate is selected, we will have our legal counsel review the offer letter.
- Topics for February 24th Workshop Mtg. – Items to be discussed at the February 24, 2026 regular workshop meeting are water/sewer rate increases and property lease with the POA.

Executive Session – Changes to the agenda at start of meeting - Canceled

- Executive Session under ORS 192.660(2)(f) To consider information or records that are exempt by law from public inspection.

Public Comment – Prineville Review asked about the Horse Co-Op agreement with OWWSA. His understanding was that the previous contract had been terminated. Prineville Review stated that they had not been provided any new contracts or meeting minutes showing a proposed contract. OWWSA's responded by stating that there was a motion made at a July or August meeting for the Co-Op to continue off the old lease agreement and that the meeting minutes had already been provided to Prineville Review. Prineville Review also mentioned that a Crook County judge has issued an injunction for OWWSA to produce records.

Meeting Adjourn @ 7:33 pm

Member Terms

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

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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 or Jamie at the OWWSA Office at 541-447-1934 (voice), or by e-mail to office@owwsa.net