

**Ochoco West Water and Sanitary Authority
5488 NW Prine Rd.
Prineville, OR. 97754
(541) 447-1934
January 13th, 2026
Regular Meeting
Community Hall, 6:00 PM**

Minutes

Meeting Called to Order @ 6:00 pm

Roll Call

Present – Dan Parks, Richard Lopez, Mitch Logan, Bob Wolverton Aiden Humphrey, Mike Papin

Remote - Tony Sneath

Public Comment (in person or remote)

- No public comment

Changes to the Agenda

- After “Old Business” discussion for scheduling Regular Workshop Meetings

Approval of Minutes

- November 11th, 2025; Motion by Mitch, Second by Mike to approve November 11th, 2025 meeting minutes. Dan, Richard, Aiden, and Tony approved. No further discussion, motion carried with Bob abstaining due to not being present at meeting.
- November 18th, 2025; Motion by Mitch, Second by Mike to approve November 18th, 2025 meeting minutes. Dan, Richard, Bob, Aiden and Tony approved. No further discussion, motion carried unanimously.
- November 25th, 2025; Motion by Mike, Second by Richard to approve the November 25th, 2025 meeting minutes. Dan, Bob, Aiden and Tony

approved. No further discussion, motion carried with Mitch abstaining due to not being present at meeting.

- December 9th, 2025; Motion by Dan, Second by Richard to approve the December 9th, 2025 meeting minutes. Bob, Mitch and Tony approved. No further discussion, motion carried with Mike and Aiden abstaining due to not being present at meeting.
- December 16th, 2025; Motion by Richard, Second by Mitch to approve the December 16th, 2025 meeting minutes. Dan, Mike, Tony approved. No further discussion, motion carried with Aiden and Bob abstaining due to not being present at meeting.

Horse Co-Op

- No member present

Staff Reports

- Water – monthly report given by Jamie
- Sanitary – monthly report given by Jamie
- Maintenance – 2 new water connections have been installed, with some more work to be done to the main to get them fully functional. Request for 2 new Kubota tractor tires due to having multiple flats on the old tires. Motion by Mitch, Second by Bob to replace the Kubota's front tires for machine reliability, paying no more than the \$450.00 quote. Dan, Richard, Aiden, Tony and Mike approved. No further discussion, motion carried unanimously. Prineville BLM sent out a letter to bordering property owners to give property owners a chance to ask questions or comment on the new environmental analysis.

Financials

- Payroll – presented by Kathy; Motion by Mitch, Second by Richard to approve the December 25th, 2025 payroll. Dan, Bob, Aiden, Tony and Mike approved. No further discussion, motion carried unanimously.
- Bills – presented by Kathy; Motion by Mitch, Second by Mike, to approve the payables for December 10th, 2025, through January 13th, 2026, as

presented. Dan, Richard, Bob, and Aiden approved. No further discussion, motion carried with Tony abstaining due to not having the bills in front of him.

Old Business

- PrineTime (Ed Howard) – had dropped off the easement paperwork for OWWSA to look over for the installation of fiber optic line. The easement is the last big ticket item for the job to begin, and they are thinking that they will be working out here in the next three or four months. Over the next few months we will start to see more trucks and crews out here preparing Ochoco West for the install. The Board requested for the easement agreement to be sent to legal counsel for review.
- Water rate information with February billings – asking the community to be involved in the process and understand why we're doing it.

New Business

- SDAO Employment Recruitment – New information to be added to our employee handbook that came out January 1st, 2026.
- Scheduling Regular Workshop Meetings – Regular meetings will continue to be held the second Tuesday of each month and for January and February, regular workshop meetings will be held the fourth Tuesday of each month.
- Executive Session ORS 192.660(2)(a) To consider the employment of a public officer, employee, staff member or individual agent. Motion by Dan to enter executive session @ 7:03pm. Re-opened regular session @ 7:21 pm – decision was made to contact legal counsel regarding new hire process.

Announcements

- **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

Meeting Adjourn @ 7:26 pm

APPROVED

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