

Ochoco West Water and Sanitary Authority  
5488 NW Prine Rd.  
Prineville, OR. 97754  
(541) 447-1934  
May 13th, 2025  
Regular Board Meeting, Community Hall, 6:00 PM  
Minutes

APPROVED

**Member Terms**

**2027** (1) Richard Lopez / **2025**-(2) Bob Wolverton /**2025**-(3) Tony Sneath /**2025**-(4) Aiden Humphrey  
**2025**-(6) Michael Papin  
**2025**-(5) Mary Scrocca /**2025**- (7) Tim Smith

**Meeting Called to Order by Mary @ 6:01 pm**

**Roll Call**

All present

**Changes to the Agenda**

**\*\* Ochoco Irrigation Dist.: Bruce Scanlon\*\* (presentation)**

Eric Klann add to new business

POA would like to address water board per Pamela Wittman's request

Kathy letter to POA added to new business

Bruce Scanlon presentation:

OID wants to know if we would be willing to help with the cost of Grimes Flat West Realignment. They are proposing to move the canal underground closer to the roadway. Now OID has a 50-foot easement and moving the canal would impact 26 tax lots which some are not buildable. OID would need a new easement agreement from OWWSA. Additional costs would be incurred by the project to create the new alignment. They do have an 8-million-dollar grant for this so far. The OWWSA would have to offset some of the costs. This project would only benefit a hand full of property owners. This work would not be started until the winter of 2026-2027. He has no cost of the project currently. The board agreed to let him get more details and get back to us.

**Approval of Minutes**

April 8<sup>th</sup>, 2025: Motion by Mary, seconded by Tony to approve April 8,2025 minutes. Bob, Aiden, Mike, Tim and Rick approved. No further discussion, motion carried unanimously.

## **Staff Reports**

- Water: Reports
- Sanitary: Reports

## **Financials**

- Payroll: Motion by Mary, seconded by Aiden to approve May 13, 2025, payroll as present. Bob, Tony, Mike, Tim and Rick approved. No further discussion, motion carried unanimously
- Bills Motion by Mary, seconded by Mike to approve May 13, 2025, bills as present. Bob, Tony, Aiden, Tim and Rick approved. No further discussion, motion carried unanimously

## **Maintenance Report**

- Meter tubes for meter reading. Will continue as time permits.
- We will continue to use water tracking spreadsheets with water.
- General clean-up - continuous

## **Old Business**

- Budget Updates: next budget meeting May 14, 2025, at 6:00pm
- Water Conservation Plan: Eric Klann updated us that GSI company which we hired to help made a water conservation plan for us should have the results in the next couple weeks. Pass management did not follow up on the 5-year report plan, so that's why we hired them. We lost one of the water rights and the GSI will investigate getting that back.
- Update: Vacant Office Position: Board made a virtual motion on April 10<sup>th</sup>, 2025, to approve the hiring of new employee. Motion passed April 13<sup>th</sup>, 2025. Deneice McCallister is doing great, and she is just like Justin, a hard worker.
- Roof estimates: Jamie has no new bids.
- Employee Policy Handbook: Motion by Mary to accept the changes to the handbook at the meeting April 24, 2025. Motion second by Mike. Bob, Tony, Aiden, Tim and Rick approved. No further discussion, motion carried unanimously.
- Backflow device ordinance: Jered still working on the document.
- Restoration Project: Ross Scrocca: Ross stated to remove this as they had to withdraw/pause this project due to the budget cutbacks.
- Rental House Agreement: Review and send to tenant. Rent increase by 10 percent. No security deposit required. Tenants are allowed to have normal household pets. Motion by Mary, seconded by Mike to approve rental agreement

as presented. Bob, Tony, Aiden, Tim and Rick approved. No further discussion, motion carried unanimously.

- OWWSA/POA Update: Jered is waiting on input from assessor's office to include in his recommendation. Mary states that Rex was unaware that according to the county that OWWSA is the property owner and POA is property manager. Rex and a representative from SDAO will be coming to speak to the board at the beginning of June. Mary spoke to SDAO; it is their strong recommendation that OWWSA divest themselves from all properties legally on their books. This is also the in-house counsel's legal recommendation, that the POA has no business owning property. Dan Parks mentioned that the SDAO is there for just recommendation, not as a decision maker. Dan stated that the POA was behind in back taxes and could not pay the bill. So, the POA transferred the property to OWWSA and the POA manages the property. Mary stated that our insurance agency was not aware that OWWSA owned the property. Mary stated we will have to wait until we hear from Rex and SDAO and the new board will have to work on this.
- 3-5 Year Plan Project List: Jamie gave the list to the board months ago to look at. Mike stated we must wait until we see how the budget looks before we can make any discussion.
- Grasshopper System: Kathy to look into prinetime to see if they have call forwarding to when the main phone closes for the day and goes to grasshopper. Mary stated that Mikes term is ending, and we need a new administrator.
- Board E-mail: Mary wanted to make sure everyone has access to the board emails. Tony is the only one that doesn't, and Mike will help him after the meeting.

### **New Business**

- RCAC Presentation with Kim Anderson: Will be rescheduled at this time.
- Procurement of New Auditing Services: Kathy sent out 8 messages to other auditors and didn't get any response back. So, at this point, Kathy will get back in touch with Sensiba to get a contract.
- Replacing Water Line from Pumphouse: Tabled until after budget this year.
- POA Access: Pamela Wittman wanted to know why she was denied access to the office because in the past there were always two keys issued. She stated that the office has cameras and the OWWSA cabinets are locked and if we were doing something wrong, they would notice that. Since Pamela works during the day she would need access to the office after hours. She also stated that the POA helps pay for the office electricity. Currently the POA does not pay for any electricity, pays for postage costs only when used. Pamela did not know why she couldn't get the office key. Mary stated the staff contacted our insurance

company for best practice sharing the office. The board was not aware of this at that time. Mary apologized to Pam for our staff giving her the information before making the board aware of the situation. Mary at this time read the message from the insurance company. This states that the OWWSA should have a written agreement with the POA. This must include a harmless agreement, a requirement naming the water district as a covered liability, the policy must have \$1 million per occurrence and \$2 million aggregate. The agreement via lease or shared space should be taken to legal and include signatures. Everything for OWWSA should be locked up including files, computers and office space. Mary states that legal council should draw up the contract between the OWWSA and the POA. Mary states that the POA should consider getting their own space in the future.

- Jasmine from POA states that she is here 5 days a week during office hours and on Saturdays, she has a key for when it is needed. The POA vice president Monte Lemire and Mary stated that Pamela should have a key to the main space and Jasmine to keep the office key.
- Ross Scrocca stated that it has been working for the past 50 years and that this has become a personal issue. Mike states that it is not personal. Ross continues to state that it is personal and that if the POA file cabinet and copier are moved out to the hall then it will be taking away from the community space.
- Mike states that we should figure out how to play together and still follow the insurance company recommendations.
- Cheryl Denfield spoke about the previous maliciousness and fraud that had happened. She states that water company records should be and should stay secure. POA and OWWSA should have more separation, things must change as the time changes, including making things more secure.
- Monty asked if things can be run as they are at this time with only 1 key being with Jasmine. Mary stated that the POA should not be deprived of access. She is happy to be the one to respond to the email to Rex agreeing to recommendations for sharing space with the POA. Mary states that she will forward the email to the POA as OWWSA will be following the insurance recommendations. As of now the POA should be allowed 2 keys, 1 for the treasurer and 1 for the secretary. Motion by Mary, seconded by Aiden. Bob, Tony, Mike and Tim approved; Rick opposed. Motion Passes.
- "Key policy" review: Mary gave out key policy document to be gone over by the board members, this will be tabled at this time.
- Eric Klann: Eric stated that OWWSA got funding from USDA and he would like to get the project going for the springs. The USDA requires specific documents that will cost \$1915.00.
- There is a risk of the spring not working to the capacity that it is now, this will be the lowest spring. Eric Klann to purchase the documents needed for \$1915.00.

Motion by Mary, seconded by Tony. Bob, Mike, Aiden, Tim and Rick approved. No further discussion, motion carried unanimously.

- Jamie mentioned that SAM was renewed as of this date for another year.
- CD renewal: Mary motions, seconded by Mike. Bob, Tony, Aiden, Tim and Rick approved. No further discussion, motion carried unanimously.
- Kathy states that she got a bill from the POA that did not match any invoice numbers that OWWSA has. She showed a copy of the cancelled check. Jasmine stated that all OWWSA lots are paid, their CPA made a mistake and added a 4<sup>th</sup> account which Jasmine has removed.

### **Roundtable Discussion**

- Rick states that he does not feel that OWWSA should be or have to touch anything regarding the POA such as their mail, payments and etc. He states that they need to have their own drop box and that the POA does not contribute to helping with electricity.
- Pamela states that the POA and OWWSA payment are being put on one check by the property owners. Kathy mentioned that over the past year checks have been coming separately with no problems.
- POA was supposed to be helping pay for the copier, they are currently not paying. Mary stated that it is appropriate to send the POA an invoice for 1/3 of the copier payment for the year.
- Jamie states that trust has been broken due to Pamela trying to open and access OWWSA files. Pamela stated that she has never been in the office or touched anything in the office. She also states that she has never been in the office with Jasmine either.
- Mary read a letter from Crystal Helms. This letter states that she feels only the treasurer needs a key to the office as there are plenty of opportunities for other board members to access the office during business hours to get what they may need. Mary stated that the board has already voted on the matter so two keys will be given out and the letter will be entered into the record.
- Boards to discuss payment from POA for the amount to be paid to OWWSA for electricity.
- Pamela asked for a process in notification for the change of ownership of properties. Mary states that the POA should request the information be sent to

them from the title companies, that this should not be the responsibility of the water company. Jasmine stated that she does already get those notices.

- Pamela states that the POA was given information that OWWSA staff gave access to the lake to a person that did not have privileges at the time. They are concerned about OWWSA misuse of the fob, due to using it for owners who have not paid their dues. Pamela states that you must be with your guest at all times. Mary and Mike asked her to send a formal letter to the board email for an executive session. Monty states that if it is the same person that he thinks it is then the owner did pay his dues, and his fob was not turned back on. That there was a \$1.75 charge and that was why it was off. Ross Scrocca stated that he didn't, that it was paid the day after it was due and that is why it got turned off. He also stated that a staff member let that same person in behind the gate to go fishing with his children using the Kubota. Jamies states that Ross is wrong, that he used his own fob. Jamie also stated that he went back there to look at the culvert that needed repaired. This was in March when the road was bad due to all the rain that month. Mary ends the session.

**Meeting Adjourn 7:42 pm**

**Individuals needing special accommodation such as sign language, foreign language interpreters or equipment for the hearing impaired must request such services at least 48 hours prior to the City Council meeting. To make your request, please contact the OWWSA Office at 541-447-1934 (voice), or by e-mail to [owwsa2024@gmail.com](mailto:owwsa2024@gmail.com)**