

Ochoco West Water and Sanitary Authority
5488 NW Prine Rd.
Prineville, OR. 97754
(541) 447-1934
November 18, 2025
Workshop Meeting, Community Hall, 6:00 PM
Minutes

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 Called to Order by Dan @ 6:03 pm

Roll Call

Dan Parks, Michael Papin, Rick Lopez, Bob Wolverton, Mitch Logan, Aiden Humphrey, and Tony Sneath

Public Comment (in person or remote)

Remote comments – Member of the media would like to note that our remote attendance is still requiring a membership to a Microsoft account to log into the meeting.

Changes to the Agenda

- Would like to add a discussion about setting up a date to meet remotely with legal counsel.

Approval of Minutes

- October 28, 2025 – Motion by Rick, Second by Aiden to accept October 28th, 2025, meeting minutes as presented. Dan and Bob approved. Tony, Mike and Mitch abstain. No further discussion, motion carried unanimously.

Workshop Goal

- Staffing and Organizational Structure – Review of resignation letter and talk about staffing and organizational structure moving forward.
- Time Accountability - Board talked about implementing an app to keep track of employee hours. Mike will come back to the board with some employee time app options. Motion by Mitch, and Second by Aiden for Mike to gather information on time tracking apps that can be tailored to OWWSA’s needs and bring the information back to the board. Dan, Rick, Bob, Aiden, Tony and Mike approved. No further discussion, motion carried unanimously.
- Organization Structure - Board discussed having one board member oversee all the staff and then how the chain of command would work within the staff. Motion by Mitch, Second by Dan proposes that Kathy works 2.5 days a week as Office Manager, and Jamie, Facilities Manager, fills in at the office the other 3 days a week when Kathy is not there and the rest of her time in the field. This allows the office to be open during office hours and for Jamie to still be able to work in the field with our full-time Facilities Operator, Justin. Justin and Jamie will continue to alternate weekends so the facilities are covered 7 days a week. Amend the motion by Dan, Second by Mike to have a full-time facilities manager, a full-time facilities operator, and a part-time office manager, the details will be worked out between the board and staff. Rick, Mitch, Bob, Aiden and Tony approved. No further discussion, motions carried.
- Board members to act as liaisons for staff – Motion by Aiden, Second by Mitch for Dan and Mike to act as liaisons for staff oversight type decisions and to be looked over by our legal counsel. Dan, Mike, Rick, Bob, Tony approved. No further discussion, motion carried.

Roundtable Discussion

- Discussion of resignation letter - Motion by Aiden, Second by Mitch for Dan to speak with legal counsel to set up a time and date to discuss the resignation letter/departure of former employee. Dan, Mike, Rick, Bob, and Tony approved. No further discussion, motion carried.
- Set-up date to meet with legal counsel remotely for a Special Meeting with Executive Session under ORS 192.660(2)(h). Dan will confirm with legal and see if November 21st, 2025, will work.

Meeting Adjourn @ 7:29 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 Water Board meeting. To make your request, please contact the OWWSA Office Staff at 541-447-1934 (voice), or by e-mail to office@owwsa.net

Microsoft Teams meeting

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