

Ochoco West Water and Sanitary Authority
Tuesday, September 8, 2026 @ 6:00 pm
Community Hall 5488 NW Prine Rd. Prineville, OR. 97754
(541) 447-1934

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

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

9-8-2026 Regular Board Meeting Agenda

Meeting Called to Order @

Roll Call

Public Comments

Changes to the Agenda

Approval of Minutes

- 8-11-2026 Regular Meeting Minutes-Draft
- 8-25-2026 Special Meeting Minutes-Draft

Horse Barn

- Monthly Report

Staff Reports

- Water
 - Water line breaks update
 - Electrical Bid
- Sanitary

Financials

- Payroll
- Bills
- Receivables

Old Business

- **2nd reading of Ordinance No. 2026-01** with housekeeping changes ORS 198.550 (1) (a),(b) 2nd Reading by Number and Title only.
- **Adopt or Amend Resolution No. 20260714** - water reconnect fee (verbiage that was in question at last board meeting was carried over from previous Resolution, nothing new was added). Does Board want to adopt as written and make it a policy or give an end date, or does Board want to make changes before adopting.
- **Staff Role changes- As of August 16, 2026**, Kathy Frieese is now Financial Manager and Leslie Jacob is now Office Manager
- **Work cellphone reimbursement for Jamie.** Make a motion to have Jamie submit cellphone bills retroactive to September 10, 2024, Board Meeting for reimbursement, when it was decided that Jamie would keep her cellphone instead

of Board purchasing a phone for her to use for work. Bills must be submitted monthly for reimbursement going forward.

- **Water and Sewer Rate Increase**- Kathy and Leslie are to comment on base rate and overage rates. Overage rate is per unit not per gallon, each unit is equal to 750 gallons. Board should reconsider how Pool and Horse Barn water bills are handled.
- **Residential Lien Letters**- Of the nine properties that were slated for Lien Letters, eight properties paid in full, only one letter was sent out on 8-19-2026 and a \$540.00 Lien will be filed on 9-14-2026. A total of \$2,594.14 had been paid to date.
- **Bond Lien's**- Leslie - One Bond property owner that had a lien filed has paid in full in the amount of \$1,521.84. Suggest foreclosing on Bond properties that are 5 years past due on their payments. That would be equal to any Bond property that owes \$432 in Bond payments @ \$72 per year. There are 2 properties, one at \$2,494.50 and one at \$944.02 for a total of \$3,438.52.
- **Review Resolution for Financial Controls** Policies and Procedures for Ochoco West Water and Sanitary Authority.
- **Crook County Planning Department** response to use of rental home for office.
- **Questions on rental house** to office conversion.
- **Board to respond to request from community member** to build a fence on back side of his property.

New Business

- **Letter from resident** regarding concern for old tree.
- **Schedule Employee reviews** for November 2026.

- **Board to discuss time tracking** procedures for Employees.
- **Pole placement** by PrineTime.
- **Emergency Alert** Notification system.

SDAO Conference Items to share:

- **Board to pick a date to review our past Resolutions.** - Board must review Resolutions each year and determine if they want to renew the Resolution. Resolutions are only good for 1 year. If the Board wants the Resolution to be permanent, they must make a Resolution to make it a policy or put verbiage in the Resolution that gives it an expiration date.
- **Board needs to create a Mission and Vision Statement** for Ochoco West Water and Sanitary Authority – Staff to assist with this task.
- **Meeting Minutes** to be posted on website only after they are approved. Draft will be available within a reasonable amount of time if public requests a copy.
- **Board Member** compensation
- **Executive Session Announcement** - ORS 192.660 (2)(f) To consider information or records that are exempt by law from public inspection.

Regular Board Meeting Adjourn @

Executive Session called to order@

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

Executive Session Adjourn @

Regular Board Meeting reconvened @

Regular Board Meeting Adjourn @

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