

Ochoco West Water and Sanitary Authority
5488 NW Prine Rd.
Prineville, OR. 97754
(541) 447-1934

April 8th, 2025

Regular Board Meeting, Community Hall, 6:00 PM

Minutes

DRAFT

Member Terms

2027 (1) Richard Lopez / **2025**-(2) Bob Wolverton /**2025**-(3) Tony Sneath /**2025**-(4) Aiden Humphries

2025-(6) Michael Papin

2025-(5) Mary Scrocca /**2025**- (7) Tim Smith

Meeting Called to Order by Mike @ 6:00 pm

Roll Call

Tony will be here by phone. Mary will be a little late.

Changes to the Agenda

- Building down payment 60x35 building for equipment. Under old business. More discussion continued. Bob and some of the other board members looked at the sites for the building. They thought it would be cheaper to move the shed down by the horse barn and pump house. The building would be 60x35 or 60x40 with a cost of \$40,000 to \$45,000. It will also depend on if you want open ends or closed. Need to wait for the budget to see if we have the funds. When sure about moving forward, Mike will get 3 bids.
- Aiden wanted a letter to Sherra Moore new business under new business. The letter requested 6 items to help with the budget. Mike stated that it would probably be after tax deadline due to the busy time of the year.
- Aiden also requested at the last meeting he wanted to talk to Eric Klann about our water system. Eric referred him to Lee Odel which answered his question at this time. He wanted to make sure that it was okay since we had Eric on as a consultant and didn't want to cost us anymore money. Aiden stated that the main reason he wanted on the board was to get the remaining arsenic out of the water.

Approval of Minutes

- March 11, 2025 Minutes: Motion by Mary, seconded by Mike to approve March 11, 2025, minutes with the amendment to add Aiden talking to Eric Klann about arsenic in the water. Tim, Bob, Tony, Aiden, and Rick approved. No further discussion, motion carried unanimously.

Staff Reports

- Water: Report read and no changes. Cyber Assessment by OWAU (new business)
- Maintenance: Tree Trimming: Justin working on Prine road. Meter reading started and will insert tubes when time permits. General Clean Up: (willows on the Dam POA responsibility?) Mary stated it is water and sanitary responsibility. Willows at the dam on the water side should try and remove. One big willow on the down side we can only try and trim trees and roots. Can't remove or might compromise the dam. Jamie to get Dam inspection person to Mary so she can gather more information on the maintenance of the dam. She will report back to us at the next meeting.
- Recall on John deere tractor got fixed by Pape
- Sanitary: Reports were read no comments
- Pendelton Conference (new business)

Financials

- Payroll: Motion by Rick, second by Mary to approve March payroll as presented. Tim, Bob, Tony, Aiden, and Rick approved. No further discussion, motion carried unanimously
- Bills: Motion Mary, Second Tim to approve March bills as presented. Mike, Bob, Tony, Aiden, and Rick approved. No further discussion, motion carried unanimously.
- Kathy stated that our Pitney Bowes postage machine hasn't worked since September 2024. I tried to send them a registered letter and still couldn't get a hold of them. New company new machine from FP Mailing solutions only \$421.00 a year instead of \$349.00 per quarter from Pitney Bowes.

Maintenance Report

- Meter tubes for meter reading installing when time permits
Started reading meters in March
- Water tracking spreadsheets done and in use
- General clean-up - continuous

Old Business

- Budget Updates: Letters sent to the subdivision last month to contact office if any community members wanted to be on the budget committee. Mitch Logan was the only one and he was present at the meeting today. Aiden asked how the budget committee is selected. Mary stated that it's for community members and

it would be 7 community members, same amount of board members. At this time only Mitch Logan asked to be on board.

Mary stated we welcome input from property owners.

- Water Conservation Plan keep under old business. Still waiting for a template from Eric Klann who's working on that.
- Update: Vacant Office Position. Mary stated that 3 possible candidates sent in new resumes, but only one responded and we will be doing an interview this Thursday at 6:00pm. All board members are encouraged to come. Rick stated we need to hire a temp into the office if unable to hire someone by the time Kathy goes on vacation. Mary stated we were going to do that, but the board turned it down because of the \$4,500 cost. Aiden offered to come in a couple hours to cover it so it wouldn't be such a burden when Kathy comes back from vacation. Mary wants a list from Kathy on work that the board can fill in when she's gone.
- Roof estimates: just received two but need three per state rules. Buildings that need new roofs are this community building, well and shop. The only ones that have submitted bids are Hammon and Greenlee from NW Bend. Jamie suggested we might have to look outside our area. Tim suggested NW Quality roofing out of Bend. He stated he knew someone that used them and followed through with their work and it was quality.
- Water Policy revision: Jamie stated she had given the board policies a couple months ago to look over. Mary stated in conjunction with that; Jered Reid is still working on a resolution to legally adopt that revision. A property owner was present and complained about the dirt in her water filter system. Jamie explained that because of the spring runoff and our water being very hard, you will see this.
This property owner was very appreciative to Jamie for helping her last year when she came home and her water was off. It was due to the backflow not being turned back on when being read by our yearly company doing the work. She stated we should never get rid of Jamie; she is always there to help.
- Employee Policy Handbook: Because of the length of time to do work on this, there will be a special meeting on Thursday April 24th. Motion by Mary, second by Mike. Tim, Bob, Tony, Aiden, and Rick approved. No further discussion, motion carried unanimously.
- Backflow device ordinance: in process with Jered Reid office.
- Storage building... Going to wait until we see how our budget looks. Mike to get more bids. When we look at the budget we will see if it is a priority or not.
- Restoration Project: Ross Scrocca
Current administration has pulled all funding. We might be able to get funding from ODF, but it would be a smaller amount. So, for right now it's on hold.

- Rental House Agreement review to be tabled until we get information for next meeting.
- Diamond Map: Jamie explained to the board that with this program you can put water, sewer lines, valves and many more things. Jamie has already put in all the water lines and worked on the sewer lines. At least this will give us a current map which we can print and be up to date. It will also let you put maintenance notes in and it will stay there for future use and can't be erased. The cost of this program is \$28.00 a month. Motion by Mary and second by Tim to pay \$28.00 a month for the diamond map. Mike, Bob, Tony, Aiden, and Rick approved. No further discussion, motion carried unanimously.
- OWWSA/POA Update research with Jered tabled
- 3-5 Year Plan Project List given to board at passed meetings. This needs to be looked at after budget figures.
- Grasshopper System: Mike stated that the phone system would not show your personal phone number. It would go to the office phone and if an emergency the phone would ring Jamie, then Justin and the board decided the order to go down until they could talk to a person. Jamie and Kathy work on configures to finish this.

New Business

- RCAC Presentation: Kim Anderson worked with us before to help us get in compliance with the federal and state rules. Kim Anderson was going to be here, but because of our full meeting, we will set aside a special meeting to go over financial policies.
- Procurement of New Auditing Services: Pauly Rogers continues to work on our 2022-2023 yearly audit. It is recommended by RCAC and the state audit board to look into new auditors since the time it has taken them to finish our audit. A lot of it has to do with the insufficient reporting by past management and past bookkeeper. Kathy to get 2 more bids beside Senda out of Bend which agreed to take on our business. Motion by Mary, second by Aiden to get 2 more bids. Tim, Bob, Tony, Mike, and Rick approved. No further discussion, motion carried unanimously.
- PrineTime: Our primetime email will be going away. PrineTime will let us keep our email primetime.net until we can change sam.gov, which we need to have to continue our Grant with USDA. At that time Kathy will let them know when to discontinue.
- Credit Card Payments: Chase bank has offered to come to our meeting to discuss their payment plan. Kathy has already talked to Kim at RCAC about this and her

thoughts. This is in her financial plan to us. Mike stated we could set up an ACH for customers. The cost would fall onto the customer with the 1% or 3% charge. Mary to contact Chase Bank on their policy. Mary made a motion second by Mike to have Jered Reid make an ACH form for our customers and if the water board is going to get a kick back from the bank to us, is that legal for us as non-profit. Tim, Bob, Tony, Aiden, and Rick approved. No further discussion, motion carried unanimously. Rick asked us to check with RCAC and SDOA before going to Jered to help save some money. Mary stated she would check into this. Aiden agreed with Rick to maybe check with SDOA and RCAC to get information before going to Jered. With that, Mary withdrew the motion.

- Drainage Project: Water was going under the foundation of the office building/community hall. This was considered maintenance and had verbal approval from 3 board members and email approval from 1 board member. Board to get new policies and procedures in place to give limits to employees without board approval. The maintenance work had to be done before more damage occurred. Rick did look under the building and agreed to fix it with other board members' permission before we had any more rain. According to Oregon rules you do not have to have 3 bids under \$25,000.00. Mary is going to get clarity from SDOA and RCAC. Rick suggested having the building inspected for damage to make sure of its safety. Mary stated she would investigate this.
- Replacing the Water Line coming from the Pumphouse heading down by the rental house, over to the pool and to the red horse barn. The line to the pool has been replaced several times and Tim suggested that it would be a good learning experience for Jamie to fix with maybe Tim helping with instructions. The board will try and add this project to the budget.
- Cyber Assessment by OWAU: OWAU came out and talked to Jamie about a grant that could possibly help us with cameras, valves, generators and more. Mike would like an estimate cost and how much grant money we could get. Jamie to follow up with NRWA and report back when she gets more information.
- Pendleton conference: After talking to Kim Anderson from RCAC the class that I liked the most was a class called Utility Communication which Kim was involved in the presentation with Beth Reed. It's communication between employees and board members, and better communication with property owners. Basically, working with the community and building our relationships back and trust moving forward. Having someone like Eric Klann give a short meeting for the public on how our water and sewer system works so they have a better understanding of the process. This will help educate the public more and have a better relationship with us. Jamie asked about getting a copy of the power point presentation, but that is something they don't hand out. She suggested having a small group of the smaller districts around us and having a meeting here at our community hall. Jamie is going to work on setting these things up. Jamie stated

it was an awesome conference and looking forward to next year. Mary thanked her for the report and for going.

- Aiden, letter to Sherra Moore accountant: Aiden put together a letter to Sherra for 6 items that he would like to see to make decisions on the budget and have at our regular meetings. The board told Aiden a lot of these items will be discussed at our budget meeting April 16th. Also, after we get this budget, we can have these reports monthly like they used to. This was stopped with past management. All the information Aiden wanted was in quick books in our office and he didn't need to go to the accountant, he could just ask for the information. The board explained to him that Sherra does our budget, taxes to state and federal, and payroll. She looks over Kathys accounting work monthly and moves money if she must from one account to the other. At this point the letter will not be sent out.

Roundtable Discussion

None

Meeting Adjourn @ 8:26pm

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 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