

Ochoco West Water and Sanitary Authority 5488
NW Prine Rd.
Prineville, OR. 97754
(541) 447-1934
February 11,2025
Regular Board Meeting, Community Hall, 6:00 PM
Minutes

DRAFT

Member Terms

2026 (1) Richard Lopez /(2)Bob Wolverton /(3) Tony Sneath /(4) Vacant
(6) Michael Papin
2025-(5) Mary Scrocca /(7) Tim Smith

Meeting Called to Order by Mary @ 6:00pm

Roll Call

Changes to the Agenda

Tim would like to discuss hiring practices. Mary stated we can discuss that when we get to the vacant position.

Public Comments

Mitch Logan would like to be considered for board vacancy. Mary stated Aiden Humphey would also like to be considered, but his children were sick, and he couldn't come. Mary stated that it will come up later in the meeting.

Approval of Minutes

January 14th, 2025

Motion by Mary 2nd by Mike to approve the January 14th, 2025, minutes as presented. Vote: Rick-yes, Tony- yes, Mike-yes, Tim- yes, Bob just joined the meeting. Discussion: Tim though that the roundtable last meeting, we were going to leave 242 hours accrued vacation in the employee SDOA handbook. Mary stated I think we did, but Tim said it says 100 hours in the minutes. Mary stated we can investigate that later. No further discussion, motion passes.

Staff Reports

- Sanitary Report: Okay as presented
- Water Report: Spring gal. corrected to 197.37

- Update: Eric Klann :
Eric has been working with us the past 6 months to help us get over the many mistakes reported to the state which were wrong. It's going well and Jamie and Kathy have been very helpful. Eric presented paperwork for the board to review having GSI help us review and get us back into compliance with water rights. Last November the Ochoco Water was supposed to follow up on training, report on improvements and because Ochoco Water didn't, we lost one of our spring water rights in 2021 because paperwork hadn't been filed.

GSI may take maybe 3 months to gather all findings. We have started working on some water rights to get compliance already. Motion by Mike to hire GSI but not to exceed \$5,360.00, 2nd by Tim. Vote: Rick-yes, Tony- yes, Mary-yes, Bob-yes. No further discussion, motion passes.

- Elections : With the inconsistency of file records for elections, Kathy went to the Clerk's office, and she was given the correct information. Elections are always held on odd years not even. So, in that case this year there will be 6 open positions on board. Kathy gave all board members information to go down to clerk's office and file to be put in this year's elections.
- Credit Card Payments: Tabled until the next meeting for Kathy to get more information from other companies.
- Posting of Vacant Office Position: Kathy told the board that she changed the ad in the paper to reflect 35 hours instead of 32 and \$21.00 an hour instead of \$19.00. Tim asked if we had a policy for not hiring in the neighborhood. Mary stated we don't have a policy, but my personal opinion I have expressed I don't think it is good practice. We have had outside agencies recommend not to because of past conflicts. Although we will hire the best qualified person for that position. It was discussed with the board in other meetings. Tim stated that he personally thinks that it is discrimination. Mary stated that everyone has a right to their opinion.

Financials

- Payroll motion by Mary to except January payroll as presented, 2nd by Mike. Votes: : Rick-yes, Tony- yes, Bob-yes, Tim-yes. No further discussion, motion passes.
- Bills:
- Kathy informed the board that a property owner paid \$7,000 for water hookups, but it was paid in the past. Had to repay property owner the \$7,000. Motion by Mary, 2nd by Tony to except bills as presented for Jan 15th thru February 11th. Votes: : Rick-yes, Tony- yes, Bob-yes, Tim-yes. No further discussion, motion passes.

Maintenance Report

- Meter tubes for meter reading 100 ft already cut. Will work on getting the rest cut so we can start reading meters monthly as weather permits.
- Budget prep. Eric, Jamie, and Justin have been talking about long term goals. The list is for the board to look over to add to or take off. Tim wanted to make sure the tank value gets fixed. Mike mentioned GSI might come up with some ideas too.
- Water tracking spread sheet: Jamie is only going to have one spread sheet. It will have meter readings, total water used, and unaccounted water usage. Jamie to send Mike spreadsheet without any property owner information to help automated more items for her.
- General clean-up – Justin has been working hard burning the brush piles and general cleanup. Next is weed control, which Jamie has asked for some quotes, but only Central Oregon weed control responded and they will do all the spraying. They are licensed certified. Jamie to find out if this is a requirement by the Water Conservation Plan and then email the board the response.

Old Business

- Grasshopper system: discussion for next meeting
- Horse Barn
Riki present. Legal wants us to dispart from the horse barn because of non-maintenance of the barn and cancel our lease agreement with them. We are water and sewer not landlords. Riki wanted to know what was disappeared. Mary stated over the years it looks run down with broken windows, fencing needs painting along with fencing. Electric was fixed, and weeds were taken down. POA should take it over. Legal to take water board, Vacate water board and should go to POA for amenities, Mary stated she likes to see the horse barn work. We are volunteers and not legal that's why we are getting legal. Per legal we are vacating the lease with the Water Board and Horse Co-op. Mary will let legal know the boards discussion today to vacate the lease. Mike stated it's not like we are telling you to move your horses, we will continue as is until the POA can take this over. Mary stated the horse barn is great for the community and asset for people moving in. She hopes things will improve and the POA can help going forward. Mary will send Riki email communication regarding the horse barn information moving forward.

- Vacant Board Position

Mitch Logan being present volunteered for the vacant position as well as Adian Humphrey who could not be present due to family illness. The board appreciates any property owner coming forth with their time to help the community. Mary stated she would like to speak on that briefly. At one point we were all new to the board and didn't know much about water and sanitary when we first started, but it's imperative to move forward in a positive transparent and productivity fashion, we need to give property owners opportunity to serve in this capacity. By giving them this opportunity, it just gives them more insight on how the water and sanitary board work. This gives them a deeper sense of service and investment in the community. Mary would like to offer the open position to Adian Humphrey because he has been in the community a little while and being new to the board would give us new values, insight and new perspectives. Mitch being on the board before which we really appreciate, but I think it's important to incorporate new people from the community. It brings a fresh perspective and new ideas and makes the board more vibrant and more open to growth. Mike stated we have two candidates, and he was interviewed when he volunteered for the board and he stated we should continue with that practice. Mary stated that would have to be done in an open meeting. Mike stated we should interview both as we have done in the past and do around table when completed and that's just fair. Mike asked for any more input and the board agreed. Tim mentioned we should do it now instead of letting it go until next month's meeting. So, the special meeting for interviews will be Tuesday February 25th at 6:00 pm and Tony will listen in by phone. Public notice is 24 hours.

Equipment shed estimates: Jamie sent out to 5 contractors. Three came to the site. One bid came in Chad Howard \$8,350 paper bid. Mike suggested to keep on future agenda for more bids to come in.

- Roof estimates

Waiting for budget. Jamie explained to all companies that are giving estimates, that we have to see what happens after the board reviews this year's budget. To be on next meeting agenda.

- Water Policy revision

Jamie stated the policies given to the board to review at the January meeting was a draft. The changes were in italic. The old policies didn't have anything for cross connection, backflows, meter readings, or delinquencies. Eric Klann did look at. Tim and Mike mentioned we should be able to be fixable on a case by case basis on water breaks.

Mary will have legal look at the policy and see what we have to do to make it a resolution.

- Employee Policy Handbook
SDAO handbook that was passed is a template and there are more parts that need to be defined. The board will go over this at the Special meeting 2/25/25.

Backflow device - Community Hall needs to be done. Will send out 1st notice to property owners in March, then April -2 notices to be done by August 1st or their water will be shut off. Notice to include county-code. Jamie to draft a letter and sent to board email to approve.

- Restoration Project: Ross Scrocca
Ross should hear back from NRCS about grant by mid-February.
POA 2025 budget included money for cleanup roadside going up to the dam and thinning up the juniper 4 acres on the left when first going up to the lake. They will have a company to chip branches.

New Business

- Community Hall roof leak. Discussed already.
- 3-to-5-year plan - Project List (to be printed for the board to take home)
- Welcome Packet approval for website.
Rick's name spelled, Jamie to fix. Welcome packet also had building plan sheet that could be emailed to board to look at but has to be approved at open meeting and then forward to POA for their approval.
- OSHA Consultation visit was today. They will have their finally report in two weeks.
Fire extinguishers need to be off the floor, outlets that don't have covers, one extension cord that we can't use full time. SDS sheets in all the buildings. Eye wash station need in buildings with chemicals. It was just basic things. Mary made a motion, second by Mike to purchase eye wash stations as directed by OSHA. Votes:Rick-yes, Tony- yes, Bob-yes, Tim-yes. No further discussion, motion passes. We have 60 days to fix items after we receive the report.
- Building Application/Permit that went under discussion with the welcome packet.

- **OWWSA/POA**

More and more the water and sanitary are taking on the amenities and that is not indented. Mary would like to explore legally giving back the amenities to the POA where it belongs so we can be water and sanitary like it was indented. It should go back like it used to be with the POA. Water and sanitary had to take it over years ago because of some corruption with the POA. It was suggested by legal counsel for us to be just water and sanitary. Mike would like to know from Jered Reid if we own the land what are we legally responsible for the amenities with everything the POA leases from us. POA does carry their own insurance. Mary stated the part that has to be looked into is that the past taxes stopped when the water and sanitary took over because we are a utility. Mary makes a motion, second by Mike to have Jered Reid look at the process to turn over the amenities that the water and sanitary manage now over to the POA. Votes:Rick-yes, Tony- yes, Bob-yes, Tim-yes. No further discussion, motion passes

Roundtable Discussion

None

Meeting Adjourn @ 7:45pm