

Ochoco West Water and Sanitary Authority
Tuesday, May 12, 2026 @ 6:00 pm
Community Hall 5488 NW Prine Rd. Prineville, OR. 97754
(541) 447-1934

Teams Meeting Link: [OWWSA Regular Mtg. | 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

5-12-2026 Regular Board Meeting Minutes

Meeting Called to Order @ 6:01PM

Roll Call

Present: Richard Lopez, Bob Wolverton, Dan Parks, Michael Papin, Mitch Logan

Absent: Tony Sneath

Changes to the Agenda

Michael Papin requested that Workshops be added to Old Business on the agenda. Motion by Michael, second by Mitch. No further discussion. Richard, Bob, Dan, Mitch and Michael approved. Motion carried unanimously with Tony absent.

Approval of Minutes

- April 14, 2026, Regular Meeting Minutes
Motion by Mitch, second by Dan to approve April 14, 2026 Regular Meeting Minutes. Richard, Bob, Michael, and Mitch approved, Dan abstained as he was not present at that meeting. No further discussion. Motion carried unanimously with Tony absent.
- April 28, 2026, Budget Meeting Minutes
Motion by Mitch, second by Richard to approve April 28, 2026 Regular Meeting Minutes. Bob, Michael and Dan, Mitch and Richard approved. No further discussion. Motion carried unanimously with Tony absent.
- May 4, 2026, Budget Meeting Minutes
Motion by Mitch, second by Mike to approve May 4, 2026 Regular Board Meeting Minutes. Bob, Dan, Michael, Mitch and Richard approved. No further discussion. Motion carried unanimously with Tony absent.

Horse Co-Op

- Monthly Report:
Nothing to report.

Staff Reports

- Water:
April water usage: 1,127,620 gallons pumped for the month of April. 37,587 average pumped daily. 1,566.14 average gallons per hour. 197.83 average gallons per household per day. The springs are producing 171,562 gallons per day and are running at 119.14 gallons per minute.
- Sanitary:
April sewage was at 390,426 gallons. An average of 12,954 gallons per day. 71 gallons average per household per day.

Irrigation pump is running hot and is being monitored.

Aerator motor will be here around the 1st of June for the lagoon.

Financials

- Payroll:
Motion by Mitch, second by Bob to approve payroll for the month of April 2026. Dan, Michael, Mitch, Bob and Richard approved. No further discussion. Motion was carried unanimously with Tony absent.
- Bills:
Motion by Richard, second by Mitch to approve of accounts payable for April 15, 2026 through May 12, 2026. Dan, Bob, Mitch, Richard and Michael approved. No further discussion. Motion was carried unanimously with Tony absent.
- CD Renewal:
Motion by Mike second by Mitch to renew the May 17th CD for a 6 month renewal. Dan, Bob, Mitch, Michael and Richard approved. No further discussion. Motion was carried unanimously with Tony absent.

Old Business

- Workshops:
Mike requested to remove regular workshops that were on a monthly schedule. Motion by Mike, second by Mitch. Dan, Bob, Michael, Mitch and Richard approved. No further discussion. Motion was carried unanimously with Tony absent.
- POA request for property lease agreement defining what is their responsibility:
Jim Friese, POA President, requested more definition on what the POA responsibility is to cover with Liability Insurance and what POA is responsible for maintaining. Dan said lease agreement needs to be updated to bring it current and have our attorney draft up a new lease agreement. OWWSA Board and POA Board are to meet June 16, 2026, to discuss lease agreement and responsibilities going forward.

- Water Tracking and Water Usage for the Last Year's amenities:
Motion by Dan, second by Mike to monitor water usage until October and then discuss at November's Regular Board Meeting. Bob, Richard, Michael, Dan and Mitch approved. No further discussion. Motion carried unanimously with Tony absent.
- Water rates increase review:
Mike will do some homework and put together some options for the next board meeting so they can review and discuss options and what would work best moving forward. The process will take up to 90 days to implement new fee structure.
- Pursue grants for automated meter readers:
The staff will pursue grants for automated meter readers and present at future date.

New Business

- Vacant Board Position (application deadline or open until filled?):
Qualifications to be updated to include being a resident of Ochoco West and a registered voter in Crook County. Deadline for applications to be June 30, 2026.
- Leslie's probation period:
Motion by Mike, second by Bob to promote Leslie to a permanent part-time employee. There was discussion to modify the Motion to do a pay increase as per in the past when an employee's probation period ends. Dan made a motion, second by Mike to promote Leslie to a permanent part-time employee with a \$1.00 pay increase to \$24 per hour. Bob, Richard, Michael, Dan and Mitch approved. No further discussion. Motion was carried with Tony being absent.
- POA request for community recreation area:
Jim Friese, POA President, requested permission to add picnic tables and a day use area to the open area by the Willow tree. The Board was okay with it and the POA will be doing more research and coming back to the Board with their findings. It was suggested by OWWSA Board to bring this back up when the two Boards meet to discuss the updated lease.
- Jamie Helms, Facilities Manager, is now certified as a Distribution Class 1 Operator.

Meeting Adjourn @ 7:40PM

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

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