

**Ochoco West Water and Sanitary Authority**  
**Tuesday, June 9, 2026 @ 6:00 pm**  
**Community Hall 5488 NW Prine Rd. Prineville, OR. 97754**  
**(541) 447-1934**

Teams Meeting Link: [OWWSA Regular Board 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

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**6-09-2026 Regular Board Meeting Minutes**

**Meeting Called to Order @ 6:39 PM**

**Roll Call**

Dan Parks, Richard Lopez, Bob Wolverton, Mitch Logan, Tony Sneath.

Absent: Michael Papin

**Changes to the Agenda**

- Request from Aiden Humphrey to build a fence on back side of his property
- Budget Resolution to adopt 2026- 2027 Budget moved to 6/25/2026 to allow time to advertise.
- Rick Lopez made a motion to adopt the changes to the agenda, second by Tony Sneath. No further discussion. Motion was carried with the following votes: Richard Lopez-Aye, Bob Wolverton-Aye, Mitch Lopez-Aye, Tony Sneath-Aye.
- Absent: Michael Papin

## **Approval of Minutes**

- 5-12-2026 Regular Meeting Minutes
- Motion by Mitch Logan to approve the 5-12-2026 Regular Meeting Minutes, second by Richard Lopez. No further discussion. Motion was carried with the following votes: Richard Lopez-Aye, Bob Wolverton-Aye, Mitch Lopez-Aye, Tony Sneath-Aye.
- Absent: Michael Papin

## **Horse Co-Op**

- Monthly Report- nothing to report

## **Staff Reports**

- Water- Leslie Jacob presented for Jamie Helms, Total gallons pumped for May 2026: 1,637,630; gallons per day 52,827; pump ran for an average of 7.08 hours; gallons pumped per hour average 2,201.12; average of 36.69 gallons per minute; average of 278.04 gallons used per household per day. Springs are producing an average of 122.05 gallons per minute with an average of 175,752 gallons per day.
- Sanitary- Leslie Jacob presented for Jamie Helms, Total Influent for May 2026 348,907 gallons; Daily minimum of 8,527 gallons; Average daily influent of 11,255 gallons; Average gallons per day per household of 63.
- New aerator pump has been installed.
- Mitch Logan made a motion to approve the reports, Bob Wolverton seconded the motion. No further discussion. Motion was carried with the following votes: Richard Lopez-Aye, Bob Wolverton-Aye, Mitch Lopez-Aye, Tony Sneath-Aye.
- Absent: Michael Papin

## **Financials**

- Payroll- Richard Lopez made a motion to approve the payroll for May 1<sup>st</sup> 2026 as presented, Mitch Logan seconded the motion. No further discussion. Motion was carried with the following votes: Richard Lopez-Aye, Bob Wolverton-Aye, Mitch Lopez-Aye, Tony Sneath-Aye.
- Absent: Michael Papin
- Bills- Dan Parks made a motion to approve the Payables for May 13, 2026 – June 9<sup>th</sup>, 2026, Richard Lopez seconded the motion. No further discussion. Motion was carried with the following votes: Richard Lopez-Aye, Bob Wolverton-Aye, Mitch Lopez-Aye, Tony Sneath-Aye.
- Absent: Michael Papin

## **Budget**

- Resolution to Adopt of 26/27 Budget- tabled until 6/25/2026

## **Old Business**

- Water rates increase review – Michael Papin- tabled until Michael can be present to present.
- AMR Radio Read System (water meters) with grant information- Leslie Jacob reviewed the grants and loans that are available with the board with a projected cost of \$100,000 for the equipment. Discussed the installation process and doing one section at a time. The board had a consensus of having Leslie move forward with pursuing grants for the project and having Leslie consult with Erik Klan about writing the grant and present at the next meeting.
- Board had a census to use the accrued interest earned on the CD's to be allocated to Capital Improvements and the Board could decide to use it on the AMR Radio Read System.
- Vacant Board Position update- no updates

## New Business

- Past due accounts, collections, aging report and Lien on Bond properties- Leslie Jacob presented the dollar amount of past due accounts, ones that have received shut-off notices, foreclosed properties with uncollectable bills, past tenants that had past due bills that are uncollectable and Bond properties that have past due bills. She reviewed the collection process and notices that are sent out to property owners and tenants, and the process that is used to collect on bills. The Board approved writing off \$4,334.05 in uncollectable past due bills, placing a lien on Bond properties after bill has been for 2 years of assessments, and placing liens on residential properties with bills that are past due 90 days if bill is not paid in full.
- Mitch Logan made a motion to write off as uncollectable debt from the aging summary, a total of \$4,334.05 on line items listed as foreclosed on / not collectable and renter / not collectable. Richard Lopez seconded the motion. No further discussion. Motion was carried with the following votes: Richard Lopez-Aye, Bob Wolverton-Aye, Mitch Lopez-Aye, Tony Sneath-Aye.
- Absent: Michael Papin
- Motion by Dan Parks to lien the Bond properties after 2 years of non payment. Mitch Logan seconded the motion. Further discussion by Richard Lopez to update the liens every 2 years. Dan Parks amended his motion to update the liens on Bond properties every 2 years. No further discussion. Motion was carried with the following votes: Richard Lopez-Aye, Bob Wolverton-Aye, Mitch Lopez-Aye, Tony Sneath-Aye.
- Absent: Michael Papin
- SDAO Regional Training for Staff and Board members- Summit is on August 19, 2026 at Eagle Crest. Board members are to let Leslie or Jamie know if they want to attend as soon as possible.

- Congratulations! Jamie Helms received her certification for Distribution Level 1 for the State of Oregon- Jamie is now able to sign the Direct Monitoring Reports instead of having to outsource the monitoring.
- Discuss plan for Rental house- Tony Sneath wanted to find out where we are at on the condition of needed repairs / condition of the rental. It was decided that each board member will go their separately to look at the rental and come back to the next board meeting to compare notes and make recommendations on how to move forward. Leslie will put together a description list on the rental such as year built and what repairs and maintenance have been performed.
- Dan Parks suggested that we table Aiden Humphrey's request until next board meeting.

**Meeting Adjourn @ 8:07**

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](mailto:office@owwsa.net)