

**DRAFT**

Ochoco West Water and Sanitary Authority  
5488 NW Prine Rd.  
Prineville, OR. 97754  
(541) 447-1934  
October 28, 2025  
Workshop Meeting, Community Hall, 6:00 PM  
Minutes

**Member Terms**

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

**Terms: 2029** (5) Dan Parks /(6) Michael Papin /(7) Mitch Logan

**Meeting Called to Order by Dan @ 6:03 pm**

**Roll Call**

Dan, Rick, Bob, Aiden – Mike, Tony, Mitch Absent

**Public Comment**

None

**Changes to the Agenda**

None

**Workshop Goal:** Collaboratively review all outstanding projects and prioritize them for completion in upcoming meetings.

**New Business**

- Employee Review Notification Letter – Dan states that a notification letter needs to be sent to employees stating that they have the option to have their review in an open meeting. Reviews to be done at the next regular meeting on December 9, 2025. Motion by Aiden to have the letter drafted and signed by Dan. Second by Bob. Dan and Rick approve. Motion carries with Mike, Tony and Mitch absent.

**Workshop Items**

- Financial Policy – Kathy states that there is one already written that the board just needs to read and approve.
- Grizzly Rd. Ownership – Rick states that they would need to meet with the other property owners that have interest in the road. Jamies states that the other property owners would like to get it taken care of, but she thinks this should wait until after the 1<sup>st</sup> of the year.
- Rental including a tour of the rental house – Jamie asked if she needs to winterize it at this time. Dan states that the rental house budget is separate from OWWSA as the money comes from rent. Motion by Aiden to winterize the rental

house. Second by Bob. Dan and Rick approve. Motion carries with Mike, Tony and Mitch absent.

- Water line replacement (pump house to horse barn) – Jamie states that this should wait until the summer of 2026 when the ground will not be frozen.
- Water rates – Mike has more information on this. The water rates are a top 5 item.
- Backflows – Jamie states that there is no policy in place stating that all homes must have backflow devices, only the ones with things such as sprinkler systems, hot tubs, etc. Aiden asked if that means that all homes that could contaminate the water have them, Jamie states that to her knowledge they do. Rick states that for the homes without backflows, they do not really know if they have sprinkler systems, hot tubs, or other items that could contaminate the water. This is a top 5 item.
- Review Agreement with OWWSA between POA (pool and property) and Horse Co-Op – The board members agree this would be a top 5 item.
- Organizational structure – This is to help staff know who goes to who with questions or things that need to be taken to the board, job descriptions, etc. This is a top 5 item.
- Outstanding Records Requests – These should be worked on and are a top 5 item.
- Public Records Policy – There is a current policy in place, a new one has been updated by the legal counsel and would need to be looked over and adopted.

### **Roundtable Discussion**

Aiden spoke about the outstanding public records requests and states that he really thinks that they need to get taken care of. He states that he thinks if as a board they could take care of them then it wouldn't have to be put on the staff. Kathy and Jamie said that there is a book put together in the office that has all the requests and responses that he is welcome to stop and look at. Dan states that per the current policy OWWSA can charge for the fulfilling of the request. He feels that the attorney should look at all the requests first before responding since there have been filings with the District Attorney, Filings with the Oregon Ethics Commission and have been threatened both verbally and in writing of lawsuits. Dan states that the current Public Records Request Policy should be followed, which is posted on the website and a copy has been given to Mr. Alderman. Aiden states that if the request can be done by following the current policy, then it should be done without advice from the attorney. Dan states that the continual public records requests cost staff time and production and if they are not handled correctly, they open OWWSA up to filings with the District Attorney, Oregon Ethics Commission and lawsuits. Dan and Aiden will sit down with Deneice to go over what has and has not been done so that they can report to the entire board at the November 11<sup>th</sup> meeting.

Dan talks about backflows for the next workshop meeting. He asked for Jamie to give the board the information on what OWWSA currently has on them, including any policies and ordinances that are current or were in the works. Jamie states that OWWSA also has to follow a policy and process to pass a backflow policy. Rick states that in the past that there has been a backflow issue from the water meter when their water gets shut off. Jamie states that the property now has a backflow device installed.

She also states that it doesn't hurt to be prepared. Jamie then states that Jason Coker could come speak with the board again and give them more information. Dan suggests putting backflows on the November 11<sup>th</sup> meeting.

Bob asked if the POA should be present when talking about the agreements. Dan states that the board should meet with them but they should gather information prior to the meeting, information such as the history. Rick states that they should have as many people as possible from the POA and Horse Co-Op attend to discuss and make a decision, including the transfer of property issue. This way the POA, Horse Co-Op and OWWSA know how to move forward. Dan states that he thinks it would be better to look at all the past stuff so that the board understands it and then they can meet with the POA and Horse Co-Op to work it out. He also states that the water board and the POA should meet on a regular basis. Aiden suggests a good will session to say "we are pro POA lets work together". Rick states that they should have a sit-down meeting with them to say this is what we found out, this is how it is, to help make a decision, whether that means they go back to the way it was in the past or decide on another way.

Aiden suggests finding a way to help the POA have more of a public facing. Dan mentions his thoughts about moving the office to the rental house. Kathy states that as a property owner, it is really convenient to go to the mailbox and then stop at the office. She states that it would be really inconvenient for them to have to drive to the rental house to discuss water and sewer and pay their bill. Dan states that this is just an idea to talk about during the workshop meeting.

To make a decision on the property transfer, Dan would like to speak with the insurance regarding the property. Aiden asked to have something written from the tax assessor's office that states what the scenario would be if the property is transferred back to the POA.

Dan states that he thinks the water rates are maybe the highest priority, since water rates have not be raised for a number of years. Financially the rates are hurting the ability of OWWSA to operate as a business. Mike has the information for raising rates.

Next workshop meeting the agreements between the Horse Co-Op and the POA will be addressed. Mike will be asked to address the water rates and start the conversation about the organizational structure. This meeting will be moved from November 25<sup>th</sup> to November 18<sup>th</sup>.

### **Meeting Adjourn @ 8:01 pm**

**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 Water Board meeting. To make your request, please contact Deneice at the OWWSA Office at 541-447-1934 (voice), or by e-mail to office@owwsa.net**

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