

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

DRAFT

Member Terms

2025 – (2) Bob Wolverton (3) Tony Sneath (4) Aiden Humphrey (5) Mary Scrocca
(6) Mike Papin (7) Tim Smith
2027 - (1) Richard Lopez

Meeting Called to Order by Tim Smith @ 6:00 pm

__Mary Scrocca and Mike Papin were absent.

Roll Call

All the members were present except Mary and Mike

Special Guest

__ Oregon Association of Water Utilities Bill Palmaymesa who is the small system trainer, surprised Kathy Friese, our office manager, with an award. Kathy received the Office Manager of the Year award for the state of Oregon along with \$100.00 in cash. She was totally surprised. Jamie submitted the information that resulted in her receiving this award. The whole board appreciated what she did.

Changes to the Agenda

__None

Approval of Minutes

Motion by Tony, seconded by Tim to approve February 11, 2025, minutes.

Bob, Aiden, and Rick approved. No further discussion, motion carried unanimously.

Staff Reports

__All reports were read and there were no corrections.

Financials

Payroll: Motion by Rick, seconded by Tony to approve March 11, 2025, payroll as presented. Bob, Aiden, and Tim approved. No further discussion, motion carried unanimously.

Bills: Motion by Rick, seconded by Tim to approve March 11, 2025, bills as presented. Bob, Aiden, and Aiden approved. No further discussion, motion carried unanimously.

Maintenance Report

__The meter tubes have all been cut and put in on Circle Street up to Irvine. Plans to complete the project by the end of April. We are going to start reading meters at the end of March.

Water tracking spreadsheets are made up and they are ready for tracking water usage.

General cleanup: Justin has been cleaning the junipers going down to the lagoon, working on junipers up at the tanks, cleaning wire and old fence by the two springs, has all burn piles cleaned up from this year, and we would like to burn the banks of the lagoons after we spray of weeds.

Old Business

__The budget calendar was given to the board to look over. Motion by Tony, second by Bob to approve the 2025 Budget Calendar as presented. Rick, Tim, and Aiden approved. No further discussion, motion carried unanimously. Also, a flyer will be put in next month's mail asking if anyone in the subdivision wants to be on the budget committee.

Water Conservation Plan by Eric Klann: tabled couldn't attend meeting

Horse Barn: tabled Mary has that information.

Update Vacant Office Position: Tabled Mary has that information.

Equipment shed estimates were given at the last meeting. Mike suggested putting down payment on a shed due to the increase in shed costs. So Tony, Bob, Aiden, Tim and possibly Richard, depending on his workload, will meet up there tomorrow, Wednesday and look at the site. Jamie will also be there. Jamie to get estimates from contractors on a 40 x 60 pad and level out ground. If Mike gets back in time maybe he could meet us up there also.

Roof estimates: Tabled until we look at budget.

Water Policy revision: Jamie handed out information at this last meeting for board members to review. Jamie stated that it's good that we hadn't done anything yet until we iron out the backflow situation.

Employee Policy Handbook: Board agreed to wait on that because Mary was not present, and she would have a lot of input to offer.

Backflow device mailing: Jamie stated that at the Sunriver conference we had to follow the Oregon Health Authority rules on implementing this process. We do have an old plan for filing with the OHA, but not with the county. The first process is to have a certified person look at the properties to see if there is a cross-connect problem. We must notify customers

first that we will be coming out and educating on the cross-connection law and the possible expense. From 1992 the new law states that they must have a backflow. Our plan is old, and the OHA suggests that it should be looked at every 5 to 10 years and we are due for a revision. This is a safety for the whole subdivision. There are 55 homes that are affected. All the board agrees it needs to be done. Every year a backflow report is sent to Oregon state which is required. The motion by Aiden, second by Tony, is to update our policy with the state, stating that all property owners in Ochoco West need a backflow device and when that is approved, we can do a new letter at that time. Rick, Bob, and Tim agreed, no further discussion, motion carries unanimously. At this time the letter that was previously approved will have to be revised when we receive confirmation from the state. We must help and work with people in the time frame to get this done. It is a compassionate thing to do.

Restoration Project: Ross Scrocca: tabled he was not present.

Rental House Agreement review: Mary has that information, tabled at this time.

OWWSA/POA: Mary has that information, tabled.

3-5 year plan project list: Mary has that information, tabled.

Grasshopper: Mike finally installed, but Jamie and Kathy must work on the details. It will most likely be after the April's meeting.

New Business

__New building application needs to be approved. POA has already approved their part. Must make sure it's not in his driveway, can have sewer and water same ditch, and there is an easement on both sides. Aiden made a motion to approve the plans with Jamie checking with Chad Howard our construction person who is highly respected by Crook County inspectors. Second by Tim with contingent on Jamie to make sure of placement on. Rick, Bob, and Tony agreed, no further discussion, motion carries unanimously,

Jamie brought an update on our OSHA inspection. There were only 5 serious violations. Big water tank doesn't have a guard rail on top. Eric Klann stated Prineville has 8 tanks and don't either and he will investigate this for us. The siturn was missing an electrical plate and that had been taken care of. Stairs up at the shop had to have another board put in to prevent someone from falling though. The diesel tank had to have a barrier in front of it. Had to put in four eyewash stations where chemicals are used and they are portable. Once every six months we must change water. Minor items were getting fire extinguishers off the ground, put exit signs above doors, emergency plan which Jamie made for the board, and holding safety meetings weekly which Jamie made for the board to review. Also need training on fire extinguishers and ladders which we can do online. Jamie mentioned that the fire extinguisher must be inspected every year, and they stated we could do it at that time. Also, a GFCI installed in bathroom and a new fan installed because the old one doesn't work anymore. Jamie has been in touch with an electrician to take care of these things. We had an extension cord in the office that needed to be removed. Rick mentioned that the

tank has a gate, locking up the ladder to keep anyone from getting up there. Jamie to follow up with Eric Klann in regards of the guards.

Jamie brought up the Diamond Map which can have multiple layers for water meters, sewer lines, shut off valves and more. Our maps were terrible. There are a lot of proposed lines on the old maps, and you don't know if they exist. This would help us have a historical map and you can go out on your phone with GPS and locate anything and put in new information on location. This is good for maintenance being done so anyone in further years looks at this they can see all the work that has been done. We can also print off the maps we make. The cost of this is \$20.00 a month. There is a 30-day free trail. Motion by Aiden, second by Tim to do the 30-day free trial with Diamond Maps. Rick, Bob, and Tony agreed, no further discussion, motion carries unanimously,

Adjourned meeting @ 7:45 pm