

Ochoco West Water and Sanitary Authority
May 30, 2024
Special Board Meeting
Minutes

Dan Parks calls meeting to order at 6:06 PM

Board Members Present:

Dan Parks
Mike Papin
Mary Scrocca
Rick Lopez
James Dunkin

Guest Present

Jamie Helms
Kathy Friese

New Business

Property owner application for open position on OWWSA board
Property owner James Friese applied for the open position on the board
Motion by James, second by Mary to appoint James Friese the
Seventh position on the board. No further discussion, motion carries unanimously.

Quickbooks

We have received quick books and Mike has started copying data from old computer to new one. Due to his schedule, a suggestion was made to have Goff Computer finish the process. Motion by Dan to have Goff computer finish process and second by Mary. No further discussion, motion carries unanimously.

Truck fixing AC pump

Jamie asked the board since the truck AC pump was approved by the board last year but never got done for a cost of \$2,900, could John Fisher do that work. We would get the part and John would do the work for under \$1,000. Mike made the motion to have John Fisher fix the truck with cost not to exceed \$2,000. Second by Rick. No further discussion, motion carries unanimously.

Debris to be hauled away

It was discussed to rent a utility trailer from Bigfoot rental in Prineville. At least Jamie and one POA board member to be present at time of loading trailer, that way it can be sorted out what to keep and what to haul away. Mike made the motion to accept the discussion as presented, second by James. No further discussion, motion carries unanimously.

RCAC

Mary talked to Kim Anderson, Nicki Fisher, and Eric Klann before the meeting. Talking to Kim, the present schedule is out of compliance and she suggested sending out the new budget calendar to all property owners by tomorrow, May31, 2024 without being in violation of the law. Then we will have a 10 day window to have a budget meeting.

New Calendar

June 13/24 Budget committee meeting open for public comments

June 14/24 Budget Hearing

June 16/24 Send out notice of budget hearing

June 24/24 Budget hearing and adoption of budget

July 1/24 Deadline to submit tax certification documents to the assessor's office

Sept 30/24 Deadline for submitting a full copy of the budget to the county clerk

Budget has to be adopted by June 30, 2024 or we are unable to use any monies starting July 1st. Mary suggested having Sherra Moore be our budget officer since she is doing the budget and is aware of all budget categories.

Motion by Mary to appoint Sherra Moore from Cascade County Consultants being our budget officer for the 2024-2025 fiscal year, second by Mike. No further discussion, motion carries unanimously.

Motion by Mary to approve the new budget schedule with clarification on the June 24th hearing, second by James. No further discussion, motion carries unanimously.

Meters were read only twice last year Since Kathy and Jamie have fixed our meter worksheet we are going to read meters every month until weather permits.. RCAC is going to work with us to help planning our financial needs and reorganization.

Mary has done a lot of research with SDAO, RCAC, and with Eric Klann to help us restructure. Rick mentioned that the peanut insulation hasn't been changed in 5 years. It was taken out yearly for the summer and put back for winter, but in recent years it has been left all year long. Suggestion was made to take them out and replace with insulation board in the fall.

Since our current situation does not have a secure place for our financials, we now have a locking safe.

Dan had to leave early for personal reasons at this time. Mike took over as chairperson to finish the meeting.

We currently don't have a bill correction system in place at this time. Kim from RCAC suggested Bend mailing systems for our mailings. Mary stated that they were reasonable if we decide to go that route. Mary also stated that SDAO has an online system for bill paying. There still are some certified letters that need to be drafted. Our insurance carrier stated we have a \$750.00 deductible and anything about that we can recoup.

Nicki Fisher from SDAO will be at our next meeting June 11th to help answer any question we may have. Nicki has requested to make a risk management evaluation of the board which is appropriate in our situation.

According to Kim Anderson, HR answers, and state board of esthetics any employee that does not supervise other employees or report to someone besides the board, can't be a salaried employee. This would be in state violation. Jamie was hired as salaried employee. Jamie should be hourly.

Board was given two binders, one from SDAO employee handbook to use as a reference for restructure and 2nd one ORS local budgeting manual to help with the budget structure.

Update on Sam.gov

All agencies that Mary has been in contact with suggest getting an outside resource now.

Most urgent was the budget and sam.gov for our grant funding.

Mary made the motion to hire Eric Klann engineering out \$164.00 an hour with a minimum of 10 hours a month to take over sam.gov. Second by James. No further discussion, motion carries unanimously.

RCAC Kim Anderson said we qualify for 80 hours free advice, Mary will start the process. Mike to sign the RCAC Environmental Department Community Work Plan with the change of 244 water service connections instead of 197. Motion by Mary, second by Rick. No further discussion, motion carries unanimously.

Mary made a motion to hire Eileen Akins to draft a letter for legal purposes to be mailed out. Second by James. No further discussion, motion carries unanimously.

Ask Lisa Logan if she would like to be hired to help read meter. This to be discussed at next meeting

Regular Meeting

Adjourn 7:53

Member Terms

2026-(1) Richard Lopez /(2) James Dunkin /(3) /(4) Dan Parks /

(6) Michael Papin (3) Ross Scrocca

2025-(5) Mary Scrocca /(7) open