

Ochoco West Water and Sanitary Authority
Tuesday, July 14, 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

7-14-2026 Regular Board Meeting Minutes

Meeting Called to Order @ 6:00 pm

Roll Call

Dan Parks, Richard Lopez, Bob Wolverton, Mitch Logan, Michael Papin.

Absent: Tony Sneath

Changes to the Agenda

- Approve 6/9/2026 Budget Meeting Minutes
- Remove from Old Business: Update on Springs and AMR Report
- Motion by Rick Lopez to adopt the changes to the agenda, second by Mitch Logan. No further discussion. Motion was carried with the following votes: Richard Lopez – Aye, Bob Wolverton – Aye, Mitch Lopez – Aye, Michael Papin – Aye, Dan Parks – Aye.
- Absent: Tony Sneath

Approval of Minutes

- 6-9-2026 Regular Meeting Minutes-
 - Motion by Rick Lopez to approve the 6/9/2026 Regular Meeting Minutes, second by Mitch Logan. No further discussion. Motion was carried with the following votes: Richard Lopez – Aye, Bob Wolverton – Aye, Mitch Lopez – Aye, Dan Parks – Aye.
 - Abstain: Michael Papin
 - Absent: Tony Sneath
- 6-25-2026 Special Meeting Minutes- No Quorum for approval
- 6-9-2026 Budget Meeting Minutes-
 - Motion by Rick Lopez to approve the 6/9/2026 Regular Meeting Minutes, second by Mitch Logan. No further discussion. Motion was carried with the following votes: Richard Lopez – Aye, Bob Wolverton – Aye, Mitch Lopez – Aye, Dan Parks – Aye.
 - Abstain: Michael Papin
 - Absent: Tony Sneath

Horse Barn

- Monthly Report – Nothing to report

Staff Reports

- Water – Total gallons pumped for June 2026: 1,903,970; gallons per day 63,466; pump ran for an average of 8.65 hours; gallons pumped per hour average 2,664.40; gallons per minute average 44.07; gallons per household per day average 302.22. Springs are producing an average of 65.22 gallons per minute with an average of 93,917 gallons per day.

- Update on springs project: Eric Klan sent an update that the rehab engineering has been completed and that documents have been sent to our legal department for review. Once we have the documents back from our legal department they will be presented to the Board for review and approval. The project will be completed in phases, hopefully starting in October 2026.
- Sanitary – Total gallons influent for June 2026 296,347; daily minimum of 869 gallons; daily maximum influent of 15,002; daily average influent of 9,560 gallons; average 54 gallons per day per household.

Financials

- Payroll –
 - Motion by Mitch Logan to approve the payroll for June 2026, second by Bob Wolverton. No further discussion. Motion was carried with the following votes: Richard Lopez – Aye, Bob Wolverton – Aye, Mitch Lopez – Aye, Dan Parks – Aye, Michael Papin – Aye.
 - Absent: Tony Sneath
- Bills –
 - Motion by Mitch Logan to pay the bills for June 10 thru July 14, 2026, second by Rick Lopez. No further discussion. Motion was carried with the following votes: Richard Lopez – Aye, Bob Wolverton – Aye, Mitch Lopez – Aye, Dan Parks – Aye, Michael Papin – Aye.
 - Absent: Tony Sneath

Old Business

- Discuss plan for Rental house – Board members reviewed the information on the history of maintenance and repairs performed on the Rental house and discussed possible repairs needed and potential future use of the house as an office for the OWWSA. There was a consensus that the follow items be researched and discussed at a future board meeting: Ask legal counsel if we can use the Rental House for an office; Research the original documents on the Rental Budget and

see where the funds can be allocated; Outline the scope of the project going forward once we have direction on how property and funds can be used.

- Water rates increase review – Michael Papin presented a tiered approach to rate increases; the Board will review the plan and discuss at the next monthly meeting.
- Vacant Board Position update – No applications, keep it posted on website and reader board and put note on billing statements for a 6-month period.
- Bond Lien letters mailed out on 7/02/2026 – Leslie Jacob discussed response from one of the property owners with a promise to pay. Three other property owners have not responded as of yet. The total of the lien letters is \$4,452.69
- Update on residential lien letters and past due accounts – Leslie Jacob discussed that 8 properties are currently slated for shut off this next month and liens letters will be mailed out to them along with the property owner whose water was shut off last month. The total of lien letter is \$3,674.19

New Business

- Picnic Tables-Kathy Friese requested gravel pads be placed under the picnic tables that Kathy and Jim Friese donated to the community. This has been tabled until the next regular board meeting.
- Water Reconnect fee, After Hours Reconnect fee, Deposit- Leslie Jacob talked to the board about the current reconnect fee being increased to \$50, an after hours reconnect fee of \$100 in emergency situations and if staff is available. It was decided that at this point in time there would not be a deposit requirement but will be considered in the future. The current Resolution No. 081324 dated August 13, 2024, addressing Property Owner Late Payments was updated to be in alignment with Ordinance No. 2023-01 5.2, and delete “over” 30 days past due on the Resolution to make it “Per current board members anyone who is 30 days past due on water bill will get a written notice for payment.” The board also updated Resolution No. 081324 dated August 13, 2024, to reflect a \$50.00 turn on fee or \$100.00 after hours turn on fee if there is an emergency situation and if staff is available.

- Motion by Michael Papin to adopt a new Resolution for the items discussed, second by Bob Wolverton. No further discussion. Motion was carried with the following votes: Richard Lopez – Aye, Bob Wolverton – Aye, Mitch Lopez – Aye, Dan Parks – Aye, Michael Papin – Aye.
- Absent: Tony Sneath
- Staffing schedule modification of hours – Leslie Jacob & Kathy Friese discussed the need for Kathy to reduce her hours to as needed and make Leslie a full-time employee at 40 hours per week effective August 16, 2026 with a pay increase to \$26.00 per hour.
 - Motion by Michael Papin to approve the above staffing changes; second by Mitch Lopez. No further discussion. Motion was carried with the following votes: Richard Lopez – Aye, Bob Wolverton – Aye, Mitch Lopez – Aye, Dan Parks – Aye, Michael Papin – Aye.
 - Absent: Tony Sneath
- Employee review coming up in August 2026 – Employee review are scheduled for August 25, 2026 at 6PM.
- Enact new Ordinance No. 2023-01 with housekeeping changes – Staff to reach out to legal department and confirm the procedure to adopt the housekeeping changes to the Ordinance.

Regular Board Meeting Adjourn @ 7:41PM

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