

Ochoco West Water and Sanitary Authority
5488 NW Prine Rd.
Prineville, OR. 97754
December 10, 2024
Regular Board Meeting, Community Hall, 6:00 PM
Minutes

DRAFT

Member Terms

2026 (1) Richard Lopez /(2) James Dunkin /(3) Ross Scrocca /(4) Vacant
(6) Michael Papin
2025-(5) Mary Scrocca /(7) Vacant

Meeting Called to Order by Mary @ 6:00pm

Roll Call

All present except James Dunkin. Mary stated she got James's resignation for the OWWSA board today December 10, 2024.

Changes to the Agenda

Parts of the Horse barn agenda must be none in executive meeting.

Approval of Minutes

November 12, 2024

Motion to approve the November 12, 2024 meeting by Mary, second by Rick.

No further discussion, motion carries unanimously.

Staff Reports

Sanitary Report...no changes to the report, see attached

Bulldog septic is coming out December for the last quarterly cleaning for the year

Water Report.....no changes to the report, see attached

Divergent Engineering: Eric Klann, has been working with Jamie & Kathy for 6 months and has been picking up all the things that have been dropped over the years. Wastewater Treatment & Collections have been transferred to Eric's certifications.

Kathy to get with Kim from USDA (grant) and work on getting reimbursement for bills paid on the spring project. Eric will then work with the state to get plans done going forward with the spring project. The project will have to go out for bid because it's grant funded. We will try to get it done as inexpensive as possible so we can use the left over money for automation on the filtration system which know takes a lot of manual time.

Eric suggested having Jamie go to the Eastern Oregon water conference in Pendleton next year. The more she can meet other people the more she will have different avenues for training and ability to get updated meters.

Eric stated the state is getting stricter on record keeping. Over the last years recording sent to the state has been all wrong. Going forward we will try and keep better records.

OWWSA has a Water Management and Conservation Plan since 2019. OWWSA's water supply primarily comes from a series of springs located north of the service area and one well. There is a progress report

that should have been reported within 5 years. Due to limited historic documentation and no record of completed annual audit, the OWWSA has lost one of the springs, which they can never get back due to passed management. Eric stated we should be okay with one spring gone, but we will do the steps to ensure consistent meter reading, billing and better record keeping moving forward. Efforts to ensure regular billing cycles are underway to reinforce conservation though more frequent customer feedback on usage. No formal water audits were conducted in prior years. Establishing an annual audit process will be a priority moving forward to identify potential sources of system loss and refine non-revenue water management. OWWSA uses a tiered rate structure designed to promote conservation by charging higher rates for higher consumption. Despite inconsistent billing from past management, efforts to reinsure regular billing cycles are underway to reinforce conservation through more frequent customer feedback on usage. This is just of one of the many parts to the Water Conservation rules we must report and follow to keep our existing springs and well. It is so very important to follow the state Water Conservation plan. Eric has a water rights group that Jamie and Kathy can work with for advice cleaning up some of the things needing done. From there we can move forward with a plan. We do have accurate staffing currently to get back on track. Jamie has a white board with fixing things we didn't know about and were not reported. So next year we will have a heads up on deadlines.

It's important for the board to come up with a meter reading policy. Meters need to be read as many months as possible. From November to April there is a flat rate charged. May the first bill should show if someone was using more water than the 4,500 gals per month. This helps to find if a property owner may have a leak. Eric stressed if someone had a leak and fixed that leak within one month, we should forgive the large water bill for goodwill. It would be good if we could read meters though the winter, but until we can get better meters, we will stay with the current process. Eric and the board stated now much they appreciated all the efforts of the staff making things go into the right direction to clean up mistakes in the past.

A lead line report had to be completed by October 2024, which was done. Jamie and Justin went around to all the meters and there were no lead lines in the subdivision. It's a great report to have on file if needed in the future.

Eric is still researching Yellowknife to put their equipment on the water towers. It could be extra income for water authority. This was the end of Eric's presentation.

Financials

Payroll: Motion by Mary, second by Mike to except November payroll as presented. No further discussion, motion carries unanimously.

Bills: Motion by Mary, second by Ross to except November bills as presented. No further discussion, motion carries unanimously.

Maintenance Report

- Backflow installation quote request from Team Thompson and J&S Drain Services
Mary to get clarification from legal who is responsible for backflow installation for the properties that don't have them. Also, the cost of new water heater if needed.
- Equipment is winterized and Kubota now parked in the middle horse shed below shop.
- Water pipes in Community Hall have been insulated.
Justin has done a great job insulating our inside water pipes in the bathroom and kitchen which was concern in the past with old weather.

- Tree trimming/brush piling heading to water tanks and brush cutting at lagoon. Justin has been working hard cleaning up brush and it has made a big improvement. The big roller that has been on the side of the road going up the sewer now has been moved to the shop to make the subdivision look better. Justin and Jamie are working on getting any metal that is used or old or can't be used anymore and taking up to the shop. In the spring there is a company that will come in and haul that away.
- General clean-up and maintenance Justin has been working on and has done a great job.
- Warranty information on purchase of new UTV. Jamie found the warranty to be 24 months or 1,000 hours. Purchase of a Kubota UTV would be \$26,000 and with a 72inch snowblade the cost would be \$29,700. No interest if paid within 36 months. Motion made by Mary, second by Mike to purchase UTV and details sent to the board email. No further discussion, motion carries unanimously.

Mike to get a quote on a building for all equipment. POA to go in on cost if we house POA equipment. Jamie to let Mike know the tallest height on the biggest equipment to help with the quote.

Old Business

- Grasshopper system: tabled until we can get more information.
- Horse Barn: Jered Reid update concerning lease agreement. Legal advice states the horse barn is amenity and should be under the POA. Jered will work on legal verbiage to transfer to POA. Mary made a motion, second by Mike to send POA email regarding the transfer. POA will have to make a resolution to add horse barn to their CCR's. No further discussion, motion carries unanimously.
- Grant refund process: Kathy will get in contact with Kim tomorrow.
- Rental House: Update on rental agreement: Per legal advice that according to Oregon rules, rent can't be raised more than 12.6% a year. Renter has been notified starting January 1, 2025; rent will be \$872.50 until next year. Rental will be on a month-to-month lease. Calendar will be marked for next year to review.
- Vacant Office Position: Last application was not accepted after research on last job and other details on resume. Applications will still be accepted. If no qualified candidates in the next few weeks, they board will investigate another agency to look for a qualified candidate. Mary reviews the applications daily. Still looking for someone with office qualifications and someone Kathy doesn't have to put a lot of basic training in, so it doesn't add more work for Kathy.

New Business

- Appointment of New Board Members (Positions 3,4, and 7)
Motion by Mary, second by Rick to have these people added to the board. Bob Wolverton (position 2), Tony Sneath (position 3), Tim Smith (position 7) which ends this year. No further discussion, motion carries unanimously. Since he has been on the board

before it would give the other two a chance to serve on the board. Tim can run again this year if he would like. Ross will stay on the board until we have new members sworn in by the clerk office. That way we will have enough members to conduct board meetings. Position (4) is still vacant.

Roundtable Discussion

The need for staff work chart. Motion by Mary, second by Mike with the following:

Kathy Friese to be Office manager.

Jamie Helms to be Facility manager.

Justin Leith to be Assistant facility manager.

Ross mentioned the Removal/Fuel Break project last year which treated 60 acres around the subdivision as a fire break. Junipers use 40 gallons of water a day. Where the junipers were taken out last year, other vegetation is finally coming back. He will be having a meeting Monday with NCRS and Oregon Dept to get another grant to work on the other 1,200 plus acres. Jamie is welcome to join the discussion and a tour of our subdivision.

Motion by Mary, second by Mike to have executive meeting Thursday December 19, 2024 at the Ochoco West Community Hall to discuss;

- End of employment probationary period review for staff member/members.
- Discussion of staff performances/bonus review.
- In-house council recommendations concerning Horse barn.

No further discussion, passed unanimously.

Meeting Adjourn @ 7:46 pm