



WINCHESTER BAY SANITARY DISTRICT
936 Salmon Harbor Drive
PO Box 1256
Winchester Bay, Oregon 97467
Phone 541-271-4214 • Fax 541-271-3564 • Email: wbsd@epureto.org

MINUTES

Winchester Bay District Conference Room February 13, 2025

Open Regular Meeting

President, Bill Taylor opened the Regular Meeting on Thursday, February 13, 2025 at 6:00 PM in the District conference room. In attendance were Board members, Lin Labit, Don Cox, Bill Taylor, Bob Greig, Administrative Assistant Charmaine Vitek, District Manager Ray Davenport.

Not in attendance: Roger Hermansen

Consent Agenda

Lin Labit moved, and Bill Taylor seconded to approve the Consent Agenda for February 13, 2025; January 2025 Financial Report, and authorizes a Board member to approve payments, or sign checks, necessary before the March 2025 meeting. The motion passed unanimously.

Minutes

January 9, 2025 Minutes were accepted as submitted.

Visitors None

Old Business

1. Discussion: Possible Refinancing District Loan

Ray reported that we have submitted the requested data to Banner Bank for review, however, have not heard back from them. We have been in contact with Umpqua Bank, our existing loaning institution, but have not heard back from them either. We will continue to research if refinancing the district's loan is feasible.

New Business

1. Appoint Budget Officer

Bill moved to appoint Charmaine Vitek as the 2025-2026 Budget Officer, seconded by Lin and passed unanimously.

2. Employee Evaluation, Von Flatern

3. Employee Evaluation, Vitek

The board reviewed the employee evaluations provided by Ray. It was noted that Ray had discussions with the staff regarding no increases in compensation this year, which the staff agreed to. Since there were no pay increases proposed, no motion was requested. The board agreed with Ray's assessment of both employees.

District Manager Report

No questions in regard to the District Manager monthly report.


Ray reported to the board that Douglas County is moving forward with phase III of the Umpqua Dunes campground facilities expansion. They were working on the storm catch basin but have not yet made the connection to the existing sewer. District ordinances dictate that SDC payments must be made prior to connection to the sewer system. We are waiting to hear from them regarding the project and will keep the board informed.

Ray thanked the board for their support for him during his illness.

FYI

Charmaine reported that she is attempting to schedule the required Public Meeting Law training with the Oregon Ethics Commission for February 27th here at the office for the entire board and will notify the directors when she finds out what they say.

Adjourn: 6:10 PM

Minutes approved: AS WRITEN ___ AS APENDED ___ Signature 

Date 3/13/25