



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](mailto:wbsd@epureto.org)

---

## **MINUTES**

### **Winchester Bay District Conference Room March 13, 2025**

#### **Open Regular Meeting**

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

Not in attendance:

#### **Consent Agenda**

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

#### **Minutes**

February 13, 2025 Minutes were accepted as submitted.

#### **Visitors** None

#### **Old Business**

Added: 1. Invoicing Douglas County for 27 RV sites:

Douglas County has made connection to the District's system without paying SDC fees for 27 new RV connections. Ray recommended that the District invoice the County for what should have already been paid. The District was not aware that the County included 650 feet of sewer main in the recent water and sewer improvements project until the District was contacted by engineers contracted by the County to locate and mark the District's existing sewer lines.

Don Cox talked about the County receiving grant money and that the County never approached the District to pay for anything. It should be up to the County to inform the District why the County should get free connections. Any fund paid for the connections (SDC's), shall go into the District's SDC funds account.

\*\* Bill made the motion to proceed with invoicing Douglas County for the 27 RV sites at Umpqua Dunes Campground with a note that it is standard operation procedure to bill for SDC's, seconded by Lin and passed unanimously.

Bill: yes

Lin: yes

Bob: yes

Don: yes

Roger: yes

### **New Business**

#### **1. Employee Evaluation, Tevepaugh**

Bill reminded the board that the staff has agreed to no increase in compensation this year. Ray reported that James is an excellent employee and we are very happy to have him on staff. No motion was requested.

### **District Manager Report**

No questions in regard to the District Manager monthly report.

**FYI:** Public Meeting Law training update and information. Charmaine reported that Bill and Bob attended the Public Meeting Law training at the office Thursday, February 27<sup>th</sup>. The other directors will need to participate in the training on their own.

### **Adjourn: 6:15 PM**

Minutes approved: AS WRITEN ☒ AS APENDED \_\_\_\_\_ Signature \_\_\_\_\_

Date

04/16/25

