



WINCHESTER BAY SANITARY DISTRICT
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MINUTES

Winchester Bay District Conference Room April 16, 2025

Open Regular Meeting

President, Bill Taylor opened the Regular Meeting on Wednesday, April 16, 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 Bob Greig seconded to approve the Consent Agenda for April 16, 2025; March 2025 Financial Report, and authorizes a Board member to approve payments, or sign checks necessary before the May 2025 meeting. The motion passed unanimously.

Minutes

March 13, 2025 Minutes were accepted as submitted.

Visitors None

Old Business None

New Business

1. Local Government Law Group rate increase notice
LGLG is the district's attorney of record. We received notice of their hourly rate increase beginning July 1, 2025.
 - ✓ Bill moved to accept the Local Government Law Group rate increases, seconded by Lin and passed unanimously.
 - Bill: yes
 - Lin: yes
 - Bob: yes
 - Don: yes
 - Roger: yes
2. Discussion regarding RV service connections rate increase
Everyone had a chance to review Ray's increase proposal. Ray asked if everyone felt that the rational was convincing. We calculated that the County parks are full about 60 days per year. Douglas County Parks Department pulls in about \$34,000 per day for those days and pay about \$447 per day in sewer fees.
Douglas County is the district's largest customer by far, they may want to negotiate. Ray read from the policy: *Whereas, the policy requires the board to periodically review and adjust fees to assure that all user fees are consistent with actual costs of operations, maintenance and replacement and refinancing of the treatment facilities and to maintain the acceptability of the user fee with respect to*

the proportional distribution of the cost of operation and maintenance in proportion to each user contribution to the total wastewater loading of the treatment works.

The current budget reveals that increasing rates is necessary. Ray proposed the district begin enclosing notices to the RV park customers of the coming increase in July of 2026.

- ✓ Bill moved that the district move forward with the rate increase notification for the RV sites proposal. Lin seconded the motion and passed unanimously.

Bill: yes

Lin: yes

Bob: yes

Don: yes

Roger: yes

3. Review District Sick Time Benefit Policy

Ray read the sick time policy to the board where the current language is contradictory. It states employees may not accrue above 240 hours annually and then talks about any hours accrued above 240 will be lost at the employee's employment anniversary. The board discussed the generous benefit 240 hours are and agreed to make 240 hours annually the limit.

- ✓ Roger moved and Bill seconded the motion to leave the sick time at 240 hours limit annually.

Bill: yes

Lin: yes

Bob: yes

Don: yes

Roger: yes

4. Appropriation Transfer Resolution 2025-01

Charmaine described to the board that the membership fees for this fiscal year were more than were budgeted for, specifically the DEQ water quality permit fees were \$3,798 which is more than anticipated. Bill confirmed that we are planning for these in the next fiscal year budget, and I am doing that.

- ✓ Bill moved to approve the Appropriation Transfer Resolution 2025-01 transferring \$3,000 from the Contingency line item to Membership fees line item, seconded by Lin and passed unanimously by the board.

Bill: yes

Lin: yes

Bob: yes

Don: yes

Roger: yes

5. Employee Evaluation; District Manager Davenport

Comments: everyone agreed that Ray is doing a great job and have no complaints. No pay increases are being proposed this year so no motion was necessary.

District Manager Report

No questions in regard to the District Manager monthly report.

Adjourn: 6:25 PM

Minutes approved: AS WRITEN ☒ AS APENDED _____ Signature

Bill Taylor

Date 05.08.25