

## WRWSD Board of Trustees Monday Meeting – 10/27/25

President Levermore called the meeting to order at 6:00pm.

**Roll Call:** Present: Armstrong, Feil, Harper, Levermore, Wales, Mgr. Wilkin, Supt. Wilson

Absent: Gruber was excused

### Minutes:

- A motion was made by Wales and seconded by Feil to approve the 9/29/25 minutes as distributed. A yea/nay vote was taken and the motion passed unanimously.
- A motion was made by Wales and seconded by Feil to approve the 10/16/25 Special Meeting minutes as distributed. A yea/nay vote was taken and the motion passed unanimously.

### President's Report (Levermore):

- We received two applications for the WRWSD Board vacancies. The Board appointed Gary Dombroskie to fill former Trustee Moore's position (2028). Mr. Dombroskie will be sworn in at the November monthly meeting. Jim Engle will be appointed to fill Trustee Wales position (2028) once her resignation date is reached. Mr. Engle will be sworn in at the next WRWSD meeting following this date.
- During the Special Meeting, a question was asked by a member about the public readings of a resolution (3). Secretary Wales followed up with researching WRWSD Bylaws and Rules and Regulations. She determined that there are no restrictions concerning the reading or passing of a resolution. When the Board drafted Resolution #2025-02, they decided to read it at three public meetings so the community was well informed and could offer feedback before the final resolution is passed. Trustee Wales personally contacted the member to report her findings.

### Treasurer's Report (Feil):

- Treasurer Feil and Mgr. Wilkin are working on the 2026 WRWSD budget. President Levermore asked that the Board receive the proposed budget for review before the November 24<sup>th</sup> workshop. We will need to review, revise (if necessary) and approve in December after the WPOA approves their budget but before the end of the year due to State requirements. We may have to have a special meeting to accomplish this.
- Budget appropriation motion #2025-29 was introduced (*see below*). Mgr. Wilkin explained the reasoning for each expense increase. The equipment maintenance vehicle increases are for loans that we have with Baxla and Sipes. The increase is split 50/50 between water and sewer accounts. Additional outside testing is performed through MASI. This includes increased testing for algae on a weekly basis plus fall wastewater discharge samples so we can form a baseline when we begin draining the lagoon. These tests will continue through the remainder of the year. The miscellaneous increase is to reimburse Supt. Wilson and Dan Pike for a conference they attended for continuing education. All of these increases will be incorporated into the 2026 budget.

### Manager and Plant Superintendent Report (Mgr. Wilkin/Supt. Wilson):

- We plan to begin lowering the lake the week of November 11<sup>th</sup>. The WRWSD is gathering information for the EPA to begin draining the lagoon around that time.
- DAF Tank Update: The landing area for the DAFT unit has been prepared, electric installed and the pilot DAFT selected. It is a 500gpm unit and the pilot test will need to continue for the next few months. The unit will filter algae and help manage turbidity and manganese. DLZ is in the design phase of the permanent DAFT unit. They are designing the permanent chemical bulk storage tanks too.
- Updated Metered and Total Water Usage: We are pleased to report that our unaccounted water usage report for the month is below 1%.
- Superintendent Wilson reported that the crew will begin testing fire hydrants in the near future while we are on BCRW.
- Supt. Wilson provided a detailed grinder pump service call report. He has implemented a QR code system for employees to use which tracks user information, what the issue was and how it was fixed. This has been beneficial to employees and the information is automatically updated into the system.
- The asset management software is tracking preventative maintenance for equipment. Supt. Wilson provided Trustees with a detailed list of tasks performed since September. The electronic records will prove beneficial to EPA inquiries and audits.
- Water Reservoir: Supt. Wilson and Dan Pike walked the woods of the WRWSD property. They estimated that they have \$30,000-\$50,000 of trees that could be logged. We could use this money to fund the dredging of the

reservoir. The tree clear out would be beneficial to the back-up reservoir to minimize the quantity of leaves and debris accumulating in the water.

- The third reading of proposed resolution #2025-02 will be at the November 8<sup>th</sup> monthly meeting. It details the future rate increase structure and assessment to help build our reserves for DLZ to create the designs for the plant upgrades and expansion.
- DLZ Progress:
  - History: We have been discussing expanding the sewer plant for several years. It was explained to the Board that when the sewer plant reached 80% capacity, the EPA would let us know that it was time to begin the expansion. More than two years ago, we had an understanding that the wastewater, the lagoon specifically, was the primary limiting factor for future growth. Future water capacity could be handled through increased hours of operation. Once we got our new licensed Class III operator, Greg Wilson on board, he first had to get the plant “cleaned-up” to be satisfied that the OEPA requirements were met. An assessment management system was established. Then he did a 12-year CAP (capital assessment program), which recommended what needs to be addressed and when. This determined that both the water and sewer, not just the sewer side, will need to be upgraded. Community growth, however, was not yet factored in. The Board did a RFQ for a professional engineer and made a selection (J&H) so our licensed operator and GM could have this investigated further. Based on J&H initial findings, the Board interviewed with them and another firm, DLZ, regarding moving further forward with the engineering process. The WRWSD Board selected DLZ as the “engineer of record”. DLZ looked at our current infrastructure and created a water and sewer rate study so we would have factual information for our maximum infrastructure capacity and be able to determine a timeline for the sewer expansion. Based on this report, it was determined that the WRWSD infrastructure would be at 100% capacity with the addition of 150 new homes. The Board limited new water and sewer tap permits and grinder permits to 10 per year beginning in January 2026. This would give us up to 15 years to complete the project. They also substantially increased the fees of these permits to be in-line with countywide septic system installation costs. Since this time, we have received several new tap and grinder applications. This has lowered the number from 150 and could decrease our timeline substantially. Motion #2025-30 was made to put on hold any new tap and grinder permit applications until January 1, 2026. Mgr. Wilkin estimates that it will take 2 ½ years once we move forward before we are “shovel ready” and another 3-5 years before completion of the project.
  - Water Design/Permitting: The water and sewer rate study reported that our water capacity abilities are very low. We need to upgrade equipment at the water plant and install a second water tower to store water. We are in the process of determining what additional equipment is needed besides the DAF tank.
  - Sewer Design/Permitting: The water and sewer rate study investigated several expansion options of wastewater storage. We are exploring a membrane system that might allow us to discharge direct into the creek without having to lower the lake. This system cleans the wastewater water very well and it may not need to be diluted with lake water.
  - Funding: Once the designs have been approved by the EPA and contractors selected, we will have a final cost of the expansion. At that time, we will be applying for grants and low-interest, long-term loans to fund the project. This would be the appropriate time to revisit the rates established in the resolution. Supt. Wilson has created a twelve-year capital plan for the WRWSD facilities which may need to be revised once the design is completed. We may experience some curveballs along the way but DLZ is there to help us navigate the process.
  - Superintendent Wilson stated that he has worked with many engineering firms and appreciates the professionalism and experience that DLZ provides. He praised Mgr. Wilkin for his expertise and enjoys working with him. President Levermore asked the Board to let the professionals do their job. We will oversee the project but do not need to micromanage them.

**Old Business:** None

**New Business:** None

**Motions and Resolutions:**

- A motion was made by Armstrong and seconded by Wales to approve the August 31<sup>st</sup> financial statement as distributed. A yea/nay vote was taken and the motion passed unanimously.

- A motion was made by Armstrong and seconded by Wales to approve the September 30<sup>th</sup> financial statement as distributed. A yea/nay vote was taken and the motion passed unanimously.
- Motion #2025-29 was made by Wales and seconded by Harper to amend the 2025 budget as follows: Expense account # 854-03 Equipment Maintenance Vehicles, budgeted amount \$8,134.76, amended amount \$11,634.76 with a difference of \$3,500.00; #875-01 Testing Services Outsourced, budgeted amount \$13,652.80, amended amount \$20,652.80 with a difference of \$7,000.00; #2854-03 Equipment Maintenance Vehicles, budgeted amount \$17,047.24, Amended amount \$21,547.24 with a difference of \$4,500.00; #2875-04 Miscellaneous Charges, budgeted amount \$2,874.00, amended amount \$4,477.41 with a difference of \$1,603.41; Total expenses, budgeted amount \$2,112,938.84, amended amount \$2,129,542.25 with a difference of \$16,603.41. A roll call vote was taken and the motion passed unanimously.
- Motion #2025-30 was made by Wales and seconded by Harper. Due to the engineering study identifying the maximum capacity of 150 additional homes and due to the current increase of grinder pump and water and sewer tap applications, effective October 27, 2025, we will put on hold issuing water and sewer tap and grinder permits until January 1, 2026. A roll call vote was taken and the motion passed unanimously.
- A motion was made by Harper and seconded by Wales to allow President Levermore to work with the WPOA to present a joint statement on future permitting. A yea/nay vote was taken and the motion passed unanimously.

**Board Member Concerns:** Secretary Wales made mention that during a WRWSD Special Meeting, only the subject of the special meeting is to be discussed and nothing else. She felt that a portion of the 10/16/25 meeting was off topic.

**Adjournment:** The motion to adjourn was made by Wales and seconded by Feil. A yea/nay vote was taken. All were in favor and the meeting was adjourned at 7:31pm.

Rhonda J. Maybriar, WRWSD Assistant Recording Secretary