

## WRWSD Board of Trustees Saturday Meeting – 12/13/25

President Levermore called the meeting to order at 9:30am.

**Roll Call:** Present: Armstrong, Dombroskie, Engle, Feil, Gruber, Harper, Levermore, Mgr. Wilkin

**Minutes:** A motion was made by Armstrong and seconded by Feil to approve the 11/24/25 meeting minutes as distributed and read. A yea/nay vote was taken and the motion passed unanimously.

**President's Report** (Levermore):

- President Levermore went over the key points for the new 2026 WRWSD Permit documents. He thanked the WRWSD Board, acknowledged coordination efforts with the WPOA President and the Building and Zoning committee. He pointed out that Legal Counsel has been sent files for review, the revisions only impact those residents looking to build a new residence and the new home process begins with the WRWSD to obtain a grinder pump permit and sewer/water tap permits. The new documents include a questionnaire/application, WRWSD Permits-General Requirement Information, Application process for WRWSD permits, general information on overall permit process for a new residence, an appeal process for WRWSD permits and a WRWSD Appeal Request form. Priority will be given to property owners over spec builders. Spec builder permits will not be considered until the fourth-quarter of every year, if there are any of the ten allotted permits left at that time. This information will be posted online for residents and realtors by January 1, 2026 when the documents take effect. We have a meeting this Monday to approve the 2026 operational and capital budget for the WRWSD and make any necessary amendments to the WRWSD Permit document. At this time, President Levermore reviewed a few amendments suggested by Attorney Tom Mays. On pg. 2, it will state that WRWSD permits are not transferrable *“and are tied specifically to a property (lot #)”*. On pg. 3, Item #5 concerning the 15-day permit payment due date, it was suggested to add *“the Board will consider a reasonable payment extension, if requested in writing, by the applicant.”* On pg. 4, Item #6, concerning the denial of permits for three-years, it was suggested to add *“an applicant has a right to cure”*. Manager Wilkin will speak with Attorney Mays to further clarify this suggestion so the Board can review this at the Monday meeting.
- President Levermore said the questionnaire is 14 questions and an applicant receives a score base on their answers. It is worth 245 points. Questionnaires with a 185 score or higher will be considered high priority and could potentially receive one of the ten allotted permits. Questionnaires below 185 points are low priority/denied except in the fourth quarter of the year. There were no other suggested amendments by the Board at this time. Secretary Dombroskie pointed out that we are in a tough spot and this document was created out of necessity. It is a living, breathing document that will go live on January 1, 2026. We have spent lots of time creating it and would appreciate feedback from members as we move forward. We can make adjustments along the way.

**Treasurer's Report** (Feil): None

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

- The lagoon valve is closed. The lake gate valve is still open and we plan to close it sometime this week. We lowered the lake 5'-6' this year.
- Work is underway for the DAF tank installation.
- We are cleaning the clear wells because they are coated with manganese.

**Old Business:** None

**New Business:** None

**Motions and Resolutions:**

- A motion was made by Armstrong and seconded by Dombroskie to approve the November 30<sup>th</sup> financial statement as distributed. A yea/nay vote was taken and the motion passed unanimously.
- Motion #2025-33 was made by Armstrong and seconded by Engle to approve the WRWSD Permit Documents with the amendments discussed. A roll call vote was taken and the motion passed unanimously.

**Board Member Concerns:** None

**Membership Concerns:** Sue Eads thanked the WRWSD Trustees for their hard work, time and dedication in creating the WRWSD Permit documents.

**Adjournment:** The motion to adjourn was made by Feil and seconded by Engle. A yea/nay vote was taken. All were in favor and the meeting was adjourned at 10:00am.