



# Meeting Agenda/Summary

## Water Quality Division: Onsite Wastewater Operations and Maintenance TWG

Meeting 1: July 7, 2021 10:00 am - Noon

Zoom Meeting Link in Calendar Invite

### Members in Attendance:

- David Bartholomew, CHAIR, Bartholomew Wastewater Services, Inc.
- Brian Bishop, AZ Septic Pros (**Unable to Attend**)
- Douglas Disbrow, AZ Wastewater Services, LLC
- Sheryl Ervin, Infiltrator Water Technologies
- Jon Heidrich, Mogollon RV Park & AZARVC
- Jim Huchel, City of Flagstaff
- Matt Ivers, ADEQ
- Brian Knisley, Maricopa County
- Dawn Long, First American Septic Service
- Daniel Lye, Freeport - McMoRan Bagdad, Inc
- Raymond Morgan, ADEQ
- Craig Payne, Payne home services
- Howard Ruble, Paradise septic, A-American septic, Coopers septic  
**(Jacob Mays attending for Howard)**
- Michael Stidham, EZ TREAT, INC (**Unable to Attend**)
- Alfredo Zapata, Macho Contracting (**Unable to Attend**)
- Theresa Gunn, ADEQ Project Manager

Agenda (Est Time)	Lead	Overview	Documents	Action Requested	NOTES
Welcome	Chair	Introductions			Dave asked members to introduce themselves and their background.
Group Charter	Chair	Review and determine if any changes are needed to the charter.	Group Charter* White Paper Outline*	For Approval	The members reviewed the charter and white paper outline.
Meeting Logistics	Chair	Group to determine the following: <ul style="list-style-type: none"> <li>• Goal date for completion of assignments</li> <li>• Frequency of meetings</li> <li>• Meeting date, time, length</li> <li>• Method for decision</li> </ul>		For Decision	Meetings will be held on the first and third Wednesdays of each month from 10 am to noon. TWG needs to provide input to OWAC on when they may be able to finish the assigned work. Decisions will be made by consensus

# Meeting Agenda/Summary

		<ul style="list-style-type: none"> <li>making</li> <li>• Ground rules</li> <li>• Additional assignments</li> </ul>			
<b>Next Steps</b>	Chair	Plan the topics for the next agenda and any homework assignments		For Decision	The group brainstormed potential issues using the online whiteboard. (See image on page 3.)
<b>Adjourn</b>	Chair				

## Action Plan:

Task	Person Responsible	Due Date	Status
Send calendar invite for the 4 <sup>th</sup> Wednesday of each month.	Theresa	After meeting	
Review issues on the white board and add sticky notes as needed	TWG Members	Before next meeting	
Send any previous studies to Theresa or post on ShareFile	TWG Members	Before next meeting	

