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

<table>
<thead>
<tr>
<th>Agenda (Est Time)</th>
<th>Lead</th>
<th>Overview</th>
<th>Documents</th>
<th>Action Requested</th>
<th>NOTES</th>
</tr>
</thead>
<tbody>
<tr>
<td>Welcome</td>
<td>Chair</td>
<td>Introductions</td>
<td></td>
<td></td>
<td>Dave asked members to introduce themselves and their background.</td>
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<tr>
<td>Group Charter</td>
<td>Chair</td>
<td>Review and determine if any changes are needed to the charter.</td>
<td>Group Charter* White Paper Outline*</td>
<td>For Approval</td>
<td>The members reviewed the charter and white paper outline.</td>
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| Meeting Logistics| Chair| Group to determine the following:  
- Goal date for completion of assignments  
- Frequency of meetings  
- Meeting date, time, length  
- Method for decision | | 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 |
making
- Ground rules
- Additional assignments

<table>
<thead>
<tr>
<th>Next Steps</th>
<th>Task Description</th>
<th>For Decision</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Chair</td>
<td>Plan the topics for the next agenda and any homework assignments</td>
<td>The group brainstormed potential issues using the online whiteboard. (See image on page 3.)</td>
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</table>

Adjourn

Chair

**Action Plan:**

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