

MINUTES OF THE
TENNESSEE ONSITE WASTEWATER ASSOCIATION
BOARD OF DIRECTORS MEETING
November 4, 2008

The Tennessee Onsite Wastewater Association (TOWA) met on November 4, 2008, at the Lentz Public Health Center, Nashville, TN. Members present were: Scott Fellwock-President, Theo Terry-President Elect, Tom Petty-Past President, Gregg Clingerman-Secretary, Brian Corwin-Treasurer, Directors – Allan Rather, Spencer Hissam, Steve Cawthon, Christopher Michie and Jim McClain. Call in members Tim Burcham, Jeff Richey. Guests Brian McCord and Ralph Board with Julian Information Technologies.

1. The Board Meeting was called to order at 4:00 p.m. by President Scott Fellwock. The agenda for the November 4th Board Meeting was presented.
2. **Minutes** from the September 2, 2008 Board Meeting were presented, after the reading of the minutes Jim McClain made the motion to approve the minutes as presented, Spencer Hissam seconded the motion. After full discussion the minutes were approved by the Board with Tom Petty voting not to approve.
3. **Treasurers Report** was presented to the Board by Brian Corwin, Treasurer. The balance as of November 4, 2008 was \$8,372.37. Mr. Corwin reported that expenses for the printing of the Fall newsletter has been paid out since the September Board meeting. The two newsletters published in 2008 had a net loss of \$463.58. Jim McClain made a motion to approve the treasurer's report as presented, Steve Cawthon seconded the motion. After full discussion the Treasurers Report was approved unanimously by the Board.

4. Committee Reports

Legislation – Brian Corwin said that Ground Water Protection division has begun the process of going through the comment portion of the regulation for establishing an Advanced Treatment System Program for allowing the use of biological/mechanical treatment systems for individual homes. The Regulation can be viewed on TDEC web site and comments are due January 2009.

Training Center – Dr. Buchanan reported that 33 attendees were at the Advanced Onsite Wastewater Treatment O&M Service Provider workshop held at the training center in October. Of the attendees 19 were from TDEC-GWP, 4 from contract counties and the rest from private businesses. There were 4 in the group that completed the Consortium's train-the-trainer programs. Since TOWA has paid the annual fee to become a training institute member of the Consortium TOWA needs to execute the Memorandum of

Understanding between TOWA and CIDWT and send it to Dr. Buchanan. Scott Fellwock will execute and send this in. A new display provided by Clearstream has been installed and is a fully functional ATU and drip system.

Newsletter – Gregg Clingerman reported that the fall newsletter was sent out in October. The Clearstream advertisement was not printed correctly as was approved by TOWA. The Board requested that the printers be contacted and express our concerns with the misprint and to see if they are willing to provide any type of compensation for the mistake. Gregg Clingerman will contact the printers on this matter. Brian Corwin made a motion to refund the \$338.00 to Clearstream for the Fall advertisement that they purchased. The motion was seconded by Steve Cawthon after full discussion the motion was approved unanimously by the Board. The next newsletter will be published in February in order for members to receive it before the Annual Conference in March. Newsletter articles and advertisements are due by January 12th in order to get the newsletter mailed out in February.

Golf Scramble – The 4th Annual TOWA golf scramble will be held on June 5, 2009. Scott Fellwock requested that the association donate \$500 for corporate sponsorship of the tournament. A motion was made by Allan Rather for TOWA to provide \$500 corporate sponsorship of the golf tournament. The motion was seconded by Tom Petty after full discussion the motion was approved unanimously by the Board.

Conference – Theo Terry presented to the Board two places to have the conference, the Embassy Suites in Murfreesboro or the Hilton Garden Inn Airport in Nashville. Both places were less expensive than what we paid last year to have the conference in Spring Hill. Since the majority of the members are in the Nashville area it did not make sense to look at sites in other parts of the State. Theo Terry made a motion to have the convention at the Embassy Suites in Murfreesboro, TN. On March 23rd and 24th, 2009, with the cost being approximately \$4,042. The motion was seconded by Tom Petty after full discussion the motion was approved unanimously by the Board.

Theo Terry made a motion that fees for the conference be raised to the following amounts; Booth Fees \$300 if received 30 days prior to conference and \$400 thereafter; Break Sponsorship Co-Sponsor \$100, Full Sponsor \$150; Lunch Sponsorship Co-Sponsor \$300, Full Sponsor \$500; Refunds 100% if notified 30 days prior to conference, 50% if notified 7 days prior to conference and no refunds if notified less than 7 days prior to conference. The motion was seconded by Allan Rather after full discussion the motion was approved unanimously by the Board.

Web Site Presentation – Brian McCord, with Julian IT, made a presentation to the Board on providing services to design a web page for TOWA. The presentation included how they could set up the site and how it could be

managed by either them or the Association. The cost for them to provide TOWA a web site ranged from \$650 to \$1,600.

Scott Fellwock and Spencer Hissam had spoken with Carter Harris about providing a web site for TOWA. They reported that Mr. Harris could provide the same services as Julian IT with the cost being between \$150 to \$200. Scott and Spencer have seen the web sites that Mr. Harris has set up and reported that they looked just as professional as Julian IT web sites. Also Tim Burcham reported that he is very familiar with the creation of web sites and thought that a web site that TOWA was wanting could be designed and set up in 2 or 3 hours and that Mr. Harris' fee sounded more in line than the Julian IT proposal.

A motion was made by Theo Terry for contacting Carter Harris and have him produce a web site for TOWA and have it ready for review at the next Board meeting for editing by the Board. The motion was seconded by Tim Burcham after full discussion the motion was approved unanimously by the Board.

The next Board meeting is January 6, 2009 at the Lentz Public Health Center. A motion was made to adjourn by Gregg Clingerman and seconded by Spencer Hissam.