



SORA Board Meeting

Minutes

January 2, 2018

2:30 PM Eastern Standard Time

Meeting held via GoToMeeting

Board Roll Call: Mary Clark (VT), Chuck Cousino (CO), Ann D'Alfonso (KS), Amanda Clark (CT), Jeremy Simmons (WA), Region 2 (Ed Wengrowski), Steven Krieg (MD), Steven Berkowitz (NC), Mike Mettler (IN), Matt Pace (OK), Michael Bolt (Tribal), Chris Edwards (KY, covering Region 9), Derek Smith (Canada). Eric Folks (Region 7)

Invited guests: Dick Bachelder (COI Rep.), Sheryl Ervin (COI Rep.), Ed Corriveau (Retirees) Ed joined late

Green = Present

Red = Absent

Approval of meeting agenda

Approved with a few additions from Mary

Approval of December board meeting minutes

Motion by Ed Wengrowski: Approve December Board Minutes

Seconded by Chuck Cousino

Amanda, Eric, and Steven abstained

None opposed: Passes

Executive Committee Reports:

Presidents report: (Mary Clark)

- EPA WIRFC Draft Materials Review Update

Mary reports: module takes an interesting approach in that it has a lot of technical information along with financial information. Mary provided feedback to the development team. SORA may need help them refine it further going forward.

- Ann D'Alfonso has transitioned out of decentralized, she is nominating Eric Folks as a replacement for Region 7. Eric is from Missouri. Eric reports: I am program manager 3000 gpd or less. Prior worked at county health in wastewater. Prior to that I owned an installer company.

Motion by Chuck Cousino: The Board should name Eric Folks as Region 7 Board representative

Seconded by Matt Pace

All approve

Passes: Eric Folks is SORA's Region 7 Board Representative and will serve out Ann's term

- NOWRA Update



We should talk quarterly with NOWRA to make sure we're on the same page.

Secretary report: (Jeremy Simmons)

No report

Treasurers report: (Amanda Clark)

All COI invoices went out last month

2 new COIs, which will be 12 in all if everyone stays on.

NESC is one of the new ones. ClearStream is the other.

2 COIs have used our online form and paid their membership dues. It costs us 3% when membership dues are paid with a credit card. We expect most to pay via check. We can evaluate this and decide if our COI dues should be changed in future membership cycles.

We now have a permanent address through mailboxes ect. Our PO Box will be closed down. It costs more this way but we can change who actually receives the mail easily as Treasurers change.

We have:

\$6250 in checking

\$1209 in savings

Have three checks to deposit. Will keep \$5K in checking and put rest in savings, to earn better interest

Paid insurance this month. Still need to pay bill from NOWRA. Matt has received this and will explain to the Board and forward to the Treasurer.

Standing Committee Reports:

Strategic Planning (Mary Clark)

Membership (Jeremy Simmons / Chris Edwards; Co-Chairs)

- Update on roll-out of membership dues; process, etc.

Discussion on membership. Is our membership e-blast ready? We think we need an explanatory email to go out to current members before the e-blast. Assigned to Jeremy (Membership Committee). How do non-voting members get solicited? Do we need a flyer?

Conference Planning (Matt Pace)

Billing from 2017 NOWRA conference has arrived and is \$2409

NOWRA conference meeting start (we think) in March

COI Report:

- COI Report (Dick, Sheryl)

Dick reports: who (which COIs) has paid? Amanda answers: Jet, Presby, Orenco and Clearstream have paid. Dick will follow up with those that have not paid.



Adhoc Committee Reports:

- **Website (Ann D'Alphonso, Travis?)**

Ann reports: changed the PO Box address to the new one, updated info on membership page. We have been testing the membership page and unfortunately we couldn't make it work completely. Jeremy and Amanda should both receive email notices when someone completes the membership form. Jeremy receives the notices but Amanda does not –for some reason. Jeremy will therefore send all invoices he receives to Amanda.

Motion by Amanda Clark: Create Website ad hoc committee and name Ann D'Alphonso as Chair

Seconded by Chuck Cousino

None opposed

Passes

- **Sustainability (Amanda Clark);** Committee On hold
- **Data Sharing (Vacant);** Committee On hold
- **Retirees (Ed Corriveau);** Update
Russ Martin and Dave Shepins are in retirees committee

New Business:

Old Business:

Action Item Review:

Adjourn:

Motion by Chuck Cousino: Adjourn

Seconded by Amanda Clark

All approve

Passes

Future Meeting Dates for 2018 (First Tuesday of each month): February 6, 2018; March 6, 2018, April 3, 2018.
All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

February 6, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large **Mary Clark** (VT), Past President/Region 8 **Chuck Cousino** (CO), Region 1/Treasurer **Amanda Clark** (CT), Region 10/Secretary **Jeremy Simmons** (WA), Region 2 **Ed Wengrowski** (NJ), Region 3 **Steven Krieg** (MD), Region 4 **Steven Berkowitz** (NC), Region 5 **Mike Mettler** (IN), Region 6 **Matt Pace** (OK), Region 7 **Eric Folks** (MO), Region 9 Rep. **Chris Edwards** (KY), Tribal **Michael Bolt** (NC Cherokee), Canadian Provinces **Derek Smith** (Manitoba).

Invited guests: **Dick Bachelder** (COI Rep.), **Sheryl Ervin** (COI Rep.), **Ed Corriveau** (Retirees), **Ann D'Alfonso** (KS)

Green = Present

Red = Absent

Approval of meeting agenda

Approval of January board meeting minutes

Chuck Cousino moved

Amanda Clark second

All support, Passes

Executive Committee Reports:

Presidents report: (Mary Clark)

Region 9 –Chuck reached out to Sean Hennerly (onsite), and Diane Kananga (certification) of California to invite them to participate in SORA. He will let the Board know what he hears back.

- EPA WIRFC Draft Materials Review Update
Several states have updated the “learning module” on EPA’s WIRFC website. Zach Lowenstein is heading this project and may reach out to states individually. They may move septic educational stuff off of financial part to decentralized page.
- SepticSmart Steering Committee 2018
Starting new steering committee. They’re planning 2018 SS.
- U Illinois/Israel project technical assistance
Mary has been in communication with the UI POC. Chris Edwards has received approval from his agency to participate.



Secretary report: (Jeremy Simmons)

Does the Board want the meeting minutes to be posted to the website? Yes, we'll make them PDF documents and remove the meeting log in info. Jeremy will prep these and send to Ann D'Alfonso. We will do this starting with the January 2018 minutes.

Treasurers report: (Amanda Clark)/Membership (combined)

Checking \$11481

Savings \$1209

90 members have signed up so far

Membership has slowly dropped off in last week or so –we should send out a listserv message reminding people to sign up and welcoming new members. Mary would like to get this out this week.

We will reach out to Dick Bachelder to see about recruiting new COI members.

A number of states and members are having trouble getting their agency to pay. This is for a number of reasons. Some states won't pay for memberships but will for subscriptions. Others won't pay at all and individuals must pay it themselves.

Membership Committee is tasked with coming up with criteria for membership fee waivers. Chris Edwards will head this effort. Then the Board will review it. We will try to have this ready by next meeting.

Standing Committee Reports:

Strategic Planning (Mary Clark)

Membership (Jeremy Simmons / Chris Edwards; Co-Chairs) see above

- Update on roll-out of membership dues; process, etc.

Conference Planning (Matt Pace)

Planning will begin in March. Chuck Cousino, Mike Mettler, and Eric Folks have been added to the conference planning committee.

COI Report:

- COI Report (Dick, Sheryl) No COIs present

Adhoc Committee Reports:

- **Website (Ann D'Alphonso)**
- **Sustainability (Amanda Clark);** Committee On hold
- **Data Sharing (Vacant);** Committee On hold
- **Retirees (Ed Corriveau);** Update
-



Ed reports -Have contacted several retirees and started the conversation. Still looking for more contacts. In Oct attended the Indianapolis SEFA meeting (infrastructure). Will be at WEF meeting. Have been promoting SORA.

We need to make sure we're sustainable. SORA should put together a presentation (flyer?) that we can distribute to people that are included in infrastructure funding (SEFA).

New Business:

Old Business:

Action Item Review:

Adjourn:

??? (not captured) motioned to adjourn

Chuck seconded to adjourn

All approve, meeting adjourned

Future Meeting Dates for 2018 (First Tuesday of each month): March 6, 2018, April 3, 2018, May 1, 2018. All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

March 6, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large **Mary Clark** (VT), Past President/Region 8 **Chuck Cousino** (CO), Region 6/President Elect **Matt Pace** (OK), Region 1/Treasurer **Amanda Clark** (CT), Region 10/Secretary **Jeremy Simmons** (WA), Region 2 **Ed Wengrowski** (NY), Region 3 **Steven Krieg** (MD), Region 4 **Steven Berkowitz** (NC), Region 5 **Mike Mettler** (IN), Region 7 **Eric Folks** (MO), Region 9 Rep. **Chris Edwards** (KY), Tribal **Michael Bolt** (NC Cherokee), Canadian Provinces **Derek Smith** (Manitoba).

Invited guests: **Dick Bachelder** (COI Rep.), **Sheryl Ervin** (COI Rep.), **Ed Corriveau** (Retirees), **Ann D'Alfonso** (KS)

Green = Present

Red = Absent

Review meeting agenda

Chuck: add

Approval of February Board meeting minutes

Motion by Chuck Cousino: Approved February Board Minutes

Seconded by Amanda Clark

None opposed: Passes

Executive Committee Reports:

Presidents report: (Mary Clark)

- EPA MOU Update
Re: EPA SepticSmart program wants to know what type of printed materials partners want available
- CWSRF/Decentralized Financing
In about one month there will be another phone meeting re: septic learning module. They received several comments on their first round and will likely need to rework some of the material/design of the module.
- Linking Fire Protection in Arid Climates to Wastewater Recycling
San Diego fires got people thinking about creating green spaces for fire blocks with irrigation by reclaimed water.
- News e-blast
Time for the next e-blast. It will probably include a membership reminder. Should be out in next few weeks.

Treasurers report: (Amanda Clark)



3 COIs dues are still outstanding. Many more members have joined.

Many states require us to be a vendor to pay our dues. This is dominating much of Amanda's time. Jeremy and Amanda will coordinate to better spread the work and take some burden off Amanda.

Our taxes were approved for this year. Our accountant is looking over our tax filing in regard to tax changes and will let us know if anything needs changed.

\$3K outstanding.

Paid insurance for whole year

Secretary report: (Jeremy Simmons)

No report. Jeremy will take over updating the (new) member list from Amanda.

Standing Committee Reports:

Strategic Planning (Mary Clark)

- Scheduling meeting in March

This meeting's purpose will be to work on the protocol around allowing surveys on the listserv and what material will be available on SORA's website. The goal is to develop policy document(s) on this issue. Any Board member that wants to participate should let Mary Clark know.

Membership (Jeremy Simmons / Chris Edwards; Co-Chairs)

- Update on roll-out of membership dues; process, etc.

Conference Planning (Matt Pace)

There is a NOWRA conference planning meeting 3/20. Afterward, we should better know if we can have our own track, how much space we will get, etc.

COI Report:

- COI Report (Dick, Sheryl)

Sheryl reports: we should send a welcome to the new COI members. Sheryl found some CDs from old SORA conferences. She will mail these to Amanda.

Adhoc Committee Reports:

- **Website (Ann D'Alphonso)**

Working on setting up payment for Wordpress (Amanda will work with Ann on this). Minutes, Tank Talk, & COI of the month are up-to-date on website. Ann reviewed the listserv answers on the website and has made a short list of what should remain. Ann will share that with the Board and will make changes after that.



- **Sustainability (Amanda Clark);** Committee On hold
- **Data Sharing (Vacant);** Committee On hold
- **Retirees (Ed Corriveau);** Update

Ed reports: NOWRA has been working to make sure next census includes onsite questions that had been deleted on previous version. Ed attended WET meeting in Minneapolis. There may be an opportunity to partner with WET. Ed had a good conversation with a WET rep and sent a follow up email. Not sure if any new retirees are coming in –haven't heard anything back yet.

New Business:

Chuck had one region 9 meeting and has another planned.

Old Business:

Chuck reached out to Region 9 again looking for SORA representation. Has not found any solid leads. He has talked to people in Arizona and California.

Action Item Review:

Adjourn:

Motion by Mary Clark: adjourn the meeting

Seconded by Chuck Cousino

Passes

Future Meeting Dates for 2018 (First Tuesday of each month): April 3, 2018, May 1, 2018, June 5, 2018. All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

April 3, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large Mary Clark (VT), Past President/Region 8 Chuck Cousino (CO), Region 6/President Elect Matt Pace (OK), Region 1/Treasurer Amanda Clark (CT), Region 10/Secretary Jeremy Simmons (WA), Region 2 Ed Wengrowski (NY), Region 3 Steven Krieg (MD), Region 4 Steven Berkowitz (NC), Region 5 Mike Mettler (IN), Region 7 Eric Folks (MO), Region 9 Rep. Chris Edwards (KY), Tribal Michael Bolt (NC Cherokee), Canadian Provinces Derek Smith (Manitoba).

Invited guests: Dick Bachelder (COI Rep.), Sheryl Ervin (COI Rep.), Ed Corriveau (Retirees), Ann D'Alfonso (KS)

Green = Present

Red = Absent

Review meeting agenda

Approval of March Board meeting minutes

Motion by Chuck Cousino: Approve March meeting minutes

Eric Folks: Second

None opposed

Ed Wengrowski abstained

Passes

Executive Committee Reports:

Presidents report: (Mary Clark)

- EPA MOU Update
Nitrogen sensor challenge: looking for 9 stakeholders. If you know of any stakeholders that would like to be involved, perhaps environmental organizations, let Mary know.
- SepticSmart Week 2018
EPA creating new materials. There is good energy behind this.
- Clean Water Act Request for Comments
Comments due May 21, 2018. Obama administration considered including groundwater discharges in direct hydrological connection to surface water in NPDES permits.
Discussion: all onsite systems can contribute nitrogen to surface water. Where does it end? What is EPA's goal? Should SORA make a formal comment? We could go on record saying that we are the



experts in this field and state that we don't think onsite regulations should be rolled into CWA/NPDES permitting.

Recent WEF report states that States and EPA will review/consider best practices in nutrient management. Mary has drafted some initial questions and thoughts to begin a response. The Board supports SORA making comments.

Treasurers report: (Amanda Clark) Amanda reports

All outstanding COIs have pledged to pay or paid. Infiltrator is only that has not paid. Amanda has told COIs payment deadline is 4/1 but has not been firm on this.

\$6565 in checking

\$9209 in savings

Many states have difficult vendor set up processes. Amanda has been working with many states over the last several weeks.

Secretary report: (Jeremy Simmons) & Membership report Jeremy reports

31 states have applied 19 have not. We have 119 individuals applied for 2018. There were 158 individual members in 2017. We should consider sending out a reminder. Board members are asked to reach out to those in their region. And we need to set a drop dead date. We need to consider a waiver process and we may want to do one free member per state. The Board does not want to do free memberships or waivers yet. We will do a drop dead date as 5/31. Jeremy will kick people off the listserv 6/1. We need to decide when people need to pay by. 7/1 is proposed as drop dead for payment. Board will decide at next meeting.

Standing Committee Reports:

Membership (Jeremy Simmons / Chris Edwards; Co-Chairs) see above

- Update on roll-out of membership dues; process, etc.
This committee should meet this month and talk about drop dead date, member list, etc.
Dick Bachelder will help on this committee.

Strategic Planning (Mary Clark, Eric Folks) –Mary says committee could use a new chair

- Meeting Notes (attached) – need Board action on following:
 - Proposed Web Site Postings from Listserv
 - Member Waiver Process and Application (Eric)
 - Consider a new combined SORA regulator/COI listserv
 - Need new Chair for this committee

Ann reports –committee decided that we want to have a routine of bringing postings to the Board for review to determine if it is suitable for posting on the SORA website.

Or, this could be a SOP that sets standards for posting. The Web Committee could use this as a guide. We could also develop a Welcome to the Listserv packet that explains the rules/expectations.



There was also a concept proposed of having another listserv for use to communicate between COIs and regulators.

Conference Planning (Matt Pace)

- Call with Eric Casey on SORA's involvement

Looking at doing a SORA day.

Considering and talking about revenue sharing.

We're more interested in raising our visibility at the conference.

COI Report:

- COI Report (Dick, Sheryl)

Adhoc Committee Reports:

- **Website (Ann D'Alphonso)**
Have updated COI of the month and Ann will work with Chuck on developing an SOP re: listserv postings on the website.
- **Retirees (Ed Corriveau); Update**
No report

New Business:

- Should we reschedule July's meeting to 7/10 due to holiday?
Yes, done

Old Business:

Action Item Review:

Adjourn:

Future Meeting Dates for 2018 (First Tuesday of each month): May 1, 2018, June 5, 2018, July 3, 2018. All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

May 1, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large Mary Clark (VT), Past President/Region 8 Chuck Cousino (CO), Region 6/President Elect Matt Pace (OK), Region 1/Treasurer Amanda Clark (CT), Region 10/Secretary Jeremy Simmons (WA), Region 2 Ed Wengrowski (NJ), Region 3 Steven Krieg (MD), Region 4 Steven Berkowitz (NC), Region 5 Mike Mettler (IN), Region 7 Eric Folks (MO), Region 9 Rep. Chris Edwards (KY), Tribal Michael Bolt (NC Cherokee), Canadian Provinces Derek Smith (Manitoba).

Invited guests: Dick Bachelder (COI Rep.), Sheryl Ervin (COI Rep.), Ed Corriveau (Retirees), Ann D'Alfonso (KS), Jim Bell (NOWRA President)

Green = Present

Red = Absent

Review meeting agenda

Approval of April Board meeting minutes

Motion by Chuck Cousino: Approve March meeting minutes

Matt Pace: seconded

None opposed

Passes

Executive Committee Reports:

Presidents report: (Mary Clark)

- EPA MOU Update
EPA still sees themselves as partners. They want to support us. Mary asked about EPA CWA issue. They say they have a real interest in working through this issue.
- CWSRF/Decentralized Financing
- EPA Region 1 Administrator Alex Dunn visits VT
- CWA Response for Comments (Jim Bell assisting)
NOWRA met with EPA on April 12th (routine meeting). Met with Marcus Zoberus of (EPA) industrial wastewater group. He said that EPA wants comments from everyone that is involved. EPA will group comments by respondent type. Jim suggests we use the strength of numbers and comment as state employees.

At the Clean Water Summit (same week) David Ross (EPA Assistant director of (?)) spoke to the issue and mentioned septic as one (type of) non-point source. This was a signal that we need to make comment.



Same week, Senate hearing on this issue: Rs say it is a far reach and Ds say it is still an issue. Main issues cited were agricultural feeding operations and industrial waste operations.

Case was referenced often: (“Hawaii Case”) Wildlife Fund v. County of Maui
City was directly injecting water into the ground for groundwater recharge. Coral reefs were impacted. Dye testing found it took >60 days to get to the coral reefs from injection.

NOWRA wants SORA to say that all states require some separation between GW and effluent release. We all have authority to control/prevent direct discharges to GW and we do.

EPA wants states to comment on state authority and practical application of CWA and direct/indirect discharges.

EPA is holding comment period and held a Senate hearing, which signals that they intend to have congress address the issue.

Mary will put some general comments together for SORA:

- Septics are non-point
- It will be complex/difficult to figure out which existing systems may have seasonal or other direct connections
- SORA members are the experts in this field

Mary will try to get something out by next week.

We will also encourage states to respond individually.

Dick Bachelder volunteers to write a section on the potential financial impact.

Treasurers report: (Amanda Clark)

Amanda reports: membership applications have dropped off. Amanda has been working on getting SORA set up as a vendor in several states.

Secretary report: (Jeremy Simmons) No report other than previous month’s minutes. Rehash of last month’s conversation.

Standing Committee Reports:

Membership (Jeremy Simmons / Chris Edwards; Co-Chairs)

- Update on roll-out of membership dues; process, etc.
- State-by-state review of states not applying
- Discussion on next steps – notice of end of availability of listserv, formal letter, others?

Conference Planning (Matt Pace)



- **Planning update**
- **Abstracts due May 1st**

Plans are moving forward. Today is abstract deadline. After that the agenda will get solidified. SORA has been thinking about getting more involved. Working with NOWRA on an MOU. NOWRA will offer a reduced rate for regulators. Question: is this a one per state scenario like last year? We have more than one regulator per state, so maybe we should have the discount be first come first serve.

Strategic Planning (Mary Clark) No report

COI Report:

- **COI Report (Dick, Sheryl)**
Sheryl reports-there have not been any COI meetings since last SORA board meeting. Nothing to report.

Adhoc Committee Reports:

- **Website (Ann D'Alphonso)**
Did we go through and categorize what should be on the webpage? Committee worked and is still working on that.
Also looked at potential listserv policies. Chuck and Ann will continue to work on that.
- **Sustainability (Amanda Clark);** Committee On hold
- **Data Sharing (Vacant);** Committee On hold
- **Retirees (Ed Corriveau);** Update **No report**

New Business:

Old Business:

Action Item Review:

Adjourn:

Motion by Chuck Cousino: adjourn the meeting

Seconded by: Mary Clark

None opposed

Passes

Future Meeting Dates for 2018 (First Tuesday of each month): ~~May 1, 2018~~, June 5, 2018, July 3, 2018. All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

June 5, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large Mary Clark (VT), Past President/Region 8 Chuck Cousino (CO), Region 6/President Elect Matt Pace (OK), Region 1/Treasurer Amanda Clark (CT), Region 10/Secretary Jeremy Simmons (WA), Region 2 Ed Wengrowski (NJ), Region 3 Steven Krieg (MD), Region 4 Steven Berkowitz (NC), Region 5 Mike Mettler (IN), Region 7 Eric Folks (MO), Region 9 Chris Edwards (KY), Tribal Michael Bolt (NC Cherokee), Canadian Provinces Derek Smith (Manitoba).

Invited guests: Dick Bachelder (COI Rep.), Sheryl Ervin (COI Rep.), Ed Corriveau (Retirees), Ann D'Alfonso (KS)

Green = Present

Red = Absent

Review/edit meeting agenda

Approval of May Board meeting minutes

Motion by Amanda Clark: Approve May meeting minutes

Mike Mettler: Seconded

None opposed

Ed Wengrowski: Abstains

Passes

Executive Committee Reports:

Presidents report: (Mary Clark)

- EPA MOU Update:
 - Strategic Goal #4 work needed
 - Request to update information in 2005 Barriers to Decentralized Systems report
- SepticSmart Week 2018 new materials
- Clean Water Act Request for Comments submitted

Mary reports: next meeting is June 13. EPA requested Mary discuss SS materials and strategic goal #4. Mary believes that SS materials are good and ready to go.

Also plan to talk about 2005 Barriers to Decentralized Systems report

Treasurers report: (Amanda Clark)

\$850 in unpaid invoices

\$8311 in checking



\$10360 in savings

Secretary report: (Jeremy Simmons)

We have had another small wave of applicants. 34 states have applied for 2018 membership. 16 still have not. Those that have not include Arizona, California, Hawaii, Louisiana, Mississippi, Nebraska, Nevada, New Hampshire, New Mexico, Ohio, Rhode Island, Tennessee, Texas, West Virginia, Wisconsin, and Wyoming. This includes all regions expect for region 2. Canada and Tribal have also not applied.

There are 155 members that are connected to these applications. 21 are county members. Approximately 70 names on the listserv are connected to memberships that have not applied.

Standing Committee Reports:

Membership (Jeremy Simmons / Chris Edwards; Co-Chairs)

- Update on roll-out of membership dues; process, etc.

No committee meeting was held.

Amanda Motion to issue waivers to Mike Mettler, Michael Bolt, Derek Smith for 2018 single membership

Strategic Planning (Mary Clark, Eric Folks)

Reviewed strategic plan

Need to stand up a Policy Committee

Need an appointed outreach person for COIs –Derek and Mary will discuss Derek as a possible for this role

Need a Business Plan

Need to figure out how to have diverse revenue while also having representation of all (or at least most) states.

Conference Planning (Matt Pace)

- Call with Eric Casey on SORA's involvement
NOWRA has a tentative agenda set up for conference.
Monday 1:30-4 SORA business meeting
Tuesday night for SORA reception/social

Monday business meeting conflicts with some tracks

Considering change:

Option 1: SORA business meeting on Sunday 10/21 2:30-5:30 (travel day)

Option 2: leave it when it is currently planned

Option 3: have it during lunch on Monday, combine it with reception

Option 4: Tuesday morning



Option 5: Wednesday morning (field trips, travel day)

Board prefers a modified Option 3, having it from 12-4 with lunch during meeting. Consider having food service in meeting room (costs will likely go up).

COIs may sponsor reception. Dick will check in with COIs on this. Amanda will get him an estimate.

COI Report:

- COI Report (Dick, Sheryl)

Was discussed during conference planning item.

Adhoc Committee Reports:

- **Website (Ann D'Alphonso)**

Trying to get NESC's logo on the website.

- **Retirees (Ed Corriveau); Update**

Dave Sheppins and a few others are possible leads for retiree members. Ed asks that we try to get contact info to him when we hear that someone is retiring.

New Business:

Golden Flush award –we should figure out who to nominate/award this to.

Secrete motion and vote on nominee: approved

Amanda will work on getting the trophies ordered.

Old Business:

Action Item Review:

Adjourn:

Motion by Amanda Clark: Adjourn

Mary Clark: Seconded

None opposed

Passes

Future Meeting Dates for 2018 (First Tuesday of each month): July 3, 2018, August 7, 2018, September 4, 2018. All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

July 10, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large Mary Clark (VT), Past President/Region 8 Chuck Cousino (CO), Region 6/President Elect Matt Pace (OK), Region 1/Treasurer Amanda Clark (CT), Region 10/Secretary Jeremy Simmons (WA), Region 2 Ed Wengrowski (NJ), Region 3 Steven Krieg (MD), Region 4 Steven Berkowitz (NC), Region 5 Mike Mettler (IN), Region 7 Eric Folks (MO), Region 9 Chris Edwards (KY), Tribal Michael Bolt (NC Cherokee), Canadian Provinces Derek Smith (Manitoba).

Invited guests: Dick Bachelder (COI Rep.), Sheryl Ervin (COI Rep. back-up), Ed Corriveau (Retirees), Ann D'Alfonso (KS)

Green = Present

Red = Absent

No quorum, so no votes made.

Review/edit meeting agenda – We moved discussion on Listserv draft SOP to beginning so Ann could participate

Approval of May Board meeting minutes (not acted upon)

Executive Committee Reports:

Presidents report: (Mary Clark)

- EPA MOU Update – EPA has invited us to be co-authors on WIRFC's Septic Learning Module soon to be released. NOWRA has a new on-line learning academy based on the A-Z curriculum. Chuck mentioned it may be pricey but not if you consider quality training with no travel time and expenses.
- SepticSmart Week Planning – EPA has recently contracted with graphics designer to create new graphics for this year's events.

Treasurers report: (Amanda) – Amanda will send out reports following meeting. Balance is \$19,500 with \$800 accounts receivable (about 10 people need to pay invoices); 2 are >90 days. Discussion on memberships and fees. Amanda will update the state lists and board members are asked for one more effort to get remainder of states with representation. Two states/people are poised for a vote on waiving this year's fees (LA Cynthia Pickel, WVA Rick Hertges), are there others? We are at about 70% participation at this time. We will take the month of July to complete this last effort before removing folks from listserv.

Secretary report: (Jeremy Simmons) – No report.



Standing Committee Reports:

Membership (Jeremy Simmons / Chris Edwards; Co-Chairs) (See Treasurer's report for notes)

- Update on membership totals
- Waiver requests (Cynthia Pickel LA, Rick Hertges WVA, Others?)

Strategic Planning (Mary Clark, Eric Folks) –Mary reviewed status last month, need to keep working on our goals.

Conference Planning (Matt Pace)

- SORA Business Meeting – Scheduled for Monday afternoon 12-4 including lunch. Eric is working on the location, etc. Reception will be Tuesday evening.
- COI Sponsorships – Eric Casey will be sending Matt the information on costs for the lunch and reception. Dick said to divide between the COI and send an email with the information and he will work with the COI on sponsorships.

COI Report:

- COI Report (Dick) – They now know who the contacts are for the COI companies and they want to develop regular communications. Mary asked about the current use of the COI listserv and they have not used this resource yet. Ed Wengrowski has offered to be the SORA contact with COI and Dick and Ed are starting that relationship.

Adhoc Committee Reports:

- **Website (Ann D'Alphonso) – no report.**
- **Retirees (Ed Corriveau); Update –** Ed has been reaching out to retirees and Dave Scheppens is interested in joining the group. Amanda recommended he apply for membership, so we can get him on-board. We then discussed what this committee might help SORA with and researching and applying for grants came up as a good activity. Ed liked that idea and we suggested setting aside some time on the next Board call to brainstorm what we need/want for grants.

New Business:

Listserv Draft S.O.P. (Chuck, Ann) – We discussed the draft, Jeremy and Amanda had offered comments previously. We discussed whether this should cover all of the listservs or just the SORA one and decided the SOP should be general enough to cover all of them, including future ones as well. If anyone has additional comments send them to Ann and Chuck. They will make some edits to the SOP, send a revised draft around, and have it ready for a vote next Board meeting.

Go-to-meeting connection – We discussed purchasing our own conference call-in service. Amanda will research prices and have a proposal for approval at our next Board meeting.

Old Business: None



Action Item Review:

Agenda Items for next month:

1. Approve June and July minutes.
2. Review and approve membership waivers.
3. Review and approve conference call services.
4. Review and approve Listserv SOP.
5. Discuss Retiree Committee work researching and applying for grants.

Adjourn: 3:30 P.M.

Future Meeting Dates for 2018 (First Tuesday of each month): August 7, 2018, September 4 (Change to 9/11?) 2018, October 2, 2018. All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

August 7, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large **Mary Clark** (VT), Past President/Region 8 **Chuck Cousino** (CO), Region 6/President Elect **Matt Pace** (OK), Region 1/Treasurer **Amanda Clark** (CT), Region 10/Secretary **Jeremy Simmons** (WA), Region 2 **Ed Wengrowski** (NJ), Region 3 **Steven Krieg** (MD), Region 4 **Steven Berkowitz** (NC), Region 5 **Mike Mettler** (IN), Region 7 **Eric Folks** (MO), Region 9 **Chris Edwards** (KY), Tribal **Michael Bolt** (NC Cherokee), Canadian Provinces **Derek Smith** (Manitoba).

Invited Guests: **Dick Bachelder** (COI Rep.), **Sheryl Ervin** (COI Rep. back-up), **Ed Corriveau** (Retirees), **Ann D'Alfonso** (KS)

Green = Present

Red = Absent

1. Review/edit meeting agenda

Add creating discussion of Policy Committee

2. Approval of June and July Board meeting minutes

Motion to approve June meeting minutes: Mike Mettler

Seconded: Derek Smith

Chuck Abstained

None opposed

Passes

Motion to approve July meeting minutes: Chuck Cousino

Seconded: Eric Folks

Jeremy Abstained

None opposed

Passes



3. Executive Committee Reports

a. Presidents report: (Mary)

Met with EPA Decentralized team, worked on priority 4

Jennifer House is new point of contact for NESC

New SepticSmart materials/graphics are due to be complete and released by end of August.

ANSI contacted Mary about being on a Technical Advisory Group on community scale systems for underdeveloped areas in the world.

b. Treasurers Report (Mary for Amanda)

Spending is within plans and budget

c. Secretary Report (Jeremy)

Member list update:

15 States have not applied for renewal

4 States have applied but not paid

66 current members are slated for removal from the listserv due to not applying for membership, 35 of these are from states which have someone who has applied for membership

Motion to grant Cynthia Pickle a waiver for membership dues if she applies: Chuck Cousino

Seconded: Eric Folks

Motion to grant Rick Hertges a waiver for membership dues if he applies: Chuck Cousino

Seconded: Eric Folks



Mary, Steven, and Jeremy will draft email notices to members that will be removed for not applying for membership. The notice will provide a deadline of August 31 for applying.

4. Standing Committee Reports:

- a. Membership (Jeremy)
- b. Strategic Planning (Mary)

Looked at plans and we seem to be on track. We should recruit committee members at conference.

- c. Conference Planning (Matt)

12-4p Monday is scheduled for SORA Board meeting (lunch provided at no extra charge)

Motion to approve conference plan as is: Matt Pace
Seconded: Chuck Cousino

NOWRA will provide SORA a booth space free of charge. Matt will ask for volunteers to man this booth.

Looking to have COIs pay for social/mixer. Dick thinks they are receptive to this.

For conference:

Want to get a poster with a map of Regions.

Want to get a poster with all COI logos.

5. COI Report (Dick)

No report

6. Ad hoc Committee Reports:

- a. Website (Ann)

No report



b. Retirees (Ed)

No report

7. New Business:

We need a Policy subcommittee, looking for volunteers.

8. Old Business:

a. Review and vote on new SOP on Listserv use (Ann/Chuck)

Chuck will review and make final edits and try to get it ready for voting in September.

b. Review and vote on new conference calling service (Mary/Jeremy)

Motion to obtain Go To Meeting Subscription for one year: Chuck Cousino

Seconded: Eric Folks

(Matt had stepped out and did not vote, still had quorum)

None opposed

Passes

Board agrees to Change September meeting to the 11th

9. Action Item Review:

10. Adjourn

Motion to adjourn the meeting: Chuck Cousino

Seconded: Chris Edwards

Adjourned

Future Meeting Dates for 2018 (First Tuesday of each month): *September 4 (Change to 9/11?) 2018*, October 22, 2018 (SORA Business Meeting). All meetings will start at 2:30 EST.



SORA Board Meeting Minutes

September 11, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large **Mary Clark** (VT), Past President/Region 8 **Chuck Cousino** (CO), Region 6/President Elect **Matt Pace** (OK), Region 1/Treasurer **Amanda Clark** (CT), Region 10/**Secretary Jeremy Simmons** (WA), Region 2 **Ed Wengrowski** (NJ), Region 3 **Steven Krieg** (MD), Region 4 **Steven Berkowitz** (NC), Region 5 **Mike Mettler** (IN), Region 7 **Eric Folks** (**Ann D'Alfonso served as proxy for Region 7**) (MO), Region 9 **Chris Edwards** (KY), Tribal **Michael Bolt** (NC Cherokee), Canadian Provinces **Derek Smith** (Manitoba).

Invited Guests: **Dick Bachelder** (COI Rep.), **Sheryl Ervin** (COI Rep. back-up), **Ed Corriveau** (Retirees), **Ann D'Alfonso** (KS)

Green = Present

Red = Absent

1. Review/edit meeting agenda

New business:

- Draft SepticSmart for SORA ready for review. Mary Clark will present to the Board.
- Joint NSF meeting next week. Steven Berkowitz will describe to the Board.

2. Approval of August Board meeting minutes

Motion to approve August meeting minutes: Ann D'Alfonso

Seconded: Chuck Cousino

Ed Wengrowski Abstained

None opposed

Passes



3. Executive Committee Reports

a. Presidents report: (Mary)

Gaida is only member of EPA decentralized team that will attend the NOWRA/SORA conference. Cathy Allen (Heidi's supervisor) will attend.

Mary Clark will retire from VT next year.

b. Treasurers Report (Amanda)

There are multiple members that are over 90 days past due for payment. Should we apply their payments to 2018 or 2019 if/when they pay. Answer: apply to 2019. What about those that have not replied to our reminders? When should they be removed?

We are working on 2019 membership enrollment process. Some details to work out.

Checking \$7500

Savings \$10000

We are owed almost \$3000

We may want to shop around for a new bank in the future, Wells Fargo isn't that easy to work with.

2018 Budget

2018 Insurance payment was higher than budgeted, because we paid for a full year and we had budget installments.

Motion to approve \$1725 on 9.10.18 for insurance: Amanda Clark

Seconded: Chuck Cousino

None opposed

Passes

We need to shop around for better prices for insurance.



Reviewed 2019 Budget

Credit card processing fees will need to be adjusted higher, since most pay with credit card.

Send any comments/corrections to Amanda, she will make the changes and the Board can review again in October Board meeting.

NESC has not responded to several email requests for their logo. We need to contact them and ask if they're interested in getting it on the webpage.

c. Secretary Report (Jeremy)

50 purged, including OH folks, and Elke (FL).

Tucker Morris (SC) requested a waiver.

Motion to approve membership fee waiver for Tucker Morris: Chuck Cousino

Seconded: Steven Berkowitz

All approved

Passes

James Brough from WY has contacted Chuck. Chuck recommended he apply for a waiver.

4. Standing Committee Reports:

a. Membership (Jeremy)

Need new committee chair, will work on this at conference

Need policies around:

- Nonpayment for states
- Waivers

And a welcome statement to new listserv members

b. Strategic Planning (Mary)



c. Conference Planning (Matt)

Chuck will take over this committee in 2019

Eric will remain on this committee.

We have provided our menu choices to NOWRA conference planning committee.

SORA Meet and Greet costs will be split evenly between all COIs and SORA (all equal shares). NESC may need to be excluded from this since they have not been in contact for a few months.

Cathy and Gaida (EPA) may come to the meeting. We'll ask Cathy if she'd like to say a few words.

5. COI Report (Dick)

We can depend on COIs for around \$300 each for sponsorship of Meet and Greet.

6. Ad hoc Committee Reports:

a. Website (Ann)

\$800 in budget for website development. Ann will talk with web developer to gauge costs re:

Archiving listserv conversations

President's message page

Still need NECS logo

b. Retirees (Ed)

Dave Shepins says he'll join as retiree

How can retirees help? Would like to help with grant applications?

Discussion- could we use retirees to sit on/chair committees that we're having trouble staffing? There is potential there.

NESC created a draft of a data sharing report that SORA provided data for. Jeanne Allen (previously with NESC, now with Presby) reached out and asked if we want to help finalize it. Steven Berkowitz will contact them.



NSF meeting coming up. Steven Berkowitz participating. They will review:

Standard 40

Standard 350

Steven asks if there are any requests of NSF or things he should know as a liaison to them.

Motion to Approve to develop a SORA Septic Smart week proclamation: Mary Clark

Seconded: Ann D'Alfonso

None opposed

Passes

7. Old Business:

- a. Review and vote on new SOP 4 on Listserv use (Ann/Chuck)

Chuck and Ann have developed this.

Motion to Accept SOP 4: Amanda Clark

Seconded: Chuck Cousino

None opposed

Passes

8. Action Item Review:

9. Adjourn

Motion to adjourn: Mary Clark

Seconded: Chuck Cousino

Passes

Future Meeting Dates for 2018 (First Tuesday of each month): October 2, next Board meeting, October 22, 2018 (SORA Business Meeting), November 6, 2018, December 4, 2018. All meetings will start at 2:30 P.M. EST.



SORA Board Meeting Minutes

October 2, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President/At Large **Mary Clark (VT)**, Past President/Region 8 **Chuck Cousino (CO)**, Region 6/President Elect **Matt Pace (OK)**, Region 1/Treasurer **Amanda Clark (CT)**, Region 10/Secretary **Jeremy Simmons (WA)**, Region 2 **Ed Wengrowski (NJ)**, Region 3 **Steven Krieg (MD)**, Region 4 **Steven Berkowitz (NC)**, Region 5 **Mike Mettler (IN)**, Region 7 **Eric Folks (MO)**, Region 9 **Chris Edwards (KY)**, Tribal **Michael Bolt (NC Cherokee)**, Canadian Provinces **Derek Smith (Manitoba)**.

Invited Guests: **Dick Bachelder (COI Rep.)**, **Sheryl Ervin (COI Rep. back-up)**, **Ed Corriveau (Retirees)**, **Ann D'Alfonso (KS)**

Green = Present

Red = Absent

1. Review/edit meeting agenda
2. Approval of September Board meeting minutes

Tabled until November since meeting minutes not complete

3. Executive Committee Reports

- a. Presidents report: (Chuck for Mary)
- b. Treasurers Report (Amanda)

When should we take people off listserv for nonpayment? Several members have pledged but have not paid.

We have done well with this being the first year collecting membership dues, but we will need to make a deadline for payment for 2019. Recommend



4/1/19 as the deadline for payment. Board agrees. Members with unpaid membership fees as of this date will be removed from the listserv.

\$11,995 in savings

\$ 6113 in checking

At the business meeting we should figure out how many people and who should have access to the bank account. It is not good practice to have only one person have access. We may need to consider changing banks to facilitate our banking, since Wells Fargo is difficult for us to deal with.

Invoicing COIs as they come on board.

Outstanding 2018 bills will be changed to 2019 bills (effectively forgiving the 2018 debt) and sent back out.

c. Secretary Report (Jeremy)

Need to send out a revised member list before the annual meeting/conference.

4. Standing Committee Reports:

a. Membership (Jeremy)

None

b. Conference Planning (Matt)

Written notes sent by Matt:

1. So far, 28 regulators have signed up to receive the SORA discount. Unfortunately, no regulators from the regions in which we need representation have signed up yet.
2. The agenda is set for the business meeting (see attached).
 - a. Food will be provided by NOWRA so there is no cost there.
 - b. Mary is bringing her laptop and projector.
 - c. The only items SORA requested was a screen, internet access, and a conference call phone. We will be billed after the conference but I don't anticipate this being very much (last year cost \$50 for the polycom phone).
 - d. Handouts: I plan to print agendas, a sign in sheet, and sign-up sheets for committees.



3. The reception is pretty much ready. Eric turned in a food and drink list to NOWRA. The cost is \$3,500. Dick is reaching out to the COIs for sponsorships. This should be about \$300 per captain and SORA will cover the remainder.
 - a. I will be printing invitations to the reception like we did last year.
4. Expo: SORA has a booth for the expo hall, which is 10 ft by 10 ft and 8 ft tall.
 - a. Amanda is working on a table skirt
 - b. Sheryl is printing a poster with the COI logos (this can also be used for the business meeting and reception).
 - c. Dick is printing a US map that shows the different regions and the SORA members for each (can also be used for other events).
 - d. I am printing the “benefits of membership” flyer that Jeremy worked on last year.
 - e. We (the board) should come up with some talking points for those that will be at the booth.
 - f. I will be sending a sign up next for those interested in working the booth. If we all plan to spend a little time at the booth we should be able to have it covered for the entire conference. Question to answer: Do we want board members only to work the booth or any members that are present? Should we include the Captains?

-We will use Board Members to man the booth.

There will be a GoToMeeting option to attend the business meeting for those not able to attend the conference.

5. COI Report (Dick)

Having a SORA map made.

NESC Survey—we expect a report on this to be available at the NOWRA conference.

6. Ad hoc Committee Reports:

- a. Website (Ann)
- b. Retirees (Ed)

Ed reports that Dana Reeve from Virginia, Dave Schepens, and he (Ed) will be retiree members for 2019.

Discussion: is the strategic planning committee still standing? It has not been active but is still technically standing. We should look at having this committee look at nutrient issues. Board agrees.

7. New Business:



Board decided on a plan to honor the service of certain members to SORA.
Amanda will send Board members a follow up.

8. Old Business:

9. Action Item Review:

10. Adjourn

Future Meeting Dates for 2018 (First Tuesday of each month): October 22, 2018 (SORA Business Meeting), November 6, 2018, December 4, 2018. All meetings will start at 2:30 P.M. EST.



Notes

Annual SORA Business Meeting

Monday, October 22, 2018; 12:00 pm – 4:00 pm, Atrium 7

Attendance sheet attached as Appendix A, Ed Wengrowski (New Jersey) participated via phone

11:50 - 12:30 (Meet & Greet) Lunch Provided in Conference Room

12:30 - 12:45 Welcome and Member Introductions (Mary Clark (VT), *President*)

12:45 - 1:05 President's Remarks (Mary Clark)

- It's been an honor to serve this past year
- Appreciate a great executive team and Board, great participation in monthly meetings
- Thanks to our long-time Captains of Industry and our new members this past year (Bio-Microbics, Infiltrator, Jet, Orenco, Presby Environmental, Roth MultiTank, Salcor, Norweco, Premier Tech Aqua, Eljen, new Clearstream, Geomatrix, NESCE)
- Thanks to NOWRA and our continued participation at the conference and discussions on hot topic issues that came up this year
- Thanks to the EPA Decentralized Team, Heidi, Zach, Gaida and contractor Ryan Campbell, and EPA MOU Partners and their work and support of our industry
- Thanks to all of our members who make our listserv so valuable and take the time to support our committee/EPA MOU efforts

1:05 - 1:15 A Year in Review – SORA's 2018 Accomplishments (Mary Clark)

Two main focuses

1. Rolling out new regulator membership application and fees for the first time.
 - i. This was a very big effort. (Amanda Clark and Jeremy Simmons did most of this work.) A big part was to get SORA into the various state vendor/payment systems with specific paperwork. Several other Board members reached out to states in their EPA Region.
 - ii. Jeremy will review details of 2017 vs 2018 membership, but I can say we cover most states, plus added county regulators, tribal, Canada, and new COI members.
2. Supporting EPA MOU Partner efforts related to:
 - i. SepticSmart Week – material development (tool kit, infographics, posters), promotion by members, SORA developed Proclamation
 - ii. Water Finance Center – [Onsite learning module](#) just came out.
 - iii. MOU Partners Priorities – SORA is listed as lead for their Priority #4 and helping with other priorities. Priority #4 is "Leverage existing funding mechanisms for decentralized systems – Identify and share information on options to fund systems"
 1. Share information on applications and case studies of CWSRF and green project reserve;
 2. Identify and share information on innovative funding initiatives to better fund and serve communities; and



3. Collaborate on the WIRFC learning module

Other accomplishments:

- a. SORA's strategic plan and goals (to be discussed later)
- b. New SORA policies
 - i. Posting to website;
 - ii. Use of listservs;
 - iii. Waiver of membership fee (in development)
- c. SORA submitted comments on EPA Clean Water Act Coverage of "Discharges of Pollutants via a Direct Hydrologic Connection to Surface Water"
- d. Website development and updates

1:15 -1:25 SORA's Future

- President Elect – Matt Pace (OK) Region 6 Board Member will be voted in as President later today
- Continued support of MOU Partner priorities
- Need more committee members/new chairs, Treasurer
- Standing -Committees: Strategic Planning, Conference/Business Planning and Membership
- Bylaw changes:
 - i. Propose add separate category of membership for non-profits and federal members;
 - ii. Consider 1 paid membership per state where fee can be waived

1:25 - 1:30 Website Updates (Ann D'Alfonso (KS), *Member*)

Website has been functioning all year and has been updated a number of times. It has a page for signing up for membership and we will develop more functions to make the website more useful for members and COIs.

1:30 - 1:40 SORA Special Recognition (Chuck Cousino (CO), *Past President*)

1:40 - 1:50 Break

1:50 - 2:20 **Business Meeting**

- ❖ Election of Regional Board Representatives
 - Region 3 (Steven Krieg (MD), current rep.) **Reelected**
 - Region 6 (Matt Pace (OK), current rep.) **Reelected**
 - Region 8 (Chuck Cousino (CO), current rep.) **Reelected**
 - Region 9 (Chris Edwards (KY), current rep.) **Reelected**
- ❖ Treasurers Report (Amanda Clark (CT), *Region 1 Board Member*)
 - Review 2018 budget
 - Review proposed 2019 budget

Budget is doing well. Regulator and COI membership fees have created a sustainable



funding mechanism for SORA.

- ❖ Secretary's Report (Jeremy Simmons (WA), *Region 10 Board Member*)

Member list updates should be available for use as a 2019 list but Jeremy will try to get them earlier than that if possible.

2:20 – 2:40 Committee Reports

- ❖ Strategic Planning Committee (Mary Clark)

We did not meet this year but we did make progress on our strategies and objectives

- We monitored policy trends, CWSRF comments, GWPC
- Created Policy Committee – we hope to recruit new members at conference
- Website development and rollout – done
- Quarterly Newsletter/email updates – only 2 sent this year, look to improve
- New listserv up and running
- New go-to-meeting account for board and committee meetings
- Appoint outreach person to COI – Ed Wengrowski NJ Pinelands
- Regional meetings with Board representatives – happening in some areas like Regions 1, 8, and 10 we would like to expand to all regions to bring more communication and understanding of needs
- Inventory of members
- EPA MOU partners work

- ❖ Membership Committee (Jeremy Simmons, *Secretary*)

Committee has not met. Need to get a new Chair and more members for this Committee. This committee needs to be:

- Working to make membership renewal easy
- Developing outreach material
- Working on policies (with Policy Committee?)
- Working with States' procurement offices/business offices to get them (or us) setup for membership.

- ❖ Conference Committee (Matt Pace, *President-Elect*)

Will begin working with NOWRA Planning Committee as they start meeting to plan 2019 conference.

2:40 – 2:50 New Business (Open to member comment)

Board to Committee Members: If you are listed on a committee but can't serve, let the committee chair or a Board member know and we'll get your name taken off the list.

[Topic Change]

Marcia Degen (Virginia Dept. of Health)- Chesapeake Bay states are working on a data sharing program. They have no place to store data. Each state submits reports but there is no place to put this mutual data. Could the SORA website be the/a place to store this data?

Q –How much data? A- Relatively small. 5 mb reports and then excel reports.

Q- could google drive work? OR an Access dashboard?

A- If data is in a finalized form then the SORA website is perfect for that. But google drive or something else would be best if the data will be manipulated.



[Topic Change]

We have had issues with communicating with Captains of Industry (COIs). We have named Ed Wengrowski as the COI liaison, which seems to have helped significantly since.

Dick Bachelder is the COI chair, Sheryl Irvin is backup. They have been busy but they are keeping up.

Q- Have we figured out a way for COI to ask questions of SORA members? Do COIs have access to the SORA listserv?

A- COIs don't get access to the listserv. They have their own listserv. We have planned to have a joint listserv for both to have access to. We could have the communications committee (yet to be established) moderate this listserv.

Q- Have we asked SORA members what their baseline data capacity is? A- No.

[Topic Change]

Waivers –we have issued a handful of waivers to members that cannot get agencies to pay. We want to require these members to serve on a committee or in some other way in exchange for the waiver.

[Topic Change]

Q- Is SORA planning on developing more white papers (as they have in the past)? A- Yes, the plan is to start doing that in 2019 or 2020.

2:50 – 3:50 Open discussion with Captains of Industry (COI) regarding membership and benefits

Adjournment of Annual Business Meeting

3:50 – 4:00 Board meeting

President/At Large **Mary Clark** (VT), Past President/Region 8 **Chuck Cousino** (CO), Region 6/President Elect **Matt Pace** (OK), Region 1/Treasurer **Amanda Clark** (CT), Region 10/Secretary **Jeremy Simmons** (WA), Region 2 **Ed Wengrowski** (NJ), Region 3 **Steven Krieg** (MD), Region 4 **Steven Berkowitz** (NC), Region 5 **Mike Mettler** (IN), Region 7 **Eric Folks** (MO), Region 9 **Chris Edwards** (KY), Tribal **Michael Bolt** (NC Cherokee), Canadian Provinces **Derek Smith** (Manitoba).

Green = Present

Red = Absent

- Election of President-Elect

Election of Matt Pace to President position by Board

Board Vote –Unanimous

Matt Pace is SORA President

Discussion: Nomination of now vacant President Elect position.



Motion to Nominate Eric Folks as President Elect: Chuck Cousino

Seconded: Mary Clark

Ayes: Mary Clark, Chuck Cousino, Matt Pace, Amanda Clark, Jeremy Simmons, Mike Mettler, Chris Edwards

Nays: Eric Folks

Passes

Executive Board Vote to approve overage on SORA banner of \$60. (Note: no motion required)

Unanimous –Passes.

SORA Board

Board of Directors 2017-2018

<i>Representative Area</i>	<i>Member</i>	<i>3 Year Term Expiration</i>
Region 1	Amanda Clark (CT)	2019
Region 2	Ed Wengrowski	2020
Region 3	Steven Krieg (MD)	2018
Region 4	Steven Berkowitz (NC)	2019
Region 5	Mike Mettler (IN)	2020
Region 6	Matt Pace (OK)	2018
Region 7	Eric Folks (MO)	2019
Region 8	Chuck Cousino (CO)	2018
Region 9	Chris Edwards (KY)	2018
Region 10	Jeremy Simmons (WA)	2020
Canada	Derek Smith	2017
Tribal	Michael Bolt (NC Cherokee)	2019
At Large	Mary Clark (VT)	2020

Officers *(1 Year Term, unless otherwise noted)*

President	Mary Clark (VT)	2018
President-Elect	Matt Pace (OK)	2018
Past President	Chuck Cousino (CO)	2018
Secretary	Jeremy Simmons (WA)	2019
Treasurer	Amanda Clark (CT)	2019

Standing Committees *(5-member, 2 Year Term, elected by Board)* **denotes Committee Chair*

Strategic Planning	*Mary Clark (VT), Amanda Clark (CT), James Cruver (COI-Salcor), Nick Noble (COI-Orenco)
Conference Planning	*Matt Pace (OK), Mike Mettler (IN), Chuck Cousino (CO), Eric Folks (MO), Sheryl Ervin (COI-Bio-Microbics), Dick Bachelder (COI-Infiltrator)
Membership	*Jeremy Simmons (WA), Chris Edwards (KY), Steven Krieg (MD), Dick Bachelder (COI-Infiltrator)



Ad Hoc Committees *(Indefinite Term)*

Captains of Industry (COI)	*Dick Bachelder (Infiltrator), all other COI members
Sustainability	*Amanda Clark (CT), Chuck Cousino (CO), Ann D'Alfonso (KS), Jim Bell (COI-Bio-Microbics), Mike Mettler (IN), Dick Bachelder (COI-Infiltrator)
Retirees	*Ed Corriveau, Russ Martin

SORA Business Meeting - Sign in sheet

Name	Affiliation		
Mary Clark	VT		
Chuck Cousino	Colorado CDPHE		
Amanda Clark	CT DPH		
Randy Trox	Oregon DEQ		
Jeremy Simmons	Washington DOH	Retired	2
Dave Cotton	Michigan DEQ	Regulators	29
Jeanne Allan	Presby Environmental	Captains	14
Paul Spina	NEIWPCC	EPA	3
Ed Corriveau	PA - Retired		48
Chris Kumnick	GA - DPH		
Rachael Smith	ID - DEQ		
Ali Baadiyan	AZ DEQ		
Linneth A Lopez	AZ DEQ		
David Lentz	Infiltrator Water Technologies		
Jon Kaiser	Infiltrator Water Technologies		
James Heckman	ND Public Helath		
Mike Mettler	IN SDH		
Annamaria De Sanctis	PA DEP		
Janice Vollero	PA DEP		
Ed Swanson	AZ OWAC		
Jake Garrett	ACDEHSA (Arizona County Regulator)		
Joelle Wirth	Coconio Co Public Works, AZ		
Denise H Wright	IN SDH		
Robert Beers	Utah DEQ		
Jason Henderson	Geomatrix Systems		
Eric Folks	Missouri Dept of Health		
Bruce Stone	Roth IND (COI)		
Mary Barnes	Missouri Dept of Health		
Jim Cruuer	Salcore Inc		
Zach Lowenstein	US EPA		
Sheryl Ervin	BioMicrobics		
Jim King	Eljen		
Dick Bachelder	Infiltrator Water Technologies		
Rachel Marlett	KS Dept of Health & Env		
Marie-Christine Bilanger	Premier Tech Aqua		
Greg Graves	Norweco / COI / NOWRA		
Tonya Bear	ADEC		
Brandon Montgomery	Minn. Pollution Control Agency		
Brett Wieber	Norweco, Inc.		
Joseph Soulia	Orenco Systems, Inc		
Gaida Mahgoub	US EPA		
Catherine Allen	US EPA		
Duncan Welch	Mississippi State Dept of Health		
Marcia Degen	VA Dept of Health		
Lance Gregory	VA Dept of Health		

Chris Edwards	Kentucky DPH
Nicholas Huber	Oklahoma Dept of Environmental Quality
Matt Pace	Oklahoma Dept of Environmental Quality



SORA Board Meeting Minutes

November 6, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President Region 6 **Matt Pace** (OK), Past President/At Large **Mary Clark** (VT), Region 8 **Chuck Cousino** (CO), Region 1/Treasurer **Amanda Clark** (CT), Region 10/Secretary **Jeremy Simmons** (WA), Region 2 **Ed Wengrowski** (NJ), Region 3 **Travis Sterner** (MD), Region 4 **Steven Berkowitz** (NC), Region 5 **Mike Mettler** (IN), Region 7 **Eric Folks** (MO), Region 9 **Chris Edwards** (KY), **Tribal Michael Bolt** (NC Cherokee), Canadian Provinces **Derek Smith** (Manitoba).

Invited Guests: **Dick Bachelder** (COI Rep.), **Sheryl Ervin** (COI Rep. back-up), **Ed Corriveau** (Retirees), **Ann D'Alfonso** (KS)

Green = Present

Red = Absent

1. Review/edit meeting agenda
2. Approval of September, October meeting minutes and annual meeting minutes

Motion to approve September Meeting minutes: Chuck Cousino

Second: Amanda Clark

None opposed

Passes

Motion to approve October Meeting minutes: Eric Folks

Second: Amanda Clark

None opposed

Passes

3. Executive Committee Reports

- a. Presidents report: (Matt)

Attendance at SORA Business Meeting:

30 regulators

2 retirees

13 COIs representatives



3 EPA

b. Treasurers Report (Amanda)

i. SORA Bank Account

Looking at getting purchase cards for Matt and Eric so they can make SORA purchases.

Rachel from Kansas will shadow Amanda for the next year to take over the treasurer duties in 2020
\$3300 in dues expected to come in from COIs

Discussion:

Do we need a co-Treasurer or vice-Treasurer? We need to look at this but for now we should wait and see.

c. Secretary Report (Jeremy)

Finishing up minutes form annual business meeting. Working on updates to member list.

4. Standing Committee Reports:

a. Membership (Jeremy)

i. New chair for committee –Chris takes chair of Membership Committee

Chris will set up a meeting to talk about expanding membership. Chris will prepare a committee report for next meeting.

ii. Dues waiver policy

This policy will be a priority for the membership committee.

Discussion:

Should discounted conference attendance be prioritized for State regulators or should county members be allowed to get discounts? SORA may/should(?) cover the cost for discounted conference attendance

If a member never paid for 2018 they will be dropped (from listserv and member list) at 2019 cutoff date.

b. Conference Planning (Chuck)

NOWRA conference planning starts happening in February or March. Chuck will work with NOWRA conference planning committee.



We want our business meeting to happen when no educational tracks are happening.

5. COI Report (Dick)

The last time we met Board asked about UWV survey (about # and type of systems installed). Data files are available (UWVRC(?) website) but the final report is not available yet. Dick is looking into if we can provide the report on the listserv.

6. Ad hoc Committee Reports:

a. Website (Ann)

i. Status of website development items

Tank Talk and meeting minutes will get updated to website.

b. Retirees (Ed)

No report

7. New Business:

a. Conference/Annual Meeting wrap up

Matt will share committee signup list with committee chairs.

We should follow up with regulators from Arizona and try to get them to join SORA.

b. NSF Standard 40 Straw Poll discussion

NSF are joining as a member. So we will allow them to put out their poll.

c. Insurance

Our current insurance is fairly expensive. We need to revisit and shop around for more appropriate insurance. We are covered until October 2019.

8. Old Business:

a. Status of NESC data sharing report

b. Review of Strategic Plan

Strategic Planning Committee needs to review the strategic plan and update it.

9. Action Item Review:



10. Adjourn

Motion to adjourn: Chuck Cousino

Second: Amanda Clark

None opposed

Meeting adjourned

Future Meeting Dates for 2018 (First Tuesday of each month): December 4, 2018; January 8, 2019?; February 5, 2019. All meetings will start at 2:30 P.M. EST.



SORA Board Meeting Minutes

December 4, 2018

2:30 PM Eastern Standard Time

Board Roll Call: President Region 6 **Matt Pace** (OK), Past President/At Large **Mary Clark** (VT), Region 8 **Chuck Cousino** (CO), Region 1/Treasurer **Amanda Clark** (CT), Region 10/Secretary **Jeremy Simmons** (WA), Region 2 **Ed Wengrowski** (NJ), Region 3 **Travis Sterner** (MD), Region 4 **Steven Berkowitz** (NC), Region 5 **Mike Mettler** (IN), Region 7 **Eric Folks** (MO) (**Ann D'Alfonso** sitting in for **Eric Folks**), Region 9 **Chris Edwards** (KY), **Tribal Michael Bolt** (NC Cherokee), Canadian Provinces **Derek Smith** (Manitoba).
Invited Guests: **Dick Bachelder** (COI Rep.), **Sheryl Ervin** (COI Rep. back-up), **Ed Corriveau** (Retirees), **Ann D'Alfonso** (KS)

Green = Present

Red = Absent

1. Review/edit meeting agenda
2. Approval of November meeting minutes and annual meeting minutes

Motion to approve November meeting minutes: Chuck Cousino

Seconded: Ann D'Alfonso

Mary Clark and Ed Wengrowski Abstained

Passes

Annual Business Meeting approval vote delayed until January meeting due to undone edits.

3. Executive Committee Reports

- a. Presidents report: (Matt)

Have sent out committee members lists to committee chairs

Plan to put a welcome message up on website

Previous meeting minutes posted to website

- b. Treasurers Report (Amanda)

\$5327 in checking

\$11995 in savings

Waiting on NOWRA expenses to come in, expect about \$3500

Working on 2019 membership rollout

2018 conference COI billing has gone out.



Amanda will follow up with Ed Wengrowski and Dick Bachelder but plans to send out 2019 COI billing soon.

i. SORA Bank Account

Did not move bank account (to new bank) since we are currently invoicing.

Discussion: we could have a committee look at our options. We could have anyone look into it. Right now we can add people to our account without them being present.

c. Secretary Report (Jeremy)

Working to catchup on minutes and to update the member list.

4. Standing Committee Reports:

a. Membership (Chris)

i. Update from first meeting

1st meeting only one committee member showed up. Brainstormed ideas to encourage membership

Looked at splitting the nation up into geographic regions to work on

Will meet again by early January

ii. Status of Dues Waiver Policy

Will assign this to the Policy Committee

b. Conference Planning (Chuck)

Not much yet. Conference will be in Loveland Colorado Basically on hold until February/March when NOWRA committee planning starts up.

5. COI Report (Dick)

Ed reports- Ed and Amanda met with Dick and COIs. COIs are concerned that they only hear from SORA when we ask for support. Looking to add a few pictures from the 2018 conference.

Ideas to address this:

- Update COIs with link to meeting minutes



- Joint COI/Regulator Listserv with COIs
- Board Correspondence to COIs, Ed Wengrowski

Discussion: Working on policy Re: joint listserv

There is some carryover (unspent) in the website's budget, we could use this to add some functionality to the website. Ann will work with web developer on this.

6. Ad hoc Committee Reports:

a. Website (Ann)

i. Status of website development items

Have posted Tank Talk, doing updates on Regional representatives, all meeting notes posted. Expect that we'll want to archive 2018 notes once we have 2019 notes to post

b. Retirees (Ed)

No report

7. New Business:

a. 2019 Budget approval

Estimated 2019 income is \$18,000. Discussion on details.

Motion to approve the budget as Treasurer shared and the Board reviewed: Amanda Clark

Seconded: Chuck Cousino

None opposed

Approved

b. Representative for MOU Partnership

Need a Board member to represent SORA on the MOU Partnership

Matt Pace will be SORA rep. Amanda Clark will serve as backup.

8. Old Business:

a. Status of NESC data sharing report (should be available by end of 2018)

Is SORA website the right place for this data? SORA website is not good for manipulation of data. Google drive or somewhere on the cloud is probably best place for the data to be worked on. If there is a lot of data involved it may be impractical to store even the finished



data on the SORA website. Steven Berkowitz will follow up and let the Board know if there is still a question about this.

b. Review of Strategic Plan

9. Action Item Review:

a. Communication with members and COIs

Ed Wengrowski (or Matt Pace) will communicate with COIs letting them know when the meeting notes are available.

10. Adjourn

Motion to Adjourn: Ann D'Alfonso

Amanda Clark: Seconded

None Opposed

Adjourned

Future Meeting Dates for 2019 (First Tuesday of each month): January 8, 2019; February 5, 2019; March 5, 2019. All meetings will start at 2:30 P.M. EST.