

1 **ALABAMA ONSITE WASTEWATER BOARD**

2 MINUTES OF MEETING

3 January 23, 2018

4 The one-hundredth quarterly meeting of the AOWB was called to order at 9:12 a.m.
5 January 23, 2018 15th floor conference room, by Randall Anderson, Chairman, and a
6 quorum was established.

7
8 **PRESENT**

9 Leigh Willis, David Mastin, Jr., David Vogelgesang and Sharon Kimbrough. Officers
10 present were Randall Anderson, Chair and Derrick Hutchins, Vice-Chair. Other guests:
11 Melissa Hines (Executive Director – AOWB), Jeffrey Long (AOWB Attorney), Bettie
12 Carmack (Attorney General's Office), Dave Roll (Executive Director – AOWA), Robert
13 Joiner (AOWB), Tracy Welch (AOWB), and Alton Williams (Retired member of
14 AOWB). Absent were Michael Dansby (AOWB Treasurer), Dr. Kevin White (AOWB)
15 and Michelle Stephens (AOWB).

16
17 **NEW BOARD MEMBER**

18 Melissa Hines, Executive Director, introduced Sharon Kimbrough who will fill the
19 Engineer Seat on the Board. The Executive Director also introduced Bettie Carmack
20 from the Attorney General's Office who was in attendance today.

21
22 **ELECTION OF OFFICERS** - Annual Election of Officers was held.

23 **CHAIR**

24 Leigh Willis nominated Randall Anderson; David Vogelgesang seconded the motion.

25 Roll call vote: David Mastin Jr. – Yes; Sharon Kimbrough – Yes; Derrick Hutchins -

26 Yes; Leigh Willis – Yes; David Vogelgesang – Yes; Dr. Kevin White, Michelle Stephens

27 and Michael Dansby – Absent; Randall Anderson will continue to serve as Chair by

28 unanimous vote.

29

30 **VICE-CHAIR**

31 David Vogelgesang nominated Derrick Hutchins; David Mastin, Jr. seconded the

32 nomination. Roll call vote: Randall Anderson – Yes; David Mastin Jr. – Yes; Sharon

33 Kimbrough – Yes; Leigh Willis – Yes; David Vogelgesang – Yes; Dr. Kevin White,

34 Michelle Stephens and Michael Dansby – Absent; Derrick Hutchins will continue to

35 serve as Vice-Chair by unanimous vote.

36

37 **TREASURER**

38 Randy Anderson advised that he had spoken with Michael Dansby, who stated that he

39 will not seek reappointment with the Board. As the office of Treasurer is open, Randall

40 Anderson nominated David Vogelgesang; Leigh Willis seconded the nomination. Roll

41 call vote: Randall Anderson – Yes; David Mastin Jr. – Yes; Sharon Kimbrough – Yes;

42 Derrick Hutchins - Yes; Leigh Willis – Yes; Dr. Kevin White, Michelle Stephens and

43 Michael Dansby – Absent; David Vogelgesang was elected as Treasurer by unanimous

44 vote.

45

46 **MINUTES**

47 Randall Anderson, Chair, advised that the next agenda item was the Minutes of October
48 24, 2017. David Vogelgesang made the motion to accept the minutes; David Mastin, Jr.
49 seconded the motion. Roll call vote: Randall Anderson – Yes; David Mastin Jr. – Yes;
50 Sharon Kimbrough – Abstain; Derrick Hutchins - Abstain; Leigh Willis – Yes; David
51 Vogelgesang – Yes; Dr. Kevin White, Michelle Stephens and Michael Dansby – Absent;
52 the motion to accept the minutes was approved.

53

54 **TREASURERS REPORT**

55 Executive Director, Melissa Hines, presented the Treasurers Report. Attached were the
56 Projected Expenses for 2018 and an Income/Expense Worksheet for October – December
57 2017. David Mastin made the motion to accept the minutes; David Vogelgesang
58 seconded the motion. By a show of hands for all in favor and for all opposed; the report
59 is accepted by unanimous vote.

60

61 **EXECUTIVE DIRECTORS REPORT**

62 The AOWB website has been updated with changes and roster search; there are still a
63 few items to work on. The Board of Examiners for Public Accounts has been working on
64 compliance audit and has started the Sunset audit recently. Attachment – Section 34-
65 21A-6, section B. The Executive Director stated she would like for the Board to include
66 this in upcoming legislation to be removed from our law; all were in favor. We have an
67 estimated 400 licensees that have not renewed their license for 2018; Robert will begin
68 calling licensees that have not renewed next week. Policy and Procedure manual is

69 attached; the Executive Director asked for the Board to review and adopt at the next
70 Board Meeting. There is a memo from the State Comptroller's office advising of mileage
71 payment increase. Statement of Economic Interest were included in the Board Member's
72 folders.

73

74 **EXECUTIVE SESSION**

75 At 9:30 a.m. David Vogelgesang moved to go into executive session to discuss the good
76 name and character of Jerry Todd and Robert Joiner. David Mastin seconded the motion.
77 By a show of hands for all in favor and Jeffrey Long certifying it was proper, it was
78 approved to go into executive session. At 9:53 the Board resumed regular meeting
79 session approved by a unanimous show of hands.

80

81 **ADMINISTRATIVE HEARING UPDATES**

82 Jeff Long gave follow-up on two of the July 2017 Administrative Hearings.

83 **Josh Pesnell** – His attorney filed appeal with Circuit Court. Time has elapsed on this
84 appeal. Appeal is dead.

85 **Clarence Crook** – Gave notice that he would appeal the Board's decision but never
86 followed through with the Appeal's process; his appeal is dead.

87

88 **RETIREMENT-** Jeff Long announced that this would be his last meeting with the
89 Alabama Onsite Wastewater Board as he is officially going into retirement. He had
90 Melissa Hines to contact the Attorney General's office for a replacement. Ms. Bettie

91 Carmack will be replacing Jeff as Board Counsel. Chairman Randall Anderson thanked
92 Jeff on behalf of the Board for his service.

93

94 **Administrative Hearing follow up from the Executive Director**

95 **Timothy Britt** – Mr. Britt finally came into the office and the Executive Director talked
96 with him about following procedure to make appointments with the Health Department
97 for inspections. AOWB has been trying to get back in touch with Mr. Britt as he has not
98 renewed his license for 2018. Regarding the three disciplinary cases from the October
99 2017 Board meeting, **Ron Robertson, Jason Huddleston and George Baldwin** – no one
100 has responded and no fines have been paid. George Baldwin did submit his 2018
101 renewal; the Executive Director is holding his license until the disciplinary matter is
102 completed.

103

104 **ENFORCEMENT REPORT**

| | |
|---------------------------------------|----|
| 105 Compliance Visits | 36 |
| 106 Manufacturing Plant Visits | 0 |
| 107 Complaints pending Probable Cause | 20 |

108

109 **NEW BUSINESS** – Dave Roll, Executive Director of AOWA announced that the
110 AOWA Trade show will be held March 28-29, 2018 (Wednesday through Thursday) at
111 the University of West Alabama. Contact Comfort Inn in Livingston, Alabama for hotel
112 reservations.

113

114 **UNFINISHED BUSINESS** - none.

115

116

117 **BOARD MEMBER REPORTS**

118

119 Melissa Hines, Executive Director, shared Dr. White's Education Report with
120 recommendations for approval in his absence:

121 1. Southeastern Building Trades Associates-Continuing Education. Licensee John

122 Preble took an 8-hour Septic tank course; approval for credit recommended.

123 2. PSAI Nuts and Bolts Educational 2017 Conference – any licensees with

124 certificates of attendance are recommended for credit approval.

125 3. PSAI Annual Convention and Trade Show 2018- any licensees with certificates of

126 attendance are recommended for credit approval.

127 4. Red Vector – recommended online courses are on attached printout

128 (**Note there are 2 Red Vector classes marked “Not recommended” **)

129

130 Sharon Kimbrough made the motion to accept Dr. White's recommendations; David

131 Vogelgesang seconded the motion. Roll call vote: Randall Anderson – Yes; David

132 Mastin Jr. – Yes; Sharon Kimbrough – Yes; Derrick Hutchins - Yes; Leigh Willis – Yes;

133 David Vogelgesang – Yes; Michael Dansby and Michelle Stephens – Absent; the motion

134 to accept Dr. White's recommendation was passed.

135

136

137 **ADJOURNMENT**

138 Leigh Willis made motion to adjourn the meeting and it was seconded by David

139 Vogelgesang. By a unanimous show of hands, the motion was approved.

140 Meeting was adjourned at 10:27 a.m. by Chairman Randall Anderson. The next quarterly

141 meeting will be held on April 24, 2018.

142

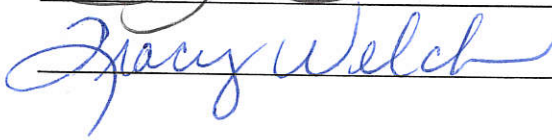
143 Minutes submitted by: Tracy Welch

144

145 Approved by: Randall Anderson

A handwritten signature in black ink, appearing to be 'RA', written over a horizontal line.

146 Recording Secretary

A handwritten signature in blue ink, appearing to be 'Tracy Welch', written over a horizontal line.