



**ICC 825 Private Sewage Disposal Systems  
Standard Consensus Committee (IS-PSDS)**

**Meeting 21 Minutes**

**December 3, 2024**

Meeting 21 of the ICC 825 Private Sewage Disposal Systems Standard Consensus Committee (IS-PSDS) was held on December 3, 2024, in virtual format. The meeting was conducted in accordance with ICC’s Consensus Procedures. <https://www.iccsafe.org/wp-content/uploads/ICC-Consensus-Procedures-ANSI-approved-8 2 21-BOD-apprvd-8 27 21.pdf>

1. Welcome – Chairman, Shaun May, convened the meeting and welcomed attendees at 3:15 CDT (4:15pm EDT)\* along with Staff Secretariat, Ramiro Mata. Mata reviewed the ICC Code of Ethics and the Anti- Trust Policy, both of which can be found in the ICC 825 webpage. Mata also announced that the meeting will be recorded for internal reference only and that recording by anyone other than ICC staff is prohibited.

*\*NOTE: Working group sessions were held from 1pm – 3pm CST (2pm – 4pm EST). Unless the committee elects otherwise, future meetings will follow this format.*

2. Roll Call and Committee Introductions – DeLand called the meeting to order, and Mata took roll call of committee members –  indicates present.

Regulator		User		Manufacturer		SDO/Test Lab	
<input checked="" type="checkbox"/>	Shaun May	<input type="checkbox"/>	Esber Andiroglu PhD, PE	<input type="checkbox"/>	Bob Carpenter	<input checked="" type="checkbox"/>	Derek DeLand
<input type="checkbox"/>	Paula Kehoe	<input type="checkbox"/>	Tunzyaan Griffin	<input checked="" type="checkbox"/>	Ray Kennedy		
<input checked="" type="checkbox"/>	Rashid Istambouli	<input type="checkbox"/>	Albert (Bob) Rubin PhD	<input checked="" type="checkbox"/>	Charlotte Peele		
<input checked="" type="checkbox"/>	Bronwyn Humpries						

3. Interested Parties and Guests
  - a. Interested Parties – Austin Perry, Kevin Kalakay
  - b. ICC Staff – None
4. Quorum and Membership Review – Mata announced that with six out of eleven members in attendance, quorum was achieved.
5. Review and Approval of December 3, 2024 Agenda – Istambouli moved to approve, seconded by Humphries. Motion carried.
6. Review and Approval of October 29, 2024 Minutes – Istambouli moved to approve, seconded by Kennedy. Motion carried.
7. Project Outline – May requested for Mata to revise the outline to reflect the work in process.
8. Review Project Timeline – May, DeLand, Andiroglu, Perry and Mata met on November 6 to discuss the project timeline. Mata drafted a revised timeline based on that discussion which incorporates the goal of publishing the standard by 4<sup>th</sup> quarter of 2025 or 1<sup>st</sup> quarter of 2026. May stated that input from the University of Miami is needed to ensure that technical content is integrated into the WISE tool.

9. Working Group Updates –
  - a. Septic/Holding Tanks – Met today. The draft for the septic section is complete. The group spent most of the time working on the holding tank section. Stephen Derry will work on it and the formatting for both sections.
  - b. Conventional Soil Absorption – Met today. May estimated needing two more working group meetings to complete the initial draft.
  - c. Working Groups ON HOLD Pending Initial Drafts of items 9a and 9b above.
    - i. Pit Latrine – DeLand
    - ii. Pressure Distribution Systems – Kennedy
    - iii. Mound Systems – May
    - iv. Other OWTS – Humphries
10. Review of Action Items -
  - a. October 1, 2024
    - i. Contact Kennedy to identify specific sections of the standard suitable for peer review by international experts from New Zealand, Australia, and the UK – Humphries - Completed
    - ii. Reach out to Kelly (Australia), Fiona Ambry (New Zealand), and Lawrence Gil (Ireland) to request their participation as peer reviewers for specific sections of the standard – Humphries - Completed
    - iii. Schedule a call with May and DeLand to discuss chairing the conventional soil absorption working group and determine next steps – Mata - Completed
    - iv. Download and review the soil absorption field document shared by Peele in preparation for leading that working group – DeLand - Completed
  - b. October 29, 2024
    - i. Send supporting documents about the wastewater infrastructure framework to May, DeLand, and Mata for review before the next planning meeting. – Perry - Completed
    - ii. Schedule a planning meeting in about 2 weeks to discuss the wastewater infrastructure framework in more detail – Mata – Completed. Meeting was held on November 6, 2024.
    - iii. Prepare case examples and challenges to test the new wastewater infrastructure framework at the next full committee meeting. – Perry – In process.
    - iv. Review the project timeline, make modifications, and bring it back to the full group for review and approval with input from DeLand and May – Mata – Completed. Project timeline was revised and discussed.
11. New Action Items
  - a. Schedule planning meeting for the week of December 16, 2024 to discuss other OWTS and include Humphries – Mata
  - b. Revise project outline to reflect work currently in progress - Mata
12. New Business - None
13. Old Business - None
14. Next Meeting – January 7, 2025  
(Note: WG meetings to be held concurrently, 1pm – 3pm Central (2pm – 4pm Eastern))
  - a. Septic/Holding Tank WG Meeting
  - b. Conventional Absorption Systems WG Meeting
  - c. Full Committee Meeting: 3pm – 5pm Central (4pm – 6pm Eastern)
15. Moved to Adjourn at 4:15pm Central (5:15pm Eastern) by Istambouli, seconded by Kennedy. Motion carried.