



NEVADA BOARD of CERTIFICATION for WASTEWATER TREATMENT PLANT OPERATORS



Adrian J. Edwards, Chairman • Joe Crim, Jr., Vice Chairman

Dave Commons • Harvey Johnson • Andrew Joyner • LeAnna Risso • John Solie

MEETING MINUTES

The Nevada Board of Certification for Wastewater Treatment Plant Operators held a public meeting on **Thursday, November 05, 2015** at the Nevada Division of Environmental Protection located at 901 S. Stewart Street in Carson City, Nevada. In compliance with NRS 241.020, the Notice of Public Meeting and Agenda were posted before 09:00 AM at least three (3) working days prior to the meeting.

1. Call to Order

Chairman Edwards called the meeting to order at 09:00 AM.

2. Roll Call and Introduction of Guests

Board Position	Name	Present	Absent
Chairman	Adrian Edwards	X	
Vice Chairman	Joe Crim	X	
Secretary	LeAnna Risso	X	
Member	Dave Commons	X	
Member	Harvey Johnson	X	
Member	Andrew Joyner	X	
Member	John Solie	X	
Program Administrator	Ashley Jacobson	X	
Program Administrator	Jake Jacobson	X	

Guest	Representing
My-Linh Nyugen	Nevada Division of Environmental Protection
Bruce Tipton	Nevada Division of Environmental Protection
Jennifer Carr	Nevada Division of Environmental Protection
Joe Maez	Nevada Division of Environmental Protection
Nikki Ligengfelder	Nevada Division of Environmental Protection
Bruce Holmgren	Nevada Division of Environmental Protection
Brian Oswalt	City of Las Vegas Water pollution Control Facility

3. Public Comment (Current Agenda Items)

No public comment was heard.



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MEETING MINUTES (continued)

4. Approval of Agenda for November 05, 2015

Motion to approve the minutes was made by Member Risso and Member Commons seconded the motion. Chairman Edwards called for a vote. Motion carried.

5. Approval of Meeting Minutes from July 09, 2015

Motion to approve the minutes was made by Member Risso and Member Solvie seconded the motion. Chairman Edwards called for a vote. Motion carried.

6. Program Administrator's (PA's) Report

6.1. Budget Review

Program Administrator Ashley reported that the checking account is currently blocked by the bank and information is forthcoming from Candice and John but they have not received financials yet. However, PeachTree accounting software has been implemented and the reports being generated are visually appealing and informative.

6.2. Certification Examination Update

Program Administrators Ashley and Jake discussed the current number of exams that have been administered for the various disciplines and noted that the Industrial Waste Inspector exams currently have the lowest passing rates. In a conference call with ABC, it was decided to consolidate the IWI Mastery Report categories to remain consistent with ABC standardized exams. Member Solvie will draft the consolidation with assistance from the Chairman and Program Administrators for review by the remainder of the Board before submission.

The Program Administrators are still working on tracking the number of attempts per exam per person.

6.3. Continuing Education Units (CEUs) Participation

Continuing education unit participation was discussed and it was speculated that many people may be participating in training that awards them with CEUs but they may not be submitting as it is not mandatory.

6.4. Standard Operating Procedure (SOP) Update

Program Administrator Ashley noted that 13 SOPs have been reviewed, revised and or updated but there are approximately 15 more to be reviewed or created.



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MEETING MINUTES (continued)

6.4.1. Voluntary Certification – Emailing / Faxing of Application Paperwork

Proposal on allowing voluntary certification application and renewal paperwork to be emailed to Program Administrators was discussed. The Board was in agreement as long as payment processing was completed within 14 calendar days.

This topic led to a discussion on delaying the posting date of suspended certification status on the website. It was decided that a grace period of 14 calendar days from date of certification expiration would be observed to allow for paperwork and payments to be received and processed.

6.4.2. Self-Addressed Stamped Envelopes for Renewals

Proposal to enclose self-addressed stamped envelopes for renewals was discussed and determined to be a potential economic impact that would likely not have a significant impact on the certified community processing their applications in a timely manner.

Proposal was rejected.

6.5. Water Spot Update

The articles included for the newsletter were discussed and it was noted that the NWEA Executive Board is awaiting the draft for approval and publication. Program Administrator Jake noted that Chairman Edwards is the first PO in Nevada. Member Solvie submitted a WaterSpot article for the next publication regarding that achievement.

6.6. Website Update

Program Administrator Jake noted that the website had been updated to reflect current training opportunities.

7. Certification Board Appointments

Discussion was had regarding the positions currently held by Member Johnson and Member Solvie – Operator with 3 years Experience and Representative of a POTW – that are being vacated or due to expire this year. Program Administrators received only one submission for appointment and have forwarded that information to NWEA President Callahan. Chairman Edwards will follow-up with President Callahan for determination.

Discussion was also had regarding Member Commons' position – Representing a POTW – due to his recent job change. The Board was unsure of the implication of this and Chairman Edwards will follow-up with President Callahan for direction.



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MEETING MINUTES (continued)

8. Policies & Procedures

8.1. "Closed" or "Executive" Sessions

Discussion was had regarding having "closed" or "executive" sessions to allow the Board to discuss sensitive topics such as eligibility and discipline matters. Program Administrators noted that in their discussions with My-Linh Nguyen, she was not opposed to the Board conducting them. Member Crim cautioned the Board that closed sessions cannot pass motions and records of what is discussed need to be kept. Board agreed that "Closed Session" topic would be added to the agenda as an item near the end of the meeting.

8.2. Eligibility Requirements & Determination

This topic was moved to the closed session.

9. Association of Boards of Certification (ABC) Update

9.1. Board of Directors Election Results

Member Solvie noted that Jake Jacobson was elected to the At-large Director position on ABC's Board of Directors.

9.2. 2016 Conference

Member Solvie noted that the next conference is in Denver, Colorado in January. It was noted that the Board sends the Program Administrator and at least one other Board Member however, since Member Solvie and Member Risso are part of the ABC contingent, much of their travel is covered so the Board has been able to send two members in the past. Member Solvie noted that as he is Chair for C₂EP, his travel and lodging for the conference will be covered by ABC. He would only be requesting the conference registration be covered by the Board. He also noted that as members of C₂EP, Program Administrator Jake and Member Risso would have travel expenses covered by ABC but would require registration and lodging for the conference. Program Administrator Ashley would require travel and conference registration but lodging would be covered by default.

Program Administrators will gather estimated costs of travel, lodging and conference registration to present to the Board by email for approval.

9.3. Potential Power Las Vegas Event

Member Solvie and Program Administrator Jake discussed the potential for an ABC Power Las Vegas event as a possible opening session at the fall Tri-State Conference.



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MEETING MINUTES (continued)

9.4. Standardized Exam Development

Member Solvie noted that Standardized exam development and review will probably conclude next year. The next phase will be the cut score analysis to determine passing scores.

9.4.1. Computerized Testing Expansion

Industrial Waste Inspector exams are now offered through AMP. Member Solvie will be working with the Program Administrators and ABC to develop the 5-6 categories for the mastery reports (See Agenda Item 6.2.).

10. Certification Program review

10.1. ABC's Model Standards Conformity Assessment Report

Member Solvie gave an overview of what the ABC Model Standards are, how they were developed and how they originated from a legal necessity. He clarified that Nevada's Model Standards Assessment was not an audit and discussed the differences between a certification program and a certificate program. He noted that a certificate validates a level of training while a certification program validates competency to perform or operate on the job. Member Solvie shared that certification programs require recertification to validate ongoing competency and can be done by re-testing or an equivalent alternate path (typically continuing education requirements). He discussed the legal liability to demonstrate on-going competency. He noted that in the previous Nevada Operator survey, there was overwhelming positive response for requiring CEUs.

Member Solvie noted that ABC conducted the Model Standards Assessment and an internal NWEA working group is currently reviewing the assessment's recommendations. Many items noted in the review were simple internal policies and procedures or administrative SOP changes but some were items that NDEP will have to adopt. Still others were not viable under Nevada's bureaucratic structure. My-Linh Nguyen noted that they requested the review because of inconsistencies between the voluntary and mandatory program. NDEP's expectation is that the Board will make recommendations which will be presented by NWEA to be implemented at NDEP's discretion.

There was significant discussion on CEUs and education requirements. Bruce Holmgren noted that there is no prohibition on changing regulations but any recommendations should be presented as one package and quickly to meet timelines for next legislative session. Jennifer Carr mentioned that NDEP can produce guidance documents and make recommendations and the drinking water has language that could be used as a starting point for developing similar language for wastewater. My-Linh Nguyen noted that the comprehensive review should include all recommendations from the Certification Board to NWEA and from NWEA to NDEP.



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MEETING MINUTES (continued)

Jennifer Car asked about the future of advanced tertiary treatment and noted that they are seeking input on draft bill requests. Bruce Holmgren noted that timelines are important as there is competition with other BDR's from other agencies. He also noted that legislative changes to NAC are easier than NRS; anything approved prior to July becomes permanent while after July 1st it becomes proposed. Jennifer Carr is looking to see authorization exists in NRS to allow NAC changes for education. She noted that education requirements are defined in NAC for water and feels that it would need to be defined in NAC for wastewater to provide adequate regulatory authority.

10.2. Questionnaire / Survey

Member Solvie and Chairman Edwards talked about addressing the survey results as part of the back-up documentation for the recommendations to be presented by the Board. Program Administrator Ashley noted that My-Linh mentioned that the Board needs to explain the benefit each recommendation provides to Nevada. Brian Oswalt noted that it helps his operator justify attending training. Member Commons noted that it helps in discussions with senior management to justify sending people to training. Program Administrator Ashley noted that it benefits the program. Chairman Edwards noted that the deadline for submission is from NWEA to NDEP so a discussion with NWEA to establish our timelines is needed.

10.3. Mandatory Training Following Multiple Failed Exam Attempts

Discussion resulted in addressing this item to be included with the recommendations set forth by the Board to NWEA and ultimately to NDEP.

11. NV Division of Environmental Protection Update

My-Linh Nguyen introduced the new Deputy Administrator, Jennifer Carr, and the new Bureau Chief, Bruce Holmgren, to the Certification Board. Chairman Edwards and Member Solvie explained the role of the Board and the relationship with NWEA and NDEP. Jennifer Carr and Bruce Holmgren expressed enthusiasm on future work and growing the program.

12. Water & Wastewater Operators Forum Update

Discussion regarding Member Johnson leaving the Forum noted that the Program Administrator will be present and Member Solvie was asked by NDEP to represent ABC. They are still looking for a representative for a small wastewater treatment plant.

13. Educational Opportunities / Training Updates

Program Administrators noted that current training opportunities to include WEF Webinars and NV Rural Water classes have been updated on the website.



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MEETING MINUTES (continued)

14. Public Comment

No public comment was heard.

15. New Business

No new business.

16. Closed Session Item Discussion

Public was dismissed for closed session item discussion.

17. Next Board Meeting

The next Board meeting will take place at the NWEA annual conference. Date and time to be determined when a room can be made available.

18. Adjournment

Motion to adjourn was made by Member Crim and seconded by Chairman Edwards. Chairman Edwards called for a vote. Motion carried. Meeting was adjourned at 12:34 PM.