



NEVADA BOARD of CERTIFICATION for WASTEWATER TREATMENT PLANT OPERATORS



Adrian J. Edwards, Chairman • Joe Crim, Jr., Vice Chairman
Joseph Carter • Michael Drinkwater • Brian Oswalt • LeAnna Risso • John Solvie

MEETING MINUTES

The Nevada Board of Certification for Wastewater Treatment Plant Operators held a public meeting on **Thursday, July 20, 2017** at the Truckee Meadows Water Reclamation Facility located at 8500 Clean Water Way in Reno, Nevada. In compliance with the contract between the Nevada Division of Environmental Protection and the Nevada Water Environment Association, 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 08:48 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	Joseph Carter	X	
Member	Michael Drinkwater	X	
Member	Brian Oswalt	X	
Member	John Solvie	X	
Program Administrator	Ashley Jacobson	X	

Guest	Representing
Katrina Pasqual (arrive 11:05)	Nevada Division of Environmental Protection
Nikita Lingenfelter (arrive 11:05)	Nevada Division of Environmental Protection
Joe Maez	Nevada Division of Environmental Protection
Casey Mentzer (depart 09:21)	Self – Appeal for Related Experience for Certification
Terri Svetich (depart 11:10)	Nevada Water Environment Association

3. Public Comment (Current Agenda Items)

No public comment was heard.

4. Approval of Agenda

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



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MEETING MINUTES (continued)

5. Approval of Meeting Minutes from November 17, 2016

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

6. Approval of Meeting Minutes from April 03, 2017

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

7. Request for Education in Lieu of Experience (Casey Mentzer)

Casey Mentzer presented his educational background and a detailed description of his job duties with the Brooten Brothers company to be considered for granting of 6 months related experience for wastewater treatment plant operator certification.

Based on Mr. Mentzer's testimony of his work experience and job duties with Brooten Brothers where he stated he worked an average of 20 hours per week for the past 62 weeks, the Board estimated his related experience at 1,240 hours. Based on the need for 1,040 hours of related experience, the Board agreed the experience was related. The motion to grant the maximum 6 months of related experience was made by Member Risso and seconded by Member Crim. Chairman Edwards called for a vote. Member Drinkwater abstained from voting and the motion carried.

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

8.1. Budget Review

Program Administrator (PA) Jacobson emailed packets for the budget review and noted that we are approximately \$7,500 under budget; the annual budget is \$63K and we ended around \$55K. However, she noted that flight reimbursements have not been processed yet which would impact the final numbers. She noted that most of the savings were realized in postage and travel as well as streamlining processes to complete work, such as use of accounting programs and databases for tracking and generating reports. Member Solvie noted that there would be a 20% discount applied to our membership fee next year for the Association of Boards of Certification (ABC) since we participated in the exam pilot this year.

8.2. Certification Examination Update

PA Jacobson noted that the exam results from May through July 11 have been received and she has processed all the notifications to individuals who took exams during the pilot period. She noted that the website is not yet up to date but will be soon. She noted that anyone taking an exam through August 3rd will be delayed in getting results.



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MEETING MINUTES (continued)

PA Jacobson noted that last year during the conference, attendance for the exam was poor – only three attendees. She noted that the week prior, the exam was hosted at TMWRF. For conference planning purposes, there is a recommendation to not host the exam up north until the conference. Request was made to host the exam at TMWRF on April 05th as part of the conference.

8.3. Continuing Education Units (CEUs) Participation

PA Jacobson noted that there are a large number of classes from CEU presented for approval. Member Risso noted that she would send out a Doodle poll to find availability for a smaller working group to determine approval levels.

Discussion was had on the number of people and agencies who will be submitting coursework for CEU approval once CEUs become mandatory. Member Solvie noted that if PA Jacobson will be doing initial review of courses for approval, the contractual time obligation with NDEP will be impacted. He suggested that a smaller working group could be established to review coursework and noted that many Boards use their meetings to review and approve courses. It was noted that changes need to be addressed and reflected in appropriately updated policies.

Discussion was had regarding pre-approval and classes submitted for consideration without prior approval. The Board agreed that prior approval for a class to be considered for CEUs is desirable but required. However, policies must be very clear that taking courses that do not have prior approval leave the candidate in jeopardy of not having the minimum CEUs necessary to recertify. PA Jacobson noted that having pre-approval makes it easier to verify applicants for recertification.

Member Solvie noted that if the course review for awarding CEUs becomes cumbersome, a fee can be applied to offset the labor cost; he contacted Megan Baker of ABC and she noted that many programs do charge a fee for course review. Member Solvie also noted that the fee could be tiered for submissions of multiple classes. Joe Maez noted that any fees for reviewing of the coursework for CEU approval would be up to the Board but any fees associated with reviewing the applications should be included in our certification fees. Member Risso noted that any fees for reviewing CEUs should be charged by the Board and any time PA Jacobson spends doing course review for CEU approval should be charged to, and paid by, NWEA as this is not a direct function for the purpose of billing to NDEP.



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MEETING MINUTES (continued)

PA Jacobson noted that depending on how the course approval is achieved, there are ways to avoid the fees if pre-approval is not required. Concern was expressed over the Board's responsibility for ensuring the training was adhered to and met expectations. Member Risso noted that there are issues with on-line training adhering to a schedule and providing adequate training. Member Drinkwater asked if there were audit privileges with the online training. Member Risso noted that regular audits should be a practice with both online and classroom courses. She noted that the auditors should not be entitled to CEU's but need be able to evaluate the content. Chairman Edwards noted that whatever decisions are made, they need to be established before CEUs become mandatory.

8.4. Standard Operating Procedure (SOP) Update

Document is up to date. As things are added or changed, the SOP gets updated to reflect current practices.

8.5. Water Spot Update

Member Oswalt noted that in the last edition, some awardees and their photos and write-ups got swapped. Terri noted that there were emails from Nikita Lingenfelter to Candice that addressed this issue. Recommendation was to make corrections in the next issue of the *Water Spot*.

8.6. Website Update

PA Jacobson and Suey Huey met with Zee Designs to discuss the delays in moving the website design forward. She noted that the problem is programmers are leaving – this is the fourth programmer who has worked on the website. Because of this, there is a significant amount of customization that the new programmer needs to review before being able to address new issues.

9. Policies and Procedures

Chairman Edwards noted that the Policies and Procedures should be reviewed and changed to reflect the new mandatory CEUs. Member Solvie noted there are a significant number of items that came out of the Program Assessment conducted by ABC that also need to be addressed. He noted that our Policies and Procedures are in dire need of revision. Member Risso noted that the smaller working group was reviewing this topic but tabled it because we were waiting for more guidance from NDEP on the new regulations for mandatory CEUs. Member Solvie agreed to take the lead in getting the smaller group back together to begin reviewing the policies and procedures.

10. Association of Boards of Certification (ABC) Update

Member Solvie noted that there is a combined ABC Board of Directors and Certification Commission for Environmental Professionals workshop being held in Chicago just before WEFTEC. During this meeting, the discussion will focus on the future viability of the non-core certifications.



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MEETING MINUTES (continued)

11. Nevada Division of Environmental protection (NDEP) Update

Joe Maez noted that the Board will be meeting with NDEP later today to discuss the status of the regulation changes and the draft language. He noted that they are targeting submission for the December 2017 SEC meeting.

Joe stated that the next steps, after the draft regulation language is finalized, is the regulations are given to the Secretary of the SEC, Valerie King, who will ensure that it meets their template format for the commission. Joe noted that the language may get edited by the LCB which could change the intent of the regulation. If that happens, he will contact the Board for additional review to ensure the intent is not substantially altered. After review and ensuring the language meets the template, the item will then be placed on the Agenda. He noted that there are several items that will be competing for a place on the Agenda so things may get delayed. Once submitted, NDEP can begin their informational workshops and they are looking to hold several in key areas around the state. They expect to start the workshops around September and hope to be before the SEC by December.

Joe asked about the intent with the voluntary program format, noting that future regulations may include regulating voluntary programs like Pretreatment. Discussion about the Pretreatment program concluded that there is a strong desire to oversee these programs locally rather than federally. He noted that there is discussion to leave a place holder in the CEU regulation so that when the 5-year re-opener clause is up, there will be a place to put language for additional mandatory certifications.

12. Certification Program Assessment

Member Solvie noted that the meeting this afternoon with NDEP should be productive as everyone has notes and there be significant discussion on a few topics.

13. Water & Wastewater Operators Forum Update

PA Jacobson noted that she was unable to attend the meeting due to a scheduling conflict.

14. Educational Opportunities / Training Updates

Chairman Edwards noted that he and Member Risso met with Doug Nelson of the College of Southern Nevada. The meeting was to discuss concerns over the quality of education students were receiving from non-industry professionals and poorly rated instructors. Doug Nelson agreed that he had received similar comments and requested help finding industry professionals willing to be instructors. Doug also noted that they had changed the schedule slightly to be more accommodating for the industry instructors and to boost class size. Member Risso noted that the call for instructors yielded approximately 10 to 12 interested parties but many were interested in the same specific class. She will be putting together a matrix of classes and potential instructors and work with Chairman Edwards to select candidates for the classes.



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MEETING MINUTES (continued)

Member Risso noted that Jeff Mills of the Clark County Water Reclamation Facility is looking to put together a Reliability Centered Maintenance training that would be opened up to all facilities and put on through NWEA. PA Jacobson noted that there is a Lagoon class being taught in the north in October. She also noted that there was a Confined Space and Math class scheduled that had to be rescheduled. PA Jacobson noted that a pilot class of a “mini” seminar involving approximately 6 instructors was held in June. It went well and they are working on doing a similar class down south.

Terri Svetich noted that Nevada Rural Water Association has been using webinar / live video based training. She asked if that was an option. PA Jacobson will check with Bob Forester to see what the logistics are to coordinate this type of training session.

15. CA / NV AWWA – Advanced Water Treatment Operator Certification (Steve Garner)

An informational presentation on advanced water treatment operator certification was given by Steve Garner.

16. Public Comment

No public comment was heard.

17. New Business

No new business.

18. Next Board Meeting

The next tentatively scheduled meeting is Thursday, November 09, 2017 in Carson City. Member Risso will contact Jeff Mills to coordinate the final date.

19. Adjournment

A motion to adjourn was made by Member Risso and seconded by Member Drinkwater. Chairman Edwards called for a vote. Motion carried. Meeting was adjourned at 11:10 AM.