



# NEVADA BOARD of CERTIFICATION for Water Professionals



Adrian J. Edwards, Chairman • Joe Crim, Jr., Vice Chairman  
Joseph Carter • Jennifer Diamond • Brian Oswalt • John Solvie

## MEETING MINUTES

The Nevada Board of Certification for Water Professionals held a public meeting on **Thursday, November 7, 2019** in the Humboldt Conference Room of the Nevada Division of Environmental Protection located at 901 S Stewart Street in Carson City, 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 8:43 AM.

### 2. Roll Call and Introduction of Guests

Board Position	Name	NWEA Representation	Present	Absent
Chairman	Adrian Edwards	Member At-Large	X	
Vice Chairman	Joe Crim	Community served by WWTP < 5mgd	X	
Secretary	Vacant	WWTPO Certified at Highest Level		
Member	Joseph Carter	Member At-Large		X
Member	Jennifer Diamond	Owner of Publicly Owned Treatment Works	X	
Member	Brian Oswalt	WWTPO with 3+ Years of Experience	X	
Member	John Solvie	Owner of Publicly Owned Treatment Works	X	
Program Administrator	Ashley Jacobson		X	

Guest	Representing
Katrina Pascual	Nevada Division of Environmental Protection
Bob Forester	Nevada Rural Water Association

### 3. Public Comment (Current Agenda Items)

No public comment was presented.

### 4. Approval of Agenda

A motion to approve the agenda was made by Member Solvie and seconded by Member Diamond. Chairman Edwards called for a vote; motion approved.

### 5. Approval of Meeting Minutes from July 25, 2019

A motion to approve the meeting minutes from July 25 was made by Member Oswalt and seconded by Member Crim. Chairman Edwards called for a vote; motion approved.



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## MEETING MINUTES (continued)

### 6. Non-Regulatory Programs

#### 6.1 Policy for Non-regulatory disciplines

A motion to approve recommending to the NWEA Executive Board the implementation of initial education, continuing education, and other requirements as defined in policy to the non-regulatory disciplines effective May 16, 2020 was made by Member Solvie and seconded by Member Diamond. Chairman Edwards called for a vote; motion approved.

#### 6.2 Outreach to Non-Regulatory Certified Community

It was agreed that outreach would be done via waterspot, NWEA Conference, Tri-State seminar, NVRWA quarterly, emails to certified community.

### 7. Policies and Procedures

- 7.1. A motion to approve policy and procedure revisions for regulatory and non-regulatory programs with amendments was made by Member Solvie and seconded by Member Diamond. Chairman Edwards called for a vote; motion approved.

### 8. Non-Regulatory Fees

A motion to approve Non-Regulatory fees was made by Member Solvie and seconded by Member Carter. Chairman Edwards called for a vote; motion approved.

*New Fees:*

*Application \$200.00*

*Restricted Application \$150*

*Upgrade \$110*

*Renewal \$130*

*Late Fee \$80*

*Reciprocity \$250*

Chairman Edwards will present to the Executive Board for final approval.

***Restroom break at 9:55 AM. Meeting resumed at 10:05 AM.***

### 9. Program Administrator's (PA's) Report

#### 9.1. Budget Review

- ABC Conference – Motion to approve PA Jacobson and Member Diamond to attend was made by Member Solvie and seconded by Member Oswalt. Chairman Edwards called for a vote; motion approved.
- PA Jacobson requested approval to purchase a new wallet card machine, motion to approve the purchase of a new wallet card machine was made by Member Carter and seconded by Member Diamond. Chairman Edwards called for a vote; motion approved. Katrina will redesign the wallet cards for wastewater.



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## 9.2. Certification Examination Update

PA Jacobson has changed exams to have 2 written up north and 2 written down south, due to lack of attendance.

## 9.3. Continuing Education Units (CEUs) Update

- PA Jacobson in approving CEUs unless they are complicated, if needed sends to Members for approval.
- Discussed a tailgate safety class is approved for no less than 15 minutes with something signed from their supervisor.

## 9.4. Standard Operating Procedure (SOP) Update

Removed PA job requirements from Policies & Procedures, added to SOP.

## 9.5. Water Spot Update

No update for current water spot but Member Solvie will write up something for the next water spot that talks about non-regulatory changes.

## 9.6. Website Update

No update

## 9.7. Exam Results Summary & Analysis

No Report

**Chairman Edwards left the meeting at 11:00am, Vice Chairman Crim continued meeting**

## 9.8. Certification Board Update

There are 3 board positions open, PA Jacobson has received 3 applications of those 5, 2 of those are not NWEA members.

## 10. Association of Boards of Certification (ABC) Updates

Member Solvie noted that there is nothing substantial to report at this time. Megan Baker has resigned from ABC, PA Jacobson is now on the conference committee. Member Solvie is receiving the Jess Jones excellence in service award.

## 11. Nevada Division of Environmental Protection (NDEP) Update / Regulatory Update

Katrina Pasqual is working on reg revisions, making restricted applications renewable, hoping to have draft done but needs to make more changes. Hopefully they can get workshops started in December. Working on the circuit writer program to help with CEU classes for regulation permits.

Program Jacobson asked about holding applications that do not meet requirements, will change policy to reflect keeping applications for 90 days. Initial education and CEU's for renewals can be used for both (update in policy).



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## 12. Water & Wastewater Operator Forum Updates

Bob Forester stated the next meeting will be held on November 19, 2019 and has been added to the NWEA website. No important updates from last meeting.

## 13. NWEA Continuing Education & Training (CE&T) Committee Update

Executive board has approved the purchase of the WEF Wastewater Trainers Kit

## 14. Public Comment

Bob Forester Nevada Rural conference is the week of March 24-26<sup>th</sup>

## 15. New Business

None

## 16. Next Board Meeting

The next Board meeting will be – TBD NWEA Conference?

## 17. Adjournment

Vice Chairman Crim adjourned the meeting at 11:34am