

**State of Maine  
 Board of Licensure of Water System Operators  
 Department of Health and Human Services  
 Maine Center for Disease Control and Prevention  
 Division of Environmental Health  
 11 State House Station  
 Augusta, ME 04333-0011**

**Meeting name:** Board of Licensure of Water System Operators

**Location:** Kennebec Water District, Augusta

**Date:** Thursday, September 20, 2012

**Time:** 09:00 – 11:35

**Members Present:** Trevor Hunt, Chairman, Bath Water District; David Bartlett, Assistant Chair; Kerry Smart, Alfred Water District; Gregg Kidd; and Teresa Trott, Drinking Water Program

**Present:** Cindy Wade, MRWA; Doris Poirier, DWP; and Erica Kidd

**Guest:** Roger Crouse, Director, Drinking Water Program

**Minutes prepared by:** Doris Poirier, DWP

**Minutes reviewed by:** Teresa Trott, DWP

Call to order:	The meeting was called to order at 09:00 a.m.	Called to order by Trevor Hunt.
General administration:	Approval of the May minutes included 3 minor revisions.	Trevor motioned to accept. Greg accepted.
Financial report:	The discussion revolved around Revenues and Expenses.	Follow up on Budget related issues at next meeting.
System update:	Renewal letters regarding Systems & Designated Operators to be mailed out.  The discussion revolved around renewal document attachments (i.e. copies of certificates, training, or other supporting documentation).	Terry to draft letter. Doris to mail out.  The consensus was to continue with the current process of including supporting documentation.

Calendar/Meeting dates:	The Board agreed to meet every 3 <sup>rd</sup> Thursday of the last quarterly months. 2013 dates are as follows: Thursday, March 21, 2013 Greater Augusta Utilities District Thursday, June 20, 2013 Brunswick Topsham Water District Thursday, September 19, 2013 Greater Augusta Utilities District Thursday, December 19, 2013 Brunswick Topsham Water District	
ABC Conference:	The ABC Conference is scheduled for the week of January 22-25 in San Diego, California.	No one will be attending at this time.
Exam week:	The frequency of exams and the type of exam (i.e. paper vs. on-line.) was discussed. The consensus was to hold exams during an entire week vs. just one day. Candidates must call the department to schedule an appointment to take the exam. Exams will be conducted in Augusta.	Exam week is currently scheduled for the week of April 22-26, 2013.
Renewal applications:	Renewals are due March 1, 2013.	
Class IV Board Member	Appointment to the position has been delayed at this time due to the vetting process.	
Exam activity / Computer based:	Per the AMP report - There are currently 50 people at the Portland site enrolled. There are currently 12 people signed up for the computer based testing from October to December.	Terry distributed data sheets.
Complaint/Disciplinary process:	Roger Crouse met with the Board to discuss how DWP could start informing the Board about occurring violations. This will be a process to inform the Board where potential disciplinary actions may be needed.	
Cindy Wade, MRWA:	Cindy announced the availability of a new on-line training for Class II operators.	

Guidelines for Water System Classification	Terry distributed the “Board of Licensure of Water Treatment Plant Operators Guidelines for Water System Classification”, dated June 15, 2000, and revised on May 15, 2007 for board review.	Homework: members to review guidelines for any revisions and provide feedback at the next meeting.
Follow-up:	Items for continuing discussion: rule change needs in the future; Conditional or Provisional License criteria for Inactive Operators to assist in the potential for emergency operations.	
Motion:	Trevor Hunt motioned to adjourn the meeting. Motion was seconded by Greg Kidd.	Meeting adjourned at 11:38.
Next meeting:	The next Board meeting is scheduled for Thursday, November 15th.	Location: Brunswick Topsham