

**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:** Greater Augusta Utility District

**Date:** Thursday, May 9, 2014

**Time:** 9:00 a.m.

**Members Present:** Trevor Hunt, Chair, Bath WD; Christopher Crovo, Portland WD; Jeffrey Day, Lincoln WD; David Bartlett (conference call), Assist. Chair, Kerry Smart, Sanford WD; Michael MacDonald, NEUME; Gregory Kidd, NEWWTA; Brian McBride, KKWD, and Teresa Trott, Drinking Water Program.

**Guests:** Michael Abbott, State of Maine Hydrogeologist; Erica Kidd, and Kirsten Hebert.

**Present:** Doris Labranche, Board Clerk

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

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

**Call to order: 9:15 a.m. by Trevor Hunt**

<b>Subject</b>	<b>Discussion</b>	<b>Resolution</b>
<b>Election of 2014 Officers:</b>	Welcome new Board members; Michael MacDonald and Jeffrey Day!  Kerry Smart nominated Gregory Kidd as Chair and Michael MacDonald as Vice-chair; nomination was seconded by Chris Crovo.	Vote was unanimous.
<b>Financial Report:</b>	Terry distributed the budget for expenses & revenue.  The discussion revolved around the cost of swipe cards. Terry stated that she had contacted AWWA and was informed that the cards are currently used for 'event' purposes vs. 'data collection' purposes.	

	<p>Kerry motioned to accept the budget.</p> <p>Brian seconded the motion.</p>	<p>Vote was unanimous.</p>
<p><b>Systems Updates:</b></p>	<p>A. Renewals – the discussion revolved around ‘retirees’ and license status based on ‘when/if’ needed status, and ‘if TCHs would be required’. Terry stated that the Board would need to review the criteria. ABC provides ‘guidance’ on documentation but no ‘measurements’. Terry stated that it would take rulemaking to make any changes.</p> <p>B. Systems w/o operators – there are only a ‘few’ at this time and of these few, most are child care providers. Facilities are given 5 days to find an operator, hire a contract operator, or they may obtain a license.</p> <p>C. DWP policy update – Terry distributed the ‘Policy &amp; Procedure for DWP’s Role in Addressing a Designated Operator’s Inability to Perform the Operator’s Duties for a PWS Properly’. The policy proposes a change to the Board’s complaint form, (page 8), Reason for Complaint, ‘Operator Unable to Perform Operator’s Duties Properly, was added to the checklist.</p>	<p>Greg to research other states criteria on retirees.</p> <p>For discussion in June meeting.</p> <p>No action.</p> <p>David Bartlett motioned to accept the revision as part of the complaint form, seconded by Chris Crovo, the vote was unanimous.</p>
<p><b>Exams:</b></p>	<p>CBT Update: People seem to like the CBT. Aroostook County remains underserved. The discussion revolved around providing one paper exam in Aroostook County, once a year – open to Augusta exams if needed.</p> <p>Bill Sullivan of Connecticut contacted Terry regarding individuals who fail an exam, the timeframe to re-take an exam, and the number of times an individual may re-take an exam. ABC’s model program suggests a 30 day waiting period.</p> <p>Board members summarized reasons for present ‘no-wait’ policy: job requirements, process changes to not review examinees but licenses, no extra work for program, and no funds for program.</p>	<p>For future discussion – September meeting when calendar is determined.</p> <p>This discussion may be continued on a New England basis.</p>
<p><b>TCHs</b></p>	<p>The discussion revolved around standards, relevancy, water quality, and source water. For many years ABC has been discussing training and what would be acceptable between states. No final resolution.</p> <p>Nationally – our relevancy allows for a variety of topics, maintains operators in learning mode, and allows up to date info.</p>	

<p><b>Stakeholder and Associates Update:</b></p>	<p>A. ABC – no longer have a contract for purchase of exams; however, we still pay membership dues.</p> <p>ABC Conference – important to have a representative from Maine.</p> <p>B. EPA training update – EPA granted funding to the National Rural Water Association which will then pass along a portion of the funds to Maine Rural Water Association. N. Caroline EFC will pass along funds to the Muskie School in Portland, RCAP – RCAP Solutions &amp; Environmental Finance Center.</p> <p>C. NEWWA – Annual meeting to be held in September in Rockport.</p> <p>Operator Certification Committee – in the process of finalizing How Do Utilities And Other Partners Help Build Operator Apprentice Type Programs.</p> <p>D. MWUA – will be doing training on operator ethics.</p> <p>E. MRWA – no new updates per Kirsten.</p> <p>F. JETCC – reviewing types of training water/waste water and where focus should be.</p> <p>G. DWP staff updates – Michael Abbott is the new Manager of the DWP Water Resource Team. Mike is a Hydrogeologist and Engineer.</p> <p>2 compliance officers and 1 lab certification officer assistant positions are in the process of being filled.</p>	<p>Terry to review the budget in order to have funds available to send someone to annual meeting. Pending funding.</p> <p>Kirsten stated that funding to begin in June. RCAP Grant and MRWA to provide training.</p> <p>In progress.</p>
<p><b>Other items:</b></p>	<p>Terry Trott is working to develop revised total coliform rules for adoption.</p>	<p>In progress.</p>
	<p>The following individuals will not be renewing their seats on the board: Trevor Hunt, Chris Crovo, and David Bartlett.</p>	
	<p>Meeting adjourned: 10:45 a.m.</p>	