

**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:** Friday, September 19, 2014

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

**Members Present:** Gregory Kidd, Chairperson NEWWTA; David Bartlett; Jeffrey Day, Lincoln WD; Kerry Smart, Alfred WD; Michael MacDonald, NEUME; Brian McBride, KKWW, and Teresa Trott, Drinking Water Program.

**Absent:** Christopher Crovo, PWD

**Guest:** Deanna White, Assistant Attorney General and Mary Bowers, Water Operator

**Present:** Doris Labranche, Board Clerk

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

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

**Call to order: 9:09 a.m. by Gregory Kidd**

<b>Subject</b>	<b>Discussion</b>	<b>Resolution</b>
<b>Review of Minutes:</b>	The June minutes were accepted with revisions. Brian moved to accept the minutes as amended, Mike 2 <sup>nd</sup> .	Vote: Unanimous to approve the minutes as amended.
<b>Financial Report:</b>	Terry distributed the SFY 2015 budget (effective July 1 <sup>st</sup> , 2014) for review. No professional services were included in the budget because of paper exams. Last year only 3 paper exams were given. Travel went up a slightly because of the distance of travel performed	

	<p>by the new members.</p> <p>EPA does not provide funding for ABC exams/activities.</p> <p>Terry stated that there is no anticipation of a licensing fee increase.</p> <p>Mike moved to accept the budget, Kerry 2<sup>nd</sup>.</p>	<p>Vote: Unanimous to approve the budget.</p>
<p><b>Operator/Systems Update:</b></p>	<p>A. Renewals:</p> <ul style="list-style-type: none"> <li>i. Brian inquired on the renewal count. Terry stated that on average, we lose about 100 people per year – last year we lost 67 operators.</li> <li>ii. David inquired on the status of schools/day cares. Terry stated that the daycares (including charter schools) are doing better with obtaining operators and she is not aware of any systems that are without operators.</li> <li>iii. Renewals will be mailed out soon in order to be received by November 1<sup>st</sup>.</li> <li>iv. Credit cards – SSWW group is leading the effort for credit cards; however, we are not set-up at this time to accept credit cards.</li> <li>v. SWOCS issues – still experiencing issues because program is not supported by GEC. Edits must be done manually.  The SWOCS program ‘talks’ with SDWIS, which contributes to increased efficiencies in more areas, but there is still some ‘bugs’ in the system that need to be worked out.</li> <li>vi. TCHs – credits cannot be ‘carried over’; however, Management Candidate School candidates can carry over their TCHs for 2 renewal cycles, because the timeframe could border 2 cycles naturally.</li> </ul> <p>B. Complaints: 2 Complaints received;</p> <ul style="list-style-type: none"> <li>i. Complaint #1. Terry discussed a recent complaint. The discussion revolved around jurisdiction, ethics, and professional conduct.  Gregg motioned for a formal complaint to be made by the</li> </ul>	<p>Terry to follow-up with Glenn Angell in the Sub-surface Waste Water Program (SSWW).</p> <p>Doris is maintaining a list of names in the database that need to be ‘fixed’. A waiver is being pursued to the requirements of the program with GEC.</p> <p>Terry to research TCH policy and will provide a copy to Deanna White, AAG.</p>

	<p>constituent. David 2<sup>nd</sup> the motion.</p> <p>Steps 4 &amp; 5 of the complaint process were discussed. Mike moved to add a step between 4 &amp; 5 that includes the criteria of acceptance of the complaint or not, and to decide if it meets the criteria of enforcement. David 2<sup>nd</sup> the motion.</p> <p>Kerry moved to conduct SBI for any possible convictions. David 2<sup>nd</sup> the motion.</p> <p>Deanna discussed Revocation &amp; Suspension of the rules, page 15, section 5301 &amp; 5303, any person in Maine, applying for any license, if they have been convicted of a felony, then the Board can consider that offense, if the person has been rehabilitated enough to ‘warrant the public trust’, in order to be licensed (any license held) in the state, which includes renewals.</p> <p>Deanna discussed provisions to the process; and stated that “if you have the power to revoke and suspend, that you have the power to do anything less than that” include a letter of reprimand.</p> <p>Greg moved to include ‘examples of’ on page 2 of the complaint process enforcement action; Mike 2<sup>nd</sup> the motion.</p> <p>ii. Complaint #2. Terry discussed an anonymous complaint received regarding the possibility of samples being taken from a neighboring system. A water quality specialist went out to visit the site, and went over the sampling requirements, etc. (This was not an investigation.) No issues were found. Greg moved that the formal complaint process be followed and presented to the Board. Kerry 2<sup>nd</sup> the motion.</p> <p>Deanna recommended that at some point, the need to include language in the procedures that the Complaint Officer may file a complaint based on anonymous information. We shouldn’t do it when we know who the person is because that should be the individual’s choice to file or not.</p>	<p>Complaint #1:</p> <p>Vote: Unanimous agreement –</p> <ul style="list-style-type: none"> <li>• Terry to follow up with the constituent regarding his/her options on the formal complaint process, then the Board can decide to accept the complaint or not.</li> <li>• Terry to inform the operator that a complaint has been made against him/her.</li> <li>• Include complaint acceptance criteria.</li> <li>• Let the criminal process move forward.</li> <li>• Perform SBI check.</li> <li>• Review past applications received from operator.</li> <li>• Additional steps may be taken, depending on the outcome of the investigation, and pending a formal complaint being received.</li> <li>• Terry to include examples of offenses on page 2 of the complaint process.</li> <li>• Terry to add provision to #1 of the process.</li> </ul> <p>Complaint #2: Vote: Unanimous agreement-</p> <ul style="list-style-type: none"> <li>• Constituent who made the complaint should go through the official complaint process; however, if the constituent wishes to remain anonymous, then the Board will review the written complaint, when filed, and when presented to the Board for consideration.</li> </ul>
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	Gregg motioned to add a provision. Brian 2 <sup>nd</sup> the motion.	<ul style="list-style-type: none"> <li>Add a provision to the procedure that the Operator Licensing Officer may fill out a complaint form based on anonymous information submitted to the program. (See #1 of the complaint process.)</li> </ul>
<b>Exams:</b>	Paper Exams: 4 requests were received from individuals in Presque Isle wanted to take the exam in either Presque Isle or Northern Maine because of the 4 hour commute to Bangor/Hampden. Terry suggested having a paper exam in Presque Isle in the Spring.	Terry to check with DEP to see if they would be willing to proctor the Water Operator paper exams, once a year, during the same time DEP conducts their wastewater exams.
<b>Calendar 2015</b>	The 2015 Water Operator meeting dates are as follows: <ul style="list-style-type: none"> <li>Friday, February 27<sup>th</sup></li> <li>Friday, May 15<sup>th</sup></li> <li>Friday, August 21<sup>st</sup></li> <li>Friday, November 13<sup>th</sup></li> </ul>	
<b>Stakeholder and Associates Update:</b>	MWUA – Board Member Speakers: 09-25-2014 Caribou / Jeffrey Day 09-26-2014 Ellsworth /? 10-29-2014 Saco / Brian McBride 10-30-2014 Fairfield /? 10-31-2014 Wilton / Mike MacDonald	Terry to research Skype capability.
<b>Other items:</b>	TCHs – classes are coming in rapidly. ABC – (Association of Board Certification) The discussion revolved around the January meeting/certifying conference, an international conference which certifies officers and organizations from all over the world, they meet there, a great place to network. Greg emphasized the importance of having someone on the Board	Terry to apply for out-of-state travel expense. Once an individual is willing to commit to going, they must pay for their own expenses and then be reimbursed.

	<p>attend.</p> <p>Operator ‘Re-energizer’ Committee – Terry is on this committee. EPA contacted certifying officers, and about 20 officers offered to work on this committee. The annual report that is given every year hasn’t been redesigned since 1998, so that’s what the committee is currently reviewing. ABC ‘Benchmarks’ are being discussed.</p> <p>NEWWA – Op Cert Internship Development Guide; is still being worked on.</p> <p>MWRA (Massachusetts Water Resource Authority) is offering a 16 week internship training program. Greg has been selected as the contact trainer for the program.</p> <p>MRWA – classes and a show are coming up. No new news. Mike stated that they have approved the courses for the conference so they can put out the brochures.</p> <p>JETCC’s management candidate school should be kicked-off next month, pending the number of candidates, which will be held in Kennebunk/Kennebunkport.</p> <p>DWP staff updates – Bill Wallace is the newest staff member.</p> <p>David Bartlett – Today is David’s last meeting. David is resigning effective immediately.</p>	<p>Terry to forward Benchmarks to new members. Requirements are being looked at for review for certification officers, relative to the program, and the Board is part of the program.</p> <p>Terry to send out a formal request out regarding the date/time.</p> <p>Candidates must be nominated to attend.</p>
<b>Meeting adjourned:</b>	11:50 a.m.	