

**MINUTES OF THE MEETING**  
**BOARD OF CERTIFICATION**  
**PERSONNEL IN WASTEWATER TREATMENT FACILITIES**

Date: Thursday, November 8, 2007  
Place: 919 Ala Moana Blvd. 5<sup>th</sup> floor Conference Room, Oahu  
Time: 8:30 a.m.

Present: Wayne Salas, Charles Dawrs, Kenneth Knapp, Marshall Lum, Victor Moreland,  
Dana Riddle, Bert Uyeno

Absent: Eassie Miller, Myron Nomura

- I. Wayne called the meeting to order at 8:45 am.
- II. Board members approved the September 28, 2007 meeting minutes
- III. OLD BUSINESS:
  - a. Houston Industrial Training Institute's online course approval update. Marshall advised that he received no response from Houston Industrial Training Institute.
  - b. Budget status. Marshall reported that the DOH Environmental Resources Office indicated that a Central Services Assessment (5%) and an Administrative Services charge (1.5 to 2%) are assessed each year to each program. No one can predict when these charges will be assessed and the exact amount is hard to predict but it affects our board's budget and can be assessed in any quarter. The Central Services Assessment is based on the revenues collected and the Administrative Services Charge is based on the actual expenditures made by the program. The board was assessed \$1500 in the July-September quarter.
- IV. NEW BUSINESS:
  - a. "Open Line" Hawaii's Office of Information Practices newsletter was not available for distribution.
  - b. "The Certifier" ABC newsletter was also not available for distribution.
  - c. "The High Road" October 2007 Hawaii State Ethics Commission newsletter was distributed to members.
  - d. Discussed the need for additional staff support with Larry Lau (Deputy Director of Health), Harold Yee (Wastewater Branch Chief), and Ted Bohlen (Deputy Attorney General). The Board could either submit a staffing request through the Executive Budget, or through separate legislation to create a new position. The second alternative would need county support and could be initiated with help from HWEA.
  - e. Discuss any suggestions from the Deputy Attorney General on improvements to the Board. AG suggested electing a Board Treasurer to sign purchase orders, etc. instead of having the Wastewater Branch Chief sign these documents. Board unanimously voted Marshall Lum as the authorized person to sign purchase orders and other related documents. Letter will be sent to the Director of Health for concurrence.  
AG indicated that if a complaint is made against any Board member or operator, a committee of at least two Board members could be created to investigate, reach a

conclusion and report back to the Board to decide what action to take. The affected Board member would be excluded from discussions during an executive session. As part of the investigation, interviews can be conducted and the facts should be documented. If the complainant is anonymous, ask the complainant if a meeting can be held later to ask more questions. Marshall will provide a complaint form for Board members to document any future complaints received.

- f. Motion was passed to include discussion on the investigation of an August 13, 2007 allegation made on one of the Board members to the agenda. Board approved the motion. Accusations were unfounded and the Board agreed to accept the findings of the investigation.
- g. Classified the Makaha Valley Country Club as a Grade 1 plant (25 points). Board members reviewed a DOH Operation and Maintenance Inspection Report of the plant.
- h. Reviewed Gerald Wahinekapu and Larry Oshita's requests for CEUs for GlobeTeck Safety Classes. Board allowed 0.76 CEU for operator attendance at GlobeTeck Training class held on 11/14/2006 requested by Gerald Wahinekapu and 1.28 CEUs requested for Larry Oshita. However, based on the date of the courses it will not be applicable for the operator certification renewal purposes.
- i. Approved request to place South Kohala and Wavecrest on the mailing list addressed to the Plant Manager.
- j. Approved Steve Thallas' Grade 3 Temporary Certification request.
- k. Accepted Napua Springer's notification as DRC for Gentry's Kona Marina WWTP. Napua Springer is replacing Victor Limacher as DRC.
- l. Marshall provided Board members with a draft copy of the Board's Annual Report to the Legislature for review.
- m. Approved Temporary Certification application request for Joseph Jares, Grade 4 with the understanding that he is not the DRC of the plant.
- n. Discussed initial plans for the Board's presentation at the upcoming HWEA conference.
- o. Board approved additional discussion items to the agenda and the results are as follows:

Allowed 0.65 CEUs for the Hawaii Water Environment Association 4<sup>th</sup> Biennial Collection System workshop;  
A letter will be sent to Pukalani Wastewater System to determine who the current DRC is;  
Accepted David Kane's notification as the DRC for Schofield Barracks WWTP;  
Reviewed Wade Shaw's request to review his course certificates for CEU but could not determine CEUs due to insufficient information. The Board did previously send him a letter requesting course descriptions for the various courses, but has not received the requested information;  
Approved Temporary Certification Grade 1 applications for John Yamabe and Jason Imamura;  
Postponed review of Grade 1 Temporary Certification application for Ryan Correia; and  
Approved reciprocity applications for Ryan Bonner (Grade 3) and Brian Bertsch (Grade 4).

V. Adjournment 2:10 pm

Next Meeting: Joint Meeting with the Statewide Operator Training Center Steering  
Committee

Date: Friday, November 9, 2007

Time: 8:30 a.m.

Location: Statewide Operator Training Center, Sand Island, Oahu

**MINUTES OF THE MEETING**  
**BOARD OF CERTIFICATION**  
**PERSONNEL IN WASTEWATER TREATMENT FACILITIES**

Date: Friday, November 9, 2007  
Place: Sand Island Wastewater Treatment Plant, 1<sup>st</sup> floor Conference Room, Oahu  
Time: 11:55 a.m.

Present: Wayne Salas, Charles Dawrs, Kenneth Knapp, Marshall Lum, Victor Moreland,  
Dana Riddle, Bert Uyeno

Absent: Eassie Miller, Myron Nomura

I. CALL TO ORDER

II. DISCUSSION ITEMS:

1. Motion was approved to continue the meeting of November 8, 2007.
2. Ken stated that the Board's presentation at the HWEA Conference will be scheduled for 9 am to 10 am on Wednesday, February 20, 2007. Also, a presentation agenda will need to be submitted beforehand.
3. Discussed the following presentation items: introduction and mission statement; significant decisions, future objectives, staffing issue, summary of pass/fail exam results, chapter 11-61 proposed revisions, ethics/complaints.
4. Reviewed and approved Grade 1 Temporary Certification application from Ryan Correira.

III. ADJOURNMENT                      1:00 pm