

**MEETING MINUTES**  
**NOVEMBER 9, 2007**  
**BOD /BOC JOINT MEETING**

Date: November 9, 2007  
Location: Statewide Operator Training Center, Sand Island, Oahu  
Time: 8:30 a.m.

Present: Wayne Salas, Charles Dawrs, Kenneth Knapp, Marshall Lum, Victor Moreland, Dana Riddle, Bert Uyeno, Wade Thode, Allen Perry, Harold Yee, John Oka, Edward Tschupp, Theodore Leong, Dayna Culbertson

Absent: Eassie Miller, Myron Nomura

I. Wade called the meeting to order at 9:00 am

II. Introduction of Board members was done.

- a. Board of Certification of Operating Personnel in Wastewater Treatment Plants
- b. Statewide Operator Training Center Steering Committee

III. NEW BUSINESS

- a. Reviewed operator passing rates on certification exams. Current results are showing that the passing ratio is not that good. Analysis of results should be used to help determine the needs of the operators.
- b. Discussed ways to improve exam passing rates. Boards agree that supervisors need to be more involved with their operators. Ken Knapp holds Ken Kerri study classes with his Maui operators.
- c. Boards feel that the Training Center needs to raise the bar on courses being given. Wade informed the Board that exams are given after every course. Proposal made that tests be closed book and a passing score of 70% or better to get CEUs for the course.
- d. BOC feels that there should be more courses offered other than maintenance courses. Wade informed Boards that courses are provided based on operator requests and Needs Assessment Forms.  
BOC feels courses needs to be reevaluated by both Boards. Board would like to see more basic courses offered as there are a lot of new employees being hired at this time.
- e. BOC will provide a list of mandatory classes required for each grade which the Supervisors can use to oversee their operator's training.
- f. If instructors are letting students out early then their CEUs for those courses will need to
- g. be changed to reflect the number of hours they were in class.
- h. Board of Certification is working on changes to HR 11-61 which will result in changes to CEU contact hours.
- i. Board feels that they need to share in the responsibility of evaluating instructors. Training for new instructor's should be mandatory
- j. Outline for curriculum needs to be done ASAP to help management assess the needs of their operators.
- k. City & County feels they are not getting a good return rate for their money because their operators are not passing their certification exams due to the lack of basic fundamentals. Board agrees that Training Center is not and should not be responsible for the entire training of operators. The counties should be able to provide additional training to

assist their operators.

- k. Funds have not increased since inception of the Training Center. If the Board wants to increase requirements and the scope of training a cost increase may need to be considered since there are not enough funds available. Training Center may be exhausting additional resources such as the National Rural Water Association who has been assisting in operator training at no cost.
- l. Training Center and Boards continue to agree that a position needs to be created to assist the Board of Certification with the increasing paperwork demands and processes they are putting into place. No action has been taken since last year's meeting. Wayne advised the Training Center Board that they spoke with an attorney for the Attorney General's office who offered different options to seek.

V. ADJOURNMENT-Meeting adjourned 11:35 am

Next Meeting: Joint Meeting – May 23, 2008, Kauai

**MEETING MINUTES**  
Advisory Board Meeting

Date: November 9, 2007  
Location: Statewide Operator Training Center, Sand Island, Oahu  
Time: 11:45 a.m.

Present: Wade Thode, John Oka, Harold Yee, Allen Perry, Edward Tschupp, Theodore Leong & Dayna Culbertson

Absent: Hawaii County

I. Wade called the meeting to order at 11:45 am

II. NEW BUSINESS

- a. There were 77 scheduled training sessions of which 74 training sessions were conducted by the Training Center statewide utilizing a pool of 80 instructors. The total number of operators participating in training were 525.
- b. Training Center beatification project is ongoing.
- c. Training Center is obtaining a data storage container.
- d. Grants??? Is this possible?
- e. John Oka questioned the possibility of doing training for a tax deduction vs. payment for services. Harold will check with Kevin regarding this question and advise..
- j. Wade presented the possibility of supporting Collection System Maintenance. Motion passed to not support Collection System Maintenance based on the lack of funding.
- k. Wade informed Board that release of CIP funds have been dragging on too long and would like to use existing Training Center funds to pay for temporary roof repairs necessary to address the current safety and liability issues. Board unanimously agreed. Training Center is in the process of securing three bids.
- l. Training Center informed the Board of the purchase of new laptops for each island for instructor's training purposes. Counties will be required to return the old laptops back to the Training Center to be used for PLC, VFD & computer courses.

V. ADJOURNMENT- Meeting adjourned at 2:30 pm

Next Meeting: Joint Meeting, May 23, 2008–Kauai