

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

Date: Monday, February 18, 2008
Place: Statewide Operator Training Center, Sand Island, Oahu
Time: 9:00 a.m.

Present: Charles Dawrs, Marshall Lum, Victor Moreland, Myron Nomura, Wayne Salas, and Bert Uyeno

Absent: Kenneth Knapp, Eassie Miller, and Dana Riddle

- I. Wayne called the meeting to order at 9:10 am
- II. Board members approved the December 14, 2007 meeting minutes, as amended.
- III. OLD BUSINESS:
 - a. Staffing. Marshall suggested a possible program specialist job title, but will need to research other agency job titles and position descriptions for proposed BOC position.
 - b. Budget. Reviewed status of the budget.
- IV. NEW BUSINESS:
 - a. *“Open Line”*, January 2008 Hawaii’s Office of Information Practices newsletter was distributed and reviewed by members.
 - b. *“The Certifier”*, December 2007, ABC newsletter was distributed and reviewed by members.
 - c. *“The High Road”*, January 2008, Hawaii State Ethics Commission newsletter was distributed and reviewed by members.
 - d. Wayne discussed his participation at the ABC conference and noted that many of the organizations have support staff and a coordinator to perform the work that our board does. Online testing is popular and our board should consider it for the future. Due to the vast information available at the conference and the opportunity to interact with other participants, Wayne suggested that two board representatives should attend next year’s conference. All of the topics were relevant to our board as many of the other boards deal with the same issues as Hawaii.
 - e. Members did not classify any new treatment plants.
 - f. Discussed exam applicants’ requests for reconsideration of the Board’s decisions for denial. Approved a motion to have a three member committee review appeals submitted within the 20 day appeal period, and determine whether a special board meeting is necessary to resolve any issues.
 - g. Confirmed exam application denials for the following reasons:
 1. An applicant cannot sign as the DRC on his own application.
 2. DRC forgot to check line 2A or 2B of the application under verification of employment but signed as the DRC.

3. Item No. 5 of the application form must be completed even though the board may have overlooked it in the past for an applicant.
- h. Agreed to credit Paul Hill for his next exam application. Due to an oversight, the board did not determine CEU credits for his college transcript on file.
- i. Decided to request additional information from Barney Asato on the management workshop – The Leader as a Coach.
- j. Reviewed Wade Shaw's college transcripts and additional course certificates. Agreed to credit computer courses at indirect of an indirect CEU credit. However, the board still had questions regarding a couple of his courses and could not make a final decision.
- k. Allowed 14 CEUs for Matthew Hamlin's course certificates.
- l. Deferred discussion on CEUs for a Water Collection System course submitted by Wade Thode until more information on course content is obtained.
- m. Accepted notification of Wade Shaw as the DRC for the Pukalani WWTP.
- n. Approved Grade 1 Temporary Certification application for Charles Watson. In the future, photocopies of the directing certified operator signatures on the application will not be accepted.
- o. Agreed that Guy Moriguchi needs only 1 CEU to renew his certificate in October 2008 because he only obtained his certificate on October 15, 2007 and had not been certified since October 2006.
- p. Deferred making a decision on creditable CEUs for the Godwin Pump course until information on actual contact hours is obtained.
- q. Discussed the possibility of allowing operators to access the Statewide Operator Training Center / Board online database files to determine status of their accumulated CEUs.
- r. Reviewed ABC request for nominations to fill vacancies on the Validation and Examination committee.

V. ADJOURNMENT -Meeting adjourned at 2:45 p.m.

Next Meeting: March 13-14, 2008
 Location: HGEA Conference Room, Hilo, Hawaii
 Time: 9:00 a.m.