

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

Date: Wednesday, March 16, 2011  
Place: Statewide Wastewater Operator Training Center (SWOTC), Sand Island, Oahu  
Time: 8:00 a.m.

PRESENT: Ronald Hay (Private Sector), Wesley Lim [Chair] (City and County of Honolulu (C&CH)), Lee Mansfield (Private Practice Professional Engineer), Eassie Miller (Hawaii Water Environment Association (HWEA)), Victor Moreland (University of Hawaii at Manoa, College of Engineering (UH)) Audrey Uyema Pak [Secretary] (Hawaii Department of Health (DOH)), Bert Uyeno (County of Kauai), Virgilio Viernes (County of Maui)

Guests: Linda Hijirida (DOH), Lianna Jucutan (DOH), Jill Parker (Hawaii Rural Water Association (HRWA)), Wayne Salas (C&CH)

ABSENT: Open Seat (County of Hawaii)

- I. Mr. Lim called the meeting to order at 8:26 a.m.
- II. Board members approved the February 14, 2011 meeting minutes as amended.
- III. REVIEW BUDGET
  - a. Board members reviewed and approved budget report.
- IV. UNFINISHED BUSINESS
  - a. Deferred Digital 2000 online training courses CEU request.
  - b. Deferred November 23, 2010 letter from John Hoffman, Alloway, regarding Alloway courses/training.
  - c. Deferred CEU request by Rich Varalla, Tripac Fasteners.
- V. NEW BUSINESS:
  - a. “*Open Line*”, Hawaii’s Office of Information Practices (OIP) newsletter. Available on Board website.
  - b. “*The Certifier*” Association of Boards of Certification (ABC) newsletter. Available on Board website.
  - c. “*The High Road*” Hawaii State Ethics Commission newsletter. Available on Board website.
  - d. Joint meeting with the SWOTC Advisory Board.
  - e. Reviewed certification exam results and operator comments on the exam questions. The Board accepted the exam results as presented by ABC.
  - f. No certification renewal applications reviewed.
  - g. Michael Losby and Jonah Naopleon requests for temporary certification were approved. William Palmer and Jon Yamabe (Hilo WWTP) requests were denied due to missing signed statements from the owner.

- h. Board approved to accept the late payment fee from Cassandra Martin to process her Grade 4 reciprocity certification application.
- i. Board reviewed CEU request from Robert D'Amico and granted 32 CEUs after review of his S.M.A.R.T. transcripts.
- j. Board approved DRC requests for the following plants: Honolulu-Iuli-Robert Nakamura primary DRC; Kahului/Wailuku-Nicholas Estabillo primary DRC; and Lahaina- Kenneth Knapp primary DRC, Kathleen Lawson secondary DRC. Kawaihae Village WWTP request denied: Mr. Lau holds a Grade 1 but the WWTP is classified as a Grade 2 WWTP. James Gugudan will no longer be DRC for Kaneohe MCBH effective 4/30/2011.
- k. Approved "Operator Certification Renewal Application No. 403" letter, dated March 3, 2011, from Jerry Morgan in response to Board's Feb. 28, 2011 letter.
- l. Reviewed Debra Urasaki's e-mail request, dated Mar. 8, 2011, regarding her past Grades 2 and 3 certification examination applications with her letter, dated Jan. 4, 2011. Board agreed that the applications are complete in content but requires resubmittal and applicable fees using the August.2011 exam application form.
- m. Reviewed applications for Board seats opening July 1, 2011: from Sidney Remiticado, Kevin Nakamura, Dr. Roger Babcock, Paul Balberde, Loren Tanigawa, and Audrey Uyema Pak.
- n. Reviewed documents relating to Senate Bill (SB) 120 and House Bill (HB) 79.
- o. Reviewed 2010 ABC Annual Report.
- p. Reviewed copy of memorandum from DOH to Office of the Governor, dated February 9, 2011, submitting Board's Annual Report to the 26<sup>th</sup> Legislature 2011 and includes copy of transmittal letter from Governor to the Senate and House.
- q. Ms. Parker presented HRWA courses and outlines for CEU approval. Board requested additional information (e.g. course description, syllabus, and time line). Emergency Response and Standard Operating Procedures are currently being taught.
- r. Board approved to add to the agenda: Reciprocity applications on Crystal Orth and Steven long. Both applications were approved pending \$50 certificate fee.
- s. Board approved to add to the agenda: Request from Wayne Salas to investigate Syngro DRC issue. There were two incidents that Clyde Harris, Synagro, was acting as DRC without Board approval. Mr. Salas to provide documentation supporting his complaint for next Board meeting.

VI. ADJOURNMENT 2:20 p.m.

Next Meeting: Thursday, May 26, 2011  
 Location: Statewide Wastewater Operator Training Center, Sand Island, Oahu  
 Time: 8:00 a.m.

**MEETING MINUTES**  
**BOARD OF CERTIFICATION OF OPERATING**  
**PERSONNEL IN WASTEWATER TREATMENT FACILITIES &**  
**STATEWIDE WASTEWATER OPERATOR TRAINING CENTER ADVISORY BOARD**

Date: Wednesday, March 16, 2011  
Place: Statewide Wastewater Operator Training Center (SWOTC), Sand Island, Oahu  
Time: 9:10 a.m.

**PRESENT:** BOARD OF CERTIFICATION OF OPERATING PERSONNEL IN  
WASTEWATER TREATMENT FACILITIES  
Ronald Hay (Private Sector), Wesley Lim [Chair] (City and County of Honolulu  
(C&CH)), Lee Mansfield (Private Practice Professional Engineer), Eassie Miller  
(Hawaii Water Environment Association (HWEA)), Victor Moreland (University  
of Hawaii at Manoa, College of Engineering (UH)), Audrey Uyema Pak  
[Secretary] (Hawaii Department of Health (DOH)), Bert Uyeno (County of  
Kauai), Virgilio Viernes (County of Maui)

**STATEWIDE WASTEWATER OPERATOR TRAINING CENTER**  
**ADVISORY BOARD**

Roger Babcock (UH), Theodore Leong (County of Maui), Marshall Lum (DOH),  
Wayne Salas-Representing Allen Perry (C&CH), Edward Tschupp (County of  
Kauai)

**GUEST:** Jill Parker (Hawaii Rural Water Association)

**ABSENT:** BOARD OF CERTIFICATION OF OPERATING PERSONNEL IN  
WASTEWATER TREATMENT FACILITIES  
Open Seat: (County of Hawaii)

**STATEWIDE WASTEWATER OPERATOR TRAINING CENTER**  
**ADVISORY BOARD**

John Oka (Lokelani Resort Corp.), Dennis Tulang (AECOM Pacific, Inc.), Dora  
Beck (County of Hawaii)

- I. Attendee Introduction
- II. Wesley Called the meeting to order at 9:10 am
- III. Training Program Update from Roger Babcock. Roger stated that the shutdown of the TC was early last year. AECOM worked with the TC from April to August. The Deputy Director of DOH gave authority to UH to manage TC. Roger has been working with Dayna since September to get classes going. UH has been implementing the same amount of classes as in the past. TC calendar posted in the lobby is through June. Object is to keep program as in the past. Same instructions and locations. No significant changes in the program at this time. Long state of transition. MOA between DOH and UH will soon transfer over. Registrations will be done through UH staff. Classes will be at TC, Resources and materials will remain at the TC. Work is being done by Roger on a volunteer basis and under graduate Emily does the prep of course materials for instructors. This is not a sustainable condition at the moment, but will be transferred to UH and better managed. Agreement will be with College of Engineering. The actual

operation will be a partnership between community colleges with similar programs. Maui and Oahu are working with credit programs through the community colleges. Engineering aspect is part of a larger effort at continuing education. Efforts are to develop wastewater program in Maui. Eassie Miller is involved in this effort. Benefit is to integrate water and wastewater, which will benefit everyone.

- IV. Memorandum of Agreement Status – Marshall Lum stated that the MOA in 1988 referred to the Training Center Advisory Committee as the Training Center’s Board of Directors. That’s why the committee has been referred to as a board in the past. A new MOA is being drafted based on Roger’s recommendation to increase contributions from the counties. DOH is stepping out of providing in-kind services and running the training center program. Maui County has provided feedback on the MOA. Hawaii, Kauai, and Oahu have not responded back yet with their comments. A draft MOA with UH to run the program vs. volunteer work was sent to UH for review. DOH waiting for response from UH. Once the TC program is turned over to UH, CEU certificates will need to be issued by either the UH or DOH. The UH and BOC do not issue CEU certificates for course completion. Another option would be for operators to use UH transcripts instead of needing certificates of course completion to show the BOC as proof of course completion. UH does not grant CEUs for any existing professional training programs. UH should be able to track outside activity. DOH may need to track outside activity if no one else does. Ed is questioning the three-way agreement between county, UH and DOH. Kauai wants to review the MOA. Ed stated that the counties are pooling together to keep the TC going.
- V. Transfer of the Training Center Building Status and Impacts – Marshall Lum stated that DOH is trying to get DNLR Land Board to authorize DLNR to issue a Bill of Sale to the City for the transfer of building ownership. Marshall has not gotten feedback as of last week. DOH attorney feels not necessary, but DOH would like to have it. City will use it for TC training and in house training. Clerical functions will be harder to run from TC once Dayna leaves due to a promotion in DOH. Files to be transferred to WWB shortly. DOH will try to fill Dayna’s position but not likely in the short term due to the economy.
- VI. Discussion – Can citation monies be used to help fund the TC? Emergency Response Funds ERRF? is used by several branches. Not likely, but Marshall will inquire with EPA on availability of grant monies. Marshall also indicated that the Wastewater Branch’s wish list seeked staff support for BOC. Senate Bill 120 tried to raid many special funds including the BOC funds. However, it’s evolved and does not target BOC funds anymore. House Bill 79 started out to raid revolving and special funds. Latest version does not show certification board funds. Marshall thinks the certification board funds are safe this year. Ed asked about clear resolution on DRC language. Counties are ignoring the AG’s opinion. Eassie stated they started two years ago proposing changes but have not gotten through the whole chapter as DRC issue came up. Wayne stated that City agreed to allow their BOC and TC reps to have the ability to go to ABC conference. He is asking all counties to do that as well. Thank you to UH for taking on the TC.

ADJOURNMENT: 10:40 am  
Afternoon Agenda

Next Meeting: TBD  
Location: Statewide Wastewater Operator Training Center, Sand Island, Oahu  
Time: 8:00 a.m.