

BOARD OF CERTIFICATION OF OPERATING PERSONNEL IN WASTEWATER TREATMENT PLANTS

MEETING MINUTES

Date: September 6 and 7, 2018
Time: 9:00 am – 3:00 pm
Location: Waste Water Branch
Conference Room
2827 Waimano Home Road, Room 207
Pearl City, HI 96782
Attendees: Robert Souza (RS), Chair, City and County of Honolulu
Dr. Roger Babcock (RB), Vice-Chair, University of Hawaii Faculty
Gary Hutchinson (GH) HWEA
Kevin Nakamura (KN), Department of Health
Loren Tanigawa (LT), County of Kauai
Ron Hay, P.E. (RH), Private Sector
Virgil Viernes (VV), County of Maui
Emily Dong (ED), Professional Engineer in Private Practice

AGENDA

- A. Call to Order: 9/6/2018 Time - 9:00AM By – Robert Souza**
- B.** The minutes of the previous Board of Certification (BOC) meeting held on June 21-22, 2018 were approved.
- C. Old Business**
1. Revisit DRC notification for Makena
 - a. Makena WWTP DRC, Virgil Viernes. Grade 4. Approved. Effective July 1.
- D. New Business**
1. Discussed certification renewal adjustments. Minutes from May 5, 2016 updated by 2 years to reflect current (see below).
 - a. Renewal of licenses that were valid from October 16, 2016 to October 15, 2018 – 2.0 CEU

Note: passing a higher grade exam during this period does not reduce the 2.0 CEU requirement.

First license issued after October 16, 2016, see below:
New Certificate: passed exam in August 2018 – 0.0 CEU
New Certificate: passed exam in February 2018 – 0.5 CEU
New Certificate: passed exam in August 2017 – 1.0 CEU
New Certificate: passed exam in February 2017 – 1.5 CEU
New Certificate: passed CBT – use closest date from above

2. Reviewed August Paper Exam Results.
 - a. Grade 1, 2/6 = 33% Passing
 - b. Grade 2, 1/5 = 20% Passing
 - c. Grade 3, 0/6 = 0% Passing
 - d. Grade 4, 2/10 = 20% Passing
 - e. Overall Passing Rate = 5/27 = 18.5%
 - f. New CBT center opened in Kauai, additional information is provided on the DOH website.
3. CBT Test Results from 6/20 – 9/5
 - a. Grade 1 = 3/4 = 75%
 - b. Grade 2 = 2/4 = 50%
 - c. Grade 3 = 0/3 = 0%
 - d. Grade 4 = 1/2 = 50%
 - e. Overall Passing Rate = 6/13 = 46%
4. DRC Notification
 - a. Eric Moriguchi, Gr. 4, Lihue WWTP. DRC notification approved.
 - b. Raymond Kemp, Gr. 4, Hilo WWTP. DRC notification approved.
 - c. Shantelle Clarke, Gr. 4, Schofield Barracks WWTP. DRC notification approved.
 - d. Ryan Saiki, Gr. 4, Hyatt WWTP. DRC notification approved.
 - e. Ryan Saiki, Gr. 4, Poipu Water Reclamation Facility. DRC notification approved.
 - f. Ryan Saiki, Gr. 4, Kukui'ula WWTP. DRC notification approved.
5. Requests for Reciprocity
 - a. Matthew Mayo
 - i. California Grade 4 reciprocity to Hawaii Grade 4, approved.
6. CEU Approval (Operators)
 - a. Wesley Thode – Submitted for board approval.
 - i. Bachelor of Business from UH Manoa, 40 CEUs approved with 24 CEUs that can be used for a Grade 3 or 4.
 - b. Ellen Frosch – Would be approved for 0.25 CEUs, if proof of attendance is provided. Proof of attendance includes sign-in and out to each session.

7. Request for CEUs (Courses)
 - a. Yencich, Naomi: TPC Training, PLCs for the Non-Programmer & PLC Programming & Applications.
 - i. January 21-24, 2019.
 - ii. Approved for 2 CEUs each 16 hour training:
 - (1) PLCs for the Non-Programmer
 - (2) PLC Programming & Applications
 - b. Matt Jones: WEFTEC; Water Environment Federation's Annual Conference for Wastewater Operators Licensed in Hawaii.
 - i. WEFTEC is approved for CEUs.
8. Request for Temporary Certification
 - a. Ivan Uchida, temporary certification for Grade 1 is approved.
 - b. Selyse Lopes, temporary certification for Grade 1 is approved.
 - c. Jaimie Rabaino, temporary certification for Grade 1 is approved.
 - d. Patrick Hughes, temporary certification for Grade 1 is approved.
 - e. Zane Higa, temporary certification for Grade 1 is approved.
 - f. Warren Molale, temporary certification for Grade 1 is approved.
 - g. Matthew Sala, temporary certification for Grade 1 is approved.
 - h. Jeffrey Lasack, temporary certification for Grade 3 is approved.
9. Plant Classifications
 - a. None
10. Request to take CBT Exams
 - a. Kelika Higa, Form 1. Approved to take the Grade 2 exam.
 - b. Leon Soong, Form 1. Denied to take the Grade 3 exam. Requires 1 additional CEU or 1 additional year of experience to qualify for the Grade 3 exam.
 - c. Zeus Gran, Form 1. Approved to take the Grade 4 exam.
 - d. Anthony McCool, Form 1. Approved to take the Grade 1 exam, pending submission of high school diploma.
 - e. Kainoa, John, Gr. 2, Form 1. Approved to take the Grade 2 exam.
11. Renewal Application
 - a. Review Operator License Renewals Completed.
 - i. Grade 1, 20 Approved, 1 Denied

- ii. Grade 2, 44 Approved, 1 Pending
 - iii. Grade 3, 33 Approved, 2 Pending
 - iv. Grade 4, 69 Approved, 3 Denied
12. Other
- a. CEU Request- Standardized form requesting the BOC to evaluate education and training for CEUs.
 - i. BOC to draft CEU request form.
 - b. Discussed proposed wording changes to 11-61-3 (Temporary Certification).
 - c. Examinations, CBT and Paper Exams
 - i. Discussed number of scratch papers provided at the beginning of the test and if they are taken away.
 - ii. BOC to discuss PSI/ABC inconsistencies with how they are providing the ABC formulas.
 - iii. All payments are final, and non-refundable.
 - iv. Upon payment of the paper exam, the paper exam will be ordered by DOH.
 - v. Now that CBT is located on all major islands, Kevin motioned to have 1 paper test in August with one session. Loren seconded. Board voted 8/0 agreement.
 - d. Discussion on how to keep past significant decisions; for perpetuity and future recordkeeping.
 - i. BOC to place public records on google drive for BOC and DOH access.
 - e. Law updates (Posting of minutes, even if drafted)
 - i. Post agenda 6 working days prior to meeting. Post minutes 40 days after meeting.
 - f. Plant Classification Database Update, DRC Database Update and Operator Database Update (license) after Renewal Cycle on the website.
 - i. It is DOH's responsibility to update the databases. DOH is working on providing lists of pertinent information from their Access databases. DOH to provide lists annually.
 - g. Discussed PSI Testing Site in Kauai- Tom Healy
 - h. 2019 Pacific Water Conference Call for Abstracts

- i. Agreed to 2-hour session for BOC.
- i. Discussed providing a BOC laptop in the budget.
 - i. To discuss VPN access with DOH.
- j. Question: Renewal application after the Board meeting, does Maria email all for approval?
 - i. No, Maria will collect all renewal applications for the next BOC meeting review.

E. Adjournment: 9/6/2018 Time - 4:42PM By – Robert Souza

F. Call to Order: 9/7/2018 Time - 8:36AM By – Robert Souza

1. Board Inquires

- a. Rex Kamakana, Gr.2 regarding Kaluakoi (2), Maunaloa (1), and Kualapuu (1) Wastewater Treatment Facilities – Lab Reports. Rex presented his case to the Board and the Attorney General representative.
 - i. Gary motioned to revoke the license of Rex Kamakana (license no.) for the period of October 2018 to October 2020 for willfully submitting falsified lab reports to the Department of Health. Seconded by Kevin Nakamua. Formal discussion occurred.
 - ii. Proceeded to vote, 8/0. Unanimous decision in support of the motion. Motion passes.
- b. Greg Wilson, James, Jann (Scofield) Chelsea (H&S Coordinator) from Aqua are developing training classes and submitted two courses for review.
 - i. Excel class and Wastewater spreadsheets.
 - ii. SCADA training.

The training documents were accepted for review and the Board will place on the November agenda and inform Aqua of the decision.
- c. Certification Questions: Frank Doyle, David: Assistant Chief, Ross Tanimoto (Assistant Director)
 - i. Discussed the classification of plants and how they are structured.
 - ii. Noted that temporary certifications can only be one grade higher.

- iii. Regardless of grade, the operator is always under the DRC's responsibility. Although the operator is also held responsible.
- iv. Secondary DRC is not required by law.
 - (1) By law the owner has 30 days to notify the Board.
 - (2) What constitutes "no longer available"?
 - (a) The DRC is "incapacitated" by the organization's standards
 - (b) He must visit the facility 1 hr/week
 - (c) He must reside on the island
 - (d) If DRC is out for 2 weeks, and he is not available to visit the facility would he be considered no longer available?
 - (i) BOC: Correct.
 - (e) If the primary DRC is incapacitated and the secondary makes a mistake, the incapacitated DRC is not held responsible.
- v. It is the administration's call to allow any Grade of operator to work anywhere in the plant. They are all under the DRC's direction and responsible charge.
 - (1) Note, an organization can have a DRC for the whole facility or segment of a facility
- vi. Multiple DRCs must understand the hierarchy.
- vii. Anytime major changes are made to the treatment plant, DOH must be notified. The owner is responsible to notify DOH, and DOH will determine if reclassification is required. The owner can request reclassification from BOC.

G. Adjournment: 9/6/2018 Time - 12:00PM By – Robert Souza

Next Scheduled BOC meeting: November 1 - 2, 2018, on Maui

Next BOC Activity:

- A. Aqua – Letter from Charles Dawrs, Response from Aqua
- B. Relief efforts during emergency conditions (HWEA assist)