



NEVADA BOARD of CERTIFICATION for Water Professionals



Adrian J. Edwards, Chairman • Joe Crim, Jr., Vice Chairman
Peter Baratti • Jennifer Diamond • Brian Oswalt • John Solvie • Dennis Fernandez

MEETING MINUTES

The Nevada Board of Certification for Water Professionals held a public meeting on **Thursday, October 28, 2021** this meeting was held virtually due to Covid restrictions. In compliance with the contract between the Nevada Division of Environmental Protection and the Nevada Water Environment Association, the Notice of Public Meeting and Agenda were posted before 09:00 AM at least three (3) working days prior to the meeting.

1. Call to Order

Vice Chairman Crim called the meeting to order at 8:02 AM.

2. Roll Call and Introduction of Guests

Board Position	Name	NWEA Representation	Present	Absent
Chairman	Adrian Edwards	Member At-Large		
Vice Chairman	Joe Crim	<5 MGD Plant Board Member	X	
Member	Dennis Fernandez	Owner of Publicly Owned Treatment Works	X	
Member	Joseph Carter	Member At-Large	X	
Member	Jennifer Diamond	Member At-Large	X	
Member	Brian Oswalt	WWTPO with 3+ Years of Experience		
Member	John Solvie	Owner of Publicly Owned Treatment Works	X	
Program Administrator	Ashley Jacobson		X	

Guest	Representing
Clayton Coon	City of Henderson and NWEA Executive Board

3. Public Comment (Current Agenda Items)

Clayton Coon discussing training for NWEA and expectations for CEU approvals.

4. Approval of Agenda

A motion to approve the agenda was made by Member Solvie and seconded by Member Carter. Vice Chairman Crim called for a vote; motion approved.

5. Approval of Meeting Minutes from March 7, 2020

A motion to approve the meeting minutes from July 25 was made by Member Diamond and seconded by Member Crim. Vice Chairman Crim called for a vote; motion approved.

MEETING MINUTES (continued)



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6. Non-Regulatory Programs

- No update

7. Policies and Procedures

- PA Jacobson discussed changes made to Policies and Procedures (P&P)
- Discussed changes that need to be made or updated to P&P
 - a. Section to remove – Section XI to remove “individuals request to re-score” (see highlighted yellow section)
 - b. Make a new section for 90 day non- refundable to P&P *“All applications are non-refundable and Applications for certification, reciprocity, renewals, upgrades, etc. will be held for 90 days if they are incomplete after 90 days the application will be discarded, and you must resubmit a new application”.*
 - c. Make a new section or add to reciprocity section *“ABC 2017 or newer standardized exams will be granted reciprocity at the equivalent grade held by the applicant. Applicants must meet all Nevada certification requirements”.*
 - d. Make sure CEU state (0.5 CEUs)
 - e. Member Diamond offered to review P&P after PA Jacobson made changes.
 - f. Section XX – Add NDEP Payment processing *“add note to visit our website for step-by-step instructions for e-payments”*
 - g. Need to update the Reg changes sections to corrected/updated regs.

8. Non-Regulatory Fees

- PA Jacobson requested to remove this section as no longer needed.

9. Program Administrator’s (PA’s) Report

9.1. Budget Review

- ABC Conference –PA Jacobson and Members Diamond, Carter and Fernandez to virtually attend.

9.2. Certification Examination Update

PA Jacobson has changed exams to have 2 written up north and 2 written down south, due to lack of attendance. Written exam will be held down south at City of Henderson.

9.3. Continuing Education Units (CEUs) Update

- No updates

9.4. Standard Operating Procedure (SOP) Update

- No updates

9.5. Water Spot Update

- Coming out shortly, added regulatory changes article

9.6. Website Update

- No update



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9.7. Exam Results Summary & Analysis

- No Update

9.8. Certification Board Update

- Converting brochures to FEQs, Member Diamond will start working on changing., Member Solvie offered to be her back up for review or discussion.
- Job Descriptions for all disciplines – Vice Chair Crim will create, this is for the benefit of the PA while reviewing applications to understand actual job duties for each certification. *WW, WQA, CSO, PMT, IWI, IWO (will send Joe Crim previous information)*
- Member Carter and Member Crim term ends December 2020.

10. Association of Boards of Certification (ABC) Updates

- Member Solvie – January conference, no strategic planning meetings until next spring, new exam development might be done remotely but hasn't been confirmed. ABC moved locations.
- PA Jacobson requested Member Solvie to get something to add to the website *why there are 110 questions so operators can understand. Make sure the 3 hour with no increase is added to information.*

11. Nevada Division of Environmental Protection (NDEP) Update / Regulatory Update

- New Contract requirements
 - a. Review and make recommendations regarding making changes to the current program.
 - b. Develop a Policy to perform necessary actions to review alleged misconduct.
 - c. Develop a Procedure on how we plan to investigate the alleged misconduct.
 - d. Develop a Procedure to require certified operator to notify certification program when there is a change to their employment.

12. Water & Wastewater Operator Forum Updates

- No update

13. NWEA Continuing Education & Training (CE&T) Committee Update

- No update

14. Public Comment

- No comment

15. New Business

- No new business

Chair Edwards joined meeting at 9:45 am

16. Next Board Meeting

- The next Board meeting will be – **March 2021 (unsure of virtual or in person)**

17. Adjournment

- Vice Chair Crim adjourned the meeting at 10:11am