

**ARKANSAS WASTEWATER LICENSING COMMITTEE**  
**Thursday, November 14, 2012**  
**ADEQ Meeting Room E109**

Committee Members

Kelly Bryant, Chairperson, Evergreen Packaging, Inc.  
Lisa Ellington, Paragould Light, Water & Cable  
Jimmy Smith, Searcy Water & Sewer  
Tommy Tooke, Tyson Foods, Inc.  
Steven Upton, Heber Springs Wastewater Department  
Craig Uyeda, Executive Secretary, ADEQ  
William Winn, City of Fayetteville  
Jennifer Bouldin, Ph.D., Arkansas State University – **absent**

Staff

Sandra Luttrell  
Kevin Suel  
Deborah Gerst

**MINUTES**

The meeting of the Wastewater Licensing Committee was called to order at 10:00 A.M. on Wednesday, November 14, 2012, by Chairman Bryant.

Public Present: Jonathan Richardson and Randy Harper with AR Environmental Training Academy; Jane Hurley and Marilyn Stout with ADEQ; Jo Anna Brown, Michael Kline and Stan Miller with the Little Rock Wastewater Utility; Martin Nutt with ADH; Susan Poe with AR Rural Water Association; Laura Tegethoff with the 360 Water Program; and Brett McDaniel with Conway Corporation

Previous Minutes: The August 8, 2012, meeting minutes were reviewed. **Mr. Smith motioned to approve the minutes as written. Ms. Ellington seconded the motion, carried.**

Financial Report: Mr. Uyeda gave the financial report. He noted that the Wastewater Licensing Funds status is good.

Licensing Report: Ms. Luttrell presented the licensing report for the period from October 1, 2012 – October 31, 2012.

Mr. Upton spoke about last meeting's discussion regarding ABC/WEF's study guide and sample exam designed to help prepare operators for testing. Mr. Uyeda offered that Mr. Shafii had a copy of the exam in his office. He said the Executive Committee would be welcome to review the exam for fifty minutes in his office while he is present. Jane Hurley reminded the

Committee that the only person between the Committee and Teresa Marks is the Executive Secretary. She said, "The way your Committee is set up, you exist to advise the Director, who appoints the Executive Secretary. This is how the chain of command works and you should keep this in mind." The Chairperson told the Committee that anyone interested in reviewing the ABC exam could meet at ADEQ on February 13, 2013, at 9:00 A.M. before the Licensing Committee meets at 10:00 A.M.

Public Comments: The Arkansas Academy representative, Randy Harper, explained they had been raising funds for building a new lab on the SAU Tech campus. Mr. Richardson also noted that their 2013 training calendars are available.

The Arkansas Rural Water Association is now offering a 3-day basic training program. The training is designed to be specific to the operators' day-to-day work. It allows employees to get all their renewal hours in a short period of time.

Mr. Upton said he had taken calls from operators stating that their training hours were not being posted. He asked Ms. Luttrell if there is lag time on getting the hours posted for operators to see. She explained that there has been a delay due to late submittal of training from various training facilities, district meetings, on-site courses and operator certificate documentation. She said they are working with additional data entry assistance to help bring this matter to a current status.

Old Business: The 360 Water Training Program. Ms. Laura Tegethoff from 360 Water was present to explain the program. Each course is tailored to each facility. It includes basics on line, interactive and face-to-face training. It deals with construction and operation. She explained that it helped provide CEUs for people who cannot always make it to traditional classes. It is ID specific, each person must make 100 percent before progressing in the material, and True/False questions with conditions are used. **Mr. Upton moved to allow 360 Water be approved for renewal hours for wastewater licensing and that it be retroactive to the first of 2012. Mr. Smith seconded the motion, carried.**

A brief discussion between the Committee and Public followed about licensing hours vs. CEU hours. Also, they discussed buying proprietary software for training as opposed to the traditional classroom training.

Mr. Suel introduced discussion about SEMS Technologies. He summarized the program as teaching operators how to manage data files. He explained that it might help them with DMR preparations. It is proprietary software. The program would be a two-day program, providing 15 hours of CEU's. **Mr. Winn made a motion to deny this training for approval toward renewal hours. Ms. Ellington seconded the motion, carried.**

New Business: Minute Orders authorizing Ms. Ellington, Mr. Winn and Ms. Bryant in their positions on the Wastewater Licensing Committee have been approved.

Ms. Luttrell explained that Robert L. Evans, (Class IV/Advanced Industrial Licenses) failed to make it clear to staff at the conference that he needed to check on his license standing and not his hours. After the conference, his time to renew expired. (Individuals are given one year to renew following the expiration date of their license.) He would like to be reinstated with both licenses. Mr. Winn read the regulation which stated if the license is past due for a year, the operator must retest. Mr. Winn asked if anything is sent to operators notifying them that their license has lapsed. Ms. Luttrell told him "No", but she did say that as of December, 2012, an e-mail will be sent to people to remind them to renew for the 2013-2015 years. ~~Mr. Winn proposed the motion that the Wastewater Licensing Committee deny Robert Evans request for reinstatement for his Class IV and Advanced Industrial Licenses, because that is what the Committee's authority allows them to do as stated in Regulation 3. Ms. Ellington seconded the motion, carried.~~ (Note correction to motion on final page of minutes.)

Mr. Suel discussed a problem at conferences of seeing people scanning for attendance hours at conference presentations, while they are also enrolled and attending the Class I course which gives them 24 hours (also being held on-site). Due to this inappropriate scanning at the conference, they are being allowed to earn 40 hours credit over a three-day period. **Mr. Winn moved that the wastewater licensing staff be allowed to review classes and make modification on hours that are duplicated in the system at the conference (in this incidence) and rule on hours that are duplicated. Mr. Smith seconded the motion, carried.**

Ms. Luttrell introduced the online CEU Plan for discussion. **Mr. Smith moved to table discussion until the next meeting for an opportunity to review the materials provided for approval. Mr. Upton seconded the motion, carried.**

Ms. Ellington brought up a Paragould Light, Water and Cable operator, Matt Fisher, who would like to be considered for reactivation of his Class 1 Wastewater License. **Mr. Upton moved to approve Mr. Fisher to retest for his Class I License. Mr. Smith seconded the motion, carried.**

Ms. Bryant reminded the Committee of the next meeting scheduled for February 13, 2013 at 10:00 A.M.

**Mr. Tooke moved that the Wastewater Licensing Committee adjourn. Mr. Upton seconded the motion, carried.** The meeting adjourned at 11:50 A.M.

Respectfully submitted,  
Deborah Gerst

Correction to Motion

**Mr. Winn proposed the motion that the Wastewater Licensing Committee deny Robert Evans' request for reinstatement for his Class IV and Advanced Industrial Licenses. The Committee approved his testing for any wastewater exam up to and including the Wastewater Class IV. That is within the authority of the Committee, and would allow Mr. Evans to test to the level of the wastewater treatment plant for which he works. Ms. Ellington seconded the motion, carried.**

The motion was corrected and approved at February 13, 2013 meeting.  
Deborah Gerst