

*Arkansas Department of Energy & Environment  
Division of Environmental Quality  
Location: Microsoft Teams*

**MINUTES**

ARKANSAS WASTEWATER LICENSING COMMITTEE MEETING

Date: August 29, 2024

Time: 11:00 A.M.

I. Call Meeting to Order by the Chairman

II. Roll Call:

- A. Lance McAvoy, City of Fort Smith, Chairman Present*
- B. Jeff Ford, Kimzey Regional Water District, Vice-Chairman Present*
- C. Doug Ford, Pollution Management Inc. Present 11:05*
- D. Wen Zhang, PhD., University of Arkansas, Fayetteville Present*
- E. Austin Ramsfield, Jacobs Engineering Present*
- F. Heath Ward, Springdale Water Utilities Absent*
- G. Andrew Rike, Harbor Environmental, Inc. Absent*
- H. Sarah Pierce, Executive Secretary, DEQ Present*

Other Attendees: Ches Jackson with ARWA, Randy Harper and Kenneth Robertson with AETA, Colby Ungerank with DEQ

III. Approval of the April 2024 Committee Meeting Minutes - *Mr. Jeff Ford motion to accept the minutes. Mr. Austin Ramsfield seconded the motion. The motion passed. The August 8, 2024, memo of the canceled meeting was proposed. Mr. Jeff Ford motioned to have it approved. Mr. Doug Ford seconded the motion. The motion passed.*

IV. Old Business:

- A. Reappointment of Jeff Ford, Approved. Mr. Ford's 2<sup>nd</sup> term expires on 08/31/2027.*
- B. Reappointment of Austin Ramsfield, Approved. Mr. Ramsfield 2<sup>nd</sup> term expires on 11/30/2027.*

V. New Business: Requests for Reciprocity - Pierce

- A. Daniel Rigdon, Class A in Florida requesting a Class IV. -Mr. Jeff Ford motioned that we grant a Class III License and allowed to sit for a Class IV Exam. Dr. Wen Zhang seconded the motion. The motion passed.*
  - 1. License expires on 04/30/2025.
  - 2. State standard/administered exam.
  - 3. Florida reciprocates with Arkansas upon review.
  - 4. Current on hours.

**B. Scott Clevon, Class IV in Mississippi a requesting a Class IV.** -Mr. Jeff Ford motioned that we grant a Class III License and allowed to sit for a Class IV Exam. Dr. Wen Zhang seconded the motion. The motion passed.

1. License expires on 01/01/2027.
2. State standard/administered exam.
3. Mississippi reciprocates with Arkansas upon review.
4. Current on hours.
5. Veteran or Spouse of veteran within one year of discharge from active duty.

**C. James Russell, Class IV in Mississippi a requesting a Class IV.** -Mr. Doug Ford motioned that we grant a Class III License and allowed to sit for a Class IV Exam. Mr. Austin Ramsfield seconded the motion. The motion passed.

1. License expires on 04/01/2026.
2. State standard/administered exam.
3. Mississippi reciprocates with Arkansas upon review.
4. Current on hours.
5. Veteran or Spouse of veteran within one year of discharge from active duty.

**D. Ryan Harrold, Class IV in Connecticut requesting a Class IV.** -Mr. Jeff Ford motioned that we grant a Class IV License. Dr. Wen Zhang seconded the motion. The motion passed.

1. License does not expire. Only loses license if not working in wastewater for 2 years.
2. ABC Exam.
3. Connecticut reciprocates with Arkansas upon review.
4. Last training in 2015. Training hours are not required as long as working in wastewater. Connecticut requires 1350 training hours before testing for Class IV.
5. 26 years of experience.

## VI. OWQ Updates:

**A. Financial Report – Pierce – No comment**

**B. Licensing Report – Pierce – Question concerning if the expired licenses were dual licenses.** Did not have that information on hand.

**C. ePortal/Seek update – Pierce / Ungerank – SEEK is being developed for licensing with the plan to go live early 2025. The 2025 renewal will be in SEEK. Training videos will be available to assist with SEEK. The Electronic Signature in SEEK will go through Lexis Nexis. Question form Mr. Doug Ford – I understand folks can fill out and complete the electronic signature all electronically now or do they still have to fill out and mail in an electronic signature for approval to DEQ? Mr. Colby Ungerank response – January of this year we did migrate anybody that has already received and met the electronic signature requirement in ePortal to SEEK. Any new user from January 8, 2024, when they go in and set up their account, they will have to link their account to their email and then they will go in to set up their user account and it will prompt them to set up their electronic signature. It will prompt them for**

*their identifying information. LexisNexis will run it, and they will have a decision in 2 minutes. LexisNexis allows 3 attempts electronically, after the 3<sup>rd</sup> attempt, they will have to mail in for approval. Mr. Doug Ford question – If they receive approval through LexisNexis the next day, they have authority to sign electronically, review and approve and sign a permit? Mr. Colby Ungerank response – Immediately. As soon as they get approval, LexisNexis sends it back to SEEK and they can submit immediately.*

***D. Future Meetings (See Below) - Nov meeting 11 am***

**VII. Public Comments**

***A. Training Updates***

1. Arkansas Environmental Training Academy – Update on Training the Trainer by Mr. Harper. Updated on training by Mr. Robertson.
2. Arkansas Rural Water Association – Update on training by Mr. Jackson.

***B. Open for Public Comment***

**VIII. Adjourn -** Mr. Jeff Ford motioned that we adjourn, Mr. Doug Ford seconded the motion. The motion passed. 11:29

2024/2025 Quarterly Committee Meeting Dates scheduled:

November 14, 2024

February 13, 2025

May 8, 2025 (or Conference April 28<sup>th</sup> or 29<sup>th</sup>)

August 14, 2025

November 13, 2025