

NCOWCICB  
BOARD MEETING MINTUES  
September 21, 2011  
Swansboro, NC

LOCATION: Hampton Inn 215 Old Hammock Rd Swansboro, NC  
Minutes Approved at January 25, 2012 NCOWCICB Meeting

9:00 a.m. CALL TO ORDER: RUSS DAVIS

OPENING PRAYER: JERRY PEARCE

ROLL CALL: PRESENT RUSS DAVIS, RUSS AYERS, JERRY PEARCE, DIANA RASHASH, JEFF KNIGHT AVAILABLE VIA PHONE IF NEEDED

RECOGNITION OF PROXY(IES): NONE

READING OF ETHICS STATEMENT

ETHICS STATEMENT: In accordance with the State Government Ethics Act, it is the duty of every [Board] member to avoid both conflicts of interest and appearances of conflict.

Does any [Board] member have any known conflict of interest or appearance of conflict with respect to any matters coming before the [Board] today?

If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.

READ BY RUSS DAVIS, DIANA RASHASH POTENTIAL CONFLICT IF ANY UNIVERSITY CLASSES, JERRY PEARCE POTENTIAL CONFLICT IF ANY NCSTA CLASSES

9:05 a.m. RECOGNITION OF ANY ATTENDING PUBLIC AND REQUEST TO ADDRESS BOARD (PLEASE NOTE: PUBLIC MAY ADDRESS THE BOARD DURING THIS SECTION OF BOARD MEETING. BOARD WILL NOT RESPOND TO COMMENTS OR REQUEST MADE BY PUBLIC. REQUEST MADE BY PUBLIC DURING THIS SESSION WILL BE PLACED ON A FUTURE BOARD AGENDA FOR DISCUSSION. PUBLIC WILL BE ALLOWED MAXIMUM OF FIVE (5) MINUTES PER PERSON TO ADDRESS BOARD. PUBLIC WILL NOT BE ALLOWED COMMENT FOR REMAINDER OF BOARD MEETING.

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Request received from Doug Lassiter to speak to Board on behalf of NCSTA PRESENTED BOARD WITH REQUEST FROM NCSTA TO LOWER C/E REQUIREMENTS REQUEST THAT HOURS BE LOWERED AS FOLLOWS: GL II 3 HOURS, III 6 HOURS, IV 8 HOURS, INSPECTOR 8 HOURS. BOARD WAS PRESENTED WITH FORMAL LETTER DETAILING THIS REQUEST. DOUG

LASSITER NOTES THAT REQUIREMENTS FOR NEW APPLICANTS WOULD REMAIN THE SAME. RUSS DAVIS ADVISED WOULD ADDRESS THIS AT NEXT MEETING.

9:15 a.m. Approval of Minutes from July 25, 2011 meeting (see minutes attached) MOTION RUSS AYERS, 2<sup>ND</sup> DIANA RASHASH, APPROVED

9:20 a.m. Class Approval Request:  
Johnson County Division of Environmental Health 6 hour credit requested for all levels and inspector, class to be held 9/23/11, Jerry Pearce will be presenting on behalf of NCOWCICB, varied topics on agenda, meets minimum requirements for approval, MOTION TO APPROVE DIANA RASHASH, 2<sup>ND</sup> RUSS AYERS

Division of Public Health Onsite Water Protection Branch in collaboration with Eastern AHEC requests approval for Point of Sale Inspection Field Practicum, two day class presentation with focus on Inspection from start to finish, 6 hours per day with total of 12 hours for complete course for ALL GRADES and Inspectors, MOTION TO APPROVE JERRY PEARCE, 2<sup>ND</sup> RUSS AYERS, APPROVED

NCSTA, 22<sup>nd</sup> Annual Convention January 26-27<sup>th</sup>, 6 hours per day, total of requested hours 12 hours, all grade levels and inspector, varied topics included, meets minimum requirements of NCOWCICB, MOTION TO APPROVE RUSS AYERS, 2<sup>ND</sup> DIANA RASHASH

9:45 a.m. Update from Administrator:

1. 2012 Renewal Invoices have been printed and will be mailed by 9/30/11

2. The first financial audit for NCOWCICB has been completed by the accounting firm. The results of the audit were positive. The only footnotes made on the audit referenced the change from cash basis accounting to accrual basis account for auditing purposes and the accounting processes. This is a normal footnote on the majority of audits. The difference between cash basis and accrual is that during the year we operate on a cash basis i.e. the receipts are recognized immediately on the balance sheet as an asset and the bills are paid as they are received and recognized on the balance sheet as a liability. In the accrual basis, receipts are recognized as they are earned i.e. a renewal fee is received as payment for a 12 month period 1/12<sup>th</sup> of the receipt is recognized as income each month as it is earned. The accounting process that was addressed referenced the single entry accounting method currently used by NCOWCICB. Single entry is used by frequently by entities however a double entry process is preferred by accountants and auditors as it has more of a built in self checking of entries. NCOWCICB has switched to double entry accounting for the fiscal year beginning July 1, 2011 for simplicity in the next audit.

3. Agencies, Boards and Commissions are required to have a cash management plan which details the handling of receipts and disbursements. NCOWCICB's cash management plan has been reviewed and accepted by the State Auditor and also reviewed by the accounting firm. The cash management plan is attached for Board review and approval. MOTION TO ACCEPT JERRY PEARCE, 2<sup>ND</sup> DIANA RASHASH

4. Review of Rules passed by RRC on September 15, 2011 that will go into effect on October 1, 2011. (see attached) The Inspection Form will be updated to correspond with the new rules, posted on the website and mailed out to all certified Inspectors however this revision, at the Board's direction, may be postponed until after the October RRC meeting so that the rules will be complete.

**BOARD REQUEST FORM TO BE ALTERED TO MATCH RULES**

5. Review of Rules on RRC agenda for October meeting that if passed will go into effect on November 1, 2011 (see attached) **THIS IS CODE OF ETHICS SECTION**

6. Effective July 1, 2011 every State agency, board, commission, or other body with rule-making powers shall deliver to the Joint Select Regulatory Reform Committee of the General Assembly no later than October 1, 2011, a list of all permanent rules adopted by the body that includes for each rule the following information:

- (1) Whether the rule is mandated by a federal law or regulation.

- (2) If the rule is not mandated by a federal law or regulation, whether there is a federal regulation that is analogous to the rule. For purposes of this subdivision, "analogous" means the federal regulation regulates the same conduct or activity as the State regulation.

- (3) If there is a federal statute or regulation analogous to the rule, whether the rule is more stringent than the federal law or regulation.

NCOWCICB has no rules that are federal regulated and the report will state this.

7. Request was sent to Board members to send copies of appointment letters to administrator. If those have not been sent in please do so immediately, these are needed to keep the Board file current. Jim Lanier and Jeff Knight have been reappointed for another term to NCOWCICB. Appointment recommendations have been received by the Governor's office for the two vacant positions however no Governor appointments have been made at this time.

10:30 a.m.

Treasurer's Report by Jerry Pearce, Treasurer

Notes: Operating account balance as of August 31, 2011 \$808,769.17

10:35 a.m.

Update from Executive Committee:

Committee is still investigating banks for deposits. Banks are paying very little return on investments. Account is covered for unlimited amount by FDIC until 12/31/11 and decision will be made about banks to move deposits to prior to that cutoff date.

**WILL USE NORTH STATE BANK FOR ALL DEPOSITS AND PROGRAM CALLED CDARS WHICH ALLOWS USE OF ONE BANK AND STILL BE COVERED UNDER FDIC, INFORMATION ON CDARS IS AVAILABLE AT [WWW.CDARS.COM](http://WWW.CDARS.COM)**

10:45 a.m. Formation of new rule writing committee. The next NCOWCICB rules will address area of business succession, potentially requiring the tank to be pumped at inspection, and other areas. Committee will need to review new legislation that went into effect July 1, 2011 that may affect content of rules and work closely with counsel and formatting the next set of rules.

Committee Members: DIANA RASHASH, DOUG LASSITER, NANCY DEAL AND RUSS AYERS

JERRY PEARCE MOTION TO MAKE DIANA RASHASH AND RUSS AYERS ON COMMITTEE WITH DOUG LASSITER AND NANCY DEAL BEING OUTSIDE BOARD PERSONS ON COMMITTEE

DATA HAS BEEN GATHERED ABOUT REQUIRING PUMPING OF TANKS, THE FINANCIAL IMPACT WOULD AVERAGE OVER \$3,000,000 PER YEAR THE SUGGESTION WOULD REMAIN ON THE FORM BUT NO RULE TO REQUIRE PUMPING WILL BE ADDED

RUSS DAVIS ADDRESSED BOARD REGARDING THE FINANCIAL IMPACT THIS IS NOT SOMETHING THAT WE WILL BE ABLE TO REQUIRE

11:15 a.m. Board shall enter Executive Session for discussion of complaints received  
Notes: MOTION TO ENTER JERRY PEARCE, 2<sup>ND</sup> DIANA RASHSH

EXECUTIVE SESSION MINUTES HELD BY DIRECTOR IN SEALED ENVELOPE

11:30 a.m. Board shall re-enter regular session  
MOTION TO RE-ENTER JERRY PEARCE, 2<sup>ND</sup> DIANA RASHASH

11:30 a.m. Other Business:

Election of officers for 2011 – 2012 year

Current Officers: Russ Davis, Chair MOTION BY JERRY PEARCE FOR RUSS DAVID TO REMAIN CHAIR, 2<sup>ND</sup> RUSS AYERS, APPROVED

Russ Ayers, Vice Chair MOTION BY DIANA RASHASH FOR RUSS AYERS TO REMAIN VICE CHAIR, 2<sup>ND</sup> JERRY PEARCE, APPROVED

Jerry Pearce, Treasurer MOTION BY RUSS AYERS FOR JERRY PEARCE TO REMAIN TREASURER, 2<sup>ND</sup> DIANA RASHASH, APPROVED

APPOINTMENT RECOMMENDATIONS FOR VACANT POSITIONS HAVE BEEN MADE SID GASKINS and MARK BROOKS

NCOWCICB WILL HAVE BOOTH AT ONSITE TAGS FOR RUSS DAVIS AND CONNIE STEPHENS

Next NCOWCICB meeting is January 25, 2012 Hickory Metro Convention Center 9:00 a.m.

BOARD NEEDS ID CARDS PRINTED FOR EACH BOARD MEMBER,  
MEMBERS NEED TO SEND IN PICTURES TO CONNIE

11:45 a.m. Meeting Adjourn

MOTION TO ADJOURN DIANA RASHASH, 2<sup>ND</sup> JERRY PEARCE

**Rule adopted September 15, 2011 effective October 1, 2011**

**SECTION .1000 - NC ON-SITE WASTEWATER INSPECTOR STANDARDS OF PRACTICE**

21 NCAC 39 .1001 is adopted with changes as published in 25:22 NCR 2460 as follows:

**21 NCAC 39 .1001 DEFINITIONS**

As used in this Section:

- (a)(1) “Automatic safety controls” means devices designed and installed to protect systems and components from excessively high or low pressures and temperatures, excessive electrical current, loss of water, high water, fire, freezing, or other unsafe conditions.
- (b)(2) “Component” means a readily accessible and observable part of an on-site wastewater system.
- (c)(3) “Cross connection” means any physical connection or arrangement between potable water and the on-site wastewater system or any other source of contamination.
- (d)(4) “Dangerous or adverse situations” means situations that pose a threat of injury to the inspector, or those situations that require the use of special protective clothing or safety equipment, such as personal protection equipment.
- (e)(5) “Describe” means a written report of a condition found within the system or any observed component of the inspected system.
- (f)(6) “Dismantle” means to take apart or remove any component, device or piece of equipment that is bolted, screwed, or fastened by other means and that would not be ~~dismantled~~ taken apart or removed by a homeowner or operator in the course of normal household maintenance.
- (g)(7) “Enter” means to go into an area to inspect all readily accessible, readily openable, and readily visible components.
- (h)(8) “Hydraulic Load Test” means the introduction of water or waste water into a system for the purposes of mimicking the system’s peak flows.
- ~~(i) “Functional drainage” means a drain that empties in a reasonable amount of time and does not overflow when another on-site wastewater system component is drained simultaneously.~~
- (j)(9) “Inflow” means extraneous water directly entering a component, such as via a sump pump, foundation drain, condensate line, or infiltration.
- (k)(10) “Normal operating controls” means certified operator or homeowner-operated devices.
- (l)(11) “Normal wear and tear” means superficial blemishes or defects that do not interfere with the functionality of the component or system.
- (m)(12) “Operate” means to cause systems or equipment to function.
- (n)(13) “Readily accessible” means approachable or enterable for inspection without the risk of damage to any property or alteration of the accessible space, equipment, or opening.
- (o)(14) “Readily openable access panel” means a panel provided for homeowner or certified operator maintenance and operation that has removable or operable fasteners or latch devices in order to be lifted off, swung open, or otherwise removed for inspection. This definition is limited to those wastewater system components not blocked by stored items, furniture, building components or landscaping.
- (p)(15) “Readily visible” means seen by using natural or artificial light without the use of equipment or tools other than a probe, flashlight or mirror.

~~(p)~~(16) “Roof drainage systems” means gutters, downspouts, leaders, splash blocks, and similar parts used to carry water off a roof and away from a building.

~~(q)~~(17) “Shut down” means a condition or conditions wherein a piece of equipment or system cannot be operated by the device or control that a homeowner should normally use to operate it. If its safety switch or circuit breaker is in the “off” position, or its fuse is missing or blown, the inspector is not required to reestablish the circuit for the purpose of operating the equipment or system.

~~(r)~~(18) “Structural component” means a wastewater system component that supports non-variable forces or weights (dead loads) and variable forces or weights (live loads), such as a control panel support, septic tank, D-box, or manifold.

~~(s)~~ “Hydraulic Load Test” means the introduction of water or waste water into a system for the purposes of mimicking the system’s peak flows.

*History Note: Authority G.S 90A-71, 90A-74:*

*Eff. October 1, 2011*

**Rule approved September 15, 2011 effective October 1, 2011**

21 NCAC 39 .1002 is adopted with changes as published in 25:22 NCR 2461 as follows:

**21 NCAC 39 .1002 GENERAL REQUIREMENTS**

(a) Inspectors shall:

- (1) Provide a written contract, signed by the client or client's representative, before the on-site wastewater system inspection is performed that ~~shall~~:
  - (A) States that the on-site wastewater system inspection is in accordance with the Standards of Practice of the North Carolina On-site Wastewater Contractors and Inspectors Certification Board; and
  - (B) Describes what services shall be provided and their cost.
- (2) Inspect readily openable and readily accessible installed systems and components listed in this Section; and
- (3) Submit a written report to the client or client representative within 10 business days of the inspection that ~~shall~~:
  - (A) Describes those systems and components required to be described in Rules ~~.4405~~ 1005 through .1006 of this Section;
  - (B) States which systems and components designated for inspection in this Section have been inspected, and state any systems or components designated for inspection that were not inspected, and the reason for not inspecting;
  - (C) States any systems or components inspected that do not function as intended or adversely affect the wastewater treatment system;
  - (D) States whether the condition reported requires repair or subsequent observation, or warrants further evaluation by the local health department. The statements shall describe the component or system and how the condition is defective, explain the consequences of the condition, and refer the recipient to the local health department or a certified on-site wastewater contractor; and
  - (E) States the name, license number, and signature of the certified inspector.

*History Note: Authority G.S 90A-71, 90A-72, 90A-74:  
Eff. October 1, 2011*

21 NCAC 39 .1004 is adopted with changes as published in 25:22 NCR 2461 as follows:

**Rule adopted September 15, 2011 effective October 1, 2011**

**21 NCAC 39 .1004 GENERAL EXCLUSIONS OF AN INSPECTION**

(a) Inspectors are not required to report on:

- (1) Life expectancy of any component or system;
- (2) The causes of the need for a repair;
- (3) The methods, materials, and costs of corrections;
- (4) The suitability of the property for any specialized use;
- (5) The market value of the property or its marketability;
- (6) The advisability or inadvisability of purchase of the property; or
- (7) Normal wear and tear to the system.

(b) Inspectors are not required to:

- (1) Identify property lines;
- (2) Offer warranties or guarantees of any kind;
- (3) Calculate the strength, adequacy, or efficiency of any system or component;
- (4) Operate any system or component that does not respond to normal operating controls;
- (5) Move excessive vegetation, structures, personal items, panels, furniture, equipment, snow, ice, or debris that obstruct access to or visibility of the system and any related components;
- (6) Determine the presence or absence of any suspected adverse environmental condition or hazardous substance, including toxins, carcinogens, noise, and contaminants in the building or in soil, water, and air;
- (7) Determine the effectiveness of any system installed to control or remove suspected hazardous substances;
- (8) Predict future condition, including failure of components;
- (9) Project operating costs of components;
- (10) Evaluate acoustical characteristics of any system or component; or
- (11) Inspect ~~special~~ equipment or accessories that are not listed as components to be inspected in this Section.

(c) Inspectors shall not:

- (1) Offer or perform any act or service contrary to law or rule; or
- (2) Offer or perform engineering, architectural, plumbing, electrical, pesticide or any other job function requiring an occupational license in the jurisdiction where the inspection is taking place, unless the on-site wastewater system inspector holds a valid occupational license in that field, in which case the inspector shall inform the client that the inspector is so licensed.

*History Note: Authority G.S 90A-72, 90A-74:  
Eff. October 1, 2011*

**Rule adopted September 15, 2011 effective October 1, 2011**

21 NCAC 39 .1005 is adopted with changes as published in 25:22 NCR 2462 as follows:

**21 NCAC 39 .1005 ON-SITE WASTEWATER SYSTEM COMPONENTS**

(a) The inspector shall inspect on-site wastewater system components including:

- (1) Any part of the system located more than 5 feet from the primary structure that is part of the operations permit;
- (2) Septic tank;
- (3) Pump tank;
- (4) Distribution device;
- (5) Dispersal field;
- (6) Treatment unit;
- (7) Control panel;
- (8) Other component(s) required as part of on-site wastewater system permit, including drainage; and
- (9) Vegetation and grading with respect only to their effect on the condition of the system or system components.

(b) The inspector shall describe:

- (1) Any part of the system located more than 5 feet from the primary structure that is part of the operations permit;
- (2) Septic tank;
- (3) Pump tank;
- (4) Distribution device;
- (5) Dispersal field;
- (6) Treatment unit;
- (7) Control panel; ~~and~~
- (8) Other component(s) required as part of on-site wastewater system permit, including drainage; and
- (9) Vegetation and grading with respect only to their effect on the condition of the system or system components.

(c) The inspector shall:

- (1) Uncover tank lids and distribution devices so as to gain access, unless blocked as described in Section ~~.1104~~ 1004(b)(5). The distribution box may remain uncovered if the inspector has an alternate method of observing its condition.
- (2) Probe system components where deterioration is suspected;
- (3) Report the methods used to inspect the on-site wastewater system;
- (4) Open readily accessible and readily openable components except when access is obstructed or when access could damage the system or property; and
- (5) Report signs of abnormal or harmful water entry into or out of the system or components.

(d) The inspector is not required to:

- (1) Conduct dosing volume calculations;
- (2) Evaluate soil conditions beyond saturation or ponding;
- (3) Evaluate for the presence or condition of buried fuel storage tanks;
- (4) Evaluate the system for proper sizing, design, or use of proper materials; or
- (5) ~~p~~Perform a hydraulic load test on the system.

*History Note: Authority G.S 90A-72, 90A-74:  
Eff. October 1, 2011*

**Rule adopted September 15, 2011 effective October 1, 2011**

21 NCAC 39 .1006 is adopted with changes as published in 25:22 NCR 2462 as follows:

**21 NCAC 39 .1006 MINIMUM ON-SITE WASTEWATER SYSTEM INSPECTION**

- (a) The inspector shall attempt to obtain, evaluate, describe, or determine the following during the inspection:
- (1) Advertised number of bedrooms as stated in the realtor Multiple Listing Service information or by a sworn statement of owner or owner's representative;
  - (2) Designed system size (gallons per day or number of bedrooms) as stated in available local health department information, such as the current operation permit or the current repair permit;
  - (3) Requirement for a certified subsurface water pollution control system operator pursuant to G.S. 90A-44, current certified operator's name, and most recent performance, operation and maintenance reports (if applicable and available);
  - (4) Type of water supply, such as well, spring, public water, or community water;
  - (5) Location of septic tank and septic tank details:
    - (A) Distance from house or other structure;
    - (B) Distance from well, if applicable;
    - (C) Distance from water line, if applicable and readily visible;
    - (D) Distance from property line, if said property lines are known ~~and~~ or marked;
    - (E) Distance from finished grade to top of tank or access riser;
    - (F) Presence and type of access risers;
    - (G) Condition of tank lids;
    - (H) Condition of tank baffle wall;
    - (I) Water level in tank relative to tank outlet;
    - (J) Condition of outlet tee;
    - (K) Presence and condition of outlet filter, if applicable;
    - (L) Presence and extent of roots in the tank;
    - (M) Evidence of tank leakage;
    - (N) Evidence of inflow non-permitted connections, such as from downspouts or sump pumps;
    - (O) Connection present from house to tank;
    - (P) Connection present from tank to next component;
    - (Q) Date tank was last pumped, if known; and
    - (R) Percentage of solids (sludge and scum) in tank; ~~and~~
  - (6) Location of pump tank and pump tank details:
    - (A) Distance from house or other structure;
    - (B) Distance from well or spring, if applicable;
    - (C) Distance from water line, if applicable;
    - (D) Distance from property line, if said property lines are known ~~and~~ or marked;
    - (E) Distance from finished grade to top of tank or access riser;

- (F) Distance from septic tank;
- (G) Presence and type of access risers;
- (H) Condition of tank lids;
- (I) Location of control panel;
- (J) Electrical connections in place and properly grounded;
- (K) Audible and visible alarms (as applicable) work;
- (L) Pump turns on, and effluent is delivered to next component; and
- (M) Lack of electricity at time of inspection prevented complete evaluation;

(7) Location of dispersal field and dispersal field details:

- (A) Type of dispersal field;
- (B) Distance from property line, if said property lines are known and/or marked;
- (C) Distance from septic tank and/or pump tank;
- (D) Number of lines;
- (E) Length of lines;
- (F) Evidence of past or current surfacing at time of inspection;
- (G) Evidence of traffic over the dispersal field;
- (H) Vegetation, grading, and drainage with respect only to their effect on the condition of the system or system components; and
- (I) Confirmation that system effluent is reaching the drainfield; and

(8) ~~State~~ Conditions that prevented or hindered the inspection.

(b) The inspector is not required to:

- (1) Insert any tool, probe, or testing device inside control panels; or
- (2) Dismantle any electrical device or control other than to remove the covers of the main and auxiliary control panels.

*History Note: Authority G.S 90A-72, 90A-74:  
Eff. October 1, 2011*

## SECTION .0800 – ONSITE WASTEWATER CONTRACTOR OR INSPECTORS CODE OF ETHICS

### This section is on RRC agenda for October Meeting

21 NCAC 39 .0801 is adopted with changes as published in 25:22 NCR 2460 as follows:

#### 21 NCAC 39 .0801 CODE OF ETHICS

- (a) Contractors and Inspectors shall ~~discharge their duties with fidelity to the public, their clients, and with fairness and impartiality to all.~~ at all times recognize their primary obligation is to protect the public in the performance of their professional duties and shall conduct the practice of those duties in a manner that protects the public health, safety and welfare.
- (b) Opinions expressed by Contractors and Inspectors in the discharge of their duties shall only be based on their education, experience, and honest convictions.
- (c) Neither a Contractor nor an Inspector shall disclose any information about the results of an inspection without the approval of the client for whom the inspection was performed, or the client's designated representative, except as required by law.
- (d) No Contractor or Inspector shall accept compensation or any other consideration from more than one interested party for the same service without the consent of all interested parties.
- (e) No Contractor or Inspector shall accept or offer commissions or allowances, directly or indirectly, from or to other parties dealing with the client in connection with work for which the licensee is responsible.
- (f) No Contractor or Inspector shall provide an appraisal nor express an opinion of the market value of the inspected property during an inspection or in the inspection report.
- (g) Before the execution of a contract to perform an on-site wastewater system inspection, an Inspector shall disclose to the client any interest the Inspector has in a business that may affect the client. No licensee shall allow his or her interest in any business to affect the quality or results of the inspection work that the Inspector may be called upon to perform.
- (h) Before the execution of a contract to perform an on-site wastewater system installation, a Contractor shall disclose to the client any interest a Contractor has in a business that may affect the client. No licensee shall allow his or her interest in any business to affect the quality or results of the installation work that the Contractor may be called upon to perform.
- (i) Contractors shall not knowingly or willfully install a non-permitted system.
- (j) Contractors shall not knowingly or willfully install a system or any part of a system other than what is specified in the permit by the local health department.
- (k) Contractors and Inspectors shall not engage in false or misleading advertising or otherwise misrepresent any matters to the public.
- (l) Contractors and Inspectors shall discharge their duties in accordance with Article 5 of Chapter 90A of the North Carolina General Statutes and the rules of the Board.

*History Note:* Authority G.S 90A-72, 90A-74:

*Eff. October 1, 2011*

**North Carolina Onsite Wastewater Contractors Inspectors Certification Board  
(NCOWCICB)**

**P O Box 132 Lawsonville, NC 27022  
Phone: (336) 202-3126 Fax: 866-651-8102  
[www.ncowcicb.info](http://www.ncowcicb.info)**

**Cash Management Plan**

**Receipts**

NCOWCICB is a fee supported entity. Fees are received for new applications for certification, renewals and modifications to certifications. Maximum fee amounts are set by General Statute 90A Article 5. Renewal fees are contained in NCOWCICB rules.

As it is the policy of the State of North Carolina that all agencies, institutions, departments, bureaus, boards, commissions and officers of the State, whether or not subject to the Executive Budget Act, Chapter 143, Article 1 of the General Statutes, NCOWCICB shall devise techniques and procedures for the receipt, deposit, and disbursement of moneys coming into their control and custody which are designed to maximize the interest-bearing investment of cash, and to minimize idle and nonproductive cash balances.

All fees received by NCOWCICB shall be processed in the following manner:

- Fees shall be paid by check or money order. No cash will be accepted.
- Renewal fees shall be mailed to Post Office Box.
- Application and modification fees shall be mailed or accepted in person by NCOWCICB authorized agent.
- Fee receipts shall be processed in a timely fashion.
- Upon completion of processing application, renewal or modification, deposit of receipts shall be made in pre-determined depository by staff of NCOWCICB.
- Any receipts not deposited by end of business day shall be kept in fire proof, locked safe and deposited on the next business day.
- A log of each receipt shall be kept and shall contain the name of payer, amount, date received, and date of deposit. The receipt log shall be kept both electronically and by hard copy filed in fire proof cabinet in the office of NCOWCICB.

## **Disbursements**

All salaries, compensation, and expenses incurred or allowed for the purposes of carrying out Chapter 90A Article 5 shall be paid by NCOWCICB exclusively out of the funds received by NCOWCICB. No salary, expense, or other obligations of NCOWCICB may be charged against the General Fund of the State of North Carolina. Neither NCOWCICB nor any of its members or employees may incur any expense, debt, or financial obligation binding upon the State of North Carolina. Disbursements shall be processed in the following manner:

- NCOWCICB shall appoint a Treasurer from the nine member board. Upon receipt of approved disbursement request Treasurer shall issue a check for disbursement of expenditure. Disbursements in amounts less than Five thousand dollars (\$5000.00) shall require the signature of Treasurer only. Disbursements in amounts greater than Five thousand dollars (\$5000.00) shall require signature of Treasurer and Chair Person.
- Recurring expenditures such as salaries, compensation, rents and utilities may be set up as electronic transfers.
- On the first day of each month Treasurer shall provide Director with disbursement log. Director shall reconcile disbursement log and receipt log with bank statement.

## **Audits**

As required by North Carolina Office of State Auditor, NCOWCICB shall comply with an annual audit of financial records. Said annual audit shall be paid for by NCOWCICB and audit report submitted to North Carolina Office of State Auditor and North Carolina Secretary of Treasurer and any other department as required by law. Said audit will be considered public record and subject to review by public.

### **NCOWCICB Current Members and Personnel Involved in Cash Management**

Chairman: Russ Davis  
Treasurer: Jerry Pearce  
Director: Connie Stephens