

NCOWCICB meeting minutes, 11/21/06  
Raleigh, NC

Meeting called to order at 12:53 pm

All present except for Paul Higdon, Russ Davis, and Ralph Hallowell

Guest/public: Frank Pierce, former President NCSTA

Tony Arnold and Chris Joyce with DENR Office of Ed and Training were present to discuss our website, database, rules, and other pertinent information. Tony commented that much of what we will be doing is mirrored in the water certification site. He did have a few concerns:

- 1) We need to get rules in place that define the statute  
We can use existing rules as a starting place for our rules.
- 2) Did we have a conflict in the rules with our Grade I certification without an exam?  
No. We double-checked during the meeting.
- 3) Need to set limit on grandfathering for Grade I  
We think it is self-limiting to first year.
- 4) Exam and exam bank will need to be developed:  
“Needs to know”  
Course curriculum  
Education subcommittee established (see later in notes)  
Need to have a certification school offered multiple times at multiple locations

Tony's biggest concerns:

- 1) No money for database  
Attach it to CIT database?
- 2) He put in for two positions. For now, Chris will take into his program.  
Ballpark costs: \$32-35,000 for position; \$10-20,000 for database

Tony will establish a line item for us to handle our deposits. He will also put our forms on his webpage.

We need a PO Box (Mail Service Center address)

Last meetings minutes: motion, voted, accepted

Agenda item #5:

We don't have to publicize our meetings  
Dates can go on our website, once we have one  
Visitors can sit in, but not necessarily speak  
Rowdy folks can be asked to leave

We can put a place in the agenda for “public comments” during the meetings  
We can go into Executive Session and ask visitors to leave

Conflict of interest: Can installer later be inspector of system he/she installed? Still need to ask AGs office about this.

Doug will go to AGs office as lobbyist for NCSTA; he will report to Connie (NCSTA person)

Finance and ethics forms: most of the board did not get these to fill out. Do we still need to? Who will send us the forms?

Citizen speakers: option to fill out form on website prior to meeting (5 minute limit per person)

Grievance committee: need to establish

WRITE questions for AGs office!

Certification ID number: several options were discussed. It was decided to go with the following: 3 initials + mo/yr of birth + year of certificate issue

For example: dcr02582007

It should prove to be unique and also takes into account lapses and re-issue.

Database needs to have a “problem” area built into it: lapsed certificates, installation/inspection problems, other issues with that person

Application needs to have “FOR OFFICE USE ONLY” block (Connie wrote down required elements)

Mail cover letter with certification card. Card is to be kept with them. \$25.00 to replace lost cards

Certification application form: motion passed, with changes

Certification card: motion passed, with changes

Reference form: modified from well drillers form. Motion to approve with changes; passed.

Gene Young: according to AGs office, we don't need secretary. We do need a co-chair.  
Gene nominated for co-chair, 2<sup>nd</sup>, motion passed

Chris: Motion made to have him start on database and website; 2<sup>nd</sup>, passed.

Education committee chosen: Al Gerard, Gene Young, Diana Rashash, and “public

spirited" individual....Doug Lassiter. Doug gave NSF inspection program material to Al. Al will be working on inspector agenda.

Doug working on cover letter and meeting dates.

Our mission statement is being taken directly from the statute.

Time was spent determining dates and locations for regional meetings. A list will be sent out as dates/locations are finalized. Try to have notary at each event. Checks to be made out to NCOWCICB.

Meeting adjourned at 4:40 pm.

Respectfully submitted,  
Diana Rashash