

NCOWCICB
Meeting Agenda
September 12, 2025 9:00 a.m.
LOCATION: Hotel Ballast 301 North Water St Wilmington NC

9:00 a.m. CALL TO ORDER: Russ Davis
OPENING PRAYER: Jerry Pearce
ROLL CALL: all present except Jim Beeson and Walter James
Expression of Appreciation and Recognition for Service by Russ Davis to Chris Dobbins
READING OF ETHICS STATEMENT by Russ Davis
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? None noted
If so, please identify the conflict or appearance of conflict and refrain from any undue participation in the particular matter involved.
Classes: Jerry Pearce, David Swinney, Chris Dobbins recuse
Complaints: some Board members will be recused during closed session

9:05 a.m. Recognition of any attending public and request to address board. Public may address the Board during this section of board meeting. Board will not respond to comments or request made by public. 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.
Doug Lassiter, NCSTA addressed the NC Legislative Short Session Status
Jeff Kerr, OWP
Catherine Lee, Board Counsel

9:15 a.m. Approval of minutes from 3/21/25 meeting. See attached
Motion to approve David Swinney, 2nd Chris Dobbins, approved

9:20 a.m. Treasurer's Report by Jerry Pearce, Treasurer
Financial Report as of June 30, 2025

Monies on hand:	
First Horizon Operating Account	\$176,490
First Citizens*	\$200,832
Bank of Oak Ridge*	\$234,893
Dogwood*	\$200,000
North State Bank*	\$245,513
First Bank*	\$228,502
Towne Bank*	\$214,379
KS Bank*	\$255,029
Providence Bank*	\$208,735
Southern Bank*	\$151,811
First National*	<u>\$209,412</u>
Total Monies on hand	\$2,325,596

(*CD held for future enforcement)

Note: Fiscal year runs 7/1 – 6/30

Presented by Jerry Pearce Motion to approve: Chris Dobbins, 2nd David Swinney approved

9:25 a.m. Update from Administrator:

- REMINDER Any Board member that has not taken the required Ethics training should do so **immediately**. Once you have taken the course please send me a copy of the completion certificate. Information for required Ethics training for Board members can be found at <https://www.ncsbe.gov/Ethics/Education>

- The following is what the Ethics Commission records show regarding the Board member's Ethics Training as of 3/12/25:

Board Member	Last Date Rcvd	Next Due Date
Russ Davis	1/15/24	1/15/26
Russ Ayers	12/6/23	12/6/25
Jerry Pearce	12/8/23	12/8/25
Glenn Hines	4/30/24	4/30/26
Michael Robinson	12/2/24	12/2/26
Walter James	3/26/25	3/26/27
David Swinney	2/11/25	2/11/27
Jim Beeson	12/6/23	12/6/25
Connie Stephens(EL)	8/26/25	8/26/27

- Remember that you must file an SEI on or before 4/15/26. You can file online anytime after 1/1/26 by going to [NC Ethics Efile - Home Page](#) Please do not wait until the last minute to file this as their system jams up at that time. I will email you reminder around February with a link. Once you have filed please send me an email letting me know you have filed.

- Class Approval Request:

Request for class approvals:

Approval Request Received:

NCSU reapproval of all previous class and three new classes

Motion to approve: Russ Ayers, 2nd David Swinney, approved

Chatham County reapproval of previous class

Motion to approve: Chris Dobbins, 2nd Russ Ayers, approved

Onsite Wastewater Professionals reapproval of all previous classes

Motion to approve: David Swinney, 2nd Chris Dobbins, approved

NCSTA reapproval of all previous classes

Motion to approve: Russ Ayers, 2nd Glenn Hines, approved

Jackson County reapproval of previous class

Motion to approve: Russ Ayers, 2nd Mike Robinson, approved

- Rules: The public comment period has expired. No comments were received. Motion to approve rules and move forward with RRC approval by Mike Robinson, 2nd Jerry Pearce, approved
- Class content discussion: with the changes made to certification requirements a person who has been certified as GL II for two years can apply for GL IV by taking additional 6 hour class. Considering those requirements it has been suggested that the 6 hour class be designed and designated as GL IV content only i.e focus on system details that only a GL IV certification holder would qualify to install. This would be stand alone 6

hour class held by providers and not woven into class with attendees of GL II. Discussion: Motion: Glenn Hines, 2nd Russ Ayers, approved

- With the new a person applying for Point of Sale Inspector in lieu of experience must take all the education requirements for GL IV installer. This was placed into effect so that a person attending the inspector class would have a base understanding of onsite wastewater systems. To ensure the applicant enters the Inspector class with this base knowledge when using in lieu of experience it should be required that the installer education requirements be taken prior to the Inspector class. Discussion: Motion: David Swinney, 2nd Chris Dobbins, approved
- Point of sale inspector required classes are the 24 hour inspector class plus a 6 hour class. Class providers have requested that the option be given to roll this into a 30 hour class which is at their discretion as the total hours would be met and the additional 6 hours would be focused solely on inspections. This is not seen as an issue. If the Board wants to make the inspector class simply a 30 hour class it can do so. Motion to approve: Russ Ayers, 2nd David Swinney, approved
- GL II exams: 2025 is first year testing for all grade levels. G.S. requires that the exams are offered three times annually. We have always exceeded that requirement. At the end of 2025 the exam will have been offered six times. For 2026 the plan is to offer the exam more frequently which leads to less time between class and exam and also reduce the number of those testing at each site.
- Exams: The 18E rules combined with legislative changes and department interpretations has become a moving target. The latest request to class providers for a pool of exam questions stated that any rule that is remaining “fluid” not be included in the exam question pool. While it is the responsibility of any certification holder to have current knowledge of rules it is virtually impossible at any given class presentation to teach the current version that may or may not be the same at exam time. The providers were also advised to submit questions that were direct and test knowledge of the foundations for the certifications. Exams are designed to test knowledge and not be used as a deterrent to entry into the industry. We never want to go down the path of bordering states that closed the door to entry but instead placed qualified persons in the industry. Discussion: Much discussion held regarding quality of industry professionals. Russ Ayers stated that may need to increase education requirements or require new people to work under someone for a set period of time. Jerry Pearce state mentors are needed in our industry. Chris Dobbins stated we are needing to end up with best quality people in the industry. Future discussions to be held as to how to achieve the quality needed for our industry.
- Budget Proposal Fiscal year 2025/2026

Proposed Income	\$450,000
Proposed Expenses	
Postage	\$ 10,000
Printing	\$ 45,000
Travel – Board	\$ 12,000
Travel – Staff	\$ 8,000
Telephone	\$ 4,500

Misc Expense	\$ 500
Bank Charges	\$ 1,500
Accounting	\$ 45,000
Salaries	\$150,000
Payroll Taxes	\$ 9,000
Insurance	\$ 12,000
Office Expense	\$ 5,000
Depreciation	\$ 1,500
Office Rent	\$ 6,000
Investigations	\$ 1,000
Hearing Expense	\$ 2,000
Meeting Expense	\$ 20,000
Web Expense	\$ 1,500
Legal Fees	<u>\$ 35,000</u>
Total Expenditures	\$369,500

Motion to approve: David Swinney, 2nd Jerry Pearce, approved

11:15 a.m. Board shall enter Closed Session for discussion of complaints received,
Motion to enter closed session Jerry Pearce, 2nd David Swinney, approved

11:45 a.m. Board shall re-enter regular session
Motion to enter regular session:

THE FOLLOWING COMPLAINTS WERE DISCUSSED IN CLOSED SESSION:
COMPLAINTS REVIEWED AND DECISIONS BY BOARD LISTED UNDER EACH
COMPLAINT

Complaint 02042501 install without permit, complaint was reviewed at last meeting shortly after meeting another complaint was received for same type offense, revocation is being processed

Complaint 12302401 deposit received no work commenced, reviewed at last meeting, decision to revoke, certification did not renew so no longer certified

Complaint 07302501 install without proper certification. The following Board members were recused during discussion David Swinney, Russ Ayers, Glenn Hines
Decision to send letter of admission of guilt motion Jerry Pearce, 2nd Chris Dobbins, approved

Complaint 05292501 incorrect installation, motion to dismiss due to no fault on installers passed all inspections, David Swinney, Jerry Pearce, approved

Complaint 06052501 incorrect inspection motion to send letter of caution and require POS class be taken during next 12 months David Swinney, 2nd Glenn Hines, approved

Complaint 070225 install without certification Motion send letter must hold certification Chris Dobbins, 2nd Mike Robinson, approved

Complaint 04082501 payment without performing work Motion to dismiss David Swinney, 2nd Glenn Hines, approved

Complaint 05162501 incorrect installation, second complaint from same homeowner, first complaint was dismissed as system was inspected as installed by LEH, this complaint claims property owner has found other issues with install motion to dismiss installer passed inspection, Jerry Pearce, 2nd David Swinney, approved

Complaint 07142501 incomplete and incorrect inspection motion for stayed suspension for 12 months, take POS class during suspension and submit reports for inspections performed during suspension David Swinney, Russ Ayers

Complaint 09082501 inspect without certification, seek injunction, Jerry Pearce, 2nd David Swinney, approved

11:50 a.m. Other business:
Board meeting dates: Next Board Meeting will be 3/20/2026 Beaufort Inn Beaufort, NC
12:00 p.m. Meeting adjourn:
Lunch will be served
Motion to adjourn Glenn Hines, 2nd David Swinney, adjourned

Financial Report as of June 30, 2025

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Note: Fiscal year runs 7/1 – 6/30

YTD Receipts**

Fees Received	\$572,039
Interest Income	<u>\$ 45,111</u>
Total Receipts	\$617,150

YTD Expenditures**

Postage	\$ 5,251
Printing	\$ 37,444
Travel – Board	\$ 10,639
Travel – Staff	\$ 4,728
Telephone	\$ 3,462

Misc Expense	\$ 500
Bank Charges	\$ 1,422
Accounting	\$ 37,945
Salaries	\$ 95,850
Payroll Taxes	\$ 7,425
Insurance	\$ 12,000
Office Expense	\$ 3,490
Depreciation	\$ 1,171
Office Rent	\$ 6,000
Investigations	\$ 0
Hearing Expense	\$ 0
Meeting Expense	\$ 15,745
Web Expense	\$ 1,296
Legal Fees	\$ 20,134
Total Expenditures	\$264,502

(**Fiscal year runs July 1 – June 30th)