

Well Constructor Continuing Education Committee Meeting Minutes
Tuesday September 30, 2003

Committee Members Present: Floyd Sippel, Greg McInnis, Mike McCord, by conference call - Terry Daugherty

Others: Nancy Sippel, Jerry Schmidt, Walter Perry with the Dept. of Justice, Juno Pandian, Tracy Eichenlaub

Perry addressed the Cont. Ed. Committee. He gave his background and distributed three handouts 1) a sheet outlining the roles and responsibilities of the Cont. Ed. Committee members 2) a copy of the pages of the APA regarding Public Meetings Checklist and 3) a page entitled "Reporting Conflicts of Interest." He proceeded to go over the handouts with additional detail.

The following is a summary of Perry's comments:

- DAS offers a good course on 'Board and Commission Training';
- the Cont. Ed. Committee needs to stay within the bounds of their authority which is given in SB 579;
- as this is a small committee and doesn't have much public attendance the Cont. Ed. Committee can have a level of informality;
- suggests that the chair recognize people to speak, so it is clear in the minutes who is speaking;
- action is official action of the Cont. Ed. Committee and must be clear;
- he recommends using an agenda;
- the agenda should differentiate between information items and action items;
- regarding minutes - they need to be clear on the text of the motion and who voted for/against;
- at a meeting the minutes from the previous meeting should be approved, after any necessary discussion;
- he emphasized that as a quorum if three members meet and discuss Cont. Ed. Committee business it is a public meeting;
- there are two types of conflict of interest 1) potential and 2) actual
 - if there is actual conflict the individual is not to participate in any discussion but can vote if they are needed for a quorum;
 - if it is a potential conflict the member needs to announce such so it is on record. They can participate in discussion and vote;
- conflict of interest also regulates gifts. The Cont. Ed. Committee would not be permitted to receive gifts from people they regulate (ie. drillers and sponsors) with the following exceptions: less than \$100 per calendar year; food and lodging is okay if the Cont. Ed. Committee member is presenting or speaking out of town; meals are okay;
- Sippel asked about things/trips manufacturers give well constructors. Perry said he would have to look into and respond at a later date;
- regarding motions:

- someone needs to make a motion
- someone seconds the motion
- the chair opens the topic for discussion
- motion may be changed based on the discussion
- an amended motion would be seconded
- the chair calls for a vote
- chair says result of vote.

The Cont. Ed. Committee reviewed the course application for "OWRD Sponsored Training Oct. 2003" submitted by the Department. Discussion: Sippel questioned whether "OWRD staff" is sufficient in "Instructor Information". The Cont. Ed. Committee unanimously agreed that was acceptable. McCord motioned to assign four (4) CECs, McInnis seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for "USGS Activities in the Willamette Basin (including Columbia River Basalt) and Klamath Basin" submitted by the Oregon Ground Water Association (OGWA), as part of their Fall 2003 Convention. McCord motioned to assign 1 CEC, Sippel seconded. Discussion: regarding what type of mailing would be made and what advertising would be done. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for "Rules Update & Changes/Continuing Education Requirements/Changes at OWRD (move) and OWRD Web Resources - how to access information on the web, new forms and where to find them, filling out well logs, using GRID to access well information" submitted by the OGWA, as part of their Fall 2003 Convention. McCord motioned to assign 1 CEC. He then recognized that the course is 1 hour and 40 minutes and the category should be identified in the motion. McCord amended the motion to: 2 CECs in the Oregon gw/well laws category. McInnis seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for "Drilling - Equipment Technology - drilling methods/rig maintenance for the drilling contractor/operator" submitted by the OGWA, as part of their Fall 2003 Convention. McCord asked if the four individuals listed for instructor were all presenting or if it was unknown which one was presenting. Nancy Sippel clarified that all four would be presenting, each is from a different manufacturer. McInnis motioned to assign 1 CEC, Sippel seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for "Pump - Basic Pump Theory - pressure head, TDH, etc" submitted by the OGWA, as part of their Fall 2003 Convention. McInnis motioned to assign 1 CEC, then amended it to 0.50 CEC. McCord seconded. Discussion: Daugherty asked if the Department had received an answer as to whether the Cont. Ed. Committee could assign less than 1 CEC for 50 minutes (from 5-5-03 meeting). The Department had not yet asked the question to DOJ, a note was made to check with DOJ on that question. McInnis motioned to assign 0.50 CEC, Sippel seconded. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Pump - Water Treatment and Conditioning - licensing, rules and regulations” submitted by the OGWA, as part of their Fall 2003 Convention. McInnis motioned to assign 0.5 CEC, McCord seconded. Discussion: which rules and regulations? Schmidt stated it would not be OWRD rules, it would be Department of Commerce rules and regulations. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Drilling - Mud Drilling 101 - How to set-up and drill with mud” submitted by the OGWA, as part of their Fall 2003 Convention. McInnis motioned to assign 1 CEC, Sippel seconded. Discussion: who is the instructor?, the application did not give a name. Nancy Sippel said it would be Kirby Donald who is a Baroid representative. The vote was all in favor.

The Cont. Ed. Committee reviewed the course application for “Look Up! Overhead Power Line Safety” submitted by the OGWA, as part of their Fall 2003 Convention. McInnis motioned to assign 1 CEC, then amended the motion to: 1 CEC be in the safety/first aid/CPR category, McCord seconded. The vote was all in favor.

Sippel asked if the OGWA stamp would be acceptable or if the instructor needed to sign all the tracking sheets. Cont. Ed. Committee agreed that the stamp would be acceptable.

The following documentation for CECs was reviewed by the Cont. Ed. Committee:

Dean Delavan, #775, submitted documentation, requesting 16 CECs, for the following courses taken at the American Ground Water Trust’s “Water Well Rehabilitation Technology: Practical, Cost-Effective Solutions to Water Well Problems” conference.

McCord noted he attended one day of this conference and there was not much control as far as who actually stayed in the class. Nancy Sippel commented that Washington Dept. Of Ecology approved the conference for ±11.5 CECs for their well constructors.

- Jan. 27, 2003, 8:45-9:30, A. Stone, American Ground Water Trust and N. Mansuy, Subsurface Technologies. The Cont. Ed. Committee agreed that the class did not meet the minimum 50 minute requirement for 1 CEC. McInnis motioned to assign 0.50 CEC, Sippel seconded. The vote was all in favor;

- Jan. 27, 2003, 9:30-10:30, M. W. Gannett, U.S.G.S. McInnis motioned to assign 1 CEC, Sippel seconded. The vote was all in favor;

- Jan. 27, 2003, 10:45-11:45, R. Christensen, EGR & Associates Inc. McInnis motioned to assign 1 CEC, Daugherty seconded. The vote was all in favor;

- Jan. 27, 2003, 11:45-12:30, E. Schofield, Johnson Screens. McInnis motioned to assign 0.50 CEC, based on the length of time of the course, Sippel seconded. The vote was all in favor;

- Jan. 27, 2003, 1:30-3:00, A. Wicklein, Pigadi. Gbh. McCord motioned to assign 1 CEC,

McInnis seconded. Discussion: there was a question as to how much emphasis was placed on applications for NW wells. The vote was all in favor;

- Jan. 27, 2003, 3:00-3:30, N. Mansuy, Subsurface Technologies. McCord motioned to assign 0.50 CEC, McInnis seconded. The vote was all in favor;

- Jan. 27, 2003, 3:45-4:15, A. Coombs, Baroid. McCord motioned to assign 0.50 CEC, McInnis seconded. The vote was all in favor;

- Jan. 27, 2003, 4:30-5:00, N. Mansuy, Subsurface Technologies. McInnis motioned to assign 0.50 CEC, Sippel seconded. The vote was all in favor;

- Jan. 28, 2003, 8:15-9:15, K. McGinnis, Cotey Chemicals. Sippel motioned to assign 1 CEC, McCord seconded. The vote was all in favor;

- Jan. 28, 2003, 9:15-10:00, L. West, SLR International. McInnis motioned to assign 0.50 CEC, Sippel seconded. The vote was all in favor;

- Jan. 28, 2003, 10:15-11:15, B. E. McKee, Springfield Utility. McCord motioned to assign 1 CEC, Sippel seconded. The vote was all in favor;

- Jan. 28, 2003, 11:15-12:15, P. Christensen, Advanced Well Tek. McInnis motioned to assign 1 CEC, McCord seconded. The vote was all in favor;

- Jan. 28, 2003, 1:15-2:00, S. Barratt, Water Recovery Services Inc. Sippel motioned to assign 0.50 CEC, McInnis seconded. The vote was all in favor;

- Jan. 28, 2003, 2:45-3:00, T. Eichenlaub and M. McCord, Oregon Water Resources Dept. Sippel motioned to assign 0.50 CEC, then amended to: 0.50 CEC in the Oregon gw/well laws category, McInnis seconded. McCord noted a conflict of interest. The vote was all in favor;

- Jan. 28, 2003, 3:45-4:00 Panel Discussion. The Cont. Ed. Committee questioned how to address this course. They unanimously agreed it was not relevant since it was only 15 minutes. Sippel motioned to assign a total of 10.5 CECs to this conference, McInnis seconded. The vote was all in favor.

Meeting break: During the break Schmidt stated that as the chair McInnis cannot make motions. Staff noted to check that with DOJ.

Tim Riley, #1424, submitted*:

- ▶ documentation for the following courses taken at the OGWA Spring Convention 2002:
 - Oregon Cont Ed/Rules. Sippel motioned to assign 1 CEC in the Oregon gw/well laws category, McInnis seconded. The vote was all in favor; *
 - GRID/Well Log Filing Via the Internet
 - On the Road Again/DOT Audit
 - Effects of Earthquakes on Ground Water Wells

*There was discussion at this point as to whether the Cont. Ed. Committee needed to review each course if they have previously approved the same course for other well constructors. The Cont. Ed. Committee agreed to review by page, totaling, and categorizing as necessary, those courses that were previously approved for other well constructors.

Sippel motioned to assign a total of 4 CECs, further defined as 2 in the Oregon gw/well laws category, he then amended the motion to: assign a total of 4 CECs, 2 in the Oregon gw/well laws category and 1 CEC in the safety/first aid/CPR category, McCord seconded. The vote was all in favor.

- ▶ documentation for the following courses taken at the OGWA Spring Convention 2003:
 - How Well is Your Water
 - Theory & Maintenance of Hydraulic Systems
 - Oregon Cont Ed/Rules/Transfers
 - Well Rehabilitation and Development
 - New Products - New Technology
 - Rigging for your Rigs
 - The Year of the Professional
 - **Plasma Arc Cutting. This was on the back, Cont. Ed. Committee did not see it thus it was not reviewed. It will be reviewed at the next meeting.**

Sippel motioned to assign a total of 7.5 CECs, further defined as 1 in the Oregon gw/well laws category, McInnis seconded. There was a question as to whether the Rigging course was in the safety category last time. Staff checked the minutes from the May 5, 2003, meeting - it was not. Daugherty remembered discussion concerning business type courses such as “Year of the Professional” and questioned where the Cont. Ed. Committee had landed in previous discussion in regard to those type courses. McInnis said he remembered it that if the course was targeted for the industry it would count, if it was general it would not. Other Cont. Ed. Committee members agreed. The vote was all in favor.

James Mack, #1493 & #10111, submitted:

- ▶ documentation for the following courses taken at the OGWA Spring Convention 2003:
 - How Well is Your Water
 - Basic Theory & Maintenance of Hydraulic Systems
 - Plumbing Code Update
 - Surviving Rehab - Using well chemical safely and effectively
 - New Products Technology
 - Rigging for your Rigs
 - M & S Supplies

Sippel motioned to assign a total of 6 CECs. Discussion: would the M & S Supplies be in the exposition category? The Cont. Ed. Committee agreed it would be. Also, how long the Plumbing class was? It was 1 hour. Sippel amended the motion to: 6 CECs further defined as 1 in the exposition category, McInnis seconded. The vote was all in favor.

- ▶ documentation for the following courses taken at the OGWA Spring Convention 2002:
 - Oregon Cont Ed/Rules
 - Well Log Filing Via the Internet
 - DOT Compliance and Audit Survival
 - Lincoln Welding Training

McCord motioned to assign a total of 4 CECs, further defined as 2 in the Oregon gw/well laws category, Sippel seconded. The vote was all in favor.

- ▶ documentation for the following course taken at the OGWA Fall Convention 2002:
 - 2002 Code Changes Class for Limited Pump Installations Specialty Contractor License.

McCord motioned to assign a total of 2 CECs, Sippel seconded. Discussion: clarified that the course was 4 hours, well constructor requesting ½ credit. The vote was all in favor.

Well constructor requested 15 CECs, all were approved but it equals 12 CECs.

Jim Hansen, #1293 & #10133, submitted:

- ▶ documentation for the following courses taken through the National Ground Water Association (NGWA):
 - Constant Pressure Made Easy. Sippel motioned to assign 1.5 CECs, McCord seconded. Discussion: Daugherty questioned how arrived at 1.5 CECs. Because it is a pump course. Clarification that pump courses are credited at ½ the class time not a maximum of 0.50 CEC. The vote was all in favor;
 - Increasing Profit Margins, Lowering Taxes. McCord motioned to not assign CECs. Discussion: McInnis attended the course said it was focused on the industry. Note: in the future the Cont. Ed. Committee would like more information to review. McCord amended the motion to assign 1 CEC, Sippel seconded. The vote was all in favor;
 - DOT Update for GW Contractors. McCord motioned to assign 1 CEC in the safety/first aid/CPR category, McInnis seconded. The vote was all in favor;
 - Exhibit Hall. McCord motioned to assign 2 CECs. After reading OAR 690-205-0045(4) McCord amended the motion to 1 CEC. Discussion: regarding the fact that the Cont. Ed. Committee has denied courses previously for no signature. It was agreed that since a copy of the name badge was included that would make up for the lack of signature. McInnis seconded. The vote was all in favor.
- ▶ documentation for the following courses taken through the Washington Dept of Ecology (April 2002):
 - RCW Changes
 - Water Well Metering
 - Well Rehabilitation
 - Water Rights “6 packs”

It was noted that several of these were reviewed at the May 5, 2003, meeting for other constructors, Cont. Ed. Committee can refer to them for consistency. McCord made a motion to request additional information, McInnis seconded. McCord, McInnis, and Daugherty voted in favor, Sippel abstained. Sippel suggested assigning CECs to the Water Well Metering and the Well Rehabilitation courses. The rest of the Cont. Ed. Committee preferred to request more information on all of the courses and review them all together. Staff will offer the licensee opportunity to provide additional information for review.

Dan Jensen, #10405, submitted:

- ▶ a certificate of completion for an 8-Hour Hazwoper Refresher course which included 4 hours of CPR and 1st Aid. Sippel motioned to assign 8 CECs, further defined as 4 CECs in the safety/first aid/CPR category and 4 CECs in the Hazmat category, McInnis seconded. Discussion: regarding how the OGWA hazwoper class works in regard to length of course and accreditation. The vote was all in favor;
- ▶ documentation for the following courses taken at the OGWA Spring Convention 2002:

- Cont. Ed. Update
- Well Log Filing
- DOT
- Welding
- RJB Wholesale

Discussion: Was the Cont. Ed. Update 1 or 2? (unclear on form) It was 1. Was the Welding 1 or 2? (unclear on form) It was 1. What was RJB Wholesale? It was agreed it must have been part of the exposition. McCord motioned to assign 4.5 CECs, further defined as 2 in the Oregon gw/well laws category, 1 in the safety/first aid/CPR category, and 0.50 in the exposition category. McInnis seconded. The vote was all in favor.

L. Mark Knolle #10437, submitted:

- ▶ documentation for “Equipment Executive Development Institute”, 32 hours of training. McCord made a motion to direct staff to offer the licensee opportunity to provide additional information for review, McInnis seconded. The vote was all in favor.
- ▶ a certificate of completion for an 8-Hour Hazardous Waste Site Refresher Course. Sippel motioned to assign 4 CECs in the Hazmat category, McCord seconded. 4 CECs in Hazardous Materials training is the maximum allowed per licensing period by rule (OAR 690-240-0210(3)). The vote was all in favor.
- ▶ documentation for the following courses taken through the NGWA:
 - Fleet Safety Management. Sippel motioned to assign 1 CEC, he then amended the motion to: 1 CEC in the safety/first aid/CPR category, McCord seconded. The vote was all in favor;
 - Geothermal Heat Pump. McCord motioned to assign 1 CEC, McInnis seconded.

Discussion: proposing a full 1 CEC since it is related to geothermal, not just pump. The vote was all in favor;

- Dual Rotary Drilling. Sippel motioned to assign 1 CEC, McCord seconded. The vote was all in favor;

- In-Situ Treatment of Radionuclides. McCord motioned to assign 1 CEC, Sippel seconded. The vote was all in favor.

- ▶ documentation for GMEC Conference 2003, 6 PDHs. Sippel made a motion to request more information, McCord seconded. The vote was all in favor. Staff will offer the licensee opportunity to provide additional information for review

Alan Lang, #1461, submitted documentation for the following course:

- ▶ Basic Drilling Fluids Water Wells, 8 hour course. McCord motioned to assign 8 CECs, McInnis seconded. Discussion: Sippel asked about instructor qualifications. Most members agreed although none are given they would not request additional information. McCord, McInnis, and Daugherty voted in favor, Sippel abstained.

J. Edward Miller, II, #10521, submitted:

- ▶ OSHA 8 hour Refresher. Sippel motioned to assign 4 CECs in the Hazmat category. Discussion: there is no certificate, just the note on the “Summary Form”. Sippel withdrew his motion. McCord motion to request documentation of completion for the course, McInnis seconded. The vote was all in favor.
- ▶ a certificate of completion for “Franklin Electric 3-Phase Series #1-Power Source Components”, 4 hours. McCord motioned to assign 4 CECs. Discussion: is this a pump course? Cont. Ed. Committee agreed it probably was. McCord amended motion to assign 2 CECs, McInnis seconded. The vote was all in favor.
- ▶ a certificate of completion for “CETCO Grouting per State Regs”, 1 hour. McCord motioned to not assign CECs because it was based on state regulations for Oklahoma however the constructor can provide additional information for review. McInnis seconded. The vote was all in favor.
- ▶ a certificate of completion for “Sun-Belt Pump & Supply, Inc. Pump Sizing & Troubleshooting”, 4 hours. Sippel motioned to assign 2 CECs, McCord seconded. The vote was all in favor.
- ▶ a certificate of completion for “OWRB Regulations”, 1 hour. Sippel motioned to assign no CECs, McInnis seconded. Discussion: No CECs assigned because it was for Oklahoma. Daugherty questioned if Cont. Ed. Committee can check the authenticity of certificates, agreed not really. The vote was all in favor.

Willie Williams, #589, submitted documentation for the following courses taken through the Washington Dept of Ecology (Feb. 2003):

- E-Info Update, 1 hour
- Well Logs on Internet, 4½ hours
- RCW Changes, 1 hour 10 minutes

McCord made a motion to request additional information, Sippel seconded. The vote was all in favor. Staff will offer the licensee opportunity to provide additional information for review.

Daniel Mumford, #10213, submitted documentation for “The 11th Annual Oregon Water Law Conference” November 13, 2003. Discussion: does the course meets the topics criteria?; would it be included in the Oregon gw/well laws category?; only 2 of the courses on the agenda meet the minimum 50 minute time requirement, remainder can assign 0.50 CEC; McCord motioned to assign 1 CEC in the exhibition category, after more discussion he withdrew that motion; Pandian was at the Conference and provided minimal information as to course content; Cont. Ed. Committee decided they need to review each course individually, then decided to ask for more information. McCord made a motion to request

additional information, McInnis seconded. The vote was all in favor. Staff will offer the licensee opportunity to provide additional information for review.

The minutes from the May 5, 2003, meeting were reviewed. There was a question as to what the **bolded** parts of the minutes from the May 5, 2003 were. Staff explained they were amendments made after the first set of minutes went out to the Cont. Ed. Committee. Sippel motioned to accept the minutes, McInnis seconded. The vote was all in favor.

Tentatively set next meeting for mid-January.

Adjourn.