



## *MEETING MINUTES*

December 18, 2018  
9:00 AM  
195 North 1950 West

**PRESENT:** Will Nickle, Terry Smith, Jon Paul (JP) Franck, Mark Baird, and Travis Christensen

**DIVISION STAFF:** Bernie Clark, Gary Rager, and Dawnie Jacobo

**ABSENT:** John Oakeson and Bret Christiansen

### ***I. CALL TO ORDER***

- a. Gary Rager called the meeting to order at 9:12 a.m.
- b. Introductions
  - i. The Commission and the Division staff introduced themselves.
- c. Commission Appointments
  - i. Gary Rager announced the Director, Marie Owens, has approved extending the Commission's terms. The terms have been staggered to avoid the majority of the members expiring simultaneously and to maintain a full Commission.
  - ii. Chair and Vice Chair
    1. Mark Baird nominated Terry Smith for Chair. Jon Paul Franck seconded. The motion was carried unanimously by the Commission.
    2. Terry Smith nominated Mark Baird for Vice Chair. Jon Paul Franck seconded. The motion was carried unanimously by the Commission.
- d. Approval of Minutes – 10.31.2017
  1. Terry Smith motioned to approve the minutes. Mark Baird seconded. The motion was carried unanimously by the Commission.

### ***II. REVIEW OF CROSS CONNECTION CONTROL AND BACKFLOW PREVENTION RULE CHANGES AND ADOPTION BY DRINKING WATER BOARD***

- a. Amendments to R309-105-12 – Cross Connection Control
  - i. Gary Rager explained this rule has been updated to reference the current International Plumbing Code and its amendments as adopted by the Department of Commerce.
  - ii. Gary Rager summarized the structure of the deadlines for obtaining a certified Program Administrator is based off of the water system's population and the system type.
- b. Repeal and Reenactment of R309-305 – Cross Connection Control Certifications
  - i. Gary Rager explained the changes and new procedures for Backflow Assembly Tester and Program Administrator certifications.

### **III. CROSS CONNECTION CONTROL COMMISSION MEMBER TERM LIMIT**

- a. Policy
  - i. Gary Rager informed the Commission that the Director, Marie Owens, has requested the Commissions' input for limiting the number of terms a member can serve.
  - ii. The Commission discussed the limited availability of volunteers, the process for renewing the Commissions' terms, and the length of time it takes to become familiar with all aspects of the program. Also, discussed increasing the frequency of Commission meetings.
    - 1. Will Nickle motioned to approve a policy for no term limits for the Commission. They are reviewed by the Director on a term-by-term basis and removed or not renewed at the Director's discretion. Travis Christensen seconded. The motion was carried unanimously by the Commission.

### **IV. UPDATE ON TRAINING ORGANIZATIONS**

- a. Gary Rager provided statistics for the total number of courses and exams completed by the training organizations.

### **V. CROSS CONNECTION CONTROL CERTIFICATION REPORT**

- a. Gary Rager provided statistics on the Cross Connection Control Certification Program and the renewal rate. There has been an increase in the Program Administrator and the Backflow Assembly Technician certifications.

### **VI. CROSS CONNECTION PROGRAM PROJECTS**

- a. Backflow Coalition Meetings
  - i. Gary Rager mentioned he is actively facilitating meetings in different geographical locations to collect different perspectives for improving the programs training and education. These meetings will be expanding to more rural areas.
- b. Backflow/Cross Connection Webinar
  - i. Gary Rager specified this team discusses methods of providing online training and generates ideas. The Backflow 101 video will be developed and available online.
- c. Teams and Committees
  - i. Gary Rager reported the Rules and Policy Team are reviewing the rule changes and revising the Cross Connection Control Program of Utah guidance document.
  - ii. Gary Rager shared the Program Administrator Review team consists of experts who will validate the current questions and create new questions for the certification exams. They are also creating the Need-to-Know criteria for courses and exams.

### **VII. OTHER BUSINESS**

- a. Time allotment on agenda for public comment
  - i. Gary Rager proposed scheduling a public comment period to speak at the Commission meetings with a time limit. The Commission discussed the benefits of the public presenting at meetings and setting a limit to stay on schedule.

- ii. Will Nickle motioned to approve a time allotment for the public to speak at future Commission meetings with a three minute limit for each individual. Mark Baird seconded. The motion was carried unanimously by the Commission.
- b. The Commission discussed developing a process for approving course curriculum via email between Commission meetings.

**VIII. FUTURE MEETINGS**

- a. Terry Smith proposed designating two specific times a year for the Commission to meet. After some discussion the Commission will coordinate schedules on the third week of May and October.

**IX. ADJOURN**

- a. Will Nickle moved to approve adjourning the meeting at 10:32 p.m. Mark Baird seconded. The motion was carried unanimously by the Commission.

DRAFT