

MINUTES
WCS AWWA CCC COMMITTEE ANNUAL MEETING
 May 25/26 2012 Canmore Alberta

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Present

Rob Baumbach	Red Deer College
Robert Caudron	NAIT
Jeff Cooper	Conbraco
Moe Fanous	Watts
Randy Fogen	City of Saskatoon
Dylan Gerlack	EPCOR Water Services Inc
Jim Green	City of Calgary / Manual Officer
Kevin Lang	City of Regina
Daniel Larson	Red River College
Lorne Mireau	SIAST / SK Certification Officer/ Education Committee Chair
Rynette Moore-Guillaume	SaskWater
Doug Peters	NAIT / Committee Chair
Walter Petik	VorTeq Cal
Mike Sayers	City of Calgary
Joe Scavarelli	CCC Training Institute Inc
Perry Wager	Alberta Municipal Affairs
Gary Wagner	SAIT / AB Certification Officer
Ron Wardner	City of Red Deer
Dean Wigmore	Red Deer College
Danny Wilson	Medicine Hat College / Vice Chair
Richard Yoo	BCIT
Michael Zilinski	City of Winnipeg / MB Certification Officer / Chair
Ryan Roberts	WCS AWWA
Audrey Arisman	WCS AWWA Executive Director / Recording Secretary
Lisa Anderson	Staff

Guests

Sylvain Boudrias	Réseau Environment
Gary Sullivan	AWWA (attended to 9:30 am May 25)

Absent

Gyn Gyn Lee	WCS AWWA Board Liaison
Darrell Brown	SIAST Wascana Campus
Bryan Keats	Zurn/Wilkins
Ken Whamond	New Brunswick Backflow Prevention Association

1. Call to Order

Mike Zilinski called the meeting to order at 9:00 AM., Friday May 25.

2. Introductions

All attendees introduced themselves. Committee held planning session May 24 with Gary Sullivan facilitating. A draft of the new strategic plan will be provided to the committee within the next month or two.

3. Acceptance of the Agenda

Agenda was accepted.

4. Adoption of Minutes May 2011

*Motion: to accept the minutes of the 2011 WCS Cross Connection Control Committee meeting.
Seconded. Carried.*

5. Membership

5.1. Notice of Resignation

- 1.1.1. Bill Evans, Associate, BCIT
- 1.1.2. Doug Dyer, Associate, Supplier, Zurn Industries
- 1.1.3. Wayne Wilson, Associate, Supplier, Watts Water Technologies

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5.2. New Applications

5.2.1. Mike Sayers, Associate, Purveyor, City of Calgary

Motion to accept Mike Sayers as a non-voting, associate member. Seconded. Carried

5.2.2. Joe Cartwright, Associate, Purveyor, City of Medicine Hat

Motion to accept Joe Cartwright as a non-voting, associate member. Seconded. Carried

5.2.3. Richard Yoo, Associate, Educator, BCIT

Motion to accept Richard Yoo as a non-voting, associate member. Seconded. Carried

5.2.4. Moe Fanous, Associate, Supplier, Watts Water Technologies

Motion to accept Moe Fanous as a non-voting, associate member. Seconded. Carried

5.2.5. Bryan Keats, Manufacturer, Zurn Industries Limited

Bryan Keats was to replace Doug Dyer but his application was not received prior to the meeting. Bryan would be able to be a voting manufacturer member as his primary membership would be in WCS.

6. Business Arising from the Minutes

6.1. Legal Section Update

An updated legal section was provided by the section lawyer's office. Content was reviewed. Comments received from Dean Wigmore prior to the meeting were reviewed.

Although important to make municipalities aware of the importance of having a program, the audience of the manual would already be aware of that and have programs in place. Discussion on what would be required in the section and if liability issues were sufficiently covered.

Gary Sullivan will provide some information from the AWWA CCC manual (M14).

It was suggested that case studies of legal issues be added to last section of the manual to illustrate the ramifications of non compliance would also be an good addition to the manual.

Process for inclusion the manual – would require approval of each section and the national committee. Discussed if additions should be added to the content before or after submission to the national committee. Decided that it would be best to have submission updated first.

Action administration to work with Jim Green to refer the Legal article back to the author to include comments regarding risk mitigation through a cross connection control program.

Motion to remove "such as Alberta" from 3rd paragraph of section 1. Risk of Regulatory Non-Compliance. Motion not seconded.

6.2. Affiliate Memberships / Certificate Expiry Dates

WCS Board Motion – CCC Certification Fee, October 6, 2011

Motion To approve the proposal from the CCC Committee to remove the Annual Affiliate Membership and replace it with a 5 year Certification Fee in the amount of \$100. Fee to be evaluated annually to ensure cost recovery.

Moved by Gyn Gyn Lee; Seconded by Scott Miller; All in Favour

Implementation Letter for the new 5 year process was sent to all WCS Training institutes with new registration form October 13, 2011.

Expiry dates are tracked in the WCW database and are printed on all certificates.

Notice of pending expirations will be sent a year prior, formal process of notifications and letter are yet to be drafted.

6.3. Committee Member Recognition Item

No feedback provided from supplier members on possible items to turn into awards for service awards.

Recognition for this year's resignations discussed.

Motion to send thank you letter and gift certificate to Wayne Willson and Doug Dyer, \$100 each. Seconded.

Discussion on if gift certificate or service award as per WCS AWWA.

Motion to table discussion until tomorrow.

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6.4. BackTalk Enews

No newsletters have been sent. Dan Larson did not receive any incidents or information from any committee members. Was addressed at the strategic planning session and recognized as a communications issue. Requirement can be added to volunteer description for communications volunteer.

Dan Larson still interested in getting things together, suggested that a report from the WCW'12 may provide some content. BCBPA has a new newsletter; Richard will get them in contact with Dan Larson.

Recommendations:

- Editor needs to be more aggressive about getting information from committee members.
- Market for the newsletter is testers within WCS.
- The new WCS communications committee could assist in the newsletter, however would require the support of the committee to get the sources for stories.
- Communication could be expanded to get messaging to municipalities that don't have programs, may want to have a more national voice.
- Get one volunteer for each membership category to get information for each area for information.

Strategic plan communications items will be reviewed when draft received. Further actions will be decided at that point.

Motion to establish a PR subcommittee with representation from the various groups, with chair as a liaison to the WCS Communication committee. Seconded. Carried.

Suppliers will connect directly with the chair, Mike Zilinski. Volunteers - Perry Wager, Joe Scavarelli, Mike Sayers.

6.5. Computer Based Back Flow Model

No further updates on possibility of setting up computer based back flow models. Committee members were to have looked at possible existing products.

Decided not to pursue further at this time. Tradeshow presence discussed later in the meeting.

6.6. Reclaimed Water Letter

Mike Zilinski drafted a letter regarding storage of reclaimed water for submission to environment minister. Alberta Municipal Affairs already has a similar letter already posted on their website.

Members to review the letter, should it be sent on behalf of the WCS AWWA CCC committee, it would have to be reviewed by the board.

AWWA may have information on the topic, Ryan Roberts will follow up.

7. Reports

All meeting reports submitted under separate cover – only comments are included in the meeting minutes.

7.1.1. Chair Report

As submitted.

Zilinski

7.1.2. National Committee

Ron is planning on holding a meeting in the fall to discuss items from BC and WCS, possibly in Calgary. Should there be items for discussion at national, members should let Ron know.

Wardner

7.1.3. Financial Position/2012 Budget

As submitted.

May need to budget more for communication/education activities as employers are less supportive of the extra time and trips. Budget request for 2013 will have to be presented for the September WCS AWWA board meeting.

Arisman

7.1.4. WCS AWWA

Gyn Gyn Lee was unable to attend this year as she is procreating. Ryan will fill in for her while she is off.

Roberts

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WCS AWWA has done a communications review and has recently done a strategic planning session. Communications focussed on branding and messaging.

7.2. Manufacturers/Agents

7.2.1. Conbraco

As submitted.

Cooper

7.2.2. Watts

As submitted.

Fanous

7.2.3. Zurn/Wilkins

As submitted.

Keats

7.3. Sub Committee Reports

7.3.1. Education

As submitted.

Mireau

7.3.2. CCC Manual

Green

Jim submitted of editorial changes made to content that was appeared when manual versions changed to national.

List of approved devices was updated, but it is a challenging list to keep up to date. Model listings are on the manufactures websites. Devices are being developed at an increased rate, so keeping the list current will become more difficult. Ontario would like to remove the listings from the manual and include reference to website listings only. Need to have direct links, should have a resources page in the manual and the website. Value in having hard copy listing in the book with CSA and manufactures sites as well. Committee was split on if it should stay in the book or be removed.

Recommended that suppliers could provide information on new devices in regular newsletter.

Action Jim will submit changes to the manual to Ron for review by the national committee.

8. New Business

8.1. AWWA/ ABPA (American Backflow Protection Association) MOU

Copy of the MOU recently signed by AWWA and ABPA was provided to the committee. There will be a meeting at ACE 2012, Audrey Arisman will be attending and will report back on any potential issues. The meeting agenda was available and is included with the meeting reports.

8.2. Alberta Mechanical Officials Society (AMOS)

Danny Wilson reported on behalf of a member of AMOS in Medicine Hat on concerns on a device. He was hoping to attend the meeting but was unable to. Issue discussed, resolution not achieved. Recommended that any future issues be submitted in writing prior to the meeting so that proper responses can be determined.

8.3. Municipal Association Tradeshows

Report submitted on attending Saskatchewan and Manitoba municipal tradeshows for awareness.

Alberta event is significantly more expensive (+\$2000), so may need to find partners in order to participate in that event. Also recommended to look at health official tradeshows. Will refer to finalized strategic plan for further actions.

Action Budget to attend Saskatchewan and Manitoba events will be requested for 2013.

8.4. CCC Manual Format

Recommend changing manual from binder to coil bound book, report submitted on reasoning.

Instructors do add additional material to binder. Coil bound book may be able to be hole punched as well so it could be put into a binder.

We have 800 binders in stock so will not be able to change format until those are used.

Action get a sample of hole-punched coil bound CCC Manual for each instructor for testing.

8.5. Instructor Exam Handling & Fee

Current Instructor exam fee is \$30. Office services/cost required to process an instructor exam include:

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- Mailing exam, and two forwarding envelopes to exam proctor (one for exam marking, the second to return exam to office)
- Process returned exam entering into database
- print and mail certificate
 - mailings are typically \$1.29 each

Proctor and marking of exam is done by volunteers. Office services are \$40/hour. Total office time is approximately 45 minutes (\$30).

Recommend that the committee review the cost of exam fee and recommend an increase to the National Committee.

Motion to increase instructor exam fee to \$100. Seconded. Carried.

Action The education committee will recommend to the national education subcommittee to review the exam and the processes related to taking the instructor exam and produce a policy and procedure document.

8.6. Test Reports (web based)

Moore-Guillaume

Suggestion to have test reports forms on the website for testers without programs in place. Forms can be created and made available on the CCC webpage.

Action someone send a test reports form to Audrey and it will be posted on a resources page.

Meeting was adjourned for the day at 4:40 pm.

Meeting reconvened at 9:00 am Saturday, May 26, 2011.

9. Member Reports

All meeting reports submitted under separate cover – only comments are included in the meeting minutes.

9.1. Regional Reports

9.1.1. Alberta Municipal Affairs

Wager

Perry requested permission to give legal section draft to their administration for information. Some of the footnotes may be obsolete in the near future, Jim will pass that on to the lawyer.

9.1.2. Calgary

Green

Discussion on the impacts of grow ops on the water system – suggested that the topic would make an interesting article for WCW Magazine, would be of interest on water usage issues, backflow issues and risk to the wastewater treatment process.

9.1.3. EPCOR

Gerlack

As submitted.

9.1.4. Red Deer

Wardner

As submitted.

9.1.5. Regina

Lang

As submitted.

9.1.6. Sask Water

Moore-Guillaume

Implementing handheld devices for asset management program.

Rynette is doing a fundraising climb for www.watercan.com – please go to <http://www.watercan.com/25/kilimanjaro-climb-for-life/> to contribute.

9.1.7. Saskatoon

Fogen

As submitted.

9.1.8. Winnipeg

Zilinski

As submitted.

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9.2. Educator

Action Who is allowed to take the course and be a tester is not allowed further discussion until such time as someone unqualified actually tries to be a tester.

9.2.1. Medicine Hat

As submitted.

Wilson

9.2.2. NAIT

As submitted.

Caudron

9.2.3. Red Deer College

As submitted.

Wigmore

9.2.4. Red River College

As submitted.

Larson

9.2.5. SAIT

As submitted.

Wagner

9.2.6. SIAST

As submitted.

Mireau

9.2.7. VorTeqCal-Ed

As submitted.

Petik

9.2.8. CCC Training Institute

As submitted.

Scavarelli

9.3. Certification Officers

9.3.1. Alberta Certification Officer

As submitted.

Wagner

9.3.2. Saskatchewan Certification Office

As submitted.

Mireau

9.3.3. Manitoba Certification Officer

As submitted.

Zilinski

9.4. Other Related Association Reports

9.4.1. BCIT/BCWWA

As submitted.

Yoo

9.4.2. Réseau Environnement

As submitted.

Boudrias

10. Other Business

10.1. Blackfalds Program

Wigmore

Dean Wigmore has been working with the town of Blackfalds for the last two years to help them establish a program. A follow up report and the bylaw created was submitted to the committee.

Action Office will contact the author to get permission to post the information on the website as well as using for an article in the WCW magazine.

10.2. Dave Walker Award

Motion Mike Zilinski nominated Dan Larson for the 2012 Dave Walker Award. *Seconded. Carried.* Award was presented.

Award information including criteria, past winners and nomination form was provided in the committee manual. Award and nomination form are also available on the CCC WebPages at <http://www.wcsawwa.net/CCC/Award.htm>.

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10.3. Committee Service Awards

*Motion to send thank you letter and gift certificate to Wayne Wilson and Doug Dyer, \$100 each.
Seconded. Not carried.*

It was suggested that WCS AWWA service award be used for appreciation of past committee members.

*Motion that a sliding scale be used to show appreciation for resigning committee members - 0-3
Thank you letter, 4-7 Thank you letter & award, 8 and up – Thank you letter, award, & \$50 gift
certificate. Seconded.*

Amended to give a \$100 gift certificate. Carried

Motion carried.

Action office will get and send awards for this year's resigning members.

11. Next Meeting

Next meeting scheduled for May 24, 25, 2013. Meet & Greet will be May 23.

12. Adjourn

Mike Zilinski adjourned the meeting at 11:50 am.