

NEVADA WATER AND WASTEWATER OPERATOR'S FORUM

Mission and Operations Charter ~ Established December 2008 ~

Consolidated with the Nevada Water and Wastewater Training Coalition June 1, 2011

Forum Mission

The mission of the Nevada Water and Wastewater Operators Forum (the Forum) is to support the protection of human health and the environment through certification of qualified water and wastewater system operators.

To meet this mission, the goal of the Forum is to continue to build on the foundation created by the Nevada Water Operator Certification Advisory Board, the Nevada Certified Drinking Water Operators Forum, and the Nevada Water and Wastewater Training Coalition (NTC). Participants in the Forum will continue to: openly identify and constructively discuss issues regarding the education, training and testing of water system operators in Nevada; coordinate project efforts and disseminate information; and enhance public input by providing an open access collaborative forum for the exchange of information.

Forum Operations

1. Name

- 1.1 This organization will be known as the Nevada Water and Wastewater Operator's Forum or NWWOF or the Forum.
- 1.2 The address for the Forum shall be that of the Nevada Division of Environmental Protection (NDEP), Bureau of Safe Drinking Water, 901 South Stewart Street, Suite 4001, Carson City, NV 89701.
- 1.3 The NDEP will host the Forum's website at <http://ndep.nv.gov/dwo/index.html>.

2. Goals

- 2.1 The Forum will be the established organization for valuable two-way exchange of information on Operator Certification testing, training needs, regulation implementation issues, and other items and concerns between Certified Operators and the NDEP.

2.2 Members and participants will:

- ◆ Openly identify and constructively discuss issues regarding the education, training and testing of water and wastewater system operators in Nevada;
- ◆ Coordinate project efforts and disseminate information;
- ◆ Enhance water system operator and public input by providing an open access collaborative forum for the exchange of information; and
- ◆ Perform their duties in an ethical manner to avoid the perception of impropriety. For example, if examination materials are to be reviewed by the Forum or a subcommittee of the Forum, members and participants with a direct interest in training will abstain from participating in the review. Members and participants who themselves might be taking the exam in the future will abstain, or will strictly comply with examination owner policies concerning abstaining from taking the exam for a period of time after the exam review.

3. Members

- 3.1 The seven sitting Nevada Certified Drinking Water Operator's Forum members and five active NTC Board members will become the charter members of the consolidated Forum, condensed into nine seats.
- 3.2 The current Advisory Board Chair will become the Forum Chair, to be rotated among Forum members on a two-year basis.
- 3.3 Future membership will reflect the intent of NRS 445A.870. Official members will include:
- ◆ A representative of the American Water Works Association;
 - ◆ A representative of the Nevada Rural Water Association; and
 - ◆ A member of the general public.
 - ◆ Membership will also include at least four but not more than six additional system representatives from small, medium and large water and wastewater systems in both rural and urban areas of Nevada.
 - Each member shall be designated as representing a water system or a wastewater system, but may not represent both. In order to maintain a balance on the board with respect to water and wastewater representation, the board shall be composed of any combination of: 3 of 5; 4 of 7; 5 of 9.
 - With respect to system size representation, if there are nine (9) members of the board, at least two shall represent systems of each size category and if there are seven (7) or five (5) members of the board, systems of each size category shall be represented. The size categories of systems, based on the number of connections are: small (having <500 connections), medium (>500 but < 10,000 connections) or large (>10,000 connections).

- 3.4 The Membership Roster will be published on the Forum website.
- 3.5 The NDEP Bureau of Safe Drinking Water will remain committed to active participation in the Forum.
- 3.6 The term of membership shall be two years. Members can volunteer to be re-confirmed for additional terms. Vacancies will be filled by volunteer applicants at a regularly scheduled meeting, following announcement to the mailing list. Volunteers will be asked to provide background information and a statement of interest in serving on the Forum. Preference will be given to regular Forum participants.

4. Meetings

- 4.1 The Forum will meet quarterly until changed by a consensus of the membership, with input from the regular participants.
- 4.2 The NDEP will host Forum meetings and prepare minutes for approval. Videoconference capability to Las Vegas and Elko will be provided as resources permit. Teleconference call-in service will be provided as resources permit.
- 4.3 Notices and meeting agenda will be sent to participants at least ten (10) days prior to the meetings and each agenda will include an opportunity for public input and discussion.
- 4.4 The NDEP will provide a website and staff to maintain the Forum's historical records and to announce meetings and agendas.
- 4.5 The NDEP will maintain an electronic mailing list for notices and agenda announcements. Opportunity to sign up for the mailing list will be provided on the Forum webpage and the NDEP Operator Certification Program webpage and may provide links at related industry web sites such as NWEA and NvRWA. Notices and agenda announcements will also be sent to all Nevada Certified Operators with e-mail addresses registered in the NDEP Operator Certification databases.
- 4.6 When formal resolutions, recommendations or other actions by the Forum are warranted, they will be agendaized as an action item and agreed upon by consensus of the Members. Consensus is reached when it becomes evident through deliberation that every member, at the very least, does not *oppose* an action or decision. In its deliberations, the Forum shall use appropriate tools for developing consensus, and shall seek to exhaust every reasonable and practicable effort to reach consensus.