CPSWQ Program Committee
Meeting Minutes

These Minutes have been prepared based on the published Agenda Items of the CPSWQ Program Committee conducted in Open Session in accordance with the ECI By-Laws and Policies for Committees. Items discussed were listed on this Agenda noticed on the date below. All Items were not taken in the same order as shown on the meeting notice.

Notice Date: April 11, 2017  Called by: Charles Wilson
Meeting Date: May 2, 2017 at 4:00 pm (EDT)
Meeting Type: Conference Call  Location: N/A
Notes: Lori Moore

Attendees: Committee Chair Eric Berntsen
Vice Chair Kee-Hwee Ngiam
Committee Member Marvin Sachse
Director Rob Anderson

Staff: Staff Representatives Charles Wilson, Melissa McKinney, Marvin Greer, Lori Moore

Absent: Technical Chair/Director Alan Black
Trainer Liaison Mike Chase
Committee Member Peter Meier

Item 1.0. Roll Call and Review of Agenda  Charles Wilson

Summary: Roll Call

Actions: None

Item 2.0. Approval of Minutes  Charles Wilson

Summary: Minutes from March 14, 2017 and April 11th were presented.
Actions: Motion to approve minutes as amended was made by Vice Chair Kee-Hwee Ngiam and seconded by Chair Eric Berntsen.

Approval: Two (2) in favor, none against, no abstentions.

Item 3.0. Review of Board and Staff Workshop Discussions

Charles Wilson

Summary: A summary was given of the Program Committee Session that was held at the Board and Staff Workshop in Scottsdale, Arizona.

i. Need for diversity/additional members on the Committee was discussed. Committee will make the determination as to how many members are needed for the committee and any necessary subcommittees as well. If it is determined by the Committee that no additional members are needed, it is recommended that the Committee vet results with people from other areas.

ii. It was agreed that watershed should be included within the CPSWQ Scope and that inspection should not be included in CPSWQ and should be included in CESSWI.

iii. LID questions have been added to the CPSWQ exam. Alan Black will provide a reference list. If anyone on the committee has LID references they would like to add, please forward to Charles Wilson and he will coordinate the effort.
   a. Reference List will go out as an Addendum to the Manuals to all new applicants.

iv. Eterna software package was outlined by Rob Anderson.
   a. Vice Chair will head the Exam Subcommittee.
   b. This software package will be utilized as a source to earn PDH credits and to communicate with Certified Professionals. Cost is approximately $60.00 per year.
   c. Software will track various forms of information. Technical questions will be launched monthly and answers will be provided. This will give the organization the opportunity to vet potential exam questions and receive feedback.
   d. Program Committees and Trainers will be asked to provide content/questions.
**Actions:** At the request of the Committee, staff will send out a request for volunteers to assist with the Exam Subcommittee and will forward volunteer information to Vice Chair, Kee-Hwee Ngiam for review.

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**Item 4.0. Review of Scope**

**Summary:** Draft scope and the overall vision and scope for CPSWQ was discussed, including the following:

1. Development of a marketable end-product with an understanding of the target audience.
   a. Our first target audiences will be EPA regional offices, State DOTs, and water boards will be targeted once we have the results from the committee. We welcome and additional suggestions. We would like to fill the void that exists in technology and expertise with this certification.
   b. It was discussed that this certification needs differentiation from the other available certifications.
      i. There is an understanding that a market will need to be created for this certification.
      ii. State EPA offices, DOTs, and water boards will be targeted once we have the results of the committee.
2. CPSWQ exam will be online in approximately nine (9) weeks. LID design questions have been added to the online version of the exam. Additional questions can be added as needed as we receive more feedback from the committee.
   a. Letters will be sent out to anyone who has been approved for CPSWQ but has not taken the exam or has taken the exam but has not passed to reinitiate them and to inform them that the LID questions have been added to the exam.
   b. Alan Black will send out a list of references for LID. Committee members were invited to send any recommended LID and/or TMDL references to Charles Wilson for review.
3. There was discussion as to what CPSWQs need to know for the certification.
   a. It was determined that localization of regulations is too detailed to be included in the scope.

**Actions:** The committee will continue to work on the scope between now and the next meeting.

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**Item 4.0. Schedule Next Meeting**

**Summary:** Date and time were discussed for the next meeting.
**Actions:** The next meeting was scheduled for Tuesday, May 30 at 4:00 PM EDT. Staff will send out invites to all attendees.

**Item 5.0. Adjournment**

Meeting Adjournment at 5:06 pm EDT