

# AGENDA FOR OPCERT BOARD MEETING

(as of August 27, 2014)

The agenda for September 16, 2014 2:00 pm Board of Operator Certification Meeting (Watertown-Ramkota/Events Center) is as follows:

1. Open Meeting-Chairperson Bill Sarringar
2. Roll Call
3. Approval of Agenda
4. Approval of Minutes from Last Meeting
5. Old Business
6. Reciprocity requests-

Operator	State & Certificate(s)
Jim Jones	MN WT A/ MN WW A

7. Final Hearings-

System	Certificates	

8. Preliminary Hearings-

System	Certificate(s)	Comments
Edgemont	WW I WWC I	
Selby	WW I	Taking exam on 7/10
Lake Preston	WD I WW I WWC I	CWS
Alpena	WD I WW I	CWS
Twin Brooks	SWT I WD I	Lack of contact hours
Veblen	WD I WW I WWC I	
Wolf Creek School	SWT I	
Letcher	WD I	Lack of contact hours
Florence	WD I	
Huron Colony	SWT I	New RO system
Newdale Colony	SWT I	New RO system
Shamrock Colony	WD I	

9. Contract Approvals-

System	Certificates	Contractor
Prairie Berry Winery	SWT I	Mike Riker/CETEC
Lewie's Saloon	SWT I	Joe Barrett
St Onge Livestock	SWT I	Bill Heidrich
Crooked Oaks	SWT I/WD I	Ed Striebel

10. Status of Certification Program-New systems for enforcement?
11. Other business
12. Next meeting
13. Adjournment

**PROPOSAL  
FOR  
WATER SYSTEM OPERATIONS  
OF  
PRAIRIE BERRY WINERY  
EPA No. 2274**

**SECTION 1**

**CONTRACT OPERATOR:** Michael Riker  
CETEC Engineering Services, Inc.  
1560 Concourse Drive  
Rapid City, SD 57703

**CERTIFICATES HELD:** Class II Water Treatment Operator  
Class II Water Distribution Operator  
Operator ID No. 1900

**WATER SYSTEM:** Prairie Berry Winery  
EPA ID No. 2274

**SECTION 2**

**DESCRIPTION OF SYSTEM:**

Project Vicinity and Background

The Prairie Berry Winery is located on Lots 1, 2, & 3 of the Addie Camp Subdivision near Hill City in Pennington County, South Dakota.

Customers

The consumer population for the Winery has been estimated for purposes of this proposal. The estimated user base is seasonal, but may approach 1,000 people per day.

Existing Conditions

The Prairie Berry Winery water system is currently comprised of one pressure zone with 500 gallons of storage constructed in years prior with new construction in 2013. The system includes two 25-GPM wells with a total production capacity of 72,000 GPD. The system includes a new treatment building and two booster pumps rated at 100 GPM and one pump rated at 400 GPM.

Treatment Building

The Treatment Building consists of raw water entrance, sediment removal, iron treatment, pH adjustment, final filter and chlorine addition. Also monitored will be turbidity, and High and Low-level tank alarms.

### Water Main Conditions

Water mains in the system range from a 2" HDPE raw water line to 4" and 6" distribution system and several fire hydrants and Fire Service.

### SECTION 3

PURPOSE OF CONTRACT: To provide certified water operations as required by State law.

### SECTION 4

#### DUTIES OF CONTRACT OPERATOR:

1. Collect and submit all water system samples.
2. Answer customer complaints on water quality/quantity issues.
3. Take chlorine residual measurements and maintain chlorine level of at least 0.3 mg/l in all areas of the distribution system.
4. Be on site for all Environmental Protection Agency (EPA) and Department of Environment and Natural Resources (DENR) inspections.
5. Keep operational, maintenance and administrative records of all water system activities.
6. Maintain efficient system operation and maintenance (on-going and preventative).
7. Analyze operational data to determine changes and improvements for more efficient operation.
8. Be available at all times for emergency situations.
9. Shall be on site at least one to two days per week and at least two to four hours per week.
10. Shall maintain a valid operator certificate while this contract is in effect.

### SECTION 5

PAYMENT AMOUNT: Payment will be made monthly for the previous month's services. Payment will be hourly at standard CETEC rates for labor, mileage and equipment. Rate sheet is attached. Rates are adjusted January 1<sup>st</sup> of each year. These rates will remain the same for the year 2014.

ESTIMATED FEES: Mileage: 58 miles per trip @ \$0.65/mile = \$37.70/trip  
Water Operator: 8 hours/month @ \$74/hour = \$592.00/month  
Administration: 1 hour/month @ \$46/month = \$46.00/month

### SECTION 6

DATES: The start date of this contract will begin September 1, 2013 and shall renew annually as agreed upon by Owner and CETEC.

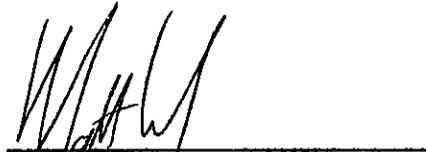
**SECTION 7**

**SIGNATURES:**



Michael Riker  
Certified Operator  
CETEC Engineering Services, Inc.

3/4/14  
Date



Matt Keck  
Prairie Berry Winery

5/21/14  
Date



Theodore Schultz, Principal  
CETEC Engineering Services, Inc.

3/4/14  
Date

**SECTION 8**

**EXCLUDED SERVICES:**

The following services are not included and are anticipated to be completed by others. These services can be coordinated or contracted out to other vendors. CETEC will assist with these items as requested by the Owner.

1. Exercise hydrants and valves.
2. Water line leak repairs.
3. SCADA system, electrical, mechanical or related system repairs.
4. Equipment and materials for testing, chemicals, lab equipment or related system costs.

# OPERATOR'S CONTRACT

## SECTION I

Lewies Saloon is required to have a Small Water Treatment Operator to operate and maintain our distribution system. Lewies Saloon desires to retain the following Contract Operator to supervise and operate the Lewies Saloon water treatment and distribution system in accordance with all applicable laws:

Operator Name: JOE BARRETT OPERATOR #1338

Operator Address: PO BOX 62, DEADWOOD 57732

Operator Certificates: WASTEWATER TREAT, WATER TREAT. 3,  
WATER DIST. 1

Facility/System Name: LEWIES SALOON

Facility/System Address: 711 S. MAIN, LEAD 57754

## SECTION II

The Lewies Saloon water treatment facility and distribution system consists of the following:

# of Wells and Source Name:	<u>ONE WELL,</u>
Type of Treatment:	<u>CHLORINATION</u>
# of Service Connections:	<u>ONE</u>
Size of Distribution Mains & Type:	

## SECTION III

The purpose of this contract is to satisfy the requirements of Lewies Saloon to comply with the State of South Dakota Public Water System Certified Operator requirements. Lewies Saloon is currently lacking a certified operator as required and has opted to contract a certified operator to fulfill those requirements.

## SECTION IV

The Contract Operator will be responsible for the following duties in addition to being in direct responsible charge of all operations and maintenance of water treatment and distribution system:

- Collect and submit all water system samples.
- Answer customer complaints on water quality/quantity issues.
- Take chlorine residual measurements and maintain a chlorine level of at least 0.3 mg/L in the distribution system.

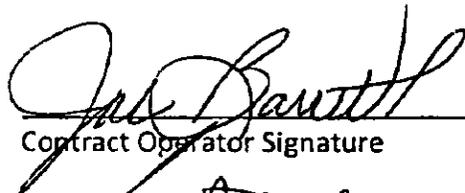
- Be on-site for all Environmental Protection Agency (EPA) and Department of Environment and Natural Resources (DENR) inspections.
- Keep operational, maintenance, and administrative records of all water system activities.
- Maintain an efficiently operated and maintained system.
- Provide a safe working environment.
- Analyze operational data to determine changes and improvements for more efficient operation.
- Be available at all times for emergency situations.
- Shall be on-site at least 1 day(s) per week and at least 1 hour(s) per week.
- Operator shall maintain at minimum a Small Water Treatment or higher certificate while this contract is in effect.

SECTION V

In consideration of the Contract Operator fulfilling the above duties under this contract the Lewies Saloon shall pay the Contract Operator a fee of \$ 75 ~~per Hour~~ per Month.

SECTION VI

This contract shall become effective on the date of 7-1-14 and shall terminate on the date of 7-1-15, or at will of the Lewies Saloon upon notice to the Contract Operator. *(The Board of Operator Certification will not approve any contracts that are for more than five years.)*

  
Contract Operator Signature

7-1-14  
Date

  
System Representative Signature

7-1-14  
Date

CONTRACTED CERTIFIED WATER OPERATOR CONTRACT

RECEIVED

JUL 16 2014

Drinking Water Program

## SECTION 1 - PARTIES INVOLVED

This agreement made and entered into by and between

Billy Heidrich

PO Box 92, 302 Second Street, Nisland, SD 57762

*and St Onge Livestock**Box 290**St. Onge, S.D. 57779*

Certificates held by Billy Heidrich are as follows:

Water Treatment, Wastewater Treatment,  
Water Distribution and Wastewater Distribution

1047

## SECTION 2 - DESCRIPTION OF THE SYSTEM

*St. Onge Livestock has well to serve Building & cafe*The system uses a continuous disinfection of chlorine for the water distribution system. The chlorine pump is serviced by Hawkins, Inc. The system provides water to *DRINK & COOK.*

## SECTION 3 - PURPOSE OF THE CONTRACT

The purpose of the contract is to fill the position of a certified water operator to maintain compliance with the state and federal regulations. *St. Onge L/S* will have an employed maintenance operator who fulfills all other duties not listed in this contract for the operation of water/wastewater systems.

## SECTION 4 - DUTIES OF THE CONTRACT OPERATOR

## WATER OPERATOR

1. Ensure water samples have been collected and submitted as needed.
2. Answer customer complaints on water quality/quantity issues.
3. Take chlorine residual measurements and maintain a chlorine level of at least 0.3 mg/l in all areas of the distribution system. *Samples to be Taken by Brooke Tupper*
4. Be on site for all Environmental Protection Agency (EPA) and Department of Environment and Natural Resources (DENR) inspections.
5. Keep operational and maintenance records of all water system activities.
6. Maintain efficient system operation and maintenance (on-going and preventative).
7. Help analyze operational data to determine changes and improvements for more efficient operation.
8. Try to be available at all times for emergency situations.
9. I agree to on-site at least 4 hours per *month weekly*
10. I agree to maintain a valid operator certificate while this contract is in effect.
11. I must be notified before any digging on the main lines occurs.
12. *Contractor will be in direct responsible charge of all operations and maintenance of the water system.*

SECTION 5 - PAYMENT AMOUNT

Payment for services rendered will be fore the amount of \$ 250<sup>00</sup> per month . . . paid monthly, on the first day of each month. It will be at my discretion to renegotiate my contract with St. Onge 45 if they hire a capable and qualified maintenance man.

SECTION 6 - DATES

This term of agreement shall be for a period of one (1) year. This term shall start on June 1, 2014 and end on May 31, 2015.

SECTION 7 - SIGNATURES OF ALL PARTIES INVOLVED

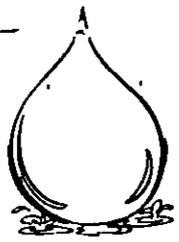
Each of the parties hereto acknowledges receipt of a full, true, and complete copy of this agreement.

IN WITNESS WHEREOF, THE PARTIES HAVE HEREUNTO SET THEIR HANDS, SIGNATURE AND SEALS THIS 28 DAY OF May 2014.

Billy O. Heidrich  
Billy Heidrich

Justin Tappin  
Justin Tappin, manager

ATTEST:



# Clearwater Consulting & Water Management, LLC

7005 Timberline Rd., Black Hawk, SD 57718  
Phone: (605) 787-5653 • Cell: (605) 484-7934  
email: estriebe@rap.midco.net

RECEIVED

JUN 09 2014

Drinking Water Program

May 16, 2014

Mr. John Ogden  
Crooked Oaks Water System  
4400 Crooked Oaks Road  
Piedmont, South Dakota 57769

0915

Subject: Contract for Services  
Water System Operator  
Crooked Oaks Water System  
Near Piedmont, South Dakota

Dear Mr. Ogden:

Clearwater Consulting and Water Management, LLC, (Clearwater Consulting) is pleased to provide this proposal to provide contract water system operator services at the Crooked Oaks Water System located near Piedmont, South Dakota. Review of the available information indicates that the water system currently serves approximately 27 residences. Water is being supplied from one well completed in the Minnelusa Formation at a depth of approximately 450 feet below the ground surface. Water Storage consists of three reservoirs with a total storage capacity of approximately 25,000 gallons. A chlorination system is currently in operation at the existing well house to maintain an approximate 0.5 part per million free chlorine residual.

## TASK SUMMARY

We have assumed the following in preparation of this task and cost summary:

1. Electrical costs, treatment chemicals, laboratory testing and state and local taxes are not included in our estimate.
2. Services and fees for wastewater management are not included in our estimate
3. System equipment will be reasonably accessible to Clearwater Consulting personnel at all times. Access will be provided to all locked gates, well pits, equipment enclosures etc. Snow removal, if required, will be provided by Crooked Oaks Water System.

Based on the above information and information provided by you, we propose to provide the following services.

**System Operation Services**

- visit the site on a weekly basis a minimum of four times per month, or as needed to inspect and/or adjust well pumps, storage tanks, chlorine levels, chlorination system operation and automatic controls,
- provide timely water sampling and testing as necessary to comply with state and federal regulations,
- maintain sampling and testing records as necessary to comply with state and federal regulations,
- provide a monthly report of activities to the Crooked Oaks Water System,
- be available on an “on-call” basis for service to Crooked Oaks Water System within a three hour response time from the time of notification,
- interface with South Dakota DENR personnel during inspections and as needed throughout the year on issues pertaining to water testing and system operation,
- maintain appropriate state certifications as necessary to comply with state and federal regulations,
- maintain direct responsible charge of the water system treatment and distribution system operations and maintenance.

Based on the information provided, we anticipate costs of \$275.00 per month to provide the services referenced above.

Items not included in the above cost estimate include emergency call outs, water meter installation and repair, meter reading, water line repair and other non-routine time and optional services. Non-routine time and optional services will be provided only upon request of Crooked Oaks Water System and will be charged at a rate of \$50.00 per hour.

Please be advised that Clearwater Consulting reserves the right to revise the estimated costs presented above on an annual basis (from the date of this proposal).

Clearwater Consulting has extensive experience in the operation of water systems such as yours. We will be able to provide your water system with a full range of standard services including system operation and management, system maintenance, and reliable/on-time compliance monitoring and reporting. We can also, upon request, provide optional services including water right application preparation, business plan preparation, water treatment system design and installation, water meter installation, disinfection by-product monitoring plan preparation, implementation and reporting, consumer confidence report preparation, storage tank inspections, testing waiver application and processing, well siting/permitting, meter reading services and system administrative/billing services.

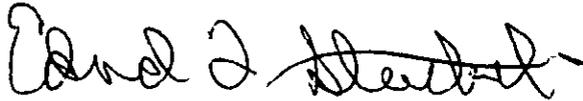
Clearwater Consulting is fully certified, licensed and insured. Certificates of insurance, copies of business licenses, certifications and references are available upon request.

Please note that contract review and approval are required by the DENR. Should you chose to accept this proposal please indicate your acceptance by signing, dating and returning one copy of this proposal to us. The second copy is for your records. Upon receipt of the executed proposal we will forward copies to the DENR for their review.

This contract, if initiated, can be terminated for cause or convenience by either party with 30 days written notice. In the event of termination, Clearwater Consulting will be entitled to invoice Crooked Oaks Water System for services performed through the effective date of termination.

Thank you for your consideration on this project. If you have any questions or need additional information, please don't hesitate to give me a call at 605-787-5653.

Respectfully,



Edmund L. Striebel, PG  
Clearwater Consulting and Water Management, LLC  
7005 Timberline Road  
Black Hawk, SD 57718

**PROPOSAL ACCEPTANCE**

Signature



Date 5.19.14

Typed/Printed Name

JOHN OGDEN

Company

CROOKED OAKS HOMEOWNERS ASSN. (BOARD MEMBER)

## ***AGREEMENT***

This Agreement is entered into this 28th day of August, 2014, between the City of Edgemont, P.O. Box A, Edgemont, SD 57735, hereinafter known as "the City" and Shawn Hylle, whose address is 1706 Lincoln Avenue, Hot Springs, SD, 57747, hereinafter known as "Operator".

The parties acknowledge and agree that the services contracted for herein are of a unique nature and that the Operator is clearly and justifiably the only practicable source for the services. The parties further acknowledge that the terms of the agreement herein here were agreed upon after negotiations between the parties.

### ***KNOW ALL PERSONS BY THESE PRESENTS:***

#### **I.**

##### **DESCRIPTION OF WATER SYSTEM:**

The name of the water/wastewater system is Edgemont-EPA ID# 0114 and has an address of PO Box A, Edgemont, SD 57735, and has 450 service connections treated from the Madison Aquifer presently treated in Edgemont, South Dakota, hereinafter "water system." Water system shall include the water supply system as provided for in SDCL 9-47 and the sewer system as provided for in SDCL 9-48. Water supply system and sewer system shall be used separately where necessary.

#### **II.**

##### **CERTIFICATIONS:**

The operator acknowledges that he has the following certifications:

- A. Water Treatment I
- B. Water Distribution I
- C. Wastewater Treatment I
- D. Wastewater Collection I

The Operator shall maintain these certifications throughout the term of this agreement.

#### **III.**

##### **PURPOSE:**

The purpose of this Agreement is to fix the terms and conditions whereby the City contracts with the Operator to supervise the water system. Currently, the City lacks the staff with the proper certifications to perform the responsibilities listed below.

**IV.**

**TERM OF AGREEMENT:**

The term of this Agreement is as follows:

- A. It shall commence the date that this agreement is fully executed by the parties.
- B. This lease shall be for the term of one year unless one party gives to the other a notice of termination as provided for herein. The contract may be renewed for one year upon the consent of the parties.

**V.**

**CONSIDERATION:**

The consideration which the City agrees to pay to the Operator is as follows:

- A. Operator shall be paid \$23.00 per hour plus \$0.37 per mile
- B. Nothing in this agreement shall be construed as to give Operator the status of an employee of the City. Operator is not entitled to any benefits of the employee union contract with the City.
- C. The payments specified in Paragraph IV shall continue throughout the term of this Agreement.
- D. All payments shall be made to the Operator at the above address.

**VI.**

**RESPONSIBILITIES OF THE OPERATOR:**

The Operator shall at all times be in direct :

**AS TO WATER SUPPLY RESPONSIBILITIES**

- A. collect and submit all water system samples
- B. exercise all hydrants and valves on a regular basis
- C. maintain and test all customer meters on a regular basis
- D. answer customer complaints on water quality/quantity issues
- E. take chlorine residual measurements and maintain a chlorine level of at least 0.3 mg/l in all areas of the distribution system

- G. be on-site for all Environmental Protection Agency (EPA) and Department of Environment and Natural Resources (DENR) inspections
- H. keep operational, maintenance, and administrative records of all water system activities
- I. maintain efficient system of operation and maintenance (on-going and preventative)
- J. develop budget for water system
- K. provide good safe working environment
- L. analyze operational data determine changes and improvement for more efficient operation
- M. establish operator training program
- N. be available at all times for emergency situations
- O. supervise water system personnel and their work activities
- P. shall be on site at least 1 day per week and between 1 and 6 hours per week

**AS TO SEWER SYSTEM RESPONSIBILITIES**

- Q. operate and maintain wastewater system
- R. exercise all hydrants and valves on regular schedule
- S. discharge in accordance with NPDES Permit on regular basis
- T. sample all discharges including by-passes
- U. keep operational, maintenance, and administrative records of all wastewater system activities
- V. be available at all times for emergency situations
- W. supervise system personnel and their work activities
- Y. maintain efficient system operation and maintenance (on-going and preventative)
- X. develop budget for wastewater system
- Z. provide good safe working environment
- AA. analyze operational data to determine changes and improvements for more efficient operation
- BB. establish operator training program
- CC. shall be on site at least 1 day per week and between 1 and 6 hours per week
- DD. be on-site for all Environmental Protection Agency (EPA) and Department of Environment and Natural Resources (DENR) inspections

**VII.**

**RESPONSIBILITIES OF THE CITY:**

The City shall:

- A. Pay for an insurance policy on the water system, as City chooses and deems appropriate.
- B. Make payments to the Operator, as specified herein.
- C. Make all repairs and improvements to the water system and shall bear the costs for any repairs and/or improvements.

**VIII.**

**TERMINATION OF AGREEMENT:**

- A. In the event of termination of this Lease, the parties shall give to the other notice of the termination thirty (30) days prior to the date for termination of this Agreement.

Do we need more time to terminate agreement.

**IX.**

**ALTERATIONS, ADDITIONS AND IMPROVEMENTS:**

- A. The Operator agrees not to make any alterations, additions or improvements in and to the water system without first consulting the City.

**X.**

**UNLAWFUL OR DANGEROUS ACTIVITY:**

The Operator agrees not to use the water system, or any part thereof, for any unlawful purpose or conduct activity in a manner constituting a nuisance of any kind. The Operator shall immediately, upon the discovery of any unlawful conduct, take action to halt such activity.

**XI.**

**WAIVER:**

The parties agree that even if a party does not enforce the other parties' breach of a provision of this Agreement, their failure to do so shall not be deemed a waiver of that parties' right to enforce any subsequent breach or default of the same or similar nature. Any waiver by a party of a right provided for in this agreement must be in writing and signed by the parties to be effective.

**XII.**

**NOTICES:**

Any notices or communications required or permitted by this Agreement or by law to be served upon or given to any party hereto by the other shall be in writing and shall be deemed duly

served and given when personally delivered to any party to whom it is directed, or, instead of such personal service, when deposited in any United States post office with first-class postage thereon fully prepaid, certified, and addressed to the City or Operator at their address as set forth in the introductory paragraph of this Agreement, or, if the address is changed later by either party, whereupon said notice shall be directed to such address.

**XIII.**

**MISCELLANEOUS:**

- A. Time is of the essence of this Lease.
- B. If any portion of this Agreement is found to be void or invalid, such invalidity shall not affect the remaining terms of this Agreement, which shall continue in full force and effect.
- C. This Agreement shall be binding upon the parties' successors in interest, and assigns of the parties hereto.
- D. This Agreement shall be construed in accordance with the substantive laws of the State of South Dakota.
- E. This Agreement is the entire agreement between the parties and there is no other oral or collateral agreement between the parties. Both parties have read this Agreement and have signed it as their own free act.
- F. This Agreement shall not be modified or annulled by the parties hereto except by written instrument, executed in the same manner as this Agreement.
- G. This Agreement contains the entire agreement between the parties related to the matters specified herein, and supersedes any prior oral or written statements or agreements between the parties related to such matters.

**XIV.**

**EXECUTION:**

Executed this \_\_\_\_ day of \_\_\_\_\_, 2014, by the City.

Executed this \_\_\_\_ day of \_\_\_\_\_, 2014, by the Operator.

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*MAYOR - CITY OF EDGEMONT*

\_\_\_\_\_  
*OPERATOR*

STATE OF SOUTH DAKOTA     )  
  )SS  
COUNTY OF FALL RIVER     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, Shawn Hylle, the undersigned officer, personally appeared, CARL SHAW, of the City of Edgemont, known to me or satisfactorily proven to be the person described in the foregoing instrument, and acknowledged that he executed the same in the capacity of Mayor of Edgemont, and for the purposes stated herein.

***IN WITNESS WHEREOF***, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public - South Dakota

My commission expires:  
(SEAL)

STATE OF SOUTH DAKOTA     )  
  )SS  
COUNTY OF FALL RIVER     )

On this \_\_\_\_\_ day of \_\_\_\_\_, 2014, before me, \_\_\_\_\_, the undersigned officer, personally appeared \_\_\_\_\_, known to me to be the person whose name is subscribed to the foregoing instrument, and acknowledged to me that he executed the same for the purposes therein contained.

***IN WITNESS WHEREOF***, I have hereunto set my hand and official seal.

\_\_\_\_\_  
Notary Public - South Dakota

My commission expires:  
(SEAL)

August 11, 2014

MARK SLOAN  
MN OPERATOR CERTIFICATION

The following water/wastewater operator has applied to South Dakota to receive an operator certification by reciprocity. South Dakota will grant certificates by reciprocity to operators coming from states where their certification program is of a standard not lower than ours and will extend reciprocal privileges to our operators.

Please answer the following questions concerning this operator so that the South Dakota Board of Operator Certification may make a decision at their next Board meeting (September 16, 2014) as to whether this certificate should be granted.

Name Jim J Jones (formerly from Mankato)

Address 10101 N Ponderosa Drive, Black Hawk 57718

License Held MN Water Supply Class A-#8799

*CLASSIFIED*

What is the education requirement (HS graduation, years of post-secondary, etc.) for this license(s)?

High School and years of experience. A B.S. degree in a physical science could come into play

What is the work experience requirement for this license(s)?

8 years for the A

Was a written exam taken to gain this license(s)? yes

What type of questions is on the exam? Distribution/Treatment, 100 multiple choice

What is the minimum score to pass the exam? 70

Is your certification program mandatory? yes

Is this license(s) valid at this time? \_\_\_\_\_

Will your program grant reciprocity to all South Dakota water and wastewater operators if minimum requirements are met?

yes

Comments \_\_\_\_\_

Name and title of person completing this form-

Mark Sloan

Please check which certificates your agency issues-

Water Treatment       Water Distribution

Wastewater Treatment       Wastewater Collection

Feel free to write your answers on this sheet and please include a copy of your regulations concerning certification of operators. **Please email or fax your reply if possible.** If there are any questions on this matter, feel free to contact me in Pierre. Thank you for your help.

Sincerely,



Rob Kittay-Secretary  
Board of Operator Certification  
523 E Capitol  
Pierre SD 57501  
Phone: 605-773-4208  
Fax: 605-773-5286  
E-mail: [rob.kittay@state.sd.us](mailto:rob.kittay@state.sd.us)  
Web Site: <http://denr.sd.gov/des/dw/opcertqa.aspx>

RECEIVED

SD EForm - 1374LD V1

AUG 11 2014

Drinking Water Program

SOUTH DAKOTA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

APPLICATION FOR OPERATOR CERTIFICATION THRU RECIPROCITY

INSTRUCTIONS TO APPLICANTS:

Application must be received by the Secretary at least FOUR WEEKS BEFORE THE NEXT MEETING OF THE BOARD OF OPERATOR CERTIFICATION. One certificate per application. Fax application to 605-773-5286 or mail application to:

Rob Kittay-Secretary
Board of Operator Certification
523 East Capitol-Foss Building
Pierre, SD 57501-3181

Applications for certification thru reciprocity are reviewed on a case-by-case basis by the Board of Operator Certification. Requirements for the certificate presently held in your state are compared to the requirements for the desired certificate in South Dakota. A copy of the certificate presently held should be included with the application. Each application must be accompanied by a check or money order for \$10.00 made out to "DENR". If you fax application, please submit fee through the mail.

GENERAL INFORMATION (Print legibly and fill out completely):

1. Name Jones Jim J
Last First Middle

2. Home Mailing Address 10101 North Ponderosa Drive, Black Hawk SD 57718

3. Phone 605.214.6231 Fax

4. Email Address jiminwaseca@gmail.com

South Dakota Certificate Desired (Check only one)

- Water Treatment
Water Distribution
Wastewater Treatment
Wastewater Collection
Small Water Treatment
Small WW System/ Stabilization Pond

Certificate Level (Check only one)

- I
II
III
IV

5. Certificate Now Held Class A (the highest) From Which State Minnesota

6. Was an exam passed to acquire this certificate? Check one. Yes No

7. Is this certificate valid with all fees up-to-date? Check one. Yes  No

**EDUCATION AND TRAINING**

Are you a high school graduate? Check one. Yes  No  GED  If no, year completed \_\_\_\_\_

College/Vo-tech Name	Dates Attended	Major	Date Graduated
St. Cloud State University	9-1990 to 8-1994	Biology	8-1994
St. Cloud Tech College	7- 1997 to 5-1998	Water Environmental Tech.	5-1998

List other educational courses completed such as correspondence school, operators' short courses, etc. Give date, name, and location of such courses.

Sacramento State and AWWA water operator and water treatment textbook programs. St. Cloud Tech. 1998.  
 University of Minnesota Water Management Institute Leadership Course AWWA 2003.  
 MMUA Front-line Supervision Leadership Course Baxter MN 2010.  
 LEAD Initiative, City Leadership Course for High Potential employees, Mankato MN 2011.

**WATER/WASTEWATER OPERATION EXPERIENCE**

Present Position Title Water Treatment Plant Superintendent Date Employed 8-2010 to 7-2014

Supervisor Name and Title Mary Fraish Public Works Director

Describe in detail your daily duties as related to the exam for which you are applying (Be Specific!)

Oversee the day to day operation of a 12 MGD surface water lime softening water treatment plant. Supervising a staff of 10 who work 24/7/365 days a year. Responsible for water plant, well field, ground storage reservoirs, elevated towers, and booster stations. Responsible for water treatment process, membrane filtration, chemical addition, training staff, chlorine risk management plan program, and operation of a state certified laboratory. Prepare and execute 4 million dollar annual budget. Conduct annual bidding for seasonal chemicals. administer union contract & staff evals.  
 I have included my resume as more detail to skills in water treatment.

List other job experience which you feel will pertain to your certification qualifications.

Dates	Employer Name/Location	Specific Job Duties Related to Exam Applied For
6-1998 to 8-2010	City Of Waseca, Waseca MN	Water and Wastewater Chief Operator

I hereby certify that this application contains no willful misrepresentations or falsifications and that the information given is true and complete.

Signature  Date 8.6.14

Oper#	
Cert Date	
Reciprocity Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cash <input type="checkbox"/>	Check <input type="checkbox"/>
DENR Use Only	

# Minnesota Department of Health

Jim J. Jones

Licensee authorized to practice in the State of Minnesota

## Water Supply System Operator, Class A

Certificate No. 8700

State of Minnesota  
Minnesota Department of Health

*James J. Jones*

State of Minnesota  
Minnesota Department of Health  
Division of Environmental Health Services  
1000 University Avenue, S.E.  
St. Paul, MN 55104  
Phone: (612) 296-6000  
Fax: (612) 296-6001  
www.dhs.state.mn.us

**State of Minnesota**  
**Minnesota Department of Health**

DRINKING WATER PROTECTION SECTION

WATER SUPPLY SYSTEM OPERATOR, CLASS A  
CERTIFICATE NO. 8799

**To:**

JIM J. JONES  
116 JOSHUA COURT  
MANKATO MN 56001

**EFFECTIVE DATE**  
02/01/2014

**EXPIRATION DATE**  
01/31/2017



SOUTH DAKOTA DEPARTMENT OF ENVIRONMENT AND NATURAL RESOURCES

APPLICATION FOR OPERATOR  
CERTIFICATION THRU RECIPROCITY

RECEIVED  
AUG 11 2014  
Drinking Water Program

INSTRUCTIONS TO APPLICANTS:

Application must be received by the Secretary at least FOUR WEEKS BEFORE THE NEXT MEETING OF THE BOARD OF OPERATOR CERTIFICATION. One certificate per application. Fax application to 605-773-5286 or mail application to:

Rob Kittay-Secretary  
Board of Operator Certification  
523 East Capitol-Foss Building  
Pierre, SD 57501-3181

Applications for certification thru reciprocity are reviewed on a case-by-case basis by the Board of Operator Certification. Requirements for the certificate presently held in your state are compared to the requirements for the desired certificate in South Dakota. A copy of the certificate presently held should be included with the application. Each application must be accompanied by a check or money order for \$10.00 made out to "DENR". If you fax application, please submit fee through the mail.

GENERAL INFORMATION (Print legibly and fill out completely):

1. Name Jones Jim J  
Last First Middle
2. Home Mailing Address 10101 North Ponderosa Drive, Black Hawk SD 57718
3. Phone 605.214.6231 Fax \_\_\_\_\_
4. Email Address jiminwaseca@gmail.com

South Dakota Certificate Desired  
(Check only one)

- Water Treatment
- Water Distribution
- Wastewater Treatment
- Wastewater Collection
- Small Water Treatment
- Small WW System/  
Stabilization Pond

Certificate Level  
(Check only one)

- I
- II
- III
- IV

5. Certificate Now Held Class A (the highest) From Which State Minnesota

6. Was an exam passed to acquire this certificate? Check one. Yes  No

7. Is this certificate valid with all fees up-to-date? Check one. Yes  No

**EDUCATION AND TRAINING**

Are you a high school graduate? Check one. Yes  No  GED  If no, year completed \_\_\_\_\_

College/Vo-tech Name	Dates Attended	Major	Date Graduated
St. Cloud State University	9-1990 to 8-1994	Biology	8-1994
St. Cloud Tech College	7- 1997 to 5-1998	Water Environmental Tech.	5-1998

List other educational courses completed such as correspondence school, operators' short courses, etc. Give date, name, and location of such courses.

Sacramento State Wastewater Courses I. II. & Collection System St. Cloud Tech. 1998.  
 Type 4 Biosolids Application Course. Basic and multiple refresher courses. MPCA 2000,2003,2006,2009,2012,2014  
 University of Minnesota Water Management Institute Leadership Course AWWA 2003.  
 MMUA Front-line Supervision Leadership Course Baxter MN 2010.  
 LEAD Initiative, City Leadership Course for High Potential employees, Mankato MN 2011.

**WATER/WASTEWATER OPERATION EXPERIENCE**

Present Position Title Water Treatment Plant Superintendent Date Employed 8-2010 to 7-2014

Supervisor Name and Title Mary Fralish Public Works Director

Describe in detail your daily duties as related to the exam for which you are applying (Be Specific!)

Oversee the day to day operation of a 3 MGD wastewater treatment plant. Supervising a staff of 4. Responsible for wastewater plant, lift station, ATAD Class A Exceptional Quality EQ Biosolids digester. Responsible for water treatment process, solids handling, chemical addition, training staff, chlorine risk management plan program, and operation of a wastewater laboratory. Prepare and execute a 2 million dollar annual budget. Administer union contract & staff evals. Completed monthly DMR reports and annual biosolids reports. Member design team for plant upgrade. Supervisor Name and Title at Waseca: Carl Sonnenberg Utilities Director  
 I have included my resume as more detail to skills in wastewater treatment.

List other job experience which you feel will pertain to your certification qualifications.

Dates	Employer Name/Location	Specific Job Duties Related to Exam Applied For
6-1998 to 8-2010	City Of Waseca, Waseca MN	Water and Wastewater Chief Operator

I hereby certify that this application contains no willful misrepresentations or falsifications and that the information given is true and complete.

Signature  Date 8.6.14

Oper#	
Cert Date	
Reciprocity Approved Yes <input type="checkbox"/> No <input type="checkbox"/>	
Cash	Check
DENR Use Only	

**Jim Jones**  
**10101 North Ponderosa Drive**  
**Black Hawk, SD 57718**  
**605.214.6231**  
**jiminwaseca@gmail.com**



#### **CERTIFICATIONS**

- Class A Wastewater Treatment Facility Operator
- Type IV Biosolids Operator
- Special Engineers Boilers License (MN DOLI), 2011
- Class A Water Supply System Operator
- Class A Commercial Driver's License
- Registered Maintenance Electrician License (MN DOLI), 2013

#### **EDUCATION/TRAINING**

- B.S. Biology, St. Cloud State University, GPA 3.3.
- A.A.S. in Water Environmental Technologies, St. Cloud Technical College, GPA 4.0.
- LEAD: Mankato leadership training for high potential employees, 2011.
- Firstline Supervision, Minnesota Municipal Utilities Association (MMUA), 2010.
- Water Utility Management Institute, University of Minnesota (AWWA), 2003.
- NELAC Quality Assurance trained for certified lab accreditation (MDH), 2011

#### **PROFESSIONAL INVOLVEMENT**

- Biosolids Committee Member, MPCA
- Water Utility Council Committee Member
- SE Section Chairman, MWOA
- Executive Committee Member, MESERB
- District Trustee, AWWA
- AMTA Member

#### **EXPERIENCE**

**August 2010—July 2014**

##### **City of Mankato Water Treatment Plant Superintendent Water Treatment Plant**

- Directs and coordinates all water plant, wells, reservoir, and water tower operations and maintenance using a team approach. Responsible for all aspects of water supply, treatment, and storage for the City of Mankato.
- Supervising a staff of ten full-time and 3 part-time, scheduling multiple shifts for 24-hour operation. Providing written evaluations and coaching of team members. Recommending performance based pay as appropriate.
- Instructs and train staff in methods, procedures, operation and maintenance for a surface water lime softening facility with ultra-filtration (UF) membranes and gas chlorine disinfection.
- Prepares and executes a 4 million dollar annual budget.
- Administers the provisions of the collective bargaining agreement / union contract.
- Compiles and submits all State and Federal reporting documents with signing authority.
- Serves as NELAC Technical Director and lab manager for state certified and accredited laboratory.
- Conducts inspections, reviews daily plant status, making operational decisions on plant performance.
- Administrates annual bidding for chemicals, projects, and waste lime hauling.
- Manages EPA Chlorine Risk Management Plan (RMP).
- Completed and closed out a 44 million dollar plant expansion and upgrade project.
- Member of team preparing rate study information and recommendation for new water rates.
- Member of team designing Clean in Place membrane system and Ranney collector well rehabilitation.
- Wrote a winning surface water protection grant application from the MDH for an inline analyzer instrument.

**June 1998—August 2010**

**City of Waseca Water Utility/Wastewater Treatment Plant**

**September 2007—August 2010**

**Chief Operator WWTP**

- Coordinate the prioritization and organization of work at the Wastewater Treatment Plant. Provide general and direct supervision and training of subordinate employees while leading the operation, maintenance, and administration of the WWTP.
- Ensure implementation of all NPDES permit requirements, including signing the monthly DMR and Annual Biosolids reports.
- Develop and implement work assignments through a team approach including activated sludge operations, ATAD system operations, biosolids land application, lab services, pretreatment, disinfection, and integrated WWTP control strategies.
- Recommend effective budgets, capital improvements, and equipment replacement. Control operations spending within budget.
- Conduct written evaluations of assigned employees and designated contractors. Provide coaching as needed to improve performance and/or enhance skills.
- Cross-trained in duties within the Water Department. Respond to emergencies as needed, or act as a resource for subordinate staff for emergency call back response.
- Represent WWTP as a Management team member on design of new WWTP and construction implementation. Act as an immediate resource for daily questions of construction crews and engineering.

**April 2003—August 2007**

**Senior Coordinator**

In addition to Biosolids Coordinator duties, led various projects relating to wastewater treatment.

- Served as contact between Wastewater Treatment Plant and Utilities Director.
- Represented the City of Waseca at the state level in determining actions relating to phosphorus limits/removal. Researched options, analyzed costs/benefits, and recommended viable solutions.
- Trained new staff to ensure competent, safe work procedures by Operators. Including, but not limited to:
  - Teaching new staff to recognize biological changes at the plant, understand what the changes mean, and determine what action is necessary. Prepared for emergency situations.
  - Teaching new staff proper procedures in process control labs and lab work.
  - Preparing new operators for MPCA and MDH exams.
  - Instructing new operators on scheduled maintenance, emergency breakdowns, and repairs.

**March 2002—April 2003**

**Biosolids Coordinator**

In addition to Operator duties, spearheaded all biosolids initiatives, including research of new procedures, products and equipment. Worked to improve the efficiency and safety of biosolids processing.

- Coordinated operation of ATAD (Auto-Thermophillic Aerobic Digestion) and land application of biosolids. Striving for Class A Exceptional quality Biosolids.
- Maintained accurate records of biosolids activity in accordance with 503 regulations.
- Completed MPCA and EPA Annual Reports for Class 1 facility.
- Researched and recommended improvements to ATAD and biosolids storage, working with Engineers to plan for future growth. Worked with management to act on recommendations based on research. Researched and communicated new phosphorus limit options and their impact on the treatment facility.
- Served as main contact between City of Waseca and MPCA Biosolids Director.

**June 1998—March 2002**

**Water/Wastewater Treatment Plant Operator**

Operated and maintained plant infrastructure and processes. Resolved all customer concerns or issues with courtesy and professionalism.

- Performed advanced operations of activated sludge (extended aeration), including operations troubleshooting to maximize optimal efficiency while in compliance with all regulatory agency rules.
- Performed advanced operations of ATAD biosolids treatment facility, including variations of digester operations to maximize treatment.
- Performed water system operations and maintenance including distribution system and well systems.
- Served as Chief Operator in the absence of the Superintendent.
- Understood application of methods, practices, processes, tools, equipment used, and materials used in the operation of water and wastewater utilities.

- Provided efficient and effective operation and maintenance of a variety of plant pumping, treatment and control equipment. Diagnosed problems under emergency conditions and took corrective action decisively.
- Acted as a resource to other staff.
- Performed preventive and predictive maintenance before conditions result in equipment failure or decreased efficiency.
- Performed sampling and testing activities for Water System, Wastewater Treatment Plant, and City lakes.

**August 1994—July 1997      Minnesota Department of Natural Resources  
Crew Supervisor MCC**

- Performed Supervisor duties, including but not limited to: scheduling, staffing, completing accomplishment reports, project productivity records, timesheets, personnel training, and performance evaluations.
- Conducted training and presentations in natural resource projects, environmental education, work safety, fire fighting, first aid, and CPR.
- Pioneered the implementation of the roving crew concept in Northwestern Minnesota working with all disciplines of the Department of Natural Resources, creating strong ties to wildlife, forestry, fisheries, and state parks.
- Supervised crew's role in training for, and participating in, emergency situations including Marshall County search and Rescue, massive spring flooding, winter deer starvation, large waterfowl die off, and the Windstorm 1995 Timber Blow Down.
- Directed crew's role in the 1994—1996 hunting seasons at Thief Lake and Roseau River Wildlife Management Areas. Completed population surveys and habitat improvement projects.
- Created community service project opportunities in areas of environmental education by forming partnerships with local school systems and members of the community to create an interpretive trail and outdoor classroom in Marshall County.

**VOLUNTEER ACTIVITIES**

- City of Waseca Volunteer Firefighter (Certified S-130, S-190, 1403, Haz-Mat Operations)
- City of Waseca Fire & Rescue First Responder Grant Committee and Bylaw Committee member
- Secretary Waseca Fire Department Relief Association
- Mt. Simon Aquifer Users Group Member
- Waseca Middle School Science Fair Judge
- Waseca High School Science Olympiad Mentor
- Environmental Educator 1997 Morrison County Water Festival
- Waseca County Decontamination Team Member
- Water Operator School Organizer

**PROFESSIONAL RECOGNITION/AWARDS**

- SE Section Class A Operator of the Year 2010, MWOA
- Presented at AWWA Annual conference findings of polymer feed system pilot study, September 2013.
- Published in water journal the findings of a pilot study on polymer feed systems, May 2014.
- Presented on collector well rehabilitation at the Surface Water Treatment Workshop, Fargo 2014
- Book of Golden Deeds Fire Department Grant Committee, 2010, Waseca Chamber of Commerce
- Operations Award, City of Waseca 2003, 2006-2009, MPCA
- Regional Operations and Maintenance Award, City of Waseca 2005, EPA
- Five Year Dedicated Service Award 2003, City of Waseca
- Best Consumer Confidence Report, City of Waseca 1999, 2000, 2002, AWWA
- James J. Donahue Award, Community Development Award for Fire Service, City of Waseca, 2000.
- Supervisor of the Year, 1997 (DNR)
- Outstanding Achievement to the State of Minnesota, 1997 (DNR)
- Crew of the Year, 1997 (DNR)
- Federal Emergency Management Agency award in appreciation of flood aid in the Red River Valley, 1997
- Community Service Award for aid following the windstorm at Paul Bunyan State Forest, 1995 (DNR)

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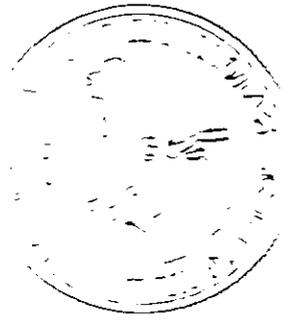
WV

The total of all payments of tax under this act  
 shall be the sum of the payments of tax under this act  
 for the year 1917 and the year 1918.

The base for such a payment shall be the amount

(b) A

When written by (name) and by



( ) Name of Collector of Tax  
 Title of Collector of Tax  
 Date of Issue  
 Place of Issue

( ) Name of Collector of Tax  
 Title of Collector of Tax  
 Date of Issue  
 Place of Issue