

Laboratory Certification Standards Review Council Meeting Minutes From 1/5/2016

Attendance

Council Members: **In Person:** Paul Harris (Chair), Kurt Birkett (Secretary), Paul Junio, Sharon Mertens, Kevin Freber
via Skype: Jennifer Peth **absent:** Miel Barman
DNR Staff: Steve Geis, Rick Mealy, Tom Trainor (Skype), Brandy Baker-Muhich (Skype)
Others in Attendance: RT Krueger (Northern Lake Service, via Skype)

The meeting was called to order at 9:32 am

Council Officer Elections

- o **Action:** *A motion (Junio/Birkett) to elect Paul Harris as Council Chair, Sharon Mertens as Vice-Chair and Kevin Freber as Secretary was unanimously approved.* Newly appointed officers will assume their roles at the May 2016 meeting.
- o The program will begin seeking a replacement for the small wastewater system representative, Kurt Birkett, who is completing his statutory maximum second consecutive term.

Minutes from meeting of November 10, 2015

- o **Action:** *A motion (Freber/Mertens) to approve the November 10, 2015 minutes with correction of a typographical error was unanimously approved.*

FY2017 Budget and Fees Proposal

- o Rick Mealy presented a budget plan which results in a 2.3% fee increase. Mealy noted that the reduction in available RVUs alone would have resulted in a 2.6% fee increase. Reductions were made to supplies, and services-- most notably to the contractor line, as our contractor plans to retire in December 2016. The budget includes funding for a ½ time LTE to replace the contractor, allowing for at least two months of overlap time to allow for training.
- o Noting the reduced statutory spending authority, Paul Junio asked about consequences if the program spending exceeds its statutory authority. [There is no precedent, so we do not know. In theory, program spending cannot exceed its authority].
- o **Action:** *A motion (Mertens/ Junio) to approve an FY 2017 budget and fees proposal that represents a 2.3% increase was unanimously approved.*
- o The highlights of the final budget/fee package are as follows:

Subtotal – FTE Salary	\$321,980 (+ 0.0%)
Subtotal – FTE Fringe	\$154,776 (+ 1.0%)
Subtotal – LTE Salary	\$ 18,000 (+100%)
Subtotal – LTE Fringe	\$ 4,347 (+100%)
Subtotal – Salary & Fringe	\$499,103 (+ 5.0%)
Subtotal – Supplies, Services & IT	\$111,434 (-18.6%)
Total – FY2017 Expenditures	\$610,537 (- 0.3%)

Fee Revenue Required = Expenditures – Travel Reimbursements
= \$610,537 - \$ 18,000 = \$ 592,537

Total – FY2017 Fee Revenue **\$592,749**

Budgeted RVU **8847 (-2.6%)**

Cost/RVU = Revenue required/Total RVU
= \$592,537 / 8847 = \$66.96

Cost per RVU (rounded) **\$ 67.00 (+2.3%)**

Average commercial lab fee would be: **\$ 5025.00 (+ \$ 112.50)**

Average WWTP lab fee would be: **\$ 1,139.00 (+ \$ 25.50)**

Budget Variance Report for FY 2016

- The Department's new financial software system was not sufficiently integrated such that an accounting report for our program could be obtained. Plan is to have a report available for the May meeting.

Program Performance Status Report for FY 2016 Year-to-Date

- Audits - Commercial/Public Health: **17** (35); Municipal/Industrial: **41** (86)
- Reports - Commercial/Public Health: **17** (35); Municipal/Industrial: **37** (86)
 - Reports Due - Commercial/Public Health: **4**; Municipal/Industrial: **3**
- Closures - Commercial/Public Health: **15** (35); Municipal/Industrial: **27** (86)
 - Open Cases - Commercial/Public Health: **23**; Municipal/Industrial: **25**
- For the fiscal year 2016 to-date, **72.2%** of reports for audits conducted were issued within 30 days
- There was a request for status update on the Summit Environmental audit. Tom Trainor reported that ICP deficiencies not cited previously are the only items remaining that require corrective action.
- For clarity, Paul Junio requested that the report for the "Commercial/Public Health" sector be renamed "Large Scope" labs and the "Municipal/Industrial sector report be renamed "Small Scope" labs. Large Scope will include drinking water testing and testing for metals or organics.
- Sharon Mertens stated that one approach being discussed at the national level for states with limited resources is to establish performance goals for auditing municipal labs and extending the time between audits for strong performing labs.
- Paul Junio inquired about the status of the Town of Sullivan case. Steve Geis reported that an enforcement conference was held last fall and the lab is progressing towards resolution.

Other DNR Business

- Variances - No variance requests were received.
- Nitrate + Nitrite Holding Time for Drinking Water – Paul Junio raised concern about NR 809's 14 day holding time that conflicts with the Federal (40 CFR Part 141) hold time of 28 days. Tom Trainor indicated that he had checked with Municipal Water Supply Section Chief Steve Elmore who confirmed that NR 809 will be changed to reflect the 28 day holding time. Steve Geis added that the revisions to NR 809 should be published in the March Administrative Register and take effect April 1, 2016.

Other Council Business

- Radiochemistry Certified Lab List – Steve Geis indicated that he has completed one list and is working on a second. One issue is that the labs will need a certification number. [Use the 9-digit FID].
- Ammonium v. Ammonia – Labs should report a result for Ammonia-N on the line for "Ammonium". The Biosolids program will eventually make changes to its Sludge Characteristics Report Form (3400-49).
- MEG interest in NR 149 Rule Change – Paul Harris asked if Paul Kent had been contacted. Geis indicated he had not had any luck in contacting him. Kevin Freber will contact Mr. Kent and have him give Steve Geis a call. Brian Wiegel (DNR) will be doing the DNR Update at the upcoming Government Affairs Seminar and we might be able to get a brief announcement on the rule change.
- PAH proposal – Paul Junio indicated that he's become aware of a large proposal and requested that more global communication on the potential project scope occur.
- Bacteria Reporting – Paul Junio suggested that the electronic reporting system needs to be addressed.
- Scope Statement – There was much discussion over the Watershed program's rule revision scope statement designed to replace fecal coliform testing with E. coli testing. The timing is right to renew discussions to require certification. There is a significant initial cost investment which will impact small labs. Kevin Freber will get us costs to make the switch in Watertown.

Next Meeting Date

- **Action:** *The next Council meeting was scheduled for 9:30 AM CDT Tuesday, May 13, 2016 at the DNR Science Operations Center (2801 Progress Road, Madison). In addition, the afternoon will be reserved for continuing work on the NR 149 revision.*

The meeting was adjourned at 11:58 AM.