

MINUTES
LANDSCAPE IRRIGATION CONTRACTORS
EXAMINING BOARD

The Landscape Irrigation Contractors Examining Board held their meeting on January 26, 2010. George McCarthy called the meeting to order. The following members were in attendance:

MEMBER	AFFILIATION
Linda Cantwell	NJDEP
George McCarthy	Spring Irrigation
Patric LiSanti	Growing Concern Inc
Robert Dobson	Middletown Sprinkler

Randy Pease, DAG, Knute Jensen, and members of the public were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Bob Dobson motioned that the Board enters into a closed session in order to discuss enforcement matters. Rick Lisanti seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

A discussion of the Board's licensing practices was held following several communications from an individual who has an issue with an irrigation contractor. It appears that the application forms may not be consistent with our 2006 regulations, so that an applicant could comply with the application, but not with the regulation. The regulations do not reflect the Board's intent and would not in line with ongoing policies where experience is concerned. The applications and exam results after November 20, 2006 will need to be re-evaluated in order to determine who and how many others may be effected before an appropriate course of action can be determined.

The Board reviewed and discussed the Treasurer's report. The Board was informed that administrative salaries were not being taken from the funds. Bob Dobson motioned to accept the report. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote

Bob Dobson motioned to approve the results from the December 2009 examination; 9 passed, 8 failed. Rick LiSanti seconded the motion. It was noted that this approval is conditional pending verification of the applicant's experience. There was a unanimous Board affirmative vote.

Bob Dobson motioned to approve the applications for the April 2010 examination, 4 approved, 2 conditionally approved pending additional information in order to verify irrigation experience, and 1 denied for lack of experience based on the current and pending legislation recently enacted. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

Bob Dobson motioned to approve the minutes from the November 12, 2009 meeting. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote. Bob Dobson motioned to approve the closed session minutes from the November 12, 2009 meeting. There was a unanimous Board affirmative vote.

The Board was informed that the Acting Governor signed S2745 last Saturday. As a result a discussion was held on the upcoming continuing education unit (CEU) process. A policy will need to be implemented. An inquiry was made regarding how other Boards are managing this process and how specific the policy needs to be. The Board would like to utilize the National Irrigation Association's existing process in an attempt to avoid an additional burden on the Exams & Licensing Unit.

A discussion was held concerning moving forward with the application process in order to obtain EPA WaterSense recognition.

Public comments were taken.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for March 18, 2010

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in black ink on a light-colored background.

George McCarthy, Chairman
Landscape Irrigation Contractors Board

MINUTES
LANDSCAPE IRRIGATION CONTRACTORS
EXAMINING BOARD

The Landscape Irrigation Contractors Examining Board held their meeting on March 16, 2010. George McCarthy called the meeting to order. The following members were in attendance:

MEMBER	AFFILIATION
Linda Cantwell	NJDEP
George McCarthy	Spring Irrigation
Patric LiSanti	Growing Concern Inc
Robert Dobson	Middletown Sprinkler

Randy Pease, DAG, Gene Rosenblum, DAG, Amy Telford, Knute Jensen, Sarah Ritchie, Chrissy Gerstnicker, NJDEP, and Deborah Hamlin and Sherrie Schulte, Irrigation Association.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Amy Telford provided the Board members with an overview of the proposed web site for the landscape irrigation program. A discussion was held. Board members inquired whether the site could contain announcements, a link to the EPA WaterSense program, FAQ's for the upcoming continuing education credits (CEC), and a link to the data miner site for reports. The group was informed that the Irrigation Association is looking into offering online exams. A discussion was held concerning the upcoming legislation changes and whether or not the web site should include both the existing and the upcoming changes. The members were informed that the Department could issue an advisory notification concerning the upcoming changes. Bob Dobson indicated that the NJ Irrigation Association also has the ability to send out notifications. Ms. Telford indicated that the Board members should review the link and provide her with any additional comments within the next couple of weeks. It is anticipated that the site could be up and running within the next few months. Amy Telford left the meeting,

Bob Dobson motioned to approve the minutes from the January 26, 2010 meeting pending two spelling corrections on page 1 in paragraph 3. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote. Rick LiSanti motioned to approve the closed session minutes from the January 26, 2010 meeting. Linda Cantwell seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed and discussed the Treasurer's report. Bob Dobson motioned to accept the report. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote

The Board determined that there was a discrepancy between the regulations, the application form, and the practice of the Board. The Board determined that it was appropriate that no action be taken concerning those applicants who complied with the application form. In addition, even though pre-1997 experience may have been accepted, only those passing the examination were approved for certification. The Board was informed that the results from the December 2009 examination were recently mailed to the applicants. In addition, an insert has been created and attached to applications for examination clarifying the experience requirements. Experience will be evaluated based on the current legislation until the new legislation takes effect on July 15, 2010.

Based on the new requirement that experience must be within the past fifteen years, it was agreed that the fifteen-year requirement would be calculated from the date the complete application was received in the Exams & Licensing Unit

The Board members were reminded that they were recently emailed the updated draft of the business firm application. The draft should include a place where the certificate holder can use their irrigation stamp to seal the application. The Board needs to work towards finalizing the application as soon as possible.

A discussion was held concerning the best way to evaluate out of state experience. There is concern that NJ applicants are required to demonstrate more than someone from out of state. Can the out of state requirements be a policy or should it be by regulation? It was suggested that the Board come up with a functional equivalent in order to evaluate out of state experience. A suggestion would be to require 3 years of field experience within the last 15 years and substantiation documentation. It was also suggested that other states with a certificate program be contacted in order to determine how they evaluate out of state experience. More discussion will be needed.

Rick LiSanti motioned to approve additional applications for the April 2010 examination, 1 approved, 1 conditionally approved pending additional information in order to verify irrigation experience. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

George McCarthy asked for public comment. No public was in attendance.

Rick LiSanti motioned that the Board enters into a closed session in order to discuss enforcement matters. Linda Cantwell seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

Randy Pease, Gene Rosenblum, and Knute Jensen left the meeting. Deborah Hamlin, Sherrie Schulte, and Chrissy Gerstnicker arrived.

As a result of the upcoming changes to the legislation to include a renewal requirement for continuing education credits, Deborah Hamlin and Sherrie Schulte from the Irrigation Association (IA) attended the meeting. A general discussion was held concerning the proposed process for tracking continuing education credits and the application process for NJ irrigation contractor to become a WaterSense partner.

The Board has submitted an application to the EPA in order to become a WaterSense certifying partner. Irrigation contractors have the option to apply to EPA to become recognized as a WaterSense partner. Irrigation contractors certified in NJ on or after January 1, 2009 are eligible for WaterSense partnership immediately, however those contractors certified before January 1, 2009 must provide proof of 10 CECs earned on or after January 1, 2008 in order to become eligible. EPA may contact the Exams & Licensing Unit in order to verify information from WaterSense applicants. Based on discussions it does not appear that the EPA would be willing to use our data miner reports in order to verify any information. There is currently no mechanism to get CEC information to WaterSense staff.

NJ Irrigation Contractors will require CECs in order to renew their certification. The following was discussed:

Renewal invoices would be sent out to everyone. Renewal fees along with proof of CECs would be sent to the Exams & Licensing Unit for processing. The renewal fee would be processed or the applicant would be notified that they do not have sufficient CECs.

There is no way to stop certificate holders from sending renewal payment directly to Treasury for processing or from paying renewal invoices online whether or not they have sufficient CECs. Renewal payments must be sent directly to Treasury for processing. In addition, the Department is encouraging payment of renewal fees online. The Exams & Licensing Unit recently started tracking training for one of the licensing programs. While the process has some issues, it appears that it might be possible to incorporate the irrigation contractors into this existing process. However, It has not been thoroughly investigated. All training information would need to be entered into the Department's database prior to the running of renewals. Only certificate holders, having sufficient CECs (based on the Department's records) would be issued a renewal bill. A report would need to be created in order to identify those individuals not receiving a invoice, so that they could be notified. Those providing CEC information after the invoices are run would require manual intervention in order to receive a invoice. Please be aware that this manual process is done outside of the Exams & Licensing Unit.

Irrigation Contractors would select a link listed on the DEP web site so those irrigation contractors could enter their CEC information into the Irrigation Association's web site reporting system. It is anticipated that the link could be accessed by August 1. This CEC information would be stored in the IA's CEC tracking database. On a regular basis (to be determined) the IA would send a file to DEP of those NJ contractor's that have fulfilled their CEC requirement. With proper formatting this information could be imported into the Department's database rather than entered manually

The Board would randomly request CEC documentation and audit a certain percentage of those contractors renewing their certification. A mechanism for identifying these individuals and then randomly selected them will be required.

Bob Dobson motioned to approve the results from the December 2009 examination; 9 passed, 8 failed. Rick LiSanti seconded the motion. It was noted that this approval is conditional pending verification of the applicant's experience. There was a unanimous Board affirmative vote.

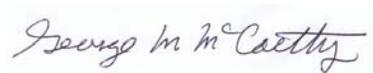
A discussion was held on the upcoming continuing education unit (CEU) process. A policy will need to be implemented. An inquiry was made regarding how other Boards are managing this process and how specific the policy needs to be. The Board would like to utilize the National Irrigation Association's existing process in an attempt to avoid an additional burden on the Exams & Licensing Unit.

A discussion was held concerning moving forward with the application process in order to obtain EPA WaterSense recognition.

Public comments were taken.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for May 11, 2010

Respectfully Submitted,



George McCarthy, Chairman
Landscape Irrigation Contractors Board

MINUTES
LANDSCAPE IRRIGATION CONTRACTORS
EXAMINING BOARD

The Landscape Irrigation Contractors Examining Board held their meeting on May 11, 2010. George McCarthy called the meeting to order. The following members were in attendance:

MEMBER	AFFILIATION
Linda Cantwell	NJDEP
George McCarthy	Spring Irrigation
Patric LiSanti	Growing Concern Inc
Robert Dobson	Middletown Sprinkler

Randy Pease, DAG, Gene Rosenblum, DAG, and Knute Jensen were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Rick LiSanti motioned to approve the minutes from the March 16, 2010 meeting pending the revisions discussed regarding the subject of experience. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote. Bob Dobson motioned to approve the closed session minutes from the March 16, 2010 meeting Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed and discussed the Treasurer's report. Rick LiSanti motioned to accept the report. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote

Kate Norum (from CIT) had inquired as to whether the Board would consider eliminating the requirement that exam applications achieve a minimum of 50 % in each of the testing categories as one of the requirements for passing the exam. A discussion was held and as a result, Kate will be notified that the requirement would not be changed.

As a result of a recent enforcement assignment, it was discovered that the contract had expired. Since the original agreement allowed for up to an additional two years, staff is currently working on resolving this matter. The new contract should be in effect shortly.

The examination results from the April 2010 examination were reviewed. Bob Dobson motioned to approve the results: 1 passed 15 failed.

A discussion was held concerning the upcoming changes to the legislation. Since the upcoming legislation is not specific as to how many continuing education credits (CECs) are required or what type of CEC, the rules and regulations will require amendments in order to proceed with the CEC process.

A discussion was held concerning the need for tracking CECs in order for contractors to be eligible for WaterSense:

- Pre-approved courses with assigned CECs would be required
- Proof that they did or didn't get the training
- Auditing 20 percent of those obtaining the training
- sign in sheets or some type of code could be used as proof
- those that had the training would get a renewal invoice
- those that did not would receive some type of letter

The Board was updated regarding the ability to utilize the National Irrigation Association's database for tracking of CECs. A \$10,000 one-time setup fee would be required. In addition, a \$25 annual per person charge would be required. The contractor would have the ability to enter approved CECs directly into the IA's database.

As a result of an inquiry by the Board, Pro-metrics contacted the Exams & Licensing Unit concerning tracking CECs. This organization is currently being utilized by Consumer Affairs to track CECs for licensing. It was difficult to provide Pro-Metrics with enough information in order to determine whether or not they could provide the services required by the Board.

Bob Dobson motioned that the Board enters into a closed session in order to discuss enforcement matters. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

George McCarthy asked for public comment. No public was in attendance.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for July 14, 2010

Respectfully Submitted,



George McCarthy, Chairman
Landscape Irrigation Contractors Board

MINUTES
LANDSCAPE IRRIGATION CONTRACTORS
EXAMINING BOARD

The Landscape Irrigation Contractors Examining Board held their meeting on July 23, 2010. George McCarthy called the meeting to order. The following members were in attendance:

MEMBER	AFFILIATION
Linda Cantwell	NJDEP
George McCarthy	Spring Irrigation
Patric LiSanti	Growing Concern Inc
Robert Dobson	Middletown Sprinkler

Randy Pease, DAG, Gene Rosenblum, DAG, and Tim Martin (New Jersey Irrigation Association) were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Rick LiSanti motioned to approve the minutes from the May 11, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote. Rick LiSanti motioned to approve the closed session minutes from the May 11, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed and discussed the Treasurer's report. Bob Dobson motioned to accept the report. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

Linda Cantwell informed the Board that due to a scheduling conflict the Board meeting would need to be changed from September 14 to September 15. The Board agreed to change the date.

Bob Dobson indicated that the new legislation became effective on July 15, 2010. As a result, the rules and regulations will need to be re-promulgated. Now might be a good time to review the rules and regulations to insure other changes are not needed.

Tim Martin arrived

A discussion was held concerning the new legislation and the need to re-promulgate the rules and regulations. An inquiry was made as to whether or not an employee working for a plumber that is doing irrigation work would be eligible to apply for the examination. Since the experience requirements can go back no more than 15 years, an applicant would not be able to obtain three years of experience unless they had some experience under a certified irrigation contractor.

Bob Dobson provided copies of a draft outlining the continuing education credit (CEC) process. Since the legislation does not provide enough information with regard to CECs (what kind, how many), the rules and regulations must be updated and re-published before we can require CECs for certificate holders. Mr. Dobson was concerned because Sustainable NJ is moving forward with the Model Water Efficiency Ordinance. Municipalities adopting this ordinance would require irrigation contractors to be recognized by WaterSense. A discussion was

held as to how NJ contractors could become WaterSense recognized. Since the legislation gives the Board the authority to take administrative actions necessary for implementation the Board could begin collecting CEC information in anticipation of the regulations. A mechanism to maintain any information submitted will be necessary. We can collect CECs that comply with the National Irrigation Associations requirement until we can re-adopt our regulations with the CEC requirements. Since WaterSense will accept five CECs from NJ contractors, when contacted we can tell WaterSense how many CECs the contractor has.

Bob Dobson motioned that the Board enters into a closed session in order to discuss enforcement matters. Rick LiSanti seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

After reviewing the investigation report and supporting documentation provided by the enforcement contractor, will the Board proceed with an enforcement action against Scott Meyer (Fairway Estates Landscaping)?

George McCarthy	No
Bob Dobson	No
Rick LiSanti	No
Linda Cantwell	No

Based on the information provided by the Atlantic City Special Improvement District should this case be closed?

George McCarthy	Yes
Bob Dobson	Yes
Rick LiSanti	Yes
Linda Cantwell	Yes

Rick LiSanti motioned to approve two initial applications for the October 2010 exam. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

A discussion was held concerning the enforcement contract. The current contract expires in September 2010. Arrangements will be made to renew this contract for the final year. The Board should start working on the enforcement contract process at the beginning of 2011 to avoid a lapse in services.

There being no further business to discuss, the meeting was adjourned. The next meeting is scheduled for September 15, 2010

Respectfully Submitted,



George McCarthy, Chairman
Landscape Irrigation Contractors Board

MINUTES
LANDSCAPE IRRIGATION CONTRACTORS
EXAMINING BOARD

The Landscape Irrigation Contractors Examining Board held their meeting on November 9, 2010. George McCarthy called the meeting to order. The following members were in attendance:

MEMBER	AFFILIATION
Linda Cantwell	NJDEP
Patric LiSanti	Growing Concern Inc
George McCarthy	Spring Irrigation

Via Telephone conference:

Robert Dobson	Middletown Sprinkler
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Gene Rosenblum, DAG and Randy Pease, DAG, were also in attendance.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Rick LiSanti motioned to approve the minutes from the September 15, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote. Rick LiSanti motioned to approve the closed session minutes from the September 15, 2010 meeting. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

The Board reviewed the exam results from the October 2010 examination. A discussion was held. It appears that changes have been made in the way the exams are being scored and this being the first exam administered solely administered through the Irrigation Association (IA). As a result of the Board's concerns, Bob Dobson contacted the IA during the meeting. Mr. Dobson informed the Board that the exam questions are weighted and now have a cutscore. The cutscore will vary from exam to exam. As a result, a passing score of 70 % with a minimum of 50 % correct in each category will no longer apply. A discussion was held. The Board members were unaware of these changes; applicants have been informed of the scoring process; the applicants scoring 70% with a minimum of 50% correct in each category would have passed this exam if these changes had not been implemented. As a result, Rick motioned to approve the exam results, 3 passed, 3 received a score of 70% or higher with a minimum of 50% correct in each category and 22 failed.

The Board reviewed and accepted the Treasurer's report..

Bob Dobson reported that Tim Martin had informed him that S482 had been released from Committee. If passed, this legislation would allow irrigation contractors to install back flow preventers.

George McCarthy inquired as to whether or not Board members could report those violating the irrigation legislation. A discussion was held. A Board member can refer them to the Board, which may refer them to the enforcement contractor. The Board member should seek guidance from the Board's legal counsel as to whether the Board member should recuse himself from related Board action.

George McCarthy asked for public comment. No members from the public were in attendance.

Rick LiSanti motioned that the Board enters into a closed session in order to discuss enforcement matters. Bob Dobson seconded the motion. There was a unanimous Board affirmative vote.

The Board returned to open session.

The Board agreed it was time to start working on the regulations, formulate guidelines/rules of what is required for out of state applicants, and to include a penalty matrix as part of the rules and regulations rather than a guideline. The 2011 calendar will be sent to the Board members. Members should contact the Exams & Licensing Unit with any conflicts as soon as possible.

There being no further business to discuss, the meeting was adjourned. at 12:10 p.m. The next meeting is scheduled for January 19, 2011.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in black ink on a light-colored background.

George McCarthy, Chairman
Landscape Irrigation Contractors Board

January 19, 2011 MINUTES
LANDSCAPE IRRIGATION CONTRACTORS
EXAMINING BOARD

The Landscape Irrigation Contractors Examining Board held their meeting at the DEP building, Trenton, NJ. George McCarthy called the meeting to order at 10:00 a.m. The following members were in attendance:

MEMBER	AFFILIATION
Linda Cantwell	NJDEP
Patric LiSanti	Growing Concern Inc
George McCarthy	Spring Irrigation
Robert Dobson	Middletown Sprinkler

Charlie Maack, DEP was also in attendance. Gene Rosenblum, DAG attended via a telephone conference.

Linda Cantwell read the Open Public Meetings Act statement for the Landscape Irrigation Contractors Examining Board and announced that adequate notice of this meeting had been provided to the Secretary of State and designated newspapers, as well as posted in DEP.

Both sets of minutes from the November 9, 2010 meeting were approved as presented.

The Board reviewed and accepted the Treasurer's report.

An individual from North Carolina submitted an application in order to obtain a certification through reciprocity. This is the Board's first request for reciprocity. The applicant included a copy of North Carolina's rules and regulations governing their irrigation certification. Based on this information, North Carolina would allow reciprocity for New Jersey contractors and their experience requirements for certification appear to be comparable to ours. Bob Dobson indicated that New York is in the process of establishing a certification program that could result in additional requests for reciprocity. As a result, it was agreed that a policy/process needs to be established in order to insure consistency with future requests. Examinations taken by New Jersey contractors contain questions specific to New Jersey. The Board members agreed that this part of the exam might be important even for those seeking reciprocity. A discussion was held as to whether or not a mini exam should be created containing codes and business information specific to New Jersey. Mr. Dobson agreed to pursue this matter with the Irrigation Association. It was agreed that this mini exam should be offered online. The applicant will be contacted, updated on the process and given the option to take the upcoming full examination.

A discussion was also held concerning the changes that were recently made to the exam scoring process. These changes were discovered upon review of the October 2010 examination results. It was agreed that the Board will reach out to the Irrigation Association indicating their preference to return to a passing score of 70 % with a minimum of 50 % correct in each category.

Motion approved to go into a closed session.

As a result of a conflict with the March 10, 2011 meeting, Board members will be contacted this week in order to reschedule this date.

Bob Dobson provided the Board members with copies of his suggested changes to the regulations. George McCarthy indicated that he had been comparing the law with the regulations to insure that there was consistency and that it was as clear as possible. As a result, some definitions required modification and some of the new requirements required additional definitions. A discussion was held. DAG Rosenblum recommended that definitions are not necessarily the best way to accomplish this. Shall or shall not should be included as part of the requirement. When someone violates the regulations you need to have something showing them what was violated. (who is being held accountable and what are you going to do to them).

George McCarthy asked for public comment. No members from the public were in attendance.

There being no further business to discuss, the meeting was adjourned. at 1:30 p.m. The next meeting is scheduled for March, 2011.

Respectfully Submitted,

A handwritten signature in cursive script that reads "George McCarthy". The signature is written in black ink on a white background.

George McCarthy, Chairman
Landscape Irrigation Contractors Board