

**Minutes**  
**Well Contractors Certification Commission Meeting**  
May 5, 2020 10:00 AM

The regularly scheduled meeting of the Well Contractors Certification Commission was called to order on Tuesday, May 5th, 2020 at 10:02 AM virtually via Webex with Chairman Doug McVey presiding. The following persons were in attendance for the meeting:

Commission Members

Justin Barefoot  
David Brown  
Laura Honeycutt  
Doug McVey  
Todd Muench  
Doug Young  
Billy Yow (absent)

WCC Staff

Andrew Morgan

DHHS Staff

Wilson Mize

Legal Staff

John Barkley (via telephone)

Guest

Chris Deal

**I. Preliminary Matters**

(1) Chairman Doug McVey called the meeting to order and requested cellular telephones be silenced. Chairman McVey then requested the guest in attendance be introduced.

(2) Chairman McVey then read the NC State Government Ethics Act which mandates that the Chairman inquire as to whether any member knows of a conflict of interest or appearance of conflict with respect to matters before the Commission. He asked if any member knows of a conflict of interest or appearance of a conflict. Commissioner Yow brought forward a situation in Guilford County that may or may not come before Disciplinary Committee. Mr. Barkley advised that Commissioners Yow and Honeycutt recuse themselves if this issue is brought to the Disciplinary Committee.

(3) The chairman also read a statement on the purpose of the Well Contractors Certification Commission: (Article 7A-Well Contractors Certification, G.S. 87-98.3). **Purpose:** It is the purpose of this Commission to protect the public health and safety by ensuring the integrity and competence of well contractors, to protect and beneficially develop the groundwater resources of the State, to require the examination of well contractors and the certification of their competency to supervise or conduct well contractor activity, and to establish procedures for the examination and certification of well contractors.

(4) Notation of Any Revisions or Additions to the Agenda  
None

## II. Action Items

### (1) Introduction of Commissioner Young

Chairman McVey introduced Mr. Douglas Young as Governor Cooper's appointment to replace Commissioner Dills. The Chairman noted the State Ethics Commission letter finding no actual conflict of interest regarding the appointment of Commissioner Young.

### (2) Approval of Minutes

The Commission reviewed the February 4, 2020 meeting minutes. Commissioner Muench made a motion to approve the February 4, 2020 minutes. Commissioner Honeycutt seconded the motion. A vote was taken and the motion passed unanimously.

### (3) Election of new Budget Committee Chair

With Commissioner Yow's appointment ending in June the Commission Young nominated Commissioner Honeycutt to Chair the Budget Committee effective July 1, 2020. Commissioner Muench seconded the motion. A vote was taken and the motion passed unanimously. Commissioner Muench volunteered to serve on the Budget Committee effective July 1, 2020.

### (4) Administrative Office Assistant position

The Commission discussed the office assistant position and agreed this should be a part time position. The Chairman asked that reclassification to part time continue to be pursued.

## III. Information Items

### (1) Appointment/Re-appointment

Commissioner Yow has completed his second term. Mr. Chris Deal has requested this seat on the Commission.

Commissioner Muench has decided to serve a second term and will be likely be re-appointed.

### (2) Staff Report

The staff report was presented by Drew Morgan, for activities that occurred from February to April 2020:

1) Exam Reviews	7
2) Exams	23
3) Field Observations	3
4) Civil Penalty Assessments	2

(3) New database update

Commissioners reviewed the timeline included in the meeting packet. The process is still awaiting the “to do” list from IT to move forward.

(4) Review Committee Report

Commissioner Brown presented the Review Committee report for meetings held in February, March and April 2020. The Review Committee has reviewed 17 applications for certification level A, 3 for level B, 10 for level C and 1 for level D. The Committee also reviewed 12 continuing education courses for pre-approval. Committee Chair Brown briefed the Commission on exam reference updates and test bank question revisions.

(5) WCCC Fund Balance

Commissioners reviewed the April 30, 2020 budget report. The fund currently has \$669,000.

(6) Ethics Update

After explaining Commissioner Young’s Statement of Economic Interest, Mr. Barkley asked the Commission to approve the SEI. Commissioner Brown made a motion to approve Commissioner Young’s SEI. Commissioner Muench seconded the motion. A vote was taken and the motion passed unanimously. Mr. Barkley reminded the Commissioners to complete their Ethics Training when due and Statement of Economic Interest was due by April 15.

**IV. Upcoming Meetings**

Commission Meeting – Aug. 4, 2020 @ 10am, 1100 E. Wendover Ave., Greensboro, NC

Review Committee – Jun. 2, 2020 @ 10:00am, at 501 Millstone Dr., Hillsborough, NC

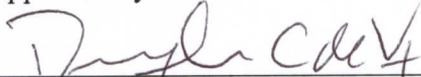
Budget Committee – Jul. 25, 2020 @ 11am, at 2101 N. Oak St., Myrtle Beach, SC

**V. Adjournment**

With no further business or comments from Commission or Staff, the meeting was adjourned at 11:03 AM

Respectfully submitted,  
Andrew Morgan, REHS  
WCC Staff

Approved by WCCC:

  
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Douglas McVey, MS, REHS  
Chairman, Well Contractors Certification Commission  
**[www.wellcontractors.nc.gov](http://www.wellcontractors.nc.gov)**

8/4/2020

Date