

Public Works / Finance Committee



Regular Meeting ~Agenda~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

Monday, October 14, 2019

3:00 PM

**Council Chambers
206 E. Third St.**

REGULAR AGENDA

1. Approval of the September 23, 2019 Public Works / Finance Minutes (ACTION ITEM) - Laurie Hopkins

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.

2. Disbursement Report September 2019 (ACTION ITEM) - Sarah Banks

Staff will present the Accounts Payable Report for the month ending September 2019.

PROPOSED ACTIONS: Sign the Disbursements Report for the month of September, 2019 or take such other action deemed appropriate.

3. Public Meeting: Proposed Lot Division at 933 E. Seventh Street (ACTION ITEM) - Mike Ray

The applicants, Mark Warner and Amy Grey, are requesting a lot division for an existing lot of approximately 31,156 square feet in size located at 933 East Seventh Street. The applicants are requesting the lot division in order to create two lots of approximately 19,270 square feet and 11,885 square feet in size. The subject property is located within the Moderate Density, Single Family Residential (R-2) Zoning District where the minimum lot size is 7,000 square feet and the minimum lot width is 60 feet. Both proposed lots will meet the minimum requirements of the R-2 Zone and the existing single family dwelling on the subject property will meet all setback requirements. Per Moscow City Code, property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date.

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

4. Crisis Center Presentation - Gary J. Riedner / Joyce Lyons

Dr. Joyce Lyons, Rural Crisis Response Project Manager will present an overview of the Moscow Crisis Center, which will be opening in a few weeks. The Crisis Center provides 24-hour access to behavioral health crisis intervention services in an out-patient environment. This is expected to help in avoiding the unnecessary incarceration or hospitalization of individuals experiencing a behavioral health crisis. The Center will provide evaluation and risk assessment in a safe and secure environment. Included in services provided are basic medical clearance,

crisis therapy, safety planning, case management and links to community and support networks.

PROPOSED ACTIONS: No action required.

5. Latah Recovery Center Funding Request (ACTION ITEM) – Gary J. Riedner

Darrell Keim, Director of the Latah Recovery Community Center, is requesting financial assistance in the amount of \$10,000 to make improvements to the existing Latah Recovery Community Center building in order to better integrate the services of the new Crisis Center, which is located next door. The Latah Recovery Community Center contracts with the Crisis Center to serve as a focus for behavioral health crisis services. The attached letter describes the request and the program. Traditionally, requests such as this have been considered for funding through the Legislative Non-Prioritized Projects line item 101-010-10-670-16, which is funded at the level of \$30,000 for FY2020.

PROPOSED ACTIONS: Approve \$10,000 support for the Latah Recovery Community Center for one-time facility improvements to be funded through Legislative Non-Prioritized Projects line item 101-010-10-670-16; reject funding request; or provide staff further direction.

REPORTS

Idaho Rural Water Association - Apprenticeship Program Agreement - Jen Pfiffner

ADJOURN

NOTICE: Moscow City Council and committee meetings are televised, videotaped and/or recorded. Individuals attending the meeting who require special assistance to accommodate physical, hearing, or other impairments, please contact the City Clerk, at (208) 883-7015 or TDD 883-7019, as soon as possible so that arrangements may be made.

Public Works / Finance Committee



Regular Meeting ~Minutes~

Laurie M. Hopkins
City Clerk

www.ci.moscow.id.us

208.883.7015

**Monday,
September 23, 2019**

3:00 PM

**Council Chambers
206 E. Third St.**

REGULAR AGENDA

The meeting was called to order at 3:00 p.m.

PRESENT: Art Bettge, Jim Boland, Gina Taruscio

STAFF: Gary J. Riedner, Mia Vowels, Bill Belknap, Tyler Palmer, Mike Ray, Tim Davis,
Laurie M. Hopkins

1. Approval of the August 26, 2019 Public Works / Finance Minutes (ACTION ITEM) - Caylee Birge

Minutes presented for approval.

PROPOSED ACTIONS: Approve minutes, amend minutes, or provide staff further direction.
Minutes were approved as presented.

2. Public Meeting: Proposed Lot Division at 212 E. Sixth Street (ACTION ITEM) - Mike Ray

The applicants, Rod and Jenny Story, are requesting a lot division for an existing lot of approximately 11,521 square feet in size located at 212 East Sixth Street. The applicant is requesting the lot division in order to create two lots of approximately 6,529 square feet and 4,992 square feet in size. The proposed westernmost lot contains a 4-unit multi-family apartment building and the easternmost lot contains a medical office building. The subject property is located within the Central Business Zoning District (CB) where there is no minimum lot size, minimum lot width, or setback requirements. Per Moscow City Code, property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date.

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with conditions; or recommend approval of the lot division request with no conditions; or recommend denial of the lot division request; or provide staff further direction.

Ray showed a map and described the neighborhood including zoning. The two buildings on the lot do not share a common sewer line and there is no setback or minimum lot size. No public comments were offered. The Committee recommended approval and that it be placed on the Council consent agenda.

3. Finley-Buttes Limited Partnership Contract for Long Haul and Disposal of Solid Waste (ACTION ITEM) - Gary J. Riedner / Tim Davis

City Council authorized the issuance of a Request for Proposals for Transportation and Disposal of Municipal Solid Waste on January 10, 2018. Two proposals were received and after evaluation, the proposal from Finley Buttes Limited Partnership (FBLP) was determined to be

the most favorable, and on April 16, 2018, City Council directed staff to negotiate the agreement with FBLP. Staff has been pursuing negotiations since that time and the attached Memo from Sanitation Manager Tim Davis outlines the history and process. The attached Agreement for Solid Waste Transportation and Disposal Between the City of Moscow and Finley-Buttes Limited Partnership is presented for City Council consideration. Recommend approval of the attached Agreement for Solid Waste Transportation and Disposal Between the City of Moscow and Finley-Buttes Limited Partnership or provide staff further direction.

PROPOSED ACTIONS: Recommend approval of the attached Agreement for Solid Waste Transportation and Disposal Between the City of Moscow and Finley-Buttes Limited Partnership or provide staff further direction.

Davis introduced the item as written above. Request for Proposals (RFP) was issued but had differences in negotiations. RFP said we would not entertain fluctuation of fuel price and Finley Butte's response did not include that but they did want to discuss and have been negotiating the last three months. The five versus six year beginning term still needs to be clarified but will have regulated rates until 2035. Electronic waste is accepted at Moscow Recycling and should not be included in the trash. The Committee recommended approval and that it be placed on the Council regular agenda.

REPORTS

Water Building Repair Status Report - Bill Belknap

Belknap gave a background on the purchase of the Water Administration Building. After purchase, staff worked to arrange contractors for improvements including structural and roofing. During initial demolition of the lower roof areas in early July it was discovered that the damage was more extensive than anticipated and one of the perimeter beams dropped unexpectedly. This required the installation of temporary cribbing to support the beams until repairs could be made. The contractor discovered a fair amount of electrical work installed on top of the roof decking to serve several of the ceiling light fixtures. The circuits have since been removed, but the conduits and electrical work found on the roof will need to be rerouted to serve the ceiling light fixtures. Asbestos abatement was completed on September 6. With the recent rain, water has intruded into the building and the beams have continued to settle. The building is structurally stable and does not present a risk to the public. The framing contractor is currently removing the sheeting and flashing so that the structural engineer can inspect the extent of damage. Once inspected, our contractor will cover the building with ice and water shield to serve as a temporary roofing surface for the winter. Once the building is protected, the contractor will begin work to repair the damaged glulam beams and corner roof decking. Due to the late time of year, it will be next spring/summer for suitable weather to complete the new roof insulation and membrane installation. The building will be unoccupied until weather conditions and temperatures are suitable for the new roof installation. Our primary focus is to get the beams and corner decking repaired then if the cedar decking is still in good shape we can apply plywood sheeting. Staff will continue to review the building situation over the next couple weeks.

ADJOURN

The meeting closed at 3:27 p.m.

COMMITTEE STAFF REPORT

DATE: Monday, October 14, 2019



RESPONSIBLE STAFF

Sarah Banks, Finance Director

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Disbursement Report September 2019 (ACTION ITEM) - Sarah Banks

DESCRIPTION

Accounts Payable Report for the month ending September 30, 2019. A summary of the major expenditures has been approximated by category and represents 95% of the total expenditure of \$2,221,943.75

Payroll	\$1,065,701.00
Professional Services	\$37,035.00
Sanitation	\$286,105.00
Capital Outlay	\$102,096.00
Capital Outlay - Improvements	\$291,039.00
Capital Outlay - Vehicles	\$38,593.00
Supplies	\$70,869.00
Utilities	\$80,464.00
Contractual Payments	\$102,530.00
ACH Wells Fargo	\$46,633.00
Total	\$2,121,065.00

STAFF RECOMMENDATION

Sign the Disbursements Report for the month of September, 2019.

PROPOSED ACTIONS

PROPOSED ACTIONS: Sign the Disbursements Report for the month of September, 2019 or take such other action deemed appropriate.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Cash and Investments Sept 2019
2. Disbursements Report Sept 2019
3. Revenue Report Sept 2019

City of Moscow
Cash and Investments
Balances as of 9/30/2019

Fund		Year to Date Balance
General Fund	\$	6,099,340.00
Street Fund	\$	1,709,100.86
Culture & Recreation	\$	1,347,371.94
MSDCPF	\$	148,659.94
1912 Fund	\$	39,887.42
Transit Center	\$	66,914.98
Water Fund	\$	3,417,817.00
Sewer/WWTP	\$	5,222,256.46
Sanitation Fund	\$	2,889,663.41
Fleet Fund	\$	2,711,806.33
Information Systems	\$	1,909,454.79
Water Capital	\$	6,921,486.78
Sewer Capital	\$	9,928,592.39
Capital Projects	\$	2,812,880.75
Sanitation Capital	\$	5,475,684.28
LID construction	\$	149,875.33
Hamilton	\$	2,394,114.94
Bond & Interest	\$	8,804,465.76
LID Funds	\$	18,278.10
Payroll Service	\$	554,123.85
Total Cash & Investments	\$	62,621,775.31

DISBURSEMENTS REPORT FOR SEPTEMBER 2019											
DATE	FUND NAME	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	ACCOUNTS PAYABLE	VOID CHECKS	PAYROLL	PAYROLL	GRAND TOTALS
		9/5/2019	9/9/2019	9/12/2019	9/19/2019	9/20/2019	9/16/2019	10/2/2019	9/13/2019	9/27/2019	
		00001.09.2019	00003.09.2019	00002.09.2019	00004.09.2019	00006.09.2019	9/30/2019 00005.09.2019 00007.09.2019	00001.10.2019	00100.09.2019	00200.09.2019	
CHECK #'s		92363-92442	92443	92444-92504	92505-92620	92621-92622	September CC ACHs	92518	21047-21056	21057-21066	
Fund #											
101	GENERAL	21,908.36	737.50	14,844.50	67,358.80		21,305.69		311,340.24	314,431.81	751,926.90
105	STREETS	6,288.08		19,733.82	10,255.42		3,758.54		26,513.28	26,558.91	93,108.05
120	RECREATION AND CULTURE	1,165.04		24,340.91	22,738.43	13,583.00	5,472.85		62,663.36	65,648.75	195,612.34
121	MSD COMM. PLAY FIELDS	153.37		51.72	1,261.79				2,376.36	2,577.03	6,420.27
123	1912 CENTER			7,916.67							7,916.67
128	TRANSIT CENTER			1,101.55							1,101.55
220	WATER	4,061.07		39,737.73	24,911.17		2,410.24		48,772.34	48,146.29	168,038.84
230	SEWER	12,939.98		58,365.30	42,882.98		2,859.10	(11,750.00)	45,539.61	45,290.63	196,127.60
240	SANITATION			269,163.41			189.80		3,850.87	3,938.15	277,142.23
290	FLEET	2,227.35		37,814.35	9,052.14		497.71		11,423.82	11,551.07	72,566.44
295	INFORMATION SYSTEMS	8,085.00		3,375.19	12,297.13		10,123.38		17,500.12	17,578.02	68,958.84
320	WATER CAPITAL PROJECTS			385.51	102,204.60						102,590.11
330	SEWER CAPITAL PROJECTS			385.51	26,300.52						26,686.03
340	SANITATION CAPITAL PROJ										0.00
350	CAPITAL PROJECTS	90,617.27		98,286.81	64,828.30						253,732.38
355	LID CONSTRUCTION										0.00
380	HAMILTON - PARKS & REC										0.00
590	BONDS & INTEREST										0.00
890	URBAN RENEWAL AGENCY						15.50				15.50
	TOTAL	147,445.52	737.50	575,502.98	384,091.28	13,583.00	46,632.81	(11,750.00)	529,980.00	535,720.66	2,221,943.75

WIRE Transfers:

_____ Jim Boland, Chair

_____ Art Bettge

_____ Anne Zabala

_____ Sarah L. Banks, Finance Director

RECEIPTS REPORT FOR September 2019

Fund #	FUND NAME	Taxes	Franchise Fees	Licenses & Permits	Intergovernmental	Charges for Services	Fines & Penalties	Investment Income	Refunds & Reimbursements	Contributions & Donations	Other	Grand Total
101	GENERAL	9,688.12	81,568.23	67,980.23	9,435.93	131,484.84	17,087.65	12,039.09	34,690.19	0.00	4,419.57	368,393.85
105	STREETS	1,614.28	0.00	0.00	-608.81	24,599.52	0.00	3,732.26	381.23	0.00	0.00	29,718.48
120	RECREATION AND CULTURE	0.00	0.00	0.00	200.00	28,053.29	0.00	0.00	0.00	19,359.72	-49.71	47,563.30
121	MSD COMMUNITY PLAY FIELDS	0.00	0.00	0.00	5,305.75	0.00	0.00	0.00	0.00	0.00	0.00	5,305.75
123	1912 CENTER	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
128	TRANSIT CENTER	0.00	0.00	0.00	0.00	1,404.16	0.00	0.00	0.00	0.00	0.00	1,404.16
220	WATER	0.00	0.00	0.00	0.00	669,727.79	0.00	6,830.79	0.00	0.00	0.00	676,558.58
230	SEWER	0.00	0.00	0.00	0.00	601,629.29	0.00	11,241.68	2,636.12	0.00	0.00	615,507.09
240	SANITATION	0.00	0.00	0.00	0.00	479,190.28	0.00	5,745.66	2,000.00	0.00	0.00	486,935.94
290	FLEET	0.00	0.00	0.00	0.00	76,593.79	0.00	5,509.62	0.00	0.00	0.00	82,103.41
295	INFORMATION SYSTEMS	0.00	0.00	0.00	0.00	102,851.65	0.00	3,811.59	0.00	0.00	0.00	106,663.24
320	WATER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	14,053.20	0.00	0.00	0.00	14,053.20
330	SEWER CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	19,899.99	0.00	0.00	0.00	19,899.99
340	SANITATION CAPITAL PROJECTS	0.00	0.00	0.00	0.00	0.00	0.00	11,051.85	0.00	0.00	0.00	11,051.85
350	CAPITAL PROJECTS	0.00	0.00	0.00	-751.07	0.00	0.00	6,056.52	0.00	0.00	1,147.27	6,452.72
355	LID CONSTRUCTION	0.00	0.00	0.00	0.00	0.00	0.00	310.61	0.00	0.00	110.04	420.65
380	HAMILTON P&R	0.00	0.00	0.00	0.00	0.00	0.00	2,422.51	0.00	0.00	0.00	2,422.51
590	BOND & INTEREST	0.00	0.00	0.00	0.00	0.00	0.00	11.70	0.00	0.00	0.00	11.70
595	LID FUNDS	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00	0.00
TOTAL		11,302.40	81,568.23	67,980.23	13,581.80	2,115,534.61	17,087.65	102,717.07	39,707.54	19,359.72	5,627.17	2,474,466.42

COMMITTEE STAFF REPORT

DATE: Monday, October 14, 2019



RESPONSIBLE STAFF

Michael Ray, Assistant CD Director/Planning Manager

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Public Meeting: Proposed Lot Division at 933 E. Seventh Street (ACTION ITEM) - Mike Ray

DESCRIPTION

The applicants, Mark Warner and Amy Grey, are requesting a lot division for an existing lot of approximately 31,156 square feet in size located at 933 East Seventh Street. The applicants are requesting the lot division in order to create two lots of approximately 19,270 square feet and 11,885 square feet in size. The subject property is located within the Moderate Density, Single Family Residential (R-2) Zoning District where the minimum lot size is 7,000 square feet and the minimum lot width is 60 feet. Both proposed lots will meet the minimum requirements of the R-2 Zone and the existing single family dwelling on the subject property will meet all setback requirements. Per Moscow City Code, property owners within 600 feet of the property have been notified of the proposed division and a sign was posted seven (7) days prior to the public meeting date.

STAFF RECOMMENDATION

Take public comment if applicable and recommend approval of the lot division request with no conditions.

PROPOSED ACTIONS

PROPOSED ACTIONS: Take public comment if applicable and recommend approval of the lot division request with no conditions; or recommend approval of the lot division request with conditions; or recommend denial of the lot division request; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Lot Division Packet
2. Public Hearing Notice

23 September 2019

Dear Mayor Lambert and City Council Members,

We are seeking to divide our current .72 acre property at 933 E. 7th Street, from one lot into two. Attached are the various documents required by the City, including:

1. Complete descriptions of our current property and the two new proposed lots.
2. Site Plan of our current property and two new proposed lots.
3. Required fees

Staff has been very helpful in assisting us in assembling these documents, but if there is anything additional that is needed or you have immediate questions or concerns we would be more than happy to address those.

Many thanks,

Mark Warner
Amy Grey
933 E. 7th Street
Moscow, ID 83843

208.892.4502/amyegrey@outlook.com

LEGAL DESCRIPTIONS

933 E. 7TH LOT DIVISION REQUEST

ORIGINAL LOT (933 E. 7TH STREET)

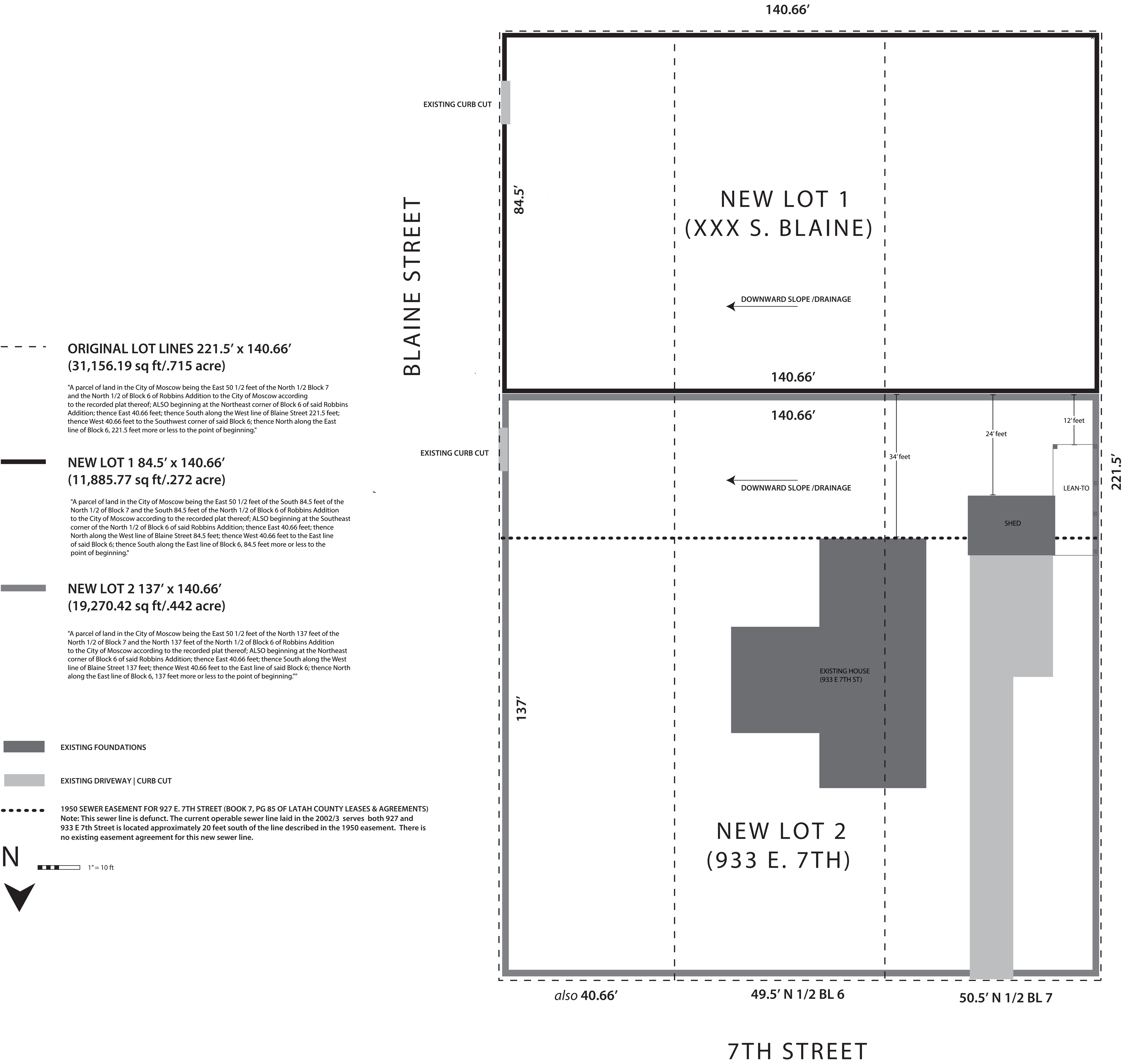
"A parcel of land in the City of Moscow being the East 50 1/2 feet of the North 1/2 of Block 7 and the North 1/2 of Block 6 of Robbins Addition to the City of Moscow according to the recorded plat thereof; ALSO beginning at the Northeast corner of Block 6 of said Robbins Addition; thence East 40.66 feet; thence South along the West line of Blaine Street 221.5 feet; thence West 40.66 feet to the Southwest corner of said Block 6; thence North along the East line of Block 6, 221.5 feet more or less to the point of beginning."

LOT 2

"A parcel of land in the City of Moscow being the East 50 1/2 feet of the North 137 feet of the North 1/2 of Block 7 and the North 137 feet of the North 1/2 of Block 6 of Robbins Addition to the City of Moscow according to the recorded plat thereof; ALSO beginning at the Northeast corner of Block 6 of said Robbins Addition; thence East 40.66 feet; thence South along the West line of Blaine Street 137 feet; thence West 40.66 feet to the East line of said Block 6; thence North along the East line of Block 6, 137 feet more or less to the point of beginning."

LOT 1

"A parcel of land in the City of Moscow being the East 50 1/2 feet of the South 84.5 feet of the North 1/2 of Block 7 and the South 84.5 feet of the North 1/2 of Block 6 of Robbins Addition to the City of Moscow according to the recorded plat thereof; ALSO beginning at the Southeast corner of the North 1/2 of Block 6 of said Robbins Addition; thence East 40.66 feet; thence North along the West line of Blaine Street 84.5 feet; thence West 40.66 feet to the East line of said Block 6; thence South along the East line of Block 6, 84.5 feet more or less to the point of beginning."



NOTICE OF PUBLIC MEETING

Proposed Lot Division at 933 East Seventh Street
in the City of Moscow, Idaho (LUP2019-0030)

A public meeting before the Public Works/Finance Committee of the City Council will be conducted during which the following proposal will be considered:

Applicant is requesting a lot division to divide an existing lot of approximately 31,156 sf in size to two lots of approximately 11,886 sf and 19,270 sf in size. The property is currently addressed 933 East Seventh Street, as shown on the vicinity map below.

MEETING DATE AND TIME: Monday, October 14, 2019

LOCATION OF MEETING: Council Chambers, Second Floor, Moscow City Hall
206 East Third Street, Moscow, Idaho

MEETING TIME: 3:00 p.m.

Note: Meeting start time is not necessarily indicative of discussion start time for the application advertised in this notice. Multiple hearings and/or agenda items may make it difficult to determine hearing start time, which could occur late in the meeting.

The file containing information on this matter is available for public review (an appointment may be necessary) at the Community Development Department located in the Paul Mann Building, 221 East Second Street, Moscow, Idaho. You may also call 883-7035 to obtain the meeting agenda, further information on the application or the public hearing process, and/or to request a meeting with City Staff.



Laurie Hopkins, Moscow City Clerk


Anne Peterson, Deputy City Clerk

COMMITTEE STAFF REPORT

DATE: Monday, October 14, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Crisis Center Presentation - Gary J. Riedner / Joyce Lyons

DESCRIPTION

STAFF RECOMMENDATION

No action recommended.

PROPOSED ACTIONS

PROPOSED ACTIONS: No action required.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

None

COMMITTEE STAFF REPORT

DATE: Monday, October 14, 2019



RESPONSIBLE STAFF

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Latah Recovery Center Funding Request (ACTION ITEM) – Gary J. Riedner

DESCRIPTION

Darrell Keim, Director of the Latah Recovery Community Center, is requesting financial assistance in the amount of \$10,000 to make improvements to the existing Latah Recovery Community Center building in order to better integrate the services of the new Crisis Center, which is located next door. The Latah Recovery Community Center contracts with the Crisis Center to serve as a locus for behavioral health crisis services. The attached letter describes the request and the program. Traditionally, requests such as this have been considered for funding through the Legislative Non-Prioritized Projects line item 101-010-10-670-16, which is funded at the level of \$30,000 for FY2020.

STAFF RECOMMENDATION

No recommendation.

PROPOSED ACTIONS

PROPOSED ACTIONS: Approve \$10,000 support for the Latah Recovery Community Center for one-time facility improvements to be funded through Legislative Non-Prioritized Projects line item 101-010-10-670-16; reject funding request; or provide staff further direction.

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. latah Recovery Center funding request 2019 existing facility



**Recovery
Center
Board:**

Greg Mann
President

Sharon Curtis
*Past President and
Treasurer*

Alisa Anderson
Secretary

Sharlisa Davis

David Hutton

Paul Kwiatkowski

Jay Mlazgar

Scott Morrisson

Joe Powell

Tom Stroschein

Moscow City Council:

The Latah Recovery Community Center has taken on a new project. We are contracting with the Crisis Response Network/Public Health to serve as a locus for behavioral health crisis services. To accomplish this, we are expanding into new space adjoining us to the north, AKA Whack-A-Doos Hair Salon.

We anticipate this program will directly benefit the city, with fewer police transports, and less MPD time spent securing behavioral health holds at the Gritman E.R.

Speaking with Chief Fry, he shared the department had 317 behavioral health related transports since 2015. Each requires police to remain at the E.R. 24-72 hours. Assuming a short 24 hour stay, and police average pay of \$26/hr, the city has spent at least \$197800 on these holds. Chief Fry estimates that half of these transports would go to our facility instead of the E.R. Frequently his officers go into overtime pay during a hold-thus the above estimate is very low.

We have secured the funding for developing the new space through the Crisis Response Network contract. However, that doesn't help with some changes needed in our existing facility to better integrate this new service. Would the city consider investing \$10000 in this program?

Sincerely,

Darrell Keim
Director

COMMITTEE STAFF REPORT

DATE: Monday, October 14, 2019



RESPONSIBLE STAFF

Jen Pfiffner, Assistant City Supervisor

ADDITIONAL PRESENTER(S)

OTHER RESOURCES

AGENDA ITEM TITLE

Idaho Rural Water Association - Apprenticeship Program Agreement - Jen Pfiffner

DESCRIPTION

The National Rural Water Association (NRWA) has developed a Standards of Apprenticeship Program for Water and Wastewater Systems Operations Specialists. The Idaho Rural Water Association (IRWA) has partnered with the NRWA and is administering the program for Idaho. The program is designed to provide a basis for universal training in all phases of the water industry. Guidelines incorporate standards from the U.S. Department of Labor, Office of Apprenticeship. The goal of the program is to provide training and support for individuals working in the water industry, specifically to address the high degree of organizational and personal responsibility that comes with managing the safe delivery of water and wastewater services.

Participating organizations have the opportunity to receive financial incentives of up to \$2,500 per employee for on-the-job-training wages and other applicable expenses. Participation in the program does not require any changes to the hiring or processing of employees. Individuals enroll in the program as employees working for a participating employer. Additional reporting paperwork outlining the employees progression in the program is required and will be managed by the Public Works & Services Utility Managers and Supervisors for Water and Sewer with the assistance of Human Resources.

STAFF RECOMMENDATION

PROPOSED ACTIONS

PROPOSED ACTIONS: Recommend approval of the Idaho Rural Water Association Standards of Apprenticeship - Employer Participation Agreement, or provide staff further direction

FISCAL IMPACT

PERSONNEL IMPACT

ATTACHMENTS

1. Standard-Apprenticeship-Standards-IRWA

STANDARDS OF APPRENTICESHIP

DEVELOPED BY THE IDAHO RURAL WATER ASSOCIATION

FOR THE OCCUPATIONS

OCCUPATIONS	O*NET-SOC CODE	RAPIDS CODE
Water Systems Operations Specialist Water Systems Operator	51-8031.00	0507
Wastewater Systems Operations Specialist Wastewater Systems Operator	51-8031.00	0507R



U. S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP

APPROVED BY:



William J. Kober, Idaho State Director

02/09/2018

Date of Registration

2018-ID-70644

Registration Number

**REGISTERED AS PART OF THE NATIONAL APPRENTICESHIP PROGRAM IN ACCORDANCE WITH THE BASIC
STANDARDS OF APPRENTICESHIP ESTABLISHED BY THE SECRETARY OF LABOR**

The legal requirements related to apprenticeship that apply to registered apprenticeship programs are contained in 29 U.S.C. 50 and Title 29, CFR parts 29 and 30. Every effort has been made to ensure that the information in these Apprenticeship Standards is accurate and up-to-date.

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FOREWORD

These Water/Wastewater System Operations Specialist apprenticeship standards have as their objective the training of utility workers skilled in all phases of the industry. The sponsor recognizes that in order to accomplish this, there must be well-developed on-the-job learning combined with related instruction.

This recognition has resulted in the development of these standards of apprenticeship. They were developed in accordance with the basic standards recommended by the U.S. Department of Labor, Office of Apprenticeship, as a basis from which the sponsor can work to establish an apprenticeship training program that meets the particular needs of the area.

The water industry is unique in that it involves the daily responsibilities of public health protection, technical operations, and maintenance of critical but unseen infrastructure. In order to meet industry demands in an ever-evolving technological environment, the water industry must select individuals who have the aptitude to learn and develop the knowledge, skills and abilities necessary to proficiently perform the individual job tasks associated with the work processes of the occupations. The industry must select and train individuals who will diligently work and study to stay abreast of current and future emerging technologies.

The water industry, by its very nature, places a high degree of personal responsibility on each individual. While supervision is most often provided on the job, these workers are constantly called upon to make decisions concerning health and safety requirements and operational demands to keep these vital resources flowing.

To meet increased demand on our nation's water resources infrastructure, personal and equipment have been operating at or beyond capacity to provide safe drinking water and environmentally responsible wastewater treatment for our growing population. Continuous operations and maintenance of existing facilities often prove to be extremely expensive and hazardous. The public must be assured of safety and uninterrupted service. This requires adequate skill and knowledge on the part of each person performing the work. The well-trained Systems Operations Specialist (journeyworker) takes pride in the appearance of his or her work, its technical correctness, and its structural soundness.

The National Rural Water Association (NRWA) has dedicated time and resources to develop an efficient training program so apprentices can, through a systematic program of related instruction and on-the-job learning, become a well-qualified System Operations Specialist. The degree of success NRWA will have with this apprenticeship program will depend entirely upon the willingness of State Rural Water Associations (SRWAs) and local water/wastewater systems to cooperate in achieving this common goal. Quality training has always been a top priority for NRWA.

SECTION I – PROGRAM ADMINISTRATION

Program Sponsors are responsible for the administration of all aspects of a Registered Apprenticeship program. Sponsor means any State Rural Water Association (SRWA) or water/wastewater system (system) operating an apprenticeship program and in whose name the program is (or is to be) registered or approved. Program sponsors, at their discretion, may establish an Apprenticeship Training Committee (ATC) to carry out the responsibilities and duties required of a program sponsor as described in these standards of apprenticeship. While the Office of Apprenticeship recommends that program sponsors utilize the services of an ATC, a sponsor may also elect to administer the program without the services of an ATC.

The Idaho Rural Water Association has elected to administer the apprenticeship program with the services of an ATC. NOTE: IF AN ATC IS ESTABLISHED BY THE PROGRAM SPONSOR, A LIST OF THE MEMBERSHIP AND THE AREAS OF EXPERTISE THEY REPRESENT SHOULD BE PROVIDED TO THE U. S. DEPARTMENT OF LABOR, OFFICE OF APPRENTICESHIP.

- **Responsibilities of the Apprenticeship Training Committee**
 - A. Members of the Apprenticeship Training Committee will be selected by the Idaho Rural Water Association Board of Directors.
 - B. The Apprenticeship Training Committee shall serve in an advisory capacity to Association members to ensure uniform and progressive on the job training and to act as a constant resource in apprenticeship and training matters.
 - C. The Apprenticeship Training Committee shall make recommendations covering the disposition of the Apprenticeship Agreement to the field management who will take final action on them.
 - D. Ensure all Apprentices are given the variety of work experience on the job and in the required related technical instruction required to develop Journeyworker skills.
 - E. Update and revise as needed, the related instruction material to meet changing technology and Association needs; with aid and input from Association members.
 - F. Designate an Apprenticeship Program Manager/Coordinator. The Program Manager shall serve as a liaison between apprentices, Sponsoring Employers, Related Instruction Providers and, the Office of Apprenticeship, and perform other duties relative to the apprenticeship program as may be assigned and delegated by the Committee.
 - G. To periodically review these Standards and keep them consistent and updated with industry and Office of Apprenticeship practices.
 - H. Respond to the needs and requests of Sponsoring Employers.
 - I. The Apprenticeship Training Committee shall schedule bi-annual meetings or meet on call of the chairperson.

- **Structure of the Apprenticeship and Training Committee**
 - A. Members of the ATC will be selected by the groups they represent.
 - B. Membership will be composed of equal numbers of representatives from System Operations Specialists and system decision makers (board members or other elected officials).
 - C. Technical Assistance - such as that from the U.S. Department of Labor, Office of Apprenticeship, State Apprenticeship Agencies, and vocational schools may be requested to advise the ATC.
- **Administrative Procedures**
 - A. The ATC will select a chairperson and a secretary and will determine the time and place of regular meetings. Meetings will be held as frequently as needed to effectively manage the program. Written minutes of the meetings will be kept.
 - B. The chairperson and secretary will have the power to vote on all questions affecting apprenticeship.
 - C. The offices of chairperson and secretary may rotate among members of the sponsor.
- **Responsibilities of the Sponsoring Employers**
 - A. Sponsoring Employers shall ensure apprentices are electronically registered in RAPIDS and a copy of each signed apprenticeship agreement is maintained and a copy furnished to the apprentice and the Apprenticeship Program Manager/Coordinator.
 - B. To carry out the provisions of these standards and maintain on-the-job learning records for each apprentice.
 - C. To see that the apprentices are rotated from job process to job process in accordance with these standards and in accordance with the schedule of work experience included herein.
 - D. To see that the apprentices are rotated from job process to job process in accordance with these standards and in accordance with the schedule of work experience included herein.
 - E. To provide for continuous employment of apprentices insofar as possible.
 - F. All Sponsoring Employers adopting these standards shall be familiar with the terms of the same and shall maintain a copy on file at their place of business.
 - G. Ensure all apprentices have an opportunity to review the Standards.
- **NRWA Program Management:** NRWA will oversee quality and consistency via a designated Apprenticeship Program Manager. NRWA may provide technical assistance to local program sponsors as needed, including but not limited to the following list:
 - A. Be the point of contact for ensuring training courses and materials utilized in local programs meet acceptable criteria outlined in the Certified NRWA Apprenticeship Program and/or for acquiring NRWA standardized training materials.

- B. Provide specialized training, workshops, exams, certificates and certifications as needed through Water University.
- C. Provide standardized recordkeeping templates or database platforms necessary for local sponsors to uniformly administer local programs in accordance with NRWA criteria and provide, upon request, standardized NRWA apprenticeship application forms to the local sponsors.
- D. In coordination with local sponsors, provide technical assistance on program administration and operations. This may include working with the local sponsors to establish protocols for taking applications to the program, determining acceptable selection procedures that are in accordance with Equal Employment Opportunity hiring practices, or establishing a recordkeeping system capable of validating the quality and effectiveness of the training program.
- E. Accept and respond to inquiries from prospective apprenticeship applicants and affiliate members concerning registration processes.
- F. Assist and advise local sponsors on maintaining “good faith efforts” as outlined in the Affirmative Action Plan, as applicable, and ensure all participation is documented.
- G. Disseminate apprenticeship opening announcements throughout the year using NRWA communication platforms including the WaterPro Community and Career Center.
- H. Maintain a composite record of all registered apprentices in NRWA programs to include completion and cancelation rates, diversity utilization in the programs, and statistical norms for wages and benefits nationwide.
- I. Ensure related instruction and on the job learning requirements stay up to date with technology and industry practices.

SECTION II - EQUAL OPPORTUNITY PLEDGE – 29 CFR 29.5(b)(21) and 30.3(b)

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years or older. The IRWA and Sponsoring Employers will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.

SECTION III - AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURES – 29 CFR 29.5(b)(21), 30.4, and 30.5

Sponsoring Employers with 5 or more registered apprentices are required to adopt an affirmative action plan and selection procedures, which will become part of these standards of apprenticeship. However, the Office of Apprenticeship encourages the development of these two plans for all programs regardless of apprentice numbers. For Sponsoring Employers with fewer than 5 apprentices, these plans are not required, and the Sponsoring Employer may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

SECTION IV - QUALIFICATIONS FOR APPRENTICESHIP – 29 CFR 29.5(b)(10)

Applicants will meet the following minimum qualifications. These qualification standards, and the score required on any standard for admission to the applicant pool, must be directly related to job performance, as shown by a statistical relationship between the score required for admission to the pool and performance in the apprenticeship program:

- A. **Age**
Apprentices must not be less than 18 years of age. Proof of age is required.
- B. **Education**
A high school diploma, General Educational Development (GED) equivalency or other high school equivalency credential is required.

Applicants must submit a DD-214 to verify military training and/or experience if they are a veteran and wish to receive consideration for such training/experience.
- C. **Physical**
Applicants will be physically capable of performing the essential functions of the apprenticeship program, with or without a reasonable accommodation, and without posing a direct threat to the health and safety of the individual or others.
- D. **Drug screening**
Apprentices will be required to take and pass a drug screening on acceptance into the program and prior to employment.
- E. **Background Check**
Pursuant to federal guidance all employees of public water systems must pass a background check. Applicants will be required to pass a qualifying background investigation upon selection into the apprenticeship program and prior to employment.
- F. **Driver's License**
Apprentices must possess a valid state issued vehicle operator license and be insurable at normal commercial rates on acceptance into the program and prior to employment.

SECTION V - APPRENTICESHIP AGREEMENT – 29 CFR 29.3(d), 29.3(e), and 29.5(b)(11)

After an applicant for apprenticeship has been selected, but before employment as an apprentice or enrollment in related instruction, the apprentice will be covered by a written apprenticeship agreement which can be submitted electronically through the Registered Apprenticeship Partners Information Data System (RAPIDS), using the Apprentice Electronic Registration process by the sponsoring employer and the apprentice and approved by and registered with the Office of Apprenticeship. Such agreement will contain a statement making the terms and conditions of these standards a part of the agreement as though expressly written therein. The sponsoring employer shall provide a copy of the apprenticeship agreement to the apprentice, Apprenticeship Program Manager/Coordinator and the Office of Apprenticeship. An additional copy will be provided to the veteran's state approving agency for those veteran apprentices desiring access to any benefits to which they are entitled.

Prior to signing the apprenticeship agreement, each selected applicant will be given an opportunity to read and review these standards, the sponsor's written rules and policies, and the apprenticeship agreement.

The Office of Apprenticeship will be advised within 45 days of the execution of each apprenticeship agreement and will be given all the information required for registering the apprentice.

SECTION VI – SUPERVISION OF APPRENTICES AND RATIOS – 29 CFR 29.5(b)(14) and 29 CFR 29.5(b)(7)

No apprentice shall work without proper or adequate supervision of the System Operations Specialist (journeyworker).

For the purpose of these apprenticeship standards, adequate or proper supervision of the apprentice means the apprentice is under the supervision of a fully qualified System Operations Specialist or supervisor at all times, who is responsible for making work assignments, providing on-the-job learning (OJL), and ensuring safety at the worksite.

To adequately or properly supervise an apprentice does not mean the apprentice must be within eyesight or reach of the supervisor, but that the supervisor knows what the apprentice is working on; is readily available to the apprentice; and is making sure the apprentice has the necessary instruction and guidance to perform tasks safely, correctly, and efficiently.

The sponsor shall establish a numeric ratio of apprentices to fully proficient System Operations Specialists consistent with proper supervision, training, safety, and continuity of employment throughout the apprenticeship. The ratio language must be specific and clearly described as to its application to the jobsite, workforce, department, or treatment plant. The ratio of apprentices to fully proficient System Operations Specialists will be as noted in Appendix B.

SECTION VII - TERM OF APPRENTICESHIP – 29 CFR 29.5(b)(2)

The term of the occupation and on-the-job learning (OJL) attainment supplemented by the required hours of related instruction will be as stated on the Work Process Schedule and Related Instruction Outline (Appendix B) for each occupation.

SECTION VIII - PROBATIONARY PERIOD – 29 CFR 29.5(b)(8) and 29.5(b)(20)

Every applicant selected for apprenticeship will serve a probationary period. The probationary period cannot exceed 25 percent of the length of the program or 1 year, whichever is shorter. The probationary period for this program shall be the first 1000 hours of on-the-job learning (OJL).

During the probationary period, either the apprentice or the sponsoring employer may terminate the apprenticeship agreement, without stated cause, by notifying the other party in writing. The records for each probationary apprentice will be reviewed prior to the end of the probationary period. Records may consist of periodic reports regarding progression made in both the OJL and related instruction, and any disciplinary action taken during the probationary period.

Any probationary apprentice evaluated as satisfactory after a review of the probationary period will be given full credit for the probationary period and continue in the program.

After the probationary period, the apprenticeship agreement may be cancelled at the request of the apprentice or may be suspended or cancelled by the sponsoring employer for reasonable cause after documented due notice to the apprentice and a reasonable opportunity for corrective action. In such cases, the sponsoring employer will provide written notice to the apprentice, IRWA Apprenticeship Program Manager/Coordinator and to the Office of Apprenticeship of the final action taken.

SECTION IX - HOURS OF WORK

Apprentices will generally work the same hours as fully proficient workers (journeyworker/mentor), except that no apprentice will be allowed to work overtime if it interferes with attendance in related instruction classes.

Apprentices who do not complete the required hours of OJL during a given segment will have the term of that segment extended until they have accrued the required number of hours of training.

SECTION X - APPRENTICE WAGE PROGRESSION – 29 CFR 29.5(b)(5)

Apprentices will be paid a progressively increasing schedule of wages and fringe benefits during their apprenticeship based on the acquisition of increased skill and competence on the job and in related instruction. Before an apprentice is advanced to the next segment of training or to fully proficient or journeyworker status, the Sponsoring Employer will evaluate all progress to determine whether advancement has been earned by satisfactory performance in OJL and in related instruction courses. In determining whether satisfactory progress has been made, the Sponsoring Employer will be guided by the work experience and related instruction records and reports.

The progressive wage schedule and fringe benefits will be an increasing percentage of the fully proficient or journeyworker wage rate. The percentages that will be applied to the applicable fully proficient or journeyworker rate are shown on the attached Work Process Schedule and Related Instruction Outline (Appendix B). In no case will the starting wages of apprentices be less than that required by any minimum wage law that may be applicable.

SECTION XI - CREDIT FOR PREVIOUS EXPERIENCE – 29 CFR 29.5(b)(12) and 30.4(c)(8)

Sponsoring Employers may grant credit toward the term of apprenticeship to new apprentices. Credit will be based on demonstration of previous skills or knowledge equivalent to those identified in these standards.

Apprentice applicants seeking credit for previous experience gained outside the supervision of the sponsor must submit the request at the time of application and furnish such records, affidavits, and other documentation to substantiate the claim. An applicant who is a veteran and who wishes to receive consideration for military training and/or experience must submit a DD-214. The request for credit will be evaluated and a determination made by the sponsor prior to completion of the probationary period. The amount of credit to be awarded will be determined upon review of the apprentice's previous work and training/education record and evaluation of the apprentice's performance and demonstrated skill and knowledge.

An apprentice granted credit will be advanced to the wage rate designated for the period to which such credit accrues. The Office of Apprenticeship will be advised of any credit granted and the wage rate to which the apprentice is advanced.

The granting of advanced standing will be uniformly applied to all apprentices.

SECTION XII - WORK EXPERIENCE – 29 CFR 29.5(b)(3)

During the apprenticeship, the apprentice will receive OJL and related instruction in all phases of the occupation necessary to develop the skill and proficiency of a skilled journeyworker. The OJL will be under the direction and guidance of the apprentice's supervisor.

SECTION XIII - RELATED INSTRUCTION – 29 CFR 29.5(b)(4)

Every apprentice is required to participate in coursework related to the job as outlined in Appendix B. A minimum of 144 hours of related instruction is recommended for each year of the apprenticeship. Apprentices agree to take such courses as the sponsor deems advisable. The sponsor will secure the instructional aids and equipment it deems necessary to provide quality instruction. The sponsor may require apprentices to complete the related instruction requirement through electronic media or other instruction approved by the Office of Apprenticeship.

Apprentices will not be paid for hours spent attending related instruction classes.

The sponsor will inform each apprentice of the availability of college credit, if available.

In cases of failure of an apprentice to fulfill the obligations regarding related instruction without due cause, the sponsor will take appropriate disciplinary action and may terminate the apprenticeship agreement after due notice to the apprentice and opportunity for corrective action.

To the extent possible, related instruction will be closely correlated with the practical experience and training received on the job. The sponsor will monitor and document the apprentice's progress in related instruction classes.

The sponsor will secure competent instructors whose knowledge, experience, and ability to teach will be carefully examined and monitored. The sponsor may require the instructors to attend instructor training to meet the requirements of 29 CFR § 29.5(b)(4).

SECTION XIV - SAFETY AND HEALTH TRAINING – 29 CFR 29.5(b)(9)

All apprentices will receive instruction in safe and healthful work practices both on the job and in related instruction that are in compliance with the Occupational Safety and Health Administration standards promulgated by the Secretary of Labor under 29 U.S.C. 651 et seq., as amended, or state standards that have been found to be at least as effective as the federal standards.

SECTION XV - MAINTENANCE OF RECORDS – 29 CFR 29.5(b)(6), 29.5(b)(23), and 30.8

Sponsoring Employers are responsible for maintaining, at a minimum, the following records:

- summary of the qualifications of each applicant;
- basis for evaluation and for selection or rejection of each applicant;
- records pertaining to interview;
- the original application;
- records of each apprentice's on-the-job learning (OJL);
- related instruction reviews and evaluations;
- progress evaluations;
- record of job assignments, promotions, demotions, layoffs, or terminations, rates of pay; and
- any other actions pertaining to the apprenticeship

Sponsoring Employers will also maintain all records relating to apprenticeship applications (whether selected or not), including, but not limited to, the sponsor's outreach, recruitment, interview, and selection process. Such records will clearly identify minority and female (minority and nonminority) applicants and must include, among other things, the basis for evaluation and for selection or rejection of each applicant. For a complete list of records that each sponsor is required to maintain under 29 CFR § 30, please refer to 29 CFR § 30.12.

All such records are the property of the Sponsoring Employer and will be maintained for a period of 5 years from the date of last action. They will be made available to the Office of Apprenticeship upon request.

SECTION XVI - CERTIFICATE OF COMPLETION OF APPRENTICESHIP – 29 CFR 29.5(b)(15)

Upon an apprentice's satisfactory completion of the requirements of the apprenticeship program established within these standards, the Sponsoring Employer will so certify the completion to the Office of Apprenticeship and request that a Certificate of Completion of Apprenticeship be awarded to the completing apprentice. The Office of Apprenticeship may require that a record of completed OJL and related instruction for the apprentice accompany such requests.

SECTION XVII - NOTICE TO THE OFFICE OF APPRENTICESHIP – 29 CFR 29.3(d), 29.3(e), and 29.5(b)(19)

The Office of Apprenticeship must be notified within 45 days of any apprentice action - registered, reinstated, extended, granted credit, completed, transferred, suspended, canceled - and a statement of the reasons therefor.

SECTION XVIII - REGISTRATION, CANCELLATION, AND DEREGISTRATION – 29 CFR 29.5(b)(18), 29.8(a)(2), and 29.8(b)(8)

These standards will, upon adoption by the sponsor, be submitted to NRWA and then to the Office of Apprenticeship for approval. Such approval will be acquired before implementation of the program.

The sponsor reserves the right to discontinue at any time the apprenticeship program set forth herein. The sponsor will notify NRWA and the Office of Apprenticeship within 45 days in writing of any decision to cancel the program.

The Office of Apprenticeship may initiate deregistration of these standards for failure of the sponsor to abide by the provisions herein. Such deregistration will be in accordance with the Office of Apprenticeship's regulations and procedures.

The sponsor will notify each apprentice of the cancellation of the program and the effect of same. If the apprenticeship program is cancelled at the sponsor's request, the sponsor will notify the apprentice(s) within 15 days of the date of the Office of Apprenticeship's acknowledgment of the sponsor's request. If the Office of Apprenticeship orders deregistration of the apprenticeship program, the sponsor will notify the apprentice(s) within 15 days of the effective date of the order. This notification will conform to the requirements of 29 CFR § 29.8.

SECTION XIX - AMENDMENTS AND MODIFICATIONS – 29 CFR 29.5(b)(18)

These standards may be amended or modified at any time by the sponsor provided that no amendment or modification adopted will alter any apprenticeship agreement in force at the time without the consent of all parties. Such amendment or modification will be submitted to the Office of Apprenticeship for approval and registration prior to being placed in effect. A copy of each amendment or modification adopted will be furnished to each apprentice to whom the amendment or modification applies.

SECTION XX - ADJUSTING DIFFERENCES; COMPLAINT PROCEDURE – 29 CFR 29.5(b)(22), 29.7(k), and 30.11

The sponsor will have full authority to enforce these standards. Its decision will be final and binding on the sponsoring employers and the apprentice, unless otherwise noted below.

If an applicant or an apprentice believes an issue exists that adversely affects his/her participation in the apprenticeship program or violates the provisions of the apprenticeship agreement or standards, the applicant or apprentice may seek relief through one or more of the following avenues, based on the nature of the issue:

29 CFR § 29.7(k)

The Sponsoring Employer will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with IRWA, NRWA and/or the Office of Apprenticeship for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate IRWA authority to receive, process, and dispose of complaints is:

29 CFR § 30.14

Any apprentice or applicant for apprenticeship who believes that he/she has been discriminated against on the basis of race, color, religion, national origin, or sex with regard to apprenticeship or that the equal opportunity standards with respect to his/her selection have not been followed in the operation of an apprenticeship program may, personally or through an authorized representative, file a complaint with the Office of Apprenticeship or, at the apprentice or applicant's election, with the private review body established by the program sponsor (if applicable).

The complaint shall be in writing and shall be signed by the complainant. It must include the name, address, and telephone number of the person allegedly discriminated against, the program sponsor involved, and a brief description of the circumstances of the failure to apply the equal opportunity standards provided in 29 CFR § 30.

The complaint must be filed not later than 180 days from the date of the alleged discrimination or specified failure to follow the equal opportunity standards, and in the case of complaints filed directly with the review body designated by the program sponsor to review such complaints, any referral of such complaint by the complainant to the Office of Apprenticeship must occur within the time limitation stated above or 30 days from the final decision of such review body, whichever is later. The time may be extended by the Office of Apprenticeship for good cause shown.

Complaints of discrimination and failure to follow equal opportunity standards in the apprenticeship program may be filed and processed under 29 CFR § 30 and the procedures set forth above.

The Sponsoring Employer shall provide written notice of its complaint procedure to all applicants for apprenticeship and all apprentices.

SECTION XXI - TRANSFER OF AN APPRENTICE AND TRAINING OBLIGATION – 29 CFR 29.5(13)

The transfer of an apprentice between apprenticeship programs and within an apprenticeship program must be based on agreement between the apprentice and the affected Sponsoring Employers and must comply with the following requirements:

- i. Transferring apprentices shall be provided a transcript of related instruction and OJL by the Sponsoring Employer;
- ii. Transfer must be to the same occupation; and
- iii. A new apprenticeship agreement must be executed when the transfer occurs between the Sponsoring Employers.

The apprentice must receive credit from the new Sponsoring Employer for the training already satisfactorily completed.

SECTION XXII - RESPONSIBILITIES OF THE APPRENTICE

Apprentices, having read these standards formulated by the sponsor, agree to all the terms and conditions contained herein and agree to abide by the sponsor's rules and policies, including any amendments, and to serve such time, perform such manual training, and study such subjects as the sponsor may deem necessary to become a skilled journeyworker.

In signing the apprenticeship agreement, apprentices assume the following responsibilities and obligations under the apprenticeship program:

- A. Maintain and make available such records of work experience and training received on the job and in related instruction as may be required by the sponsor.
- B. Develop and practice safe working habits and work in such a manner as to assure his/her personal safety and that of fellow workers.
- C. Work for the employer to whom the apprentice is assigned for the duration of the apprenticeship, unless the apprentice is reassigned to another Sponsoring Employer or the apprenticeship agreement is terminated by the Sponsoring Employer.

SECTION XXIII - TECHNICAL ASSISTANCE

Technical assistance, such as that from NRWA, the U.S. Department of Labor's Office of Apprenticeship, and vocational schools, may be requested to advise the sponsor.

The sponsor is encouraged to invite representatives from industry, education, business, private organizations, and public agencies to provide consultation and advice for the successful operation of its training program.

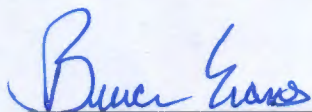
SECTION XXIV - CONFORMANCE WITH FEDERAL LAWS AND REGULATIONS

No Section of these Standards of Apprenticeship shall be construed as permitting violation of any Federal Law or Regulation.

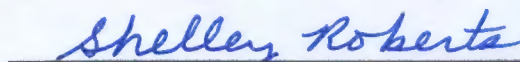
SECTION XXV - OFFICIAL ADOPTION OF APPRENTICESHIP STANDARDS

The Idaho Rural Water Association hereby adopts these standards of apprenticeship on this 6th day of February, 2018.

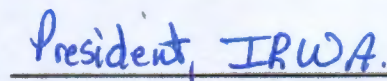
Sponsor(s) may designate the appropriate person(s) to sign the standards on their behalf.



Signature of Sponsor



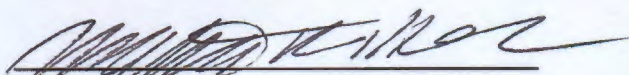
Signature of Sponsor



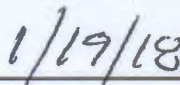
Title



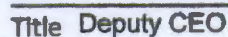
Title



Signature of NRWA



Date



Title Deputy CEO

Appendix -A-

DEFINITIONS

Some of these definitions may not apply to all registered apprenticeship programs – program sponsors may add or delete definitions depending on their needs.

APPRENTICE: Any individual employed by a sponsoring employer meeting the qualifications described in the standards of apprenticeship who has signed an apprenticeship agreement with a sponsoring employer providing for training and related instruction under these standards and who registers with the Office of Apprenticeship.

APPRENTICESHIP AGREEMENT: The written agreement between the apprentice and the sponsoring employer setting forth the responsibilities and obligations of all parties to the apprenticeship agreement with respect to the apprentice's employment and training under these standards. Each apprenticeship agreement must be registered with the Registration Agency.

APPRENTICESHIP AND TRAINING COMMITTEE: Those persons designated by the Idaho Rural Water Association and each sponsoring employer to act as agents for the sponsor to assist in the administration of the program.

CERTIFICATE OF COMPLETION OF APPRENTICESHIP: The credential issued by the Office of Apprenticeship to those registered apprentices certified and documented as having successfully completed the apprentice training requirements outlined in these standards of apprenticeship.

COMPETENCY-BASED OCCUPATION: An occupation using an apprenticeship approach that requires the attainment of manual, mechanical, or technical skills and knowledge, as specified by an occupation standard and demonstrated by an appropriate written and hands-on proficiency measurement.

HYBRID OCCUPATION: An occupation using an apprenticeship approach that measures the individual apprentice's skill acquisition through a combination of a specified minimum number of hours of on-the-job learning and the successful demonstration of competency as described in a work process schedule.

JOURNEYWORKER: A worker who has attained a level of skills, abilities, and competencies recognized within an industry as mastery of the skills and competencies required for the occupation. The term may also refer to a mentor, technician, specialist, or other skilled worker who has documented sufficient skills and knowledge of an occupation, either through formal apprenticeship or through practical on-the-job experience and formal training.

ON-THE-JOB LEARNING (OJL): Tasks learned on-the-job in which the apprentice must become proficient before a completion certificate is awarded. The learning must be through structured, supervised work experience.

SPONSORING EMPLOYER: Any person or organization employing an apprentice, whether or not such person or organization is a party to an apprenticeship agreement with the apprentice. A person, business, or company signatory to this sponsor's standards that is responsible for providing hours of work, supervision, wages, and/or benefits to apprentices in its employ as registered under these standards.

PROVISIONAL REGISTRATION: The 1-year initial provisional approval of newly registered programs that meet the required standards for program registration, after which program approval may be made permanent, continued as provisional, or rescinded following a review by the Registration Agency, as provided for in 29 CFR §§ 29.3(g) and (h).

REGISTERED APPRENTICESHIP PARTNERS INFORMATION DATA SYSTEM (RAPIDS): A federal system that provides for the automated collection, retention, updating, retrieval, and summarization of information related to apprentices and apprenticeship programs.

Appendix -A-

REGISTRATION AGENCY: The U.S. Department of Labor's Office of Apprenticeship that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments.

REGISTRATION AGENCY and FIELD REPRESENTATIVE: The U.S. Department of Labor's Office of Apprenticeship that has responsibility for registering apprenticeship programs and apprentices, providing technical assistance, conducting reviews for compliance with 29 CFR §§ 29 and 30, and conducting quality assurance assessments. The field representative shall mean the person designated by Office of Apprenticeship to service this program. The Registration Agency and field representative identified are:

William Kober, State Director
U. S. Department of Labor
Office of Apprenticeship
1387 S Vinnell Way, #110
Boise, Idaho 83709
kober.william@dol.gov
208-321-2973

RELATED INSTRUCTION: An organized and systematic form of instruction designed to provide the apprentice with knowledge of the theoretical and technical subjects related to the apprentice's occupation. Such instruction may be given in a classroom, through occupational or industrial courses, or by correspondence courses of equivalent value, electronic media, or other forms of self-study approved by the Registration Agency.

SPONSOR: The Idaho Rural Water Association.

STANDARDS OF APPRENTICESHIP: This entire document, including all appendices and attachments hereto, and any future modifications and additions approved by the U. S. Department of Labor, Office of Apprenticeship.

SUPERVISOR OF APPRENTICE(S): An individual designated by the program sponsor to supervise or have charge and direction of an apprentice.

SYSTEM OPERATIONS SPECIALIST: A professional water and/or wastewater utility system worker who has attained a level of skills, abilities, certifications, and competencies recognized within the industry as mastery of the skills and competencies required for the occupation.

TIME-BASED OCCUPATION: An occupation using an apprenticeship approach that measures skill acquisition through the individual apprentice's completion of at least 2,000 hours of on-the-job learning as described in a work process schedule.

TRANSFER: A shift of apprenticeship registration from one program to another or from one employer within a program to another employer within that same program, where there is agreement between the apprentice and the affected apprenticeship committees or program sponsors.

WORK PROCESS SCHEDULE

WATER SYSTEMS OPERATIONS SPECIALIST

(Existing Title: Water Systems Operator)

O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION



Time-based



Competency-based



Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is two (2) years with an OJL attainment of approximately 4,000 hours, supplemented by a minimum recommended 288 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: one (1) Apprentice to one (1) Journeyworker on the jobsite.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: identified in the Sponsoring Employer Participation Agreement.

2-Year Term: (NRWA Recommendation)

Term	Period 1	Period 2	Period 3	Period 4
Months	Six Months	Six Months	Six Months	Six Months
Percent	45%	60%	75%	90%

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the U.S. Department of Labor, Office of Apprenticeship for approval.

6. RELATED INSTRUCTION SCHEDULE (See attached Related Instruction Schedule)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the U.S. Department of Labor, Office of Apprenticeship for approval.

Appendix -B-

**WORK PROCESS SCHEDULE
WATER SYSTEMS OPERATIONS SPECIALIST
(EXISTING TITLE: WATER SYSTEMS OPERATOR)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507**

Apprentices shall receive on-the-job instruction and experience as is necessary to become a qualified Water Systems Operations Specialist versed in the theory and practice of the occupation. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

WORK PROCESSES	Approximate Hours
A. Tools, Equipment and Work Place Safety 1. Become familiar with tools, pipe and other materials used out on the job 2. Understand and use personal protective equipment and safety procedures 3. Demonstrate general plant safety and security operations 4. Plan and set up work areas for safety of crew and public 5. Confined spaces and traffic control zones 6. Perform all work in conformance with OSHA regulations	215
B. Vehicles and Heavy Equipment 1. Ensure that vehicles and equipment are adequately stocked & serviced 2. Become familiar working with excavation and other heavy equipment	360
C. System Operations & Maintenance 1. Develop a working knowledge of the operation, methods and procedures of a water treatment & distribution system 2. Perform installation and inspection of new water lines and services 3. Understand and implement customer metering and billing procedures 4. Perform leak detection and understand water loss control 5. Reading water meters, perform testing & proper sizing 6. Demonstrate ability to read and interpret maps and drawings of the water system, to locate valves and water mains 7. Assist with the installation, maintenance and repair of the treatment plant, storage tanks, and the distribution system 8. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment	1730
D. Quality Control 1. Learn to perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations 2. Identify normal/out-of-range values 3. Maintain open communication & report results to supervisors 4. Learn emergency response procedures	865
E. Logistics, Reports and Supervision 1. Complete work order forms & document routine maintenance 2. Order equipment and supplies as needed 3. Visit other facilities to learn about new technology	430
TOTAL HOURS	3600

RELATED INSTRUCTION OUTLINE
WATER SYSTEMS OPERATIONS SPECIALIST
(EXISTING TITLE: WATER SYSTEMS OPERATOR)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507

A minimum of 288 hours of related instruction are required per apprentice. Courses may be assigned from any of the following offerings.

TOPICS	APPROXIMATE HOURS
Orientation	6
• Apprenticeship Program overview ○ Program Sponsor – National Rural Water Association ○ State Rural Water Association Standards of Apprenticeship ○ Qualifications for Apprenticeship ○ Policy manual ○ Apprenticeship Training Committee (ATC) • Basic job duties & work environment • On the Job Learning (OJL) ○ Work process schedule ○ Supervision • Circuit Rider training assistance • NRWA Water University • Classroom Training • WaterPro Online Community Apprenticeship Forum	



Orientation Review Quiz

Safety	12
• Safety rules & practices ○ Personal Protective Equipment (PPE) ○ Vaccinations ○ OSHA Standards & state guidelines ○ Standard CPR/AED/First Aid Certification(American Red Cross) • Safety Data Sheets (SDS) • 811 Call Before You Dig • Excavation, trenching & shoring • Confined space entry & hazardous gases • Fire & Electrical safety • Traffic control • Chlorine safety	

Professional Requirements

6

- Certifications & licensure
- Responsibilities of a Water System Operations Specialist
- Ethics as a public health & environmental professional
- Customer service & community outreach
- Professional organizations



Code of Conduct

Operations & Maintenance

144

- Pumps & motors
 - Energy efficiency
- Groundwater & Wells
- Storage tanks
- Valves
- Meters
 - Automatic Meter Reading (AMR)
 - Advanced Metering Infrastructure (AMI)
- Hydrants
- Distribution systems
 - Hot tapping & service connections
 - Leak detection & repair
 - System Hydraulics
- Disinfection
 - Chemical feed pump maintenance & calibration
 - Maintaining a residual
 - Shock chlorination
 - Chlorination & alternative disinfection methods
- Treatment Techniques
- SCADA
- Preventative maintenance
- Recordkeeping & Reporting
- Work orders
- Cross Connection Control
- Backflow Prevention

Program Sponsors may require specific examinations based on local training requirements in this section.

Appendix -B-

Operator Mathematics 24

- Problem solving strategies
 - Conversions & mathematical operations
 - Geometry problems
 - Calculating chemical dosage & detention time
 - Flow & rate problems
 - Horsepower calculations
-

Security & Emergency Response 24

- Critical Infrastructure Sector designation
 - Physical security
 - Cybersecurity awareness
 - Human elements
 - Vulnerability assessments
 - National Incident Management System
 - ***ICS-100: Introduction to the Incident Command System Certificate (FEMA)***
 - Emergency response plans & procedures
-

Laws & Regulations 32

- Safe Drinking Water Act basics
- Working with regulators
- State laws & regulations
- Regulatory compliance
 - Sampling procedures
 - Compliance plans
 - Sanitary surveys
 - Secondary Drinking Water Standards
- Emerging contaminants

Introduction to Utility Management

24

- Capacity development & sustainable utility management
- Source water protection
- Introduction to Geographic Information Systems
- Finances, rates & billing
- Water loss audits
- Water University - Utility Management Certification
- Understanding budgets
- Working with boards and elected officials
 - Board basics
 - Roles & responsibilities
 - Presenting information effectively

Overview of Construction Projects

16

- Needs assessment of existing facilities
- Working with engineers & consultants
- Roles & responsibilities all parties
- Preliminary design & alternatives
- Funding sources & requirements
- Construction design process
- Bid process & contract signing
- Change orders & as-builts
- Inspections
 - Resident inspector
 - Substantial completion
 - Final inspection & certification
- Operations & maintenance manuals
- Ongoing grant & loan requirements

Apprentices must pass the Operator Certification examination and obtain the necessary Operations License required by the State of Idaho prior to program completion.

Total RTI Hours

288

Certificates available through Water University.

Other required certificates indicated by ***bold italics***.



Appendix -B-

WORK PROCESS SCHEDULE

WASTEWATER SYSTEMS OPERATIONS SPECIALIST
(Existing Title: Wastewater Systems Operator)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507R

This schedule is attached to and a part of these Standards for the above identified occupation.

1. TYPE OF OCCUPATION

☒ Time-based ☐ Competency-based ☐ Hybrid

2. TERM OF APPRENTICESHIP

The term of the occupation is two (2) years with an OJL attainment of approximately 4,000 hours, supplemented by a minimum recommended 288 hours of related instruction.

3. RATIO OF APPRENTICES TO JOURNEYWORKERS

The apprentice to journeyworker ratio is: one (1) Apprentice to one (1) Journeyworker on the jobsite.

4. APPRENTICE WAGE SCHEDULE

Apprentices shall be paid a progressively increasing schedule of wages based on either a percentage or a dollar amount of the current hourly journeyworker wage rate, which is: identified in the Sponsoring Employer Participation Agreement.

2-Year Term: (NRWA Recommendation)

Term	Period 1	Period 2	Period 3	Period 4
Months	Six Months	Six Months	Six Months	Six Months
Percent	45%	60%	75%	90%

5. WORK PROCESS SCHEDULE (See attached Work Process Schedule)

The sponsor may modify the work processes to meet local needs prior to submitting these Standards to the U.S. Department of Labor, Office of Apprenticeship for approval.

6. RELATED INSTRUCTION SCHEDULE (See attached Related Instruction Schedule)

The sponsor may modify the related instruction to meet local needs prior to submitting these Standards to the U.S. Department of Labor, Office of Apprenticeship for approval.

**WORK PROCESS SCHEDULE
WASTEWATER SYSTEMS OPERATIONS SPECIALIST
(EXISTING TITLE: WASTEWATER SYSTEMS OPERATOR)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507R**

Apprentices shall receive on-the-job instruction and experience as is necessary to become a qualified Wastewater Systems Operations Specialist versed in the theory and practice of the occupation. The following is a condensed schedule of work experience, which every apprentice shall follow as closely as conditions will permit.

WORK PROCESSES	Approximate Hours
A. Tools, Equipment and Work Place Safety 1. Become familiar with tools, pipe and other materials used out on the job 2. Understand and use personal protective equipment and safety procedures 3. Demonstrate general plant safety and security operations 4. Plan and set up work areas for safety of crew and public 5. Confined spaces and traffic control zones 6. Perform all work in conformance with OSHA regulations	215
B. Vehicles and Heavy Equipment 1. Ensure vehicles and equipment are adequately stocked & serviced 2. Become familiar working with excavation and other heavy equipment	360
C. System Operations & Maintenance 1. Develop a working knowledge of the operation, methods and procedures of a wastewater treatment & collection system 2. Perform installation and inspection of new sewer lines and services 3. Demonstrate ability to read and interpret maps and drawings of the wastewater system 4. Assist with the installation, maintenance and repair of the wastewater treatment plant, collection system, pump stations and lift stations 5. Develop a working knowledge of preventive maintenance, troubleshooting & repair of mechanical equipment	1730
D. Quality Control 1. Learn to perform all aspects of sampling, monitoring and testing required to maintain compliance with Federal State and Local regulations 2. Identify normal/out-of-range values 3. Maintain open communication & report results to supervisors 4. Learn emergency response procedures	865
E. Logistics, Reports and Supervision 1. Complete work order forms 2. Order equipment and supplies as needed 3. Document routine maintenance 4. Visit other facilities to learn about new technology	430
TOTAL HOURS	3600

Appendix -B-

RELATED INSTRUCTION OUTLINE
WASTEWATER SYSTEMS OPERATIONS SPECIALIST
(EXISTING TITLE: WASTEWATER SYSTEMS OPERATOR)
O*NET-SOC CODE: 51-8031.00 RAPIDS CODE: 0507R

A minimum of 288 hours of related instruction are required per apprentice. Courses may be assigned from any of the following offerings.

TOPICS	APPROXIMATE HOURS
Orientation	6
• Apprenticeship Program overview ○ Program Sponsor – National Rural Water Association ○ State Rural Water Association Standards of Apprenticeship ○ Qualifications for Apprenticeship ○ Policy manual ○ Apprenticeship Training Committee (ATC) • Basic job duties & work environment • On the Job Learning (OJL) ○ Work process schedule ○ Supervision • Circuit Rider training assistance • NRWA Water University • Classroom Training • WaterPro Online Community Apprenticeship Forum	



Orientation Review Quiz

Safety	12
• Safety rules & practices ○ Personal Protective Equipment (PPE) ○ Vaccinations ○ OSHA Standards & state guidelines ○ Standard CPR/AED/First Aid Certification(American Red Cross) • Safety Data Sheets (SDS) • 811 Call Before You Dig • Excavation, trenching & shoring • Confined space entry & hazardous gases • Fire & Electrical safety • Traffic control • Chlorine safety	

Professional Requirements

6

- Certifications & licensure
- Responsibilities of a Wastewater System Operations Specialist
- Ethics as a public health & environmental professional
- Customer service & community outreach
- Professional organizations



Code of Conduct

Operations & Maintenance

144

- Pumps & motors
 - Energy efficiency
- Valves & other appurtenances
- Collection systems
 - Gravity & force mains
 - Lift stations & pump stations
 - Inflow & infiltration
 - Fats, oils & grease
 - Inspection & cleaning
- Treatment Processes
 - Preliminary treatment
 - Primary treatment
 - Secondary treatment
 - Land treatment
 - Disinfection methods
 - Tertiary or advanced treatment
- Decentralized (onsite or cluster) systems
- Laboratory procedures
- Detention structures & settling basins
- Biosolids handling
- Reuse
- SCADA
- Preventative maintenance
- Recordkeeping & Reporting
- Work orders

Appendix -B-

Operator Mathematics 24

- Problem solving strategies
 - Conversions & mathematical operations
 - Geometry problems
 - Calculating chemical dosage & detention time
 - Flow & rate problems
 - Horsepower calculations
-

Security & Emergency Response 24

- Critical Infrastructure Sector designation
 - Physical security
 - Cybersecurity awareness
 - Human elements
 - Vulnerability assessments
 - National Incident Management System
 - *ICS-100: Introduction to the Incident Command System Certificate (FEMA)*
 - Emergency response plans & procedures
-

Laws & Regulations 32

- Pollutants
- Clean Water Act basic requirements
- Working with regulators
- State laws & regulations
- Regulatory compliance
 - NPDES/IPDES permits
 - Analytical methods
 - Combined sewers and sanitary sewer overflows
 - Peak flows at treatment plans

Introduction to Utility Management

24

- Capacity development & sustainable utility management
- Introduction to Geographic Information Systems
- Finances, rates & billing
- Water University - Utility Management Certification
- Understanding budgets
- Working with boards and elected officials
 - Board basics
 - Roles & responsibilities
 - Presenting information effectively

Overview of Construction Projects

16

- Needs assessment of existing facilities
- Working with engineers & consultants
- Roles & responsibilities all parties
- Preliminary design & alternatives
- Funding sources & requirements
- Construction design process
- Bid process & contract signing
- Change orders & as-builts
- Inspections
 - Resident inspector
 - Substantial completion
 - Final inspection & certification
- Operations & maintenance manuals
- Ongoing grant & loan requirements

Apprentices must pass the Operator Certification examination and obtain the necessary Operations License required by the State of Idaho prior to program completion.

Total RTI Hours

288

Certificates available through Water University.

Other required certificates indicated by ***bold italics***.



SPONSORING EMPLOYER PARTICIPATION AGREEMENT



IDAHO RURAL WATER ASSOCIATION APPRENTICESHIP STANDARDS

SPONSORING EMPLOYER				
1. Name				
2. Address				
3. City		4. State	5. Zip Code	
6. Name of CEO/President/Owner		7. Title		
8. Who Will The Contact Person Be		9. Title	10. Phone Number	
11. Email Address		12. Employer ID# (EIN)	13. Total Employees	
4. No. of Apprentices	5. Number of Journeyworkers: Number of Female Journeyworkers: Number of Minority Journeyworkers:			6. Minimum Age
APPRENTICE WAGE SCHEDULE				
	Period 1	Period 2	Period 3	Period 4
Hours or Months				
Percent or Dollar Amount				
Journeyworker or Completion Hourly Wage Rate Apprentice Pay will be based on: \$				

I have been furnished a copy of the Idaho Rural Water Association U.S. Department of Labor approved Registered Apprenticeship Standards, and have read and understand them and hereby request certification to train apprentices in the occupation classification identified under the provisions of these Standards, with all attendant rights and benefits thereof, until canceled voluntarily or revoked for good cause by the Idaho Rural Water Association or U.S. Department of Labor, Office of Apprenticeship.

The first year of program registration shall be on a provisional basis after which program approval may be made permanent, continued as provisional, or rescinded following a program performance review by the Office of Apprenticeship.

The recruitment, selection, employment, and training of apprentices during their apprenticeship shall be without discrimination because of race, color, religion, national origin, sex (including pregnancy and gender identity), sexual orientation, genetic information, or because they are an individual with a disability or a person 40 years of age or older. The IRWA and Sponsoring Employers will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under 29 CFR § 30.



SPONSORING EMPLOYER PARTICIPATION AGREEMENT



IDAHO RURAL WATER ASSOCIATION APPRENTICESHIP STANDARDS

Sponsoring Employers with 5 or more registered apprentices are required to adopt an affirmative action plan and selection procedures, which will become part of these standards of apprenticeship. For Sponsoring Employers with fewer than 5 apprentices, these plans are not required, and the Sponsoring Employer may continue to select apprentices in conformance with its current human resources and equal employment opportunity hiring policies.

The sponsoring employer will have full authority to enforce these standards. The sponsor will hear and resolve all complaints of violations concerning the apprenticeship agreement and the registered apprenticeship standards for which written notification is received within 15 days of the alleged violations. The sponsor will make such rulings as it deems necessary in each individual case within 30 days of receiving the written notification. Either party to the apprenticeship agreement may consult with the Office of Apprenticeship for an interpretation of any provision of these standards over which differences occur. The name and address of the appropriate authority to receive, process, and dispose of complaints is:

Name: _____

Title: _____

Phone#: _____

I hereby agree to carry out the intent and purpose of the Idaho Rural Water Association Registered Apprenticeship Standards and to abide by the rules and decisions of the Apprenticeship and Training Committee established under the Standards.

Signature

Title

Printed Name

Date

Approved by the Idaho Rural Water Association Apprenticeship and Training Advisory Committee:

Signature

Title

Printed Name

Date

Registered as incorporating the basic standards recommended by the U. S. Department of Labor, Office of Apprenticeship.

BY: _____
*William J. Kober, Idaho State Director,
Office of Apprenticeship, U.S. Department of Labor*



DATE OF APPROVAL: _____ REFERENCE/PROGRAM NO.: _____