



**STATE OF MARYLAND
 BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
 MINUTES OF THE MEETING HELD ON:
 Thursday, February 22, 2018 At
 Anne Arundel Co., Water O & M, Millersville, MD**

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 3 MISSION OF THE MARYLAND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS
 4 The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by
 5 our daily activities play an important role in protecting Public Health and the Environment of Maryland.
 6 Through the Certification Program established by State Law, the “Board of Waterworks and Waste
 7 Systems Operators” sets the education, experience and examination standards for Operators and
 8 Superintendents who work in these vital systems.
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 11 **BOARD MEMBERS PRESENT**
 William Shreve Nancy Hausrath
 Joseph Johnson Bruce Darner
 Dominic Deludos Dr. Russell Kelley
 Dee Settar

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 13 **PRESENT LIASONS & OTHERS**
 14 Neil Winner Board Staff
 15 Stephanie Brown Board Staff
 16 Martin Fuhr Board Staff
 17 Pam Franks Board Staff
 18 Aris Evia Board Counsel

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 20 **Guests**
 21 Karen Brandt MCET Liaison
 22 Burt Curry WEF Representative
 23 Hiram Tanner CWEA Representative
 24 Justin Curry

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 26 **Not Present**
 27 Joe Haxton Board Member
 28 Doug Myers Board Member
 29 Scott Harmon CWEA Representative
 30 Jack Bowen MRWA Liaison
 31 Jay Price AWWA Representative

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01. CALL TO ORDER

Board Chairman called the meeting to order at 10:10 A.M.

02. AGENDA REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA

It was moved by Dr. Russell Kelley and seconded by Joseph Johnson to adopt the meeting agenda as amended. Motion carried.

A. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

Board Members reviewed the January 18, 2017 draft meeting minutes. It was moved by Dr. Russell Kelley and seconded by Joseph Johnson to approve the minutes as amended with the necessary corrections. Motion carried.

03. BOARD CHAIRMAN’S COMMENTS

Board Chairman thanked Board Members and Liaisons for attending today’s meeting. Board discussed scheduling for August board meeting.

04. SECRETARY’S REPORT

A. Report on Board’s Administrative Activities

1. As of January 31, 2017, appropriations for fiscal year 2018 are \$219,074.00. Expenses are \$158,852.41, revenue is \$101,705.00 and the encumbrance is \$32,092.00. Neil Winner gave a breakdown of appropriations for fiscal year 2018. A quarterly expense report will be provided at March’s meeting
2. Joe Johnson discussed operators retiring in Baltimore City and the change creating new job descriptions to eliminate operators who have made several unsuccessful attempts to pass the exam.
3. Dee Settar mentioned the possibility of looking at other states that have study guides to help municipalities assist operators with exams.

B. Report on Examination Results

1. Please refer to Attachment A.
2. The Board suggested retraining and surveying will help with strategic planning, and the utilization of different tools available for operators to assist in retraining and exam preparation. Nancy Hausrath suggest mentoring for operators in addition to working with ABC to overcome test anxiety, in addition to utilizing AWWA manuals and books to assist operators in passing the wastewater exams, will provide ISB Number at March board meeting.

- 85
86 3. Dee Settar informed the board of the EPA's goal to gauge trending on electronic exams.
87

88 **C. Board Appointments**
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90 The Board discussed the status of Hiram Tanner's application review for Public at Large
91 Board position. Five Board Member appointments expire June 30, 2018.
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93 **05. REVIEW OF APPLICATIONS**
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- 95 1. Frederick James Burk - Requested Reciprocity from the state of Delaware to be a Maryland
96 licensed class 3 Water Treatment Operator and Wastewater Treatment class 5A Operator.
97 Board Staff recommended granting Mr. Burk reciprocity for the class 5 Wastewater Treatment
98 operator certification. Board determined that based on Mr. Burk's experience, the Board
99 requested Mr. Burk take exam and apply for Water Treatment 3 certification and submit
100 experience credit application. Nancy Hausrath moved to approve the Board's staff
101 recommendation and was seconded by Joseph Johnson. Motion carried.
102
- 103 2. Todd Creager - Requested Experience credit towards his Wastewater class 5A. Board Staff
104 recommended that Mr. Creager be granted 5 months of experience credit based on his marine
105 corps training in chemical Biological Radiological and Nuclear Defense. Board staff's
106 recommendation was denied pending verification of curriculum for certified training received.
107 Motion carried.
108
- 109 3. Dean Miller. - Requested Experience credit towards his Wastewater Treatment class 5A and
110 Water Treatment class 4 superintendent certification. Board Staff recommended that Mr.
111 Miller be granted one year of experience credit and tow years of experience credit toward the
112 degree requirements for both certifications. After the Board's review of Mr. Miller's
113 application packet; Nancy Hausrath motioned to vote separately for Water and Wastewater
114 certification request. Nancy Hausrath moved to approve the board staff's recommendation to
115 grant Mr. Miller 1 year of experience credit for his water Treatment class 4 and 2 years of
116 experience credit towards the tow year degree requirement and was seconded by Joseph
117 Johnson. Motion carried.
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119 **06. COMMITTEE REPORTS**
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121 **A. Training Review Committee – TRE**
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- 123 1. The TRE training approval processes is under review by Board staff. Board staff concluded
124 that all training must have TRE numbers for Board approved training. Purge letters will be
125 sent to the TRE Committee prior to the next TRE Committee meeting on March 14, 2018.
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127 **07. ON-GOING BUSINESS**
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129 **A. Closed Meeting**
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131 Board Counsel will resend link for closed meeting training for interested members who plan

132 to take the training. Board suggested taking the training prior to next month's meeting for Board
133 members interested in acting as a Closed Meeting designee. The Board will discuss further at
134 next meeting.
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136 **B. ADA Policy**
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138 Board counsel advised that the ADA policy is complete which states special
139 accommodations are provided for test takers only. Board Counsel sent draft of ADA
140 Policy to Board Members prior to the meeting.
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142 **08. NEW BUSINESS**
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144 **A. Operator Training, Renewal, Suspension and Revocation**

145 The Board discussed the need to draft a letter outlining the certification renewal process
146 outlining an operator has 90 days from the date of expiration to receive the required
147 training for renewals. Board also discussed the regulations and difference between
148 revocation verses suspension. Board suggested sending notification to operators' with
149 suspended or revoked licenses.
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151 **09. DISCUSSION WITH BOARD LIAISONS AND GUESTS**
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153 A. None to Report
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155 **10. ADJOURNMENT**
156

157 Joe Johnson moved to adjourn the meeting at 12:00 P.M. The next meeting will be held on **March 22,**
158 **2018 10:00 A.M. at MDE Maryland Department of the Environment, Baltimore, MD.**