



STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, December 21, 2017 At
Anne Arundel Co., Water O & M, Millersville, Maryland

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MISSION OF THE MARYLAND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS
 The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by our daily activities play an important role in protecting Public Health and the Environment of Maryland. Through the Certification Program established by State Law, the “Board of Waterworks and Waste Systems Operators” sets the education, experience and examination standards for Operators and Superintendents who work in these vital systems.

BOARD MEMBERS PRESENT

William Shreve	Dee Settar
Joe Haxton	Bruce Darner
Joseph Johnson	Dr. Russell Kelley
Nancy Hausrath	Dominic Deludos

PRESENT LIASONS & OTHERS

Scott Harmon	CWEA Representative
Neil Winner	Board Staff
Stephanie Brown	Board Staff
Martin Fuhr	Board Staff
Pam Franks	Board Staff
Aris Evia	Board Counsel

Guests

Not Present

Doug Myers	Board Member
Karen Brandt	MCET Liaison
Jack Bowen	MRWA Liaison
Burt Curry	WEF Representative
Jay Price	AWWA Representative
Hiram Tanner	CWEA Representative

37 **01. CALL TO ORDER**

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40 Board Chairman called the meeting to order at 10:20 A.M.

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42 **02. AGENDA REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA**

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44 It was moved by Nancy Hausrath and seconded by Bruce Darner to adopt the meeting agenda as
45 amended. Motion carried.

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47 **A. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

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49 Board Members reviewed the October 19, 2017 draft meeting minutes, and it was moved by Nancy
50 Hausrath and seconded by Joe Johnson to approve the minutes as amended with the necessary
51 corrections. Motion carried.

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53 Board Members reviewed the November 16, 2017 draft meeting minutes, and Nancy Hausrath moved
54 and was seconded by Dr. Russell Kelley to approve the minutes as amended with the necessary
55 corrections. Motion carried.

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57 **03. BOARD CHAIRMAN'S COMMENTS**

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59 Board Chairman expressed Holiday wishes and gratitude reflecting on the hard work and dedication of
60 board members and staff throughout the year.

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62 **04. SECRETARY'S REPORT**

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64 **A. Report on Board's Administrative Activities**

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66 1. As of November 30, 2017, appropriations for fiscal year 2018 are \$219,074.00. Expenses
67 are \$107,988.50, revenue is \$72,260.00 and the encumbrance is \$40,824.00. Neil Winner
68 gave a breakdown of appropriations for fiscal year 2018. A quarterly expense report will be
69 provided at January's meeting.

70

71 2. Board Staff gave a breakdown of Pass/Fail Examination results. The Board discussed using
72 "N/A" in the columns of the statistical layout for web-based exams which currently have
73 "0%", when no exams were actually taken, to better reflect an appropriate average. Board
74 Chairman suggested looking at statistics on the 5A exam closely at next month's meeting
75 for trending purposes. Board Staff discussed tracking format and trending demographics to
76 finalize the form for implementation and use at exams.

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78 **B. Report on Examination Results**

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1. Please refer to Attachment A.

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81 **05. REVIEW OF APPLICATIONS**

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83 No applications were submitted for review

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06. COMMITTEE REPORTS

A. Training Review Committee - TRE

1. At December’s TRE Meeting, ~~Karen~~, Karen Brandt offered to meet with DC Water to discuss the training submittal requirements with Bill Shreve. Neil Winner requested to be informed of what was discussed at their meeting.
2. The Board reviewed the TRE Committee’s continuing education recommendations. After the necessary changes were made, Nancy Hausrath moved to accept the TRE committee’s recommendations and was seconded by Joe Haxton. Motion passed.
3. Joe Haxton discussed whether to apply the “process” designation to laboratory courses. Board Chair suggested that if the Board would like to approve laboratory courses for process credits, a regulation change would have to be put into effect. Board will discuss this matter more in future meetings.
4. Board Counsel stated that the Board may impose fees to charge for-profit sponsors for training submittals and legally enforce them, but would need to change the regulations for approval of the actual fee structure. Board recommended Board ~~Staff~~ research ~~Staff~~ research other state’s policies on fees for for-profit training companies. Board Chair suggested putting together an on-line system for future endeavors. The Board would like to get an understanding of how much time Board Staff dedicates to the organization, review, evaluation, and presentation of the incoming training and use that number to determine the fee for each submittal.
5. Board Staff will provide a draft of the letter regarding the removal of all courses older than 10 years for the Board and TRE Committee to review and make suggestions. The Board suggested sending out a list from each sponsor to review their training that was submitted prior to 2007. If the sponsors would like to keep their course(s), they will need to notify the Board. Any newly approved conferences, seminars, workshops or any course occurring one-time-only will be kept in the approved list for three years, and then removed. The Board suggested assigning new numbers for the updated training. Board suggested TRE committee should work on a proposal for all training ~~resubmittals~~ submittals.

08. ON-GOING BUSINESS

A. Operator Certification Process- ABC

Neil Winner discussed with ABC the scheduling of a meeting for March 22, 2018. This meeting will be held at Maryland Department of the Environment. Board discussed the universality of operator certification for national licensing.

131 **B. ADA Policy**

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133 Board Counsel discussed the draft of the ADA Reasonable Accommodations Policy for the
134 Board. In general, it is the employer's responsibility to determine if an operator is capable
135 of completing the functions required for their position and should not be discussed in this
136 policy. The Board's ADA policy is reserved for an operator's ability to take and pass the
137 examinations. The Board is to review a draft provided by Counsel for the proposed ~~ADA~~
138 ~~policy~~ADA policy by the next meeting.
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140 **C. Regulatory Changes**

141 Nancy Hausrath requested review of regulations regarding time for education and
142 experience credit for upgrades plants. Neil Winner provided handout of proposed
143 regulatory changes from Board staff.
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145 **D. Board Appointment**

146 The Board discussed status of Hiram Tanners' application review for Public at Large Board
147 position.
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149 **09. NEW BUSINESS**

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151 **A. Review of Licensure**

152 The Board discussed temporary Wastewater Treatment class 6 certification renewal
153 requirements; specifically how many continuing education hours a Wastewater Treatment
154 class 6 operator is required to complete. The Board requested additional information with
155 an outline of plant processes before making a decision.
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157 **B. Request for Reinstatement Letter**

158 The Board discussed a letter from Verso Corporation requesting reinstatement for one of
159 their operators. The Board ruled that the operator should start the certification process over
160 since his date of expiration was well past the date of reinstatement. However, another
161 option that he has is to submit to the Board documentation that he has taken 70 approved
162 continuing education hours since his last renewal: 30 hours for the renewal period between
163 June 2011 to June 2014, 30 hours for the renewal period between June 2014 to June 2017,
164 and 10 hours for the renewal period between June 2017 and June 2018. If he could present
165 this, the Board may decide to grant him reinstatement as it would show that he was
166 maintaining his required training.
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168 **10. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

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170 None to report at this time.
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172 **11. ADJOURNMENT**

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174 Joe Haxton moved to adjourn the meeting at 12:45 P.M. The next meeting will be held on **January 18,**
175 **2018 10:00 A.M. at Maryland Department of the Environment, Baltimore, Maryland.**