



**STATE OF MARYLAND
 BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
 MINUTES OF THE MEETING HELD ON:
 Thursday, January 18, 2018 At
 Maryland Department of the Environment, Baltimore, Maryland**

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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 Dee Settar
 Joseph Johnson Bruce Darner
 Dominic Deludos Dr. Russell Kelley

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 13 **PRESENT LIASONS & OTHERS**
 14 Scott Harmon CWEA Representative
 15 Neil Winner Board Staff
 16 Stephanie Brown Board Staff
 17 Martin Fuhr Board Staff
 18 Pam Franks Board Staff

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 20 **Guests**

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 22 **Not Present**
 23 Joe Haxton Board Member
 24 Doug Myers Board Member
 25 Nancy Hausrath Board Member
 26 Aris Evia Board Counsel
 27 Karen Brandt MCET Liaison
 28 Jack Bowen MRWA Liaison
 29 Burt Curry WEF Representative
 30 Jay Price AWWA Representative
 31 Hiram Tanner CWEA Representative

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01. CALL TO ORDER

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

02. AGENDA REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA

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

A. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

Board Members reviewed the December 21, 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 Chairman suggested that Board staff update Board Member contact list. Board staff will provide updated contact list to all Board Members and Liaisons.

04. SECRETARY’S REPORT

A. Report on Board’s Administrative Activities

1. As of December 31, 2017, appropriations for fiscal year 2018 are \$219,074.00. Expenses are \$132,535.59, revenue is \$92,305.00 and the encumbrance is \$33,565.00. Neil Winner gave a breakdown of appropriations for fiscal year 2018. A quarterly expense report will be provided at February’s meeting.
2. Board Chairman suggested looking at last quarter, and number of (Grandfathered) certifications to be renewed by January 1, 2018; referencing the limited law change in 1992 for grand parented operators to take 1-½ times the number of required hours of training for the duration of their tenure at the facility.
3. Dee Settar mentioned of the possibility of renewals to be accessible online, and for operators to have the ability to log their education credits online.

B. Report on Examination Results

1. Please refer to Attachment A.
2. The Board discussed seeing a 75% pass rate for the December 1 paper-based exam given at MDE, the addition of “N/A” in the passed columns of the statistical layout where no exams were given, and an overall pass rate of 41% for the month of December.

- 85 3. Board Staff requested that presenting the form for tracking and trending exam
86 demographics be tabled to a future meeting after discussion with Board Secretary.
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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. Neil Winner informed the board that Scott Harmon’s’ paperwork was
92 received and pending further review. Five Board Member appointments expire June 30,
93 2018.
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95 **05. REVIEW OF APPLICATIONS**
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- 97 1. Brock McCracken - Requested Reciprocity from the state of Pennsylvania to be a Maryland
98 licensed class 4 Water Treatment Operator. Joseph Johnson reviewed comparison chart based
99 on applicant’s current licenses held in Pennsylvania and West Virginia for a comparability
100 analysis. Board Staff recommended granting Mr. McCracken a class 4 Water Treatment
101 operator certification. Board determined that based on Mr. McCracken’s experience, he would
102 be eligible for certification in Water Treatment classes 1 through 4. However, the Board
103 requested Board staff to send a letter indicating that eligibility for the requested class 4 Water
104 Treatment operator certification would be granted, pending verification of the treatment
105 processes used at the system. If not a class 4 system, reciprocity certification would be given
106 commensurate with the actual category and class of the system. Joseph Johnson moved to
107 defer the Board’s decision until the above information is received and was seconded by Dr.
108 Kelly. Motion carried.
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- 110 2. Elliott Reid - Requested Education Substitution for his class 4 Water Treatment operator
111 certification. Board Staff recommended that Mr. Reid be granted 1 year of Education
112 Substitution. This will make him eligible to receive his full operator certification
113 immediately. Joseph Johnson moved to approve the Board staff’s recommendation and was
114 seconded by Dr. Kelly. Motion carried.
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- 116 3. Russell Lease, Jr. - Requested Education Substitution for his class 5A Wastewater Treatment
117 operator certification. Board Staff recommended that Mr. Lease be granted 6.4 months of
118 Education Substitution, which would make him eligible to receive his full operator
119 certification on February 1, 2019. After the Board’s review of Mr. Lease’s transcript, he was
120 granted 7.6 months of credit towards his class 5A Wastewater Treatment operator
121 certification. Mr. Lease has nine months of required experience remaining before he is able to
122 obtain his full operator certification. Joseph Johnson moved to grant Mr. Lease 7.6 months of
123 Education Substitution and was seconded by Dr. Kelly. Motion carried.
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125 **06. COMMITTEE REPORTS**
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127 **A. Training Review Committee - TRE**

- 128 1. The TRE training approval processes is under review by Board staff. Board staff will email
129 purge letters to the TRE Committee prior to the next TRE Committee meeting.
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131 **07. ON-GOING BUSINESS**

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A. Operator Certification Process- ABC

Neil Winner discussed the upcoming ABC presentation scheduled for the March 22, 2018 Board meeting with Paul Bishop and another representative from ABC. This meeting will be held at Maryland Department of the Environment, which is a schedule change. Board discussed preparing questions that should be presented to ABC’s representative prior to the March meeting. The official Board meeting will be held directly following the ABC presentation. Board requested that Neil Winner look into refreshments and/or lunch options for ABC and Board Members for this meeting.

B. Closed Meeting

Board Counsel sent link for closed meeting training. Board suggested taking the training prior to next month’s meeting for Board members interested in acting as a Closed Meeting designee. The Board will discuss further at next meeting.

D. ADA Policy

Board requested that the ADA policy reflect special accommodations for test takers only. Board Counsel sent draft of ADA Policy to Board Members prior to the meeting. Board will review it and discuss at February’s meeting.

08. NEW BUSINESS

A. Supplemental Treatment Systems

The Board discussed the need to have an exam for all certification and renewal requirements for operators who work with supplemental treatment systems. Board also discussed alternative technologies. Bill Shreve suggested that the Board staff draft action items for further discussion to implement a technical exam. Board suggested looking into ABC’s master license exam for alternative technology exam questions. Bruce Darner expressed that site specific would require several licenses. Neil Winner suggested implementing a designated class type for alternative licenses. Board suggested creating a next level for Water Distribution systems operators. Board suggested looking further into exams for supplemental treatment systems in the near future. The Board suggested tabling the supplemental treatment systems issues until after meeting with ABC and requested additional information to remedy the exam implementation concerns for supplemental treatment systems.

B. EPA Reporting

Dee Settar informed the Board about the EPA report that MDE’s Water Supply program submits every five years. This report consists of an external review that is sent out to certified operators through survey monkey. Dee Settar suggested that Board staff bring questions for operators and other industry professionals for June 20th, 2018’s upcoming survey. The completed survey should be submitted to Saeid Kasraei no later than June 1st, 2018. Dee Settar will send an example of past surveys to further discuss at February’s Board meeting.

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09. DISCUSSION WITH BOARD LIAISONS AND GUESTS

- A. Bruce Darner - WWOA scholarships are available for spring semester. WWOA will have a booth at the Maryland Rural Water Annual Conference.

- B. Scott Harmon - CWEA is hosting “the Softer Side of Asset Management” on January 25th, 2018. In February, there will be an Annual Career Fair for engineering students being held at the Kimpton Hotel Monaco, Baltimore, MD. There will be mock interview panels, which have been successful in previous years. CWEA is offering a webinar on Biosolids at noon today.

10. ADJOURNMENT

Joe Johnson moved to adjourn the meeting at 12:10 P.M. The next meeting will be held on **February 22, 2018 10:00 A.M. at Anne Arundel County Water Operations & Maintenance, Millersville, MD.**