

***MARINE CONTRACTORS LICENSING BOARD***

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**MARINE CONTRACTORS LICENSING BOARD**

**MEETING MINUTES - February 8, 2016**

**Location:** DNR Critical Area Commission Meeting Room, Annapolis, MD

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| **BOARD MEMBERS PRESENT**  | **OTHERS PRESENT** |
| Jordan Loran, DNR | Thomas Blair, Board Administrator |
| Chris McCabe (Co-Chair) | Matthew Standeven, Counsel to the Board |
| Milton Rehbein (Chairman) |  |
| Josh Schleupner McGinty Marine Contractor |  |
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**CALL TO ORDER**

Board Chairman, Milton Rehbein called the meeting to order at10:00 a.m. at DNR Critical Area Commission Meeting Room in Annapolis, MD. Four Board members, the Board’s legal Counsel, Matthew Standeven, and the Board’s Administrator were present.

 **AGENDA REVIEW**

The Board reviewed the agenda for the February 8, 2016 meeting which includes reviewing the minutes of the January 11, 2015 meeting, progress update and printing costs of the Manual and Exam, discussion of draft license application forms, application cover letter and information guide, licensing and testing fees and testing procedures/sites, discuss filling vacant Board positions,.

**REVIEW OF PRIOR MEETING MINUTES.**

Board Members reviewed the Draft Minutes of the January 11, 2016 Board meeting. The Board voted to accept the minutes. The minutes were approved and will be posted on the website as final.

**OLD BUSINESS**

**Update on Status of License Study Manual and Test**

Tom Blair, Board Administrator updated the Board members on progress of finalizing the license study manual and test. The manual and test were recently reviewed by Salisbury University and are ready for Board review. The Board agreed to make any comments by 2/16. Matthew Standeven, Board Council stated that he would have his comments ready on or about 2/16 also. The Board projected that MES should complete any revisions by 3/2/16 and have the manual ready to print soon after that date.

The Board discussed the number of manual copies to print and agreed on 400 copies of a loose-leaf binder with a USB drive attached. The Board reviewed the 3 print quotes supplied by MES and requested that one of the print companies provide a cost for USB drive copying to make an informed comparison of the quotes. The Board will review the quotes and select a printer via email prior to the next Board meeting. The Board Administrator stated that due to increases in costs for printing the manual and attachments that one of the attachments, (Critical Area Commission, “Bay Smart” guide) has been removed from the attachment list.

**Draft License Applications and Application Guide**

The Board reviewed the final drafts of the license application forms, cover letter and information guide to be sent to all registered contractors. As agreed at the previous meeting, the Board will not charge a fee for application submittal, but will charge a fee for the license test and manual once the applicant has been approved by the Board. After discussion the Board agreed to charge a $75 fee for the manual and the test. There was motion to approve the application forms, cover letter and information guide. The motion was approved. The applications will be mailed out as soon as possible.

**License Fees**

The Board Administrator suggested issuing all licenses for a two year period instead of the staggered license periods. The Board agreed to keep the staggered licensing based on odd and even license numbers which will be carried over from the registration program, if a contractor was registered as number 5; then the contractor would be licensed as number 5. The staggered licenses would be based on odd or even license number so all odd licenses would be one year licenses to be renewed in 2017 and even numbered licenses will be renewed every 2 years (2018). The Board agreed to charge a $300 fee for a one year license and $600 for a two year license.

**NEW BUSINESS**

**Board Budget vs. Revenue from License Fees**

The Board members discussed the possibility of lowering the license fees based on the Board’s operating budget. The Chairman requested the Administrator discuss the current budget situation with MDE Fiscal Department to determine the income and expenses of the Board for previous years and projections of future operating expenses. The Chairman and other Board members would like to have the revenue from fees match the expenses as much as possible without a large surplus. The Board requested a budget report to be presented at the next meeting.

**Testing Locations**

There was a discussion concerning testing locations and timing of the tests. The Board agreed that there should be at least 3 test locations, MDE Headquarters, Baltimore, and possibly Chesapeake College in Queenstown, and College of Southern Maryland in Prince Frederick. The first possible test date may be May 5th at MDE.

**Open Board Positions**

The Board discussed how to fill the current open position for the Southern Maryland Contractor Board position as well as the newly open MDE representative position due to the retirement of Robert Tabisz. The Board requested Council discuss the matter with the MDE representative that handles the Governor’s Appointments Office and report back to the Board.

**FUTURE MEETINGS**

The Board members agreed to meet on the second Monday of each month from Februay to June of 2016. Specific dates are: February 8th, March 14th, April 11th, May 9th and June 13th, 2016. All meetings will be held at the DNR, Critical Area Commission office in Annapolis.

**ADJOURNMENT**

Mr Rehbien requested a motion to adjourn. The motion was approved and the meeting was adjourned at 12:00 pm