



STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, November 16, 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

Joe Haxton	Dee Settar
Joseph Johnson	Bruce Darner
Nancy Hausrath	Russell Kelley

PRESENT LIASONS & OTHERS

Jay Price	AWWA Representative
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

Hiram Tanner	CWEA Representative
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Not Present

William Shreve	Board Chairman
Dominic Deludos	Board Member
Doug Meyer	Board Member
Karen Brandt	MCET Liaison
Jack Bowen	MRWA Liaison
Burt Curry	WEF Representative

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01. CALL TO ORDER

Joe Haxton acting on behalf of 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 Nancy Hausrath and seconded by Joseph Johnson to adopt the meeting agenda as amended. Motion carried.

03. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES

Board Members reviewed the October 19, 2017 draft meeting minutes, and voted unanimously to approve the minutes as amended with the necessary corrections. Corrected copy is to be emailed to Board members. Moved by Nancy Hausrath and seconded by Dr. Kelly. Motion carried.

04. BOARD CHAIRMAN’S COMMENTS

Board Chairman’s apologies for not attending the meeting were relayed to Board.

05. SECRETARY’S REPORT

A. Report on Board’s Administrative Activities

1. As of October 31, 2017, appropriations for fiscal year 2018 are \$219,074.00. Expenses are \$91,284.00, revenue is \$60,045.00 and the encumbrance is \$40,824.00.
2. Dee Settar and Neil Winner introduced a new Water Treatment class G exam consisting of 20 questions. The exam was based on training materials prepared by West Virginia University.
3. Board discussed implementing tracking materials that would require operators to complete a form at the exam site capturing the demographics of Operators to include: Number of attempts to pass exam, education level, how long out of school, employers, utilities verses municipalities, and number of year’s experience.

B. Report on Examination Results

1. Please refer to Attachment A.

06. REVIEW OF APPLICATIONS

- A. James Craig – Submitted requests for reciprocity, education substitution and experience credit for the Water Treatment classes 1 and 5, Wastewater Treatment classes 3 and A, and Industrial Wastewater classes 1 and 7. Mr. Craig has held a valid Maryland Wastewater Treatment class A, and Water Treatment 1 and 5 temporary certifications since April and June of 2016. After Board review:

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1. Nancy Hausrath moved to grant Mr. Craig 4 months of education substitution toward the Maryland Wastewater Treatment class 3 operator certification, and was seconded by Dee Settar;
 2. Nancy Hausrath moved and was seconded by Bruce Darner to grant reciprocity for the Wastewater Treatment class 1 operator certification;
 3. Nancy Hausrath moved and was seconded by Bruce Darner to grant one year and 6 months of experience credit towards the Water Treatment class-5 operator certification. Mr. Craig has passed the Water Treatment class 5 Arsenic exam;
 4. The Board took into consideration that Mr. Craig requested a Wastewater Treatment class A certification in his initial application submitted in February of 2016, and granted him a temporary Wastewater Treatment class A dated April 1, 2016;
 5. The Board cannot issue reciprocity for the Industrial Wastewater class-7 certification because it is considered site specific under COMAR. Mr. Craig was sent a request to reapply for the Industrial Wastewater 7 temporary certification once he has obtained Maryland employment at a site with that classification;
 6. The Board requests Mr. Craig resubmit for reciprocity or temporary certification once employment at a class 1 Industrial Wastewater Treatment plant is obtained;
 7. All motions were carried.
- B. Stephen Chernesky - Requested reciprocity from Pennsylvania for the Maryland Wastewater Treatment class-2 Operator certification. The Board determined that the site he is employed at in Maryland is classified as a Wastewater Treatment 3. Since Mr. Chernesky's experience did qualify him for the class 3 Wastewater Treatment operator certification, Joseph Johnson moved to grant Mr. Chernesky reciprocity for the Maryland Wastewater Treatment class-3 Operator certification, and was seconded by Bruce Darner. Motion carried.
- C. Troy Sigman - Applied for reciprocity from the state of Virginia to be a Maryland class 5A Wastewater Treatment operator. Board Staff recommended Mr. Sigman be granted the Wastewater Treatment class 5A operator certification. Nancy Hausrath moved to accept Board Staff's recommendation and was seconded by Joseph Johnson. Motion carried.
- D. Dustin Mathers - Requested education substitution toward his Water Treatment class-4 operator certification. Board Staff recommended granting Mr. Mathers one year of education substitution. Nancy Hausrath moved to accept Board Staff's recommendation and seconded by Joseph Johnson. Motion carried.

07. COMMITTEE REPORTS

A. Training Review Committee - TRE

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- 1.) Board Chairman will contact DC Water to set up dates of availability to discuss the Board's training submission requirements.
 - 2.) Board Counsel verified that MD Environmental Law 12-206 grants the Board the authority to charge for-profit training class sponsors fees for training class review and approval. Nancy Hausrath suggested the Board staff work on drafting an application

133 form, process and publication for a proposed fee structure. Neil Winner stated the
134 document must be reviewed by MDE as well as the Governor's office prior to the
135 Board's final decision. Dee Settar suggested the Board look at Pennsylvania Board of
136 Operators fee structure as a model for proposed training class fees.
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138 3.) The next TRE Committee meeting has been rescheduled to December 13, 2017.
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140 **08. ON-GOING BUSINESS**

141 A. ABC Update -

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144 Neil Winner discussed the ABC reciprocity equivalency chart. The current exams that the
145 Board uses are considered customized exams. There may be an annual maintenance fee
146 imposed by ABC in the future. Board discussed making a decision on the future testing
147 program based on ABC's proposed exam structure changes. Neil Winner recommend
148 having an ABC representative attend the March 22, 2018 Board meeting. Joe Haxton
149 recommends setting up an exam committee to consider implementing standardized ABC
150 exams.
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152 B. Exam Pass / Fail 2017

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154 Martin Fuhr shared with the Board the pass/fail exam statistics per category, as well as
155 AMP exam percentages. Board suggested operators obtain the ABC study guide available
156 online at ABC's website. Jay Price recommends obtaining AWWA's Need to Know guide
157 to provide operators with tools to prepare for exams.
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159 C. ADA Policy

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161 Board Counsel discussed that the official ADA reasonable accommodations policy for the
162 Board has not been drafted. The policy will be presented for review at the December Board
163 meeting. Board Counsel presented an Advice of Council memorandum outlining
164 reasonable accommodations in relation to ADA in accordance with COMAR regulations
165 for the Board of Waterworks and Waste Systems Operators.
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167 D. Regulatory Changes

168 Neil Winner provided a handout of proposed regulatory changes from Board staff.
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170 E. Closed Meeting Training and Designation

171 In addition to the Board Chairman, at least one other Board Member will need to be
172 designated to hold closed meeting sessions. Board Chairman recommended that all Board
173 Members take the training, but the Board postponed the decision on who to designate until
174 a later meeting. The online link to provide this training will be provided to Board Members.
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176 **09. NEW BUSINESS**

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178 A. Review of Licensure - WR Grace disputed an applicant's information and is requesting
179 information for an arbitration hearing scheduled in early December. Specifically, the

180 company was asking for a copy of the application and a copy of the transcripts of meeting
181 minutes concerning the applicant. As this is now a legal matter associated with the
182 applicant, his union and W.R. Grace, Board Counsel instructed any and all inquiry requests
183 to be directed to him and he will follow up.
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- 185 B. Letter To Chairman - Board discussed an Operator in Training requesting to be granted full
186 operator status, as he has scored 69% on his last two exams. The Board agreed the request
187 could not be granted. The Board did discuss an option used previously whereby his official
188 job description and job duties could be modified to be limited to exclusively working on
189 residential meters that are 1” or smaller and to not include any job duties that would require a
190 Water Distribution class D1 certification.
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192 **10. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

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- 194 A. Hiram Tanner – CWEA Retreat is seeking applicant involvement.
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- 196 B. Jay Price – AWWA provides study guides for operators to assist with taking the exam.
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- 198 C. Bruce Darner- WWOA informed the Board that on November 9, WWOA held a fall
199 registration meeting which included a class on jar testing using different chemical
200 coagulants.
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- 202 D. Scott Harmon- CWEA informed the Board of a Collection Systems seminar and
203 Leadership conference including regulations and process for operator certification.
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205 **11. ADJOURNMENT**

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207 Joe Haxton motioned to adjourn meeting at 1:20 P.M. The next meeting will be held on
208 **December 21, 2017 10:00 A.M. at Anne Arundel County Water O & M, Millersville,**
209 **Maryland.**
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211 **Minutes recorded by:** Pamela Franks, Board Staff Administrative Officer

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213 **Minutes reviewed and edited by:** Neil Winner, Division Chief WSA
214 Pamela Franks, Board Staff Administrative Officer
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216 **William Shreve**
217 William Shreve, Board Chair
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219 **Christine Nagle**
220 Christine Nagle, Board Secretary
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223 **These minutes were approved on: December 21, 2017**
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