



**STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, June 20, 2019 At 10:00 A.M
Anne Arundel Co. Water O & M Complex, Millersville, MD. 21108**

1 *****
2
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.
9 *****

10 **BOARD MEMBERS PRESENT**

William Shreve Joseph Johnson
Dee Settar Bruce Darner
Dominic Deludos

11
12 **LIAISONS & STAFF PRESENT**

13 Neil Winner	Board Secretary
14 Martin Fuhr	Board Staff
15 Pam Franks	Board Staff
16 Laura Mayberry	Board Counsel
17 Jay Price	AWWA Liaison
18 Scott Harmon	CWEA Liaison
19 Hiram Tanner	Board Member Nominee
20 Partha Tallapragada	Board Member Nominee
21 Greg Wilkinson	MES

22
23 **Not Present**

24 Dr. Russell Kelley	Board Member
25 Joe Haxton	Board Member
26 Karen Brandt	MCET Liaison
27 Nancy Hausrath	Board Member
28 Jack Bowen	MRWA Liaison

29
30 **01. CALL TO ORDER**

31
32 Board Chair called the meeting to order at 10:07 AM.
33

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

35
36 It was moved by Joseph Johnson and seconded by Dominic Deludos to adopt the proposed meeting
37 agenda as amended. Motion carried.
38
39

40 **03. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

41
42 Board Members reviewed the May 16, 2019 draft meeting minutes. After review, it was moved by
43 Joseph Johnson and seconded by Bruce Darner to approve the minutes as amended. Motion carried.
44

45 **04. BOARD CHAIR’S COMMENTS**

46
47 Board Chair thanked Board Members and Liaisons for attending today’s meeting.
48

49 **05. SECRETARY’S REPORT**

50
51 **A. Report on Board Administrative Activities (Revenue & Expenditures)**

52 Neil Winner reported that as of May 31, 2019, appropriations for fiscal year 2019 are
53 \$270,893.00, expenses are \$198,566.61, revenue is \$180,461.00, and the encumbrance is
54 \$50,000.00.
55

56 **B. Report on Examination Results**

57 1. Please refer to Attachment A.
58

59 Board Staff discussed the examination statistics for the month of May, 2019.
60 There were 73 total exams taken in May, with an overall pass rate of 27.40%.
61 Twenty operators sat for the paper water exams, scoring a pass rate of 20%.
62 Five operators sat for the online (AMP) water exams, scoring a pass rate of 0%.
63 In May, thirty-six operators sat for the paper wastewater and industrial
64 wastewater exams, scoring a pass rate of 36%. Twelve people sat for the
65 Online (AMP) wastewater and industrial wastewater exams, scoring a pass rate
66 of 25%. 160 Operators sat for the Exam offered at the 70th Annual
67 CSAWWA/CWEA/WWOA Short Course held the week of June 7, 2019 at Mount
68 Saint Mary’s College, Emmitsburg, MD.
69

70 2. Board discussed offering exams after training events at municipalities to assist
71 operators who struggle with passing exams, and suggested that employers should offer
72 some level of on-site training for operators. Dee Settar suggested having ETAD interns
73 compile and summarize statistical data to include first through third attempt exam
74 takers to gauge areas of concerns.
75

76 **C. Board Appointments**

77 Neil Winner, Board Secretary discussed Board Appointments for the vacant positions and
78 gave an update on the approval process. Board discussed current requirements and
79 proposed changes for Board Members including: attendance, criteria for Public-at-Large
80 members, and the possibility of having more small system representatives. The Board
81 member directory is in the process of being updated and current information was updated
82 by Board members.
83

84 **D. Board Staffing Issues**

85 With the recent resignation of one Board staff member, current staff have volunteered to
86 take on additional duties to keep up with the Board responsibilities. A hiring freeze
87 exception request has been submitted for the now vacant position.
88

89 **06. REVIEW OF APPLICATIONS**

90 There were no applications to review

91
92 **07. COMMITTEE REPORTS**

93
94 **A. Training Review and Evaluation (TRE) Committee**

- 95
96 1. On June 13th, 2019, the TRE Committee met to review and discuss the incoming training
97 requests. The Board Members discussed sending out a TRE Policy Statement regarding
98 the decision of approving webinars.
99
100 2. After reviewing the course recommendations from the TRE Committee, it was moved
101 by Joseph Johnson and seconded by Dominic Deludos to accept the TRE Committee's
102 recommendations as amended and approve the continuing education training courses.
103

104 **08. ON-GOING BUSINESS**

105
106 **A. Operator Certification Process**

107 Neil Winner discussed white paper info to present to the Board for review at the July 18,
108 2019 Board meeting. Neil Winner is still waiting for standardized exams questions from
109 ABC, for review and comparison to questions on existing customized exams used by
110 Maryland. ABC Standardized Exams are currently used only for Maryland Class 1
111 Distribution and Class 2 Collection exams.
112

113 **B. Closed Session (moved to end of meeting)**

114 Board discussed moving into closed Session at Anne Arundel County Utilities to discuss
115 agenda item (H.-B.) – to be discussed at the end of the Board meeting to consult with and
116 receive legal advice from Board Counsel regarding compliance with Maryland Public Ethics
117 Law and Conflicts of Interest. It was moved by Joseph Johnson and seconded by Dee Settar
118 to move into closed session at 12:25 PM., which lasted to the end of the Board meeting.
119

120 **09. NEW BUSINESS**

121
122 **A. Board Regulations - Operator Issues**

123 Board discussed keeping a list of proposed items for review to include in changes to the
124 Regulations. Board discussed operational issues at the Town of Pittsville Water
125 Treatment Plant including colored water complaints submitted to MDE. Board discussed
126 sending information to Community Water Systems about the requirements to have
127 Certified Operator and compliance with Board Regulations.
128

129 **10. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

- 130
131 **A. Bruce Darner - WWOA sponsored sixteen (16) Tri-Con Conference scholarships totaling**
132 **\$600.00 each including hotel and registration fees, and provided (20) twenty WWOA**
133 **memberships and (4) four Short Course scholarships. The Western Sector fall/spring**
134 **event will provide College scholarships for STEM Course students. WWOA launched a**
135 **job board to provide opportunities for candidates seeking positions as water and**
136 **wastewater operators.**
137

- 138 **B.** Jay Price –AWWA informed the Board that (270) two hundred seventy attended the Short
139 Course held at Mount St. Mary’s College. Beginning next year (2020) the Short Course
140 will go back to Washington College to be held May 31, 2020 – June 5, 2020.
141
- 142 **C.** Scott Harmon - CWEA - On August 27 - 30, 2019, the 10th Annual Chesapeake Tri-Con
143 Association Conference will be held at the Roland E. Powell Convention Center in Ocean
144 City, MD.

145

146 **11. ADJOURNMENT**

147

148 Joseph Johnson moved to adjourn the meeting at 1:00 PM. The next meeting will be held on **July 18,**
149 **2019, 10:00 A.M., at Howard County Bureau of Utilities, Columbia, MD, 21045.**