

MARYLAND STATE BOARD OF WELL DRILLERS

Minutes of Open Meeting November 23, 2016

Board Members Present

Hahns Hairston – Board Chairman
David Hartman – Southern MD
Robert Peoples – MDE
Heather Quinn - DNR

Staff Present

Elaine Nolen – Executive Director
Kristen DeWire, Esq. – Board Counsel

Call to Order

Board Chairman Hairston called the meeting to order in the Terra Conference Room.

Review of Draft Meeting Minutes

Chairman Hairston presented the draft minutes of the October 26, 2016 meeting for approval and asked for any corrections. A motion to approve the proposed meeting agenda with corrections and updates was made by Mr. Hartman and seconded by Ms. Quinn. Motion carried.

Review and Adoption of Proposed Meeting Agenda

Chairman Hairston presented the draft agenda for approval and asked for any corrections. A motion to approve the proposed meeting agenda with corrections and updates was made by Ms. Quinn and seconded by Mr. Hartman. Motion carried.

New Business

Discussion of request to issue WCI license. The applicant will submit college transcripts and other applicable documentation of education for evaluation as potential substitution for experience requirements. A portion of discussion of this was made in a closed session.

Director's Report

1. **Expense Reports** – Ms. Nolen provided expense reports for August, September, and October meetings to those present.
2. **Revenues and Expenditures** – As of October 30, 2016:
 - a. Appropriation FY 2017 \$78,785.00
 - b. Expenses \$33,118.05
 - c. Revenue \$9,140.00

- 3. Upcoming Events** – Ms. Nolen provided an update on upcoming design and implementation of new Access database to replace current FoxPro. Also asked for recommendations.
- i.* Complaints will be tracked – new functionality
 - ii.* Violations will be tracked – existing functionality not utilized
 - iii.* Automatic calculation of Apprenticeship 5 year term – new functionality
 - iv.* Applications will be tracked – new functionality
 - v.* Semi-annual documentation of apprenticeship – Ms. Nolen will create a form for Board review. New functionality.

Ongoing Business

1. Continuing Education requests –

<i>Organization</i>	<i>Name of Course</i>	<i>Location</i>	<i>Dates</i>	<i>Approved Credit Hours</i>
CEU Plan	*Introduction to Backflow *Water Purification * Basic Microbiology Part 1 * Basic Microbiology Part 2 *Arsenic Rule	Online	Various	Additional information is needed to evaluate

Ms. Nolen will contact the organization for more detailed syllabus and course descriptions.

- 2. Results of October examinations
- 3. Status of existing violations
 - a. One
 - b. Two
 - c. Three

New Business

- 1. Ms. Nolen presented revised 2017 Board meeting calendar. Mr. Peoples made the motion to accept, Ms. Quinn seconded. The motion carried.
- 2. New Violations.
 - a. Motion to send standard letter to **Mr. Harley made** by Ms. Quinn and seconded by Mr. Hartman. Motion carried.

3. Discussion of necessity of sending all Maryland Health Departments notice of upcoming Suspension of Master Well Driller. Ms. Nolen will provide notice via email. Ms. Nolen will also call the licensee to notify him when the Order is signed.

Adjournment

The motion to adjourn was made by Mr. Hartman and seconded by Mr. Peoples. Motion passed.