



**STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, December 13, 2018 At
Back River WWTP, Baltimore, MD**

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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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10 **BOARD MEMBERS PRESENT**

Joe Haxton	Joseph Johnson	Dr. Russell Kelley
Bruce Darner	Nancy Hausrath	
Dee Settar	Dominic Deludos	

11 **LIASONS & STAFF PRESENT**

Neil Winner	Board Staff
Stephanie Brown	Board Staff
Martin Fuhr	Board Staff
Matthew Standeven	Board Counsel

17 **Guests**

Partha Tallapragada	MES - Pending Board Member
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20 **Not Present**

William Shreve	Board Member
Jack Bowen	MRWA Liaison
Hiram Tanner	CWEA Liaison
Karen Brandt	MCET Liaison
Scott Harmon	CWEA Liaison
Jay Price	AWWA Liaison
Pam Franks	Board Staff

31 **01. CALL TO ORDER**

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33 Nancy Hausrath, filling in as Board Chair, called the meeting to order at 10:11 AM.

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

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37 It was moved by Dr. Russell Kelley and seconded by Joe Haxton to adopt the proposed meeting agenda
38 as amended. Motion carried.

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

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41 Board Members reviewed the November 15, 2018 draft meeting minutes. After review, it was moved by
42 Joe Haxton and seconded by Bruce Darner to approve the minutes. Motion carried.

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44 **04. BOARD CHAIRMAN’S COMMENTS**

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46 On behalf of Board Chair, Nancy Hausrath thanked the Board Members for attending today’s Meeting;
47 introduced and welcomed Matthew Standeven, Board Counsel from the Maryland Office of the Attorney
48 General. Nancy Hausrath commented on her experience with conferencing into November’s meeting via
49 phone call. She explained that she was able to hear everyone very clearly, and she was engaged the entire
50 time. Her only negative experience was during the Review of Applications, as she was not given the
51 information prior to the meeting so she felt as if her decision would not be well-informed. The Board
52 discussed future options for sharing the applications to those attending the meeting via conference-call.

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54 **05. SECRETARY’S REPORT**

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56 **A. Report on Board’s Administrative Activities**

57 As of November 30, 2018, appropriations for fiscal year 2019 are \$270,893.00. Expenses
58 are \$83,450.56, revenue is \$80,105.00 and the encumbrance is \$3,686.00. Neil Winner
59 invited Jack Hughes, who oversees and manages Water Supply Program’s budget and
60 grants, to attend January 17, 2019’s Board Meeting to present next quarterly summary
61 financial report.

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63 **B. Sunset Review**

64 Neil Winner presented the draft of the Preliminary Evaluation Report. The recommendation
65 made by Connor McCarthy from the Department of Legislative Services (DLS) stated that
66 the Board has been waived from full evaluation, extended termination date by 10 years and
67 required another preliminary evaluation by December of 2028, and also to amend the
68 statute to require fees established by the Board to raise sufficient revenue to cover the
69 Board’s operating costs.

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71 On Monday, December 10, 2018, Board Staff submitted comments for DLS to consider on
72 items covered in the draft of the report. These items include certification activity,
73 technology, and Board staffing.

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75 **C. Report on Examination Results**

- 76 1. Please refer to Attachment A.
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78 2. Board Staff discussed the examination statistics for the month of November 2018.
79 There were 61 total exams taken in November, with an overall pass rate of 39.34%.
80 Water paper examinations saw a 67% pass rate (10 passed out of 15), and Water AMP
81 exams saw a 20% pass rate (one passed out of five). Wastewater and Industrial paper
82 exam pass rate was 41% (12 passed out of 29), and AMP pass rate was 8% (one passed
83 out of 12).

88 3. Nancy Hausrath inquired as to whether a temporary operator who has taken and passed
89 the exam during one renewal period, would be required to retake the same exam to
90 complete the renewal requirements for the next renewal period. Board Staff said that
91 person would not be required to retake the exam of which they passed. If they are still
92 holding a temporary certification in the next renewal period, they would only need to
93 acquire the continuing education required for the renewal.

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95 4. Dee Settar commented that in the operator survey that was sent out, some of the
96 feedback included interest in finding assistance with studying for their upcoming
97 exams. She sent the survey to 600 operator emails and received a 10% response so far.
98 The feedback about the study materials sparked a discussion about how many more
99 examinations will become available in 2018 and if temporary operators are taking the
100 exams only to fulfill the renewal requirement, not to make a meaningful attempt to pass
101 it. Martin Fuhr stated that there are 250 more exam slots available in 2019 than there
102 were in 2018's exam schedule, now totaling more than 1,000.

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104 **D. Board Appointments**

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106 Neil Winner reported that he has not received any notification or update about the 3
107 pending appointment applications sent to the Governor. The Board decided that, if by
108 the January 2019 meeting there have been no updates, then a letter should be composed
109 and sent to the Governor by the Board formally requesting a status update.

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112 **06. REVIEW OF APPLICATIONS**

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114 There were no applications to review.

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116 **07. COMMITTEE REPORTS**

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118 **A. Training Review and Evaluation (TRE) Committee**

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120 Governor Hogan announced on December 3, 2018 that all State Offices will be closed on
121 December 5, 2018 to honor the passing of President George H.W. Bush. The TRE
122 Committee meeting that was scheduled for December 5, 2018 was, therefore held online due
123 to short notice, and at least four committee members were to submit their vote
124 recommendations based on the training that was submitted. At the time of the Board
125 meeting, only three votes were received. The Board decided to delay their vote until at least
126 four committee members had submitted their recommendations.

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128 **08. ON-GOING BUSINESS**

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130 **A. Operator Certification Process**

131 The Board's water and wastewater exam review committees will review the new ABC
132 (Association of Board Certification) 2019 Standardized Exams when they are available in
133 March or April of this year. The Board will consider whether these ABC standardized
134 exams may be used as Maryland's certification exams, in addition to the current ABC
135 Distribution Class 1 and Collection Class 2 exams.

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09. NEW BUSINESS

A. ADA Request for Accommodation

Board Staff receive an official ADA request for examination accommodations. Neil Winner will be meeting with an MDE ADA official to ensure the Board is handling all ADA requests properly. There was a question about whether the Board had an official ADA policy. Dee Settar found an email from former Board Counsel Aris Evia regarding a draft of the Board’s ADA Policy, but the Board never adopted the policy.

Matthew Standeven, the current Board counsel, explained that one of the criteria he and MDE would like to see the Board address is the factual circumstance that constitutes an undue burden on the Board. Additional questions are whether the accommodations that are requested by the exam taker would make the exam less meaningful, in other words, would the accommodation go against a primary function of the industry?

The Board requested this topic be placed on the agenda for future meetings under Ongoing Business, and Board Counsel requested the Board go into closed session for January’s meeting.

10. DISCUSSION WITH BOARD LIAISONS AND GUESTS

- A. Bruce Darner – WWOA requested the Board to provide guidance on the training for the Wastewater Treatment Class 5A exam that is needed. Bruce also questions if a copy of the Board Meeting minutes could be submitted into the Echo Letter, WWOA’s magazine. The Board said they may, only if the minutes have been officially approved by the Board. Bruce Darner commented that WWOA is especially interested in the statistic breakdown regarding the examination pass rates.

11. ADJOURNMENT

Joe Haxton moved to adjourn the meeting at 12:02 P.M. The next meeting will be held on **January 17, 2018, 10:00 A.M., at Maryland Department of the Environment, Baltimore, MD, 21230.**