



STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, March 17, 2022 At 10:00 A.M
Virtual Video Conference Meeting via Google Hangouts

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

Jay Price	Sanitary Commission; Board Chair
Benjamin Thompson	County Government; Board Vice-Chair
Doug Abbot	Water Supervision
Ed Hogan	Industrial Superintendents
Bruce Darner	Agriculture; WWOA Liaison
Hiram Tanner	Public-At-Large (arrived at 11 am due to scheduling conflict.)
Eric Dutrow	Public-At-Large
Connie Luffman	Wastewater Supervision

BOARD MEMBERS NOT PRESENT

Rosann Ndebumado	Municipal Government
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LIASONS, GUEST & STAFF PRESENT

Dee Settar	Board Secretary
Jennifer Bowman	Board Counsel
Pamela Franks	Board Staff
Martin Fuhr	Board Staff
Victoria Arbaugh	Board Staff
Shailaja Pelosi	MDE Liaison– Compliance Program
Tony Sierra	MDE Liaison for ETAD
Scott Harmon	CWEA Liaison
Clark Howells	CWEA Liaison
Bill Shreve	TRE Committee Liaison
Heather Barthel	Deputy Director Water & Science Administration
Michael Richardson	Environmental Program Manager WPPR
Jonathan Rice	Senior Regulatory & Compliance Engineer WPPR
Kendra Hicks Williams	Administrative Aide Water Supply Program
Efran Morales	Guest Applicant for Reciprocity
Susan Springer	Guest DPW City of Frederick
Tracey Coleman	Guest DPW City of Frederick
Chip Stitley	Guest DPW City of Frederick

01. CALL TO ORDER

Board Chair Jay Price called the meeting to order at 10:00 AM. Roll Call was done by Victoria Arbaugh, Board staff. The Board meeting was conducted online using Google Meet.

02. REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA

Board Members reviewed the March 17, 2022 Draft Agenda. Bruce Darner moved to adopt the proposed meeting agenda with amendments. Ben Thompson seconded the motion. The motion carried unanimously with Board Chair abstaining.

03. BOARD CHAIR'S COMMENT & GUEST INTRODUCTIONS

Board Chair Jay Price opened the meeting by thanking the industry for being essential workers during the pandemic. He then thanked all the Board Members, Staff, and Guests at the meeting for their time and attendance. He asked all of the guests to introduce themselves. Heather Barthel, Michael Richardson, Jonathan Rice, Kendra Hicks-Williams, Susan Springer, Tracy Coleman, Chip Stitle and Efran Morales all introduced themselves with a brief background and their purpose for attending the meeting. Efran Morales provided his background and advised he had moved to Maryland to accept employment with the City of Frederick DPW. Susan Springer, Tracy Coleman and Chip Stitley all from the City of Frederick DPW attended in support of Mr. Morales' petition to the Board.

04. Review of Applications Received

Efren Morales

Mr. Morales applied for Maryland 5A wastewater certification from the State of New Mexico to work at the City of Frederick. After review of the schematics and description of the Paseo Real Wastewater Plant where Mr. Morales was employed, the Board determined their processes aligned very closely to those utilized in Maryland. Based upon his nineteen years of experience at Paseo Real, as well as his familiarity with the processes utilized for wastewater treatment in Maryland, it was determined Mr. Morales qualified for Maryland wastewater 5A certification. Doug Abbot made a motion to grant the request, and Ed Hogan offered a second to the motion. The motion passed, and Mr. Morales was granted full Maryland W5A certification.

Carlton Parry

Mr. Parry applied for Maryland Wastewater Collection 2, Water Distribution 1, Wastewater Treatment 1, and Water Treatment 2. He is currently employed by the City of Hancock, Maryland, and was formerly employed by the South Middleton Township Municipal Authority in Pennsylvania. In South Middleton, he was employed as a mechanic, where he maintained components of the water and wastewater systems

and assisted with operations and lab testing. After review of Mr. Parry's qualifications and work experience, the Board determined he met the requirements of the Collections and Distribution certifications only. In order to qualify for the Wastewater 1 and Water 2 certifications, Mr. Parry must pass the examinations, after which he can receive credit for 10 months toward the minimum time requirement for both certifications. Ben Thompson made a motion to approve, and Ed Hogan seconded. Eric Dutrow abstained from voting.

Benjamin Lukowski

Mr. Lukowski applied for Maryland Wastewater Industrial Treatment 6 reciprocity from the State of South Carolina in order to remotely monitor the operations at the Valley Proteins facility in Linkwood Maryland from his office in South Carolina. His experience includes chlorination, dechlorination, settling, TSS removal, Tertiary Metals Removal, and Dissolved Air Flotation. While reviewing his application, the Board determined more information is necessary regarding his experience with Dissolved Air Flotation before determining a decision. The Board also had questions about the logistics of his proposal for remote monitoring. The Board decided to table the application until the necessary information is received.

Todd Englar

Mr. Englar requested Education Substitution toward his minimum time requirement for his Class 4 Water certification. He attempted and passed the corresponding examination in November 2020. His submitted college transcript indicates 70 credits earned relating to science and math. Ben Thompson made a motion to grant Mr. Englar the maximum allowable substitution time of twelve months. Ed Hogan seconded the motion, making Mr. Englar eligible for full Water Treatment 4 certification on September 1, 2022.

05. REVIEW AND ADOPTION OF DRAFT FEBRUARY 17, 2022 OPEN MEETING MINUTES

The Board reviewed the draft minutes for the February 17, 2022 meeting and agreed to table the matter until the next meeting in order to confirm details.

06. BOARD STAFF'S REPORTS

A. Board Appointment Update

Board Secretary Dee Settar updated the Board that the State primary election scheduled for June is postponed to July 19, 2022. As a result, the Governor will continue to appoint Board Members until that time. As multiple Board Members' terms expire on June 30, 2022, Dee has recommended their reappointment for an additional four years to the Governor's Appointments Office.

B. Revenue & Expenditures Update

Dee Settar presented the Revenue and Expenditures Reports for December 2021 through February 2022 and discussed the Water Supply Program's Accountant, Margo Falahee-Cook will prepare future Revenue

Reports. Dee also explained that, as she does not have access to MDE's Fiscal Services accounting system, she has provided the unreconciled revenue from the Board's Database entries. Dee noted that Margo is continuing to learn the revenue/ expenditure reporting process and current financial data will be provided at the next meeting. Dee opened the floor to inquiries and comments. Bill Shreve asked about the fate of unspent appropriated funds. Dee responded that she believes unused funds are returned to the State's general fund and will confirm this.

FY22 Appropriations through June 30, 2022	\$390,093.00
Draft Cumulative Revenue as of February 28, 2022	\$112,657.00
Reconciled Cumulative Expenses as of November 30, 2021	\$62,285.27
ABC Encumbrance as of November 30, 2022	\$24,345.00

C. Board Initiatives & Inquiries

i. Downloadable Renewal Forms & Emailed Certificates

Dee Settar briefed the Board that the webpage now includes individualized downloadable renewal applications for each operator, operator-in-training and superintendents whose certificate will expire within the next six (6) months. The forms are grouped by certificate expiration date and ordered by certificate number, so the operator must know his or her certificate information to download their renewal application. Doug Abbott noted that both the active operator and application received lists are great tools but he believes that most of the industry is not aware that they are posted on the website. He noted that a bulk email to utilities may be an effective way to communicate this resource. Dee also noted the web page report of active certified operators includes individuals whose certificates expired within 90 days so the expiration date and certificate numbers were available for operators who renew within their late period.

Dee Settar briefed the Board on her discussion with Board Counsel regarding emailed certificates. Board Counsel Jenn Bowen advised MDE should not provide a copy of the certificate to anyone except the operator, who is the legal owner of the certification. As a result, certifications will only be provided to the operator and not to the utility. Bill Shreve and Ben Thompson both expressed their concerns since utilities are legally required to post operator certifications and ensure that all employed operators are duly certified. Jen advised that she would be happy to entertain additional questions and discussions in a closed meeting. The Board Chair directed Dee to obtain additional information from Jenn as necessary, who in turn requested Dee submit all inquiries for advice by email. Dee then asked Board Members to email additional concerns that could be included in a request for Counsel advice. Dee also noted that Board Counsel had advised utilities can make inquiries under the Public Information Act.

ii. Online Payments and Applications

Dee Settar advised that Board Staff will attend a demonstration of MDE's existing online portal used by the Lead Registry Program that could satisfy the needs of the WWSO and Well Drillers Boards. She explained such an online portal would enable operators to renew online, eliminate various payment

problems currently experienced by the Board, and allow for online examination applications registration. Bill Shreve congratulated Dee for her efforts to improve Board operations. Dee thanked Bill for his kindness and explained that Acting Division Chief Greg Busch is working diligently with all four Division Chiefs to upgrade operations with automated processes. Everyone thanked Dee for her ongoing efforts.

07. Exam Subcommittee Report (T3 prescription change vote)

Dee presented the proposed T3 prescription change and advised all replacement questions were approved by the Committee with assistance from ETAD Staff: Zoe Goodson, Virgiline Onkingco, Tony Sierra and Division Chief Alex McNamee. Dee highlighted the changes between the current and proposed objectives and specified the updated questions. Doug Abbott congratulated Dee on her efforts to update all of the exams and eliminate unnecessary and irrelevant questions. Hiram Tanner asked what was wrong with the existing questions; Dee responded that some questions were either irrelevant to the treatment processes under the T3 classification or were subjective. Scott Harmon noted the Board previously reviewed the examinations and were advised that the prescriptions could not be altered; Dee explained this was inaccurate and noted the Board could not use ABCs “canned” exams which do not represent Maryland’s certification framework, which is process-based. A motion to approve the recommendations of the Subcommittee was made by Hiram Tanner. The motion was seconded by Bruce Darner. The motion passed unanimously with the Board Chair abstaining.

08. TRE Subcommittee Report (March 9, 2022 Recommended Applications)

After a brief review and discussion of the Subcommittee’s recommendations, Ben Thompson made a motion to adopt with changes. Bruce Darner seconded the motion. The motion passed unanimously; Eric Dutrow abstained from voting on the submissions for MRWA courses and the Board Chair abstained from voting entirely.

09. OLD BUSINESS- Review of Existing Reciprocity Application

Dee presented an updated version of the existing reciprocity application for the Board’s review. Eric Dutrow noted that it was a great improvement. Doug Abbott noted that additional changes could be made at a later date if necessary and made a motion to adopt the form. The motion was seconded by Ed Hogan. The motion passed unanimously with the Board Chair abstaining. Dee Settar then explained that the form must still be approved by Water Supply Board Oversight prior to being put into use.

10. DISCUSSION WITH BOARD LIAISONS AND GUESTS

Bruce Darner (WWOA) – Advised that WWOA still had scholarships available and they are trying to attract more applicants from Western Maryland. He advised that an application is available on the WWOA website for those who are interested.

Clark Howells (CWEA) – Due to the CWEA Meetings conflicting with the WWSO Board Meeting, he will provide and update next month.

Scott Harmon (MRWA) – MRWA will hold its conference from May 2nd to the 5th this year in Ocean City, Md. They will be offering various training, an exam and a prep course prior to testing. He noted that from September 26 through 29 of this year the National Association will be holding its conference at National Harbor.

Bill Shreve (TRE Committee CSAWWA reporting for WWOA) – Bill advised that the EARN program did not have enough participants so it may be ended. However, they are working on creating a new program and he will keep the Board updated. Bill also noted that he would like to be kept abreast of the Governor’s Roundtable and would be happy to contribute. He also noted that there will be a job fair in Baltimore scheduled shortly. Bill closed by reminding everyone about the Short Course to be held at Washington College from June 5 through 10 of this year.

Shailaja Polasi (MDE / Compliance) – No updates at this time.

11. ADJOURNMENT

Ed Hogan moved to adjourn the open meeting at 12:35 PM. The next meeting will be held on **April 21, 2022 via Google Meet.**

The March 17, 2022 Open Meeting Minutes were approved by the WWSO Board on April 21, 2022.