



STATE OF MARYLAND
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS
MINUTES OF THE MEETING HELD ON:
Thursday, May 19, 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
Joseph Wright	Maryland Environmental Service
Hiram Tanner	Public-At-Large
Eric Dutrow	Public-At-Large
Connie Luffman	Wastewater Supervision
Tony Sierra	Maryland Department of the Environment
Hiram Tanner	Public-At-Large (arrived ~ 12:00pm)

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 (departed 10:54am)
Tara Jones	MCET Liaison (arrived @10:15am)
Bill Shreve	TRE Committee Liaison
Christopher Hawthorne	Guest Applicant for Reciprocity DPW City of Frederick
Susan Springer	Guest DPW City of Frederick
Tracey Coleman	Guest DPW City of Frederick
Chip Stitley	Guest DPW City of Frederick
Brad Crin	Guest DPW City of Frederick
Todd Boulden	Guest MES

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 May 19, 2022 Draft Agenda. Minor changes were made and updated in real time by Dee Settari. Bruce Darner moved to adopt the proposed meeting agenda with amendments. Ben Thompson seconded the motion. The motion carried unanimously with Board Chair Jay Price abstaining.

03. REVIEW AND ADOPTION OF DRAFT April 21, 2022 OPEN MEETING MINUTES

Board members reviewed the draft minutes and made several changes. Bruce Darner made a motion to adopt the minutes with changes. Ed Hogan seconded the motion. The motion carried unanimously with Board Chair Jay Price abstaining.

04. BOARD CHAIR'S COMMENT & GUEST INTRODUCTIONS

Board Chair Jay Price opened the meeting by thanking everyone for attending and commended Board Staff for making so much progress during Covid. He asked all of the guests to introduce themselves. Christopher Hawthorne advised that he was attending for his application for the City of Frederick. Tracy Coleman, Susan Springer, Chip Stitley and Brad Crin all attended in support of Mr. Hawthorne. Todd Boulden of MES attended in support of the application for education experience credit for Rachel Johnson. Dee Settari announced that Tony Sierra of the Water Supply Program's Engineering and Technical Assistance Division (ETAD) was appointed as the new Board Member for MDE and would be sworn in prior to the next meeting.

05. REVIEW OF APPLICATIONS RECEIVED

Martin Fuhr presented the applications for Reciprocity, Experience Credit and Education Experience Substitution.

Christopher Hawthorne

Mr. Hawthorne applied for reciprocity for a Maryland 5A Wastewater Treatment Certification. Board Staff recommended that he be granted the 5 and advised him to obtain an Operator in Training for the A. The operator advised the Board that he did have experience using Sodium Hypochlorite and UV Light to remove phosphorus and nitrogen from water. After a discussion, Ed Hogan made a motion to adopt the recommendation. The motion was seconded by Doug Abbott. The motion was unanimously passed with

the Board Chair abstaining. The Board will reconsider reciprocity for WA pending the submittal of additional information and review of the Board’s credit matrix.

Eric Norris

Eric Norris applied for experience credit towards his Operator in Training 5A Certification. The Board Staff recommended that he be granted 1 year making him immediately eligible for his full 5A Certificate. A motion to accept Board Staff recommendation was made by Ben Thompson. It was seconded by Bruce Darner. It passed unanimously with Eric Dutrow and Board Chair Jay Price abstaining.

Rachel Johnsen

Rachel Johnsen is currently employed by MES at the Dorsey Run WWTP. She is requesting education substitution toward her temporary 5A certification, which was granted on December 1, 2020. She has passed both the W5 and WA examinations. Board Staff recommended she be awarded 1 year of education credit, making her eligible for full certification on December 1, 2022. A motion to adopt the Board Staff recommendation was made by Ed Hogan. The motion was seconded by Bruce Darner. The motion passed unanimously with Joe Wright and Board Chair Jay Price abstaining.

06. BOARD STAFF’S REPORTS

A. Board Appointment Updates

Dee Settar formally welcomed Tony Sierra of MDE’s ETAD as the most recent appointee to the Board. She advised the Board that Tony was not yet a voting member, but he would be sworn in prior to the next Board Meeting. She asked Mr. Sierra to provide his background and for all members present to introduce themselves. Dee noted that Rosann was not in attendance. She also introduced all of the liaisons and Board Staff including Board Counsel, Jen Bowman.

B. Revenue & Expenditures Update

Dee Settar presented the Unreconciled Cumulative Revenue of \$150,552.00 as of April 30, 2022; Dee did not have the Cumulative Expense Report of as April 30, 2022. Dee advised that Margo determined any unspent appropriations go back into the State’s General Fund. After the presentation, Dee opened the floor to inquiry and comment. The Board had no questions or comments.

FY2022 Appropriations	\$390,093.00
Reconciled Cumulative Revenue as of March 31, 2022	\$130,887.00
Reconciled Cumulative Expenses as of March 31, 2022	\$154,004.75
Encumbrance as of March 31, 2022	\$52,459.48

C. Board Initiatives & Inquiries

i. Emailed Certificate Update

Dee Settar briefed the Board on the fact that MDE has is awaiting the signature from incoming MDE Secretary Horatio Tablada. She advised that he will be sworn in as Secretary effective as of July 1, 2022. Dee advised that she anticipates we will have the capacity to email certificates within the next two (2) weeks.

ii. Online Payment & Applications Update

Dee Settar briefed the Board that Board Staff, WSP Accountant Margo Falahee-Cook and Executive Director of the Well Drillers Board Duane Johnson met with the Department's Office of Information Management and Technology to discuss potential online payments and applications. She provided them with the Boards wishes and requirements for all processes and payments. They are working towards providing a streamlined process and hoping work on the project will start by the end of the year.

iii. Pending "Email Blast"

Dee Settar advised that she is awaiting approval on the pending email blast advising utilities of the improvements to the web page including posted renewal applications for a six (6) month period, lists of active operators and of applications received by the Board, and the ability to email certifications. She advised that she will send copies of the email to MDE field staff in ETAD and the Compliance Program so they can forward to the water systems they inspect.

07. NEW BUSINESS

a. Certification Requirements for Use of POU Filters (Inquiry by ETAD)

Dee advised the Board of an inquiry by Water Supply Program's ETAD staff regarding the operator certification classification for Point of Use (POU) filters used for arsenic removal that are not included in the T5-AS classification designated for central treatment. As ETAD staff were unable to attend, the matter will be tabled for future discussion.

b. MACO / MMO Outreach

Dee advised the Water Supply Program seeks to develop outreach through the Maryland Association of Counties (MACO) and the Maryland Municipal League (MML) to promote the industry and raise awareness of the value of certified operators for compliance purposes and to protect public health and the environment. Bill Shreve explained MACO offers courses for elected officials to assist them in better understanding a range of governmental and regulatory functions - including understanding the water industry. He suggested that the WWSO Board may want to sponsor and promote a class to inform and educate county officials on the need to properly regulate and license utilities. Joe Wright noted MES regularly attends MACO, job fairs, etc. and it's difficult to garner interest. Bill agreed and noted that it is

essential that elected officials and potential operators be educated on the topic. Dee noted that some states have mandatory training for elected officials but the Department will not pursue such training at this time.

08. OLD BUSINESS

a. Certification Pathway Flowchart (Board Vote)

Dee presented a new Flowchart to the Board to consider for approval of publication on the website. Board members praised it as a great informational tool and suggested it be included with the “email blast”. A motion to approve the Flowchart for publication and email was made by Ed Hogan. It was seconded by Joe Wright and passed unanimously with Board Chair Jay Price abstaining.

b. Board of Well Drillers Rules for Attendance for Public Meetings

Following a discussion at last month’s meeting led by the Board of Well Drillers’ Executive Director, Duane Johnson, Dee presented the Well Driller Board’s rules of attendance. Ben Thompson asked if there was any existing rule in place for WWSO Board public meetings to identify attendees and remove potentially disruptive persons. Bill Shreve explained that there always had been a required sign-in sheet when the Board held in-person meetings. Dee responded that since the Well Drillers Board adopted to post rules of attendance, the WWSO Board may want to consider a similar action. Joe Wright suggested adopting the rules from the Board of Well Drillers with minor adjustments. Victoria Arbaugh noted that the roster of attendees was essential for record keeping purposes and the accuracy of the reported minutes. Counsel Jen Bowman advised that she’d review the rules adopted by the Well Drillers Board and provide legal advice / recommendations.

09. TRE Subcommittee Meeting of 5/11/2022

Martin Fuhr presented the Committee’s recommendations for fourteen applications. Board Members discussed beta-testing that reflects time spent on self-paced learning and requested requirements be added to the recently updated TRE policy. Board Members requested MCET provide documentation used as a template. A motion to approve per the Committee’s recommendation was made by Ed Hogan. It was seconded by Bruce Darner and passed unanimously with Joseph Wright and Board Chair Jay Price abstaining.

10. DISCUSSION WITH BOARD LIAISONS AND GUESTS

Tara Jones (MCET) – Advised that the EARN Program will expire on September 30, 2022 but MCET is in the process of attempting to continue to run EARN and the new Apprenticeship Programs concurrently. She explained that there will be a gap before the program starts in January of 2023 which gives them time to determine if it is feasible to run both programs. Tara also advised that MCET will be at the Public Works Expo in Baltimore on Saturday May 21, 2022 and to send any and all potential candidates down to see her.

Bill Shreve- Mentioned that during a recent WWOA meeting, multiple operators asked about delays in certificate processing and if the 1.5x training for passing an exam was no longer available. Dee Settar and Board staff discussed the routine processing time has always been 30 days for renewals and 45 days for initial Operator in Training certificates, and the additional influx of applications has resulted in some delays. Dee continued that the Board receives many incomplete applications that also result in delays. Dee reminded the Board that Members voted to remove the policy to grant the 1.5x training for exams. Ben Thompson made a motion to retain the 1.5x training policy, which was seconded by Doug Abbott. The vote passed unanimously with Board Chair Jay Price abstaining. Dee Settar will update the TRE policy.

Bill also asked if MDE had learned more about the Governor’s apprenticeship meeting, as such a meeting was held the previous week. Connie Luffman relayed information from that meeting. Dee Settar responded that she reached out to her contact at the Governor’s Office last week regarding the promise of a meeting and received no response.

Bruce Darner (WWOA) – Advised that WWOA had a short meeting addressing the scholarships and efforts to get more applicants. He noted that the loss of Charlie Raicherd will create a huge void and impact the WWOA.

Jay Price (CSAWWA) – Advised that the Short Course currently has 207 operators expressing interest in enrollment. He invited all in attendance to come if they are interested.

Eric Dutrow (MRWA) – Reminded all of the Board members and attendees to look into attending the National Conference. He noted that from September 26 through 29 of this year the National Association will be holding its conference at National Harbor.

11. BOARD VOTE TO MOVE INTO CLOSED SESSION

Pursuant to General Provisions Article (“GP”) § 3-305(b), on a motion made by Bruce Darner and seconded by Ed Hogan, the following Board members voted in favor to move into closed session on May 19, 2022 at 12:08 PM via Google Meet video/ teleconference for the purpose of complying with certain provisions of the Open Meetings Act: Ben Thompson, Doug Abbott, Ed Hogan, Bruce Darner, Eric Dutrow and Connie Luffman. Board Chair Jay Price abstained. The motion carried

12. ADJOURNMENT

Ben Thompson moved to adjourn the open meeting at 12:16 PM. The next meeting will be held on **June 16, 2022 Video Conference Meeting held via Google Meet.**

CALL TO ORDER AND PURPOSE OF CLOSED MEETING

With a quorum present, Chairman Jay Price called the meeting of the closed session to order at 12:20 PM to perform administrative functions, pursuant to the following provisions of GP § 3-305(b):

GP § 3-305(b)(2) - To protect the privacy or reputation of individuals concerning a matter not related to public business

GP § 3-305(b)(7) - To consult with Board Counsel to obtain legal advice

During the closed meeting, the following Board members were present: Jay Price, Ben Thompson, Doug Abbott, Ed Hogan, Bruce Darner, Hiram Tanner, Eric Dutrow, Joseph Wright, Tony Sierra and Connie Luffman. The following MDE staff were also present during the closed meeting: Jenn Bowman, Dee Settar, Pam Franks, Martin Fuhr, and Victoria Arbaugh. The following Board Members were not present: Rosann Ndebumado.

TOPICS DISCUSSED DURING CLOSED MEETING

Board Members discussed the reporting of a potential security breach on the 5A Exam.

The May 19, 2022 Open Meeting Minutes were approved by the WWSO Board on June 16, 2022