



**STATE OF MARYLAND**  
**BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS**  
**MINUTES OF THE MEETING HELD ON:**  
**Thursday, October 19, 2023 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**

Doug Abbott	Water Supervision; Board Chair
Bill Shreve	Public at Large; Board Vice-Chair
Ed Hogan	Industrial Superintendents
Bruce Darner	Agriculture; WWOA Liaison
Connie Luffman	Wastewater Supervision
Davina Yutzy	County Government
Eric Dutrow	Public-At-Large
Joe Wright	Maryland Environmental Service
Anthony Nwagwe	Maryland Department of Environment / Water Supply Division

**BOARD MEMBERS / STAFF NOT PRESENT**

Pam Franks	Board Staff
------------	-------------

**LIAISONS, GUESTS & MDE STAFF PRESENT**

Jennifer Bowman	Board Counsel
Martin Fuhr	Board Secretary
Victoria Arbaugh	Board Staff
Kristen Kruper	Division Chief Water Supply Compliance
Amanda Redmiles	Executive Director Board of Well Drillers
Kristina Campbell	Natural Resource Planner
Melissa Coker	Director MCET
Donna Dunlap	Maryland Rural Water Liaison
Clark Howells	CWEA Liaison

43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84  
85  
86  
87

**01. CALL TO ORDER**

Board Chair Doug Abbott called the meeting to order at 10:01 AM. Roll Call was concluded by Victoria Arbaugh, Board Staff, at 10:02 AM. The Board meeting was conducted online using Google Meet.

**02. BOARD CHAIR’S COMMENT & GUEST INTRODUCTIONS**

Board Chair Doug Abbott opened the meeting by thanking all in attendance. He welcomed new liaisons Donna Dunlap of Maryland Rural Water and Melissa Coker of MCET and thanked them for their participation. He reiterated that all Board Vacancies must remain a staple on the meeting agenda until all seats are filled.

**03. REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA**

Board Members reviewed the October 19, 2023 Draft Agenda with amendments by the Board Chair. Bill Shreve moved to adopt the proposed meeting agenda with amendments. Joe Wright seconded the motion. The motion carried unanimously.

**04. REVIEW AND ADOPTION OF DRAFT JULY 20, 2023 OPEN MEETING MINUTES**

Martin Fuhr presented the proposed minutes for review. Joe Wright made a motion to approve the minutes with amendments and corrections. The motion was seconded by Ed Hogan and passed unanimously.

**05. NEW BUSINESS**

**A. Application Process / Communications Subcommittee**

Board Chair Doug Abbott advised that the subcommittee will work to identify issues and propose potential solutions. Board Counsel emphasized that there can only be 4 Board Members on the subcommittee in order to comply with Board publication and transparency regulations. Doug recommended that the Board consist of Joe Wright, Connie Luffman, Davina Yutzy and Anthony Nwagwe. Martin advised that a member of the Board Staff would also be present. Bill Shreve made a motion to create and appoint the referenced members to the Subcommittee. Ed Hogan seconded the motion. The motion carried unanimously with the Board Chair abstaining.

**B. Deadline for Agenda Submissions**

Martin requested that all changes / amendments / additions to the monthly meeting agenda be submitted by no later than the Tuesday prior to the meeting. There were no questions or comments.

88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131  
132

**06. BOARD STAFF’S REPORTS:**

**A. Revenue & Expenditures Update**

The Board Secretary advised that current revenue and expenditures are still being processed by the new Water Supply Accountant. He presented the following numbers for review. He is still awaiting final numbers and will present the final 2024 appropriations at the next Board meeting. The Board did not have any additional questions regarding the matter.

Draft Cumulative Revenue as of September 1, 2023	\$41,450.00
Reconciled Cumulative Revenue as of July 31, 2023	\$13,200.00
Reconciled Cumulative Revenue as of August 31, 2023	\$28,700.00
Encumbrance as of September 30, 2023	\$8,115.22

**B. Quarterly Exam Statistics**

Martin Fuhr presented the quarterly examination statistics. They were on par with regular results and correspond to national pass rates per ABC. The exam committee is still working on questions which need to be replaced. Martin is working with the vendor to obtain additional information by 11/8/2023.

**06. BOARD INITIATIVES & INQUIRIES:**

**A. Email Blast to Operators**

Martin Fuhr asked for input on the upcoming email blast to operators and water systems. At this time the focus is on advising operators what steps to take to expedite the processing of applications, advising of ongoing delays caused by software errors and explaining that the Board is working on resolving issues and processing applications. There were no additional comments or questions.

**B. Board Vacancies**

The Board Secretary advised that there are still two vacancies requiring applicants. Tara Jones currently with WSSC and formerly with MCET is one candidate being considered and Eric Dutrow asked Martin to reach out to Sophia Oberton of Maryland Rural Water. Board Members offer to brainstorm and make other recommendations as needed.

**07. REVIEW OF APPLICATIONS RECEIVED**

133 **A. Zachary Schley Substitution of Education for Experience**  
134

135 Mr. Schley is currently employed by the City of Frederick Wastewater Treatment Place as a fully certified  
136 operator since July 1, 2022. He is requesting experience credit to be appointed a Superintendent. The  
137 Board Secretary Martin Fuhr recommended that he has 15 credits that could be granted experience. He  
138 suggests granting 6 months of experience. However, Mr. Schley would still need (two) 2 full years of  
139 college or more experience as an operator in order to qualify. Eric Dutrow noted that the plant is in dire  
140 straits and perhaps they would qualify for an exemption from MDE Compliance. The Board Chair tabled  
141 the vote until that option could be pursued.  
142

143  
144 **08. OLD BUSINESS**  
145

146 **A. WPI / ABC Exam Subcommittee**  
147

148 The exam committee had expressed concerns over the fact that there are 40 questions which need to be  
149 replaced. Martin requested that a bank of possible replacement questions be provided by November and  
150 anticipates compliance by the vendor. Bill Shreve emphasized that all replacement questions correspond  
151 to the prescriptions. He also noted that the Board needed to provide complete and accurate information to  
152 WWOA while they are working on the examination preparation guide. Bruce Darner expressed concerns  
153 about supplemental exams that may be needed as new classes are developed per recent requests by ETAD.  
154 He explained that as far back as 2015, the Board has been reviewing and perfecting the Wastewater 5A  
155 Exam and that both current and emerging tech will require ongoing updates. Bill Shreve noted that  
156 contaminants such as PFAS would continue to be studied resulting in new treatments, new use of existing  
157 treatments and the need for new exam and classifications. Doug Abbott noted that many of the current  
158 questions are outdated, and others are often missed but highly essential to job functions, Ed Hogan agreed  
159 that several questions are problematic but even more are essential knowledge for the job. Ed believes the  
160 focus should be on exams and on repeat failures. The problem may be lack of aptitude and training and  
161 not the questions on the exams. Martin will send the information to Subcommittee members and  
162 anticipates he should send it by no later than 11/8/2023.  
163

164 **B. Comments by Board Members**  
165

166 Board Chair, Doug Abbott invited members to comment and bring up any concerns during this time. Eric  
167 Dutrow advised that he may miss a meeting or two while assisting his wife with health concerns. Doug  
168 expressed his concern, complete understanding and extended hope and prayers. Everyone concurred.  
169 There were no other comments or statements by Board members.  
170

171  
172 **C. Review / Status of Action Items**  
173

174 The Board Chair, Doug Abbott asked for volunteers to record action items, remember dates, etc., and hold  
175 the promiser accountable for taking a specific action. Anthony Nwagwe volunteered. Bill Shreve  
176 suggested sending an email within a week of each meeting to advise each promise maker of whatever duty  
177 or function they were addressing. Everyone thanked Anthony for taking on this duty.

178  
179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219  
220  
221  
222

**09. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

**Bruce Darner (WVOA)** – There was a main body meeting yesterday. The goal has been set to have a meeting in each section at least once a quarter. They currently have 506 members and are looking forward to the Central Division Shrimp Feast on 10/23/23 and the Western Section Meeting on 11/14/2023 as well as a Southern Section Meeting on 11/15/2023.

**Clark Howells (CWEA)** – They just held elections and the new President is Clarence Beverhoudt and new Vice President is Gary Moore.

**Melissa Coker (MCET)** – Introduced herself as the new Director of MCET. They are still running the EARN Program and have partnered with WSSC which will be holding classes by MCET.

**Donna Dunlap (MRWA)** – Introduced herself as the new liaison for MRWA.

**10. BOARD VOTE TO MOVE INTO CLOSED SESSION**

Pursuant to General Provisions Article (“GP”) § 3-305(b), on a motion made by Ed Hogan and seconded by Bruce Darner, the following Board members voted in favor to move into closed session on January 20, 2022 at 11:24 AM via Google Meet video/ teleconference for the purpose of complying with certain provisions of the Open Meetings Act: Vice-Chairman Bill Shreve, Ed Hogan, Bruce Darner, Connie Luffman, Anthony Nwagwe, Joe Wright and Davina Yutzy. Board Chair Doug Abbott abstained. The motion carried.

**11. ADJOURNMENT**

Ed Hogan moved to adjourn the open meeting at 11:25 PM and the motion was second by Bruce Darner. The next meeting will be held on **November 19, 2023 Video Conference Meeting held via Google Meet.**

**CALL TO ORDER AND PURPOSE OF CLOSED MEETING**

With a quorum present, Board Chairman Doug Abbott called the meeting of the closed session to order at 11:35 AM to perform administrative functions, pursuant to the following provisions of GP § 3-305(b):

223  
224 GP § 3-305(b)(2) - To protect the privacy or reputation of individuals concerning a matter not related to  
225 public business  
226 GP § 3-305(b)(7) - To consult with Board Counsel to obtain legal advice

227  
228  
229  
230 During the closed meeting, the following Board members were present: Chairman Doug Abbott, Vice-  
231 Chairman Bill Shreve, Ed Hogan, Bruce Darner, Connie Luffman, Eric Dutrow, Anthony Nwagwe, Joe  
232 Wright and Davina Yutzy. The following MDE staff were also present during the closed meeting: Jenn  
233 Bowman, Martin Fuhr, and Victoria Arbaugh.

234  
235  
236 **TOPICS DISCUSSED DURING CLOSED MEETING**

237  
238 Board Members discussed the following items: Fee Increase Regulation Changes.