



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

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51 **A. Board Chair Comments and Guest Introductions**

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53 **B. Review and Adoption of Proposed Meeting Agenda**

54 Minimal changes made. Joe Wright made a motion to approve agenda, Bill Shreve seconded. Motion
55 approved.

56
57 **C. Review and Adoption of Draft February 2024 Open Meeting Minutes**

58 Minimal changes were made. A motion made by Ed Hogan to approve, Bill Shreve second, Motion
59 approved.

60
61 **D. New Business**

62 a. Communications Subcommittee Recommendations

63 Length of time for applications is a concern/Subcommittee regarding application
64 process/communication—we are updating the process. **ACROSS**

65 Account

66 Representative

67 One

68 Stop

69 Shop

70
71 Introduce Payee Centric focus. Minimizing how many people have hands on the applications. One
72 account representative will now be handling the applications, divided into sections. This should lead
73 to the future implementation of a new portal, laying the base framework via new tracking
74 mechanisms. Monthly update regarding the spreadsheet tracking. MDE can provide this on a monthly
75 basis but can provide it sooner if necessary.

76
77 Credit card payments- long term solution as that would be a part of the new portal. Update on portal:
78 IT/Department of Information Technology to obtain artifacts to begin the process of creating.

79
80 April 1st should be when people start seeing the changes to the new system updates, communications
81 via email and other mass communications.

82
83 *Jennifer Bowman stepped away 10:40-10:45return.*



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86 b. Questionnaire went out to Well Driller and WWSO operators. The board would like to see the report.
87 Federal requirement to send out the questionnaire.
88

89 Subcommittee will continue to operate. Taj to meet with Joe and the subcommittee.
90

- 91 c. WPI / ABC Contract Status

92 March 13 – Board of public works was to review – pushed back for administrative reasons on the part
93 of Department of General Services. We are on the April 3rd agenda. When Agenda is available it will
94 be provided to the board members. The Board has been told by WPI/ABC that we still have exam
95 services.
96

97 *Dee Setter left at 10:55AM*
98

99 E. Board Staff Report

- 100 a. Revenue & Expenditures Report

101 No questions from Board members regarding the numbers presented.
102

- 103 b. TRE Recommendations

104 NTT Inc. – They did not send an outline with times. All others approved by the Board

105 Motion made by Bruce Darner to approve above, Ed second. Approved—Motion passed.
106

107 F. Board Initiatives and Inquiries

- 108 a. Discussion of Board Vacancies

- 109 b. Sophia Oberton need only take the oath. She has received her letter from the Governor's Office.
110

111 G. Applications

- 112 a. Experience Credit (1)

113 Roy Staubs – Applied to Experience Credit based on experience in Virginia.

114 Martin recommended awarding him the 8 months.

115 Motion to accept - made by Ed, Joe Wright second. All in favor- approved.
116
117
118



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121 H. Comments by Board Members

122 Compliance issue—Emmitsburg – discussed, decided compliance was best suited to address.

123 Anthony Nwagwe - working on website with Martin. Updated information got rid of old links, operator
124 resources: Extended out for a year. Add the “S” to the name in title.

125
126 I. Review of Action Items

127 Taking out Number 5 for Joe. 9- completed can be removed. 4- completed. Remaining items will remain.

128 New Item: Communication subcommittee is going to stay active, confer with Taj Goodlow and go over
129 messaging that will be sent out about changes. Follow up on monthly reports.

130
131
132 J. Discussion with Board Liaisons and guests

133 CWEA- Clark Howells- meeting on the 28th. No update currently.

134 Chesapeake AWWA- Ben Thompson- Mid Atlantic Utility Conference. April 1-3.

135 MCET- Melissa absent

136 MRWA- Annual conference May 6-9 Ocean City. Donna wants to see TRE numbers.

137 WWOA- Bruce Darner- Many dates, many classes.

138
139 K. Adjournment – Vote to move to closed session.

140 Ben Thompson to end meeting, no closed session needed- Joe second- Motion passed

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