



**STATE OF MARYLAND**  
**BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS**  
**MINUTES OF THE MEETING HELD ON:**  
**Thursday, September 19, 2024, At 10:00 A.M**  
**Virtual Video Conference Meeting via Google Hangouts**

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**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.

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**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
Ben Thompson	Sanitary Commission
Eric Dutrow	Public-At-Large
Joe Wright	Maryland Environmental Service
Sophia Oberton	Municipal Government
Anthony Nwagwe	Maryland Department of Environment / Water Supply Division

**LIAISONS, GUESTS & MDE STAFF PRESENT**

Jennifer Bowman	Board Counsel
Martin Fuhr	Board Secretary
Victoria Arbaugh	Board Staff
Dee Settar	Deputy Director Water Supply Program
Taj Goodlow	Division Chief Certification Boards
Melissa Coker	Director MCET
Donna Dunlap	Maryland Rural Water Liaison
Chuck Mills	City of Hagerstown
Kevin Dickinson	Applicant

**01. CALL TO ORDER**

Board Chair Doug Abbott called the meeting to order at 10:00 AM. Roll Call was conducted by Martin Fuhr.

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

Doug Abbott welcomed everyone. Chuck Mills introduced himself to the board, he is interested in observing. Kevin Dickenson is attending as an applicant.

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

Board Members reviewed the July 18, 2024 Draft Agenda. Under section F, added a section C, formation of water treatment classification subcommittee. Under application added “Mason Gelix” for education substitution.

Ed Hogan made a motion to approve agenda as amended. Sophia Oberton seconded; motion passed. Doug Abbott suggested we move Kevin to the start of the meeting. Everyone was in agreement.

**04. REVIEW AND ADOPTION OF PROPOSED PREVIOUS MEETING MINUTES**

Minor changes were made to the previous meeting minutes. Corrections made to accidental addition of closed meeting notes. They were stricken from the record.

Ben Thompson made a motion to accept the adjusted previous meeting minutes. Burce Darner seconded. Motion passed.

**05. REVIEW OF APPLICATIONS**

**A. Kevin Dickinson**

Kevin is seeking an education substitution. He currently works at Winter’s Run water treatment in Belair and is in school. He was licensed as a Water Distribution 1 operator.

In Aberdeen he was a Wastewater Distribution Operator, he has also taken T3, T4, Industrial 6, was a treatment operator for Belair Maryland for American Water. In Distribution he started in 2021.

Bill Shreve made a motion for Kevin Dickinson to be permitted 18 months experience from education substitution. Bruce Darner Seconded. Motion passed unopposed.

**06. BOARD INITIATIVES**

**A. Exam Review Subcommittee**

Doug Abbott and Bill Shreve caught the board up on where they are in the process. There is hope to get a study guide out. Martin will share that with the board as soon as he can. There is not much to report, they hope to come back with more next meeting.

An action item was created for Doug, Martin, and Bill to meet and discuss to return to the board next meeting.

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**B. Application Backlog**

Martin and Taj addressed the status of the application backlog. Currently, approximately 11% remains to be completed. It was noted there is nothing in the regulations that require the WWSO board to alert the operators that an application is incomplete more than once. MDE Board staff has been mailing notices to operators to request information despite this. There will be a staff meeting to discuss how to streamline the process and unburden the WWSO MDE Board staff. The Board would like a summary report to inform their respective plant operators and to relay this information during site visits.

**C. Board Chair & Vice Chair IOP**

Ben Thompson created an IOP on how they would nominate and elect the Chair and Vice Chair. Doug recommended that everyone take the draft and look at it. It will be reviewed in the October meeting.

**07. NEW BUSINESS:**

**A. Replacement Certificate Fee**

Martin discussed how typically there is a charge to replace certification, but he suggests that while we are working on the backlog we suspend those fees. Motion made by Ben Thompson to waive the fees for duplicate certificates for six months. Once the backlog has been completed, they will reconsider. Seconded by Bill Shreve. Motion passed.

**B. Emailing Certificates**

There is strong support for emailing the PDF certificates from Board Members. Jen Bowman is going to look back at previous SOP with the NC Dental case to make sure that this does not need to be approved by the director’s office.

A motion is made by Bill Shreve to create a Subcommittee being to address certification concerns with Joe Wright as the chair of the subcommittee and pick members for the subcommittee. Seconded by Bruce darner. Motion passed.

**08. BOARD STAFF’S REPORTS:**

**A. Revenue & Expenditures Update**

Martin Fuhr provided the revenue, expenditure and cumulative expenses figures. Currently the numbers are correct. The board does not have any questions regarding this matter.

Revenue	\$13,925.00
Revenue, Cumulative	\$183,002.00
Expenses	\$36,838.26

133 Expenses, Cumulative \$355,406.10  
134 Encumbrance \$8,115.23

135 **D. TRE Subcommittee Report & Recommendations**

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137 Martin Fuhr briefed the Board on the work of the TRE Subcommittee. About 64 new classes. The  
138 Board reviewed the recommendations and had no comments. Bruce Darner made a motion to  
139 approve the TRE Committee Recommendations. The motion was seconded by Ben Thompson.  
140 The motion passed.

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144 **E. Short Course Results**

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146 Martin presented a report of the Short Course Results. The new 5A is still low in numbers, but is headed  
147 in the right direction. The board agrees that there is still some work needed but are overall positive.

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149 *Melissa Coker left the meeting at 11:15AM.*

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152 **F. Board Applications**

153 a. Shane Smith

154 Martin recommended that he get 3 months' time for his substitution.

155 Bill made a motion to accept board staff recommendation. Ben seconded. Motion passed.

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157 b. Kevin Dickinson—See above, previously discussed.

158 c. Kevin Dunn—Victoria recommended the 5AS. Victoria will call him to get the plant  
159 schematics on the plant. The board will consider a 5A but needs more information.

160 d. David Kline—The same as Kevin Dunn. More information is needed. Upon more information,  
161 the Board will reconsider this request next month.

162 e. Stacey Dove—Victoria recommends granting her the 1 year of experience. Bill Shreve made  
163 a motion to approve her experience. Ben seconded. Motion passed.

164 f. Mason Gelwicks – Martin gave a recommendation he be awarded 12 months, which would  
165 make him eligible for certification on November 1<sup>st</sup>. Eligible for full certification of the 5A  
166 come November first. Bill Shrieve made a motion to approve, Bruce Darner seconded. Motion  
167 passed.

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169 **09. COMMENTS BY BOARD MEMBERS & LIASONS**

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171 Bruce Darner spoke about the comparison between how Delaware Board operates and Maryland's board  
172 operates. Chuck had questions for Martin.

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174 **10. REVIEW / STATUS OF ACTIONS ITEMS**

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176 Anthony Nwagwe presented the action items, and some changes were made to update the order.  
177 Completed items were removed.

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

**Ben Thompson (CSAWWA)** – Another successful year for Tricon. Teresa Di Genova was awarded the Fuller Award for AWWA. CSA WWA board will be meeting tomorrow to discuss the potential long term MOU for Utility management conference.

Clark with CWEA is absent. He does report to Ben Thompson.

Donna Dunlap- MRWA- they had a terrific time at Tricon and felt it was very productive. There is a job opening for State Circuit writer.

Bruce Darner- WWOA—there was a main body meeting regarding financial reports.

Bill Shreve motioned to move into close into closed session. Anthony Nwagwe seconded. Motion passed.

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

Pursuant to General Provisions Article (“GP”) § 3-305(b), on a motion made by Joe Wright and by Ben Thompson, the following Board members voted in favor to move into closed session on July 18, 2024 at 12:26 PM via Google Meet video/ teleconference for the purpose of complying with certain provisions of the Open Meetings Act: Bill Shreve, Ed Hogan, Bruce Darner, Connie Luffman, Ben Thompson, Eric Dutrow, Anthony Nwagwe, Joe Wright, Sophia Oberton and Davina Yutzy. Board Chair Doug Abbott abstained. The motion carried.