



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

Meeting Minutes

Thursday March 20, 2025 - 10:00 am

Location: Video Conference via Google Meet

Link: meet.google.com/ihs-podr-tun

Phone: (US) +1 413-398-0397

PIN: 172 192 555#

Meeting attendance via videoconference. Access link and phone number available to the public via the Board's webpage.

A. Call To Order and Roll Call

Doug Abbott called the meeting to order at 10:00AM

Martin conducted Roll Call

Bruce Darner

Anthony Nwagwe

Clark Howells

Eric Dutrow

Melissa Coker

Connie Luffman

Donna Dunlap

Doug Abbott

Alex Rubin - (Board Staff)

Ed Hogan

Nicole Rush – (OAG)

Bill Shreve

Victoria Arbaugh

Davina Yutzy

Joe Wright

Martin Fuhr – (Board Secretary)

Ron Bailey

Absent: Ben Thompson, Jennifer Bowman (OAG)

Sarah Levy – (Board Staff)

B. Board Chair Comments and Guest Introductions

Ron Bailey– taking Sophia Oberton's position at Delmar, here for reciprocity.

C. Review and Adoption of Proposed Meeting Agenda

Motion made by Ed Hogan to approve agenda as amended, Bill Shreve seconded. Motion carried.

D. Review and Adoption of Draft Previous Open Meeting Minutes

Motion made by Bruce Darner to approve meeting minutes as amended, Joe Wright second. Motion carried.

E. Board Initiatives and Inquiries

a. Communication Subcommittee

No update from Joe Wright.



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

b. Water Treatment Classification Review Subcommittee

Initial draft for classifications was discussed. Currently under review with the wastewater side. Joe will present this to the board after a bit more review.

c. Exam Review Subcommittee

Bill Shreve presented and spoke about a document, however it will be discussed in closed session due to sensitivity of material, and to consult with counsel to obtain legal advice.

F. New Business

a. Board Staff Update

i. Web Portal Update

Martin presented. Greg signed a task order on 3/19, there will be a start date on 4/2. The date of migration will be roughly October. They believe the project will be complete by December. MES and IT will be meeting.

ii. Cybersecurity Training Requirement

July renewals will begin with the added online cyber security training. It is a 30 minute course, a certificate will be issued, there will be a checkbox on the renewal form. This certificate will be required to be presented in renewal. Emails will be sent out. There is not a specific date for this yet.

iii. TRE

Martin presented the TRE meeting document.

Motion to approve the TRE as recommended by Joe Wright, seconded by Ed Hogan. Motion carried unanimously.

b. Wastewater 5A Fee– Confusion discussed regarding the separation in fees for the 5/A Temporary.

Bill Shreve would like legal referral to make sure we can make the correct determination moving forward. Martin will send a referral.

c. Board Vacancy

Sophia Oberton resigned effective 3/14/25.

G. Board Staff Report

a. Revenue & Expenditure

Martin presented the report. Has there been discussion about increasing fees? There has been discussion about raising the late fees. This will be discussed in the next meeting and include recommendations by MDE regarding the increase in fees.



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

b. Application Backlog

Sarah Levy spoke regarding the backlog: incomplete applications, No OIRC, money confusion, missing information. Anthony wants to post something on the Website to try to remind people how things need to be done on the applications.

Reminder to send back the entire application and the letter saying it is incomplete. But keep the money that was paid. As of right now, the Board wants to keep the \$50 for the 5A until legal referral has been had.

Phil Hefner 3628– Taken off the Active operators.

c. Manchester WWTP Upgrading from W3 to W5A – Discussion on the procedure for upgrading the licensing of current operators to align with the upgraded processes of the plant.

H. Applications

a. Reciprocity – Ron Bailey – Seeking reciprocity– Martin recommended he receive the reciprocity.

Motion made by Bill Shreve to grant reciprocity, Ed Hogan seconded. Reciprocity granted.

I. Comments by Board Members

No comments.

J. Review of Action Items

Anthony reviewed the still pending action items and the ones from the current meeting. He will send out that list later today.

K. Discussion with Board Liaisons and guests

CSAWWA- No comments

CWEA - Clark Howells– Top Golf Event with Timothy Wolfe for the B-more city going to be presenting.

April 8- technologies presentation

May 7- Friends of Bio solids

May 21st- Memorial Golf tournament

MCET- Melissa informed us that enrollment in the EARN Program is currently up.

MRWA- Donna reminded everyone of the MRWA conference beginning April 1st.

WWOA- Spring Training will be held on April 23 at the Elks Lodge in Annapolis

Motion made by Ed Hogan to move into closed session, seconded by Bruce Darner. Motion carried unanimously.



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

Doug Abbott read the closed session article.

L. Call to Order and Purpose of Closed Meeting

Pursuant to General Provisions Article § 3-305(b), on a motion by Ed Hogan that was seconded by Bruce Darner, Board members approved moving into closed session on March 20, 2025 for the purpose of complying with the following provisions of the Open Meetings Act: GP § 3-305(b)(2) - To protect the privacy or reputation of license holders, and GP § 3-305(b)(7) - To consult with counsel to obtain legal advice.

Adjournment – Vote for closed session

Closed session to start at 11:40