



## BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

### Open Meeting Minutes

**Thursday April 17, 2025 - 10:00 am**

**Location: Video Conference via Google Meet**

**Link: [meet.google.com/xwt-krou-afn](https://meet.google.com/xwt-krou-afn)**

**Phone: (US) +1 405-696-0588**

**PIN: 281 104 389#**

*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

Meeting was called to order at 10:00AM. Martin Called roll.

Anthony Nwagwe, Ben Thompson, Bill Shreve, Bruce Darner, Connie Luffman, Davinia Yutzy, Doug Abbott, Eric Dutrow, Joseph Wright, Melissa Coker,

MDE: Sarah Levy, Victoria Arbaugh, Martin Fuhr, Alex Rubin, Dee Settar, Amanda Redmiles

OAG: Jenn Bowman, Nicole Rush

#### B. Board Chair Comments and Guest Introductions

#### C. Review and Adoption of Proposed Meeting Agenda

Motion made by Joe Wright to approve meeting agenda, Ben Thompson second. Motion carried.

#### D. Review and Adoption of Draft Previous Open Meeting Minutes

Motion to approve the minutes as amended by Bruce Darner, seconded by Joe Wright. Minutes adopted.

#### E. Board Initiatives and Inquiries

##### a. Web Portal Update & Application Revisions

Dee and Martin spoke about the meeting held by the WWSO staff and the IT team. Dee discussed the "list of desires" for the database and the various teams included. It was suggested that WSSC and MES may be a good beta tester for the database once it can be up and running.

Martin will follow up with Ron to see if outside users could be granted access: e.g. admin staff for WSSC so they could help manage employee applications.

The new cyber security update will be included in the database. It was encouraged that the board reach out to Martin with their desires / ideas for the database.

Eric Dutrow stepped out at 10:19AM.



## **BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS**

### **b. Board of Well Drillers – Apprentice/Master Dynamic**

Amanda Redmiles discussed the dynamic of the Well Driller Apprentice/Master. In order to be accepted as an Apprentice Well Driller / Pump / Water Conditioner Installer, applicants need a sponsor and the Well Driller board has a form that they must submit with the application. The sponsor has to be a Master Well Driller or Pump / Water Conditioner Installer. They are attesting that they will monitor this individual's work for the next five years. Also, if the individual leaves the sponsor company, they must notify the board within 10 days of the change. Otherwise they will have lost their apprenticeship.

There is a section within the Well Driller Database housing those individuals and their personal information, with licensing information that identifies who their sponsor is and reports can be generated to identify the sponsors and who falls beneath them. Every two years the form must be filled out and submitted again, affirming this person is still the sponsor.

Amanda left at 10:42AM.

### **c. Water Treatment Classification Review Subcommittee**

Joe is waiting for the compliance program to respond. He has not yet heard from the wastewater side. He emphasized that regulation changes will be needed if considering significantly revamping pretreatment for industrial wastewater. What would need to be done via the legislature? Jenn Bowman explained that December 14/15th would be when the previous legislation session started. There is a bar from introducing new legislation until the session ends.

Dee Settar left at 10:52AM

### **d. Exam Review Subcommittee – Score Adjustment**

There was some discussion that an erroneous question (#46, which has since been replaced) on the Wastewater 5A exam may have contributed to the failure of some operators who had taken the exam. It was asked how many people missed passing the 5A exam by one question. Martin informed the Board that it is not a common occurrence, but at the same time it does happen. Bill Shreve made a motion to approve giving credit for question #46 if answered incorrectly so they may obtain a passing score. Seconded by Joe Wright. Motion carried.

## **F. Board Staff Report**



## BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

### a. Revenue & Expenditure

Martin presented the Board revenue and expenditure report. There was revenue of \$18,200 in February.

Martin suspects the Short Course may have impacted this. Alex also reported an increase in fees being paid correctly.

### b. Application Backlog

The backlog has improved, and the board members have been encouraging those they are in touch with to be patient and reach out to Taj or Martin if things are delayed. Alex and Martin will meet to update forms to ask that the items on the applications not be highlighted but circled instead. Anthony Nwagwe confirmed that a lot of delays that he's experienced or seen are due to operators not sending the application correctly completed. There are concerns about the building backlog for these incomplete applications. Bill would like a formalized SOP on how to approach these. Jen and Nicole would like to review the SOP. Martin will also present it to Victoria, Alex, and Sarah to make sure the SOP covers all it should.

### c. Quarter 1 Exam Statistics & T4 Pass Rate

Martin discussed the exam statistics for the first quarter of 2025.

The pass rates for the first three months of 2025 are as follows:

Overall:

January 50%

February 46.15%

March 41.11%

Water Treatment 4 exam only:

2022 – 34%

2023 – 35%

2024 – 35%



## BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

It was noted by Jenn Bowman that GEMINI was being used to record the meeting. It was requested that all AI transcriptions be stopped, so that the Office of the Attorney General can determine if any notice of the recording needs to be provided to participants on the call and how such recordings need to be kept for record retention purposes. Jenn has asked that we keep this as an action item, Martin will submit a referral as to if it's appropriate to use AI to take notes.

### G. Applications

- a. Education Substitution – Crigger– Motion by Bill Shreve to grant the six months Education experience. Doug Abbott seconded. Motion carried. Approved.
- b. Education Substitution – Mercer– Motion by Bill Shreve to grant the recommendation by Martin to award twelve months of education credit. Joe Second. Motion Carried, approved.
- c. Education Substitution – Amaya – Motion by Bill to grant the 12 months so long as the company can be confirmed as reputable. Motion seconded by Bruce Darner. Motion carried, approved. One abstention by Ben Thompson.
- d. Education Substitution – Borneman – Motion by Bill Shreve to accept Martin's recommendation of awarding twelve months of education credit. Ben Second. Motion carried, approved. Joseph Wright abstained.
- e. Education Substitution – Wagaman– Motion by Bill Shreve to accept Martin's recommendation to DENY this application. Joe Second. Motion carried.

### H. Comments by Board Members

Davinia will email Martin with the cyber security training certifications she has for some operators.

### I. Review of Action Items

Anthony reviewed the action items.

Bruce Darner left at 11:57.

### J. Discussion with Board Liaisons and guests

Ben discussed events coming up: May 15th Smokehouse Brewery in Brunswick: topics to discuss: Potomac River, drought concerns, water withdrawals, wastewater discharge, water quality resiliency, climate change. June 8th to 11th Denver National Conference

Melissa left at 11:40.



## **BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS**

Eric did not have an update on MRWA.

Bill updated about events occurring with WWOA spring training session.

Motion to move into closed session by Bill Shreve. Second by Joe Wright. Motion carried.

Doug Abbott read the closing statement.

Adjournment

### **K. Call to Order and Purpose of Closed Meeting**

Pursuant to General Provisions Article § 3-305(b), on a motion by Bill Shreve that was seconded by Joe Wright, Board members approved moving into closed session on April 17, 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.

### **L. Closed Session Summary**

a. A Closed Session was held on April 17, 2025 by video conference through Google Meets.

b. The following individuals participated in the Closed Session:

Joe Wright, Eric Dutrow, Connie Luffman, Doug Abbott, Bill Shreve, Davina Yutzy,  
Anthony Nwagwe, Ben Thompson, Alexandra Rubin, Victoria Arbaugh, Martin Fuhr, Jennifer  
Bowman, Nicole Rush

c. Topics of discussion included legal advice for Wastewater 5A application fee and classification of licensure needed for plant utilizing spray irrigation.