



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

Meeting Minutes

Thursday May 15, 2025 - 10:00 am

Location: Video Conference via Google Meet

Link: meet.google.com/deq-irie-jea

Phone: (US) +1 631-616-9215

PIN: 400 747 195#

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 10AM.

Martin conducted Roll call

Bruce Darner, Eric Dutrow, Connie Luffman, Doug Abbott, Ed Hogan, Davina Yutzy, Anthony Nwagwe, Ben Thompson, Melissa Coker, Donna Dunlap, Jenn Bowman, Nicole Rush, Victoria Arbaugh, Joe Wright
Taj Goodlow Joined at 10:05, Clark Howells joined at 10:15

Guests: Caleb Matthews, Rodney Kuhns, Sophia Oberton, Matt Leister, Elijah Crigger, Tom Newquist
Excused: Bill Shreve.

B. Board Chair Comments and Guest Introductions

Guests introduced themselves and Doug Abbott welcomed everyone.

C. Review and Adoption of Proposed Meeting Agenda

Motion to accept the agenda as amended made by Bruce Darner, seconded by Ben Thompson. Motion carried.

D. Review and Adoption of Draft Previous Open Meeting Minutes

Motion to accept minutes as amended, Joe Wright. Seconded by Ed Hogan. Minutes are adopted.

E. Board Initiatives and Inquiries

a. Web Portal Update

Martin presented the updates. The portal developers are working to get the exam registration feature completed first. Board Staff is meeting with the Developers 2 times a week. The Developers are still on track to have the portal fully operational by the end of the calendar year. The Board anticipates operators being able to use the portal to register for exams and; apply for licenses or renewals. Board counsel posed a question to see if it was possible for the portal to have communication with the



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Board. Martin clarified that the Board would like to have the portal block the submitting of incomplete applications and will address that request with the portal developers. Victoria informed the Board that the portal will also have automatic correspondence to operators. Anthony added that there will be payment options. Martin hopes that in a couple of weeks there will be a prototype to present to the Board. There will also be a place in the portal for the operators to track their CEUs. In addition, there will be videos on YouTube for tutorials for the public. There was also discussion about hosting training for the operators on how to use the portal. This may be done at MDE and trade conventions.

b. Communication Subcommittee

Joe Wright did not have anything to report.

c. Water Treatment Classification Review Subcommittee

Nothing to report. There is no report from the Wastewater side.

d. Exam Review Subcommittee

Wastewater 5A is done. The study guide has been put out and is available on the Board's website.

The next step is going to be re-drafting the T4 exam. It was requested that Martin get the information for the exam. Doug and Martin will meet separately to get the process started.

e. Reciprocity Comparison – MD vs PA

Ben Thompson presented a document prepared by AI that incorporated the COMAR regulations and the outline charts. He encouraged everyone to look over the document and submit a review if there is anything that needs to be adjusted. Doug encouraged staff to use this document to make recommendations for reciprocity.

f. June Board Meeting – Date Change

The Board decided to change the date of the June Board meeting due to the next scheduled meeting falling on a State holiday (Juneteenth). Doug will send a poll to the board members and counsel to get the June Board meeting rescheduled.

g. Board Elections – July Meeting to June

Both Chair and Vicechair positions will be open.

h. Board Vacancy

Martin has received 3 applications, he is preparing them to be submitted for consideration. The



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opening is for anyone working for a municipality.

F. Board Staff Report

a. Revenue & Expenditure

Martin presented the revenues and expenditures report.

b. Application Backlog

The backlog is nearly completed. Pam's backlog is nearly done, once it is completed we will move onto the current accumulation.

c. Potential exam score changes from 68.8% to 69.6%

Last month there was a discussion on a misleading question. Martin did change that question and it increased the scores. 8 People had that question adjusted, Martin did not present this to the people yet.

G. Applications

a. Lyle Cook – Education Substitution – Victoria recommended that he be awarded the 4 months which makes him eligible immediately. Motion by Ben, seconded by Ed, Motion Carried, certification granted.

b. Gauge Miller– Victoria advised granting the request of the Industrial 6, Motion by Joe Wright, seconded by Anthony. Granted the License.

c. Gregory Howell– Education Sub– Based upon the candidate's academic record, Victoria recommended granting one year of substitution. Motion by Joe Wright to approve, seconded by Ben, motion carried.

H. Comments by Board Members

Clarification about the G vs GWUDI. Victoria informed the Board of a gentleman calling to try to get an exception.

I. Review of Action Items

Anthony presented the Action items for review. He will send out the list at the end of the meeting.

J. Discussion with Board Liaisons and guests

Ben Thompson presented information about the meetings coming up and some of the conventions.

Jenn left at 10:57AM.



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Clark- CWEA- information for the Golf Tournament. Storm Water Summer Seminar 6/12/25- flood control and resilience, Professional networking event Jun 26, 2025.

Clarification that students can show up for short course even without OIT/Cert Numbers.

Melissa Coker- Did not present.

Eli Crigger informed the Board that he found a lot of benefits in the EARN 10 Week Program. MCET is running this program, reach out to Melissa Coker.

Sophia asked about the backlog and Martin was able to give clarification. She expressed concern about the building backlog of new applications.

Ben touched on the Online portal– wanted to consider the training element for operators. He really emphasized the importance of making sure that the trainings are open to all operators to try to get them up to speed with the portal.

Tom expressed gratitude for being able to attend and felt he learned a lot.

Caleb Matthews had a question regarding the town of Manchester– the WWTP is a Class 3, there's also a spray irrigation facility. They submitted Temporary 5A's while the plant is pending completion. The plant is being upgraded to a 5A. Wanted to know why there has been no refunds given to the town?

Martin explained that no licenses can be issued until the plants are completed in their upgrade to a 5A.

The Board does not issue refunds, but we can hold it as a credit. We can hold this credit and apply it to a new application. This can also be applied to things such as the exams, conversions, renewals, as they are needed.

Eric Dutrow- Does the Manchester staff take the W3 or should they take the 5A? They should apply and hold the 3. You would apply for and take the class for the plant you are operating currently. When the other plant comes online you can apply the credit towards the 3 for the 5A. But you must be working at the plant that meets the current qualifications for the exam/ application. You are free to take any exam you would like, but you cannot have the license for a plant you do not operate.



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Jenn Bowman came back at 11:27AM.

Ben Thompson left at 11:28AM

Rodney Kuhns— also with Manchester. Can he get his license as the 5A? He brought his license from the Hampstead Treatment plant before they went to ENR. He just needs to get experience working at a 5A plant, getting experience with the A. He should email Martin and Victoria for further assistance.

Donna Dunlap left at 11:29AM

Mike McMahon— MDE with Watershed restoration Division, Bay Program. He wants to start focusing on how to reach younger, potential operators. He would like the Board to collect information and create a list serve, hoping to create a place that could provide entities who need to hire operators with space to advertise job opportunities. There is also discussion about internships. Martin and Mike will meet in MDE to discuss further topics.

Eli Crigger wanted clarification regarding job openings for municipalities. Mike clarified that the intent is to have the entities (municipalities and so on) to reach out to the prospective operators.

K. Adjournment – Vote for closed session

Doug Abbott read the closed meeting article. Motion to move to closed session to consult with counsel to obtain legal advice by Ed Hogan, second by Joe Wright. Motion carried. We will meet at 12pm.

L. Summary of topics discussed in closed session

- a. Regulation vs Statue Discussion – Referral
- b. 5A Application Fee
- c. Use of AI in Board Meetings
- d. Portal Language Follow Up
- e. SOP Returned Applications

M. Meeting dismissed.