



**STATE OF MARYLAND**  
**BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS**  
**MINUTES OF THE MEETING HELD ON:**  
**Thursday, October 19, 2017 At**  
**Howard County Bureau of Utilities, Columbia, Maryland**

1  
2  
3  
4  
5  
6  
7  
8  
9  
10  
11  
12  
13  
14  
15  
16  
17  
18  
19  
20  
21  
22  
23  
24  
25  
26  
27  
28  
29  
30  
31  
32  
33  
34  
35  
36  
37

\*\*\*\*\*  
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.  
 \*\*\*\*\*

**BOARD MEMBERS PRESENT**

William Shreve	Dee Settar
Joe Haxton	Dominic Deludos
Joseph Johnson	Doug Myers
Nancy Hausrath	Bruce Darner

**PRESENT LIASONS & OTHERS**

Jay Price	AWWA Representative
Scott Harmon	CWEA Representative
Tara Jones for Karen Brandt	MCET Representative
Neil Winner	Board Staff
Stephanie Brown	Board Staff
Martin Fuhr	Board Staff
Pam Franks	Board Staff
Aris Evia	Board Counsel

**Guests**

Hiram Tanner	CWEA Representative
--------------	---------------------

**Not Present**

Dr. Kelley	Board Member
Noelle Anuszkiewicz	Board Member
Karen Brandt	MCET Liaison
Jack Bowen	MRWA Liaison
Burt Curry	WEF Representative

38  
39  
40  
41  
42  
43  
44  
45  
46  
47  
48  
49  
50  
51  
52  
53  
54  
55  
56  
57  
58  
59  
60  
61  
62  
63  
64  
65  
66  
67  
68  
69  
70  
71  
72  
73  
74  
75  
76  
77  
78  
79  
80  
81  
82  
83  
84

**01. CALL TO ORDER**

Board Chairman called the meeting to order at 10:05 A.M.

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

It was moved by Nancy Hausrath and seconded by Joseph Johnson to adopt the meeting agenda as amended. Motion carried.

**A. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

Board Members reviewed the September 21, 2017 draft meeting minutes, and voted unanimously to approve the minutes with the necessary corrections. Moved by Nancy Hausrath and seconded by Joseph Johnson. Motion carried.

**03. BOARD CHAIRMAN’S COMMENTS**

Board Chairman thanked everyone for attending the meeting.

**04. SECRETARY’S REPORT**

**A. Report on Board’s Administrative Activities**

1. As of September 30, 2017, appropriations for fiscal year 2018 are \$219,074.00 expenses are \$74,241.33, revenue is \$46,815.00, and the encumbrance is \$41,323.00. The Board spent \$15,000.00 more than the \$25,000.00 appropriated for FY 2017’s ABC contract. The over-expenditure was due to the reduction in revenue from the lowered operator fees. Because of this, Maryland Department of the Environment (MDE) created a Sole Source Contract to pay for the additional \$15,000.00 in ABC fees which was approved by the Maryland Board of Public Works as of July 26, 2017. Neil Winner gave a breakdown of appropriations for fiscal year 2018. The Board decided that this information would be reported quarterly.
2. Dee Settar and Neil Winner introduced a new Water Treatment class G exam consisting of 20 questions. The exam was based on these training materials prepared by West Virginia University.
3. Board discussed implementing tracking materials that would require operators to complete form at exam site capturing demographics of Operators. In Baltimore City, as of the year 2020, temporary Operators who have not passed an exam and become fully certified will lose their employment with the city.

**B. Report on Examination Results**

1. Please refer to Attachment A.

85  
86  
87  
88  
89  
90  
91  
92  
93  
94  
95  
96  
97  
98  
99  
100  
101  
102  
103  
104  
105  
106  
107  
108  
109  
110  
111  
112  
113  
114  
115  
116  
117  
118  
119  
120  
121  
122  
123  
124  
125  
126  
127  
128  
129  
130  
131

**05. REVIEW OF APPLICATIONS**

None to report.

**06. COMMITTEE REPORTS**

**A. Training Review Committee - TRE**

- 1.) The Board Staff presented the proposed 2018 Board meeting dates and Training Review and Evaluation meeting dates. Joseph Johnson moved to approve the 2018 Board meeting dates and was seconded by Dominic Deludos. Motion carried.
- 2.) In September 2017, DC Water offered for the Board Chairman to meet to discuss the training approval requirements. Board Chairman has not made contact yet but will make an effort to reach out to them to provide dates of availability.
- 3.) The Board discussed making for-profit companies and organizations to pay a processing fee when submitting their training for Board approval. Any not-for-profit organization with a 501(c)(3) designation would be exempt from paying this fee when submitting their courses for approval. Board Counsel will report to the Board at the next meeting if the additional fee would require a regulation change.

**08. ON-GOING BUSINESS**

**A. Operator Certification Process**

Neil Winner had not received any information from ABC about their new certification process. He will follow up with the ABC contact and will have more information by the next Board meeting. The Board requested to have ABC come to one of the Board meetings to present their ideas.

**B. Exam Schedule and Fees for 2018**

Martin Fuhr shared with the Board the proposed 2018 Operator Exam schedule; outlining the increase in the number of exam locations, and potential number of operators taking the exam. A capacity of 995 applicants is proposed for 2018. Providing additional space for exams after the short course was discussed and will be pursued with Mount St. Mary's College. Board discussed AMP fee affordability. Nancy Hausrath recommended incorporating fees with MDE exam fees.

**C. Plant Upgrades**

Neil discussed his conversations with the Engineering & Capital Projects Program and the Wastewater Permits Program to arrange for notification to the Board when treatment plants are upgraded and the plant classification and required operator certification changes as a result.

- 132  
133  
134  
135  
136  
137  
138  
139  
140  
141  
142  
143  
144  
145  
146  
147  
148  
149  
150  
151  
152  
153  
154  
155
- D. **Off-Site Exams & MCET Training**- Tara Jones informed the Board of MCET’s agreement with the community colleges which could possibly bring cost down for off-site exams; she will have Karen Brandt compile a report of testing sites for off-site exam applicants. There is a program that is offered by DLLR to assist with training and development for Operators (EARN) program funding is still available to interested operators; grant will not be renewed next year.
  - E. **Board Member Appointment**  
Hiram Tanner, Jay Price, and Scott Harmon expressed an interest to occupy the vacant Board member positions including the one held by Noelle Anuszkiewicz. Board instructed interested parties to apply online on MDE website
  - F. **ADA Policy** – Board discussed finalizing an ADA policy to outline reasonable accommodations. Board staff and counsel to follow-up with policy and compiling a list of any regulatory changes which may need to be addressed.
  - G. **Closed Meeting Training and Designation**  
In addition to the Board Chairman, at least one other Board Member will need to be designated to hold closed meeting sessions. Board Chairman recommended that all Board Members to take the training, but the Board postponed the decision on who to designate until a later meeting. The online link to provide this training will provided to Board Members.

156 **09. NEW BUSINESS**

- 157  
158  
159  
160  
161  
162  
163  
164  
165  
166  
167  
168  
169  
170  
171  
172  
173  
174  
175
- A. **An applicant** requested special accommodations for his upcoming operator certification exam; a schedule has not been confirmed pending Boards decision. Board staff recommended an additional hour. It was determined that the applicant would be give a total of four hours to take the exam in a distraction free environment. The first half would be given in a two hour period, and then a break for lunch would be provided. After lunch, the second half of the exam would be administered over another two hour time frame.
  - B. **Class G – Operator In Charge**  
Board discussed a change of the regulations to eliminate the requirement of a Water Treatment class G operator to work under an Operator-In-Charge. A possible change would be to have an applicant obtain their Temporary Operator-In-Training certification, and then once they pass the class G examination, they can receive their full Operator certification.
  - C. **Regulatory Changes**  
Board requested Staff to provide the Board a list of all of the recently proposed and discussed regulatory changes.

176 **10. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

177 **Hiram Tanner** – CWEA donated \$1000.00 to Houston, Texas Water Environmental Association  
178 for Hurricane Relief.

179  
180  
181  
182  
183  
184  
185  
186  
187  
188  
189  
190  
191  
192  
193  
194  
195  
196  
197  
198  
199  
200  
201  
202  
203  
204  
205  
206  
207  
208  
209  
210  
211  
212  
213  
214  
215  
216  
217  
218  
219

Jay Price – AWWA meeting on November 2-3, 2017 Mid Atlantic Utilities Conference will be held at the Hyatt Regency Baltimore. The conference is a great opportunity for furthering our knowledge of the industry and networking.

Bruce Darner- WWOA informed the Board that Steve Fox would be the new President of WWOA beginning November 8, 2017 and shared information on Hurricane Relief efforts.

Tara Jones – Is still working with the EARN Program that was extended to may 2018, with \$36,000.00 left to spend in the EARN grant funding. MCET is developing spring courses for 2018. She offered for anyone to contact her to request a course recommending operators for open enrollment of 8 day training program with self-paced web-based assessment.

Scott Harmon- CWEA informed the Board of webinar addressing process regulations for Collection Systems seminar and Leadership conference.

**11. ADJOURNMENT**

Joe Haxton motioned to adjourn meeting at 12:20 P.M. The next meeting will be held on **November 16, 2017 10:00 A.M. at Anne Arundel County Water O & M, Millersville, Maryland.**

**Minutes recorded by:** Pamela Franks, Board Staff Administrative Officer

**Minutes reviewed and edited by:** Neil Winner, Division Chief WSA  
Pamela Franks, Board Staff Administrative Officer

**William Shreve**  
William Shreve, Board Chair

**Christine Nagle**  
Christine Nagle, Board Secretary

**These minutes were approved on: November 16, 2017**