



**STATE OF MARYLAND  
BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS  
MINUTES OF THE MEETING HELD ON:  
Thursday, July 19, 2018 At  
Anne Arundel County Utility Operation Complex, Millersville, MD**

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3 MISSION OF THE MARYLAND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS  
4 The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by  
5 our daily activities play an important role in protecting Public Health and the Environment of Maryland.  
6 Through the Certification Program established by State Law, the “Board of Waterworks and Waste  
7 Systems Operators” sets the education, experience and examination standards for Operators and  
8 Superintendents who work in these vital systems.  
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11 **BOARD MEMBERS PRESENT**  
William Shreve                      Joseph Johnson  
Dominic Deludos                  Dr. Russell Kelley  
Bruce Darner                        Nancy Hausrath  
Dee Settar

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13 **LIASONS & STAFF PRESENT**  
14 Neil Winner                              Board Staff  
15 Stephanie Brown                        Board Staff  
16 Martin Fuhr                              Board Staff  
17 Pam Franks                                Board Staff  
18 Aris Evia                                  Board Counsel  
19 Scott Harmon                            CWEA Liaison  
20 Karen Brandt                              MCET Liaison

21

22 **Guests**  
23 Ed Hogan                                    TRE Committee  
24 Connor Mc McCarthy                Department of Legislative Services

25

26 **Not Present**  
27 Joe Haxton                                Board Member  
28 Jack Bowen                                MRWA Liaison  
29 Hiram Tanner                            CWEA Liaison  
30 Burt Curry                                WEF Liaison  
31 Jay Price                                  AWWA Liaison

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33 **01. CALL TO ORDER**  
34 Board Chairman called the meeting to order at 10:06 AM.

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36 **02. AGENDA REVIEW AND ADOPTION OF PROPOSED MEETING AGENDA**  
37 It was moved by Dr. Russell Kelley and seconded by Dee Settar to adopt the proposed meeting agenda as  
38 amended. Motion carried.

39 **03. REVIEW AND APPROVAL OF PRIOR MEETING MINUTES**

40 Board Members reviewed the June 21, 2018 draft meeting minutes. After review, it was moved by  
41 Nancy Hausrath and seconded by Joseph Johnson to approve the minutes, as amended with the necessary  
42 corrections completed. Motion carried.

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44 **04. BOARD CHAIRMAN'S COMMENTS**

45 Board Chairman thanked Board Members and Liaisons for attending today's meeting; introduced and  
46 welcomed guest Connor McCarthy from the Department of Legislative Services; and finalized decision  
47 to cancel August 16, 2018 Board Meeting.

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49 **05. SECRETARY'S REPORT**

50  
51 **A. Report on Board's Administrative Activities**

52 As of June 30, 2018, appropriations for fiscal year 2018 are \$219,074.00. Expenses are  
53 \$266,189.39, revenue is \$184,240.00 and the encumbrance is \$10,414.00. Neil Winner  
54 gave a breakdown of appropriations and expenses for fiscal years 2014 through 2018 YTD.

55  
56 **B. Sunset Review**

57 Connor McCarthy from the Department of Legislative Services discussed letter regarding  
58 the Sunset Review process. A copy of the letter received from the Dept. of Legislative  
59 Services regarding the upcoming Sunset review letter will be emailed to Board Members  
60 and Liaisons.

61  
62 **C. Report on Examination Results**

- 63 1. Please refer to Attachment A.  
64 2. The Board Staff gave year to date percentages of Operators taking exams stating an  
65 overall 40.45% pass rate for the month of June 2018. A total of 163 Operators took the  
66 exam at WWOA's Short Course in Emmitsburg, Maryland on June 7, 2018 with a pass  
67 rate of 39%. In June 2018, 220 exams were given bringing the calendar year to date  
68 total to 519, which results in a monthly average of 87 exams.

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70 **D. Board Appointments**

71 Current applications were reviewed by the MDE Water and Science Administration and  
72 forwarded to the next step in the application review and approval process.

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74 **06. REVIEW OF APPLICATIONS**

- 75  
76 1. **Robert Wilkerson, Jr.:** Requested Reciprocity from Delaware to be a Maryland Class 5A  
77 Wastewater Treatment operator. Board Staff recommended that Mr. Wilkerson be granted the  
78 Maryland Class 5A Wastewater Treatment operator certification based on his licenses and  
79 experience obtained in Delaware. It was moved by Joseph Johnson and seconded by Dominic  
80 Deludos to grant Mr. Wilkerson the Maryland Class 5A Wastewater Treatment operator  
81 certification. Motion carried.  
82  
83 2. **Bryan Blake:** Requested Reciprocity from Delaware to be a Maryland Class 5A Wastewater  
84 Treatment operator. Board Staff recommended that Mr. Blake be granted the Maryland Class 5A  
85 Wastewater Treatment operator certification based on his licenses and experience obtained in  
86 Delaware. It was moved by Joseph Johnson and seconded by Dominic Deludos to grant Mr. Blake  
87 the Maryland Class 5A Wastewater Treatment operator certification. Motion carried.

- 88 3. **Brock McCracken**: Requested Reciprocity from West Virginia and Pennsylvania. He will be  
89 working at a system that will be treating with Supplemental Disinfection, a certification which the  
90 Board has not yet developed. Board Staff recommended that Mr. McCracken be granted  
91 Reciprocity for the Class 1 Water Treatment operator certification. It was moved by Joseph  
92 Johnson and seconded by Dr. Russell Kelley to grant Reciprocity for the Class 1 Water Treatment  
93 operator certification to Mr. McCracken based on his experience in West Virginia and equivalent  
94 licensure. Motion carried. The Board also stated that Mr. McCracken is eligible for up to a Class  
95 4 Water Treatment certification. If he changes employment within Maryland to a higher  
96 classification plant, he may send a request to the Board for a higher class certification at that time.  
97
- 98 4. **Anthony Fernandez**: Requested Education Substitution for his Class 5A Wastewater Treatment  
99 operator certification. Board Staff recommended that Mr. Fernandez be granted nine months of  
100 Education Substitution towards the experience requirement of his Class 5A Wastewater  
101 Treatment operator certification. It was moved by Dominic Deludos and seconded by Nancy  
102 Hausrath to grant nine months of Education Substitution towards Mr. Fernandez’s operator  
103 certificate which makes him eligible for certification on August 1, 2018. Joseph Johnson  
104 announced he would recuse himself from voting. Motion carried.  
105
- 106 5. **Wayne Gleason**: Requested Education Substitution towards his Class 2 Wastewater Collection  
107 Operator Certification. Board Staff recommended Mr. Gleason be granted one year of Education  
108 Substitution towards his Operator experience requirement. Joseph Johnson moved to accept  
109 Board Staff’s recommendation and was seconded by Joe Haxton. Motion carried.  
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## 111 **07. COMMITTEE REPORTS**

### 112 **A. Training Review and Evaluation (TRE) Committee**

113 At the July 9, 2018 TRE Committee Meeting, Board Staff recommended to change the way  
114 the training submissions are provided to the committee for review prior to the meeting.  
115 Currently, the courses are loaded onto a CD and mailed to each committee member two  
116 weeks prior to the scheduled meeting. Since the last committee meeting was cancelled, there  
117 were a few changes to the course submissions between the time the CD was sent and the  
118 rescheduled meeting which caused some confusion and slowed the meeting down. The TRE  
119 committee would like to explore more updated and user-friendly options to share the  
120 training submissions such as drop-box or Google Drive. This would allow the committee to  
121 see any updates or changes made to the training submissions, and would decrease any  
122 confusion of differing course material presented at the committee meetings.  
123

124  
125 The draft of the training purge letter was presented to the Board for a final review. The TRE  
126 Committee reviewed the remaining training approval requests on May 9, 2018 and  
127 submitted their recommendations to the Board for official approval. It was moved by Nancy  
128 Hausrath and seconded by Dee Settar to approve the TRE list that was presented. The next  
129 TRE meeting will be held on September 12, 2018 at Anne Arundel Co. Water O & M,  
130 Millersville, MD.  
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## 132 **08. ON-GOING BUSINESS**

### 133 **A. Operator Certification Process**

134 The Board discussed the use of Association of Boards of Certification (ABC) versus  
135 Maryland Department of the Environment (MDE) “Need to Know Criteria” and the  
136

137 proposed plan of adopting ABC’s standardized exams for Maryland’s process-based  
138 certifications. The Board discussed forming sub-committees to decide if changes are  
139 needed to our current operator certification system. The sub-committees will include the  
140 following members for Water and Wastewater, respectively:  
141

142 I. Water Sub-committee Members

- 143 1. Dee Settar
- 144 2. Scott Harmon
- 145 3. Nancy Hausrath
- 146 4. Karen Brandt
- 147 5. Jay Price
- 148 6. Neil Winner

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150 II. Wastewater Sub-committee Members

- 151 1. Ed Hogan
- 152 2. Dominic Deludos
- 153 3. Karen Brandt
- 154 4. Randy Denny
- 155 5. Scott Harmon
- 156 6. Neil Winner

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158 The above review sub-committees will report back to the Board with their findings and  
159 recommendations. Neil Winner was designated as subcommittee chair.  
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161 **09. NEW BUSINESS**

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163 A. **St. Mary’s County Distribution & Collection System Operators**

164 Board staff discussed the influx of requests for certification of Water Distribution and  
165 Wastewater Collection system operators whose job titles are Utility Maintenance  
166 Specialist and/or Vehicle / Building and Grounds Specialist. Board suggested the  
167 utility set up a system for cross-training, with operator-in-training certification  
168 required, and someone assigned to track the hours actually spent working as an  
169 operator. These requests would be handled on a case by case basis.  
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171 **10. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

- 172  
173 A. Bruce Darner - WWOA reported WWOA awarded 16 Scholarship for Licensed Operators  
174 to attend Tri-Con to include (3) three nights stay Hotel accommodations and registration.  
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- 176 B. Karen Brandt - MCET gave update and benefits of operators taking advantage of the  
177 (EARN) Employment Advancement Right Now program.  
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- 179 C. Ed Hogan - TRE Committee member discussed issue with approving tours, addressed  
180 concerns and inquired about a policy for tours.  
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182 **11. ADJOURNMENT**

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184 Nancy Hausrath moved to adjourn the meeting at 12:55 P.M. The next meeting will be held on  
185 **September 20, 2018, 10:00 A.M., at Maryland Environmental Service, Millersville, MD, 21108.**