



**STATE OF MARYLAND**  
**BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS**  
**MINUTES OF THE MEETING HELD ON:**  
**THURSDAY January 19, 2017 AT Anne Arundel Co. Water O & M,**  
**MILLERSVILLE, MARYLAND**

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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.  
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**BOARD MEMBERS PRESENT**

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

**PRESENT LIASONS & OTHERS**

Christine Nagle	Board Secretary
Jay Price	AWWA Representative
Scott Harmon	CWEA Representative
Jack Bowen	MRWA Representative
Wayne Reed	MRWA Representative
Stephanie Brown	Board Staff
Martin Fuhr	Board Staff
Pam Franks	Board Staff
Aris Evia	Board Counsel

**Guests**

Hiram Tanner	Guest
Jeffrey Coale	Guest

**Not Present**

Dr. Russell Kelley	
Noelle Anuszkiewicz	
Joe Haxton	
Burt Curry	WEF Representative
Karen Brandt	MCET Representative

38 **01. CALL TO ORDER**

39  
40 Bill Shreve called the meeting to order at 10:15 A.M.

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

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44 Agenda moved by Nancy Hausrath, and seconded by Joe Johnson to approve and adopt the meeting  
45 agenda as amended. Motion carried.

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

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49 Board Members reviewed the December 15, 2016 draft meeting minutes, and voted unanimously to  
50 approve the minutes with the necessary corrections. Moved by Joe Johnson and seconded by Nancy  
51 Hausrath. Motion carried.

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53 **03. BOARD CHAIRMAN'S COMMENTS**

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55 Board Chairman thanked everyone for attending the meeting and asked Board Staff and Attendees to  
56 introduce themselves.

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58 **04. SECRETARY'S REPORT**

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60 **A. Administrative Activities.**

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62 1. As of December 30, 2016, appropriations for fiscal year 2017 are \$275,705, expenses are  
63 \$97,629.55, revenue is \$102,001.00, and the encumbrance is \$65,739. 41.  
64  
65 2. Board reviewed November exam scores (see attachment A) and discussed ways to improve  
66 accessibility of exam study material and various organizations that provide study  
67 opportunities. Board Staff will make it a goal this year to look at areas of concern, with  
68 suggestions to obtain review sheet and possible replacement of study guide in an effort to  
69 improve exam Pass / Fail rate. Board discussed placing resource list and electronic study  
70 guide link on MDE website.  
71  
72 3. A new form outlining fees established by the Board for items and services under chapter  
73 26.06.01.07(D); concerning the request of duplicate and replacement certifications will be  
74 developed; due to an excessive amount of requests stated by Board Staff.  
75  
76 4. Board Secretary read a letter from William Warden (Retired) who expressed gratitude  
77 towards the Board for his lifetime career as an Operator.  
78  
79 5. Board discussed updating the policy of archiving old TRE classes; Board Chair suggested a  
80 Board member or designee should chair committee and explore the possibility of  
81 implementing TRE numbers that reflect different training types. Board Staff will contact  
82 MCET about their list of courses that are no longer functioning.  
83  
84 6. Dee Settar will compile a "Top Ten" list and resource publication of need- to- know

85 compliance issues to help the Board get an idea of where training is needed.

- 86  
87 7. New Board Staff accompanied Dee Settar on a field trip to Hagerstown Water Treatment  
88 Plant, Smithsburg Wastewater Treatment Plant, and Sharpsburg Water Treatment Plant.  
89 The purpose of this trip was to give new Board Staff the opportunity to familiarize  
90 themselves with Plant operations.

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92 **B. Exams**

93 Please refer to Attachment A.

94  
95 **05. REVIEW OF APPLICATIONS**

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97 **1. Ron Bailey**—Requested Reciprocity from Virginia to be a Water Treatment Class 3 Operator.  
98 Board Staff recommends that Mr. Bailey be granted the Maryland Class 3 Water Treatment  
99 Systems Operator Certification. Joe Johnson moved to accept Board Staff’s recommendation;  
100 seconded by Bruce Darner. Motion carried

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102 **2. Shaun French**— Requested Experience Credit; Board Staff recommended Mr. French be  
103 granted 5 months of experience towards his Wastewater Treatment 5A certification. Bruce Darner  
104 moved to approve Board Staff recommendation and seconded by Dominic Deludos. Motion  
105 carried

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107 **06. COMMITTEE REPORTS**

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109 **A. Training Review Committee - TRE**

110 A suggestion was made to designate online vs. classroom setting for online search capabilities of  
111 TRE list. Nancy Hausrath moved to accept TRE as approved; seconded by Dee Settar.

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113 **07. ON-GOING BUSINESS**

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115 **A. North Carolina Dental Board Decision – Proposed 2017 Legislation – Christine Nagle**

116 Representatives from MDE and the Board’s Attorney General’s office participated in a committee  
117 that discussed the N.C. Dental Board decision with representatives from the two other State  
118 Agencies; the Department of Mental Health and Hygiene and the Department of Labor, Licensing  
119 and Regulation. The Attorney General’s office is proposing legislation for the 2017 legislative  
120 session that will require additional “state” supervision of appointed Boards that have a majority of  
121 market participant Board members.

122  
123 **B. Salisbury**

124 All employees that were issued Operator certifications at the Salisbury Wastewater Treatment  
125 Plant received a notice that their Class 5 certification was voided unless they held a Class 5  
126 certification prior to working at the Salisbury Plant. As a resolution to this situation, operators  
127 were issued Operator-in-Training Class 4 Wastewater Treatment certifications. The experience  
128 that these individuals had accrued during the time that they were certified as a Wastewater  
129 Treatment 5 Operator will be used toward their Class 4 Wastewater Treatment Operator  
130 certification.

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**C. Certification of Septic System Service Providers**

No update on this topic.

**D. Feedback on Revised Forms**

The Board reviewed the revised forms, brought to the December 15, 2016 meeting for any further updates. The Board made suggestions on wording of Experience Credit application; Nancy Hausrath suggested removing minimum of (15) fifteen credit hours from application.

**08. NEW BUSINESS**

**Applications for Renewal**

According to the Board’s General Regulations, there is no specific deadline for those who are renewing their Temporary (OIT) certification to submit their renewal application as late. Board Chairman will research further, referenced (26.06.01.02 (C2 a, b) and D1 (a). and will revisit topic at next Board meeting.

**09. DISCUSSION WITH BOARD LIAISONS AND GUESTS**

Bruce Darner – Main body meeting did not want to renew any of the WWOA memberships unless they have paid in advance, because of past order of business (automatic renewal system). Western section training class is February 28, 2017. Danny Coates is the new DC Liaison. They will hold a scholarship raffle, 16 winners will attend Tri-Con with reduced prices.

Jay Price – CSWWA Meeting – 3 upcoming scholarships. There will be a new class at the Short Course that covers Advanced Distribution. Superintendents will have a one day class except those attending the Advanced Water and Wastewater classes, who will be able to fulfill all of their credits.

Jack Bowen – MRWA pending the Board’s decision, MRWA will provide labor, donations, and volunteer to review and write exam questions for study guide.

Hiram Tanner – CWEA is holding the WEF Awards for outstanding work and is encouraging everyone to submit their nominations for the award to [www.wef.org/awards](http://www.wef.org/awards).

Guest – Jeffrey Coale- Served on ABC exam review committee and praised ABC’s examination process and exam questions. Board Chairman assured Jeffrey that the Board has adopted many useful parameters and resources from ABC, including their Need-to-Know criteria.

**10. ADJOURNMENT**

Joe Johnson motioned to adjourn the meeting at 1:04 P.M. The next Board meeting will be held on February 16, 2017 at the Howard County Bureau of Utilities, Columbia, Maryland.