

***MARINE CONTRACTORS LICENSING BOARD***

***c/o Maryland Department of the Environment***

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**MARINE CONTRACTORS LICENSING BOARD**

**MEETING Minutes – May 16, 2016**

**Location:** DNR Critical Area Commission Meeting Room, Annapolis, MD

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| **BOARD MEMBERS PRESENT** | **OTHERS PRESENT** |
| Douglas Suess, At Large Member | Thomas Blair, Board Administrator |
| Jordan Loran, DNR Representative | Matthew Standeven, Board Council |
| Chris McCabe, Vice-Chairman | Denise Keehner, MDE |
| Andrew May MDE Representive-Designee |  |
| Josh Schleupner, Contractor Member |  |

**CALL TO ORDER**

Board Vice Chairman, Chris McCabe called the meeting to order at 10:05 a.m. at DNR Critical Area Commission Meeting Room in Annapolis, MD. Five Board members (including MDE designee, Andrew May), Matthew Standeven, Board Council and the Board’s Administrator were present. Mr. McCabe introduced Mr. May to the Board.

**AGENDA REVIEW**

The Board reviewed the agenda for the meeting which included review of notes from the April 11, 2016, meeting, status of the manual and test, Status of MES contract, applications received, fund balance of Board, registration extension, review of incomplete license applications, and Board vacancy search.

**REVIEW OF PRIOR MEETING MINUTES/NOTES.**

Board Members reviewed the draft minutes of the February 8, 2016 meeting, and the notes of the March 14, and April 11, 2016 meetings; the meeting notes and minutes were voted on and approved by the Board.

**OLD BUSINESS**

**Draft Manual and Test Status**

Mr. Blair updated the Board on the status of the study manual and test. He stated the manual is complete, but MES advised him that there was a delay in getting the purchase order approved internally at MES due to a request for new printing quotes. Theresa Foye at MES was reached by phone during the meeting to discuss the situation. Ms. Foye stated that MES would not require new quotes and she will know 5/18 what the timeline for the printing will be. She stated the manual proof copy will be complete by 5/20. Mr. Blair noted that the tests should be completed in a week or so.

Mr. Blair stated that due to the additional time it has taken for the manual to be completed and additional printing costs MES has requested additional funding for the project. The added funding was approved by MDE. There was concern by Board members that the manual and tests have taken too long to complete and the increased costs for the MES contract seem unreasonable. The Board still wants to move forward with completion of the manual and tests. There was discussion about sending a letter to MES requesting a explanation of the cost increases, but no aggrement to send the letter.

**Extension of Current Registrations**

Due to the extended time to get the manual and test completed, the Board decided to extend all current registrations to the end of 2016 to allow all currently registered contractors to take the test and get licensed. The Board agreed that all registrations will expire on December 31, 3016, and all licenses will have an issue date of January 1, 2017. There was a motion to approve the procedure. The motion was approved.

Mr. Blair discussed the adjusted timeline for mail-out of the manual and test dates. He noted that due to delay in getting the manual printed, he is projecting the manual will be mailed sometime late June and testing to begin by mid to late August. The Board suggested to allow contractors time to study for the test; that testing should begin after Labor Day, when there is a slowdown in construction work and have the testing continue at several locations until the end of November.

**Update on Status of License Applications Received to Date**

Mr. Blair advised the Board that approximately 165 applications have been received and have been reviewed for completeness and are approved. Mr. Blair stated about 10 are lacking insurance information or Social Security Number or are not notarized. He has contacted the applicants to get this information. Board members agreed that if the additional information is not received that the application should be sent back to the applicant as an incomplete application via certified mail, they will not be considered denied. The Board members requested a list of the applications received to date to review.

**Southern Maryland Contractor Board Position Search**

As previously requested by the Board, Mr. Blair stated that a letter to 80 currently registered marine contractors in the Southern Maryland region will be sent requesting resumes for the open Board position. The letter is to be sent in the next few days. The due date for resumes will be one month from the letter date. Applicants for the position will be reviewed by MDE staff and then will be discussed at a subsequent Board meeting.

**NEW BUSINESS**

**Questions Concerning Who Requires a License and Compliance Issues**

Mr. Standeven, Board Council advised the Board that the Secretary of the Environment had requested a review of fees charged by other environmental boards to see if there was a possibility of reducing fees charged. Mr. Standeven stated that a fee review was not requested of the MCLB.

The Meeting was closed at 12:26pm pursuant to 3-305(b)(2) and (11) of the General Provisions Article, Annotated Code of Maryland, to discuss personal information and evaluate the specific qualifications of applicants for Maryland Marine Contractors licenses.

**ADJOURNMENT**

Mr McCabe requested adjournment of the meeting at 12:40. A motion to adjourn by Board members was made and the motion passed.