

	BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS						
1		Meeting Agenda					
2		Thursday March 21, 2024 - 10:00 am					
3	Location: Video Conference via Google Meet						
4		Link: meet.google.com/tza-pgyh-qsk					
5		Phone: (US) +1 567-281-8091					
6		PIN: 226 381 972					
7		***************************************					
8	MISSION OF THE MARYL	AND BOARD OF WATERWORKS & WASTE SYSTEMS OPERATORS					
9	The Treatment Systems that	The Treatment Systems that provide drinking water for our citizens and handle the wastes generated by our daily					
10		ole in protecting Public Health and the Environment of Maryland.					
11 12		rogram established by State Law, the "Board of Waterworks and Waste Systems, experience and examination standards for Operators and Superintendents who work					
13	in these vital systems.						
14	2	************************					
15							
16							
17	BOARD MEMBERS PRES	SENT					
18 19	Doug Abbott	Water Supervision; Board Chair					
20	Bill Shreve	Public at Large: Board Vice-Chair					
21	Ed Hogan	Industrial Superintendents					
22	Bruce Darner	Agriculture; WWOA Liaison					
23	Connie Luffman	Wastewater Supervision					
24	Davina Yutzy	County Government					
25	Ben Thompson	Sanitary Commission					
26	Eric Dutrow	Public-At-Large					
27	Joe Wright	Maryland Environmental Service					
28 29	Anthony Nwagwe	Maryland Department of Environment / Water Supply Division					
30							
31	LIAISONS, GUESTS & M	DE STAFF PRESENT					
32	i						
33	Dee Settar	Deputy Director, Water and Science					
34	Taj Goodlow	Division Chief, Environmental Board and Laboratory Division					
35	Jennifer Bowman	Board Counsel					
36	Martin Fuhr	Board Secretary					
37 38	Pamela Franks Victoria Arbaugh	Board Staff Board Staff					
38 39	Alex Rubin	MDE Water Supply					
40	Donna Dunlap	Maryland Rural Water Liaison					
41	Clark Howells	CWEA Liaison					
42	Tara Jones	WSSC Liaison – Joined 10:21am					
43							
44							
45							
46							
47							



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

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

48

A. Board Chair Comments and Guest Introductions

B. Review and Adoption of Proposed Meeting Agenda

Minimal changes made. Joe Wright made a motion to approve agenda, Bill Shreve seconded. Motion approved.

C. Review and Adoption of Draft February 2024 Open Meeting Minutes

Minimal changes were made. A motion made by Ed Hogan to approve, Bill Shreve second, Motion approved.

D. New Business

a.	Communications Subcommittee Recommendations
	Length of time for applications is a concern/Subcommittee regarding application
	process/communication-we are updating the process. ACROSS
	Account
	Representative
	One
	Stop
	Shop

Introduce Payee Centric focus. Minimizing how many people have hands on the applications. One account representative will now be handling the applications, divided into sections. This should lead to the future implementation of a new portal, laying the base framework via new tracking mechanisms. Monthly update regarding the spreadsheet tracking. MDE can provide this on a monthly basis but can provide it sooner if necessary.

Credit card payments- long term solution as that would be a part of the new portal. Update on portal: IT/Department of Information Technology to obtain artifacts to begin the process of creating.

April 1st should be when people start seeing the changes to the new system updates, communications via email and other mass communications.

Jennifer Bowman stepped away 10:40-10:45return.



BOARD OF WATERWORKS AND WASTE SYSTEMS OPERATORS

84

85			
86		b.	Questionnaire went out to Well Driller and WWSO operators. The board would like to see the report.
87			Federal requirement to send out the questionnaire.
88			
89			Subcommittee will continue to operate. Taj to meet with Joe and the subcommittee.
90			
91		c.	WPI / ABC Contract Status
92			March 13 - Board of public works was to review - pushed back for administrative reasons on the part
93			of Department of General Services. We are on the April 3 rd agenda. When Agenda is available it will
94			be provided to the board members. The Board has been told by WPI/ABC that we still have exam
95			services.
96			
97			Dee Setter left at 10:55AM
98			
99	E.	Board	Staff Report
100		a.	Revenue & Expenditures Report
101			No questions from Board members regarding the numbers presented.
102			
103		b.	TRE Recommendations
104			NTT Inc. – They did not send an outline with times. All others approved by the Board
105			Motion made by Bruce Darner to approve above, Ed second. Approved—Motion passed.
106			
107	F.	Board	Initiatives and Inquiries
108		a.	Discussion of Board Vacancies
109		b.	Sophia Oberton need only take the oath. She has received her letter from the Governor's Office.
110			
111	G.	Applic	ations
112		a.	Experience Credit (1)
113			Roy Staubs – Applied to Experience Credit based on experience in Virginia.
114			Martin recommended awarding him the 8 months.
115			Motion to accept - made by Ed, Joe Wright second. All in favor- approved.
116			
117			
118			



119		
120		
121	H.	Comments by Board Members
122		Compliance issue—Emmitsburg – discussed, decided compliance was best suited to address.
123		Anthony Nwagwe - working on website with Martin. Updated information got rid of old links, operator
124		resources: Extended out for a year. Add the "S" to the name in title.
125		
126	I.	Review of Action Items
127		Taking out Number 5 for Joe. 9- completed can be removed. 4- completed. Remaining items will remain.
128		New Item: Communication subcommittee is going to stay active, confer with Taj Goodlow and go over
129		messaging that will be sent out about changes. Follow up on monthly reports.
130		
131		
132	J.	Discussion with Board Liaisons and guests
133		CWEA- Clark Howells- meeting on the 28 th . No update currently.
134		Chesapeake AWWA- Ben Thompson- Mid Atlantic Utility Conference. April 1-3.
135		MCET- Melissa absent
136		MRWA- Annual conference May 6-9 Ocean City. Donna wants to see TRE numbers.
137		WWOA- Bruce Darner- Many dates, many classes.
138		
139	К.	Adjournment – Vote to move to closed session.
140	Ben Thomp	oson to end meeting, no closed session needed- Joe second- Motion passed
141		