



MARINE CONTRACTORS LICENSING BOARD

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MARINE CONTRACTORS LICENSING BOARD MEETING MINUTES

October 5, 2015

Location: Critical Area Commission
1st Floor Library
Annapolis, MD

BOARD MEMBERS PRESENT

Milton Rehbein (Chairman)
Jordan Loran, DNR
Doug Suess WBCM

OTHERS PRESENT

Emily Vainieri, Counsel to the Board
Tom Blair, Board Administrator
Theresa Foye, MES
Michael Herzberger, MES

CALL TO ORDER

Board Chairman, Milton Rehbein called the meeting to order at 9:15A.M. at the Critical Area Commission Office in Annapolis, MD. Three Board Members, the Board's legal Counsel, the newly appointed Director of WMA, MDE, and the Board's Administrative Assistant were present.

AGENDA REVIEW

The Board reviewed the agenda for the October 5, 2015 meeting which included reviewing the September 21, 2015 meeting minutes, schedule future meetings, and a presentation by MES on the Contractors Manual and Licensing Exam.

REVIEW OF PRIOR MEETING MINUTES.

Board Members reviewed the Draft Minutes from the September 21, 2015 Board meeting. The Board did not have a quorum, thus the minutes were not approved and will be tabled and voted on at a future Board meeting.

DISCUSSION OF LICENSE MANUAL AND TEST QUESTIONS

The Board continued review of the study manual to be used by license applicants to review for the licensing exam. Theresa Foye and Michael Herzberger with MES presented the manual with all changes inserted from the 9/21/15 Board meeting.

The Board completed review and discussion of the Shore Erosion Control section of the manual. The discussion moved to an additional section of the manual to be called “Marine Construction” which will address construction of piers and related structures and will be focused on small scale projects such as private piers and related structures. Theresa Foye with MES noted that she is writing the Marine Construction narrative for the manual and needs more examples of construction techniques to insert in the Construction section. The Board discussed what to use as examples and text for the Marine Construction section and what to include as attachments to the manual.

The Board will supply photos to be inserted in the manual text to make the manual more interesting and readable for the average contractor. The Board will also supply drawings and examples of various structures.

MES requested a digital copy of the DNR Design Guidelines for Boating Facilities which will be used in the attachments section of the manual.

The Board started review and discussion of the test questions for the licensing examination. The Board started review of each question and the format of the questions and answers. Mr. Rehbein noted that the Board would like to have 150 questions which will be used as resource for the exam/test and these test questions will be used to develop several tests with 50 questions each. The applicants for the license will need to pass the exam with a grade of 70% or more, meaning that they must answer at least 35 questions correctly to pass and become licensed.

Review of the test/exam questions were not completed during the meeting. It was decided that the review would continue during a subsequent meeting with MES, the Board Council, Emily Vainieri, and the Board Administrator, Tom Blair on October 13, 2015 at MES offices.

Mr. Rehbein proposed the Board meeting on November 16, 2015 to review a final version of the manual and test prior to it being reviewed by Salisbury University. MES representatives noted that there will be a delay in finishing the project since prior to completion the manual and test will need to be reviewed by the Board’s legal counsel prior to the documents being copied and printed for distribution to the license applicants. The Board members agreed to continue review of the remaining sections of the manual and the exam questions at a meeting scheduled for October 5, 2015.

FUTURE MEETING

<u>DATE</u>	<u>LOCATION</u>
November 16, 2015	Critical Area Commission, 1804 West Street, Annapolis, MD 21401

ADJOURNMENT

The October 5, 2015 Board meeting was adjourned at 2:15 PM