**Present:**

* Brian Tarbuck – Chair, Professional Engineer Representative, Greater Augusta Utility District
* Mike MacDonald – Vice Chair, VSWS Representative, Contract Operator, New England Utility Management Enterprises
* Greg Kidd – Educator representative
* Brian McBride – Class IV Operator Representative, Kennebunk, Kennebunkport, and Wells
* Kerry Smart – Class II Representative, Alfred Water District
* Jonathan Ziegra - Management Representative, Boothbay Water District
* Tina Lemieux – Board Clerk, Maine DHHS, Drinking Water Program

**Guests:**

* Jonathan Leach, DHHS, Policy Analyst and Compliance
* Tera Pare, DHHS, Policy and Compliance
* Kirsten Hebert, MRWA
* Nancy Beardsley, DECH, Director
* Mike Plaziak, DWP, Assistant Program Manager, Public Water System Inspection Team Supervisor

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**Meeting called to order at 9:00 AM by Brian Tarbuck.**

1. Introduction of Guests and Board Members
   1. Board, Clerks, and Guests introduced
2. Public comment
   1. None
3. Agenda additions
   1. None
4. Old Business
   1. Approve [minutes from January 19, 2018, meeting](https://docs.google.com/document/d/1Py1YgxUvrgIC2o-z4CTerD1aN5H6isPJ1o1Q8iUrcoc/edit?usp=sharing)
      1. Kerry Smart motion to accept minutes, Mike MacDonald seconded, vote unanimous
   2. Accept [financial report](https://docs.google.com/spreadsheets/d/1vcayGhJCaMDLEltKGr3fXHrbdm-6NftrmzbujbL9Y6c/edit?usp=sharing)
      1. Board to review budget and vote at next meeting
   3. Update on rulemaking process - Jonathan Leach and Tera Pare
      1. The rules had some style and format changes
      2. Will submit to Office of the Attorney General for review of form and legality
      3. There were no changes to be made and that the rule does conform to state statutes
      4. Formal filing will be uploaded the final rule to:
         1. Secretary of State Office and Maine CDC websites
      5. Approved adoption modification with water system operators licensing rules by the AAG office
      6. Forms were signed and submitted to Tera Pare

Jonathan Ziegra, Motion to accept the rule with changes; Greg Kidd seconded; vote unanimous

* 1. Update on DHHS staff positions that impact BLWSO?
     1. Board positions from the DWP will not be filled until DWP hires new director
     2. Board wants to explore funding and accounting for board clerk position(s)
  2. Discuss DHHS travel denial
     1. Should BLWSO have to go through this process if not a DHHS employee?
        1. Nancy Beardsley addresses issue
        2. BLWSO is
           1. An occupational and professional licensing board, IAW Maine statutes
           2. does not have to go through the Commissioner process for travel
           3. not under DWP to process travel
     2. Timeline for travel application next year
        1. Will be submitting travel in September

1. New business
   1. Nomination for Secretary
      1. Responsible for maintaining records and providing administrative support
   2. Follow-up for updates from Jim Jacobsen at next meeting
      1. September 2017 meeting, issues update
      2. ABC testing questions using old questions, need inquiry
      3. Administrative document for review January 19, 2018 meeting
         1. APPLICATION FOR APPROVAL OF TRAINING CONTACT HOURS (TCH), TCH, Approval 11/2017

Link: http://www.maine.gov/dhhs/mecdc/environmental-health/dwp/wrt/documents/TCH%20Approval%202017\_fillable.pdf

Jonathan Ziegra, Motion to petition ABC for the 2017 exam, Kerry Smart, seconded, vote unanimous

* 1. Appeal or potential for an appeal, Greg Kidd: question from March 16, 2018 regarding and appeal from license candidate
     1. Policy summary, if examinee wants exam scored
     2. Move forward with new exams and updates
  2. [2018 meeting schedule](https://docs.google.com/spreadsheets/d/10Gc63FrSQkS4Ntw6Kd38Ti4yvJVkqM8NWd35MU1TZz8/edit?usp=sharing)
     1. Will resume quarterly meetings
     2. Next scheduled meeting will be:
        1. **Friday, July 20, 2018, at MPUC Building**
  3. Mike MacDonald will be resigning from the board for health reasons
  4. Adjourn - VOTE

**Mike MacDonald, Motion to adjourn. Kerry Smart, seconded. Vote - unanimous.**

**Adjourned at 10:10 AM.**