

**MOWPA BOARD OF DIRECTORS MEETING
09 October 2023**

Board Members in Attendance:

Andy Lazur, UMD
Eddie Harrison, BAT Onsite LLC
Ryan Nagi, SPEK Home Inspections
Rob Sell, McCrone, Inc.
Bob Johnson, Atlantic Solutions
Brad Rice, Atlantic Pumping
Gene Von Gunten

Board Members Absent:

Doug Dufour, Earl E. Preston Jr., Inc.
Amy Hart, Howard County (Excused- Holiday)

Absences are notated as "Excused" if Board Member notified AA or other Board Members of intent to miss prior to start of meeting

Others in Attendance:

Rachel Flatley, MOWPA Administrative Coordinator
Rob Powell, Member

Call to order: 1:05 p.m. by Ryan Nagi

Review of Agenda: The agenda was approved.

Review of September 2023 Minutes: Not discussed

Election: N/A

Discussion Topics and Action Items:

Treasurer's Report: (See Treasurer Report Attachment)

Amy proposes MOWPA charge a ser charge for people cancelling the class. PayPal charges a service fee for all transactions. We would need to put the cancellation policy on all course documents and website. Amy is spending about 20mins per return to process it. Ryan suggested a "processing fee" for class cancellations. Vote passed. Will be effective after Jan 1, 2024.

New Policy-

- (1) If a cancellation happens prior to two weeks before the course event than there will be a \$30 processing fee taken out of the refund. If a price point includes a membership than the membership portion of the price paid will not be refunded.
- (2) 13-2 days: A ½ refund will be given and there will be processing fee.
- (3) If a cancellation occurs 2 days (48 hours) or less before the course, no money is back.
- (4) They are eligible to transfer the spot to another person within their company (as long as that person meets class eligibility criteria).

Education Committee Report

- Soils Class: The class is scheduled for November 13-14, 2024. Need to work on increasing registrations. Class will be at Howard County Bureau of Utilities. Carol will order the Coffee/Donuts in morning and lunch on 2nd day. Field day will be at University of MD Clarksville. The pits will need to be dug out. A board member is needed on the 14th for the field.
 - o Andy suggested sending it to Matt Cumers (Calvert County- MACO) so he can pass info.
 - o Eddie would like to wait until we are a week out before class is cancelled if we don't have 12 attendees.
 - o Andy will reach out to instructors to get feedback.
- Inspection Course: 45 total people took the course in September and October and all passed. There was a course revision after the second course. (1- 27), (2- 18). There were some technical issues with the Google drive. Positive feedback given with the addition of the review portion of the course.
 - o 2024 Offerings: Discussion regarding when to hold the Inspection Course in 2024. Eddie suggested having a wait list until we reach about 25 people and plan to have it later in the Spring. Also with the field component it makes sense to move it to April or May. Andy brought up potential issue of classroom space if we wait too long.
 - O&M Course will be moved to Feb 2024 and the Inspection Course in April.
- O&M- Some revision is needed on this course. Date pending poll results.
- Advanced Design Course: Would use the MOWPA design manual as the primary material for this course.
- Basic Design Course. Discussion of creating a Basic design course that would be geared towards contractors who have to design systems for approval to counties. The course would be generic because each county has different specific regulations.
 - o Baltimore County created their own basic design course that is available online.
 - o Rob indicated that counties have different requirements. He stated that there are 100's of land development engineers that would like to take the course.
 - o Andy will start working on it after November. He will pull together slides for basic designs and then sent it out.
- Septic 102: Eddie/Andy will be teaching the 102 Course at Worwic on November 14, 2023. Andy/Eddie/Ryan reviewed the course today.
 - o Andy will contact the WorWic rep to get clarification on CEU's and certificates. It is possible to issue a "certificate of attendance" since the class will not have a test. If a test is given, then it would be a "certificate of completion".
 - o This class will in the future be used as a pre-requisite for the Inspection Course.
- Homeowners Course: No new updates
- Septic 101: Septic 101 is drafted and will be an online course through NOWRA's Blue Sky program. It needs final group review. Eddie suggested Rob Powell as the voiceover narrator for the course. Rob will call Andy later on to work out details.
 - o The course will need to have a registration fee. Andy will check to see what other state's are offering for a similar class.
- Other: Andy is recommending scheduling the courses out 6 months in advance for scheduling purposes. Faculty and Home & Garden Information Center will also be using the building.

Legislative Report

- Session is Over: No updates.
- Onsite Wastewater Board: governor's board approved candidates. The board will not be seated until after session. The Senate President will schedule when people get appointed.
 - o MOWPA needs to write a letter for Eddie for inclusion on the Board. It needs to state that MOWPA would like him on the board and a bio. Gene will draft the letter. Rachel will send it to Ryan and Gene.
- Property Transfer Regs: No one wants to touch the regs and are waiting for the Board to edit it.
- MACO: Eddie signed up for Winter MACo. It is in the first week of December. Board voted to cover the registration cost.

MDE Update

- No MDE rep's present.

Training Center – University of Maryland, Central MD Research and Education Center (CMREC)- Update

- Chesapeake Bay Trust: A grant submitted to Chesapeake Bay Trust in the Outreach Program. Proposal submitted on 8/4 for under \$50,000. We are asking for drain field display, supplies, construction of 9 displays, etc. Will hopefully hear back in December.
- 319 Funding: with MDE \$150K for the Education Pavilion. There is a draft application ready and he is waiting to get further instruction. The money has already been funded to MDE.
 - o We need a UEI Number. It will take 10 days for it to be processed and get it back. Amy sent the letter to the accountant. Ryan will call Amy and follow up on it.
 - o Andy will get clarification if we need to hold any training programs associated with this.
- MOU: Andy met with Facilities Director (Darlene Joy Bucciero), University Procurement Rep, and Experimentation Station Director to discuss what work MOWPA can do on it's own and not use the University resources. The MOU needs to be revised and then the procurement person can make comments as to how MOWPA can proceed. The question comes up to whose building is it- it is on university property.
 - o Item D in the MOU is being changed to reflect the pavilion (construction, maintenance of buildings, structures, and equipment) which need to conform to UMD Requirements.
 - o Board voted that changes and edits are accepted on the MOU.
- Equipment Donation: Ryan sent out commitment letters but haven't received anything back yet.
- EPA Waterwork Force Development Grant: Due 11/17. Reviewed the RFP. There are 6 priority areas in which #5 fit MOWPA well. It is a 3 year grant and will start next year in Spring or Summer. There is a possibility of using existing course material and the demonstration center to help meet the grant criteria. There are options to offer internships. It would help cover costs for training, publicity, etc.
 - o Eddie suggested waiting until after the Training Center is up. He suggested if we did apply for it to work it through a partnership with the University. That way the students could get college credit and we could meet the requirements of the grant- Andy sees that as a component of a proposal but not the scope.
 - o Eddie stated that apprentices are hard because people are hesitant to get into the business. Andy stated that was part of the reason why EPA wants to get this into the program. Eddie wondered what they would pay the apprentice.
 - o The Board decided to not pursue it this time but keep it in mind for the future.

High Waste Sub Committee

- No Update

Old Business

- Website: Rachel has started making a wish list for things to improve upon the next time money is budgeted for website upgrades.
- Tax Issue: The Accountant is working on the tax issue. He just emailed asking for the balance sheet.
- Grass Cutting: Ryan told contractor to go ahead and cut the grass. He will follow up with contractor.

New Business

- MACO- The dates are August 16-18 (Wed-Friday). Eddie, Ryan, and Nancy will be there representing MOWPA.
- Conference: Date will be on November 2nd at Ten Oaks. It will stay 2 tracks.
 - o Caterer: Zefferon and Gold duplicated the order from last year with a new estimate. It will be just under \$4300.
 - o Happy Hour: Brad Rice (Atlantic Pumping) will sponsor the Happy Hour.
 - o Sound: King Sound is \$499.20 on stand by.
 - o Prices: Member admission \$125 (Non Member \$225); \$400 for vendors. Membership is required to attend. Discussion regarding raising the money for Conference 2024 to possibly \$150.
 - o Vendors: Dwayne Jones will take care of contacting vendors.
 - o Sponsorship: Rob Sell, Doug, and Bob will work on it. Created 3 levels. They range from \$100, \$250, and that will be \$400. Varying levels of promotion. Happy Hour sponsors could give out event tickets. Eddie suggested thinking outside the box and contacting businesses such as Home Depot, Lowe's, etc. Bob stated that the sponsorship should be an box on vendor application. Eddie would like to have a booklet (i.e. church bulletin 8x10, 10 pages, color). Sponsorship is on website.
 - o Agenda: The Agenda is finalized. Still waiting to hear back from Twain Glazier for presentation name. Presenters should send them to Andy in advanced. Ryan will contact presenters to get copies of their presentation.
 - o Pumper Course: Ryan will reach out to Dwayne for Pumper Class.
 - o Hardware: There needs to be 3 laptops (big room, two breakout rooms). Rachel will order another Projector (as close to matching the current one Eddie has). And will also order 1 extra light bulb and two pointers.
 - o Nominations: Rachel will determine which Board Members are up. All in room indicated they are willing to serve again. Terms are 3 years. Rachel will look at 2023 nominations.

Next Meeting will TBD- it will be hybrid.

Meeting adjourned at 2:48 PM

