



State of Delaware  
Department of Natural Resources  
& Environmental Control  
Division of Water  
89 Kings Highway  
Dover, Delaware 19901

Board of Certification

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**Board of Certification for Wastewater Operators  
Wednesday, August 5, 2015  
DNREC, Richardson & Robbins Building,  
Conference Room B136  
9:00 a.m.  
MEETING MINUTES**

**In Attendance:**

Board: Brian Blackburn and Glenn Davis  
DW: Melissa Kiser, Faye Myers and Nicole Smith  
Public: Shelley Grabel, Mark Kondelis and Hillary Valentine

**Chairman Blackburn called the meeting to order at 9:04 a.m.**

- A quorum of the board is present
- The agenda for the current meeting is approved
- Minutes of the July 1, 2015 meeting are approved as submitted

**Old Business**

- **Start Action Notice**
  - There has been no change in the status of the Start Action notice. (OPEN)
- **RME Documentation**
  - DW staff Melissa Kiser presented an updated excel spreadsheet for review. There was discussion on arrangement, breakdown, facility identification number, layout and size of the sheet. From the recertification view, we need to see what is happening for each operator. If an operator comes in as a level I and applies for a level II, this document should give a quick view of the facilities where that operator has been working. Mrs. Kiser will work on the changes. (OPEN)
- **Multi-Plant Policy Language**
  - The Board has discussed and signed a policy amendment: “A level I operator may be approved to operate more than one treatment facility; however, this applies only to additional facilities that are Type E (septic tanks only).” (CLOSED)

## **New Business**

- **Application for certification review (Signer, J.)**
  - The Board was in agreement. Mr. Signer will be denied. (CLOSED)
- **Application for recertification review (Sise, B.)**
  - The Board was in agreement. Ms. Sise's request will be denied. (CLOSED)
- **License certifications and renewals audit for June and July**
  - Six folders were randomly pulled and reviewed by the board – no issues were found.
- **Operator License Renewals/Certifications/Expirations (June and July)**
  - After discussion, it was noticed incorrect dates were in the report. Expired this month should read effective 8-1-15 and expiring next month should be 9-1-15 those dates were manually changed. The information is correct.
- **Continuing Education Training (June and July)**
  - The Board was in agreement with the classification of all training classes submitted.
- **Chesapeake Bay Grants Funds for Training Upgrades**
  - There is \$48,000 left over from the Chesapeake Bay Grand Funds that needs to be used for training upgrades. The Board has accepted these funds and will use them to re-write of certification courses with DTCC. This will cover levels I – III. Level I will use half of the funds and we have less than a year to spend it.
  - The focus of the expansion is to include nutrients into the program.
  - Ms. Valentine will write a sole source letter and contract that plans out budget, cost and time for all levels. The board and DTCC will need to agree on the scope of work. Objectives and quiz questions will follow over from Level I to the other levels.

The next Board of Certification for Wastewater Operators meeting will be held on Wednesday, September 2, 2015 at 9:00 a.m. in DNREC, Richardson & Robbins Building, Conference Room B136.

## **Meeting was adjourned at 10:10 a.m.**

Respectfully Submitted,  
Faye Myers, CAP