



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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MEETING MINUTES

Date: Friday, January 9, 2015
Location: DTCC Terry Campus, Corporate Training Center
Attendance:
BOC Brian Blackburn, Gerald Esposito & Glenn Davis
DWR Bryan Ashby, Nicole Smith, Jennifer Zambri
Public Jeff Deats, Mark Kondelis Sr., Doug McClure

Call to Order

- **Determination of Quorum:** A quorum is present
- **Approval of Agenda:** Agenda approved
- **Minutes of the Previous Meeting:** Approved as submitted

Old Business

- **Regulatory Review & Start Action Notice**
 - The Start Action notice is still under review.

New Business

- **Reciprocity**
 - Robert Horner holds a Maryland Industrial Level 4 license and has received an offer of employment from Selbyville WWTP. After reviewing his experience (3 years, 1 month and no college), the Board has issued him a Full Level II Delaware license.
 - Michael Anderson holds a Florida Class A wastewater license and has received an offer of employment from Veolia / Wilmington WWTP. Mr. Anderson has a BA degree with 9 years and 2 months operating experience and 7-8 years' experience as a DRC. The Board has issued him a Full Level IV Delaware license.
 - College transcripts have been received for a previously discussed reciprocity case, George Tipton. His file is now complete.
 - As a reminder, a Delaware license can be issued on reciprocity only if the person has employment or promise of employment in Delaware as a wastewater operator.

- **Town of Laurel Operator's OIT Status**
 - An email was received from the Town of Laurel requesting information on the license renewals for operators Keith Bell and Debra Moore. They have each held a Level I OIT license for an extended period of time.
 - As both operators only fill in as operators as needed, they have been unable to accumulate enough hours to qualify for a Full Level I license. This will continue to be the case.
 - The Regulations state that an OIT license is issued for a 2-year period, but there is a grey area open to interpretation in regards to continuing the OIT status beyond 2 years.
 - The Board has decided to reissue both operators an OIT license. They will need to continue to document their hours in the WWTP.

- **Multi-Plant policy regarding DRC's and back-up DRC's**
 - The Regulations state that each facility must have at least one person licensed at or above the level of the plant as the DRC.
 - Many back-up operators are licensed at a lower level which is acceptable as they are only used to fill in as needed (ex: on weekends).
 - If a DRC is suddenly unable to work for an extended period of time, the question was posed as to who would fill in if only lower-level back-ups are available. This would need to be handled on a case-by-case basis.

- **RME Quarterly Reports**
 - Each RME must list all operators for every facility, not just the DRC and the back-up, as on previous quarterly reports. This enables the Board to have a full account of hours for each operator when the time comes to review their files for a full level or higher level license.
 - RME operators in attendance agree that a better tracking system is needed and they will work on ways to accomplish this.

- **DRC Experience**
 - A question was asked about breaking up complicated Level II facilities in order to allow lower level operators to earn DRC experience by assigning them a specific part of the plant.
 - The facility would be able to request such a move in writing to the Board. The request would need to list specifics, including what section that operator would be assigned, their duties, their prior experience and any other pertinent details.
 - Another question was raised about remote monitoring of a WWTP and whether or not that person could record DRC experience for such tasks. The Board concurs that such a person must be able to actually run the plant. Their sole job cannot be remote electronic monitoring if they are to qualify as a DRC. These instances could be discussed with the board on a case-by-case basis.

- Accountability was also discussed as it relates to documenting DRC experience and operations in general. For example, if someone remotely monitoring a plant calls and operator to make a change, the operator needs to document the change and specify who gave the instruction. This is not only important for recording experience, but for daily operations and inspections as well. Each operator needs to ensure their decisions are recorded and that they can justify their actions.
- This led to another discussion about electronic recording and the challenges technology presents. There is potential for operators to falsify information, which complicates the situation. For example, one operator could ask another to log in for them to show they were at the plant even if they were not actually there. These issues will need to be addressed as they occur.
- **Operator License Renewals/Certifications/Expirations (Nov. & Dec.)**
 - Of the 3 expired licenses this month, one was received but is missing CET hours. That person has been notified. The other 2 operators have not been heard from. DNREC will follow-up.
 - There were no additional comments.
- **Continuing Education Training**
 - One proposed class was denied, “Completing the Delaware River Basin Water Audit,” which was submitted by DRWA.
 - No other comments or issues received; the Board was in agreement with the classification of all training classes submitted (“Direct/Indirect”)

Executive Session

- No Executive Session

Adjournment

Note: The next Board of Certification Meeting will be held on Wednesday, February 4, 2014. The meeting will be held at the R&R Building, Conference Room B136, and will commence at 9:00 AM.