



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: Wednesday, April 1, 2015
Location: R&R Building, Conference Room B136
Attendance:
BOC: Glenn Davis, Brian Blackburn & Gerard Esposito
DWR: Nicole Smith, Jennifer Zambri
Public: Jeff Deats, Mark Kondelis

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

- **Start Action Notice**
 - There has been no change in the status of the Start Action notice.

New Business

- **Class E Systems – Operator Requirements**
 - The Multi-Plant policy currently does not allow Level I operators to handle Class E systems.
 - This creates a hardship for some facilities due to the increased cost of hiring a higher level operator and the overall difficulty in finding an appropriate operator.
 - After discussing the issue, it was determined that the most complicated procedures at a Class E facility involve grease traps, sludge levels, monitoring pumps and dosing. The operator would only be required to record and report and issues that arise. Therefore, it is feasible that a Level I operator could handle these duties.
 - The Board will consider adding a limited Level I multi-plant approval for Class E facilities. Glenn will ask Ron Graeber and Kenny Glanden in Groundwater for statistics on how many Class E facilities exist and report back at the next meeting.
 - Also, the Board agrees that these approvals should be given on a case-by-case basis and there needs to be a cap on the number of Class E facilities that

one operator can take on. For example, no more than 5 seems like a reasonable number. This will be further discussed at the next meeting.

- **RME Operator Experience Documentation**
 - Currently, the RME reports do not list all operators so it is difficult for the Board to determine whether or not a particular operator has enough experience to move to a higher level. It is also not possible to tell who is and is not working in wastewater using the current report.
 - It was suggested that all operators be listed on the report and that each facility be assigned a number. Those numbers can be listed next to the operators name to designate who works at which facilities.
 - Mark Kondelis and Jeff Deats will work on this new format and report back at the next meeting.

- **Wastewater Exam Questions Review**
 - Jenn prepared a statistical report for the last three exams that counted all questions that more than half of the test takers got wrong. The report shows that the top three most difficult categories were Sludge & Solids, Chemistry/Microbiology and Activated Sludge.
 - The group reviewed many of the questions that were marked incorrect for more than half of the test takers. The vast majority of those questions were found to be straight forward and appropriate for the test.
 - One Board member noted that, when compared to other states, our scores are actually pretty good.
 - There are a few questions that can be tweaked, but overall, the test questions are good.

- **Operator License Renewals/Certifications/Expirations (Feb-Mar.)**
 - One application was denied as the person has never worked in wastewater and also does not work in Delaware. The Board agreed on the decision.
 - We have attempted to contact those Operators whose license expired today; some will be late and others are not renewing.
 - It was suggested that the Board go back to doing audits on approved applications. Starting at the next meeting, 6 applications will be randomly selected for an audit. These will cover a variety of situations, such as new certifications and OIT to Full Level licenses.
 - There were no additional comments.

- **Continuing Education Training**
 - No comments or issues received; the Board was in agreement with the classification of all training classes submitted.

Executive Session

- No Executive Session

Adjournment

Note: The next Board of Certification Meeting will be held on Wednesday, May 6, 2014. The meeting will be held at the R&R Building, Conference Room B136, and will commence at 9:00 AM.