



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, June 12, 2015
Location: DTCC, Corporate Training Center
Attendance:
BOC: Glenn Davis, Brian Blackburn & Gerard Esposito
DWR: Bryan Ashby, Melissa Kiser, Jennifer Zambri
Public: Jeff Deats

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.
- **RME Documentation**
 - There is a meeting scheduled on Tuesday, June 16, 2015 in Sussex County with Jeff Deats, Mark Kondelis and Heather Sheridan. They will be discussing how to document operator experience on the RME quarterly reports.
 - The main focus is to decide how to format the report so that the BOC can easily tell how much experience an operator has.
- **Class E Systems – Operator Requirements**
 - Several factors were considered when deciding how many Class E facilities one Level I operator should be allowed to handle. Class E facilities count for 2 points and require visits once every two weeks.
 - There was some discussion about whether there is a shortage of operators for Class E facilities or whether some facilities are simply unable to pay operators.
 - Class D facilities were also considered but it was determined that these are too complicated for a Level I operator to take on in addition to their regular duties.
 - It was decided that Level I operators can take on Class E facilities as long as they stay within their point limitations. Also, they will need a letter

- from their primary employer stating that the operator is able to leave in the event of an emergency at a Class E facility.
- The wording of the policy will state that a multi-plant license can be awarded to Level II operators or Level I operators who will only handle Class E facilities in addition to their main facility.
- Glenn Davis will write a draft of these changes and send it to the rest of the Board for review.
- After Board approval, the policy changes will be sent to the Secretary for final approval.

New Business

- **New Website for WWOA**
 - The Water and Waste Operators Association of Maryland, Delaware and District of Columbia has created a new website: www.wwoa.net The Board can contact Jeff Deats for information on how to post news or new classes on the site.
- **License certifications and renewals audit for May**
 - The file audit for May was completed without and issues or comments.
- **Operator License Renewals/Certifications/Expirations (May)**
 - Those Operators whose license expired on 6/1/15 have been contacted. Several are no longer working in wastewater.
 - 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, July 1, 2015. The meeting will be held at the R&R Building, Conference Room B136, and will commence at 9:00 AM.