



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
Friday, January 12, 2018
Delaware Technical and Community College – Terry Campus
Corporate Training Center
9:00 a.m.**

MEETING MINUTES

In Attendance:

Board: Brian Blackburn, Bryan Ashby and Jerry Esposito
DW: Nicole Smith and Faye Wheeler
Public: Glenn Davis, Mike Evans, Mark Kondelis, Ira Kaiser and Hillary Valentine

Chairman Blackburn called the meeting to order at 9:18 a.m.

- A quorum of the Board is present.
- The agenda for the current meeting is approved.
- Minutes of the December 5, 2017 meeting are approved as submitted.

Old Business

- **Start Action Notice (SAN)**
No Update
- **Chesapeake Bay Grant Funds for Training Upgrades**
 - Hilary Valentine reported that a meeting is scheduled in the near future and that the project is bigger than anticipated. Currently making changes for new **exam (?)** in August or September.
 - Glenn Davis added that several measurable objectives have created new chapters. As being reviewed, new objectives, class quizzes and instructor PowerPoints are being redone. The goal is to have all instructors presenting same material with the same questions for each objective and for each level.
 - Discussion: What is the Board going to do with the new questions? Are we going to create a new questions bank? Faye Wheeler will be required to type all the questions into the Schoolhouse program (current testing software). This is a perfect time to ensure we have the most up-to-date version of Schoolhouse. Faye will check and report back next month. If the Board decided to go an electronic test, DTCC would create/compile the question bank.
 - Final product for all courses should be completed by June.

New Business

- **Continuing Education Course Approvals/Denials December**
 - The Board was in agreement with the classification of all training classes submitted.
- **Multi-Plant Approvals**
 - The Board agreed to rescind multi-plant approval for William R. Nichols.
- **Operator License Renewals/Certifications/Expirations December**
 - The Board reviewed renewals, certifications and expirations.
- **License certifications and renewals audit for December**
 - Five folders were randomly pulled and reviewed by the Board – no issues were found.

Mark Kondelis reported that he is sending reporting e-mails to the Groundwater Discharges Section whenever a 3rd party to a permit is operating at a facility. This action protects him as the DRC from liability.

The next Board of Certification for Wastewater Operators meeting will be held on Tuesday, February 6, 2018 at 9:00 a.m. in DNREC, Richardson & Robbins Building, Conference Room B172.

Meeting was adjourned at 9:40 a.m.

Respectfully Submitted,
Faye Wheeler, CAP