

**Board of Certification for Wastewater Operators
Wednesday, November 11, 2018
DNREC, Richardson & Robbins Building,
Conference Room B172
9:00 a.m.**

M E E T I N G M I N U T E S

In Attendance:

Board: Brian Blackburn, Jerry Esposito, Ira Kaiser, Mark Kondelis, Bryan Ashby
DW: Nicole Smith, Jena Saxton, Melissa Kiser and Ken Schoch
Public: Jeff Deats and Hillary Valentine

Chairman Blackburn called the meeting to order at 9:00 a.m.

- A quorum of the board is present.
- The agenda for the current meeting is approved.
- Minutes of the October 2, 2018 regular meeting are approved as submitted. Minutes of the October 2, 2018 executive session meetings are approved as amended.

Old Business

- **Chesapeake Bay Grant Funds for Training Upgrades**
 - Hilary Valentine reported that the exam questions are completed and a flash drive with all the questions has been submitted to DNREC. Hilary is now working on standardizing the format of the course material. At the end of the semester she would like to get together to address any recommended changes to the content. She thanked everyone who contributed and worked very hard for this to be accomplished.
 - Hilary requested a status update on the Legal Agreement on the Level IV Operator as well as the Operator of the Year Award. Bryan Ashby stated she should have this by the end of the week.
 - Nicole Smith noted that the School House program just came out with version 5.0 following our recent purchased of version 4.0. Faye was able to obtain the newest version for free since the other version had not been used yet.
 - Hilary mentioned that DelTech had a new intern with a computer background that could be made available to assist with getting the questions into School House and preparing the exam.
- **Cool Branch DRC**
 - It was stated that the Board was not ready to discuss this further at this time as the question previously brought up still required additional research. This will be discussed further at the next meeting.

New Business

- **Board Member Position: Jerry Esposito's Member-At-Large appointment expires December 31, 2018.**

- Jerry is retiring from his tenure at Tidewater, and will not be seeking to continue in the Member-at-Large Board position. He was thanked for all his years of service. Melissa Kiser reported that Faye sent out a mass emailing for the Member-At-Large Position on November 1st 2018. It was also posted in the Delaware State News as well as the Delaware News Journal on November 4th 2018. The deadline to apply is December 1st 2018.
- **Application for Certification/ Reciprocity: J. Ross**
 - Mr. Ross is currently working for a company in New Jersey called Clean Harbor. The company he works for is a contracting company that helps out at different treatment plants. His company is asking that he apply for reciprocity in nearby states in case a contract comes up in those states. As he does not have an offer of employment in Delaware, he cannot be licensed. He has asked if the Board could assess his application to determine what level license he would qualify for should he gain employment in Delaware. After reviewing his application, the Board determined more information would need to be obtained, specifically regarding his years of DRC. Once his years of DRC are obtained Nicole will send out the information to the Board via e-mail and continue correspondence this way. His application will remain in a pending status until an offer of employment in Delaware is made.
- **Operator License Renewals/Certifications/Expirations (October)**
 - The Board reviewed renewals, certifications and expirations.
- **Continuing Education Course Approvals/Denials (October)**
 - The Operator Handbook course request from September was denied. Faye repeated request, but was unable to obtain, access to the online course in order for the Board to review the material. They are welcome to reapply.
 - Brian stated the 2 course for the EPA were also previously reviewed and approved.
- **License certifications and renewals audit for October**
 - Six folders were randomly pulled and reviewed by the Board – no issues were found.
 - Jerry asked why we were requiring full social security numbers on the applications and how securely these files are kept. Nicole mentioned that the last four digits are used as an identifier on wastewater exams, but noted no other use. The files are kept in file cabinets in the office of the Board’s administrative assistant and access is limited to the Board and relevant DNREC staff. Jerry expressed his concerns and asked if an alternative identifier could be used in the future. The Board will look into this further.

Meeting was adjourned at 9:53 a.m.

The next Board of Certification for Wastewater Operators meeting will be held on December 4th 2018 at 9:00 am. At DNREC, Richardson & Robbins Building, Conference Room B172

Respectfully Submitted,
Melissa Kiser