

**Advisory Council  
Certification of Public Water System Operator's  
June 21, 2018 Meeting  
Office of Drinking Water Conference Room**

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**Draft  
Minutes**

*Members in attendance: Keith Mensch, Office of Drinking Water; Bill Zimmerman, General Public; Sharon Duca, City of Dover; Rob Penman, Artesian Water; Jay Guyer, Municipal Services Commission; Clarence Quillen, Tidewater Utilities.*

*Others in Attendance: Ashley Kunder, Office of Drinking Water; Shelley Grabel, Delaware Technical Community College (DTCC).*

**The meeting was brought to order by Keith Mensch at 9:40 a.m. Motion for approval of the minutes was made by Rob Penman seconded by Bill Zimmerman and motion was carried.**

- **Applications for review – 16**
- **Course Approvals** – Freda Starkel from the University of Florida, Center for Training Research & Education for Environmental Occupations submitted *Water Treatment Plant Operations Class C & B Training Course (Online)* for approval totaling 144 hours of Educational Contact Hours (ECH). Clarence Quillen asked if one would be able to span through a few modules or if one has to complete the whole course. Clarence also questioned if we have accountability guidelines on approving these courses in our Regulations. Sharon Duca wanted to know if the Council has established criteria on accepting or denying any of these courses. Keith Mensch stated that courses related to drinking water are generally approved, provided all other criteria are met. Keith asked how we would track the attendance for this type of training course. Jay Guyer indicated that this seems more like a prep class for a licensing program and asked if they have individual courses broken down into ECHs. Jay stated all their courses seem to focus on the State of Florida. Keith indicated that there were no time periods indicated for each Module. All Council Members agreed that there is not enough information here to categorize each Module or sub-Module into process-related or non-process-related courses. Terry Pinder will contact this company asking for more information and everyone agreed to table this discussion until the next meeting.  
Andrew Tabas (Cadmus, EPA Contractor) – *Are You Cyber Aware Webinar* was reviewed for 1.0 ECH. Rob Penman made a motion to approve this for non-process-related training. Sharon Duca seconded the motion; all approved.

Deanna Moody (Suez Water) – *NFPA 70E for the Unqualified Worker* was reviewed for 4.0 ECHs. The Council stated they needed to see a Bio on the instructor before they will approve this course. Terry Pinder will contact Deanna Moody asking for the Bio and everyone agreed to table this discussion until the next meeting.

Rachel Ellis (CSAWWA) – *CSAWWA Water Distribution Seminar* was reviewed for 4.0 ECHs. Rob Penman made a motion to approve this for non-process-related training. Bill Zimmerman seconded the motion; all approved.

Hilary Valentine (DTCC) – Six courses were submitted for review: *Basic Instrumentation and Controls*, 7.0 ECHs; *PLC Overview for Water Quality Professionals*, 7.0 ECHs; *Chemistry Basics for Water/Wastewater Professionals*, 4.0 ECHs. The following courses were approved as non-process-related: *Ensuring a Sustainable Future: An Energy Management Guide for Water/Wastewater Facilities Online Course*, 8 ECHs; *US DOT Hazmat General Awareness Training*, 8 ECHs. The following course was not considered applicable to drinking water: *Basics of Air Compliance*. Rob Penman made a motion to approve the courses as process-related, with the exception of *Basics of Air Compliance* on the grounds that it does not apply to drinking water. Jay Guyer seconded the motion; all approved.

Jean Holloway (AWWA & SERCAP-Delaware) – *SDWA Compliance Training* was reviewed for 7.5 ECHs. Clarence Quillen made a motion to approve this for non-process-related training. Bill Zimmerman seconded the motion; all approved.

Jean Holloway (SERCAP-Delaware) – *Sustainability/Resiliency Training and Building Resilience & Planning for an Uncertain Future: A Workshop for Local Leaders and Small Water Systems* was reviewed. The Council agreed that more information is needed. Terry Pinder will contact Jean Holloway asking for the missing information and the Council agreed to table this discussion until the next meeting.

DE Rural Water Courses – Thirteen courses were submitted for review. The following courses were approved as process-related: *Source Water Protection Workshop*, 2.0 ECH; *21<sup>st</sup> Century Membrane Technology in the Water & Wastewater Process*, 7.0 ECH; *Common Water and Wastewater Chemicals: From Properties to Storage to Feed*, 6.0 ECH. The following courses were approved as non-process-related: *Basic Understanding of Fluoride: A Course for the “Entry Level Water Specialist,”* 12.0 ECH; *The Phenomena [sic] of Surge*, 6.0 ECH; *Asset Management*, 4.0 ECH; *Cross Connection Control Planning*, 3.0 ECH; *Revised Coliform Rule Q & A and Webinar*, 2.0 ECH; *Introduction to Hydrant Operation and Maintenance*, 6.0 ECH; *Flushing and Sampling*, 3.0 ECH; *Utility Management Certification (Water University)*, 16.0 ECH; *Tools for Data Gathering and Mapping Utility Assets: Case Study of Frederica & Felton, DE Water Systems Using GIS for Asset Management*, 1.0 ECH. *Water Specialist Training* is missing the Bio and Terry Pinder will contact DE Rural Water to ask for this information. The Council agreed to table this course until the next meeting. Clarence Quillen made a motion to approve the courses with the exception of *Water Specialist Training*, pending additional information. Bill Zimmerman seconded the motion; all approved.

**Changes to License Formatting** – Keith Mensch discussed changes to the date formatting on the water operator license and consequential ODW procedural and Operator Certification regulation changes. Under the current regulations and procedures, Operators are supposed to have two-year licensing periods, but in fact have only 22 months to obtain the required 20 ECHs, since license renewals are required to be submitted 60 days in advance of the expiration date. Additionally, the current license has an issue date and an expiration date that are the same day and month (two years apart), effectively making the licensing period two years and one day, which is in contradiction to the current regulation requirement of two years. To resolve these issues, Keith proposed using an “Initial Certification Issued” date with a “Current Certification Period,” which would start the first day of the month following the Initial Certification Issued Date and end on the last day of the 24<sup>th</sup> month following. This would effectively eliminate the need for a sixty-day renewal period because the water operator’s license would remain active, provided they submit for their license renewal by the end of the Certification Period and the determination is made for whether the individual meets the criteria for license renewal. The month and day of the “Current Certification Period” would also remain constant, varying only by the years. This would also not conflict with the current one-year “grace” period to apply for renewal after the end of the Certification Period because late renewals would not push forward the operator’s start of their Certification Period to a different month. Keith will work on the new license format and the draft Regulations for the next Advisory Council meeting.

**Other Business & Public Concerns** – Clarence Quillen asked Keith Mensch if he had any updates on the issues with the circuit rider/contract operators. Keith Mensch stated the regulations revision process is ongoing. Sharon Duca inquired why there should be separate rules for contractors or circuit riders. Clarence Quillen asked for clarification on the definition of circuit rider because the regulations indicate that if an operator operates more than one system they are considered a circuit rider. Clarence indicated that Tidewater has over 150 plants, and wanted to know if Tidewater’s operators are considered circuit riders or contract operators. Keith Mensch suggested Clarence submit any proposed changes in clarifying a difference between contract operators and circuit riders to the Council for further review.

Clarence Quillen discussed approving the operator license applications at the meetings, stating that a significant number of applicants should only be approved as Approved Sampler Testers because they are only collecting samples and are being approved as water operators with no operating experience. Keith Mensch indicated that the individuals being referred to are being approved as Operators-In-Training. The Council then discussed that clarification is still needed on what is considered acceptable operating experience and that having established criteria for acceptable operating experience for the license application review process would be helpful. This would be discussed further at the next Advisory Council meeting.

Keith Mensch then opened the floor to comments from the public. Shelley Grabel from DTCC asked if the Council can approve DTCC utilizing the computer-based Base Level Water Operator Exam. The Council members asked where the testing will take place. Shelley stated it will take place the same time as the original water operator test at DTCC Terry Campus in Dover. The computer-based testing will only be used for the Base Level exam and the Distribution

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License/Endorsement exam. Candidates will have to pre-register just like the paper exam, but with a cut-off date seven days prior to the exam. Keith suggested that one or more Council members should conduct a site visit of the exam facility and the Council members agreed this was appropriate. Shelley agreed to organize a site visit.

Clarence Quillen motioned to adjourn the meeting, seconded by Bill Zimmerman. All in favor, the motion carried and the Advisory Council Meeting was adjourned by Keith Mensch at 12:20 p.m.

*The next meeting of the Advisory Council is scheduled for September 6, 2018 at Office of Drinking Water Conference Room Edgehill Shopping Center*

Sincerely,

Keith Mensch, REHS/RS  
DHSS Secretary Designee  
Advisory Council for Certification of Public Water System Operators

KM/tlp