



DELAWARE HEALTH AND SOCIAL SERVICES

Division of Public Health

Office of Drinking Water

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**Advisory Council
Certification of Public Water System Operator's
December 6, 2018 Meeting
Office of Drinking Water Conference Room**

**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; Rick Duncan, DE Rural Water Association.

Others in Attendance: Ashley Kunder, Office of Drinking Water; Hilary Valentine, Delaware Technical Community College (DTCC); Rob Penman, III, SUEZ.

The meeting was brought to order by Rick Duncan at 9:45 a.m. Motion for approval of the minutes was made by Clarence Quillen seconded by Rob Penman and motion was carried.

- **Applications for review – 42**
- **Draft Regulations Review –** Clarence Quillen discussed 4.4 & 4.5 in the Regulations and has a problem with how they both read. He stated anyone that comes into a plant is a Distribution Operator. The Distribution License is for systems supplying greater than 500 gallons per minute. So, shouldn't the wording be changed somehow to reflect section 6.2.4. or have both licenses? Rob Penman asked if the Distribution License is any different from the Distribution Endorsement. Keith Mensch stated he would review the sections, research the intent behind them and suggest changes as necessary.

Clarence also discussed section 6.2.5.2. and wants more clarification on how many times does a circuit rider go to a plant to check and monitor it.

- **Course Approvals –** Mackenzie Dalton (Cadmus Group) – *Investing in Infrastructure Resilience* was reviewed for 3.0 Educational Contact Hours (ECH). Clarence Quillen made a motion to approve this for non-process-related training. Rob Penman seconded the motion; all approved.

Deanna Moody (Suez Water) – *OSHA Unqualified Electrical Awareness* was reviewed for 4.0 ECHs. Rob Penman made a motion to approve this for process-related training. Clarence Quillen seconded the motion; all approved.

Amy Mueller (Absolution Water) – *Distribution Operator Workshop* was reviewed for 12.5 ECHs. Rob Penman made a motion to approve this for non-process-related training. Bill Zimmerman seconded the motion; all approved.

Kerry Ruedy (Hach Company) – Eleven courses were submitted for review: *Introduction to Conductivity*, 0.5 ECHs; *pH Potentiometric Technology*, 0.5 ECHs; *Introduction to Chlorine*, 0.5 ECHs; *Introduction to Total Organic Carbon*, 0.5 ECHs; *Drinking Water Disinfection*, 0.5 ECHs; *Introduction to Turbidity*, 0.5 ECHs; *Conductivity Technology*, 0.5 ECHs; *Measuring Total Organic Carbon*, 0.5 ECHs; *Introduction to pH*, 0.5 ECHs; *Turbidity Nephelometric Technology*, 1.0 ECHs; *Introduction to Dissolved Oxygen*, 0.5 ECHs. Clarence Quillen made a motion to approve this for process-related training. Sharon Duca seconded the motion; all approved.

Robert Wolff (AWWA) – *Water Quality Technology Conference (WQTC)* was reviewed. The Council agreed these courses will only be approved if anyone submits documentation they attended this conference in Canada from November 11-15, 2018. Clarence Quillen made a motion and Rob Penman seconded the motion; all approved.

DE Rural Water Courses – Ten courses were submitted for review. The following courses were approved as process-related: *Predictive Maintenance Tools Testing and Vibration Signature Analysis*, 6.0 ECHs; *Some Things You Need to Know About Sampling But Were Afraid to Ask*, 1.0 ECH; *PFAS Treatment with GAC*, 1.0 ECH; *Chemical Storage Tank Technologies*, 1.0 ECH; *Challenges of Setting Up a Cross-Connection Control Program in a State With No CCC Regulations*, 1.0 ECH; *Are You Cyber Aware?* 1.0 ECH; *Water Specialist Training*, 4.0 ECH process-related, 1.0 non-process-related. The following courses were approved as non-process-related: *Counting Every Drop: Finding & Understanding Water Loss*, 1.5 ECHs; *Environmental Regulations New & Old That Could Have An Impact On Your Water System*, 1.0 ECH. Rob Penman made a motion to approve the courses, 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 ODW procedural and Operator Certification regulation changes. 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. Keith will work on the new license format and the draft Regulations for the next Advisory Council meeting.

- **OIT / Endorsements** – The Office of Drinking Water (ODW) received an e-mail in reference to whether an Operator in Training (OIT) would be eligible for any endorsements during his first year as an OIT? They would be eligible for the ECHs but cannot receive the endorsement until after they get through their year of being an OIT and become a Base Level Operator. Then the endorsement will be added to their license. A motion was made by Rob Penman to approve adding this endorsement after an OIT becomes a Base Level Operator, Clarence Quillen seconded the motion; all approved.
- **Courses Previously Reviewed for DRWA** - Rick Duncan asked if the Council would look back to the June 21, 2018 minutes on two courses that were previously approved as non-process-related. The courses are Basic Understanding of Fluoride: A Course for the “Entry Level Water Specialist”, 12.0 ECHs and Flushing and Sampling, 3.0 ECHs. He is asking the Council to reverse their decision to make these courses process-related. Rob Penman made a motion to change the courses to process-related, Clarence Quillen seconded the motion; all approved.
- **Council Member Term Expirations** – Keith Mensch asked every Council Member if they still interested to serve on the Council. All Council Members were interested and Keith will review Council memberships with the Secretary’s Office.
- **Other Business & Public Concerns** – There were three applications that had been denied twice by the Council. Rob Penman, III from Suez was here for two of the applications that were denied. Rob had submitted them with great detail for both, but wanted to know why they were denied again. Jay Guyer stated the applications still were vague and needed more information on what they are doing in reference to descriptions and explanations of their job duties. Clarence Quillen stated they’re doing the same thing with no experience. Rob Penman also stated just because one of the applicants is an engineer he shouldn’t be denied. Rob Penman, III will re-submit the applications again at the next Council Meeting March 7, 2019.

Rob Penman, Jr. represented the third applicant that submitted an application and was denied. This application was then approved by the Council.

Keith Mensch asked if anyone was still interested in a sub-committee to review the exams and to contact him to set up a date and time to review the exams.


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Clarence Quillen discussed how many Limited License applications the Council was reviewing and how most of them have no experience. Does the Council really have to review these applications? A motion was made by Keith Mensch that the Council doesn't have to review the Limited Licenses and that the Office of Drinking Water (ODW) will review them, Rob Penman seconded the motion; all approved.

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 Rick Duncan at 11:48 p.m.

The next meeting of the Advisory Council is scheduled for March 7, 2019 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