

**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STATE BOARD FOR CERTIFICATION OF  
WATER AND WASTEWATER SYSTEMS OPERATORS  
Board Meeting Minutes  
December 10, 2025  
Room 105 / Teams Call**

**Board Members Present**

Mary Roland, Board Chairperson, Certified Water Operator (via Teams)  
Mike Kyle, Certified Wastewater Operator (via Teams)  
Mark Smith, Herbert, Rowland & Grubic, Inc., General Public (via Teams)  
Jeff Bickel, Aqua PA, Inc., Official of Private System (via Teams)  
Heath Edelman, Thaddeus Stevens College, Teaching Staff (via Teams)  
Autumn Kobe, Western Butler County Authority, Employee of a Political Subdivision (via Teams)  
Bill McNamara, Bureau of Safe Drinking Water (BSDW), DEP Secretary Designee (via Teams)

**Non-Board Members Present**

Laura Chambers, Board Secretary  
Shalini Moola, BSDW  
John Cantwell, Legal Counsel to the Board  
Jill Anderson, BSDW (via Teams)  
Bill King, BSDW  
Lori Weaver, BSDW (via Teams)  
Derik Dressler, BSDW  
Kristen Shaak, BSDW  
Kevin Buss, BCW  
Jen DiGilarmo, BCW  
Theia Hofstetter, BCW  
Brad Baker, BSDW (via Teams)  
Avery Bischoff, BSDW (via Teams)  
Andy Zadzilko, BSDW (via Teams)  
Brian Chalfant, Policy Office (via Teams)

**Public Present**

There were no members of the public present.

Meeting was called to order at 10:03am.

**Approval of October 8, 2025 Meeting Minutes**

Mr. Kyle motioned to approve the October 8, 2025, meeting minutes. Chairperson Roland seconded the motion. Motion passed unanimously.

**Public Comment**

There were no comments from the public.

## **Approval of New and Upgrade Applications**

Ms. Chambers presented the following new and upgraded licenses for Board consideration:

- 65 new water licenses
- 49 upgraded water licenses
- 70 new wastewater licenses
- 25 upgraded wastewater licenses
- 10 Operator in Training (OIT) upgrades

Chairperson Roland motioned to approve all the new and upgraded license applications. Mr. Edelman seconded. Motion passed unanimously.

## **Reciprocity Requests**

### *Water*

**Josh Goodridge** – Holds an Ohio Water Supply Class III license that was issued on May 14, 2008, and expires on December 31, 2026. The applicant also holds a Colorado Water Treatment and Distribution licenses obtained via reciprocity from Ohio. The Colorado licenses were irrelevant to the reciprocity application because the applicant did not report any operating experience in Colorado.

Mr. Goodridge's application documents two years and three months of experience working at Portage County Water in Ohio, which is a Class B system using subclasses 8,9,11 and Distribution. Mr. Goodridge's experience qualifies him for a Pennsylvania Class C license. Regarding the comparison of examination questions, the applicant passed the Water Supply Class III exam developed by Ohio EPA. The Water Supply Class III exam include questions relative to subclasses 8,9,11 and Distribution.

The Department's determination for Board consideration is that Mr. Goodridge has documented the adequate experience and exams relative to a WC,E-8,9,11.

Chairperson Roland motioned to approve Mr. Goodridge's WC,E-8,9,11 certification. Mr. Bickel seconded. Motion passed unanimously.

**James Hypes** – Holds Delaware Disinfection, Filtration, Distribution, and Approved Sampler Tester (AST) water licenses that were issued on January 5, 2021, and expire on January 31, 2027. His application documents 5 years and 8 months of experience working at Artesian Water Company, which is a Class A system using subclasses 5,7,8,9,10,11,12,13.

Mr. Hypes' experience was obtained at a Class A system, and an operator is required to have four years of experience in order to obtain a Pennsylvania Class A license. Regarding the comparison of examination questions, the applicant passed the following exams in Delaware: Base Level Water Operator, Disinfection, Filtration, and Distribution, which were developed and administered by the state of Delaware. These exams include questions relative to subclasses 1,2,4,5,11,12,13,14, and Distribution.

The Department's determination for Board consideration is that Mr. Hypes has documented the adequate experience and exams relative to a WA-5,11,12,13.

Chairperson Roland motioned to approve Mr. Hypes' WA-5,11,12,13 certification. Mr. Edelman seconded. Motion passed unanimously.

## *Wastewater*

**Josh Goodridge** – Holds an Ohio Water Reclamation 3 (wastewater) license that was issued on May 23, 1997, and expires on December 31, 2027. The applicant also holds a Colorado Wastewater Collection license obtained via reciprocity from Ohio. The Colorado licenses were irrelevant to the reciprocity application because the applicant did not report any operating experience in Colorado.

Mr. Goodridge's application documents 1 year and 11 months of experience working at TCA-Dayton, which is a Class A system using subclasses 2 and 4. Mr. Goodridge's experience qualifies him for a Class D license in Pennsylvania. Regarding the comparison of examination questions, the applicant passed the Wastewater Treatment Class III developed by Ohio EPA, which includes questions pertaining to subclasses 1,2,3 and 4 (Collections).

The Department's determination for Board consideration is that Mr. Goodridge has documented the adequate experience and exams relative to a WWD,E-2,4.

Chairperson Roland motioned to approve Mr. Goodridge's WWD,E-2,4 certification. Ms. Kobe seconded. Motion passed unanimously.

**Garrett Brown** – Holds a New Jersey S2 Wastewater Treatment license, which was issued on November 25, 2024, and expires on September 30, 2026. Applicant also holds a Colorado Class C (level 2) Wastewater license, which was issued on August 4, 2023 and expires on August 3, 2026. His application documents part-time experience at multiple systems of varying sizes and using varying treatments (details are documented on the evaluation table that was provided in the meeting packet). The documented operating experience adds up to a total of two years and two months.

Mr. Brown's experience was obtained at multiple systems, ranging from Class A to Class D and an operator is required to have two years of experience in order to obtain a Pennsylvania Class C license. Regarding the comparison of examination questions, the applicant passed the New Jersey Wastewater Treatment Level 2 and the Colorado Wastewater Class C exams developed by ABC/WPI and administered in the states of New Jersey and Colorado, respectively. The ABC/WPI Class II exam includes questions pertaining to subclasses 1, 2 and 3.

The Department's determination for Board consideration is that Mr. Brown has documented the adequate experience and exams relative to a WWC-1,2.

Chairperson Roland motioned to approve Mr. Brown's WWC-1,2 certification. Mr. Kyle seconded. Motion passed unanimously.

**Walter Gisewhite, Jr.** – Holds a Virginia Class 1 Wastewater license, that was issued on April 12, 2021, and expires on February 28, 2026. His application documents 2 years of experience working at Hopewell Water Renewal, which is a Class A system using subclass 1; his application also documents 2 years of experience working at SCWWA, which is a Class A system using subclass 1.

Mr. Gisewhite's experience was obtained at a Class A system, and an operator is required to have four years of experience in order to obtain a Pennsylvania Class A license. Regarding the comparison of examination questions, the applicant passed the Class IV Wastewater exam which was developed by ABC/WPI and administered by the state of Virginia. The Class IV Wastewater exam includes questions relative to subclasses 1,2,3.

The Department's determination for Board consideration is that Mr. Gisewhite Jr. has documented the adequate experience and exams relative to a WWA-1.

Chairperson Roland motioned to approve Mr. Gisewhite's WWA-1 certification. Ms. Kobe seconded. Motion passed unanimously.

### **Board Secretary Report**

Ms. Chambers provided the following summary regarding operator certification exams (as of 12/4):

- Number of exam **sessions held** thus far in 2025: **52**
- Number of exam **seats offered** thus far in 2025: **2,215**
- Number of exam **seats filled** thus far in 2025: **1,723**
- Number of additional exam sessions tentatively scheduled for remainder of 2025: **1**
- Number of additional exam seats tentatively offered for remainder of 2025: **40**
  - Total number of computer exams for 2025: **25**
  - Total number of paper exams for 2025: **28**
  - Total number of exams for 2025: **53**

Ms. Chambers provided the following 2026 Board meeting dates and associated deadlines for receipt of applications, which had been provided and agreed upon previously by the Board members via email:

#### Board Meeting Dates

February 11, 2026  
April 14, 2026  
June 4, 2026  
August 18, 2026  
October 13, 2026  
December 9, 2026

#### Application Deadlines

January 28, 2026  
March 31, 2026  
May 21, 2026  
August 4, 2026  
September 29, 2026  
November 25, 2026

Chairperson Roland motioned to approve the 2026 Board meeting dates. Mr. Edelman seconded. Motion passed unanimously.

Ms. Chambers shared that she is currently working to create the 2026 operator certification exam schedule, according to the Approved Exam Providers' requests. The final schedule will be posted on the Operator Certification webpage by the end of January 2026.

## **Old and New Business**

**Water and Wastewater Operator Recruitment** – Mr. McNamara provided an update on the first workforce development workgroup meeting in November. The next workgroup meeting is scheduled for January 8, 2026. This meeting will include action items and discussion of potential smaller subgroups to focus on key items.

**Cybersecurity** – Ms. Anderson provided an update regarding the Cybersecurity training. The Department conducted statewide training on cybersecurity in the fall of 2025 by utilizing the network of regional trainers. A summary of the trainings by region is included in the below table, which was shared via Teams during the meeting. The training was focused on the new cybersecurity inspection questions for public water systems, but it is approved for both W and WW credit because the cybersecurity concepts apply to wastewater systems as well.

Total # trained by region	Total # people trained	Total # trainings
SC	42	3
SW	56	3
SE	22	3
NE	22	2
NC	41	3
NW	48	4
TOTAL	231	14

BSDW Training Section staff are also working on edits to the required security course to include cybersecurity, as previously discussed by the Board. BSDW is nearly ready to begin internal testing of the revised web-based security course.

The Board went into Executive Session at 11:09am to review 6 criminal history applications and one extension request.

The Board reconvened for public session at 11:50am.

## **Criminal History Report**

Criminal History Review Evaluations were conducted for the below applicants. It has been confirmed that charges were not related to the operation of a drinking water or wastewater treatment system. Therefore, the preliminary review committee recommended the below applicants for presentation and approval at the December 10, 2025, Board Meeting:

1. Operator 385278: WE certification
2. Operator 385278: WWE4 certification
3. Operator 388000: WWB,E – 1,4 certification
4. Operator 384231: WC,E – 6,7,9,8,12 certification and WC – 1,2,4 OIT

5. Operator 394770: WWE4 certification

6. Operator 380672: WE certification

Chairperson Roland motioned to approve Operator 385278 WE certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 385278 WWE4 certification. Ms. Kobe seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 388000 WWB,E – 1,4 certification. Mr. Edelman seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 384231 WC,E – 6,7,9,8,12 certification and WC – 1,2,4 OIT. Mr. Bickel seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 394770 WWE4 certification. Ms. Kobe seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 380672 WE certification. Mr. Kyle seconded. Motion passed with one opposition.

### **Extension Request**

**Operator 227933** – Has a Grandparented wastewater license that expired on September 30, 2025. The applicant was required to obtain 15 hours of continuing education training for his wastewater certification and completed 14 hours prior to his expiration date. The applicant claims health issues, which are specified within the extension application. The applicant did not specify the requested amount of time to complete the additional training hours.

Chairperson Roland motioned to deny Operator 227933 extension. Ms. Kobe seconded. Motion passed with one opposition.

Chairperson Roland noted that the SOP for Board Administrative Hearings has been reviewed by all Board members and motioned to approve the SOP as written. Mr. Kyle seconded. Motion passed unanimously.

Meeting adjourned at 11:45am.