

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
STATE BOARD FOR CERTIFICATION OF
WATER AND WASTEWATER SYSTEMS OPERATORS
Board Meeting Minutes
December 11, 2024
Room 105 / Teams Call**

Board Members Present

Mary Roland, Board Chairperson, Certified Water Operator (via Teams)
Mike Kyle, 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)
Autumn Crawford, Western Butler County Authority, Employee of a Political Subdivision (via Teams)
Heath Edelman, Thaddeus Stevens College, Teaching Staff (via Teams)
Ed Chescattie, Bureau of Safe Drinking Water (BSDW), DEP Secretary Designee (via Teams)

Non-Board Members Present

Laura Chambers, Board Secretary
Bill McNamara, BSDW
Shalini Moola, BSDW
Mahendra Patel, BSDW
Jeff Schultz, BSDW
John Cantwell, Legal Counsel to the Board
Brandon Bettinger, BCW
Kevin Buss, BCW
Victor Landis, BCW
Bill King, BSDW
Jill Anderson, BSDW
Jen DiGilarmo, BCW
Brian Chalfant, Policy Office (via Teams)
Leda Lacomba, BRC (via Teams)
Adam Duh, BRC (via Teams)
Brad Baker, BSDW (via Teams)
Jeff Allgyer, BSDW (via Teams)
Lori Weaver, BSDW (via Teams)

Public Present

No members of the public were present for this meeting.

Meeting was called to order at 10:00am.

Approval of October 2, 2024 Meeting Minutes

Mr. Kyle motioned to approve the October 2, 2024 meeting minutes. Chairperson Roland seconded the motion. Motion passed unanimously.

Approval of New and Upgrade Applications

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

- 90 new water licenses
- 48 upgraded water licenses
- 65 new wastewater licenses
- 37 upgraded wastewater licenses
- 7 Operator in Training (OIT) upgrades

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

Chairperson Roland motioned to approve Operator 387939 for WE (Distribution) OIT and Operator 388021 for WE (Distribution) OIT.

Reciprocity Requests

Water

Jonathan Dixon – Holds a West Virginia Class I drinking water license that was issued on June 11, 2024 and expires on July 3, 2026. His application documents a total of 5 years and 8 months of experience working at Alpine Lake Public Utilities Company water system, which DEP determined is a Class C system using subclasses 5,7,8,11,12 and distribution.

Mr. Dixon's experience was obtained at a Class C system and an operator is required to have 2 years of experience in order to obtain a Pennsylvania Class C license. Regarding the comparison of examination questions, the applicant passed the Class I drinking water exam developed and administered by the state of West Virginia. The Class I exam includes questions relative to subclasses 7,8,11,12, and distribution.

The Department's determination for Board consideration is that Mr. Dixon has documented the adequate experience and exams relative to a WC,E-7,8,11,12.

Chairperson Roland motioned to approve Mr. Dixon for WC,E-7,8,11,12 certification. Mr. Bickel seconded. Motion passed unanimously.

Wastewater

Jonathan Dixon – Holds a West Virginia WW-1C (Collections) and WW-2 wastewater license that were issued on June 27, 2022 and expire on July 31, 2026. His application documents a total of 17 years and one month of experience working at Alpine Lake Public Utilities Company wastewater system, which DEP determined is a class C system using subclasses 1 and 4 (collections).

Mr. Dixon's experience was obtained at a Class C system and an operator is required to have 2 years of experience in order to obtain a Pennsylvania Class C license. Regarding the comparison of examination questions, the applicant passed the WW-2 and WW-1C exams developed and administered by the state of West Virginia. The WW-2 exam includes questions relative to activated sludge. The WW-1C is the collections system exam.

The Department's determination for Board consideration is that Mr. Dixon has documented the adequate experience and exams relative to a WWC,E-1,4.

Mr. Kyle motioned to approve Mr. Dixon for WWC,E-1,4 certification. Ms. Crawford seconded. Motion passed unanimously.

James Ford – Holds a Delaware 5A wastewater license that was issued on January 1, 2017 and expires on January 1, 2026. His application documents a total of 4 years of experience working at Ballenger McKinney WWTP, which DEP determined is a class A system using subclasses 1 and 4 (collection).

Mr. Ford's experience was obtained at a Class A system and an operator is required to have 4 years of experience in order to obtain a Pennsylvania Class A license. Regarding the comparison of examination questions, the applicant passed the 5A wastewater exam developed and administered by WPI in the state of Delaware.

Therefore, the Department's determination for Board consideration is that Mr. Ford has documented the adequate experience and exams relative to a WWA,E-1,4.

Chairperson Roland motioned to approve Mr. Ford for WWA,E-1,4 certification. Mr. Kyle seconded. Motion passed unanimously.

Updated Recommendation

Aisha Durant – Massachusetts wastewater applicant Aisha Durant was recommended and approved for WWB-1 certification at the October 2 Board meeting. On October 23rd, Aisha's supervisor (Andrew Burcaw) emailed Board Secretary Laura Chambers to ask why Aisha was not approved for a Class A license. After further discussion with the DEP program specialist who performed the initial system verification and had confirmed the system was a Class B system, the program specialist determined that the system where Aisha claimed her experience is in fact a Class A system, and not a B system. In light of this information, DEP's updated recommendation for Board consideration is WWA-1 certification.

Chairperson Roland motioned to approve Ms. Durant for WWA-1 certification. Mr. Smith seconded. Motion passed unanimously.

Board Secretary Report

Ms. Chambers provided the following summary regarding exams for 2024:

- Number of exam **sessions held** thus far in 2024: **56**
- Number of exam **seats offered** thus far in 2024: **2353**
- Number of exam **seats filled** thus far in 2024: **1771**
- Number of additional exam sessions tentatively scheduled for remainder of 2024: **1**
- Number of additional exam seats tentatively offered for remainder of 2024: **40**
 - Total number of computer exams for 2024: **30**
 - Total number of paper exams for 2024: **27**
 - Total number of exams for 2024: **57**

Ms. Chambers provided the 2025 Board Meeting dates for Board members to vote on:

- February 12
- April 9

- June 18
- August 13
- October 8
- December 10

Chairperson Roland motioned to approve the 2025 Board meeting dates as presented. Mr. Chescattie seconded. Motion passed unanimously.

Old and New Business

New Operator Recruitment – Mr. Chescattie and Mr. McNamara led a discussion regarding recruiting new water and wastewater operators into the industry, during which several Board members provided input. It was agreed upon that this will be a recurring agenda item for future Board meetings.

Cybersecurity Preparedness – Mr. McNamara presented a document for Board review regarding cybersecurity preparedness. After some discussion and suggested edits by several Board members, it was agreed upon that this will also be a recurring agenda item for future Board meetings. Ms. Crawford motioned to post the Cybersecurity Preparedness document with the Board's suggested edits on DEP's website. Chairperson Roland seconded. Motion passed unanimously.

The Board went into Executive Session at 11:56am to review 13 criminal history applications and two extension requests.

The Board reconvened for public session at 12:47pm.

Extension Request

Operator 207229 – Had a drinking water C,E - 1,11 license that expired on June 30, 2024. The applicant was required to obtain 30 hours of continuing education training for his drinking water certification and as of his cycle expiration date had completed zero hours. The application claims that he forgot to renew his water license. His extension application includes a list of trainings that he completed on August 1, 2024 which total 30 hours of continuing education. The applicant is requesting an extension through August 1, 2024 to complete all required training hours.

Chairperson Roland motioned to deny the extension for Operator 207229. Ms. Crawford seconded. Motion passed unanimously.

Operator 199088 – Has a wastewater A,E - 1,2,3,4 license that expires on December 31, 2024. The applicant was required to obtain 30 hours of continuing education training for his wastewater certification and has currently obtained zero hours. The application claims extenuating circumstances, some health related. The applicant is requesting a 30-day extension to complete all required training hours.

Chairperson Roland motioned to deny the extension for Operator 199088. Ms. Crawford seconded. Motion passed with one opposition.

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 11, 2024, Board Meeting:

1. Operator 386590: WD,E – 1,2,7,8,12 certification
2. Operator 386894: WE certification
3. Operator 387981: WE certification
4. Operator 386589: WE-12 certification
5. Operator 380487: WE certification
6. Operator 387803: WWB – 1,2 certification
7. Operator 359019: WWA-1 certification
8. Operator 385314: WWE4 certification
9. Operator 385314: WE certification and WC – 6,7,8,9,10,11,12,13 OIT
10. Operator 375570: WB,E – 11,12 certification
11. Operator 386548: WWE4 certification
12. Operator 386567: WE certification
13. Operator 377416: WWD-1 certification

Chairperson Roland motioned to approve Operator 377416 for WWD-1 certification via reciprocity. Mr. Kyle seconded. Motion passed with two opposed.

Chairperson Roland motioned to approve Operator 386590 WD,E – 1,2,7,8,12 certification. Mr. Smith seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 386894 WE certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 387981 WE certification. Mr. Bickel seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 386589 WE-12 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 380487 WE certification. Mr. Bickel seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 387803 WWB – 1,2 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 359019 WWA-1 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 385314 WWE4 certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 385314 WE certification and WC – 6,7,8,9,10,11,12,13 OIT. Mr. Bickel seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 375570 WB,E – 11,12 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 386548 WWE4 certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 386567 WE certification. Mr. Edelman seconded. Motion passed unanimously.

Chairperson Roland motioned to adjourn. Ms. Crawford seconded the motion. Meeting adjourned at 12:55pm.