

**DEPARTMENT OF ENVIRONMENTAL PROTECTION
STATE BOARD FOR CERTIFICATION OF
WATER AND WASTEWATER SYSTEMS OPERATORS
Board Meeting Minutes
August 7, 2024
Room 105 / Teams Call**

Board Members Present

Mary Roland, Board Chairperson, Certified Water Operator (via Teams)
Mike Kyle, Lancaster Area Sewer Authority, 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)
Ed Chescattie, Bureau of Safe Drinking Water (BSDW), DEP Secretary Designee (via Teams)

Non-Board Members Present

Laura Chambers, Board Secretary
Bill McNamara, BSDW (via Teams)
Shalini Moola, BSDW
Mahendra Patel, BSDW
John Cantwell, Legal Counsel to the Board (joined at 10:20am via Teams)
Bill King, BSDW
Derik Dressler, BSDW (via Teams)
Brian Chalfant, Policy Office (via Teams)
Leda Lacomba, BRC (via Teams)
Jeff Allgyer, BSDW (via Teams)
Lori Weaver, BSDW (via Teams)

Public Present

Michael Quinn, member of the public
Nate Eachus, member of the public

Meeting was called to order at 10:04am.

Approval of June 12, 2024 Meeting Minutes

Ms. Crawford motioned to approve the June 12, 2024 meeting minutes including the minor edits provided. Mr. Kyle seconded the motion. Motion passed unanimously.

Approval of New and Upgrade Applications

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

- 48 new water licenses
- 30 upgraded water licenses
- 40 new wastewater licenses
- 25 upgraded wastewater licenses
- 6 Operator in Training (OIT) upgrades

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

Downgrade Applications

Operator 355457 – holds a **WB,E-12** license that expires on September 30, 2026 and is requesting to downgrade to a **WD,E-12 license**. The system where he works (PWS 4050801, SHAWNEE STATE PARK) is a WD,E – 12 system.

Operator 355457 – holds a **WWB,E-1,3,4** that expires on June 30, 2027 and is requesting to downgrade to a **WWD,E-1,3,4**. The system where he works (PA0032964, COWANS GAP STATE PARK) is a WWD,E – 1,3,4 system.

Chairperson Roland motioned to approve Operator 355457 WWD,E-1,3,4 and WD,E-12 certifications. Ms. Crawford seconded. Motion passed unanimously.

Reciprocity Requests

Water

Dakota Bair – Holds a Maryland Distribution license that was issued on July 1, 2022, and expires on June 1, 2026. His application documents 1 year and 5 months of experience working at the City of Salisbury, which is a Class A system.

Mr. Bair's experience was obtained within the distribution system and an operator is required to have 1 year of experience in order to obtain a Pennsylvania Distribution license. Therefore, the Department's determination for Board consideration is that Mr. Bair has documented the adequate experience relative to a WE.

Regarding the comparison of examination questions, the applicant passed the distribution exam developed by ABC and administered by WPI in the state of Maryland.

Chairperson Roland motioned to approve Mr. Bair for WE certification. Mr. Bickel seconded. Motion passed unanimously.

Thomas Schaeffer - Holds a New York Grade C Water/Distribution license that was issued on January 24, 2023, and expires on February 28, 2026. His application documents 8 years and 4 months of experience working at Villa Roma Country Club, Inc., which is a Class C system using subclass 12. His application also documents a total of 6 months of experience working at Greentree Vacation Homes, which is a Class C system using subclass 12.

Mr. Schaeffer's experience was obtained at Class C systems and an operator is required to have 2 years of experience in order to obtain a Pennsylvania Class C license. Therefore, the Department's determination for Board consideration is that Mr. Schaeffer has documented the adequate experience relative to a WC-12.

Regarding the comparison of examination questions, the applicant passed Grade C water exams developed and administered by the state of New York.

Chairperson Roland motioned to approve Mr. Schaeffer for WC-12 certification. Mr. Kyle seconded. Motion passed unanimously.

John Jones – Holds a Delaware Water Supply Operator license that was issued on January 7, 2021, and expires on January 31, 2025. His application documents 2 years and 3 months of experience working at Artesian Water Company, which is a Class B system using subclasses 2,5,7,8,11,12,13.

Mr. Jones's experience was obtained at a Class B system and an operator is required to have 2 years of experience in order to obtain a Pennsylvania Class C license. Therefore, the Department's determination for Board consideration is that Mr. Jones has documented the adequate experience relative to a WC-2,5,7,8,11,12,13.

Regarding the comparison of examination questions, the applicant passed Grade C water exams developed and administered by the state of Delaware.

Chairperson Roland motioned to approve Mr. Jones for WC-2,5,7,8,11,12,13 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: **31**
- Number of exam **seats offered** thus far in 2024: **1,243**
- Number of exam **seats filled** thus far in 2024: **947**
- Number of additional exam sessions tentatively scheduled for remainder of 2024: **26**
- Number of additional exam seats tentatively offered for remainder of 2024: **1,150**
 - Total number of computer exams for 2024: **30**
 - Total number of paper exams for 2024: **27**
 - Total number of exams for 2024: **57**

Old and New Business

On June 26, 2024, the Board met in executive session with Board Legal Counsel to review the draft Standard Operating Procedures for Handling Criminal History Records document prepared by Board Legal Counsel. During the meeting, the Board finalized and approved the internal document for its immediate use.

The Board went into Executive Session at 10:48am to review 10 criminal history applications.

The Board reconvened for public session at 11:51am.

The Board discussed and sought legal advice from Board legal counsel concerning a legislative inquiry filed by an operator with their State Representative.

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 August 7, 2024, Board Meeting:

1. Operator 362290: WWB,E – 1,4 certification
2. Operator 385079: WE certification
3. Operator 384166: WWB,E – 1,3,4 certification
4. Operator 381024: WWE4 certification
5. Operator 380715: WE certification
6. Operator 380715: WWC,E – 3,4 certification
7. Operator 380425: WWD,E – 1,4 certification
8. Operator 384109: WWE4 certification
9. Operator 378569: WWC-1 certification
10. Operator 273321: WWC-1 certification

Chairperson Roland motioned to approve operator 362290 WWB,E – 1,4 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 385079 WE certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 384166 WWB,E – 1,3,4 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 381024 WWE4 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 380715 WE certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 380715 WWC,E – 3,4 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 380425 WWD,E – 1,4 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 384109 WWE4 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 378569 WWC-1 certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve operator 273321 WWC-1 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to adjourn. Ms. Crawford seconded the motion. Meeting adjourned at 11:55am.