

**DEPARTMENT OF ENVIRONMENTAL PROTECTION  
STATE BOARD FOR CERTIFICATION OF  
WATER AND WASTEWATER SYSTEMS OPERATORS**

**Board Meeting Minutes**

**February 8, 2023**

**Room 105 / Teams Call**

**Board Members Present**

Mary Roland, Board Chairperson, Certified Water Operator (via Teams)  
Mike Kyle, Lancaster Area Sewer Authority, Employee of a Political Subdivision (via Teams)  
Mark Smith, Herbert, Rowland & Grubic, Inc., General Public (via Teams)  
Autumn Crawford, Western Butler County Authority, Wastewater Operator (via Teams)  
Jeff Bickel, Aqua PA, Inc., Official of Private System (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  
John Cantwell, Legal Counsel to the Board  
Lori Weaver, BSDW (via Teams)  
Bill King, BSDW (via Teams)  
Shalini Moola, BSDW (via Teams)  
Mahendra Patel, BSDW (via Teams)  
Victor Landis, Bureau of Clean Water (BCW)  
Brian Chalfant, Policy Office (via Teams)  
Leda Lacomba, Legal Counsel to BSDW (via Teams)

**Public Present**

Applicant Jeremy Shelmire (via Teams)

Meeting was called to order at 10:00am.

**Approval of December 7, 2022 Meeting Minutes**

Chairperson Roland motioned to approve the December 7, 2022 meeting minutes including a minor suggested edit made by Mr. Kyle. 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:

- 80 new water licenses
- 45 upgraded water licenses
- 72 new wastewater licenses
- 32 upgraded wastewater licenses
- 7 Operator in Training (OIT) upgrades

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

### **Reciprocity Requests**

#### *Water*

**Daniel Campbell** – Holds the following licenses: Arizona Grade 4 Water Treatment & Distribution license that was issued on October 12, 2017 and expires on October 31, 2023; California Grade T3 Water Treatment license that was issued on November 1, 2020 and expires on November 1, 2023; Kentucky Class IV A Water Treatment that was issued on March 18, 2022 and expires on June 30, 2024; and Tennessee WT4/DS2 license that was issued on April 4, 2019 and expired on December 31, 2022. **\*Note that his Kentucky license was obtained via reciprocity through Arizona.**

His application documents the following experience: 4 years' experience working at LaVergne Public Water System, TN, which is a Class A facility using subclasses 1,6,8,10,12 and Distribution; 2 years, 6 months' experience working at Scottsdale Municipal Public Water System, AZ, which is a Class A facility using subclasses 1,6,8; and 4 years, 11 months' experience working at Nice Mutual Water Company, CA, which is a class C facility using subclasses 1,6,8 and Distribution.

Mr. Campbell's experience was obtained at Class A facilities and an operator is required to have a minimum of 4 years of experience in order to obtain a Pennsylvania Class A license. **Therefore, the Department's determination is that Mr. Campbell has documented the adequate experience relative to a WA,E-1,6,8,10,12.**

Regarding the comparison of examination questions, the applicant passed water exams developed and administered by WPI (formerly ABC) in the States of Arizona, California, and Tennessee.

***The Department's recommendation: The Board should please review the examination information provided and vote on whether Mr. Campbell has documented that he has passed comparable examinations in the States of Arizona, California, and Tennessee.***

Chairperson Roland motioned to approve Mr. Campbell's **WA,E-1,6,8,10,12** certification. Mr. Bickel seconded. Motion passed unanimously.

**Dana Hill** – Holds a North Carolina CS-IV (Distribution and Well Treatment) license that was issued on July 6, 2004 and expires on December 31, 2023. His application documents the following experience: 2 years, 11 months' part-time experience, totaling 7 months, working at Fairfield Harbour Water, NC, which is a Class C facility using subclasses 8,12 and Distribution; 24 years' part-time experience, totaling 15 years, working at Town of Snow Hill Water System, NC, which is a Class C facility using subclasses 8,11 and Distribution.

Mr. Hill's experience was obtained at Class C facilities and an operator is required to have a minimum of 2 years' experience in order to obtain a Pennsylvania Class C license. **Therefore, the Department's determination is that Mr. Hill has documented the adequate experience relative to a WC,E-8.**

Regarding the comparison of examination questions, the applicant passed water exams in the state of North Carolina.

***The Department's recommendation: The Board should please review the examination information provided and vote on whether Mr. Hill has documented that he has passed comparable examinations in the State of North Carolina.***

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

**Jennifer Jackson** – Holds a Massachusetts Water Treatment 1 license that was issued on October 21, 2021 and expires on December 31, 2023; and a Wisconsin Surface Water Grade 1 license that was issued on May 2, 2019 and expires on May 1, 2025. Her application documents the following experience: 3 years, 6 months' experience working at Milwaukee Waterworks, WI, which is a Class A facility using subclasses 1,7,8,12,14 and Distribution; 1 year, 9 months' part-time experience, totaling 4 months, working at Edith Nourse Rogers Memorial Hospital (VA Bedford), MA, which is a Class E facility using subclasses 8,12 and Distribution; 1 year, 9 months' part-time experience, totaling 4 months, working at VA Brockton, MA, which is a Class C facility using subclasses 8,12 and Distribution; and 1 year, 9 months' part-time experience, totaling 4 months, working at Emerson Hospital, MA, which is a Class C facility using subclasses 8, 12 and Distribution.

Ms. Jackson's experience was obtained at Class A and C facilities and an operator is required to have a minimum of 4 years' experience in order to obtain a Pennsylvania Class A license. **Therefore, the Department's determination is that Ms. Jackson has documented the adequate experience relative to a WA-1,7,8,12,14.**

Regarding the comparison of examination questions, the applicant passed water exams developed and administered by WPI (formerly ABC) in the State of Massachusetts, and water exams in the State of Wisconsin.

***The Department's recommendation: The Board should please review the examination information provided and vote on whether Ms. Jackson has documented that she has passed comparable examinations in the States of Massachusetts and Wisconsin.***

Chairperson Roland motioned to approve Ms. Jackson's **WA-1,7,8,12,14** certification. Ms. Crawford seconded. Motion passed unanimously.

## *Wastewater*

**Dana Hill** – Holds a North Carolina IV Wastewater license that was issued on March 20, 2020 and expires on December 31, 2023. His application documents the following experience: 23 years, 1 month part-time experience, totaling 15 years, working at Town of Snow Hill WWTP, NC, which is a Class C facility using subclasses 1 and 4; 3 years, 1 month part-time experience, totaling 6 months, working at Belvedere Wastewater, which is a Class C facility using subclasses 1 and 4; 3 years, 1 month part-time experience, totaling 6 months, working at Nags Head Wastewater, which is a Class C facility using subclasses 1 and 4; and 3 years, 1 month part-time experience, totaling 6 months, working at Monterey Shores Wastewater, which is a Class C facility using subclasses 1 and 4. Mr. Hill's experience was obtained at Class C facilities and an operator is required to have a minimum of 2 years' experience in order to obtain a Pennsylvania Class C license. **Therefore, the Department's determination is that Mr. Hill has documented the adequate experience relative to a WWC-1,4.**

Regarding the comparison of examination questions, the applicant passed wastewater exams in the state of North Carolina.

***The Department's recommendation: The Board should please review the examination information provided and vote on whether Mr. Hill has documented that she has passed comparable examinations in the State of North Carolina.***

Chairperson Roland motioned to approve Mr. Hill's **WWC-1,4** certification. Mr. Kyle seconded. Motion passed unanimously.

## **Additional Applications for Discussion**

**Elizabeth Kinderman, Operator 358164** – Was issued a WD-8,12 license via reciprocity at the August 12, 2020 Board Meeting. The applicant submitted a downgrade application on January 25, 2023, requesting to downgrade her WD 8-12 to a WE 8-12. The applicant does not currently hold a PA Class E and has not sat for PA Class E exams. On January 12, 2023, Ms. Chambers spoke with Ms. Kinderman on the phone and followed up with an email to explain the requirements for certification. Ms. Kinderman replied to the email the same day (January 12, 2023) thanking Ms. Chambers for the information and confirmed that she would make a plan to sit for the distribution exam. Her application was already in the mail at this point. Ms. Chambers's most recent email with Ms. Kinderman was to ask her if she wanted to withdraw her downgrade request. Ms. Kinderman has not responded. Therefore, we are presenting the downgrade request to the Board for its consideration. Department recommendation, for Board consideration, is that it is not possible to approve a downgrade to a license which an applicant does not already hold / is not eligible for.

Mr. Kyle motioned to deny the application requesting a Class E certification. Ms. Roland seconded. Motion passed unanimously.

**Brenda Alford, Operator 372120** – Submitted a combined initial/reciprocity application which was presented to the Board at the December 7, 2022 meeting. After discussing the application(s) at that meeting, the Board asked Ms. Chambers to reach out to the operator to request additional

information regarding their operating experience. Ms. Chambers contacted the applicant by phone on December 19, 2022, and explained that they listed no experience using subclass 12 and confirmed via phone and email that they had no experience using subclass 12 and, therefore, is not eligible to be awarded subclass 12 certification at this time. The Department evaluated the applicant's initial application and is recommending OIT 12, which is included on the New and Upgrade Summary. Additionally, please note that the applicant only paid the initial certification fee, so the reciprocity application is also considered incomplete due to lack of the required application fee.

The Board reviewed the information submitted for reciprocity and considered the application to be incomplete and, therefore, cannot take any action on this application.

### **Board Secretary Report**

Nothing new to report.

### **Old and New Business**

Chairperson Roland motioned for Mr. Bickel to take over as the primary Small Water Systems Technical Advisory Committee (TAC) representative for 2023, and for Chairperson Roland to be the secondary representative for TAC. Mr. Smith seconded. Motion passed unanimously.

Chairperson Roland nominated Ms. Chambers for Board Secretary for 2023. Ms. Crawford seconded. Motion passed unanimously.

Mr. Chescattie nominated Chairperson Roland for Board Chairperson for 2023. Mr. Kyle seconded. Motion passed unanimously.

The Board went into Executive Session at 11:25am.

The Board reconvened for public session at 1:24pm.

### **Criminal History Report**

Chairperson Roland motioned to approve Operator 371273 WWB-1 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 370824 WE and WWC, WWE4 certifications. Mr. Smith seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 341487 WB,E-1,8,11,12. Mr. Bickel seconded. Motion passed unanimously.

Chairperson Roland motioned to approve OIT WE for Operators: 372998, 329295, 373002, 372999, 372927, 373112, 373001. Ms. Crawford seconded. Motioned passed unanimously.

Chairperson Roland motioned to approve OIT WWE4 for Operators: 366448, 353011, 338370. Ms. Crawford seconded. Motioned passed unanimously.

### **Extension Requests**

**Wastewater Operator 221249 (received 12/6/22)** – Has a wastewater license that expired on September 30, 2022. The operator was required to obtain 30 hours of continuing education training and has currently obtained 26 hours. The extension request claims that they had some technical issues when completing the training and they did not realize until after their expiration date that they did not click the “complete and submit” button at the end of the training session and, therefore, did not receive credit for the trainings.

Bill McNamara reached out to the training provider on February 3, 2023, who confirmed that the operator was registered to take the training prior to their expiration date of 9/30/22, but did not complete the trainings until 10/2/22 and 10/3/22.

Chairperson Roland motioned to deny the extension request. Mr. Smith seconded. Motion passed unanimously.

Chairperson Roland motioned to adjourn. Ms. Crawford seconded the motion. Meeting adjourned at 1:27pm