

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

**Board Meeting Minutes
October 8, 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 Crawford, 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
Heather Maurer, BSDW
John Cantwell, Legal Counsel to the Board
Jill Anderson, BSDW (via Teams)
Bill King, BSDW
Derik Dressler, BSDW (via Teams)
Kevin Buss, BCW
Jen DiGilarmo, BCW
Brad Baker, BSDW (via Teams)
Avery Bischoff, BSDW (via Teams)
Andy Zadzilko, BSDW (via Teams)
Leda Lacomba, BRC (via Teams)
Brian Chalfant, Policy Office (via Teams)

Public Present

Lisa Dollman, Shenango Township Municipal Authority
Jennie Shade, PA Municipal Authorities

Meeting was called to order at 10:00am.

Approval of August 13, 2025 Meeting Minutes

Chairperson Roland motioned to approve the August 13, 2025, meeting minutes. Ms. Crawford 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:

- 58 new water licenses
- 44 upgraded water licenses
- 51 new wastewater licenses
- 20 upgraded wastewater licenses
- 7 Operator in Training (OIT) upgrades

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

Reciprocity Requests

Water

Dane Holmgaard – Holds an Iowa Grade 1 Water Treatment license that was issued on January 15, 2019, and expired on June 30, 2025. His application, which was received by the Department on June 3, 2025, prior to the expiration date of his Iowa license, documents five years and two months working at City of Belmont water and wastewater facility. Mr. Holmgaard documents an average of 7.5 hours per week at the drinking water system, which is a Class C system using subclass 1,8,11. This totals approximately 1,900 hours of experience and Pennsylvania considers 1 year of experience to be 1,760 hours.

Regarding the comparison of examination questions, the applicant passed the Grade 1 Water Treatment exam developed by WPI and administered by the state of Iowa. The Grade 1 Water Treatment exam includes questions relative to subclasses 1,8,11.

The Department's determination for Board consideration is that Mr. Holmgaard has documented the adequate experience and exams relative to a WD-1,8,11.

Chairperson Roland motioned to approve Mr. Holmgaard for WD-1,8,11 certification. Mr. Bickel seconded. Motion passed unanimously.

Nathan Martin – holds an Ohio Class 1 drinking water license that was issued on January 2, 2024 and expires on December 31, 2026. His application documents three years of experience working at East Liverpool Water Treatment Plant, which is surface water treatment plant equivalent to a Pennsylvania Class A system using subclasses 1,7,8,10,12, and distribution. Mr. Martin's three years of experience at a Class A system size system in Ohio is enough for a Pennsylvania Class B license.

Surface water treatment plants in Ohio require a Class III (≤ 5.0 MGD) or Class IV (>5.0 MGD) license. Mr. Martin's Class I license is only valid for operating groundwater systems (Ohio Code 3745-7-03(B)(3)), so he is not eligible for Pennsylvania subclass 1 (conventional filtration).

Regarding the comparison of examination questions, the applicant passed the Class 1 water treatment exam developed by WPI and administered by the state of Ohio. The Class 1 water treatment exam includes questions relative to subclasses 1,2,3,4,5,6,7,8,9,10,11,12,13, and 14.

The Department's determination for Board consideration is that Mr. Martin has documented the adequate experience and exams relative to a WB-7,8,10,12.

Chairperson Roland motioned to approve Mr. Martin for WB-7,8,10,12 certification. Mr. Kyle seconded. Motion passed unanimously.

Board Secretary Report

Ms. Chambers provided the following summary regarding operator certification exams (as of 10/7):

- Number of exam **sessions held** thus far in 2025: **42**
- Number of exam **seats offered** thus far in 2025: **1,599**
- Number of exam **seats filled** thus far in 2025: **1,256**
- Number of additional exam sessions tentatively scheduled for remainder of 2025: **11**
- Number of additional exam seats tentatively offered for remainder of 2025: **656**
 - Total number of computer exams for 2025: **30**
 - Total number of paper exams for 2025: **27**
 - Total number of exams for 2025: **57**

Old and New Business

Water and Wastewater Operator Recruitment – Mr. McNamara shared that there are over 30 people that indicated an interest in being part of the operator workforce development workgroup. Based on the scheduling poll results, the first workgroup meeting has been scheduled for November 6, 2025.

Cybersecurity – Mr. McNamara shared that Jill Anderson's Training staff recently completed a first draft of the updated web-based version of the mandatory security training. This version will include expanded information on cybersecurity when compared to the current physical security training. The training is currently making its way through the internal approval process.

Mr. Cantwell referenced a petition that the Board received to suspend certificate W22183, which was discussed in greater detail during executive session.

The Board went into Executive Session at 10:30am to review 7 criminal history applications and review an internal SOP for handling petitions received by the Board.

The Board reconvened for public session at 12:51pm.

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 October 8, 2025, Board Meeting:

1. Operator 391081: WD, E-7,8,12 certification
2. Operator 380305: WWB,E-1,4 certification
3. Operator 387803: WD-1,8,10,12 certification
4. Operator 391087: WWD-1 certification
5. Operator 392095: WWA,E-1,4 certification
6. Operator 378334: WWA,E-1,2,4 certification
7. Operator 386590: WWC-2 certification

Chairperson Roland motioned to approve Operator 391081 WD, E-7,8,12 certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 380305 WWB,E-1,4 certification. Mr. Smith seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 387803 WD-1,8,10,12 certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 391087 WWD-1 certification. Mr. Bickel seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 392095: WWA,E-1,4 certification. Ms. Crawford seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 378334: WWA,E-1,2,4 certification. Mr. Kyle seconded. Motion passed unanimously.

Chairperson Roland motioned to approve Operator 386590 WWC-2 certification. Mr. Smith seconded. Motion passed unanimously.

Chairperson Roland motioned to request appointment of a Hearing Officer for the administrative hearing for Case No. 2025-01, Commonwealth of PA, DEP vs. Andrew J. Meloy. Mr. Bickel seconded the motion. Motion passed unanimously.

Chairperson Roland motioned that, after the appointment of a hearing officer for the administrative hearing for Case No. 2025-01, Commonwealth of PA, DEP vs. Andrew J. Meloy, the Board Secretary will send an appointment letter to the hearing officer including the following: 1) request that the following Board members are present for hearing: Mary Roland, Jeff Bickel and Bill McNamara and 2) request a proposed adjudication order from the hearing officer. Mr. Kyle seconded the motion. Motion passed unanimously.