

**THE VIRGINIA BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS  
DRAFT MEETING MINUTES**

The Virginia Board for Waste Management Facility Operators met on Thursday, February 14, 2013, at the offices of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia.

The following members of the Board were present:

Joyce Doughty  
Debra Harris  
Joseph Levine  
Maurice Witcher

The following members of the Board were not present:

Danielle Davis and Peter Cao

The following members of DPOR staff were present during all or part of the meeting:

Mark N. Courtney, Senior Director Regulatory and Public Affairs  
Gordon Dixon, Director  
Eric Olson, Executive Director  
Sheila Watkins, Administrative Assistant  
Mindy Spruill, Regulatory Board Administrator

Elizabeth Peay, Legal Counsel from the Office of the Attorney General was present.

Mrs. Harris, Chair, finding a quorum of the Board present, called the meeting to order at 10:25 a.m. **Call to Order**

Mr. Levine moved to approve the agenda. Mr. Witcher seconded the motion which was unanimously approved by members: Levine, Doughty, Harris, and Witcher. **Approval of Agenda**

Ms. Doughty moved to approve the following minutes:

December 3, 2012 – Board Meeting

**Approval of  
Minutes**

Mr. Levine seconded the motion, which was unanimously approved by members: Doughty, Harris, Levine and Witcher.

There were no comments made to the Board.

**Public Comment  
Period**

**Regulatory Reform Initiative:** Mindy Spruill, Regulatory Board Administrator facilitated the Regulatory Reform Initiative. Board members reviewed draft regulations line by line in preparation of a final draft. They considered staff recommendations during this process. There was much discussion about the proposed regulations.

**Old Business**

Board members took a Break from 12:20-12:40 pm.

Members continued with discussion of draft regulation proposals. It was shared that the NORIA has been filed and it will be published on the 25<sup>th</sup> of February, with the public comment period extending 30 days from that date. Mr. Levine motioned to adopt the draft proposed regulations for submission as proposed, provided that there was no comment received during public comment period; if public comment is received the regulations will be reviewed again at the next meeting. Doughty seconded the motion. Motion unanimously approved by: Doughty, Levine, Witcher and Harris.

**Exam Review Update:** Eric Olson provided the Board with an update of the new exam vendor (PSI, Inc.) and the transition from the previous vendor to PSI.

**Board Training:** Mark Courtney conducted Board member training for the members present and he entertained a question and answer period.

**Exam Review Request:** Mindy Spruill updated the Board on the review of the examination material by PSI, as part of the transition to the new exam vendor. PSI is requesting participation from board members as subject matter experts for development and review of the new exam. Volunteers were identified and contact information obtained for PSI. Board members Witcher, Doughty, Levine and Harris, volunteered to serve as subject matter experts. Any Board recommendations for other individuals should be directed to Mindy Spruill to be provided to PSI. Linda Shultz and Justin Williams of the Department of Environmental Quality volunteered to assist as

representatives of the Virginia Waste Management Board.

**Matrix: Board members were given a sample matrix handout.**

Mrs. Harris motioned to have members review the handout and come back to the next meeting with recommendations and responses for consideration of future development of a matrix for the Waste Management Facility Operators Board. The handout is to be used as a working tool. This was seconded by Mrs. Doughty. The motion was passed by unanimous vote. Members voting: Witcher, Levine, Doughty and Harris.

**Board Meeting Schedule:** A proposed Board meeting schedule was presented to the Board members for consideration. After review and discussion Mr. Levine moved to accept the recommended draft schedule for the Board's future meeting schedule. Ms. Doughty seconded the motion which was unanimously approved by members: Doughty, Harris, Levine and Witcher.

**New Business**

The Board agreed that the next meeting date will be March/April 2013 examination workshop to be determined by staff and members will be informed. The rest of the adopted scheduled meeting dates are: May 23<sup>rd</sup>, 2013 and August 29<sup>th</sup>, 2013.

**Future Meeting Date**

Mrs. Harris requested that the Board members complete their conflict of interest forms and travel vouchers.

**Conflict of Interest Forms and Travel Vouchers**

There being no further business to conduct, the meeting adjourned at 02:02 p.m.

**Adjournment**

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Debra A. Harris, Chair

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Gordon N. Dixon, Secretary