

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

The Virginia Board for Waste Management Facility Operators met on Thursday, January 19, 2012, 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:

Peter Cao  
Danielle Davis  
Joyce Doughty  
Debra Miller  
Maurice Witcher

The following member of the Board was not present:

Joseph Levine

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

Gordon N. Dixon, Director  
Mark N. Courtney, Deputy Director of Licensing and Regulation  
David E. Dick, Executive Director  
Jill Hrynciw, Board Administrator  
Cathy Clark, Administrative Assistant  
Earlyne Perkins, Legal Analyst  
Bonnie Rhea Adams, Compliance and Investigations Division

No representative from the Office of the Attorney General was present.

Ms. Miller, Chair, finding a quorum of the Board present, called the meeting to order at 10:00 a.m.

**Call to Order**

Ms. Miller asked that those present stand and observe a moment of silence in memory of Board Member, John C. Holland, Jr., who died on December 16, 2011.

**Moment of Silence**

Ms. Doughty moved to approve the agenda. Ms. Davis seconded the motion which was unanimously approved by members: Cao, Davis, Doughty, Miller, and Witcher.

**Approval of Agenda**

Ms. Davis moved to approve the following minutes:

**Approval of  
Minutes**

October 31, 2011 – Board Meeting

Mr. Cao seconded the motion, which was unanimously approved by members: Cao, Davis, Doughty, Miller, and Witcher.

Ms. Doughty moved to approve the following minutes:

November 29, 2011 – Informal Fact Finding Conference

Mr. Witcher seconded the motion, which was unanimously approved by members: Cao, Davis, Doughty, Miller, and Witcher.

There were no comments made to the Board.

**Public Comment  
Period**

**In the matter of** File Number 2012-01082 – John E. Caviness, III, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts, exhibits, and the Presiding Officer’s Summary and Recommendation. Mr. Caviness was present, and addressed the Board. Ms. Davis moved to accept the recommendation of the Presiding Officer and approve Mr. Caviness’s Class 1 Waste Management Facility Operator examination license application. Ms. Doughty seconded the motion which was unanimously approved by members: Cao, Davis, Doughty, Miller, and Witcher.

**File Number 2012-  
01082 – John E.  
Caviness, III**

In the matter of **File Number 2012-01419, Paul A. Holts**, the Board members reviewed the record, which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer’s Summary and Recommendation. Mr. Holts was not present. After Board discussion of the recent nature and the seriousness of Mr. Holts’ criminal convictions, Ms. Davis moved to accept the Presiding Officer’s Summary and Recommendation to approve Mr. Holts’ Class 1 Waste Management Facility Operator examination application and, after passing the examination, licensure as a Class 1 Waste Management Facility Operator subject to the terms of an Agreement for Licensure wherein Mr. Holts agrees to comply with all applicable laws and regulations and, after passing the examination and becoming licensed, to be placed on probation for one year. During probation period, Mr. Holts shall submit a quarterly report signed by his direct supervisor or facility manager stating that Mr. Holts is in compliance with all applicable laws and regulations of the Board. If, after one year, Mr. Holts has submitted the required reports, the probationary period will end. Mr. Holts’

**File Number 2012-  
01419 – Paul A.  
Holts**

failure to sign the agreement for licensure will result in his application being denied by the Board. Mr. Witcher seconded the motion, which was unanimously approved by members: Cao, Davis, Doughty, Miller, and Witcher.

Gordon Dixon presented the Director's Report, which included updates on pending legislation before the General Assembly.

Bonnie Rhea Adams made a presentation to the Board of the organization, mission and function of the DPOR Compliance and Investigations Division.

The Board took under consideration the election of the Board's Chair and Vice-Chair. Upon a motion by Ms. Doughty, Ms. Miller was nominated for Board Chair and elected by acclamation. Upon a motion by Ms. Davis, Ms. Doughty was nominated for Board Vice-Chair and elected by acclamation.

The Board agreed that the next meeting date would be at the call of the Chair.

Ms. Miller requested that the Board members complete their conflict of interest forms and travel vouchers.

There being no further business to conduct, the meeting adjourned at 11:13 a.m.

**Other Business**  
**Director's Report**

**Compliance &**  
**Investigations**  
**Division**  
**Presentation**

**Elections**

**Future Meeting**  
**Dates**

**Conflict of Interest**  
**Forms and Travel**  
**Vouchers**

**Adjournment**

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Debra A. Miller, Chair

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Gordon N. Dixon, Secretary