

**Minutes of Meeting  
INFORMAL FACT-FINDING CONFERENCES  
MARCH 11, 2010**

The Board for Waterworks and Wastewater Works Operator and Onsite Sewage System Professionals convened in Richmond, Virginia, an Informal Fact-Finding Conferences pursuant to the Administrative Process Act.

Ann-Marie Brigil, Presiding Officer, presided. No Board members were present.

Ilona LaPaglia appeared for the Department of Professional and Occupational Regulation.

The conferences were recorded by Tammie M. Brown, CCR and the Summaries or Consent Orders are attached unless no decision was made.

Disc = Disciplinary Case  
Lic = Licensing Application  
RF = Recovery Fund Claim

C = Complainant/Claimant  
A = Applicant  
R = Respondent/Regulant  
W = Witness  
Atty = Attorney  
Inv = Investigator

**Participants**

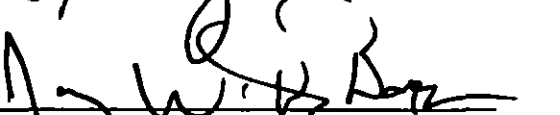
1. William Robert Willoughby, Jr.  
File Number 2010-02890  
**(NO DECISION MADE)**

William Willoughby – A  
Kimberly Harper - P

The meeting adjourned at 2:15 PM

**BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE  
SEWAGE SYSTEM PROFESSIONALS**

  
\_\_\_\_\_  
Douglas J. Crooks, Chair

  
\_\_\_\_\_  
Gay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTEREST ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. **Name:** Ann Marie Brigil  
**Title:** Presiding Officer
3. **Agency:** Board for Waterworks & Wastewater Works Operators and  
Onsite Sewage System Professionals
4. **Transaction:** Informal Fact-Finding Conferences on March 11, 2010
5. **Nature of Personal Interest Affected by Transaction:** \_\_\_\_\_

*none*

6. I declare that:

(a) I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

(b) I am able to participate in this transaction fairly, objectively, and in the public interest.

*Ann Marie Brigil*

Signature

*3-11-2010*

Date