

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

**MINUTES OF MEETING**

The Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on July 26, 2018, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 3, Richmond, Virginia 23233.

The following members of the Board were present:

James N. Brockwell  
W. Jordan Evans, Chair  
Thomas Wayne Fore  
D. Perry Greene  
Kristen Lentz  
Pamela M. Pruett  
Dwayne Roadcap  
D. Wayne Staples, Vice-Chair

Board members Rosa-Lee Cooke and John Ewing were not present at the meeting.

DPOR staff present for all or part of the meeting included:

Jay W. DeBoer, Director  
Trisha L. Henshaw, Executive Director  
Shannon Webster, Director of Examinations  
Paul G. Saunders, Board Administrator  
Tanya M. Pettus, Administrative Assistant

Elizabeth Peay from the Office of the Attorney General was present.

Mr. Evans, Chair, called the meeting to order at 9:35 a.m.

**Call to Order**

Ms. Henshaw advised the Board of emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Fore moved to approve the agenda as presented. Mr. Greene seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Roadcap, and Staples.

**Approval of  
Agenda**

Mr. Roadcap moved to approve the minutes of the April 19, 2018, Board meeting as presented. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Roadcap, and Staples.

**Approval of  
Minutes**

There were no members of the public present to address the Board on matters other than the case files to be presented.

**Public Comment Period**

Mr. Fore recused himself from the meeting for discussion and deliberations on File Number 2018-01354.

**Recusal of Board Member**

In the matter of **File Number 2018-01354, Dwayne Edwin Huffman**, the Board members reviewed the Consent Order, which imposed Board costs of \$150.00. In addition, Mr. Huffman agrees to complete at least twenty hours of continuing professional education (CPE) limited to the content areas covered by the Board's examination and provide proof of completion of the CPE within three months of the effective date of the Consent Order. Ms. Pruett moved to accept the terms of the Consent Order as presented. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Roadcap, and Staples.

**File Number 2018-01354, Dwayne Edwin Huffman**

Mr. Fore returned to the meeting.

**Return of Board Member**

In the matter of **File Number 2018-02552, Todd Bedford Hammer**, 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. Staples moved to accept the recommendation of the Presiding Officer and approve Mr. Hammer's application for a Master Conventional Onsite Sewage System Operator license. Mr. Greene seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Roadcap, and Staples.

**File Number 2018-02552, Todd Bedford Hammer**

In the matter of **File Number 2018-02601, James Michael Perry**, 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. Greene moved to accept the recommendation of the Presiding Officer and approve Mr. Perry's application for a Class 4 Waterworks Operator license. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Roadcap, and Staples.

**File Number 2018-02601, James Michael Perry**

In the matter of **File Number 2018-02984, Gerry Dale Roadcap**, 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.

**File Number 2018-02984, Gerry Dale Roadcap**

Mr. Roadcap was present to address the Board. Mr. Roadcap stated that he is a licensee in the state of Colorado and has returned to Virginia where he was raised. Mr. Roadcap asked the Board to consider approving his application so that he may make a living in Virginia.

Mr. Greene moved to accept the recommendation of the Presiding Officer and approve Mr. Roadcap's application for a Provisional Class 3 Wastewater Works Operator license. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Roadcap, and Staples.

Mr. Haughwout asked the Board to consider authorizing an exempt action to amend the Onsite Sewage System Professional (OSSP) Licensing Regulations as a result of the passage of House Bill 887, which expands the definition of maintenance to allow operators to perform some work previously only allowed by installers. After discussion and review of the proposed amendments to the regulations, Mr. Fore moved to authorize staff to file an exempt action to amend the regulations in order to align with current statute. Mr. Staples seconded the motion. After further discussion, the motion was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Roadcap, and Staples.

**Consider Exempt  
Action to Amend  
OSSP Regulations  
(HB 887)**

Ms. Lentz arrived at 9:48 a.m.

**Arrival of Board  
Member**

Mr. Saunders provided an update on the wastewater works operator CPE audit. The audit began on June 1, 2018, based on a random selection of 5% of current licensees.

**WWW CPE Audit  
Report**

Mr. Saunders provided an update on onsite sewage system professionals CPE audits. The audits began on June 5, 2018, based on a random selection of 5% of current licensees.

**OSSP CPE Audit  
Report**

Mr. Saunders provided the Board with examination statistics through July 10, 2018, for informational purposes.

**Examination  
Statistics Report**

Ms. Webster advised the Board that new questions recommended during a recent exam review are anticipated to be added to the OSSP exams by PSI within the next month.

Mr. Saunders presented the Board with a training course application from Aqua-Aerobic Systems, Inc. for a course titled *Innovative Treatment Technologies*. After discussion, Mr. Fore moved to accept the Education and Training Committee's recommendation and approve the course application, retroactive to April 26, 2018,

**Update on  
Education and  
Training Committee**

for a total of .36 training credits. Mr. Greene seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Lentz, Pruett, Roadcap, and Staples.

Jermaine Niblett and Lyell Jett, representatives of the Department of Corrections (DOC), were present to ask the Board to consider authorizing a waterworks operator apprenticeship program to mirror the current DOC wastewater works operator apprenticeship program. Mr. Niblett and Mr. Jett stated that allowing a waterworks operator apprenticeship program would improve employment opportunities and decrease even further the recidivism rate among inmates who participate in the program. Discussion was held on the following topics:

**Discussion of  
Proposed  
Department of  
Corrections  
Waterworks  
Operator  
Apprenticeship  
Program**

- the vetting process for candidates for the apprenticeship program;
- work and behavioral requirements of participants currently in the program;
- waterworks operator cross-training participants in the wastewater works operator apprenticeship program currently receive; and,
- the current number of program participants.

After discussion, Ms. Pruett moved to authorize DOC to offer a waterworks operator apprenticeship program contingent upon Board review of statistics on recidivism and current employment rates within the industry of participants in the program, and the number of participants who complete the program compared to those who are accepted into the program. Mr. Staples seconded the motion. After further discussion, Ms. Pruett withdrew the motion. The Board agreed by consensus that DOC will provide the requested statistics for review and further discussion at the October 25, 2018 Board meeting.

Lance Gregory from Virginia Department of Health (VDH) and Ms. Henshaw updated the Board on House Bill 888, which directs VDH to take steps to eliminate evaluation and design services for onsite sewage systems and private wells provided by the Department. The bill provides specific requirements and a timeline for such elimination.

**Update on HB 888  
from 2018 General  
Assembly**

Ms. Pruett asked the Board for guidance on a communication received from a licensee regarding a report prepared by VDH resulting from SB 1577. Ms. Pruett advised the Board that the licensee expressed his concern over the accuracy of statements contained in the report, and that he wanted the Board to request that VDH amend the report.

Mr. Evans re-opened the public comment period and allowed Joel Pinnix, PE, AOSSO, to address the Board. Mr. Pinnix feels the VDH report states that the majority of onsite sewage system operators are incompetent and that the Board should be concerned about this finding as the regulators of OSSP licensees. Mr. Pinnix asked the Board to once again request that VDH adjust the language in the VDH report in order to put the findings in a proper context.

After discussion, the Board agreed by consensus that neither DPOR nor the Board has the authority to interpret VDH policies or regulations.

Board members considered the following resolution for former Board member Richard C. Wadkins:

**Consideration of  
Resolution for  
Service**

**Richard C. Wadkins**

WHEREAS, Richard Wadkins, did faithfully and diligently serve as a member of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals from 2016 to 2018;

WHEREAS, Richard Wadkins, did devote generously of his time, talent and leadership to the Board;

WHEREAS, Richard Wadkins, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Waterworks and Wastewater Works and Onsite Sewage System Professionals wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Waterworks and Wastewater Works and Onsite Sewage System Professionals this twenty-sixth day of July 2018, that Richard Wadkins be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

Mr. Fore moved to adopt the resolution as presented. Ms. Pruett seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Lentz, Pruett, Roadcap, and Staples.

Ms. Henshaw and Mr. Saunders updated the Board on recent and upcoming outreach opportunities.

**Update on Outreach Opportunities**

Ms. Henshaw presented the Board with tentative Board meeting dates for 2019. Ms. Pruett moved to accept the following meeting dates:

**Consider Future Meeting Dates**

- January 29, 2019
- April 18, 2019
- July 25, 2018
- October 24, 2018

Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Lentz, Pruett, Roadcap, and Staples.

Ms. Henshaw advised the Board that she, Ms. Webster, and Mr. Fore attended the annual ABC conference in January 2018. Ms. Henshaw advised that she has submitted a budget request to fund two Board members to attend the 2019 ABC conference. While this does not guarantee travel approval, the budget request was approved. The Board agreed by consensus to authorize Board members to attend the conference along with Board staff. Mr. Greene and Ms. Lentz volunteered to attend. Mr. Staples stated he was available as a back-up should Mr. Greene or Ms. Lentz be unable to attend.

**Other Business**

Ms. Henshaw advised that ABC is currently seeking nominations for its Board of Directors and that Jason Spicer, Training Manager with the Department of Environmental Quality, has expressed interest in serving. Mr. Greene moved to nominate Jason Spicer for the ABC Board of Directors. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Lentz, Pruett, Roadcap, and Staples.

Ms. Henshaw reminded Board members to return their agenda flash drives to Ms. Pettus.

Mr. Staples relayed complaints received from his students regarding ABC exam facilities. Mr. Staples stated that students have voiced concerns about lack of seating availability at exam sites and requirements to complete surveys. Ms. Henshaw and Mr. Saunders indicated they will look into these matters.

Mr. Evans reminded Board members to complete their conflict of **Conflict of Interest**  
interest forms and travel vouchers. **Forms and Travel**  
**Vouchers**

There being no further business, the meeting was adjourned at **Adjourn**  
11:03 a.m.

  
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W. Jordan Evans, Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary



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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: James N. Brockwell
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting July 26, 2018

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

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


\_\_\_\_\_

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

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
\_\_\_\_\_  
Signature

7/26/18  
Date



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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: W. Jordan Evans
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting July 26, 2018
5. I have a personal interest in the following transaction:

\_\_\_\_\_

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

\_\_\_\_\_

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

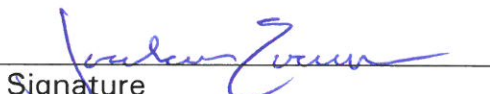
\_\_\_\_\_

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

or

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

  
Signature

7/26/2018  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Thomas Wayne Fore  
2. Title: Board Member  
3. Agency: WWWOSSP Board  
4. Meeting/IFF Date: Board Meeting July 26, 2018

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

*ALICIA*

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

or

I did not participate in the transaction. *2018-02552  
Recused*

6.  I **do not** have a personal interest in any transactions taken at this meeting.

*Thomas Wayne Fore*  
\_\_\_\_\_  
Signature

*7-26-18*  
\_\_\_\_\_  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Douglas Perry Greene
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting July 26, 2018

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Douglas P. Greene  
Signature

7-26-18  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

- 1. Name: Kristen Lentz
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Board Meeting July 26, 2018

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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

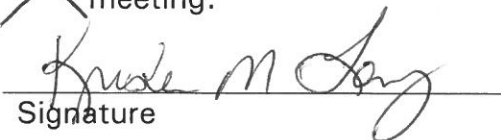
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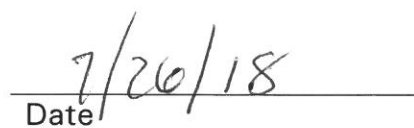
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Pamela M. Pruett  
2. Title: Board Member  
3. Agency: WWWOSSP Board  
4. Meeting/IFF Date: Board Meeting July 26, 2018

5. I have a personal interest in the following transaction:

none

Nature of Personal Interest Affected by Transaction:

n/a

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

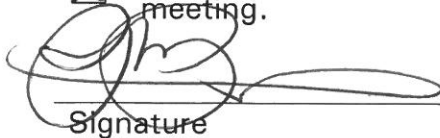
n/a

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

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

7/26/18  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

- 1. Name: Dwayne Roadcap
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Board Meeting July 26, 2018

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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

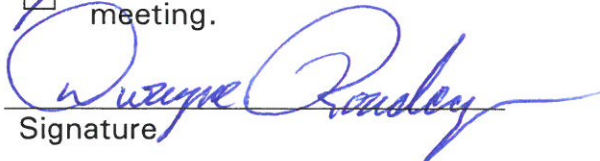
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

7/26/18  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Donald Wayne Staples
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting July 26, 2018

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

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

\_\_\_\_\_

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

or

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

Donald Wayne Staples  
Signature

7/26/18  
Date