

**VIRGINIA BOARD FOR  
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE  
SEWAGE SYSTEM PROFESSIONALS  
EDUCATION AND TRAINING COMMITTEE MEETING MINUTES**

The Education and Training Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on January 29, 2019, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Training Room 2, Richmond, Virginia 23233.

The following members of the Committee were present:

John Ewing, Chair  
Thomas Wayne Fore  
Barry Matthews  
D. Wayne Staples

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

Trisha L. Henshaw, Executive Director  
Paul G. Saunders, III, Board Administrator  
Tanya M. Pettus, Administrative Assistant

Mr. Ewing called the meeting to order at 9:01 a.m.

**Call to Order**

Mr. Saunders advised the Board of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Fore moved to approve the agenda as presented. Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

**Approval of Agenda**

There were no members of the public present for comment.

**Public Comment  
Period**

The Committee reviewed for approval the *5 Hour Water Utility Management Course* training course application from At Your Pace Online.


**Review of At Your  
Pace Online Course  
Titled 5 Hour Water  
Utility Management  
Course**

Mr. Saunders asked the Committee to consider approving the course for continuing professional education (CPE) hours as well as initial training credits. Discussion was held on the length of the course and the timeliness of the subject matter material. After discussion, Mr. Fore moved to recommend Board-approval of the course application, for a total of 0.6 training credits, and six (6) CPE hours. Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

Virginia Board for Waterworks Wastewater Works and Onsite Sewage System Professionals' Education  
and Training Committee  
January 29, 2019  
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There being no further business, the meeting was adjourned at 9:07 Adjourn  
a.m.

  
\_\_\_\_\_  
W. Jordan Eyans, 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: John Ewing
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Education & Training Committee January 29, 2019

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.

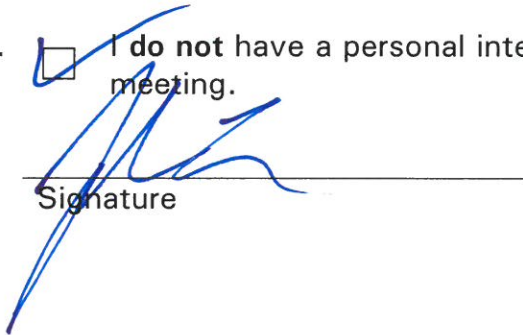
or

I did not participate in the transaction.

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

Signature

Date



1/29/2019

**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: Education & Training Committee January 29, 2019

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:

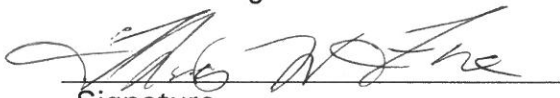
\_\_\_\_\_

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

1-29-19  
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: Education & Training Committee January 29, 2019

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

~~Case # 2019-00881 - Duane Lynette~~

Nature of Personal Interest Affected by Transaction:

~~Personal & Assessment Relationship~~

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

1/29/19  
Date