

**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 January 9, 2020, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 3, Richmond, Virginia 23233.

The following members of the Board were present:

Erica Duncan
W. Jordan Evans
John Ewing
Thomas Wayne Fore, Vice-Chair
Pamela M. Pruettt, Chair
D. Wayne Staples
Caleb Taylor

Board members James Brockwell, Rosa-Lee Cooke, Don Riggleman, and Dwayne Roadcap were not present at the meeting.

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

Mary Broz-Vaughan, Acting Director
Trisha L. Henshaw, Executive Director
Paul G. Saunders, Board Administrator
Tanya M. Pettus, Administrative Assistant

Joshua Laws from the Office of the Attorney General was present at the meeting.

Ms. Pruettt, Chair, finding a quorum of the Board present, called the meeting to order at 9:30 a.m. **Call to Order**

Ms. Henshaw advised the Board of emergency evacuation procedures. **Emergency Evacuation Procedures**

Ms. Henshaw introduced newly appointed Board members Erica Duncan and Caleb Taylor. **Introduction of Board Members**

Ms. Henshaw also introduced Joshua Laws from the Office of the Attorney General, who will serve as Board counsel going forward.

Mr. Fore moved to approve the agenda as presented. Mr. Staples seconded the motion which was unanimously approved by: Duncan, Ewing, Fore, Pruettt, Staples, and Taylor. **Approval of Agenda**

Mr. Fore moved to approve the minutes of the October 24, 2019, Education and Training Committee meeting as presented. Mr. Staples seconded the motion which was unanimously approved by: Duncan, Ewing, Fore, Pruett, Staples, and Taylor.

Approval of Minutes

Mr. Fore moved to approve the minutes of the October 24, 2019, Board meeting as presented. Mr. Staples seconded the motion which was unanimously approved by: Duncan, Ewing, Fore, Pruett, Staples, and Taylor.

Mr. Evans arrived at 9:34 a.m.

Arrival of Board Member

There were no members of the public present to address the Board.

Public Comment Period

In the matter of **File Number 2020-00402, Jeremy Jervan Bowie**, 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. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Bowie's application for a Class 5 Waterworks Operator license. Mr. Evans seconded the motion which was unanimously approved by: Duncan, Evans, Ewing, Fore, Pruett, Staples, and Taylor.

File Number 2020-00402, Jeremy Jervan Bowie

In the matter of **File Number 2020-00912, Miles Brandon Mauger**, 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. Mauger's application for a Class 4 Wastewater Works Operator license. Mr. Fore seconded the motion which was unanimously approved by: Duncan, Evans, Ewing, Fore, Pruett, Staples, and Taylor.

File Number 2020-00912, Miles Brandon Mauger

Ms. Henshaw provided the Board with waterworks and wastewater works examination statistics from January 2017 through December 18, 2019, and onsite examination statistics from January 1, 2017 to December 18, 2019 for informational purposes.

Examination Statistics Report

Ms. Henshaw advised the Board that PSI has now added the post-exam survey discussed at the October 24, 2019, Board meeting to waterworks and wastewater works exams. Survey statistics are not yet available as the post-exam survey has only recently been implemented.

Ms. Henshaw advised that a subject matter expert (SME) review of the onsite examination is scheduled for January 22, 2020, and that an SME review of revisions to the 2017 ABC exam is tentatively scheduled for April 2020.

Discussion was held on the feedback being received from waterworks and wastewater works applicants who have taken the exam.

The Board reviewed for approval the *Wastewater Training for WestRock* training course application from Environmental Business Specialists (EBS). Mr. Fore moved to approve the course for 9.6 contact hours and 0.96 training credits, retroactive to March 2019 and going forward. Mr. Evans seconded the motion which was unanimously approved by: Duncan, Evans, Ewing, Fore, Pruet, Staples, and Taylor.

**Update on
Education and
Training Committee**

Ms. Henshaw reminded the Board that staff actively monitors legislation throughout General Assembly session and provides data and information regarding the Board and Department relevant to legislative proposals affecting the Board. Ms. Henshaw advised the Board that the 2020 General Assembly session began on January 8, 2020, and provided an update of legislative proposals that could affect DPOR and the Board.

**2020 Legislative
Update**

Ms. Henshaw provided the Board with the most recent financial statements for review.

**Board Financial
Statements**

Ms. Henshaw advised the Board of the upcoming ABC conference to be held in Mobile, AL in January 2020.

**Update on Outreach
Opportunities**

Ms. Henshaw and Mr. Staples advised the Board that beginning in August 2020 Virginia Tech Short School will begin proctoring examinations for waterworks and wastewater works licensing candidates at the end of Short School as part of a pilot program to determine if offering the exam at Short School will be feasible moving forward. Prospective licensees who wish to take the exam at the Short School will have to state they will be taking the exam at the time of registration. The cost of the exam is \$44.00 and will be administered as a paper and pencil exam.

Board members considered the following resolution for former Board member D. Perry Greene:

**Consideration of
Resolutions for
Service**

Douglas Perry Greene

WHEREAS, Perry Greene, did faithfully and diligently serve the

Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals from 2010 to 2019;
WHEREAS, Perry Greene, did devote generously of his time, talent and leadership to the Board;
WHEREAS, Perry Greene, 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 Board for Waterworks and Wastewater Works Operators 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 Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals this ninth day of January 2020, that **Perry Greene** 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 written. Mr. Ewing seconded the motion which was unanimously approved by: Duncan, Evans, Ewing, Fore, Pruett, Staples, and Taylor.

Board members considered the following resolution for former Board member Kristen M. Lentz:

Kristen M. Lentz

WHEREAS, Kristen Lentz, did faithfully and diligently serve the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals from 2010 to 2019;
WHEREAS, Kristen Lentz, did devote generously of her time, talent and leadership to the Board;
WHEREAS, Kristen Lentz, 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 Board for Waterworks and Wastewater Works Operators 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 Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals this ninth day of January 2020, that Kristen

Lentz be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and
BE IT FURTHER RESOLVED, that this Resolution be presented to her and be made a part of the official minutes of the Board so that all may know of the high regard in which she is held by this Board.

Mr. Fore moved to adopt the resolution as written. Mr. Staples seconded the motion which was unanimously approved by: Duncan, Evans, Ewing, Fore, Pruet, Staples, and Taylor.

Ms. Pruet reminded the Board members to complete and return their conflict of interest forms and travel vouchers, and to take note of future meeting dates.

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

There being no further business, the meeting was adjourned at 10:17 a.m.

Adjourn



Pamela M. Pruet, Chair



Mary Broz-Vaughan, Secretary

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

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

1. Name: Erica Duncan
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting January 9, 2020

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.

Erica M Duncan
Signature

1/9/2020
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 January 9, 2020

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



Date

1/9/2020

**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: Board Meeting January 9, 2020

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:

WVHA, Old Dominion College, Inc, Dirt Pros LLC

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

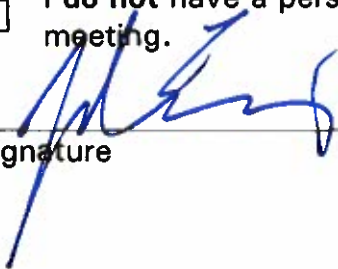
or

I did not participate in the transaction.

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

Signature

Date



1/9/2020

**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 January 9, 2020

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

Nature of Personal Interest Affected by Transaction:

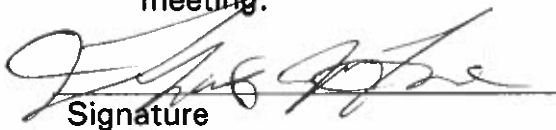
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

1-9-2020
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 January 9, 2020

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

NA

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

1/9/20
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 January 9, 2020

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

1/9/20
Date

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

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

1. Name: Caleb Taylor
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting January 9, 2020

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.

Caleb M Taylor
Signature

1/9/2020
Date