

WATERWORKS AND WASTEWATER WORKS OPERATORS LICENSING  
REGULATORY REVIEW COMMITTEE  
OF THE  
BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND  
ONSITE SEWAGE SYSTEM PROFESSIONALS

MINUTES OF MEETING

The WWO Licensing Regulatory Review Committee of the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on May 15, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

Wendy Callahan  
Thomas Fore  
Charles Phillips  
Pamela Pruett, Ex-officio  
Jason Spicer  
D. Wayne Staples  
Caleb M. Taylor

Committee members Mike Collins, W. Jordan Evans, Erica Duncan, and Jason Yetter were not present at the meeting.

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

Trisha L. Lindsey, Executive Director  
Tanya M. Pettus, Board Administrator  
Raven Custer, Administrative Coordinator

Mr. Fore called the meeting to order at 10:04 a.m.

**Call to Order**

Ms. Lindsey advised the Committee of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Taylor moved to approve the agenda as presented. Ms. Pruett seconded the motion which was unanimously approved by: Callahan, Fore, Phillips, Pruett, Spicer, Staples, and Taylor.

**Approval of Agenda**

There were no members of the public present who wished to address the

**Public Comment**

Committee.

**Period**

Ms. Lindsey provided an overview of the responsibilities before the Committee.

**Overview**

Ms. Lindsey provided the Committee with an overview of the regulatory review process and timeline.

The Committee recessed from 11:10 a.m. to 11:44 a.m.

**Recess**

The Committee was provided with current versions of applicable laws and regulations, as well as Senate Bill 999 and House Bill 1940 which provides criteria for universal license recognition for out-of-state waterworks and wastewater works operator applicants.

**Resources and Information**

Discussion was held on potential amendments to definitions, entry requirements, renewal and reinstatement, standards of conduct and practices, and training courses.

**Consider Necessary Regulatory Changes**

The Committee agreed by consensus to begin review of the regulations, to include definitions and entry requirements, at its next meeting.

Ms. Lindsey advised the Committee that staff will provide dates for consideration by Committee members for the next meeting. The Committee will be notified of the date when it has been confirmed.

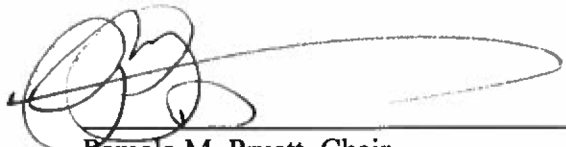
**Set Next Meeting Date**

Mr. Fore reminded the Committee members to complete their conflict of interest forms and travel vouchers.

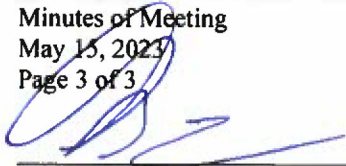
**Complete Conflict of Interest Forms and Travel Vouchers**

There being no further business, the meeting was adjourned at 12:49 p.m.

**Adjourn**

  
\_\_\_\_\_  
Pamela M. Pruett, Chair

WWO Licensing Regulatory Review Committee  
WWOOSP Board  
Minutes of Meeting  
May 15, 2023  
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Demetrios J. Melis, Secretary

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

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

1. Name Thomas Wayne Fore  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 05/15/2023
5. Do you have a personal interest in the following transaction?
- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

  
Signature

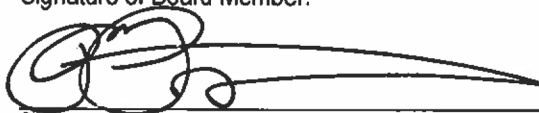
5/15/2023  
Date

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

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

1. Name Pamela M. Pruett  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 05/15/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

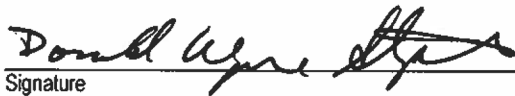
  
Signature

5/15/2023  
Date

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

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

1. Name D. Wayne Staples  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 05/15/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.
6. Signature of Board Member:

  
Signature

5/15/23  
Date

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

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

1. Name Caleb Taylor  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 05/15/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.
6. Signature of Board Member:

Caleb M Taylor  
Signature

5/15/2023  
Date





