

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

The Examination Exploratory Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on November 13, 2015, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 1, Richmond, Virginia 23233.

The following members of the Committee were present:

Mark Anderson
John Ewing
Thomas Fore, Chair
D. Perry Greene
Jason Spicer
D. Wayne Staples
Jack Vanderland

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

Mark N. Courtney, Senior Director for Regulatory and Public Affairs
Trisha L. Henshaw, Executive Director
Shannon Webster, Director of Examinations
Bill Murray, Training and Instruction Manager
Kristin Marie Clay, Board Administrator
Tanya M. Pettus, Administrative Assistant

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

Mr. Fore, Chair, called the meeting to order at 10:01 a.m.

Call to Order

Ms. Henshaw advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

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

Approval of Agenda

There were no members of the public present for comment.

**Public Comment
Period**

Ms. Clay led the introduction of all Committee members and staff.

**Introduction of the
Committee**

Mr. Ewing arrived at 10:04 a.m.

Arrival of Committee Member

Ms. Clay provided an overview of the responsibilities before the Committee. The Committee was formed to research and discuss national examination options and opportunities to increase reciprocity with other states to recommend to the Board for approval. These recommendations will include information on standardized testing as well as reciprocity to align the Commonwealth of Virginia's examination processes with other states.

Overview of Committee Responsibilities

The Committee members discussed topics that should be priorities in considering exam options:

Discussion on Examination and Certification Options

Reciprocity with other states;
Examination implementation and the options for administering examinations;
State specific examination questions and standardized testing;
Examination and licensing demographics and statistics.

Mr. Courtney, Ms. Webster, and Mr. Murray were available to explain the procurement process required by law to contract with vendors.

The Committee agreed by consensus to conduct additional research on national examination and certification options. Feedback and information collected will be presented to the Board.

The Board recessed from 11:11 a.m. to 11:24 p.m.

Recess

The Committee continued discussion on prospective national examination and certification options for onsite sewage system installers. The Committee agreed by consensus that more information is needed on these programs as the industry is new.

Discussion on Examination and Certification Options

After discussion, the Committee agreed to further research the NAWT (National Association of Wastewater Technicians) program.

Ms. Henshaw advised the Committee of the regulatory impact should the Board elect to include applicable national certifications as methods of entry into licensure. Ms. Henshaw advised there is currently no deadline for making any recommendations to the Board regarding examinations and certifications.

Discussion on Regulatory Impact

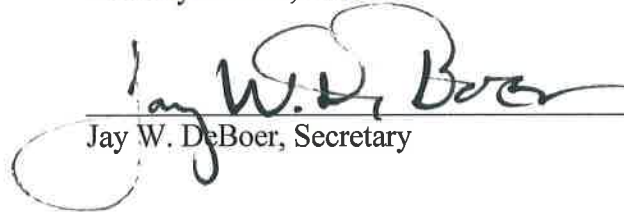
Staff provided dates for consideration by the Committee members for the next meeting. The Committee will be notified of the date when it has been confirmed. **Future Meeting Dates**

Ms. Henshaw reminded Committee members who also sit on the Board to complete conflict of interest forms and travel vouchers. **Conflict of Interest Forms and Travel Vouchers**

There being no further business, the meeting was adjourned at 12:22 p.m. **Adjourn**



D. Perry Greene, 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: WWWOOSSP Board
4. Meeting/IFF Date: Examination Committee November 13, 2015

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:

President, Old Dominion Onsite, Inc & Board Member of VASA

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.

John Ewing

Signature

11/13/15

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: WWWOOSSP Board
4. Meeting/IFF Date: Examination Committee November 13, 2015

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

11/13/2015

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: WWWOOSSP Board
4. Meeting/IFF Date: Examination Committee November 13, 2015

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 Perry Greene
Signature

11-13-15
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: WWWOOSP Board
4. Meeting/IFF Date: Examination Committee November 13, 2015

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

11/13/15
Date