

**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 27, 2017, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members of the Board were present:

W. Jordan Evans, Chair  
John Ewing  
Thomas Wayne Fore  
Kristen Lentz  
Pamela M. Pruett  
D. Wayne Staples  
Richard C. Wadkins

Board members James Brockwell, D. Perry Greene, James Moore, and Rosa-Lee Cooke 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  
Paul Saunders, Board Administrator  
Tanya M. Pettus, Administrative Assistant

James Flaherty from the Office of the Attorney General was present.

Mr. Evans, Chair, 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**

Mr. Staples moved to approve the agenda as presented. Ms. Pruett seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

**Approval of  
Agenda**

Mr. Fore moved to approve the minutes of the April 19, 2017, Education and Training Committee meeting. Mr. Staples seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

**Approval of  
Minutes**

Ms. Lentz moved to approve the minutes of the April 20, 2017,

Board meeting. Mr. Staples seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

Ms. Henshaw introduced to the Board James Flaherty from the Office of the Attorney General.

**Introduction of Staff**

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

**Public Comment Period**

Mr. Fore recused himself from the meeting for the discussions and deliberations regarding File Number 2016-01791 and File Number 2016-01790.

**Recusal of Board Member**

In the matter of **File Number 2016-01791, John Russell Jacobs**, the Board members reviewed the Consent Order, which imposed a monetary penalty of \$250.00. In addition Mr. Jacobs is to complete two hours of Continuing Professional Education (CPE) in ethics, and five hours of CPE in plant management within six months of the date of the consent order. Ms. Pruett moved to accept the terms of the Consent Order as presented. Mr. Ewing seconded the motion. After discussion, the motion was unanimously opposed by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

**File Number 2016-01791, John Russell Jacobs**

After further discussion, Ms. Pruett moved to remand the file to schedule a new Informal Fact Finding Conference (IFF). Mr. Ewing seconded the motion which was unanimously approved by: Evans, Ewing, Lentz, Pruett, Staples, and Wadkins.

In the matter of **File Number 2016-01790, Chester Franklin Cofflin**, the Board members reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Presiding Officer's Summary and Recommendation. Ms. Pruett moved to accept the recommendation of the Presiding Officer and find Chester Franklin Cofflin in violation of Board regulations 18VAC 160-20-140.4, and 18VAC 160-20-140.7. Ms. Lentz seconded the motion which was unanimously approved by: Evans, Ewing, Lentz, Pruett, Staples, and Wadkins.

**File Number 2016-01790, Chester Franklin Cofflin**

Ms. Lentz then moved to accept the recommendation as to the sanctions and impose monetary penalties totaling \$3,000.00, and revoke Chester Franklin Cofflin's Class 1 Wastewater Works Operator license. Mr. Wadkins seconded the motion. After discussion, the motion was approved by: Evans, Ewing, Lentz, Staples, and Wadkins. Ms. Pruett opposed. The motion passed by majority vote.

Mr. Fore returned to the meeting.

Return of Board  
Member  
File Number 2017-  
02093, Charles  
Andrew Jackson

In the matter of **File Number 2017-02093, Charles Andrew Jackson**, 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. Jackson's application for a Class 4 Wastewater Works Operator license contingent upon completion of the Department of Corrections (DOC) Wastewater Works Operator Class 4 Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Ms. Lentz seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

In the matter of **File Number 2017-02658, Johnny Allen Wilson**, 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. Wilson's application for a Class 4 Wastewater Works Operator license. Mr. Wadkins seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

File Number 2017-  
02658, Johnny  
Allen Wilson

In the matter of **File Number 2017-02659, Glen Gerard Gregory**, 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 2017-  
02659, Glen Gerard  
Gregory

Mr. Gregory was present to address the Board. Mr. Gregory thanked the Board for their time and consideration and stated that he enjoys the wastewater industry very much and takes his work and the public's safety very seriously.

Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Gregory's application for a Class 4 Wastewater Works Operator license. Mr. Wadkins seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

In the matter of **File Number 2017-01441, Winston Doyle Douglas**, 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

File Number 2017-  
01441, Winston  
Doyle Douglas

Recommendation. Mr. Wadkins moved to accept the recommendation of the Presiding Officer and approve Mr. Douglas' application for a Class 4 Wastewater Works Operator license contingent upon completion of the DOC Wastewater Works Operator Class 4 Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Mr. Staples seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

In the matter of **File Number 2017-02286, Stephen Vincent Holbrook**, 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 2017-02286, Stephen Vincent Holbrook**

Mr. Holbrook was present to address the Board. Mr. Holbrook thanked the Board for their time and consideration.

Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Holbrook's application for a conventional onsite sewage system operator license. Ms. Lentz seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

In the matter of **File Number 2017-01713, Pedro Luis Diaz, Jr.**, 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. Diaz's application for a Class 4 Wastewater Works Operator license contingent upon completion of the Department of Corrections (DOC) Wastewater Works Operator Class 4 Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Mr. Ewing seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Staples, and Wadkins.

**File Number 2017-01713, Pedro Luis Diaz, Jr.**

Ms. Henshaw provided the Board with examination statistics through July 6, 2017 for informational purposes.

**Examination Statistics Report**

Ms. Henshaw advised the Board that ABC just completed pilot testing of the 2017 standardized examinations for waterworks and wastewater works operators, which had taken place in a limited number of localities. Reports and data from the pilot testing are expected to be forthcoming. The 2017 standardized exam is

expected to replace the current 2012 version in September 2017.

Ms. Henshaw also advised the board that the short-term onsite sewage system professionals exam vendor contract will expire at the end of this year and Requests for Proposal (RFP) for a new exam contract have been solicited. The RFP responses are currently under review. Ms. Henshaw thanked Mr. Ewing for agreeing to participate in the review process.

Discussion was held on reciprocity and the success rates of the current water works and wastewater works exam program as compared to the previous exam program.

Mr. Saunders provided an update on onsite sewage system professionals CPE audits. The audits were conducted from February 8, 2017 to March 31, 2017, based on random selection of 5% of current licensees.

**Update on OSSP  
CPE Audits**

Mr. Fore recused himself from the meeting for the discussions of the Education and Training Committee recommendations.

**Recusal of Board  
Member**

Mr. Saunders presented the Board with a training course application from Thomas W. Fore for a course titled *Ethics for Water, Wastewater and Onsite Sewer System Professionals*. After discussion, Ms. Pruett moved to accept the Education and Training Committee's recommendation and approve the course application for a total of 0.3 training credits. Mr. Staples seconded the motion which was unanimously approved by: Evans, Ewing, Lentz, Pruett, Staples, and Wadkins.

**Update on  
Education and  
Training  
Committee**

Mr. Fore returned to the meeting.

**Return of Board  
Member**

Ms. Henshaw provided the Board with a Memorandum addressed to the Board for Contractors requesting consideration of a change to the Board for Contractors policy wherein a Qualified Individual (QI) of a Contractor's License with a Sewage Disposal System (SDS) specialty is required to hold a Conventional or Alternative Installer License issued by the WWWOSSP Board. Amendments to the WWWOSSP Board regulations effective April 1, 2017, now require a master licensee to provide direct supervision of any regulated work performed by a journeyman licensee. Therefore, a journeyman installer cannot be the individual primarily responsible for the provision of onsite sewage installation services by a licensed contractor with the SDS specialty. Ms. Henshaw is asking the Board for Contractors to consider requiring the QI of a Contractor's License with the SDS specialty to hold a current Master

**Discuss Request to  
Board for  
Contractors  
Regarding  
Qualifying  
Individuals for  
Sewer Disposal  
System Specialty**

Conventional or Alternative Installer License issued by the  
WWWOSSP Board.

Ms. Henshaw asked the Board to consider allowing onsite sewage system employers to maintain a list of master licensees for the applicable license type, as well as a list of journeyman licensees for which the master licensee may provide direct supervision of regulated services. This will ensure employers are in compliance with Board regulation 18VAC 160-40-510. After discussion, Mr. Fore moved to accept the staff recommendation and authorize staff to draft a guidance document on the matter. Ms. Lentz seconded the motion which was unanimously approved by: Evans, Ewing, Lentz, Pruett, Staples, and Wadkins.

Discussion of  
Maintenance of  
Employment  
Records Pursuant  
to 18VAC 160-40-  
510

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

Update on  
Outreach  
Opportunities

Board members considered the following resolutions for a former staff member:

Consideration of  
Resolution for  
Service

Nick Christner

WHEREAS, **Nick Christner**, did faithfully and diligently serve the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals from 2004 to 2017;

WHEREAS, **Nick Christner**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Nick Christner**, 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 twenty-seventh day of July 2017, that **Nick Christner** 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: Evans, Ewing, Lentz, Pruett, Staples, and Wadkins.

Ms. Henshaw congratulated Mr. Fore on his reappointment to the Board.

**Other Board  
Business**

Ms. Henshaw advised the Board that a new licensing staff member will join the Board staff in August.

Discussion was held on course subject matter that is acceptable to obtain the CPE requirement of five contact hours in utilities management for Class 1 and Class 2 waterworks and wastewater works operators. After discussion, the Board agreed by consensus to authorize staff to draft a guidance document to be reviewed by the Board at its next meeting.

The following meeting dates have been scheduled:

- October 26, 2017
- January 23, 2018
- April 19, 2018
- July 26, 2018


**Future Meeting  
Dates**

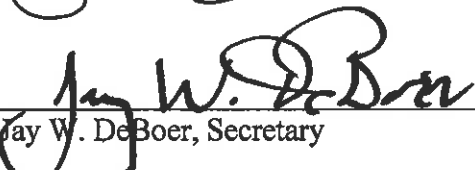
Board members were reminded to complete their conflict of interest forms and travel vouchers.

**Conflict of Interest  
Forms and Travel  
Vouchers**

There being no further business, the meeting was adjourned at 10:25 a.m.

**Adjourn**

  
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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: W. Jordan Evans
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting July 27, 2017
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

7/27/2017  
Date



**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 July 27, 2017
5. I have a personal interest in the following transaction:

\_\_\_\_\_

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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:

WWWOSSP Old Dominion Onsite, Inc.

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

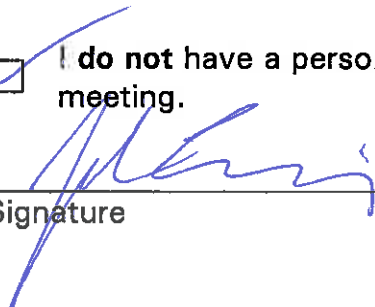
or

I did not participate in the transaction.

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

Signature

Date



7/27/2017

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 Meeting July 27, 2017

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

Ethics CLASS, Will NOT Participate in  
this Transaction, 2016-01791 or 2016 01790

Nature of Personal Interest Affected by Transaction:

Wrote Class to Teach Course of  
A Employee Employed by same employer

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

(ALSO  
2016-01791)  
(2016-  
PAST 01790)  
Employee  
OF THE TOWN  
OF ALTA VISTA

I am able to participate in this transaction fairly, objectively, and in the public interest. WAS ABLE TO IN ALL OTHER OBJECTIVELY

or  
 I did not participate in the transaction. IN ETHICS CLASS,  
(2016-01791) OR (2016-01790)

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

Thomas Fore  
Signature

7/27/17  
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 27, 2017

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:

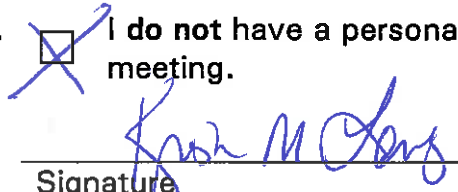
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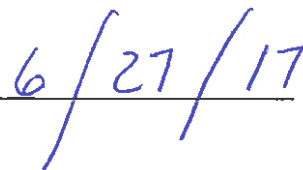
I am able to participate in this transaction fairly, objectively, and in the public interest.

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 27, 2017
5. I have a personal interest in the following transaction:

none

Nature of Personal Interest Affected by Transaction:

NA

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

NA

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

7/27/17  
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 27, 2017
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:

\_\_\_\_\_

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

7/27/17  
Date

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

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

1. Name: Richard C. Wadkins
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting July 27, 2017

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

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\_\_\_\_\_

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.

Richard C. Wadkins  
Signature

7/27/17  
Date