

**THE VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS**

MEETING MINUTES

The Virginia Board for Waterworks and Wastewater Works Operators met on Tuesday, September 9, 2003 at the offices of the Virginia Department of Professional and Occupational Regulation, 3600 West Broad Street, Richmond, Virginia 23230.

The following members of the Board were present:

Steve W. Cawthron, Chairperson
Mark Haley, Vice Chairperson
Dan E. French
Dr. Thomas J. Grizzard, Jr.
Robert B. Taylor (arrived at 8:55 AM)
Eileen Leininger
Larry Lawson

The following members of DPOR staff were present during some or all of the meeting:

Karen O'Neal, Deputy Director for RPD
David Dick, Executive Director
Sharon Sweet, Examinations Director
Joseph Kossan, Board Administrator
Chris Olson, Licensing Specialist

Others who attended the meeting included:

Jack Vanderland, Department of
Environmental Quality
Rachel Pustilnik, Department of Health
Allen Hammer, Virginia Section of the American
Waterworks Association

Chairperson Cawthron, finding a quorum of the Board present, Call to Order
called the meeting to order at 8:34 AM.

Chairperson Cawthron introduced and welcomed new Board Introduction of
Member Eileen Leininger. Ms. Leininger is the Assistant Director New Board
of the Newport News Waterworks in Newport News, Virginia. Member

Mr. French moved that the Board approve the agenda as prepared Adopt Agenda

by staff. Dr. Grizzard seconded the motion, which was carried unanimously by six "YES" votes (Messrs. Cawthron, French, Haley, and Lawson, Dr. Grizzard, and Ms. Leininger). The agenda is attached.

Mr. Haley moved that the Board approve the minutes of the June 19, 2003 meeting as prepared by staff. Dr. Grizzard seconded the motion, which was carried unanimously by six "YES" votes (Messrs. Cawthron, French, Haley, and Lawson, Dr. Grizzard, and Ms. Leininger).

Approval of Minutes

Mr. Haley moved that the Board approve the minutes of the September 8, 2003 Qualifying Experience Committee meeting as prepared by staff. Mr. French seconded the motion, which was carried unanimously by six "YES" votes (Messrs. Cawthron, French, Haley, and Lawson, Dr. Grizzard, and Ms. Leininger).

Chairperson Cawthron opened the floor for public comment. No member of the public present expressed a desire to address the Board.

Public Comment Period

Mr. Taylor arrived at 8:55 AM.

Arrival of Board Member

Rachel Pustilnik, Federal Operator Certification Program Coordinator, Virginia Department of Health, briefed the Board on the progress of the Class VI Waterworks examination pilot online testing project. Ms. Pustilnik discussed three different vendors that were explored as options to administer the Class VI examination. The vendors were Lasergrade, Community College Workforce Alliance, and the Virginia Cooperative Extension. Ms. Pustilnik recommended that the Board move forward and select the Virginia Cooperative Extension as the examinations vendor.

Examinations Update

Mr. French moved that the Board accept Ms. Pustilnik's recommendation to use the Virginia Cooperative Extension as the vendor to administer the Class VI Waterworks examination. Ms. Leininger seconded the motion, which was carried unanimously by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger).

Sharon Sweet, DPOR's Examinations Director, discussed the audit conducted of the time duration of the July 25, 2003 examination. Ms. Sweet recommended that the Board reduce the amount of time allowed to take the examination from four hours to three hours.

The Board agreed without dissent that the time allowed to complete the examination should remain four hours.

The Board reviewed the amendments to the Board's Public Participation Guidelines prepared by staff.

**PPG Regulations-
Fast Track**

Upon a motion by Mr. French and seconded by Mr. Haley, the Board adopted the amendments to the Board's Public Participation Guidelines Regulations and authorized promulgation under the fast track provisions of the Virginia Administrative Process Act (APA). The motion was carried unanimously. Members voting "YES" were Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger.

Mr. Kossan and Mr. Dick updated the Board on the status of the CPE Audit. Of the 408 operators selected for audit, 308 documented compliance, 46 require follow-up communication and 54 did not respond.

**CPE Audit for
Waterworks
Operators**

Letters have been mailed to the 308 that documented their compliance. Letters will be sent to the remaining licensees explaining their status and the actions necessary to come into compliance.

Mr. Haley gave the following report from the Qualifying Experience Committee, which is as follows:

**Qualifying
Experience
Committee Report**

The Qualifying Experience Committee met on April 9, 2003 and agreed to the following recommendation:

The Committee recommends that the Board amend 18 VAC 160-20-90 to accept as qualifying experience any experience obtained by an individual while employed at a non-classified facility with industrial pre-treatment operations, bottled water facilities or filtration that has flows, route operations and/or processes equivalent to those set forth in 18 VAC 160-20-120 for Class IV, III, II, and I waterworks facilities or 18 VAC-160-20-130 for Class IV, III, II, and I wastewater works facilities.

Respectfully submitted,

Steve Cawthron
Mark Haley
Jack Vanderland

Mr. Haley moved that the Board adopt a Notice of Intended Regulatory Action (NOIRA) to amend its regulations to recognize experience obtained while employed at non-classified waterworks facilities (such as bottled water operations) and non-classified wastewater works facilities (such as industrial pre-treatment operations) to qualify an individual to sit for the licensing examination. Mr. French seconded the motion, which carried unanimously by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger).

Chairperson Cawthron opened the floor for nominations for Chairperson and Vice Chairperson.

Election of Officers

Chairperson Cawthron nominated Mr. French for Chairperson.

Hearing no further nominations for Chairperson, Chairperson Cawthron closed the nominations.

The Board unanimously elected Mr. French as Chairperson by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger).

Mr. French nominated Chairperson Cawthron for Vice Chairperson.

Hearing no further nominations for Vice Chairperson, Chairperson Cawthron closed the nominations.

The Board unanimously elected Chairperson Cawthron as Vice Chairperson by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger).

The Board considered the applications for training course approval from Penn State Conferences and Institutes and from the Virginia Department of Environmental Quality.

Application for Training Course Approval

Dr. Grizzard indicated that additional information was needed before approval could be granted for the Penn State Conferences and Institutes training courses. Mr. French moved that the Board direct staff to request from Penn State Conferences and Institutes an updated syllabus for both "The Microlife: Filamentous Organisms" and "Troubleshooting Activated Sludge Process W/A Microscope" that includes where and when the evaluations by "small group discussions and problem solving" will occur. Mr. Taylor seconded the motion, which was carried unanimously by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor,

and Lawson, Dr. Grizzard, and Ms. Leininger).

Dr. Grizzard moved that the Board approve the Virginia Department of Environmental Quality course entitled "Package Treatment Plant Operation Workshop" for 1.3 TC's. Mr. French seconded the motion, which was carried unanimously by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger).

The Board discussed the information received from the ABC Board concerning the election of officers for the year 2004. The Board took no action.

ABC Board of Directors 2004 Elections

Mr. French addressed the Board concerning the ABC Documents for Guidance and Application for the Evaluation of Distance Education. The Board agreed without dissent to have Mr. Vanderland and Mr. Anderson further review the documents.

ABC Documents

The Board discussed the ABC 17th Annual Conference scheduled for January 20-23, 2004, in Norfolk, Virginia. Mr. Haley moved that in support of Governor Warner's executive order and in recognition of the actions taken by the Virginia Department of Health to lure the ABC Conference to Virginia, the Board send as many individuals as possible to the Conference. Mr. Lawson seconded the motion, which was carried unanimously by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger).

ABC 17th Annual Conference

The Board agreed without dissent to send the following Board Members to the conference, subject to the Board's budget limitations:

Mr. French
Dr. Grizzard
Mr. Haley
Ms. Leininger

Mr. Haley moved that the Board adopt the following resolution:

Resolution for Former Board Member

**Department of Professional and
Occupational Regulation**

**Board for Waterworks and
Wastewater Works Operators**

Resolution To

Eugene K. Potter, Jr.

WHEREAS, Eugene K. Potter, Jr., has faithfully and diligently served as a member of the Board for Waterworks and Wastewater Works Operators from 1991 until July 30, 2003; and

WHEREAS, Eugene K. Potter, Jr., has devoted generously of his time, talent and leadership to the Board; and

WHEREAS, Eugene K. Potter, Jr., has endeavored at all times to render decisions with fairness, good judgment, and in the best interest of the Board; and

WHEREAS, the Board for Waterworks and Wastewater Works Operators wishes to acknowledge its gratitude and deepest appreciation 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 this ninth day of September, 2003 that Eugene K. Potter, Jr. be given all honors and respect due him for his outstanding service to the Commonwealth and its citizens and the Board for Waterworks and Wastewater Works Operators; 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.

Dr. Grizzard seconded the motion which was carried unanimously by seven "YES" votes (Messrs. Cawthron, French, Haley, Taylor, and Lawson, Dr. Grizzard, and Ms. Leininger).

The Board scheduled the following meeting dates for the remainder of the year and 2004. **Set Meeting Dates**

- Tuesday, December 9, 2003
- Tuesday, March 9, 2004
- Tuesday, June 22, 2004
- Tuesday, September 14, 2004
- Wednesday, December 8, 2004

The Board members completed their conflict of interest forms and travel vouchers. **Conflict of Interest Forms**

The Board adjourned at 11:25 AM. **Adjournment**



Steve W. Cawthron, Chairperson



Louise Fontaine Ware, Secretary

COPY TESTE:

Custodian of the Records

**VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS**

AGENDA

BOARD MEETING

TUESDAY, SEPTEMBER 9, 2003

8:30 A.M., CONFERENCE ROOM 4 WEST

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION
3600 WEST BROAD STREET
RICHMOND, VIRGINIA 23230**

- I. CALL TO ORDER** – Welcome new Board member – Eileen M. Leininger
- II. APPROVAL OF AGENDA**
 1. Board Agenda, September 9, 2003
- III. APPROVAL OF MINUTES**
 2. Board Meeting Minutes, June 19, 2003
 - Qualifying Experience Committee Minutes, September 8, 2003
- IV. PUBLIC COMMENT PERIOD** – Five minute public comment, per person, on those items not included on the agenda with the exception of any open disciplinary files.
- V. EXAMINATION ISSUES**
 - Examination update – Sharon Sweet and Rachel Pustilnik
- VI. REGULATIONS**
 3. Revisions to Public Participation Guidelines (PPG) Regulations - Fast Track
- VII. CPE AUDIT – WATERWORKS OPERATORS**
- VIII. REPORT OF THE QUALIFYING EXPERIENCE COMMITTEE**
 - Committee Report – Mark Haley
- IX. ELECTION OF OFFICERS**
- X. OTHER BUSINESS**

- A. Application for Training Course Approvals
 - Package Treatment Plant Operation Workshop – DEQ – Tom Grizzard and Mark Anderson
 - The Microlife: Filamentous Organisms – Penn State Conferences and Institutes – Tom Grizzard and Mark Anderson
 - Troubleshooting Activated Sludge Process W/A Microscope – Penn State Conferences and Institutes – Tom Grizzard and Mark Anderson
- B. ABC Board of Directors
 - 4. 2004 Election
- C. ABC Documents: Dan French
 - 5. Guidance for the Evaluation and Accreditation of Distance Education
 - 6. Application for Evaluation of Distance Education
- D. ABC 17th Annual Conference – Norfolk – January 20-23, 2004
- E. Resolution for Gene Potter

XI. CONFIRM AND SET NEXT MEETING DATES

- December 9, 2003
- March 9, 2004
- June 22, 2004
- September 14, 2004
- December 7, 2004

XII. COMPLETE CONFLICT OF INTEREST FORMS

XIII. ADJOURN

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-8595 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of
State Government


1. Name: Mark A. Haley
2. Title: Board Member - Waterworks and Wastewater Works Operators
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: None

6. I declare that:

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

(b) I am able to participate in this transaction fairly, objectively, and in the public interest

Dated: Sept. 09 2003

Signature: 

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of
State Government

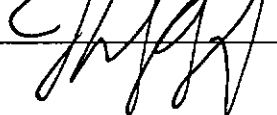
- 1. Name: Dr. Thomas J. Grizzard, Jr.
 - 2. Title: Board Member - Waterworks and Wastewater Works Operators
 - 3. Agency: Department of Professional and Occupational Regulation
 - 4. Transaction: Board Meeting
 - 5. Nature of Personal Interest Affected by Transaction: NONE
-

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: NONE

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

Dated: 09.09.03

Signature: 

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of
State Government


1. Name: Dan E. French
2. Title: Board Member – Waterworks and Wastewater Works Operators
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: None

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: N/A

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

Dated: 9/9/03

Signature: 

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of
State Government

1. Name: Larry G. Lawson
2. Title: Board Member - Waterworks and Wastewater Works Operators
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: _____

6. I declare that:

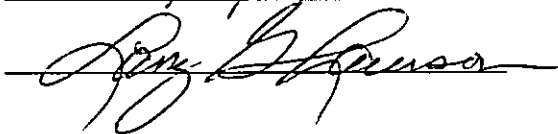
(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: _____

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

Dated: _____

9/9/03

Signature: _____



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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of
State Government

1. Name: Steve W. Cawthron
2. Title: Board Member - Waterworks and Wastewater Works Operators
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: None
-


6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: Water and Wastewater

Industry

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

Dated: 9/9/03

Signature: 

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of
State Government

1. Name: Eileen Leininger
2. Title: Board Member - Waterworks and Wastewater Works Operators
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: none

6. I declare that:

(a) I am a member of the following business, profession, occupation, or group, the members of which are affected by the transaction: employee of Newport News Waterworks - regulant of the Board

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

Dated:

9/9/03

Signature:

Eileen Leininger

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of
State Government

1. Name: Robert B. Taylor, PE
2. Title: Board Member - Waterworks and Wastewater Works Operators
3. Agency: Department of Professional and Occupational Regulation
4. Transaction: Board Meeting
5. Nature of Personal Interest Affected by Transaction: None

6. I declare that:

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

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

Dated:

9/9/03

Signature:

Robert B Taylor