

**VIRGINIA BOARD
FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS
AND ONSITE SEWAGE SYSTEM PROFESSIONALS**

***Tentative* AGENDA THURSDAY, JULY 23, 2020
9:30 A.M. BOARD ROOM 2-- SECOND FLOOR**

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL
REGULATION PERIMETER CENTER -- 9960 MAYLAND DRIVE
RICHMOND, VIRGINIA 23233**

- I. CALL TO ORDER**
- II. EMERGENCY EVACUATION PROCEDURES**
- III. COVID-19 SAFETY REMINDERS**
- IV. APPROVAL OF AGENDA**
- a. Board Agenda, July 23, 2020
- V. APPROVAL OF MINUTES**
- a. Education and Training Committee Meeting Minutes, January 9, 2020
- b. Board Meeting Minutes, January 9, 2020
- VI. 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.**
- VII. CASE FILES****
- a. File Number 2019-0277, Larry Woodford Madison, Jr.
IFF by Ewing, Johnson, Pruett—Disciplinary
- b. File Number 2019-02165, Alice Marie Davis
Prima Facie (Fore)
- c. File Number 2019-02159, Randolph Paul Peters
Prima Facie (Fore)
- d. File Number 2020-00169, Randolph Paul Peters
Prima Facie (Fore)
- e. File Number 2020-01819, Steven Matthew Marshall
IFF by Eldridge—Licensing
- f. File Number 2020-01946, Jeffrey Dallas Spickard
IFF by Eldridge—Licensing
- g. File Number 2020-01186, Darrell Wesley Kinard
IFF by Eldridge—Licensing
- h. File Number 2020-01296, Devin Charles Howell
IFF by Eldridge—Licensing
- i. File Number 2020-01507, Derrick Lamont Bright
IFF by Eldridge—Licensing
- j. File Number 2020-02088, Gordon Lee James, II
IFF by Eldridge—Licensing
- k. File Number 2020-02153, Cecil Mandell Dixon
IFF by Eldridge—Licensing

- l. File Number 2020-02214, Rocky Jon Taylor
IFF by Eldridge—Licensing
- m. File Number 2020-02270, Craig Morgan Callan
IFF by Eldridge—Licensing

VIII. OTHER BUSINESS

- a. WWWO 2020 CPE Audit Report
- b. Examination Statistics Report
 - i. Exam Experience Report
- c. DPOR Updates as it Relates to COVID-19 Response
- d. Discussion of 18VAC160-30-190.D as it Relates to Converting Traditional Classroom Training to Online/Virtual Training Due to COVID-19
- e. Discussion of Board for Contractors Regulatory Action for SDS License Specialty
- f. Consider Future Meeting Dates
- g. Board Financial Statements
- h. Update on Outreach Opportunities
- i. Other Business

IX. FUTURE MEETING DATES

- a. October 22, 2020

X. COMPLETE CONFLICT OF INTEREST FORMS AND TRAVEL VOUCHERS

XI. ADJOURN

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-0362 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.

** Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the *Code of Virginia*.

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

COVID-19 SAFETY REMINDERS

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA

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

The Education and Training Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) 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 Committee were present:

John Ewing, Chair
Thomas Wayne Fore
D. Wayne Staples

Committee members Rosa-Lee Cooke and Barry Matthews were not present at the meeting.

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

Trisha L. Henshaw, Executive Director
Paul G. Saunders, III, Board Administrator
Tanya M. Pettus, Administrative Assistant

Mr. Ewing called the meeting to order at 9:04 a.m.

Call to Order

Mr. Saunders advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

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

Approval of Agenda

There were no members of the public present for comment.

**Public Comment
Period**

The Committee reviewed for approval the *Wastewater Training for WestRock* training course application from EBS. After discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 0.96 training credits, and 9.6 contact hours, retroactive to March 2019 and going forward. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples

**Review of
Environmental
Business Specialists
(EBS) Course Titled
Wastewater Training
for WestRock**

There being no further business, the meeting was adjourned at 9:08 a.m.

Adjourn

Pamela M. Pruett, Chair

Mary Broz-Vaughan, Secretary

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position.
DRAFT AGENDA

DRAFT

**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. Pruett, 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. Pruett, 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, Pruett, 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, Pruett, 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 Green:

**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, Pruett, Staples, and Taylor.

Ms. Pruett 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. Pruett, Chair

Mary Broz-Vaughan, Secretary

PUBLIC COMMENT PERIOD

Five minute public comment, per person, with the exception of any open disciplinary or application files.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA

WWWO 2020 CPE AUDIT REPORT

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA

PFA Summary

1/1/2017 through 7/3/2020

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Wastewater Works Operator Class 1 Examination - VAWW1

Exam Type: Virginia Wastewater Works Operator Class 1 Examination - CLASS1

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|--------------|------|-------|------|-------|--------|------|-------|
| First Time | 168 | 27 | 16.1% | 141 | 83.9% | 5 | 2.9% | 173 |
| Repeater | 269 | 48 | 17.8% | 221 | 82.2% | 8 | 2.9% | 277 |
| Total | 437 | 75 | 17.2% | 362 | 82.8% | 13 | 2.9% | 450 |

Test Program: Virginia Wastewater Works Operator Class 2 Examination - VAWW2

Exam Type: Virginia Wastewater Works Operator Class 2 Examination - CLASS2

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|--------------|------|-------|------|-------|--------|------|-------|
| First Time | 254 | 71 | 28.0% | 183 | 72.0% | 5 | 1.9% | 259 |
| Repeater | 270 | 62 | 23.0% | 208 | 77.0% | 12 | 4.3% | 282 |
| Total | 524 | 133 | 25.4% | 391 | 74.6% | 17 | 3.1% | 541 |

Test Program: Virginia Wastewater Works Operator Class 3 Examination - VAWW3

Exam Type: Virginia Wastewater Works Operator Class 3 Examination - CLASS3

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|--------------|------|-------|------|-------|--------|------|-------|
| First Time | 263 | 84 | 31.9% | 179 | 68.1% | 6 | 2.2% | 269 |
| Repeater | 275 | 76 | 27.6% | 199 | 72.4% | 4 | 1.4% | 279 |
| Total | 538 | 160 | 29.7% | 378 | 70.3% | 10 | 1.8% | 548 |

Test Program: Virginia Wastewater Works Operator Class 4 Examination - VAWW4

Exam Type: Virginia Wastewater Works Operator Class 4 Examination - CLASS4

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|--------------|------|-------|------|-------|--------|------|-------|
| First Time | 279 | 83 | 29.7% | 196 | 70.3% | 6 | 2.1% | 285 |
| Repeater | 390 | 91 | 23.3% | 299 | 76.7% | 6 | 1.5% | 396 |
| Total | 669 | 174 | 26.0% | 495 | 74.0% | 12 | 1.8% | 681 |

PFA Summary

1/1/2017 through 7/3/2020

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Waterworks Operator Class 1 Examination - VAWA1

Exam Type: Virginia Waterworks Operator Class 1 Examination - CLASS1

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|---------------------|-------------|----------|-------------|----------|---------------|----------|--------------|
| First Time | 140 | 33 | 23.6% | 107 | 76.4% | 1 | 0.7% | 141 |
| Repeater | 191 | 41 | 21.5% | 150 | 78.5% | 9 | 4.5% | 200 |
| Total | 331 | 74 | 22.4% | 257 | 77.6% | 10 | 2.9% | 341 |

Test Program: Virginia Waterworks Operator Class 2 Examination - VAWA2

Exam Type: Virginia Waterworks Operator Class 2 Examination - CLASS2

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|---------------------|-------------|----------|-------------|----------|---------------|----------|--------------|
| First Time | 168 | 82 | 48.8% | 86 | 51.2% | 3 | 1.8% | 171 |
| Repeater | 197 | 45 | 22.8% | 152 | 77.2% | 8 | 3.9% | 205 |
| Total | 365 | 127 | 34.8% | 238 | 65.2% | 11 | 2.9% | 376 |

Test Program: Virginia Waterworks Operator Class 3 Examination - VAWA3

Exam Type: Virginia Waterworks Operator Class 3 Examination - CLASS3

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|---------------------|-------------|----------|-------------|----------|---------------|----------|--------------|
| First Time | 193 | 108 | 56.0% | 85 | 44.0% | 9 | 4.5% | 202 |
| Repeater | 160 | 55 | 34.4% | 105 | 65.6% | 5 | 3.0% | 165 |
| Total | 353 | 163 | 46.2% | 190 | 53.8% | 14 | 3.8% | 367 |

Test Program: Virginia Waterworks Operator Class 4 Examination - VAWA4

Exam Type: Virginia Waterworks Operator Class 4 Examination - CLASS4

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|---------------------|-------------|----------|-------------|----------|---------------|----------|--------------|
| First Time | 179 | 116 | 64.8% | 63 | 35.2% | 5 | 2.7% | 184 |
| Repeater | 77 | 26 | 33.8% | 51 | 66.2% | 2 | 2.5% | 79 |
| Total | 256 | 142 | 55.5% | 114 | 44.5% | 7 | 2.7% | 263 |

PFA Summary

1/1/2017 through 7/3/2020

Delivery Method: ALL

Client: Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

Test Program: Virginia Waterworks Operator Class 5 Examination - VAWA5

Exam Type: Virginia Waterworks Operator Class 5 Examination - CLASS5

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|---------------------|-------------|----------|-------------|----------|---------------|----------|--------------|
| First Time | 75 | 65 | 86.7% | 10 | 13.3% | 2 | 2.6% | 77 |
| Repeater | 12 | 3 | 25.0% | 9 | 75.0% | 0 | 0.0% | 12 |
| Total | 87 | 68 | 78.2% | 19 | 21.8% | 2 | 2.2% | 89 |

Test Program: Virginia Waterworks Operator Class 6 Examination - VAWA6

Exam Type: Virginia Waterworks Operator Class 6 Examination - CLASS6

| | Total Tested | Pass | % | Fail | % | Absent | % | Total |
|-------------------|---------------------|-------------|----------|-------------|----------|---------------|----------|--------------|
| First Time | 40 | 25 | 62.5% | 15 | 37.5% | 0 | 0.0% | 40 |
| Repeater | 19 | 10 | 52.6% | 9 | 47.4% | 1 | 5.0% | 20 |
| Total | 59 | 35 | 59.3% | 24 | 40.7% | 1 | 1.7% | 60 |

Comparison – Before & After Extra Hour

| | Wastewater 1 | | | Wastewater 2 | | | Wastewater 3 | | | Wastewater 4 | | |
|--------------------|--------------|--------|--------|--------------|--------|--------|--------------|--------|--------|--------------|--------|--------|
| | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % |
| 1/1/17 - 8/31/19 | 365 | 57 | 15.6% | 415 | 109 | 26.3% | 412 | 127 | 30.8% | 508 | 124 | 24.4% |
| 8/31/19 - 7/1/2020 | 71 | 18 | 25.4% | 107 | 22 | 20.6% | 126 | 33 | 26.2% | 160 | 49 | 30.6% |

| | Water 1 | | | Water 2 | | | Water 3 | | | Water 4 | | |
|--------------------|---------|--------|--------|---------|--------|--------|---------|--------|--------|---------|--------|--------|
| | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % |
| 1/1/17 - 8/31/19 | 238 | 52 | 21.8% | 302 | 102 | 33.8% | 281 | 128 | 45.6% | 204 | 114 | 55.9% |
| 8/31/19 - 7/1/2020 | 93 | 22 | 23.7% | 63 | 25 | 39.7% | 72 | 35 | 48.6% | 51 | 28 | 54.9% |

First Time vs. Repeat Exams

| | Wastewater 1 | | | Wastewater 2 | | | Wastewater 3 | | | Wastewater 4 | | |
|---------------|--------------|----------|--------------|--------------|----------|--------------|--------------|-----------|--------------|--------------|-----------|--------------|
| | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % |
| First | 16 | 3 | 18.8% | 23 | 6 | 26.1% | 27 | 5 | 18.5% | 27 | 11 | 40.7% |
| Repeat | 13 | 2 | 15.4% | 32 | 8 | 25.0% | 33 | 11 | 33.3% | 52 | 12 | 23.1% |

| | Water 1 | | | Water 2 | | | Water 3 | | | Water 4 | | | Water 5 | | |
|---------------|-----------|----------|--------------|-----------|-----------|--------------|-----------|-----------|--------------|-----------|-----------|--------------|-----------|----------|--------------|
| | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % | Tested | Passed | Pass % |
| First | 21 | 6 | 28.6% | 17 | 10 | 58.8% | 22 | 13 | 59.1% | 22 | 16 | 72.7% | 12 | 9 | 75.0% |
| Repeat | 29 | 6 | 20.7% | 13 | 1 | 7.7% | 16 | 7 | 43.8% | 9 | 2 | 22.2% | 3 | 0 | 0.0% |

January 1, 2020 – July 1, 2020

VA ONSITE SEWAGE SYSTEM PROFESSIONALS EXAMINATION STATISTICS SUMMARY

For the Period of 01/01/17 - 07/03/20

Printed on 07/07/20

Page: 1

| | | | |
|---|---|---|---|
| VA Master Onsite Sewage System Installer - Alternative | VA Master Onsite Sewage System Installer - Alternative(PRE 07/26/2018) | VA Master Onsite Sewage System Installer - Alternative(PRE 04/23/2020) | VA Master Onsite Sewage System Installer - Alternative |
|---|---|---|---|

| | Candidates | Candidates | Candidates |
|--------------------|--------------|--------------|-------------|
| First time Passes: | 7 (21.88 %) | 6 (22.22 %) | 1 (33.33 %) |
| First time Fails: | 25 (78.13 %) | 21 (77.78 %) | 2 (66.67 %) |
| Repeat Passes: | 9 (33.33 %) | 14 (42.42 %) | 0 (0.0 %) |
| Repeat Fails: | 18 (66.67 %) | 19 (57.58 %) | 0 (0.0 %) |
| Total | 59 | 60 | 3 |

| | | | |
|--|--|--|--|
| VA Master Onsite Sewage System Installer - Conventional | VA Master Onsite Sewage System Installer - Conventional(PRE 07/26/2018) | VA Master Onsite Sewage System Installer - Conventional(PRE 04/23/2020) | VA Master Onsite Sewage System Installer - Conventional |
|--|--|--|--|

| | Candidates | Candidates | Candidates |
|--------------------|--------------|--------------|-------------|
| First time Passes: | 1 (8.33 %) | 6 (26.09 %) | 0 (0.0 %) |
| First time Fails: | 11 (91.67 %) | 17 (73.91 %) | 1 (100.0 %) |
| Repeat Passes: | 5 (62.5 %) | 11 (61.11 %) | 0 (0.0 %) |
| Repeat Fails: | 3 (37.5 %) | 7 (38.89 %) | 1 (100.0 %) |
| Total | 20 | 41 | 2 |

VA Master Onsite Sewage System Operator - Alternative **VA Master Onsite Sewage System Operator - Alternative(PRE 07/26/2018)** **VA Master Onsite Sewage System Operator - Alternative(PRE 04/23/2020)** **VA Master Onsite Sewage System Operator - Alternative**

| | Candidates | Candidates | Candidates |
|--------------------|--------------|--------------|------------|
| First time Passes: | 12 (85.71 %) | 13 (76.47 %) | 0 (0.0 %) |
| First time Fails: | 2 (14.29 %) | 4 (23.53 %) | 0 (0.0 %) |
| Repeat Passes: | 0 (0.0 %) | 2 (25.0 %) | 0 (0.0 %) |
| Repeat Fails: | 2 (100.0 %) | 6 (75.0 %) | 0 (0.0 %) |
| Total | 16 | 25 | 0 |

VA Master Onsite Sewage System Operator - Conventional **VA Master Onsite Sewage System Operator - Conventional(PRE 07/26/2018)** **VA Master Onsite Sewage System Operator - Conventional(PRE 04/23/2020)** **VA Master Onsite Sewage System Operator - Conventional**

| | Candidates | Candidates | Candidates |
|--------------------|-------------|-------------|-------------|
| First time Passes: | 5 (45.45 %) | 5 (71.43 %) | 1 (100.0 %) |
| First time Fails: | 6 (54.55 %) | 2 (28.57 %) | 0 (0.0 %) |
| Repeat Passes: | 3 (50.0 %) | 1 (100.0 %) | 0 (0.0 %) |
| Repeat Fails: | 3 (50.0 %) | 0 (0.0 %) | 0 (0.0 %) |
| Total | 17 | 8 | 1 |

VA Master Onsite Soil Evaluator - Alternative **VA Master Onsite Soil Evaluator - Alternative(PRE 07/26/2018)** **VA Master Onsite Soil Evaluator - Alternative(PRE 04/23/2020)** **VA Master Onsite Soil Evaluator - Alternative**

| | Candidates | Candidates | Candidates |
|--------------------|--------------|--------------|-------------|
| First time Passes: | 14 (100.0 %) | 17 (94.44 %) | 2 (100.0 %) |
| First time Fails: | 0 (0.0 %) | 1 (5.56 %) | 0 (0.0 %) |
| Repeat Passes: | 0 (0.0 %) | 1 (100.0 %) | 0 (0.0 %) |

| | | | |
|---------------|-----------|-----------|-----------|
| Repeat Fails: | 0 (0.0 %) | 0 (0.0 %) | 0 (0.0 %) |
| Total | 14 | 19 | 2 |

| | | | |
|---|--|--|---|
| VA Master Onsite Soil Evaluator - Conventional | VA Master Onsite Soil Evaluator - Conventional(P RE 07/26/2018) | VA Master Onsite Soil Evaluator - Conventional(P RE 04/23/2020) | VA Master Onsite Soil Evaluator - Conventional |
|---|--|--|---|

| | Candidates | Candidates | Candidates |
|--------------------|--------------|--------------|-------------|
| First time Passes: | 13 (92.86 %) | 13 (66.67 %) | 1 (33.33 %) |
| First time Fails: | 1 (7.14 %) | 2 (13.33 %) | 2 (66.67 %) |
| Repeat Passes: | 1 (100.0 %) | 0 (0.0 %) | 1 (100.0 %) |
| Repeat Fails: | 0 (0.0 %) | 1 (100.0 %) | 0 (0.0 %) |
| Total | 15 | 16 | 4 |

DRAFT AGENDA
 Materials contained in this agenda are proposed topics for discussion
 and are not to be construed as regulation or official Board position.
 DRAFT AGENDA

OSSP Exam Statistics January 1, 2017 to July 7, 2020

| | Tested | Passed | Pass % |
|---|--------|--------|--------|
| Master Alternative OSS Installer | | | |
| 1/1/2017-7/7/2020 | 122 | 37 | 30.3% |
| 7/7/2017-7/25/2018 | 59 | 16 | 27.1% |
| 7/26/2018-7/7/2020 | 63 | 21 | 33.3% |

| | | | |
|--|----|----|-------|
| Master Conventional OSS Installer | | | |
| 1/1/2017-7/7/2020 | 63 | 23 | 36.5% |
| 7/7/2017-7/25/2018 | 20 | 6 | 30.0% |
| 7/26/2018-7/7/2020 | 43 | 17 | 39.5% |

| | | | |
|--|----|----|-------|
| Master Alternative OSS Operator | | | |
| 1/1/2017-7/7/2020 | 41 | 27 | 65.9% |
| 7/7/2017-7/25/2018 | 16 | 12 | 75.0% |
| 7/26/2018-7/7/2020 | 25 | 15 | 60.0% |

| | | | |
|---|----|----|-------|
| Master Conventional OSS Operator | | | |
| 1/1/2017-7/7/2020 | 26 | 15 | 57.7% |
| 7/7/2017-7/25/2018 | 17 | 8 | 47.1% |
| 7/26/2018-7/7/2020 | 9 | 7 | 77.8% |

| | | | |
|---|----|----|--------|
| Master Alternative Onsite Soil Evaluator | | | |
| 1/1/2017-7/7/2020 | 35 | 34 | 97.1% |
| 7/7/2017-7/25/2018 | 14 | 14 | 100.0% |
| 7/26/2018-7/7/2020 | 21 | 20 | 95.2% |

| | | | |
|--|----|----|-------|
| Master Conventional Onsite Soil Evaluator | | | |
| 1/1/2017-7/7/2020 | 35 | 29 | 82.9% |
| 7/7/2017-7/25/2018 | 15 | 14 | 93.3% |
| 7/26/2018-7/7/2020 | 20 | 15 | 75.0% |

DRAFT AGENDA
Materials contained in this agenda are for discussion purposes for discussion board position.
DRAFT AGENDA

Exam Experience Report from Former Board Member Perry Greene:

Listed are my personal opinion and takeaways for success in passing.

- Preparation
- Utilizing Proper Resources
- Do Not Take Short Cuts.

Preparation:

1. Completed Water Treatment Plant Operations Volume I study course.
2. Completed Water Treatment Plant Operations Volume II study course.
3. Attended VA Tech Short School level III.
4. Completed WSO Water Treatment Grade 2,3-4 books.
5. Purchased 680 AWWA questions for exam preparation.
6. Reviewed all AWWA training videos.

Method of preparation:

1. **Set a schedule for study periods-** Unless you are well versed in chemistry you will need a basic foundation to determine process changes requiring chemical dosing. This includes understanding how temperature, pH and other factors impact process. Understanding what converts minerals from a soluble form to insoluble, when to increase, decrease pH adjustments and etc. I do not recall of the 1200 questions that I prepared and remembered, directly asked on the exam. The questions demands a thought process, including upstream and downstream conditions that requires you to visualize real world operation. I will say, this could be a challenge to inexperienced operators that use automation to control the processes. The questions expect you to know how to operate the plant manually, hands on.

2. **Utilizing Proper Resources-** Encourage Operators to visit other plants that have processes they do not work with. They could gain fundamental knowledge such as, start-up shut down, trouble shooting, a general understanding of pressures, flow readings and etc. Watching the AWWA videos were really helpful, they reinforced and impressed subtle key observations in my mind. It was help as I visualized my running the processes.

3. **Do Not Take Short Cuts-** ABC test developers stated that when people limit exam preparation to "Taking a test" they will fail. Meaning, they memorize a lot of questions ,expecting them to appear on the test. I believe my success was directly related to good study habits, consistency and discipline. The chapter review questions are a key to determining how much you have learned, and should not be bypassed.

In summary, the test questions are obscure and until we understand that you cannot short-cut preparation the pass/failure rates will be the same. Personally, I like the ABC testing format, the integrity is kept intact as test takers cannot memorize and circulate direct questions that can be marked up in study manuals. It requires those who sit for the exam to develop the minimum knowledge to safely operate water facilities.

Hopefully this contributes to DPOR's effort to understanding how to help operators succeed.

I will be sitting for my Class I exam in September and will update you as to why I was successful or a reason why I failed.

I am always available to assist the Board in any way that I can.

Perry



**VIRGINIA BOARD FOR WATERWORKS AND WASTEWATER WORKS
OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS**

VIRGINIA WATERWORKS OPERATOR CLASS 2 EXAMINATION

GREENE, DOUGLAS PERRY
549 WATCH HILL RD
MIDLOTHIAN, VA 23114
UNITED STATES OF AMERICA

CANDIDATE ID NUMBER: **VIR002824**
EXAMINATION DATE: **03/16/2020**
CONTROL ID: **4177093**
PID: **VIR002824**

You have **passed** this examination. Your score is **86**.
The passing score is **70**.

| Content Area | Your Score | Max Score |
|--|------------|------------|
| 1. Treatment Process | 24 | 30 |
| 2. Laboratory Analysis | 11 | 13 |
| 3. Equipment Operation and Maintenance | 23 | 23 |
| 4. Source Water Characteristics | 8 | 10 |
| 5. Security, Safety, Compliance, and Administrative Procedures | 20 | 24 |
| TOTAL | 86 | 100 |

Congratulations on passing the Virginia Waterworks Operator Class 2 Examination. Upon request, a duplicate score report may be obtained from PSI for a fee of \$25. Please visit www.goamp.com or call 800-345-6559 for more information about obtaining a duplicate score report.

Department of Professional and Occupational Regulation
9960 Mayland Drive, Fourth Floor
Richmond, VA 23233-1485
Telephone: (804) 367-8595
Facsimile: (866) 350-5354
Email: WaterWasteOper@dpor.virginia.gov
Website: <http://www.dpor.virginia.gov/Boards/wwwoosp/>

DPOR UPDATES AS IT RELATES TO COVID-19 RESPONSE

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board policy
DRAFT AGENDA

Discussion of 18VAC160-30-190.D as it Relates to Converting Traditional Classroom Training to Online/Virtual Training Due to COVID-19

Relevant Excerpt from the Waterworks and Wastewater Works Operators Licensing Regulations:

“A licensee may receive CPE credit for teaching a course that otherwise meets the requirements of this chapter; however, additional credit shall not be given for subsequent offerings of a course or activity with the same content within the same licensing cycle. **In addition, a licensee may receive two hours of CPE no more than once during a single licensing cycle for the initial development or substantial updating of a CPE course [emphasis added].**”

Note: The Onsite Sewage System Professionals Licensing Regulations contain the same provision in 18VAC160-40-330.D.

Virginia Administrative Code

Title 18. Professional and Occupational Licensing

Agency 160. Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

Chapter 30. Waterworks and Wastewater Works Operators Licensing Regulations

18VAC160-30-190. Continuing Professional Education.

Part IV

Continuing Professional Education

A. Each licensee shall have completed the following number of continuing professional education (CPE) contact hours during each renewal cycle. CPE provisions do not apply for the renewal of licenses that were held for less than two years on the date of expiration.

1. Class 1, Class 2, and Class 3 waterworks and wastewater works operators shall obtain a minimum of 20 contact hours.
2. Class 4 waterworks and wastewater works operators shall obtain a minimum of 16 contact hours.
3. Class 5 waterworks operators shall obtain a minimum of eight contact hours.
4. Class 6 operators shall obtain a minimum of four contact hours.

B. CPE contact hours completed during the license period immediately prior to the expiration date of the license shall be acceptable in order to renew the license. CPE contact hours completed during a licensing renewal cycle to satisfy the CPE requirements of the preceding licensing renewal cycle shall be valid only for that preceding license renewal cycle and shall not be accepted for any subsequent renewal cycles.

C. The licensee will not receive CPE credit for completing the same continuing education course with the same content more than once during a license period.

D. A licensee may receive CPE credit for teaching a course that otherwise meets the requirements of this chapter; however, additional credit shall not be given for subsequent offerings of a course or activity with the same content within the same licensing cycle. In addition, a licensee may receive two hours of CPE no more than once during a single licensing cycle for the initial development or substantial updating of a CPE course.

E. Safety subjects shall not count for more than one-half of the total required CPE hours.

Statutory Authority

§§ 54.1-201 and 54.1-2301 of the Code of Virginia.

Historical Notes

Derived from Virginia Register Volume 33, Issue 11, eff. April 1, 2017.

MEMORANDUM

TO: Board for Contractors
FROM: Eric L. Olson
Executive Director
DATE: June 5, 2020
RE: Division of SDS Specialty – Regulatory Review

Contractors that perform work on sewage disposal systems, both conventional and alternative, are currently required to also hold a license issued by the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (WWWOSSP). The individual license that must be held by the Qualified Individual in order for a contractor to hold the sewage disposal system (SDS) specialty is actually issued by WWWOSSP.

The licensing of those individuals licensed to install systems is divided into two categories, conventional and alternative. Currently, the SDS specialty allows a company to install both types of systems and no deference is made to the Qualified Individual with regards to what type of license he holds from WWWOSSP.

Having two different types of individual licenses for Qualified Individuals, and two different types of systems that can be installed for consumers, has made the current specialty obsolete and confusing. After meeting with the Executive Director of WWWOSSP, we agreed that it would be beneficial to both programs to approach the Board for Contractors and request that the current SDS specialty be broken up into two categories: SDS-Alternative (SSA) and SDS-Conventional (SSC). Requirements for the specialties will be the same as currently in place except that the Qualified Individual of the SSA specialty will be required to hold an alternative installers license from WWWOSSP and the Qualified Individual of the SSC specialty will be required to hold a conventional installers license.

Unlike the amendment that separated BLD into two separate classifications, this proposed amendment to the regulations would only allow contractors with a Qualified Individual holding the appropriate license to hold the equivalent specialty. Adequate notice will be given to all current licensees to ensure sufficient time is given to them for their Qualified Individual to become appropriately licensed if they wish to have both specialties.

It is requested that the Board for Contractors adopt this request and instruct staff to commence the regulatory review process to make the necessary amendments to the current regulations.

2021 BOARD MEETING SCHEDULE

| WWWOSSP BOARD | |
|---|---|
| Education & Training Committee | Board Meeting |
| Thursday, January 14, 2021 @ 9:00 am <i>Board Room 3</i> | Thursday, January 14, 2021 @ 9:30 am <i>Board Room 3</i> |
| Thursday, April 29, 2021 @ 9:00 am <i>Board Room 3</i> | Thursday, April 29, 2021 @ 9:30 am <i>Board Room 3</i> |
| Thursday, July 8, 2021 @ 9:00 am <i>Board Room 4</i> | Thursday, July 8, 2021 @ 9:30 am <i>Board Room 4</i> |
| Thursday, October 28, 2021 @ 9:00 am <i>Board Room 4</i> | Thursday, October 28, 2021 @ 9:30 am <i>Board Room 4</i> |

Department of Professional and Occupational Regulation
Statement of Financial Activity

Board for WWOOSSP
954530

2018-2020 Biennium

May 2020

| | May 2020 Activity | Biennium-to-Date Comparison | |
|---|----------------------|-----------------------------|-------------------------|
| | | July 2016 - May 2018 | July 2018 - May 2020 |
| Cash/Revenue Balance Brought Forward | | | 332,426 |
| Revenues | 9,246 | 523,813 | 431,544 |
| Cumulative Revenues | | | 763,970 |
| Cost Categories: | | | |
| Board Expenditures | 524 | 51,471 | 61,402 |
| Board Administration | 7,202 | 160,433 | 172,439 |
| Administration of Exams | 1,283 | 25,442 | 33,513 |
| Enforcement | 453 | 8,253 | 10,336 |
| Legal Services | 0 | 1,920 | 2,236 |
| Information Systems | 2,551 | 107,199 | 129,588 |
| Facilities and Support Services | 2,970 | 72,434 | 74,561 |
| Agency Administration | 3,146 | 96,410 | 78,653 |
| Other / Transfers | 0 | 7,522 | (5) |
| Total Expenses | 18,129 | 531,084 | 562,722 |
| Transfer To/(From) Cash Reserves | 0 | 0 | 175,229 |
| Ending Cash/Revenue Balance | | | 26,019 |

| | | | |
|---------------------------------------|---------|---|---------|
| Cash Reserve Beginning Balance | 175,229 | 0 | 0 |
| Change in Cash Reserve | 0 | 0 | 175,229 |
| Cash Reserve Ending Balance | 175,229 | 0 | 175,229 |

Number of Regulants

| | |
|---------------------------|-------|
| Current Month | 5,762 |
| Previous Biennium-to-Date | 5,669 |

UPDATE ON OUTREACH OPPORTUNITIES

DRAFT AGENDA
Materials contained in this agenda are proposed for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA

OTHER BUSINESS

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA

COMPLETE CONFLICT OF INTEREST
FORMS AND
TRAVEL VOUCHERS

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position.
DRAFT AGENDA

ADJOURN

Please return your document folders to Tanya Pettus.

DRAFT AGENDA
Materials contained in this agenda are proposed topics for discussion
and are not to be construed as regulation or official Board position
DRAFT AGENDA