

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

MINUTES OF MEETING

The OSSP Licensing Regulatory Review Committee of the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on March 28, 2022, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 2, Richmond, Virginia 23233.

The following members were present:

Bryan Allen  
James Brockwell  
John Ewing  
W. Jordan Evans, Chair  
Thomas Fore  
Pamela Pruet, Ex-officio  
Ronnie Thomas

Committee member Adrian Joye was not present at the meeting.

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

Trisha L. Lindsey, Executive Director  
Joseph C. Haughwout, Jr., Board and Regulatory Administrator  
Tanya M. Pettus, Board Administrator  
Lisa Robinson, Licensing Administrator  
Raven Custer, Administrative Coordinator

Mr. Evans, Chair, called the meeting to order at 10:05 a.m.

**Call to Order**

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

**Emergency  
Evacuation  
Procedures**

Members of the Committee and Board staff introduced themselves.

**Introduction of  
Committee**

Ms. Lindsey advised the Board that Committee member Adrian Joye of the Fairfax County Health Department was unable to attend the meeting.

**Members and Board  
Staff**

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

**Approval of Agenda**

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

**Public Comment Period**

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

**Overview**

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

The Committee was provided with current versions of applicable laws and regulations, as well as onsite sewage system licensing requirements from other states for informational purposes.

**Resources and Information**

Ms. Lindsey presented the Committee with an overview of the regulatory review process, as well as guidelines for drafting regulations.

**Overview of Regulatory Review Process**

The Committee recessed from 11:15 a.m. to 11:26 a.m.

**Recess**

Mr. Haughwout presented the Committee with proposed regulatory review topics.

**Regulatory Review Topics**

Discussion was held on entry requirements, barriers to licensure, and master and journeyman classifications.

**Consider Necessary Regulatory Changes**

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

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

**Set Next Meeting Date**

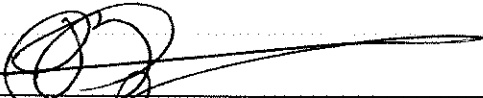
Mr. Evans reminded the Committee members to complete their conflict of interest forms and travel vouchers.

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

There being no further business, the meeting was adjourned at 12:30

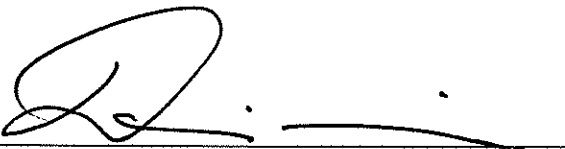
**Adjourn**

p.m.



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Pamela M. Fruett, Chair



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Demetrios J. Melis, Secretary

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Pamela M. Pruett  
2. Title: Board Member  
3. Agency: WWWOOSSP Board  
4. Meeting/IFF Date: OSSP Licensing Regulatory Review Committee  
March 28, 2022

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

none

Nature of Personal Interest Affected by Transaction:

n/a

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

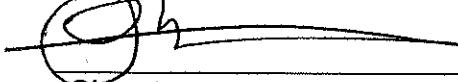
n/a

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

3/28/2022  
Date

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

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

1. Name: James N. Brockwell
2. Title: Board Member
3. Agency: WWWOOSSP Board
4. Meeting/IFF Date: OSSP Licensing Regulatory Review Committee  
March 28, 2022

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

3-28-22  
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: WWWOOSSP Board
4. Meeting/IFF Date: OSSP Licensing Regulatory Review Committee  
March 28, 2022

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:

VOWRA; OPG, Inc.; Dirt One LLC

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

3/28/2022  
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: OSSP Licensing Regulatory Review Committee  
March 28, 2022

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:

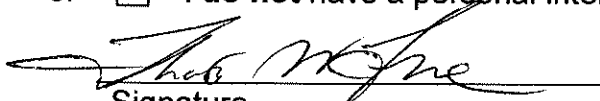
\_\_\_\_\_

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

3-28-2022  
Date

**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: WWWOOSSP Board
4. Meeting/IFF Date: OSSP Licensing Regulatory Review Committee  
March 28, 2022

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.

W. Jordan Evans  
Signature

3/28/22  
Date





