

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 Onsite Sewage System Professionals (OSSP) Licensing Regulatory Review Committee of the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on October 3, 2022, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members were present:

James Brockwell
John Ewing
Thomas Fore
Pamela Pruett, Ex-officio
Ronnie Thomas

Committee members Bryan Allen, W. Jordan Evans, and Adrian Joye were not present at the meeting.

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

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

Mr. Ewing called the meeting to order at 10:03 a.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

Ms. Pruett and Mr. Thomas arrived at 10:06 a.m.

**Arrival of Board
Members**

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

Approval of Agenda

Ewing, Fore, Pruett, and Thomas.

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

Public Comment Period

Mr. Haughwout presented the Committee with current versions of applicable laws and regulations, licensing data, and onsite sewage system licensing requirements from other states for informational purposes.

Resources and Information

Ms. Lindsey shared a presentation with the Committee regarding the changes to the regulatory review process that took effect on August 1, 2022.

Overview of Changes to the Regulatory Review Process

Mr. Haughwout presented the Committee with draft proposed amendments to Parts VI through VIII of the Onsite Sewage System Professionals Regulations, for review and consideration.

Discussion of Regulatory Review Topics

Discussion was held on proposed amendments to current license renewal and reinstatement requirements.

The Committee discussed current continuing professional education requirements.

After discussion, Ms. Pruett moved to retain current continuing professional education requirements, as they are necessary to ensure minimal competence and integrity to engage in the profession, and to protect the health, safety and welfare of the public. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Ewing, Fore, Pruett, and Thomas

Ms. Lindsey introduced to the Board Licensing and Regulatory Programs Division Deputy Director, Stephen Kirschner.

Introduction of Staff

The Committee recessed from 11:26 a.m. to 11:49 a.m.

Recess

Discussion was held on acceptable continuing education subject matter.

Discussion of Regulatory Review Topics Continued

The Committee discussed accepting electrical training towards continuing professional education. The Committee agreed by consensus that some electrical training could be accepted toward CPE requirements

The Committee reviewed draft proposed amendments to current requirements for training providers.

Mr. Haughwout presented the Committee with revised amendments to Parts I through V as determined at the June 2022 meeting for review.

**Review Draft
Amendments**

Ms. Lindsey advised the Committee of the regulatory review topics for its next meeting, which will include standards of conduct and practice.

**Discuss Topics for
Next Meeting**

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

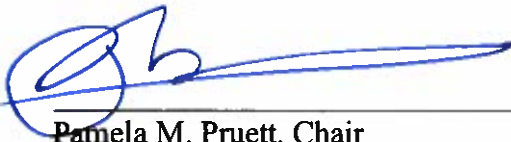
**Set Next Meeting
Date**

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

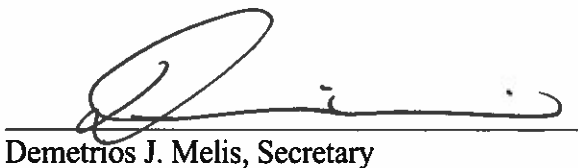
**Complete Conflict
of Interest Forms
and Travel
Vouchers**

There being no further business, the meeting was adjourned at 12:50 p.m.

Adjourn



Pamela M. Pruett, Chair



Demetrios J. Melis, Secretary

**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: WWWOSSP Board
4. Meeting/IFF Date: Committee Meeting October 3, 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

10-3-22

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: Committee Meeting October 3, 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

10.3.2022

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: Committee Meeting October 3, 2022

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

Nature of Personal Interest Affected by Transaction:

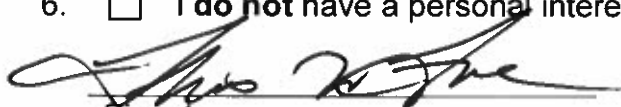
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

Oct 3, 2022
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: Committee Meeting October 3, 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:

WASKA, ODD, Inc. Dist No 11

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

10/3/2022