

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

The Waterworks and Wastewater Works Operators Examination Task Force of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on June 26, 2023, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 1, Richmond, Virginia 23233.

The following members of the Task Force were present:

Erica Duncan  
Thomas Fore  
Doug Grimes  
Ryan Hendrix  
Barry Matthews  
Jamie Morris  
Mike Ritchie  
Wayne Staples  
Caleb Taylor, Chair  
Mark Titcomb  
David Van Gelder

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

Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director  
Tanya M. Pettus, Board Administrator  
Gregory Emerson, Examinations Director  
Raven Custer, Administrative Coordinator

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

**Call to Order**

Ms. Pettus advised the Task Force 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: Duncan, Fore, Hendrix, Matthews, Morris, Ritchie, Staples, Taylor, Titcomb, and Van Gelder.

**Approval of Agenda**

Mr. Grimes arrived at 10:06 a.m.

**Arrival of Task Force  
Member**

There were no members of the public present for comment.

**Public Comment Period**

The Task Force was provided with (i) current versions of applicable waterworks and wastewater works operators' statutes and regulations, (ii) current versions of applicable examination "Need to Know" criteria from Water Professionals International (WPI); (iii) applicable examination statistics; and (iv) training course and exam preparation resources.

**Resources and Information**

Barry Matthews of the Office of Drinking Water at the Virginia Department of Health (VDH) shared a presentation on training courses provided by VDH, as well as training course statistics with the Task Force. Mr. Matthews also provided information on grant funding for programs within the Office of Drinking Water. Discussion was held on upcoming training opportunities and accessibility of training.

**Presentations**

Aline Jackson-Diggs with the Virginia Department for Aging and Rehabilitative Services (DARS) and Jennifer Hynson with the Virginia Department of Labor and Industry (DOLI) shared a presentation on career pathways and assistance with examinations for individuals with disabilities, as well as the DOLI Registered Apprenticeship Program. Discussion was held on recruitment opportunities and ways DARS and DOLI could expand outreach.

The Task Force recessed from 11:37 a.m. to 12:11 p.m.

**Recess**

Mr. Kirschner introduced Gregory Emerson, DPOR Examination Director, to the Task Force.

**Introduction of Staff**

Ms. Pettus provided the Task Force with waterworks and wastewater works examination statistics from January 21, 2023, through June 6, 2023.

**Review Current Exam Statistics**

The Task Force was provided with waterworks and wastewater examination passing rates broken down by subject matter. Ms. Pettus advised that these statistics would be provided quarterly and available for regularly scheduled Board meetings going forward.

The Task Force was provided with statistics on examination passing rates as related to post examination survey responses as previously requested by the Task Force.

Ms. Pettus provided an overview of the Universal License Recognition (ULR) bills that passed during the 2023 General Assembly Session.

**Universal Licensing Recognition**

Ms. Pettus also advised the Task Force of work being done by the Board's Education & Training Committee to expand pre-license education opportunities, as well as ongoing staff projects to streamline review of experience and application processing.

**DPOR Updates**

Ms. Pettus advised that a meeting was held with Tom Healy of WPI to discuss concerns raised by the Task Force at its February meeting. Ms. Pettus relayed information on projects currently in progress at WPI. The Task Force was also provided an update on the WPI job analysis survey.

**WPI Updates**

Ms. Pettus informed the Task Force that she is working to have Dr. Ramzi Mahmood of the Office of Water Programs at Sacramento State speak at the next meeting.

**Discussion of Next Meeting**

The Task Force discussed other additional topics that they wish to address at the next meeting.

The Task Force agreed by consensus to meet following receipt of results and exam statistics from VA Tech Short School to be held in August, wherein exams will be offered at Short School and proctored in-person. Ms. Pettus advised that staff will provide dates for consideration for the next meeting. The Task Force will be notified of the date when it has been confirmed.

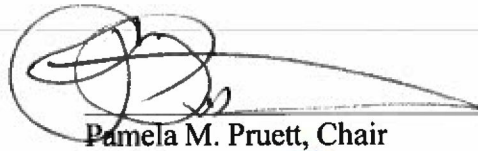
Mr. Taylor reminded the Task Force members to complete their conflict of interest forms and travel vouchers.

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

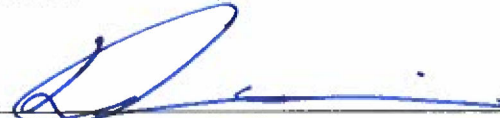
Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System  
Professionals'  
Water Works and Wastewater Works Examination Advisory Task Force  
June 26, 2023  
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There being no further business, the meeting was adjourned at 2:03 **Adjourn**  
p.m.

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Pamela M. Pruett, Chair



Demetrios J. Melis, Secretary

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

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

1. Name Erica Duncan  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 06/26/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.
6. Signature of Board Member:

Erica M Duncan  
Signature

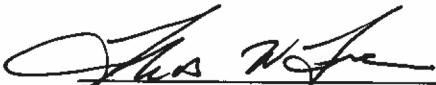
6/26/2023  
Date

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

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

1. Name Thomas Wayne Fore  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 06/26/2023
5. Do you have a personal interest in the following transaction?  
 No; I **do not** have a personal interest in any transactions taken at this meeting.  
 Yes - If yes, please answer the following questions.
- A. \_\_\_\_\_  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- C. I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:  
\_\_\_\_\_
- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or  
 I did not participate in the transaction.

6. Signature of Board Member:

  
Signature

6-26-2023  
Date

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

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

1. Name D. Wayne Staples  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 06/26/2023

5. Do you have a personal interest in the following transaction?

No; I **do not** have a personal interest in any transactions taken at this meeting.

Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

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

I did not participate in the transaction.

6. Signature of Board Member:

Donald Wayne Staples  
Signature

6/26/23  
Date

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

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

1. Name Caleb Taylor  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 06/26/2023

5. Do you have a personal interest in the following transaction?

- No; I **do not** have a personal interest in any transactions taken at this meeting.
- Yes - If yes, please answer the following questions.

A.

(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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

- D.  I am able to participate in this transaction fairly, objectively, and in the public interest.      or
- I did not participate in the transaction.

6. Signature of Board Member:

Caleb Taylor  
Signature

6/26/2023  
Date





