

**BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS
AND ONSITE SEWAGE SYSTEM PROFESSIONALS
MINUTES OF MEETING**

The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on July 11, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, 23233.

The following members of the Board were present:

James N. Brockwell
Alvin Christian
Erica Duncan, Vice Chair
John Ewing
Thomas Wayne Fore
Pamela M. Pruett, Chair
D. Wayne Staples
Caleb M. Taylor

Board members Josh Kirtley, Brandon Monnett, and Dwayne Roadcap were not present at the meeting.

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

Marjorie King, Executive Director
Lisa Robinson, Licensing Operations Administrator
Cameron Parris, Regulatory Operations Administrator
Kyle Mathews, Regulatory Analyst
Rachel Harris, Administrative Coordinator

Josh Laws from the Office of the Attorney General was not present.

Ms. Pruett, Chair, finding a quorum of the Board present called the meeting to order at 9:41 a.m. **Call to Order**

Ms. King advised the Board of the emergency evacuation procedures. **Emergency Evacuation Procedures**

Mr. Fore moved to add, under other business, a discussion on creating a training program to cover Virginia Regulations for NC Reciprocity licensees and accept the amended agenda. Mr. Ewing seconded the motion, which was unanimously approved by Brockwell, Christian, Duncan, Ewing, Fore, Pruett, Staples, and Taylor. **Approval of Agenda**

Mr. Fore moved to approve the minutes of the April 11, 2024, Board meeting. Ms. Duncan seconded the motion, which was unanimously approved by Brockwell, Christian, Duncan, Ewing, Fore, Pruett, Staples, and Taylor. **Approval of Minutes**

There were no members of the public present to address the Board. **Public Comment Period**

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In the matter of **File Number 2024-01531, Simon Ray DeWater, II**, 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.

2024-01531,
Simon Ray
DeWater, II

Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. DeWater's application for a Class 4 Wastewater Works Operator license. Mr. Staples seconded the motion, which was unanimously approved by Brockwell, Christian, Duncan, Ewing, Fore, Pruett, Staples, and Taylor.

In the matter of **File Number 2024-01751, Adam Smith**, 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.

2024-01751,
Adam Smith

Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Smith's application for a Class 4 Wastewater Works Operator license contingent upon completion of the Department of Corrections (DOC) Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Mr. Staples seconded the motion, which was unanimously approved by Brockwell, Christian, Duncan, Ewing, Fore, Pruett, Staples, and Taylor.

Mr. Fore recused himself from the meeting for discussion and deliberation of File Number 2024-00040.

Recusal of
Board
Member

In the matter of **File Number 2024-00040, James Reed Robertson, Jr**, the Board members reviewed the Consent Order and Report of Findings. James Reed Robertson, Jr, admits to a violation of 18 VAC 160-30-320.1 as outlined in Count 1 and 2, and consents to the imposition of Board costs in the amount of \$150.00. In addition, Mr. Robertson agrees to the revocation of his license. The Board shall waive imposition of license revocation provided Robertson returns his Waterworks Operator Class 6 license (No. 1955006704) to the Board within thirty (30) days of the effective date of this Order. If Robertson fails to comply with this condition, then license revocation will be automatically imposed.

2024-00040,
James Reed
Robertson, Jr.
Fore

Mr. Staples moved to accept the terms of the Consent Order as written. Mr. Ewing seconded the motion, which was unanimously approved by Brockwell, Christian, Duncan, Ewing, Pruett, Staples, and Taylor.

Mr. Fore returned to the meeting.

Return of
Board
Member

The Board reviewed the application for an Office of Water Programs at Sacramento State, course titled Industrial Waste Treatment, Volume 2 A - Introduction and Fixed Film Processes. After review and discussion Mr. Fore moved to recommend Board-

Office of
Water
Programs at

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approval of the course application, for a total of 23 contact hours, and 2.3 training credits applicable to wastewater works operators; and 11.5 contact hours and 1.15 training credits applicable to waterworks operators and onsite sewage system operators retroactive to April 11, 2024. Mr. Staples seconded the motion which was unanimously approved by Ewing, Fore, Pruett, Matthews, and Staples.

**Sacramento
State Course
Applications**

The Board reviewed the application for an Office of Water Programs at Sacramento State, course titled Industrial Waste Treatment, Volume 2 B - Activated Sludge Processes and Nutrient Removal. After review and discussion Mr. Fore moved to recommend Board-approval of the course application, for a total of 34 contact hours, and 3.4 training credits applicable to wastewater works operators; and 17 contact hours and 1.7 training credits applicable to waterworks operators and onsite sewage system operators retroactive to April 11, 2024. Mr. Staples seconded the motion which was unanimously approved by Ewing, Fore, Pruett, Matthews, and Staples.

The Board reviewed the application for an Office of Water Programs at Sacramento State, course titled Industrial Waste Treatment, Volume 2 C - Anaerobic Treatment and Residual Solids Management. After review and discussion Mr. Fore moved to recommend Board-approval of the course application, for a total of 32 contact hours, and 3.2 training credits applicable to wastewater works operators; and 16 contact hours and 1.6 training credits applicable to waterworks operators and onsite sewage system operators retroactive to April 11, 2024. Mr. Staples seconded the motion which was unanimously approved by Ewing, Fore, Pruett, Matthews, and Staples.

Ms. King provided the Board with waterworks and wastewater works examination statistics from April 1, 2024, through June 30, 2024.

**Examination
Updates**

The Board discussed creating a training program to cover Virginia Regulations for NC Reciprocity licensees.

**NC
Reciprocity
Licensees**

Ms. King provided an update of the Board's current application, email, and licensing statistics. The Board requested that licensing statistics be broken down by license population for the next Board meeting.

**Executive
Director
Report**

Ms. King provided the Board with the most recent financial statement for informational purposes.

**Board
Financial
Statement**

Ms. King reminded the Board members of the upcoming Board Member Training Conference being held at Great Wolfe Lodge in Williamsburg, VA, on October 10th and 11th.

**Board
Member
Training
Conference**

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Ms. King discussed with the Board resurrecting the Onsite Sewage System Operators Regulatory Review Committee.

**Regulatory
Review
Committee**

Ms. Parris provided an update on the Board's regulatory actions.

**Regulatory
Action Update**

Ms. King provided the Board with an analysis of the Board's financial position and indicated that a fee increase is needed and asked the Board to accept the proposed fee increase. Mr. Fore moved to amend the proposed fee increases for both the WWWO and OSSP regulatory actions and further move to adopt the fee amounts proposed in Trend C of the analysis prepared by DPOR's Finance section. Mr. Taylor seconded the motion which was unanimously approved by Ewing, Fore, Pruett, Matthews, and Staples.

**Proposed Fee
Action**

Ms. King reminded the Board that the next scheduled meeting date is October 24, 2024.

**Future
Meeting Dates**

Ms. King reminded the Board members to complete and return 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 10:58 a.m.

Adjourn

Pamela Pruett, Chair

Brian P. Wolford, Secretary