

**THE VIRGINIA BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS  
MEETING MINUTES**

The Virginia Board for Waste Management Facility Operators met on Friday, July 12, 2011, at the offices of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia.

The following members of the Board were present:

Mark E. Brandon  
Joyce M. Doughty  
Debra A. Jacobs  
Debra A. Miller

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

Gordon N. Dixon, Director  
Mark N. Courtney, Deputy Director of Licensing and Regulation  
David E. Dick, Executive Director  
Jill Hrynciw, Board Administrator  
Michele Atkinson, Board Administrator  
Amy Goobic, Administrative Assistant  
Earlyne Perkins, Legal Analyst

Elizabeth Peay, from the Office of the Attorney General, was present during the meeting.

Ms. Miller, Acting Chair, finding a quorum of the Board present, **Call to Order**  
called the meeting to order at 10:04 a.m.

Ms. Doughty moved to elect Ms. Miller as Board Chair. Ms. Jacobs **Election of Board**  
seconded the motion which was unanimously approved by members: **Chair**  
Brandon, Doughty, Jacobs and Miller.

Mr. Brandon moved to approve the agenda as amended. Ms. Jacobs **Approval of Agenda**  
seconded the motion which was unanimously approved by members:  
Brandon, Doughty, Jacobs and Miller.

Ms. Jacobs moved to approve the following minutes as amended: **Approval of**  
**Minutes**

May 27, 2010 – Board Meeting; and  
May 24, 2011 – IFF Minutes.

Ms. Doughty seconded the motion, which was unanimously  
approved by members: Brandon, Doughty, Jacobs and Miller.

There were no comments made to the Board.

**Public Comment  
Period**

Regarding **File Number 2011-04439, Anthony Duff**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Presiding Officer's Summary and Recommendation. Mr. Duff was not present to address the Board. Ms. Doughty moved to accept the recommendation of the Presiding Officer and approve Mr. Duff's license application. Ms. Jacobs seconded the motion which was unanimously approved by members: Brandon, Doughty, Jacobs and Miller.

**File Number 2011-  
04439, Anthony  
Duff**

Board members discussed the Hampton / NASA Steam Plant Course and considered the application for training course approval. Ms. Miller stated that several of the regulations referred to in the course material have been changed and submitted to the Registrar's office for publication. Ms. Miller suggested informing the applicant of these changes to the regulations. Ms. Doughty stated that several of the exam questions may need clarification. Ms. Doughty moved to approve the application conditionally, with staff given authority to advise the applicant of the requested changes to the course material. Ms. Jacobs seconded the motion which was unanimously approved by members: Brandon, Doughty, Jacobs and Miller.

**Review of Hampton  
/ NASA Steam Plant  
Course**

The Board members participated in the Conflict of Interests Act training as it is required of all board members. Board members signed certificates verifying that they had completed the training course.

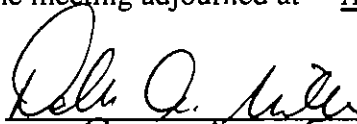
**Conflict of Interests  
Act Training**

The Board members completed their conflict of interest forms and travel vouchers.

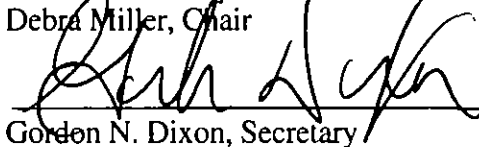
**Conflict of Interest  
Forms**

There being no further business to conduct the meeting adjourned at 11:20 a.m.

**Adjournment**



Debra Miller, Chair



Gordon N. Dixon, Secretary

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

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

1. Name: Mark Brandon  
2. Title: Board Member  
3. Agency: Waste Management Facility Operators Board  
4. Meeting/IFF Date: Board Meeting July 12, 2011

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:

\_\_\_\_\_

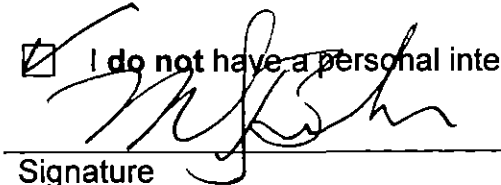
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

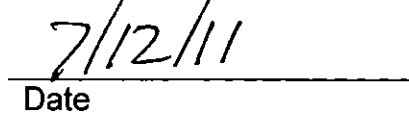
I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature



Date



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

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

1. Name: Joyce Doughty
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting July 12, 2011

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:

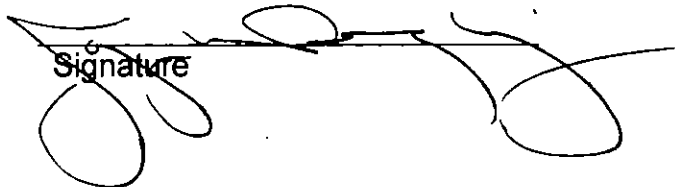
\_\_\_\_\_

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

7/12/11  
Date

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

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

1. Name: Debra Ann Jacobs
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting July 12, 2011

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

n/a

---

---

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.

Debra Ann Jacobs  
Signature

7/12/11  
Date

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

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

1. Name: Debra Ann Miller
2. Title: Board Member
3. Agency: Waste Management Facility Operators Board
4. Meeting/IFF Date: Board Meeting July 12, 2011

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:

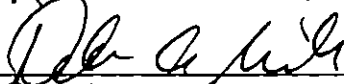
\_\_\_\_\_

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

7/12/11  
Date