

**THE VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE
SEWAGE SYSTEM PROFESSIONALS**

Onsite Sewage Systems Professionals Committee Meeting

MEETING MINUTES

The Onsite Sewage Systems Professionals Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on Thursday, February 14, 2008 at the offices of the Virginia Department of Professional and Occupational Regulation, Perimeter Center, Suite 200, 9960 Mayland Drive, Richmond, VA 23233.

The following members of the Board were present:

Dr. Wesley Kleene
Ronald Thomas
Dr. Marcia Degen
Doug Crooks
Kornell "Trapper" Davis
Jack Vanderland

The following member of the Board was not present:

E. Brooke Philpy

The following members of the Committee, who are not Board members, were present:

Robert E. Lee, Loudoun County Health Department
Don Alexander of Virginia Department of Health

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

Mark Courtney, Deputy Director for LRD
Saba Shami, Chief Deputy
David Dick – Executive Director – Attended by Conference Call
David Dehetre, Office Manager
Anna Badgley, Administrative Assistant
Sharon Sweet, Examinations Administrator

Call to Order

Mr. Vanderland, Chairman, called the meeting to order at 9:00 A.M.

Adopt Agenda

Dr. Degen moved the adoption of the agenda prepared by staff, which was seconded by Mr. Crooks and carried by a unanimous aye vote.

Public Comment Period

Robert Hicks of the Virginia Department of Health was present.

Reports from Committee Members

Mr. Vanderland gave a review on the information received from Mr. Lee regarding EPA. Mr. Crooks reviewed information from Washington State. Dr. Degen reviewed information from Pennsylvania, Dr. Kleene reviewed information on North Carolina, Mr. Davis reviewed information on Georgia and Missouri and Mr. Lee reviewed information on West Virginia.

Examination

Ms. Sharon Sweet, Examinations Administrator at DPOR reviewed DPOR examination development procedures and alternatives with the Committee.

Working Document Review

A working document was emailed to Committee members previous to today's meeting. Changes and corrections were reviewed and added to the document. Mr. Vanderland will request ABC to draft an inquiry of various certifying authorities for information on operator and system installers. The Committee reviewed the Department of Health's course description. Bob Hicks will provide the committee with the Department of Health's Learning Objectives for the course.

Conflict of Interest Forms and Travel Vouchers

Mr. Courtney asked the Committee members who were Board members to complete their conflict of interest forms and travel vouchers.

Adjournment

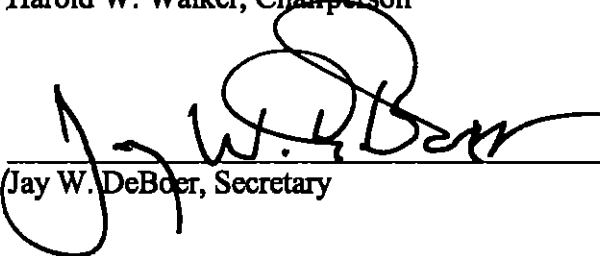
Due to the time constraints of Committee members, Mr. Vanderland adjourned the Committee meeting at 2:00 P.M. Two meeting dates were decided; March 17th at 9:00 A.M. and March 21st at 9:00 A.M. The Committee will meet at the Perimeter

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Center, 9960 Mayland Drive, Richmond, VA on the second floor.



Harold W. Walker, Chairperson



Jay W. DeBoer, Secretary

COPY TESTE:

Custodian of the Records

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

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

1. Name: Doug Crooks
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 2-14-08
(Date)

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

(Agenda Item)

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:

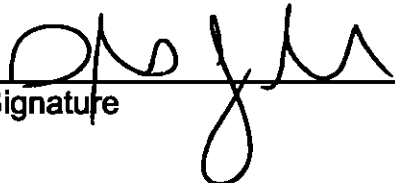
ON SITE SYSTEM SERVICE PROVIDER

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

2-14-08
Date

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

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

1. Name: Marcia Degen
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 2/14/2008
(Date)

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

(Agenda Item)

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.

Marcia Degen
Signature

2/14/08
Date

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

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

1. Name: Jack Vanderland
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: _____
(Date)

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

(Agenda Item)

Nature of Personal Interest Affected by Transaction: _____

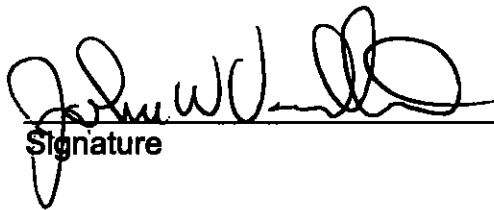
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

2/14/08
Date

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

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

1. Name: Ron Thomas
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: _____
(Date)
5. I have a personal interest in the following transaction:

(Agenda Item)

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.

Ronald R. Thomas
Signature

2/14/08
Date

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

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

1. Name: "Trapper" Davis
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: _____
(Date)

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

(Agenda Item)

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

2-14-08
Date

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

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

1. Name: Don Alexander
(Name of Board Member)
2. Title: Committee Member
3. Agency: WWWOSSP CMT
(Name of Board)
4. Meeting/IFF Date: 2/14/08
(Date)
5. I have a personal interest in the following transaction:

(Agenda Item)

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

2/14/08
Date

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

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

1. Name: Wes Kleene
(Name of Board Member)
2. Title: Board Member
3. Agency: Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 2/14/2008
(Date)

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

(Agenda Item)

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:

VDH

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.

Wesley Kleene
Signature

2/14/08
Date

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

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

1. Name: Bob Lee
(Name of Board Member)
2. Title: Committee Member
3. Agency: Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 2/14/08
(Date)

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

NONE
(Agenda Item)

Nature of Personal Interest Affected by Transaction: NONE

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

Loudoun Co. Health Dept. & VIRGINIA Onsite NESTLETER *Recycling Assn*

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.

Robert E. Lee
Signature

2/14/08
Date