

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

MINUTES OF MEETING

The Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on April 18, 2019, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 1, Richmond, Virginia 23233.

The following members of the Board were present:

James N. Brockwell
Rosa-Lee Cooke
W. Jordan Evans, Chair
John Ewing
Thomas Wayne Fore
Douglas Perry Greene
Pamela M. Pruet
Don Riggleman
Dwayne Roadcap
D. Wayne Staples, Vice-Chair

Board member Kristen Lentz was not present at the meeting.

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

Mary Broz-Vaughan, Acting Director
Trisha L. Henshaw, Executive Director
Shannon Webster, Director of Examinations
Paul G. Saunders, Board Administrator
Tanya M. Pettus, Administrative Assistant

Elizabeth Peay from the Office of the Attorney General was present.

Mr. Evans, Chair, called the meeting to order at 9:02 a.m.

Call to Order

Ms. Henshaw introduced to the Board Mary Broz-Vaughan, Acting Director, and new staff member Neema Humphries, Licensing Specialist.

Introduction of Staff

Ms. Pruet arrived at 9:04 a.m.

**Arrival of Board
Member**

Ms. Henshaw advised the Board of emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Staples moved to approve the agenda as presented. Ms. Cooke seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Greene, Pruett, Riggleman, Roadcap, and Staples. **Approval of Agenda**

Ms. Cooke moved to approve the minutes of the January 29, 2019, Education and Training Committee meeting as presented. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Greene, Pruett, Riggleman, Roadcap, and Staples. Mr. Riggleman then moved to approve the minutes of the January 29, 2019, Board meeting as presented. Ms. Pruett seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Greene, Pruett, Riggleman, Roadcap, and Staples. **Approval of Minutes**

Mr. Fore arrived at 9:05 a.m.

Arrival of Board Member

There were no members of the public present to address the Board.

Public Comment Period

In the matter of **File Number 2019-01386, Kevin Van Corum**, 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. Mr. Staples moved to accept the recommendation of the Presiding Officer and approve Mr. Corum's application for a Journeyman Conventional Onsite Soil Evaluator license. Mr. Greene seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

File Number 2019-01386, Kevin Van Corum

In the matter of **File Number 2019-01921, Douglas Byron Fisher, Jr.**, 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. Mr. Greene moved to accept the recommendation of the Presiding Officer and approve Mr. Fisher's application for a Class 4 Wastewater Works Operator license. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

File Number 2019-01921, Douglas Byron Fisher, Jr.

In the matter of **File Number 2019-01597, Richard Garvin Hamm, Jr.**, 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

File Number 2019-01597, Richard Garvin Hamm, Jr.

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

In the matter of **File Number 2019-01592, Jason Duane Hailey**, 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. Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Hailey's application for a Class 4 Wastewater Works Operator license contingent upon completion of the DOC Wastewater Works Operator Class 4 Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

File Number 2019-01592, Jason Duane Hailey

In the matter of **File Number 2019-01378, Justin Thomas Edwards**, 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. Ms. Cooke moved to accept the recommendation of the Presiding Officer and approve Mr. Edwards' application for a Class 3 Wastewater Works Operator license. Mr. Roadcap seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

File Number 2019-01378, Justin Thomas Edwards

Ms. Henshaw provided the Board with examination statistics through April 1, 2019, for informational purposes. Ms. Henshaw also provided the Board with totals of examination statistics for waterworks and wastewater works operators from 2010 to April 5, 2019.

Examination Statistics Report

Discussion was held on ways to assist candidates in improving study methods prior to taking licensing exams.

Discussion was also held on concern over questions added to exams by the Association of Boards of Certification (ABC) for research or

exploratory purposes. These questions do not count toward the final exam score, but appear throughout the exam, with no extra time allotted to allow for the answering of the questions.

Ms. Henshaw advised the Board that subject matter experts (SME) are developing new exam items for the OSSP exam in order to incorporate new regulations. The new exam material is due in May 2019.

**Update on
Examination
Reviews**

Ms. Webster advised the Board that Virginia DPOR is on a waiting list to receive a copy of an updated ABC 2017 standardized exam for review. The updated exam should be made available for review by May 2019.

The Board reviewed for approval the *Math Applications in Water Distribution* training course application from the Office of Water Programs at Sacramento State. After discussion, Mr. Staples moved to approve the course for nineteen (19) contact hours and 1.9 training credits. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

**Update on
Education and
Training Committee**

The Board reviewed for approval the *Math Applications in Water Treatment* training course application from the Office of Water Programs at Sacramento State. After discussion, Mr. Staples moved to approve the course for twenty-one (21) contact hours and 2.1 training credits. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

The Board reviewed for approval the *EPA Risk Management Program-Internal Auditing for Water and Wastewater Facilities* training course application from Municipal H₂O. After discussion, Mr. Staples moved to approve the course for 4.8 contact hours and 0.48 training credits. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

Ms. Henshaw asked the Board to consider rescheduling upcoming Education and Training Committee meetings to the same day as currently scheduled Board meetings. Mr. Fore moved to reschedule upcoming Education and Training Committee meetings to 9:00 a.m. on the morning of scheduled Board meetings, and rescheduling upcoming Board meetings to 9:30 a.m. Mr. Ewing seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

Ms. Henshaw advised the Board that Ms. Cooke has volunteered to serve on the Education and Training Committee and asked that the Board consider approving Ms. Cooke to serve on the Committee. Mr. Fore moved to approve Ms. Cooke to serve as a member of the Education and Training Committee. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggelman, Roadcap, and Staples.

Mr. Saunders provided the Board with an amended Memorandum of Understanding (MOU) between DOC and DPOR for review. The amended MOU would allow for a waterworks operator apprenticeship program to mirror the current DOC wastewater works operator apprenticeship program.

**Review of Amended
DOC
Apprenticeship
Program MOU**

Discussion was held on the feasibility of accredited educational institutions, which have dedicated testing facilities and security measures in place, proctoring examinations for licensing candidates using the DOC apprenticeship program model for proctoring exams.

After discussion, the Board agreed by consensus to forward the amended MOU to DOC for review and signature.

Ms. Henshaw and Ms. Broz-Vaughan provided an update of legislation affecting DPOR and the Board.

Legislative Update

Ms. Henshaw advised the Board that effective January 1, 2019, any guidance document drafted by the Board must now be made available to the public for a 30-day public comment period before being published as an official guidance document.

Ms. Henshaw provided the Board with the most recent financial statements for review.

**Board Financial
Statements**

Ms. Henshaw updated the Board on recent and upcoming outreach opportunities.

**Update on Outreach
Opportunities**

Ms. Henshaw and Ms. Broz-Vaughan advised the Board of an upcoming Board member training seminar that is tentatively scheduled for October 2019.

Ms. Henshaw presented the Board with tentative Board meeting dates for 2020 as amended during discussions of the Education and Training Committee meetings scheduled earlier in the meeting. Mr. Fore moved to accept the following meeting dates:

**Consider Future
Meeting Dates**

- January 9, 2020

- April 30, 2020
- July 23, 2020
- October 22, 2020

Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Cooke, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

Mr. Ewing provided the Board with an update of topics currently being considered by the Sewage Handling and Disposal Advisory Committee (SHADAC) and other stakeholders.

Other Business

The meeting recessed for a fire drill from 10:30 a.m. to 10:52 a.m.

Recess

Discussion continued on topics currently being considered by SHADAC and other stakeholders.

Other Business

Discussion was held on the approval of onsite sewage system installations and inspections by VDH, and the regulatory basis in which installations and inspections are approved.

Discussion was held on reciprocity for WWOSSP licensees. Ms. Henshaw advised the Board that requests for reciprocity would be reviewed on a case by case basis.


Mr. Evans reminded the Board members to complete and return their conflict of interest forms and travel vouchers.

Complete Conflict of Interest Forms and Travel Vouchers

Mr. Evans also reminded the Board of the scheduling changes made to future Committee and Board meeting dates.

There being no further business, the meeting was adjourned at 11:16 a.m.

Adjourn



W. Jordan Evans, Chair



Mary Broz-Vaughan, Acting 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: Board Meeting April 18, 2019

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

4/18/19
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Rosa-Lee Cooke
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting April 18, 2019

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.

Rosa-Lee Cooke
Signature

4/18/19
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: W. Jordan Evans
2. Title: Board Member
3. Agency: WWWOOSSP Board
4. Meeting/IFF Date: Board Meeting April 18, 2019

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

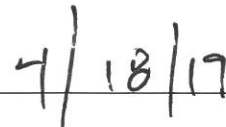
I did not participate in the transaction.

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: John Ewing
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting April 18, 2019

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:

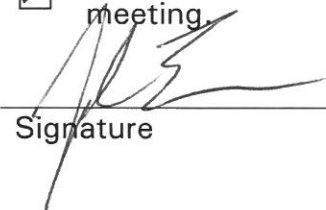
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

4/18/2019

**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: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting April 18, 2019

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

Nature of Personal Interest Affected by Transaction:

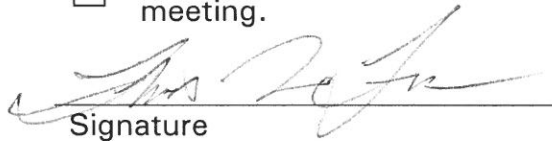
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

4/18/2019
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Douglas Perry Greene
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting April 18, 2019

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.

Douglas Perry Greene
Signature

4-18-19
Date

STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Pamela M. Pruettt
2. Title: Board Member
3. Agency: WWWOOSSP Board
4. Meeting/IFF Date: Board Meeting April 18, 2019

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

File #2019-01386, Kevin Van Corum

Nature of Personal Interest Affected by Transaction:

employed by competing business

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

na

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

4/18/19
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

- 1. Name: Don Riggleman
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Board Meeting April 18, 2019

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: Dwayne Roadcap
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Board Meeting April 18, 2019

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

Nature of Personal Interest Affected by Transaction:

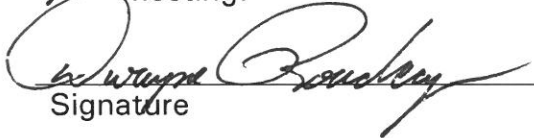
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

4/18/19
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

- 1. Name: Donald Wayne Staples
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Board Meeting April 18, 2019

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

Nature of Personal Interest Affected by Transaction:

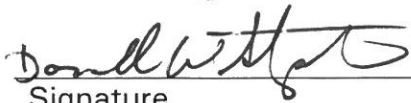
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

4/18/19
Date