

WWWO LICENSING REGULATORY REVIEW COMMITTEE
OF THE
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE
SYSTEM PROFESSIONALS BOARD

MINUTES OF MEETING

The WWWO Licensing Regulatory Review Committee of the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on December 11, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members of the committee were present:

W. Jordan Evans, Chair
Erica Duncan
Barry Matthews
Jason Spicer
Wayne Staples
Caleb Taylor

Committee members Wendy Callahan, Mike Collins, Tom Fore, Charles Phillips, and Pamela Pruett were not in attendance.

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

Joseph C. Haughwout, Jr., Regulatory Affairs Manager
Tanya M. Pettus, Board Administrator
Lee D. Bryant, Regulatory Operations Administrator
Rachel C. Harris, Administrative Coordinator

Mr. Evans called the meeting to order at 10:05 a.m.

Call to Order

Ms. Pettus advised the Committee of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Staples moved to approve the agenda as presented. Mr. Taylor seconded the motion which was unanimously approved by: Evans, Duncan, Matthews, Spicer, Staples, and Taylor.

**Approval of
Agenda**

There were no members of the public present.

**Public Comment
Period**

The Committee was provided with current Waterworks and Wastewater Works Operators Regulations, applicable laws, forms, and Board guidance documents.

**Resources and
Information**

Mr. Haughwout presented the Committee with draft proposed amendments to Part IV of the Waterworks and Wastewater Works Operators Licensing Regulations for review and consideration. Discussion was held on aspects of standards of practice and conduct, including grounds for disciplinary actions, prohibited acts, and licensing requirements for classified facilities.

**Consider
Amendments to
Part IV,
Standards of
Practice and
Conduct**

The Committee reviewed amendments to Parts I through V of the regulations as discussed throughout previous meetings.

**Review of
Amendments to
Parts I through
V**

The Committee recessed from 11:56 a.m. to 12:18 p.m.

Recess

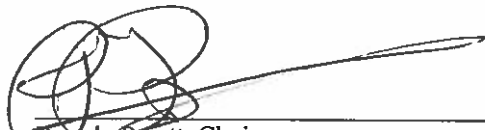
The Committee continued to review and discuss proposed amendments to Parts I through V.

**Review of
Amendments
to Parts I
through V
Continued**

After final review of the draft proposed amendments, Mr. Taylor moved to recommend that the proposed amendments be presented to the Board for consideration, authorizing staff to make technical and stylistic changes as discussed. Mr. Staples seconded the motion which was unanimously approved by: Evans, Duncan, Matthews, Spicer, Staples, and Taylor.

There being no further business, the meeting adjourned at 12:32 p.m.

Adjourn



Pamela Pruett, Chair



Kishore S. Thota, Secretary

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

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

1. Name W. Jordan Evans
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 12/11/2023

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 

December 11, 2023

Date

**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: 12/11/2023
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

December 11, 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: 12/11/2023
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

December 11, 2023
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: 12/11/2023
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

December 11, 2023
Date

