

**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 January 29, 2019, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Training Room 2, Richmond, Virginia 23233.

The following members of the Board were present:

W. Jordan Evans, Chair  
John Ewing  
Thomas Wayne Fore  
Kristen Lentz  
Pamela M. Pruett  
Don Riggleman  
Dwayne Roadcap  
D. Wayne Staples, Vice-Chair

Board members James Brockwell, Rosa-Lee Cooke, and D. Perry Greene were not present at the meeting.

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

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

Alex West from the Office of the Attorney General was present.

Mr. Evans, Chair, called the meeting to order at 9:35 a.m.

**Call to Order**

Ms. Henshaw advised the Board of emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Fore moved to approve the agenda as presented. Ms. Pruett seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Riggleman, Roadcap, and Staples.

**Approval of  
Agenda**

Mr. Fore moved to approve the minutes of the October 25, 2018, Education and Training Committee meeting as presented. Mr. Riggleman seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Riggleman, Roadcap, and Staples. Mr. Fore then moved to approve the minutes of the October 25, 2018 Board meeting as presented. Mr. Staples seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Riggleman, Roadcap, and Staples.

**Approval of Minutes**

Ms. Henshaw introduced to the Board Alex West, from the Office of the Attorney General.

**Introduction of Board Counsel**

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

**Public Comment Period**

In the matter of **File Number 2019-01057, James William Tiller**, 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.

**File Number 2019-01057, James William Tiller**

Mr. Tiller was present to answer questions but did not address the Board.

Ms. Pruett moved to accept the recommendation of the Presiding Officer and approve Mr. Tiller's application for a Class 4 Wastewater Works Operator license. Mr. Staples seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Riggleman, Roadcap, and Staples.

Ms. Henshaw advised the Board that File Number 2019-00887 would be presented later in the meeting.

Mr. Saunders provided the Board with examination statistics through January 10, 2019, for informational purposes. Ms. Henshaw also provided the Board with totals of examination statistics for the waterworks and wastewater works operators from June 1, 2018 to January 22, 2019, the timeframe in which the 2017 standardized exam has been in place.

**Examination Statistics Report**

Ms. Webster advised the Board that a committee of subject matter experts (SME) will be tentatively scheduled to meet around the April 18, 2019, Board meeting prior to the implementation of the ABC 2019 standardized exam in order to review questions on the exam.

Board members Fore and Staples volunteered to serve as SMEs on

the committee.

Mr. Saunders presented the Board with a training course application from At Your Pace Online for a course titled *5 Hour Water Utility Management Course*. Ms. Lentz moved to accept the Education and Training Committee's recommendation and approve the course application for a total of 0.6 training credits and six (6) hours of continuing professional education credit. Mr. Fore seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Riggleman, Roadcap, and Staples.

**Update on  
Education and  
Training Committee**

Ms. Henshaw provided the Board with a compilation of results from a reciprocity survey conducted by the state of Colorado to collect exam data on waterworks and wastewater works programs from each state. Specifically, the survey was used to ascertain what states administer the ABC national exam for these programs so that it may be possible to determine the feasibility of offering licensing reciprocity between states.

**Review of  
Reciprocity Short  
Survey Data**

The Board members reviewed criteria for acceptance into the Department of Corrections (DOC) Environmental Services Unit Wastewater Treatment Plant Operators Apprenticeship Program for Offenders as requested by the Board at its October 25, 2018. Jermaine Niblett and Lyell Jett, representatives of DOC, were present to answer questions from the Board. Mr. Niblett and Mr. Jett had previously asked the Board to consider authorizing a waterworks operator apprenticeship program to mirror the current DOC wastewater works operator apprenticeship program. The Board reviewed the criteria to determine the specific requirements the DOC had outlined for entry into the program. After discussion, Mr. Fore moved to authorize the implementation of a DOC waterworks operator apprenticeship program upon amending the Memorandum of Understanding between DPOR and DOC to include the program. Mr. Riggleman seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Lentz, Pruett, Riggleman, Roadcap, and Staples.

**Review of Board  
Requested  
Information from  
the DOC  
Apprenticeship  
Program**

Mr. Fore commended Mr. Niblett and Mr. Jett for their work.

Board members Pruett and Roadcap recused themselves from the meeting for the discussion and deliberations on File Number 2019-00887.

**Recusal of Board  
Members**

In the matter of **File Number 2019-00887, Danna Lynne Revis**, 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

**File Number 2019-  
00887, Danna Lynne  
Revis**

Recommendation.

Mr. Staples disclosed that he has worked with Ms. Revis at the Virginia Tech Short School, but stated he could be fair and impartial in his decision on the file.

John Ewing, Board member and Ms. Revis' employer, addressed the Board and spoke to Ms. Revis' reputation among onsite sewage system professionals. Mr. Ewing stated that Ms. Revis is known in the industry as the ultimate example of the profession. Mr. Ewing stated that Ms. Revis has worked with multiple agencies within the public and private sectors for many years and he has no doubt that Ms. Revis can perform the duties of a Master Alternative Onsite Sewage System Operator.

After addressing the Board, Mr. Ewing recused himself from the meeting for the discussion and deliberations on File Number 2019-00887.

Ms. Revis was present to answer questions but did not address the Board.

Mr. Riggleman moved to accept the recommendation of the Presiding Officer and approve Ms. Revis' application for a Master Alternative Onsite Sewage System Operator license. Mr. Fore seconded the motion which was unanimously approved by: Evans, Fore, Lentz, Riggleman, and Staples.

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 updated the Board on the ABC Annual Conference held in Savannah, GA. Ms. Henshaw stated that the following topics were among the most discussed at the conference:

- developing model standards for reciprocity;
- considering regional agreements for reciprocity;
- operator recruitment; and
- utilizing post-exam surveys to determine how to improve the administering of national exams.

Ms. Henshaw advised the Board that Jason Spicer, Training Manager with DEQ, was introduced as a new member of the ABC Board of Directors representing Virginia.

Ms. Henshaw advised that Dr. Gregory Boardman was presented with a national award in honor of his 35 years of commitment to the advancement of the skills of practicing and aspiring operators. With the assistance of Dr. Boardman's Virginia Tech colleagues and other industry professionals, Ms. Henshaw put forward the nomination of Dr. Boardman for the award in October 2018.

Ms. Henshaw advised the Board that the 2019 General Assembly session began on January 9, 2019, and provided an update of legislation affecting DPOR and the Board.

#### **Other Business**

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.

Mr. Saunders asked the Board for guidance on 18VAC160-40-170. F. which currently states, "No individual shall act as an alternative onsite sewage system operator of an alternative onsite sewage system that exceeds 10,000 gallons per day design flow without possessing a Class 4 or higher wastewater works operator license in addition to an alternative onsite sewage system operator license." Mr. Saunders asked the Board to consider whether a licensed alternative onsite sewage system operator who partners with a licensed Class 4 or higher wastewater works operator to operate an alternative onsite sewage system that exceeds 10,000 gallons per day would meet the licensing requirement, and if so, would the experience gained by each party be acceptable for use toward licensure in the other discipline. After discussion, the Board agreed by consensus that one individual must hold both an alternative onsite sewage system operator license and a Class 4 or higher wastewater works operator license in order to operate an alternative onsite sewage system that exceeds 10,000 gallons per day, and two individuals would not meet the licensing requirement by partnering with each other.


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


#### **Conflict of Interest Forms and Travel Vouchers**

Ms. Henshaw reminded Board members to complete their annual statement of economic interest forms as required by the Ethics Council.

There being no further business, the meeting was adjourned at 10:52 a.m.

#### **Adjourn**

  
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W. Jordan Evans, Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary

**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: WWWOSSP Board
4. Meeting/IFF Date: Board Meeting January 29, 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

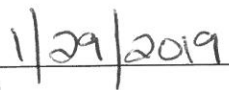
I did not participate in the transaction.

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 January 29, 2019

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

File # 2019-00887

Nature of Personal Interest Affected by Transaction:

Donna Lewis works for my company

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

Old Dominion Onsite Inc & VAWRA

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]  
Signature

1/29/2019  
Date



**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 January 29, 2019

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

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Nature of Personal Interest Affected by Transaction:

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

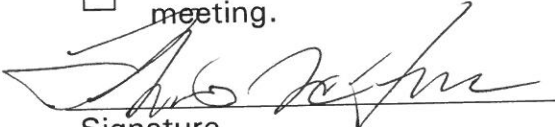
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

1-29-19~~18~~  
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

- 1. Name: Kristen Lentz
- 2. Title: Board Member
- 3. Agency: WWWOOSSP Board
- 4. Meeting/IFF Date: Board Meeting January 29, 2019

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

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Nature of Personal Interest Affected by Transaction:

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

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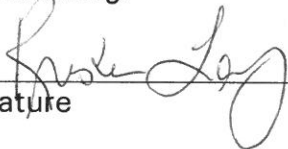
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

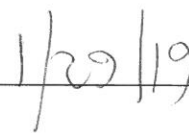
I did not participate in the transaction.

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: Pamela M. Pruett  
2. Title: Board Member  
3. Agency: WWWOSSP Board  
4. Meeting/IFF Date: Board Meeting January 29, 2019

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

Approval of OSW Operators License for  
Danna Revis, file 2019-00887

Nature of Personal Interest Affected by Transaction:

friend, colleague,

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

NIA

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

or

I did not participate in the transaction. (recused)

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

  
Signature

1/29/19  
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 January 29, 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:

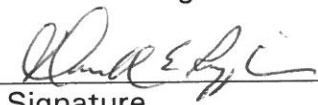
\_\_\_\_\_

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

1/29/19  
\_\_\_\_\_  
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 January 29, 2019

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

File Number 2019-0087, Recused

Nature of Personal Interest Affected by Transaction:

File Number 2019-0087, Recused

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 Former Colleague + Co-Worker

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

1/29/19  
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 January 29, 2019

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

Case File: 2019-00887 Danna Lynne Ravis

Nature of Personal Interest Affected by Transaction:

Personal & Professional Relationship

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.

Donald Wayne Staples  
Signature

1/29/19  
Date