

**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 July 25, 2019, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 2, Richmond, Virginia 23233.

The following members of the Board were present:

James N. Brockwell  
W. Jordan Evans, Chair  
John Ewing  
Thomas Wayne Fore  
Douglas Perry Greene  
Pamela M. Pruett  
Don Riggelman  
Dwayne Roadcap  
D. Wayne Staples, Vice-Chair

Board members Rosa Lee Cooke and Kristen Lentz were 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 9:33 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: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggelman, Roadcap, and Staples.

**Approval of  
Agenda**

Mr. Fore moved to approve the minutes of the April 18, 2019, Board meeting as presented. Mr. Riggelman seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing,

**Approval of  
Minutes**

Fore, Greene, Pruett, Riggleman, Roadcap, and Staples

Ms. Henshaw introduced Kevin Richeson, who is interning with Board staff for the summer. **Introduction of Staff**

David Van Gelder of Hanover County Department of Public Utilities was present to address the Board. Mr. Van Gelder expressed his concern over the rise in the failure rate of waterworks and wastewater works operators' exams. Mr. Van Gelder stated he would like to see the Board address this, and that he is available to assist the Board in any way that could improve current examination statistics. **Public Comment Period**

In the matter of **File Number 2019-02168, Michael Adkins**, the Board members reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Presiding Officer's Summary and Recommendation. Ms. Pruett moved to accept the recommendation of the Presiding Officer and find Michael Adkins in violation of Board regulations 18VAC 160-30-350.D. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples. Ms. Pruett then moved to accept the recommendation as to the sanction and impose a monetary penalty of \$1,000.00, and revoke Michael Adkins' Class 1 Wastewater Works Operator license. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples. **File Number 2019-02168, Michael Adkins**

In the matter of **File Number 2019-02114, James Edward Vaughan**, 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. Saunders advised the Board that should it accept the Summary and Recommendation, the language in the Presiding Officer's Recommendation should be amended to clarify that approval of the application will allow the applicant to be eligible to take the exam. Mr. Fore moved to accept the recommendation of the Presiding Officer as amended and approve Mr. Vaughan's application for a Master Conventional Onsite Sewage System Installer license. Mr. Ewing seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples. **File Number 2019-02114, James Edward Vaughan**

In the matter of **File Number 2019-02934, Derek Clinton Hollingsworth**, 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 2019-02934, Derek Clinton Hollingsworth**

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

Mr. Ewing and Mr. Roadcap recused themselves from the meeting for the discussion and deliberation of File Number 2019-02330.

**Recusal of Board Members**

In the matter of **File Number 2019-02330, Bradford D. Williams**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference (IFF), and the Presiding Officer's Summary and Recommendation. Mr. Saunders advised the Board that should it accept the Recommendation, the Presiding Officer's Recommendation would need to be amended to remove reference to § 54.1-204, as that was not a subject of the record.

**File Number 2019-02330, Bradford D. Williams**

Mr. Williams was present to address the Board. Mr. Williams wished to clarify statements he made during the IFF, and stated that for thirty years he taught, assisted in, and consulted on the installation of alternative onsite sewage systems, but at no time was he contracted to install alternative onsite sewage systems. Mr. Williams also expressed his disagreement in the opinion that he has no understanding of the regulations, and discussed his work experience and working relationships.

After discussion, Ms. Pruett moved to accept the recommendation of the Presiding Officer as amended to remove reference to § 54.1-204, and deny Mr. Williams' application for a Master Alternative Onsite Sewage System Installer license. Mr. Greene seconded the motion which was unanimously approved by: Brockwell, Evans, Fore, Greene, Pruett, Riggleman, and Staples.

Mr. Ewing and Mr. Roadcap returned to the meeting.

**Return of Board Members**

Ms. Henshaw provided the Board with waterworks and wastewater works examination statistics from 2010 through April 5, 2019, and onsite examination statistics from January 1, 2017 to July 8, 2019, in order to provide a historical overview of exam pass/fail rates.

**Examination Statistics Report**

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

Ms. Henshaw and Ms. Webster updated the Board on concerns

**Update on ABC**

raised about the Association of Boards of Certification (ABC) examination in previous meetings.

## **Examination**

Ms. Webster advised the Board that due to concern over questions added to exams by ABC for exploratory purposes that do not count toward the final exam score, but appear throughout the exam with no extra time allotted to allow for answering the questions, the exam vendor, PSI, has agreed to add an additional hour to the time allotted to take the exam. Exam fees would increase from \$100.00 to \$119.00 effective September 1, 2019. Exam fees, to include the additional hour, would increase to \$121.00 effective January 1, 2020, per PSI's standard annual fee increase. Discussion continued on ways to assist candidates in improving study methods prior to taking licensing exams. After discussion, Ms. Pruett moved to authorize adding an additional hour to the time allotted to take the exam, bringing the exam fee to \$119.00 effective September 1, 2019 through the end of the year. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

Ms. Henshaw provided the Board with post exam survey questions currently utilized by South Carolina for review. Ms. Henshaw and Ms. Webster advised the Board that such post exam surveys could help determine ways to improve exam pass rates, and can be customized based on the information needed by the Board. Discussion was held on the benefits of the survey and developing post exam survey questions specific to the Board. After discussion, Mr. Fore moved to authorize staff to develop post exam survey questions, and allow PSI to facilitate the post exam surveys. Mr. Greene seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

Ms. Henshaw and Ms. Webster advised the Board that PSI has agreed to allow current licensees to take the ABC exam as a means for the Board and staff to receive unbiased feedback on the exam and the exam taking process. After discussion, the Board agreed by consensus that a selected group of current waterworks licensees Classes 1-3, and current wastewater works licensees Classes-1-4 would be asked to volunteer to take the exam equivalent to the current license held, as these are the licensing classes with the lowest passing rate.

Ms. Webster addressed the concern that scores for math portions of the exam are not listed separately on the score report. It was thought that the math scores had only recently been omitted. Ms. Webster advised that after reviewing past score reports, she found

that math scores have not historically been reported separately. Ms. Webster provided the Board with sample score reports from 2012 for informational purposes.

Ms. Henshaw and Ms. Webster advised the Board that, as a result of feedback from stakeholders, they will be meeting with the appropriate parties at the upcoming Virginia Tech Short School to determine the feasibility of proctoring examinations for waterworks and wastewater works licensing candidates at the Short School.

The Board reviewed for approval the *Groundwater and Well Care for Non Community Public Water Systems* training course application from the Illinois State Water Survey. After discussion, Mr. Fore moved to approve the course for 2.4 contact hours and 0.24 training credits. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

**Update on  
Education and  
Training Committee**

The Board reviewed for approval the *EOSi Principles of BNR* training course application from Environmental Operating Solutions, Inc. After discussion, Mr. Staples moved to approve the course for 4.8 contact hours and .48 training credits, retroactive to May 15, 2019, and going forward. Mr. Greene seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Greene, Pruett, Riggleman, Roadcap, and Staples.

The Board reviewed the draft Virginia Department of Health Hardship Guidelines required by House Bill 888, which was passed during the 2018 General Assembly session. Ms. Henshaw advised that the guidance document was to be implemented on July 1, 2019; however, due to the public comments received, it is now expected to become effective August 11, 2019.

**Update on Draft  
Virginia  
Department of  
Health Hardship  
Guidelines**

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 advised the Board of the upcoming Board Member Training Conference scheduled for October 3-4, 2019, in Midlothian, VA.

Ms. Pruett shared with the Board that she was recently asked to speak in North Carolina where onsite licensing is now required per legislation.

**Other Business**

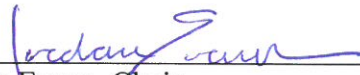
Discussion was held on the IFF process for licensees and potential licensees, and an applicant's right to appeal a Board decision regarding licensing. Discussion was also held on staff's lack of authority to deny a licensing application without affording the applicant due process.

Mr. Evans reminded the Board members to complete and return their conflict of interest forms and travel vouchers, and take note of future meeting dates.

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

There being no further business, the meeting was adjourned at 11:24 a.m.

**Adjourn**

  
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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 July 25, 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:

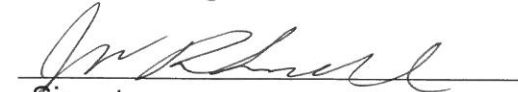
\_\_\_\_\_

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

7-25-19  
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 July 25, 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 7/25/2019



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 July 25, 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:

*Old Dominion Credit Inc, VVA, First Data LLC*  
\_\_\_\_\_

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

*[Handwritten Signature]*  
\_\_\_\_\_

*7/25/2019*  
\_\_\_\_\_

**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: WWWOOSSP Board
4. Meeting/IFF Date: Board Meeting July 25, 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:

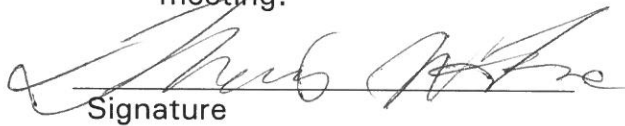
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

7-25-19  
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 July 25, 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.

Douglas P. Greene  
Signature

7-25-19  
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 July 25, 2019

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

\_\_\_\_\_  
NA  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
NA  
\_\_\_\_\_

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

7/25/19  
\_\_\_\_\_  
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 July 25, 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

7/25/19  
\_\_\_\_\_  
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 July 25, 2019

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

File Number 2019-02330

Nature of Personal Interest Affected by Transaction:

I formally worked with the Applicant at the VDH.

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.

Dwayne Roadcap  
Signature

7/25/19  
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 July 25, 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.

Donald Wayne Staples  
Signature

7/25/19  
Date