

**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 (Board) met on October 22, 2020, at Deep Run Park, 9900 Ridgefield Parkway, Deep Run Recreation Center, Ridgefield Ballroom, Henrico, Virginia 23233.

The following members of the Board were present:

James N. Brockwell  
Erica Duncan  
W. Jordan Evans  
John Ewing  
Thomas Wayne Fore, Vice-Chair  
Pamela M. Pruett, Chair  
Don Riggleman  
D. Wayne Staples  
Caleb Taylor

Board members Rosa-Lee Cooke and Dwayne Roadcap were not present at the meeting.

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

Mary Broz-Vaughan, Director  
Trisha L. Henshaw, Executive Director  
Shannon Webster, Director of Examinations  
Tanya M. Pettus, Administrative Assistant

Joshua Laws from the Office of the Attorney General was present at the meeting.

Ms. Pruett, Chair, finding a quorum of the Board present, called the meeting to order at 10:07 a.m. **Call to Order**

Ms. Henshaw advised the Board of emergency evacuation procedures. **Emergency Evacuation Procedures**

Ms. Henshaw advised the Board of safety measures currently in place due to COVID-19. **COVID-19 Safety Reminders**

Ms. Henshaw thanked staff members Brenda Hundley and Lee Bryant, who were present to assist in implementing safety protocols.

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

Mr. Riggleman moved to approve the minutes of the July 23, 2020, Board meeting minutes as presented. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

**Approval of Minutes**

There were no members of the public present to address the Board on matters other than the application files to be presented.

**Public Comment Period**

Ms. Henshaw advised the Board of the new computer tablets used to view the meeting agenda, and gave a brief overview of the equipment.

**General Meeting Information**

Ms. Henshaw provided an update on the current status of the regulatory review processes for the Board's regulatory packages:

**Regulatory Action Update**

Notice of a periodic review of the Waterworks and Wastewater Works Operators Licensing Regulations was filed on October 6, 2020, and will be published in the Register on October 26, 2020. A public comment period will be held from October 26, 2020 to November 16, 2020.

Notice of a periodic review of the Onsite Sewage System Professionals Licensing Regulations was filed on October 6, 2020, and will be published in the Register on October 26, 2020. A public comment period will be held from October 26, 2020 to November 16, 2020.

Ms. Henshaw also advised that the Board for Contractors has begun a regulatory action to convert the current Sewage Disposal System (SDS) specialty into two categories, SDS-Alternative (SSA) and SDS-Conventional (SSC), in order to align the license of the Qualified Individual to the type of license held from the WWOSSP Board. Ms. Henshaw stated she will keep the Board informed of the progress of the regulatory action.

Discussion was held on a study being conducted to determine the need of continued regulation of various professions, including soil scientists and backflow prevention device workers, as recommended by the Joint Legislative Audit and Review Commission (JLARC). Ms. Broz-Vaughan advised that the study report, to include public comments and various analyses, is due to the legislature on December 31, 2020. Ms. Broz-Vaughan and Ms. Henshaw advised that the Board will be informed of the outcome of the completed report.

In the matter of **File Number 2020-02122, John A. Clements, Sr.**, 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. Clements' 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. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Rigglesman, Staples, and Taylor.

**File Number 2020-02122, John A. Clements, Sr.**

In the matter of **File Number 2020-02311, Daniel Lee Gray**, 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 2020-02311, Daniel Lee Gray**

Mr. Gray was present to address the Board. Mr. Gray thanked the Board for their time and provided an overview of his work history over the past eight years. Mr. Gray stated that he has worked his way up at his current employer, and stated that he enjoys the work of an onsite sewage system installer. Mr. Gray asked the Board to consider approving his application.

Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Gray's application for a Master Conventional Onsite Sewage System Operator license. Mr. Rigglesman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Rigglesman, Staples, and Taylor.

Ms. Pettus provided an update on the 2020 wastewater works operator CPE audit. The audit began on June 16, 2020, based on a random selection of 5% of current licensees.

**WWWO 2020 CPE Audit Report**

Ms. Pettus also advised the onsite sewage system professionals audit began on October 7, 2020, and that results of the audit would be presented to the Board at its next meeting.

Ms. Webster advised the Board that a subject matter expert (SME) review of the 2019 ABC exam for waterworks operators was held on October 21, 2020, and an SME review of the 2019 ABC exam for wastewater works operators was scheduled for October 23, 2020. If there are no concerns regarding the exam to be brought

**PSI/AMP Examination Updates**

before the Board, any revisions made by the respective reviews would be rolled into production.

Ms. Webster advised the Board that she has been working diligently with PSI to resolve complaints regarding delays in exam scheduling as well as other concerns. Ms. Webster advised PSI has opened an additional call center to provide service to onsite exam candidates.

Ms. Henshaw provided the Board with waterworks and wastewater works examination statistics from January 1, 2017 through October 12, 2020, as well as onsite examination statistics from January 1, 2017 to October 19, 2020, and April 23, 2020 to October 19, 2020.

Ms. Webster provided the Board with a report on ABC post-exam survey results. The report was based on surveys that were added to waterworks and wastewater works exams, and statistics provided by PSI.

Ms. Henshaw reminded the Board of temporary waivers of certain regulations pursuant to Executive Order 51 in response to COVID-19. During the current state of emergency, the validity of licenses, certifications, registrations, and other authorizations issued by the Board that would otherwise (i) expire during the state of emergency and (ii) be eligible for renewal or reinstatement during the state of emergency under applicable regulations, will be extended until the 30th day after the date by which the state of emergency is lifted. In addition, regulations that prohibit or limit online, electronic, or distance learning have also been waived until the 30<sup>th</sup> day after the date by which the state of emergency is lifted. Ms. Henshaw noted that the waivers do not apply to statutory requirements.

**DPOR Updates as it Relates to COVID-19 Response**

Ms. Henshaw advised the Board that the agency remains closed to the public and staff scheduling adjustments remain in place, including telework for those employees who are eligible.

Mr. Fore moved to allow wastewater works SMEs to receive one continuing professional education (CPE) credit for each hour they participated in the exam review. Mr. Brockwell seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

**PSI/AMP Examination Updates Continued**

Although Mr. Fore did not request consideration of CPE credit for waterworks SMEs who participated in the exam review since he was a participant in such review, Ms. Henshaw asked the Board to consider a similar motion for waterworks SMEs. Mr. Staples moved to allow waterworks SMEs to receive one CPE credit for each hour they participated in the exam review. Mr. Ewing seconded the

motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor.

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. Pruett thanked Mr. Fore for his ethics lesson presented to participants of the Virginia Tech Short School, which was held virtually in August.

Mr. Fore thanked Mr. Staples and Mr. Taylor for their past and continuing work on the Short School.

Ms. Henshaw opened the floor for annual nominations of the Board Chair. Mr. Fore moved to nominate Ms. Pruett. Ms. Pruett accepted the nomination. Mr. Fore moved to close the nominations. Mr. Ewing seconded the motion, which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor. Ms. Pruett abstained. By acclamation, Ms. Pruett was named Board Chair.

**Election of Officers**

Ms. Pruett opened the floor for annual nominations of Board Vice-Chair. Mr. Riggleman moved to nominate Mr. Fore. Mr. Fore accepted the nomination. Mr. Taylor moved to close the nominations. Mr. Evans seconded the motion, which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Staples, and Taylor. By acclamation, Mr. Fore was named Board Vice-Chair.

Ms. Pruett reminded the Board that the next scheduled meeting date is January 14, 2021.

**Future Meeting Dates**

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

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

There being no further business, the meeting was adjourned at 10:58 a.m.

**Adjourn**



---

Pamela M. Pruett, Chair



Mary Broz-Vaughan, 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 October 22, 2020

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

10-22-20  
\_\_\_\_\_  
Date

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

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

1. Name: Erica Duncan  
2. Title: Board Member  
3. Agency: WWWOSSP Board  
4. Meeting/IFF Date: Board Meeting October 22, 2020

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:

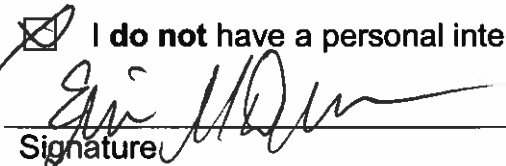
\_\_\_\_\_

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

10-22-2020  
\_\_\_\_\_  
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: WWWOSSP Board
- 4. Meeting/IFF Date: Board Meeting October 22, 2020

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.

W. Jordan Evans  
Signature

10/22/2020  
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 October 22, 2020

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:

WVKA, LLC, Inc, & Dist Dist, 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

10/22/2020  
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: WWOOSSP Board
4. Meeting/IFF Date: Board Meeting October 22, 2020

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

10-22-2020  
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 October 22, 2020

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

none

Nature of Personal Interest Affected by Transaction:

n/a

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

n/a

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

10/22/2020  
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: WWOOSSP Board  
4. Meeting/IFF Date: Board Meeting October 22, 2020

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.

Don E. Riggleman  
Signature

10/22/2020  
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: WWOOSSP Board
4. Meeting/IFF Date: Board Meeting October 22, 2020
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

10/22/20  
Date

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

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

- 1. Name: Caleb Taylor
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Board Meeting October 22, 2020

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.

Caleb M. Taylor  
Signature

10/22/2020  
Date