

**VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE
SEWAGE SYSTEM PROFESSIONALS
EDUCATION AND TRAINING COMMITTEE MEETING MINUTES**

The Education and Training Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on January 25, 2023, 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 Committee were present:

John Ewing, Chair
Thomas Wayne Fore
D. Wayne Staples

Committee members Rosa-Lee Cooke and Barry Matthews were not present at the meeting.

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

Tanya M. Pettus, Board Administrator
Raven Custer, Administrative Coordinator

Mr. Ewing called the meeting to order at 3:01 p.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

Mr. Fore moved to approve the agenda as presented. Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Approval of Agenda

There were no members of the public present for comment.

**Public Comment
Period**

The Committee reviewed for approval the *Operation of Wastewater Treatment Plants Vol2B-Solids Management and Plant Maintenance* training course application from Office of Water Programs at Sacramento State. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4 training credits, and 40.4 contact hours, applicable to wastewater works operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.65 training credits, and 14.4 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

**Review of Office of
Water Programs at
Sacramento State
Course Applications**

The Committee reviewed for approval the *Operations of Wastewater Treatment Plants Vol2A-Treatment Plants and Tertiary Treatments* training course application from Office of Water Programs at Sacramento State. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 3.5 training credits, and 35.5 contact hours, applicable to wastewater works operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.8 training credits, and 28.9 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Advanced Water Treatment* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4.2 training credits, and 42.78 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

**Review of American
Water College
Course Applications**

The Committee reviewed for approval the *Applied Chemistry* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 2.9 training credits, and 29.75 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.9 training credits, and 29.75 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Applied Hydraulics* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 2.0 training credits, and 20.25 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 2.0 training credits, and 20.25 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was

unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Distribution System Review (4hr.)*, *Distribution System Review (8hr.)*, *Distribution System Review (12hr.)*, *Distribution System Review (16hr.)* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the respective courses as follows:

- Distribution System Review (4hr.), for a total of 0.4 training credits and 4 contact hours, applicable to waterworks operators, and 0.2 training credits and 2 contact hours applicable to wastewater works operators and onsite sewage system operators;
- Distribution System Review (8hr.), for a total of 0.8 training credits and 8 contact hours, applicable to waterworks operators, and 0.4 training credits and 4 contact hours applicable to wastewater works operators and onsite sewage system operators;
- Distribution System Review (12hr.), for a total of 1.2 training credits and 12 contact hours, applicable to waterworks operators, and 0.6 training credits and 6 contact hours applicable to wastewater works operators and onsite sewage system operators; and,
- Distribution System Review (16hr.), for a total of 1.6 training credits and 16 contact hours, applicable to waterworks operators, and 0.8 training credits, and 8 contact hours applicable to wastewater works operators and onsite sewage system operators.

Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Electricity for the Water Industry* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 1.3 training credits, and 13.5 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Fore then moved to recommend Board-approval of the course application, for a total of 1.3. training credits, and 13.5 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Introduction to Water Treatment* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4.3 training credits, and 43.25 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *VA Wastewater Operator Exam Preparation Class 1, VA Wastewater Operator Exam Preparation Class 2, VA Wastewater Operator Exam Preparation Class 3, VA Wastewater Operator Exam Preparation Class 4* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the respective courses as follows:

- VA Wastewater Operator Exam Preparation Class 1, for a total of 5.8 training credits, and 58.25 contact hours, applicable to wastewater works operators;
- VA Wastewater Operator Exam Preparation Class 2, for a total of 5.5 training credits, and 55.57 contact hours, applicable to wastewater works operators;
- VA Wastewater Operator Exam Preparation Class 3, for a total of 4.9 training credits, and 49 contact hours, applicable to wastewater works operators; and,
- VA Wastewater Operator Exam Preparation Class 4, for a total of 3.5 training credits, and 35.75 contact hours, applicable to wastewater works operators.

Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Fore then moved to recommend Board-approval of the respective courses for credit applicable to onsite sewage system operators as follows:

- VA Wastewater Operator Exam Preparation Class 1 for a total of 5.8 training credits, and 58.2 contact hours,;
- VA Wastewater Operator Exam Preparation Class 2 for a total of 5.5 training credits, and 55.57 contact hours,;
- VA Wastewater Operator Exam Preparation Class 3 for a total of 4.9 training credits, and 49 contact hours; and,
- VA Wastewater Operator Exam Preparation Class 4,for a total of 3.5 training credits, and 35.75 contact hours.

Mr. Staples seconded the motion which was unanimously approved by:

Ewing, Fore, and Staples.

The Committee reviewed for approval the *Wastewater Treatment Review (4hr)*, *Treatment Review (12hr)*, *Treatment Review (21hr)* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the respective courses as follows:

- Wastewater Treatment Review (4hr), for a total of 0.4 training credits, and 4 contact hours, applicable to wastewater works operators;
- Wastewater Treatment Review (12hr), for a total of 1.2 training credits, and 12 contact hours, applicable to wastewater works operators; and,
- Wastewater Treatment Review (21hr), for a total of 2.1 training credits, and 21 contact hours, applicable to wastewater works operators.

Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Fore then moved to recommend Board-approval of the respective courses for credit applicable to onsite sewage system operators as follows:

- Wastewater Treatment Review (4hr), for a total of 0.4 training credits, and 4 contact hours;
- Wastewater Treatment Review (12hr), for a total of 1.2 training credits, and 12 contact hours, and;
- Wastewater Treatment Review (21hr), for a total of 2.1 training credits, and 21 contact hours.

Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Quality* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 4.1 training credits, and 41.25 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 3.5. training credits, and 35 contact hours, applicable to wastewater works operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Sources* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 2.0 training credits, and 20.75 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples. Mr. Staples then moved to recommend Board-approval of the course application, for a total of 1.0 training credits, and 10.37 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Transmission & Distribution I and Water Transmission & Distribution II* training course applications from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the Water Transmission & Distribution I course application, for a total of 4.8 training credits, and 48 contact hours, applicable to waterworks operators, and Water Transmission & Distribution II course application, for a total of 4.8 training credits, and 48 contact hours, applicable to waterworks operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Staples then moved to recommend Board-approval of the Water Transmission & Distribution I course application, for a total of 2.0 training credits, and 20 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

Mr. Staples moved to recommend Board-approval of the Water Transmission & Distribution II course application, for a total of 1.4 training credits, and 14 contact hours, applicable to onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *Water Treatment Math* training course application from American Water College. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 3.6 training credits, and 36 contact hours, applicable to waterworks operators, wastewater works operators, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing,

Fore, and Staples

The Committee reviewed for approval the *Water Treatment Review (4hr)*, *Water Treatment Review (8hr)*, *Water Treatment Review (12hr)*, and *Water Treatment Review 16hr*) training course applications from American Water College. After review and discussion, Mr. Fore moved to recommend Board-approval of the respective courses as follows:

- Water Treatment Review (4hr), for a total of 0.4 training credits, and 4 contact hours, applicable to waterworks operators, and 0.2 training credits and 2 contact hours applicable to wastewater works operators;
- Water Treatment Review (8hr), for a total of 0.8 training credits, and 8 contact hours, applicable to waterworks operators, and 0.4 training credits and 4 contact hours applicable to wastewater works operators;
- Water Treatment Review (12hr), for a total of 1.2 training credits, and 12 contact hours, applicable to waterworks operators and 0.6 training credits and 6 contact hours applicable to wastewater works operators; and,
- Water Treatment Review (16hr), for a total of 1.6 training credits, and 16 contact hours, applicable to waterworks operators, and 0.8 training credits and 8 contact hours applicable to wastewater works operators.

Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee reviewed for approval the *VA Waterworks Operator Exam Preparation Class 1*, *VA Waterworks Operator Exam Preparation Class 2*, *VA Waterworks Operator Exam Preparation Class 3*, and *VA Waterworks Operator Exam Preparation Class 4* training course applications from American Water College. After review and discussion, Mr. Fore moved to recommend Board-approval of the respective courses as follows:

- VA Waterworks Operator Exam Preparation Class 1, for a total of 3.9 training credits, and 39 contact hours, applicable to waterworks operators, and 1.9 training credits and 19.64 contact hours applicable to wastewater works operators and onsite sewage system operators;
- VA Waterworks Operator Exam Preparation Class 2, for a total of 3.6 training credits, and 36.5 contact hours, applicable to waterworks operators, and 1.8 training credits and 18.25 contact hours applicable to wastewater works operators and

- onsite sewage system operators;
- VA Waterworks Operator Exam Preparation Class 3, for a total of 3.5 training credits, and 35.75 contact hours, applicable to waterworks operators, and 1.7 training credits and 17.87 contact hours applicable to wastewater works operators and onsite sewage system operators; and,
 - VA Waterworks Operator Exam Preparation Class 4, for a total of 3.3 training credits, and 33.75 contact hours, applicable to waterworks operators and 1.6 training credits and 16.87 contact hours applicable to wastewater works operators and onsite sewage system operators.

Mr. Staples seconded the motion which was unanimously approved by: Ewing, Fore, and Staples.

The Committee discussed the upcoming WWWO Examinations Task Force meeting on February 10, 2023. Ms. Pettus advised that given the exam and training topics to be reviewed by the task force, the Committee could meet to review the current Board-approved training course list. The Committee agreed by consensus that Ms. Pettus will work with the Committee Chair to determine possible dates for a review of currently approved training courses.

Other Business

There being no further business, the meeting was adjourned at 4:15 p.m.

Adjourn



Pamela M. Pruett, Chair



Demetrios J. Melis, Secretary

**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: WWWOOSSP Board
4. Meeting/IFF Date: Committee Meeting January 25, 2023

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

1/25/23
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: WWWOOSP Board
4. Meeting/IFF Date: Committee Meeting January 25, 2023

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, Onsite, Inc VAWA

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

1/25/2023
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: Committee Meeting January 25, 2023

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

Nature of Personal Interest Affected by Transaction:

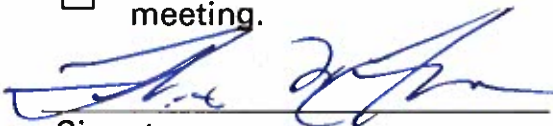
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

1-25-2023
Date

