

**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 April 20, 2023, at the Virginia Tech Richmond Center, 2810 N. Parham Road, Suite 300, Richmond, Virginia 23294.

The following members of the Committee were present:

John Ewing, Chair
Thomas Wayne Fore
Barry Matthews
D. Wayne Staples

Committee member Rosa-Lee Cooke was not present at the meeting.

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

Trisha L. Lindsey, Executive Director
Tanya M. Pettus, Board Administrator
Raven Custer, Administrative Coordinator

Mr. Ewing called the meeting to order at 9:35 a.m.

Call to Order

Ms. Lindsey 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, Matthews, and Staples.

Approval of Agenda

Bill Herman was present to address the Committee. Mr. Herman expressed his concern on the individuals he has experienced within the current labor force who are signing off on applicants' work experience. Mr. Herman also expressed his concern over the individuals and companies being subcontracted to perform drainfield work.

**Public Comment
Period**

The Committee reviewed for approval the *703 A-Water Distribution: Safety* 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 2.2 training credits, and 22.7 contact hours, applicable to waterworks and wastewater works operators, and 1.1 training credits and 11.3 contact hours applicable to onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore,

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

Matthews, and Staples

The Committee reviewed for approval the *703 B-Water Distribution: Distribution Facilities* 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 3.1 training credits, and 31.4 contact hours, applicable to waterworks and wastewater works operators, and 1.5 training credits and 15.7 contact hours applicable to onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *703 C-Water Distribution: Disinfection* 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 2.1 training credits, and 21.1 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *703 D-Water Distribution: Operation and 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 2.5 training credits, and 25.2 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *703 E-Water Distribution: Management* 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 2.1 training credits, and 21.3 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *CE39-Advanced Waste Treatment-Wastewater Specialist Program* 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 10.5 training credits, and 105 contact

hours, applicable to wastewater works operators, and 5.2 training credits and 52.5 contact hours to waterworks and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *Collection Systems: Methods for Evaluating and Improving Performance* 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 2.3 training credits, and 23.2 contact hours, applicable to waterworks and wastewater works operators, and 1.1 training credits and 11.6 contact hours applicable to onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *104C-Math Application in Wastewater* 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 3.8 training credits, and 38.9 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *101C-Math Application in Collection Systems* 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 2.2 training credits, and 22.2 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *Membrane Bioreactors* 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 0.8 training credits, and 8.7 contact hours, applicable to wastewater works operators, and 0.4 training credits and 4.3 contact hours to waterworks and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *Collection System Operation & Maintenance Training Videos* 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 0.6 training credits, and 6.8 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators -contingent upon confirmation of the method in which full course participation is monitored and verified. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *Pretreatment Facility Inspection Training Videos* 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 0.5 training credits, and 5.9 contact hours, applicable to wastewater works operators, and 0.2 training credits and 2.9 contact hours to waterworks and onsite sewage system operators contingent upon confirmation of the method in which full course participation is monitored and verified. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *CE28A-Operation of Wastewater Treatment Plants Vol. I-Wastewater Specialist Program* 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 9 training credits, and 90.9 contact hours, applicable to wastewater works operators, and 4.5 training credits and 45.4 contact hours to waterworks and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

The Committee reviewed for approval the *CE38B-Operation of Wastewater Treatment Plants Vol. II-Wastewater Specialist Program* 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 12.3 training credits, and 123 contact hours, applicable to wastewater works operators, and 6.1 training credits and 61.5 contact hours to waterworks and onsite sewage system operators. Mr. Fore seconded the motion which was unanimously approved by: Ewing, Fore, Matthews, and Staples.

Ms. Pettus reminded the Committee of the meeting scheduled for May 16, 2023, for the purpose of reviewing the current list of Board-approved training courses to update the list according to the Committee's current approval process. Ms. Pettus advised that new course applications have been received from training providers who currently have approved courses on the list, and asked the Committee to consider reviewing the new course applications at the meeting. The Committee agreed by consensus to review those course applications received from training providers who already appear on the list. **Other Business**

There being no further business, the meeting was adjourned at 10:07 a.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 John Ewing
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for WWWOOSP
(Name of Board)

4. Meeting/IFF Date: 04/20/2023

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:

Old Dominion Outside, Inc. VOLWA

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 

Date 4/20/2023

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

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

1. Name Thomas Wayne Fore
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOOSSP
(Name of Board)
4. Meeting/IFF Date: 04/20/2023

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

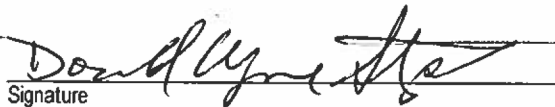
4/20/2023
Date

**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 - Education & Training Committee
(Name of Board)
4. Meeting/IFF Date: 04/20/2023
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

4/20/23
Date

