

**VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE
SEWAGE SYSTEM PROFESSIONALS
WATERWORKS AND WASTEWATER WORKS OPERATORS
EXAMINATION TASK FORCE**

The Waterworks and Wastewater Works Operators Examination Task Force of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on February 2, 2023, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members of the Task Force were present:

Erica Duncan
Thomas Fore
Doug Grimes
Ryan Hendrix
Jamie Morris
Mike Ritchie
Caleb Taylor, Chair
Mark Titcomb
David Van Gelder
Jason Yetter

Task Force member Wayne Staples was not present at the meeting.

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

Trisha L. Lindsey, Executive Director
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director
Tanya M. Pettus, Board Administrator
Lisa Robinson, Licensing Administrator
Raven Custer, Administrative Coordinator

Mr. Taylor called the meeting to order at 10:07 a.m.

Call to Order

Ms. Lindsey advised the Task Force of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Fore moved to approve the agenda as presented. Ms. Duncan seconded the motion which was unanimously approved by: Duncan, Fore, Grimes, Hendrix, Morris, Ritchie, Taylor, Titcomb, Van Gelder, and Yetter.

Approval of Agenda

Ms. Lindsey welcomed the Waterworks and Wastewater Works Examination Advisory Task Force to their first meeting and thanked

**Welcome and
Introduction of Task**

everyone for participating.

Force

Members of the Task Force and Board staff introduced themselves.

There were no members of the public present for comment.

**Public Comment
Period**

The Task Force was provided with (i) current versions of applicable waterworks and wastewater works operators' statutes and regulations, (ii) current versions of applicable examination "Need to Know" criteria from Water Professionals International (WPI); (iii) applicable examination statistics; and (iv) training course and exam preparation resources.

**Resources and
Information**

Ms. Lindsey presented the Task Force with an overview of the scope of the Task Force, as well as the regulatory review process and meeting procedures.

Overview of Scope

Ms. Pettus shared a presentation about the waterworks and wastewater works examinations and examination results, as well as internal licensing application processes.

Mr. Lindsey shared a presentation about examination development and overview of the examination process.

A brief discussion was held on training availability and examination opportunities.

Mr. Taylor reopened the public comment period.

Public Comment

Mark Estes was present to address the Task Force regarding staffing challenges related to examination pass rates.

Wendy Callahan was present and addressed the Task force regarding the Board's goal for pass rates.

The Task Force recessed from 12:12 p.m. to 12:46 p.m.

Recess

The Task Force was divided into three breakout sessions lead by Ms. Lindsey, Ms. Pettus, and Mr. Custer.

Discussion

Each breakout group discussed topics including current pass rates and ways in which to increase those rates, training as it relates to topics found on the current operator exams, and staffing challenges related to

examination requirements.


Following the breakout sessions, the full Task Force reconvened to share their groups' discussions.

Ms. Lindsey advised that possible future meeting dates would be forthcoming, and that the next scheduled meeting will likely be held in the spring.

Mr. Taylor reminded the Task Force members to complete 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 2:06 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: Thomas Wayne Fore
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Committee Meeting February 2, 2023

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

Nature of Personal Interest Affected by Transaction:

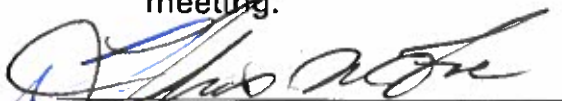
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

2-2-2023
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: Committee Meeting February 2, 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.

Caleb M. Taylor
Signature

2/2/2023
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: Committee Meeting February 2, 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.

Erica M Duncan
Signature

2/2/2023
Date

