

**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 11, 2024, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, 23233.

The following members of the Committee were present:

Thomas Wayne Fore
Barry Matthews
Pamela Pruett
D. Wayne Staples

Committee member John Ewing, Chair was not present at the meeting.

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

Marjorie King, Executive Director
Tanya M. Pettus, Deputy Executive Director
Cameron Parris, Regulatory Operations Administrator
Rachel Harris, Administrative Coordinator

Ms. Pruett, acting as Chair, called the meeting to order at 9:00 a.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

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

**Approval of
Agenda**

There were no members of the public present to address the Board.

**Public Comment
Period**

The Committee reviewed for approval the application for a Department of Environmental Quality (DEQ) course titled *DEQ 24 – Wastewater Utility Management*. After review and discussion, Mr. Fore moved to recommend Board-approval of the course application, for a total of 7 contact hours, and 0.7 training credits applicable to wastewater works operators, and onsite sewage system operators, installers, and soil evaluators; and 3.5 contact hours and .35 training credits applicable to waterworks operators. Mr. Matthews seconded the motion which was

**Review of
Department of
Environmental
Quality Course
Application**

approved by Fore, Pruett, and Matthews. Mr. Staples abstained from the vote as he is an employee of DEQ and an instructor of the course.

There was no other board business discussed.

Other Business

Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System
Professionals' Education and Training Committee
Meeting Minutes
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Ms. Pruett reminded the Committee 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 9:07 a.m.

Adjourn



John Ewing, Chair



Brian P. Wolford, Secretary

**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 WWWOSSP Education & Training Committee Meeting
(Name of Board)

4. Meeting/IFF Date: 07/11/2024

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

July 11, 2024
Date

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

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

1. Name Pamela M. Pruett
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP Education & Training Committee Meeting
(Name of Board)
4. Meeting/IFF Date: 07/11/2024

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.

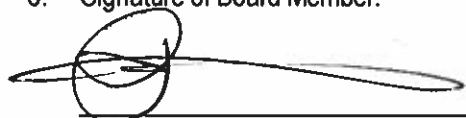
A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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 I did not participate in the transaction.

6. Signature of Board Member:



Signature

July 11, 2024

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 Meeting
(Name of Board)

4. Meeting/IFF Date: 07/11/2024

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)

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July 11, 2024
Date

