

**EDUCATION AND TRAINING COMMITTEE
OF THE
BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS
AND ONSITE SEWAGE SYSTEM PROFESSIONALS**

Tentative AGENDA
THURSDAY, July 11, 2024, 9:00 a.m.

**DPOR PERIMETER CENTER
9960 MAYLAND DRIVE, SUITE 400
RICHMOND, VIRGINIA 23233
BOARD ROOM 4**

- I. CALL TO ORDER**
- II. EMERGENCY EVACUATION PROCEDURES**
- III. APPROVAL OF AGENDA**
 - a. Committee Agenda, July 11, 2024
- IV. APPROVAL OF MINUTES**
 - a. Education and Training Committee Meeting Minutes, April 11, 2024
- V. PUBLIC COMMENT PERIOD***
- VI. REVIEW TRAINING COURSE APPLICATIONS****
 - a. Office of Water Programs at Sacramento State, courses titled:
 - i. Industrial Waste Treatment, Volume 2 A - Introduction and Fixed Film Processes
 - ii. Industrial Waste Treatment, Volume 2 B - Activated Sludge Processes and Nutrient Removal
 - iii. Industrial Waste Treatment, Volume 2 C - Anaerobic Treatment and Residual Solids Management
- VII. OTHER BUSINESS**
- VIII. COMPLETE CONFLICT OF INTEREST FORMS AND TRAVEL VOUCHERS**
- IX. ADJOURN**

NEXT MEETING TENTATIVELY SCHEDULED FOR October 24, 2024

* Five-minute public comment, per person, with the exception of any open disciplinary or application files.

** Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the *Code of Virginia*.

Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-0362 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation. The Department fully complies with the Americans with Disabilities Act.

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff

Board Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. (Point) Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

**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

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

Pamela Pruett, Chair

Kishore S. Thota, Secretary

DRAFT

PUBLIC COMMENT PERIOD

Five minute public comment, per person, with the exception of any open disciplinary or application files.

DRAFT

WWWOSSP Board Training & Education Committee

Application Review Summary

PROVIDER NAME:	Office of Water Programs at Sacramento State
TYPE OF COURSE:	Wastewater Works Operator—Pre-license
SUBJECT/COURSE TITLE:	Industrial Waste Treatment Vol 2 A Introduction and Fixed Film Processes
DELIVERY METHOD OF INSTRUCTION:	Online
PREVIOUS BOARD APPROVALS:	Yes
STAFF RECOMMENDATION:	Approval Retroactive to April 11, 2024 Training credits to be determined by Committee. (26.1 contact hours)

WWWOSSP Board Training & Education Committee Application Review Summary

PROVIDER NAME:	<p style="text-align: center;">Office of Water Programs at Sacramento State</p>
TYPE OF COURSE:	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
SUBJECT/COURSE TITLE:	<p style="text-align: center;">Industrial Waste Treatment Vol 2 B Activated Sludge Processes and Nutrient Removal</p>
DELIVERY METHOD OF INSTRUCTION:	<p style="text-align: center;">Online</p>
PREVIOUS BOARD APPROVALS:	<p style="text-align: center;">Yes</p>
STAFF RECOMMENDATION:	<p style="text-align: center;">Approval Retroactive to April 11, 2024 Training credits to be determined by Committee. (36.9 contact hours)</p>

WWWOSSP Board Training & Education Committee

Application Review Summary

PROVIDER NAME:	Office of Water Programs at Sacramento State
TYPE OF COURSE:	Wastewater Works Operator—Pre-license
SUBJECT/COURSE TITLE:	Industrial Waste Treatment Vol 2 C Anaerobic Treatment and Residual Solids Management
DELIVERY METHOD OF INSTRUCTION:	Online
PREVIOUS BOARD APPROVALS:	Yes
STAFF RECOMMENDATION:	Approval Retroactive to April 11, 2024 Training credits to be determined by Committee. (35.2 contact hours)

COMPLETE CONFLICT OF INTEREST
FORMS AND
TRAVEL VOUCHERS

DRAFT

ADJOURN

DRAFT