

**BOARD  
FOR  
WATERWORKS AND WASTEWATER WORKS OPERATORS  
AND ONSITE SEWAGE SYSTEM PROFESSIONALS**

***Tentative* AGENDA THURSDAY, January 26, 2023  
9:30 A.M. BOARD ROOM 1-- SECOND FLOOR**

**DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL  
REGULATION PERIMETER CENTER -- 9960 MAYLAND DRIVE  
RICHMOND, VIRGINIA 23233**

- I. CALL TO ORDER**
- II. EMERGENCY EVACUATION PROCEDURES**
- III. APPROVAL OF AGENDA**
- a. Board Agenda, January 26, 2023
- IV. APPROVAL OF MINUTES**
- a. Education and Training Committee Minutes, October 27, 2022
  - b. Board Meeting Minutes, October 27, 2022
- V. PUBLIC COMMENT PERIOD - Five-minute public comment, per person, on those items not included on the agenda with the exception of any open disciplinary files.**
- VI. CASE FILES**
- a. File Number 2023-00522, Robert Smallwood  
Licensing— IFF by Jackson-Bailey
  - b. File Number 2023-00523, Nicholas Christian  
Licensing— IFF by Jackson-Bailey
  - c. File number 2023-00712, Seneca Haskins  
Licensing— IFF by Jackson-Bailey
- VII. REGULATORY ACTIONS**
- a. Regulatory Action Update
- VIII. OTHER BUSINESS**
- a. OSSP 2022 CPE Audit Report
  - b. Examination updates
    - i. Examination Statistics Report
  - c. Update on Education and Training Committee
    - i. Office of Water Programs at Sacramento State
      1. Solids Management and Plant Maintenance
      2. Treatment Plants and Tertiary Treatment
    - ii. American Water College

DRAFT AGENDA  
Materials contained in this agenda are proposed for discussion  
and are not to be construed as regulation or official position.  
DRAFT AGENDA

1. Advanced Water Treatment
2. Applied Chemistry
3. Applied Hydraulics
4. Distribution System Review (4 Hours)
5. Distribution System Review (8 Hours)
6. Distribution System Review (12 Hours)
7. Distribution System Review (16 Hours)
8. Electricity for the Water Industry
9. Introduction to Water Treatment
10. VA Wastewater Operator Exam Preparation Class 1
11. VA Wastewater Operator Exam Preparation Class 2
12. VA Wastewater Operator Exam Preparation Class 3
13. VA Wastewater Operator Exam Preparation Class 4
14. Wastewater Treatment Review (4 Hours)
15. Wastewater Treatment Review (12 Hours)
16. Wastewater Treatment Review (21 Hours)
17. Water Quality
18. Water Sources
19. Water Transmission & Distribution I
20. Water Transmission & Distribution II
21. Water Treatment Math
22. Water Treatment Review (4 Hours)
23. Water Treatment Review (8 Hours)
24. Water Treatment Review (12 Hours)
25. Water Treatment Review (16 Hours)
26. VA Waterworks Operator Exam Preparation Class 1
27. VA Waterworks Operator Exam Preparation Class 2
28. VA Waterworks Operator Exam Preparation Class 3
29. VA Waterworks Operator Exam Preparation Class 4

- d. Update on WWW Exam Advisory Taskforce
- e. 2023 Legislative Update/Overview
- f. Board Financial Statement
- g. Update on Outreach Opportunities
- h. Consider Resolution for Service
- i. Other Business

**IX. FUTURE MEETING DATES**

- a. April 20, 2023
- b. July 27, 2023
- c. October 19, 2023

**X. COMPLETE CONFLICT OF INTEREST FORMS AND TRAVEL VOUCHERS**

**XI. ADJOURN**

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

\*\* 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*.

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**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.

**BOARD  
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**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 October 27, 2022, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 2, 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:

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

Mr. Ewing called the meeting to order at 9:06 a.m.

**Call to Order**

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

**Emergency  
Evacuation  
Procedures**

Mr. Staples moved to approve the agenda as presented. Mr. Fore 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 *Wastewater Treatment Plant Operations and C&B* training course application from University of FL Training Research and Education for Environmental Occupations. After review and discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of 14.7 training credits, and 147.3 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.

**Review of University  
of FL Training  
Research and  
Education for  
Environmental  
Occupations Titled  
Wastewater  
Treatment Plant  
Operations and C&B**



Virginia Board for Waterworks Wastewater Works and Onsite Sewage System Professionals' Education and Training Committee

October 27, 2022

Page 2

Ms. Pettus informed the Board that numerous training program application were received in the days leading up to the Committee meeting, which may require an adjustment to the scheduled date or time of the next Education & Training Committee meeting. **Other Business**

There being no further business, the meeting was adjourned at 9:14 a.m. **Adjourn**

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Pamela M. Pruett, Chair

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Demetrios J. Melis, Secretary

**BOARD FOR  
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE  
SYSTEM PROFESSIONALS**

**MINUTES OF MEETING**

The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on October 27, 2022, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 2, Richmond, Virginia 23233.

The following members of the Board were present:

James N. Brockwell  
Erica Duncan  
W. Jordan Evans  
John Ewing  
Thomas Wayne Fore, Vice Chair  
Pamela M. Pruett, Chair  
Don Riggleman  
Dwayne Roadcap  
D. Wayne Staples

Board members Rosa-Lee Cooke and Caleb Taylor were not present at the meeting.

DPOR staff present for all or part of the meeting included:

Demetrios J. Melis, Director  
Kishore Thota, Chief Deputy Director  
Trisha L. Lindsey, Executive Director  
Stephen Kirschner, Licensing and Regulatory Programs Division Deputy Director  
Shannon Webster, Director of Examinations  
Tanya M. Pettus, Board Administrator  
Joseph C. Haughwout, Jr., Board and Regulatory Administrator  
Raven Custer, Administrative Coordinator

Joshua Laws from the Office of the Attorney General was present at the meeting.

Ms. Pruett, Chair, finding a quorum of the Board present, called the meeting to order at 9:32 a.m.

**Call to Order**

Ms. Lindsey advised the Board of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Ms. Lindsey requested the Board amend the agenda to move “Examination Updates” and “VAMWA and VMDWA Correspondence” to the first items under Other Business. Mr. Fore moved to approve the agenda as amended. Mr. Evans seconded the motion, which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

**Approval of Agenda**

Mr. Fore moved to approve the minutes of the July 14, 2022, Board meeting. Mr. Evans seconded the motion, which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

**Approval of Minutes**

Mr. Fore moved to approve the minutes of the October 3, 2022, OSSP Licensing Regulatory Review Committee meeting as presented. Mr. Brockwell seconded the motion, which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Dawn Paul addressed the Board regarding the demands of testing and the resources available for study.

**Public Comment Period**

Mike Collins addressed the Board regarding the exam pass rate and expressed his concerns relating to the passing rate.

Wendy Callahan addressed the Board regarding continuing education.

Mr. Fore recused himself from the meeting for discussion and deliberation of File Number 2022-00354.

**Recusal of Board Member**

In the matter of **File Number 2022-00354, Richard Wade Malcolm**, the Board members reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Recommendation. Mr. Evans moved to accept the recommendation and find Mr. Malcolm in violation of 18 VAC 160-30-320.12 as outlined in Count 1. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Pruett, Riggleman, Roadcap, and Staples.

**File Number 2022-00354, Richard Wade Malcolm**

Mr. Staples then moved to accept the recommendation and impose a monetary penalty of \$2,500.00, and license revocation for violation of Count 1. Mr. Evans seconded the motion. After lengthy discussion the motion was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Pruett, Riggleman, Roadcap, and Staples.

Mr. Fore returned to the meeting.

**Return of Board Member**

Ms. Duncan recused herself from the meeting for discussion and deliberation of File Numbers 2022-01131, 2022-01133, and 2022-01151.

**Recusal of Board Member**

In the matter of **File Number 2022-01131, William Matthew Smith**, the Board members reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Recommendation. Mr. Riggleman moved to accept the recommendation and find Mr. Smith in violation of 18 VAC 160-40-500.A as outlined in Count 1. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

**File Number 2022-01131, William Matthew Smith**

Mr. Fore then moved to accept the recommendation and impose a monetary penalty of \$500.00. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Mr. Ewing and Mr. Brockwell recused themselves from the meeting for discussion and deliberation of File Number 2022-01133.

**Recusal of Board Member**

In the matter of **File Number 2022-01133, Larry Woodford Madison, Jr.**, the Board members reviewed the Consent Order. Mr. Madison admits to a violation of 18 VAC 160-40-470.3 as outlined in Count 1, and consents to the imposition of a monetary penalty of \$150.00 and Board costs of \$150.00. In addition, Mr. Madison agrees to complete eight (8) continuing professional education hours.

**File Number 2022-01133, Larry Woodford Madison Jr.**

Mr. Madison was present at the Board meeting and thanked the Board.

Mr. Fore moved to approve the Consent Order as presented. Mr. Riggleman seconded the motion which was unanimously approved by: Evans, Fore, Pruett, Riggleman, Roadcap, and Staples.

Mr. Brockwell and Mr. Ewing returned to the meeting.

**Return of Board Member**

In the matter of **File Number 2022-01151, George Junior Lawson**, the Board members reviewed the Consent Order. Mr. Lawson admits to a violations of 18 VAC 160-20-140.4 as outlined in Count 1, a violation of 18 VAC 160-20-140.1 as outlined in Count 2, a violation of 18 VAC 160-40-470.1 as outlined in Count 3, a violation of 18 VAC 160-40-470.3 as outlined in Count 4, and a violation of 18 VAC 160-40-470.3 (two violations) as outlined in Count 5, and a violation of 18 VAC 160-40-470.3 (two violations) as outlined in Count 6. Mr. Lawson consents to the imposition of a monetary penalty of \$2,500.00 for violation of Count 1, a monetary penalty of \$100.00 for violation of Count 2, a monetary penalty of \$2,500.00 for violation of Count 3, a monetary penalty of \$150.00 for violation of Count 4, a monetary penalty of \$2,500.00 for violation of Count 5, and a monetary

**File Number 2022-01151, George Junior Lawson**

penalty of \$150.00 for violation of Count 6, for monetary penalties totaling \$7,900.00, and Board costs of \$150.00. In addition, Mr. Lawson agrees to revocation of his license. Therefore, the imposition of the monetary sanctions is waived.

After discussion, Mr. Fore moved to approve the Consent Order as corrected. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Ms. Duncan returned to the meeting.

Mr. Brockwell recused himself from the meeting for discussion and deliberation of File Number 2022-01130.

In the matter of **File Number 2022-01130, William Irvin Vernon, III**, the Board members reviewed the Consent Order. Mr. Vernon admits to a violation of 18 VAC 160-40-470.3 as outlined in Count 1, and consents to the imposition of Board costs of \$150.00. In addition, Mr. Vernon agrees to complete four (4) continuing professional education hours specific to ethics and standards of conduct. Further, Mr. Vernon acknowledges that the 12 continuing professional education hours completed on or about October 2021, will not count towards the 2021-2023 license renewal cycle. Mr. Fore moved to approve the Consent Order as presented. Mr. Staples seconded the motion which was unanimously approved by: Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Mr. Brockwell returned to the meeting

In the matter of **File Number 2022-00819, Alexis Emily Jones**, the Board members reviewed the Consent Order. Ms. Jones admits to a violation of 18 VAC 160-40-470.6 as outlined in Count 1, and consents to the imposition of Board costs of \$150.00. In addition, Ms. Jones agrees to complete four (4) hours of education pertaining to ethics. Mr. Fore moved to approve the Consent Order as presented. Mr. Riggleman seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Mr. Ewing and Ms. Pruett recused themselves from the meeting for discussion and deliberation of File Number 2022-01936.

In the matter of **File Number 2022-01936, Michael Lee Thomas, Jr.**, the Board members reviewed the Consent Order. Mr. Thomas admits to a violation of 18 VAC 160-40-490.E as outlined in Count 1, and consents to the imposition of a monetary penalty of \$150.00, and Board costs of \$150.00. Mr. Riggleman moved

**Return of Board Member**

**Recusal of Board Member**

**File Number 2022-01130, William Irvin Vernon, III**

**Return of Board Member**

**File Number 2022-00819, Alexis Emily Jones**

**Recusal of Board Members**

**File Number 2022-01936, Michael Lee Thomas, Jr.**

to approve the Consent Order as presented. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Fore, Riggleman, Roadcap, and Staples.

Mr. Ewing and Ms. Pruett returned to the meeting

In the matter of **File Number 2022-20262, Ramze Yaxyah Mohamed**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation. Mr. Evans moved to accept the recommendation of the Presiding Officer and approve Mr. Mohamed's application for a Class 4 Wastewater Works Operator license contingent upon completion of the Department of Corrections (DOC) Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Mr. Fore seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

In the matter of **File Number 2022-02613, Donald Gerald Coles**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation. Mr. Riggleman moved to accept the recommendation of the Presiding Officer and approve Mr. Coles' application for a Class 4 Wastewater Works Operator license contingent upon completion of the Department of Corrections (DOC) Apprenticeship Program, meeting all entry requirements contained in the Board's regulations, and passing the applicable examination. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Ms. Duncan recused herself from the meeting for discussion and deliberation of File Number 2020-02614.

In the matter of **File Number 2022-02614, Theodore Jason Lynch**, the Board members reviewed the record which consisted of the application file, transcript, and exhibits from the Informal Fact-Finding Conference, and the Presiding Officer's Summary and Recommendation. After discussion, Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Lynch's application for a Class 1 Waterworks Operator license. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Ms. Duncan returned to the meeting

**Return of Board Members**

**File Number 2022-20262, Ramze Yaxyah Mohamed**

**File Number 2022-02613, Donald Gerald Coles**

**Recusal of Board Member**

**File Number 2022-02614, Theodore Jason Lynch**

**Return of Board Members**

The Board recessed from 10:55 a.m. to 11:05 a.m.

**Recess**

Mr. Haughwout provided an update on the current status of the regulatory review processes for the Board's regulatory packages:

**Regulatory Action Update**

Amendments regarding 2021 fee adjustments for Waterworks and Wastewater Works Operators Licensing Regulations and Onsite Sewage System Professionals Licensing Regulations are currently in the proposed stage as the Board reviewed and adopted the proposed amendments at the April 21, 2022, Board meeting. The proposed amendments were submitted for Executive Branch review on July 28, 2022. Completion of Executive Branch review is pending.

A Notice of Intended Regulatory Action (NOIRA) was filed on October 28, 2021, in order to initiate a General Review of the Onsite Sewage System Professionals Licensing Regulations. The NOIRA was submitted for Executive Branch review on May 16, 2022, which was completed on October 14, 2022. The NOIRA will be published in the Virginia Register on November 21, 2022, to commence a 30-day public comment period.

Mr. Haughwout gave an update regarding the OSSP Licensing Regulatory Review Committee. The Committee reviewed provisions for renewal and reinstatement, continuing professional education, and training course approval at its October 3, 2022, meeting.

**Update on OSSP Licensing Regulatory Review Committee**

Mr. Haughwout advised the Board that a review of the Waterworks and Wastewater Works Operator (WWWO) Licensing Regulations should be undertaken. Mr. Haughwout asked to the Board to consider authorizing staff to form a regulatory review committee to undertake a review of the regulations. Mr. Fore moved to authorize staff to form a WWWO Regulatory Review Committee. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

**Discussion on General Review of WWWO Licensing Regulations**

Mr. Haughwout asked to the Board to consider authorizing staff to file a NOIRA for the general review of the WWWO Licensing Regulations. Mr. Fore moved to authorize staff to file a NOIRA for the general review of the WWWO Licensing Regulations. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Ms. Lindsey provided the Board with waterworks and wastewater works examination statistics from January 1, 2017, through October 21, 2022, and July

**Examination Updates**

14, 2022 through October 21, 2022, as well as onsite examination statistics from January 1, 2022, to September 30, 2022, for informational purposes.

Ms. Lindsey provided the Board with the results to the OSSP post exam survey. The Board reviewed and discussed the information received.

Ms. Webster advised the Board that the agency is working to offer exams in Spanish for those professions in which a need has been determined and the examination vendor is ready when the Board authorizes.

The Board discussed the feedback received in regard to the waterworks and wastewater works examinations as there are individuals who have expressed concern regarding the difficulty of the exam. Discussion was also held on the pass/fail information provided to the individuals who have taken the exam. The Board inquired as to whether it is possible to compile a report of the most common areas of weakness on the exam. Ms. Webster advised she would work with ABC to collect the data and provide an update at the next Board meeting.

During the discussion, the Board considered forming a work group consisting of representatives from various stakeholder groups and other subject matter experts to study a variety of areas related to the examination, educational opportunities, and exam preparation resources. In addition to Mr. Fore, Mr. Staples, Ms. Duncan, and Mr. Taylor, the members suggested several other organizations and agencies that may wish to have a representative. After discussion, Mr. Fore moved to form the Examination Advisory Task Force and direct staff to contact additional stakeholders for participation on the Task Force. Ms. Staples seconded the motion which was unanimously approved by Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

Ms. Lindsey presented the Board with correspondence received from Virginia Association of Municipal Wastewater Agencies (VAMWA) and Virginia Municipal Drinking Water Association (VMDWA) in regards to training and examination requirements. The Board discussed the correspondence and agreed to take this into consideration while reviewing WWWO regulations. Another concern raised was the inconsistencies in reciprocity between the various states. After discussion, Mr. Fore moved to form a technical review committee to evaluate the various states' entry requirements in comparison to Virginia's to assist in simplifying license portability. Mr. Riggleman seconded the motion which was unanimously approved by Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples.

**VAMWA and  
VMDWA  
Correspondence**

The Board recessed from 12:00 p.m. to 12:16 p.m.

**Recess**



Ms. Lindsey provided a presentation overviewing the regulatory review process to include the Office of Regulatory Management (ORM).

**Overview of Regulatory Review Process**

Ms. Lindsey provided the Board with an update on well abandonment from the Board for Contractors. The Board for Contractors adopted guidance to allow a license contractor with the Highway/Heavy classification to properly abandon a class IIIC bored/drilled well in accordance with the Virginia Department of Health regulations when performing site work.

**Update on Board Guidance from the Board for Contractors Regarding Well Abandonment**

Ms. Pettus provided a report on the 2022 wastewater works operator CPE audit. The audit began on June 1, 2022, based on a random selection of 5% of current licensees.

**WWWO 2022 CPE Audit Report**

The Board reviewed for approval the *Wastewater Treatment Plant Operations C&B* training course application from University of FL Training, Research and Education for Environmental Occupations. Mr. Fore moved to approve the course application, for a total of 14.7 training credits, and 147.3 contact hours, applicable to wastewater works operators and onsite sewage system operators. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Rigglesman, Roadcap, and Staples.

**Update on Education and Training Committee**

Ms. Lindsey provided the Board with the most recent financial statements for review.

**Board Financial Statements**

Ms. Lindsey and Ms. Pettus advised the Board of recent and upcoming outreach opportunities.

**Update on Outreach Opportunities**

Ms. Lindsey informed the Board of the upcoming Short School – exam pilot program. Ms. Lindsey also discussed the upcoming WPI conference and the Board members that will be attending.

Ms. Lindsey opened the floor for annual nominations of the Board Chair. Mr. Rigglesman moved to nominate Ms. Pruett as Board Chair. Mr. Roadcap seconded the motion. Ms. Pruett accepted the nomination. Mr. Fore moved to close the nominations for Chair of the Board. Mr. Brockwell seconded the motion which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Rigglesman, Roadcap, and Staples. By acclamation, Ms. Pruett was named Chair of the Board

**Election of Officers**

Ms. Lindsey opened the floor for annual nominations of the Board Vice Chair. Mr. Fore moved to nominate Ms. Duncan as Board Vice Chair. Mr. Staples seconded the motion. Ms. Duncan accepted the nomination. Mr. Fore moved to close the nominations for Chair of the Board. Mr. Staples seconded the motion

which was unanimously approved by: Brockwell, Duncan, Evans, Ewing, Fore, Pruett, Riggleman, Roadcap, and Staples. By acclamation, Ms. Duncan was named Vice Chair of the Board.

Ms. Lindsey provided a report from the 2022 Board Member Training Conference that occurred in October and thanked all of the Board members that were able to attend.

The Board discussed the upcoming short school conference.

Ms. Lindsey reminded the Board that the next scheduled meeting date is January 26, 2023.

Ms. Pruett reminded the Board members to complete and return their conflict of interest forms and travel vouchers.

There being no further business, the meeting was adjourned at 1:09 p.m.

**Report from the 2022 Board Member Training Conference**

**Other Business**

**Future Meeting Dates**

**Complete Conflict of Interest Forms and Travel Vouchers**

**Adjourn**

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Pamela M. Pruett, Chair

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Demetrios Melis, Secretary

# **PUBLIC COMMENT PERIOD**

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

DRAFT AGENDA  
Materials contained in this agenda are proposed topics for discussion  
and are not to be construed as a question or official Board decision.  
DRAFT AGENDA

# Board for Waterworks and Wastewater Works Operators and Onsite Sewage Systems Professionals

## Update on Regulatory Actions

(as of January 5, 2023)

### Action: Waterworks and Wastewater Works Operators Licensing Regulations – 2021 Fee Adjustment

#### Current Stage: Proposed

- Board reviewed and adopted proposed amendment on 4/21/22.
- Submitted for Executive Branch review on 7/28/22. Currently in Executive Branch review.

#### Next Step: Executive Branch Review/Public Comment

- Completion of Executive Branch review.
- Publication in the Virginia Register and 60-day public comment period, to include public hearing.

### Action: Onsite Sewage System Professionals Licensing Regulations – 2021 Fee Adjustment

#### Current Stage: Proposed

- Board reviewed and adopted proposed amendment on 4/21/22.
- Submitted for Executive Branch review on 7/28/22. Currently in Executive Branch review.

#### Next Step: Executive Branch Review/Public Comment

- Completion of Executive Branch review.
- Publication in the Virginia Register and 60-day public comment period, to include public hearing.

### Action: Onsite Sewage System Professionals Licensing Regulations – 2022 General Review

#### Current Stage: NOIRA

- Board authorized formation of regulatory review committee on 4/29/21.
- Board authorized filing of NOIRA on 10/28/21.
- Regulatory review committee formed. First meeting held on 3/28/22. Second meeting held on 6/29/22. Third meeting held on 10/3/22. Fourth meeting scheduled for 2/10/23.
- NOIRA submitted for Executive Branch review on 5/16/22. Executive Branch review completed on 10/14/22.
- NOIRA published in Virginia Register on 11/21/22. Public comment period held 11/21/22 to 12/21/22. No comments received.

#### Next Step: Proposed Stage

- Regulatory review committee completes review; submits recommended amendments to Board.
- Board reviews committee recommendations and adopts proposed regulation.
- Submission of proposed regulation for Executive Branch review.

# Board for Waterworks and Wastewater Works Operators and Onsite Sewage Systems Professionals

## **Action: Waterworks and Wastewater Works Operators Licensing Regulations – 2023 General Review**

### **Current Stage: NOIRA**

- Board authorized formation of regulatory review committee on 10/27/22.
- Board authorized filing of NOIRA on 10/27/22.
- Regulatory review committee is being formed.
- NOIRA is in development.

### **Next Step: Regulatory Review Committee**

- Regulatory review committee will review regulation and recommend possible amendments.

**2022 ONSITE SEWAGE SYSTEM  
PROFESSIONALS  
CPE Audit Report**

# Memo

**To:** WWWOOSP Board Members  
**From:** Tanya M. Pettus, Board Administrator  
**Date:** January 26, 2023  
**Re:** 2022 OSSP CPE Audit Report

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This memo provides information regarding the 2022 Onsite Sewage System Professionals CPE Audit Report.

**October 4, 2022:** The regulant population of onsite sewage system professionals eligible for audit totaled 820 in Eagles. As previously directed by the Board, five percent (5%) of the eligible regulant population was randomly selected, resulting in 38 regulants selected for audit. Note: Regulants licensed less than two years were manually excluded.

**October 4, 2022:** Initial letter and CPE audit form mailed to regulants selected for audit.

**November 7, 2022:** Due date of CPE audit form and required documentation.

**November 10, 2022:** Final notices mailed to non-responsive auditees.

**November 21, 2022:** Final due date of CPE audit form and required documentation.

**Update:** Responses received as of November 22, 2021:

Total Received	29
Passed	26
Incomplete	3
Pending Review	0
Referred for Disciplinary Action	7
Surrendered	0
No Response	6

## PFA Summary

1/1/2017 through 12/31/2022

Delivery Method: ALL

**Client:** Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

**Test Program:** Virginia Wastewater Works Operator Class 1 Examination - VAWW1

**Exam Type:** Virginia Wastewater Works Operator Class 1 Examination - CLASS1

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	298	50	16.8%	248	83.2%	15	4.8%	313
<b>Repeater</b>	484	104	21.5%	380	78.5%	17	3.4%	501
<b>Total</b>	782	154	19.7%	628	80.3%	32	3.9%	814

**Test Program:** Virginia Wastewater Works Operator Class 2 Examination - VAWW2

**Exam Type:** Virginia Wastewater Works Operator Class 2 Examination - CLASS2

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	498	124	24.9%	374	75.1%	12	2.4%	510
<b>Repeater</b>	620	135	21.8%	485	78.2%	25	3.9%	645
<b>Total</b>	1118	259	23.2%	859	76.8%	37	3.2%	1155

**Test Program:** Virginia Wastewater Works Operator Class 3 Examination - VAWW3

**Exam Type:** Virginia Wastewater Works Operator Class 3 Examination - CLASS3

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	519	168	32.4%	351	67.6%	15	2.8%	534
<b>Repeater</b>	580	167	28.8%	413	71.2%	13	2.2%	593
<b>Total</b>	1099	335	30.5%	764	69.5%	28	2.5%	1127

**Test Program:** Virginia Wastewater Works Operator Class 4 Examination - VAWW4

**Exam Type:** Virginia Wastewater Works Operator Class 4 Examination - CLASS4

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	536	165	30.8%	371	69.2%	17	3.1%	553
<b>Repeater</b>	690	171	24.8%	519	75.2%	17	2.4%	707
<b>Total</b>	1226	336	27.4%	890	72.6%	34	2.7%	1260

## PFA Summary

1/1/2017 through 12/31/2022

Delivery Method: ALL

**Client:** Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

**Test Program:** Virginia Waterworks Operator Class 1 Examination - VAWA1

**Exam Type:** Virginia Waterworks Operator Class 1 Examination - CLASS1

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	287	67	23.3%	220	76.7%	3	1.0%	290
<b>Repeater</b>	415	98	23.6%	317	76.4%	17	3.9%	432
<b>Total</b>	702	165	23.5%	537	76.5%	20	2.8%	722

**Test Program:** Virginia Waterworks Operator Class 2 Examination - VAWA2

**Exam Type:** Virginia Waterworks Operator Class 2 Examination - CLASS2

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	358	179	50.0%	179	50.0%	12	3.2%	370
<b>Repeater</b>	383	101	26.4%	282	73.6%	11	2.8%	394
<b>Total</b>	741	280	37.8%	461	62.2%	23	3.0%	764

**Test Program:** Virginia Waterworks Operator Class 3 Examination - VAWA3

**Exam Type:** Virginia Waterworks Operator Class 3 Examination - CLASS3

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	395	210	53.2%	185	46.8%	17	4.1%	412
<b>Recredentialing</b>	6	0	0.0%	6	100.0%	0	0.0%	6
<b>Repeater</b>	294	110	37.4%	184	62.6%	7	2.3%	301
<b>Total</b>	695	320	46.0%	375	54.0%	24	3.3%	719

**Test Program:** Virginia Waterworks Operator Class 4 Examination - VAWA4

**Exam Type:** Virginia Waterworks Operator Class 4 Examination - CLASS4

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	332	191	57.5%	141	42.5%	10	2.9%	342
<b>Repeater</b>	182	73	40.1%	109	59.9%	3	1.6%	185
<b>Total</b>	514	264	51.4%	250	48.6%	13	2.5%	527



## PFA Summary

1/1/2017 through 12/31/2022

Delivery Method: ALL

**Client:** Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

**Test Program:** Virginia Waterworks Operator Class 5 Examination - VAWA5

**Exam Type:** Virginia Waterworks Operator Class 5 Examination - CLASS5

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	119	101	84.9%	18	15.1%	3	2.5%	122
<b>Repeater</b>	20	9	45.0%	11	55.0%	0	0.0%	20
<b>Total</b>	139	110	79.1%	29	20.9%	3	2.1%	142

**Test Program:** Virginia Waterworks Operator Class 6 Examination - VAWA6

**Exam Type:** Virginia Waterworks Operator Class 6 Examination - CLASS6

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	70	38	54.3%	32	45.7%	1	1.4%	71
<b>Repeater</b>	34	18	52.9%	16	47.1%	2	5.6%	36
<b>Total</b>	104	56	53.8%	48	46.2%	3	2.8%	107

## PFA Summary

10/27/2022 through 1/10/2023

Delivery Method: ALL

**Client:** Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

**Test Program:** Virginia Wastewater Works Operator Class 1 Examination - VAWW1

**Exam Type:** Virginia Wastewater Works Operator Class 1 Examination - CLASS1

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	9	4	44.4%	5	55.6%	2	18.2%	11
Repeater	24	8	33.3%	16	66.7%	1	4.0%	25
Total	33	12	36.4%	21	63.6%	3	8.3%	36

**Test Program:** Virginia Wastewater Works Operator Class 2 Examination - VAWW2

**Exam Type:** Virginia Wastewater Works Operator Class 2 Examination - CLASS2

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	26	6	23.1%	20	76.9%	2	7.1%	28
Repeater	32	6	18.8%	26	81.3%	0	0.0%	32
Total	58	12	20.7%	46	79.3%	2	3.3%	60

**Test Program:** Virginia Wastewater Works Operator Class 3 Examination - VAWW3

**Exam Type:** Virginia Wastewater Works Operator Class 3 Examination - CLASS3

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	19	8	42.1%	11	57.9%	0	0.0%	19
Repeater	32	7	21.9%	25	78.1%	0	0.0%	32
Total	51	15	29.4%	36	70.6%	0	0.0%	51

**Test Program:** Virginia Wastewater Works Operator Class 4 Examination - VAWW4

**Exam Type:** Virginia Wastewater Works Operator Class 4 Examination - CLASS4

	Total Tested	Pass	%	Fail	%	Absent	%	Total
First Time	16	5	31.3%	11	68.8%	0	0.0%	16
Repeater	24	5	20.8%	19	79.2%	0	0.0%	24
Total	40	10	25.0%	30	75.0%	0	0.0%	40

## PFA Summary

10/27/2022 through 1/10/2023

Delivery Method: ALL

**Client:** Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

**Test Program:** Virginia Waterworks Operator Class 1 Examination - VAWA1

**Exam Type:** Virginia Waterworks Operator Class 1 Examination - CLASS1

	Total Tested	Pass	%	Fail	%	Absent	%	Total
<b>First Time</b>	20	6	30.0%	14	70.0%	0	0.0%	20
<b>Repeater</b>	25	6	24.0%	19	76.0%	2	7.4%	27
<b>Total</b>	45	12	26.7%	33	73.3%	2	4.3%	47

**Test Program:** Virginia Waterworks Operator Class 2 Examination - VAWA2

**Exam Type:** Virginia Waterworks Operator Class 2 Examination - CLASS2

	Total Tested	Pass	%	Fail	%	Absent	%	Total
<b>First Time</b>	24	12	50.0%	12	50.0%	0	0.0%	24
<b>Repeater</b>	8	3	37.5%	5	62.5%	0	0.0%	8
<b>Total</b>	32	15	46.9%	17	53.1%	0	0.0%	32

**Test Program:** Virginia Waterworks Operator Class 3 Examination - VAWA3

**Exam Type:** Virginia Waterworks Operator Class 3 Examination - CLASS3

	Total Tested	Pass	%	Fail	%	Absent	%	Total
<b>First Time</b>	16	5	31.3%	11	68.8%	0	0.0%	16
<b>Recredentialing</b>	2	0	0.0%	2	100.0%	0	0.0%	2
<b>Repeater</b>	9	2	22.2%	7	77.8%	1	10.0%	10
<b>Total</b>	27	7	25.9%	20	74.1%	1	3.6%	28

**Test Program:** Virginia Waterworks Operator Class 4 Examination - VAWA4

**Exam Type:** Virginia Waterworks Operator Class 4 Examination - CLASS4

	Total Tested	Pass	%	Fail	%	Absent	%	Total
<b>First Time</b>	19	7	36.8%	12	63.2%	0	0.0%	19
<b>Repeater</b>	11	4	36.4%	7	63.6%	1	8.3%	12
<b>Total</b>	30	11	36.7%	19	63.3%	1	3.2%	31

## PFA Summary

10/27/2022 through 1/10/2023

Delivery Method: ALL

**Client:** Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals(ABC-VA)

**Test Program:** Virginia Waterworks Operator Class 5 Examination - VAWA5

**Exam Type:** Virginia Waterworks Operator Class 5 Examination - CLASS5

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	1	1	100.0%	0	0.0%	0	0.0%	1
<b>Total</b>	1	1	100.0%	0	0.0%	0	0.0%	1

**Test Program:** Virginia Waterworks Operator Class 6 Examination - VAWA6

**Exam Type:** Virginia Waterworks Operator Class 6 Examination - CLASS6

	<b>Total Tested</b>	<b>Pass</b>	<b>%</b>	<b>Fail</b>	<b>%</b>	<b>Absent</b>	<b>%</b>	<b>Total</b>
<b>First Time</b>	3	0	0.0%	3	100.0%	0	0.0%	3
<b>Repeater</b>	2	1	50.0%	1	50.0%	0	0.0%	2
<b>Total</b>	5	1	20.0%	4	80.0%	0	0.0%	5

VA ONSITE SEWAGE SYSTEM PROFESSIONALS (OSSP)

STATISTICAL OVERALL SUMMARIES

ALTERNATIVE AND CONVENTIONAL EXAMINATIONS

January 1, 2022 to DECEMBER 31, 2022

Alternative	Took	Pass	Pass Percentage
System Installer	39	20	51.28%
System Operator	11	06	54.55%
Soil Evaluator	11	10	90.91%
Overall	61	36	59.02%

Conventional	Took	Pass	Pass Percentage
System Installer	35	07	20.00%
System Operator	03	03	100.00%
Soil Evaluator	02	02	100.00%
Overall	40	12	30.00%

January 10, 2023

# OFFICE OF WATER PROGRAMS AT SACRAMENTO

- i. SOLIDS MANAGEMENT AND PLANT MAINTENANCE
- ii. TREATMENT PLANTS AND TERTIARY TREATMENT

DRAFT AGENDA  
Materials contained in this agenda are proposed for discussion  
and are not to be construed as regulation or final Board position.  
DRAFT AGENDA

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<b>Office of Water Programs at Sacramento State</b>
<b>TYPE OF COURSE:</b>	Wastewater Works Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Operation of Wastewater Treatment Plants Vol2B-Solids Management and Plant Maintenance
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	Yes
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b>  Training credits to be determined by Committee (40.4 contact hours)

DRAFT AGENDA  
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DRAFT AGENDA

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;"><b>Office of Water Programs at Sacramento State</b></p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">Operation of Wastewater Treatment Plants Vol2A-Treatment Plants and Tertiary Treatments</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">Yes</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (35.5 contact hours)</p>

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 DRAFT AGENDA



# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Advanced Water Treatment
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (42.78 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Applied Chemistry
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (29.75 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Applied Hydraulics
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (20.25 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Distribution System Review (4hr.)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (4 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Distribution System Review (8hr.)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (8.5 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Distribution System Review (12hr.)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (13.25 contact hours)</p>

DRAFT AGENDA  
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 DRAFT AGENDA

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;">American Water College</p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Waterworks Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">Distribution System Review (16 hr.)</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">N/A</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b> Training credits to be determined by Committee (17 contact hours)</p>

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 DRAFT AGENDA

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Electricity for the Water Industry
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (13.5 contact hours)



# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;">American Water College</p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Waterworks Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">Introduction to Water Treatment</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">N/A</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (43.25 contact hours)</p>

DRAFT AGENDA  
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 DRAFT AGENDA

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;">American Water College</p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">VA Wastewater Operator Exam Preparation Class 1</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">N/A</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (57.25 contact hours + 7.50 practice)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Wastewater Works Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	VA Wastewater Operator Exam Preparation Class 2
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (55.75 contact hours + 7.50 practice)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;">American Water College</p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">VA Wastewater Operator Exam Preparation Class 3</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">N/A</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (49 contact hours + 7.50 practice)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Wastewater Works Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	VA Wastewater Operator Exam Preparation Class 4
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b>  Training credits to be determined by Committee (35.75 contact hours + 7.50 practice)

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Wastewater Works Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Wastewater Treatment Review (4hr)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (4 contact hours)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;">American Water College</p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Wastewater Works Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">Wastewater Treatment Review (12hr)</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">N/A</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (12.25 contact hours)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Wastewater Works Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Wastewater Treatment Review (21hr)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (20.75 contact hours)

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;">American Water College</p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Waterworks Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">Water Quality</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">N/A</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (41.25 contact hours)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Water Sources
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (20.75 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	<p style="text-align: center;">American Water College</p>
<b>TYPE OF COURSE:</b>	<p style="text-align: center;">Waterworks Operator—Pre-license</p>
<b>SUBJECT/COURSE TITLE:</b>	<p style="text-align: center;">Water Transmission &amp; Distribution I</p>
<b>DELIVERY METHOD OF INSTRUCTION:</b>	<p style="text-align: center;">Online</p>
<b>PREVIOUS BOARD APPROVALS:</b>	<p style="text-align: center;">N/A</p>
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (48 contact hours)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Water Transmission & Distribution II
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b>  Training credits to be determined by Committee (48 contact hours)

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Water Treatment Math
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (37 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Water Treatment Review (4 hr)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (4 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Water Treatment Review (8 hr)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (8 contact hours)

# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Water Treatment Review (12 hr)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (12 contact hours)



# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	Water Treatment Review (16 hr)
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b> Training credits to be determined by Committee (16 contact hours)

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	VA Waterworks Operator Exam Preparation Class 1
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (39.25 contact hours)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	VA Waterworks Operator Exam Preparation Class 2
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (36.5 contact hours + 4 practice exams)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	VA Waterworks Operator Exam Preparation Class 3
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<p style="text-align: center;"><b>Approval</b></p> <p style="text-align: center;">Training credits to be determined by Committee (35.75 contact hours + 4 practice exams)</p>

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# WWWOSSP Board Training & Education Committee Application Review Summary

<b>PROVIDER NAME:</b>	American Water College
<b>TYPE OF COURSE:</b>	Waterworks Operator—Pre-license
<b>SUBJECT/COURSE TITLE:</b>	VA Waterworks Operator Exam Preparation Class 4
<b>DELIVERY METHOD OF INSTRUCTION:</b>	Online
<b>PREVIOUS BOARD APPROVALS:</b>	N/A
<b>STAFF RECOMMENDATION:</b>	<b>Approval</b>  Training credits to be determined by Committee (33.75 contact hours + 7.50 practice exams)

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# UPDATE ON WWW EXAM ADVISORY TASKFORCE

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# 2023 LEGISLATIVE UPDATE/OVERVIEW

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**Department of Professional and Occupational Regulation  
Statement of Financial Activity**

**Board for WWOOSSP  
954530**

2022-2024 Biennium

November 2022

	November 2022 Activity	Biennium-to-Date Comparison	
		July 2020 - November 2020	July 2022 - November 2022
Cash/Revenue Balance Brought Forward			126,089
Revenues	15,070	53,846	73,871
Cumulative Revenues			199,960
<b>Cost Categories:</b>			
Board Expenditures	4,294	7,495	10,711
Board Administration	7,214	37,517	37,253
Administration of Exams	806	6,630	4,044
Enforcement	502	2,361	2,471
Legal Services	0	446	0
Information Systems	4,474	22,135	18,707
Facilities and Support Services	3,481	18,512	14,938
Agency Administration	5,213	17,137	26,386
Other / Transfers	0	0	0
<b>Total Expenses</b>	<b>25,984</b>	<b>112,234</b>	<b>114,511</b>
Transfer To/(From) Cash Reserves	0	0	(12,349)
<b>Ending Cash/Revenue Balance</b>			<b>97,798</b>

Cash Reserve Beginning Balance	86,854	0	99,203
Change in Cash Reserve	0	0	(12,349)
Cash Reserve Ending Balance	86,854	0	86,854

<b>Number of Regulants</b>	
Current Month	5,969
Previous Biennium-to-Date	5,854



# **UPDATE ON OUTREACH OPPORTUNITIES**

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# **CONSIDER RESOLUTION OF SERVICE**

**(To be Presented at Board Meeting)**

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# OTHER BUSINESS

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# **FUTURE MEETING DATES**

- April 20, 2023
- July 27, 2023
- October 19, 2023

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**COMPLETE CONFLICT OF INTEREST**  
**FORMS AND**  
**TRAVEL VOUCHERS**

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# ADJOURN

**Please return your document folders to Raven Custer.**

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