

**VIRGINIA BOARD FOR  
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE  
SEWAGE SYSTEM PROFESSIONALS  
WATERWORKS AND WASTEWATER WORKS OPERATORS  
TECHNICAL REVIEW COMMITTEE**

The Waterworks and Wastewater Works Operators Technical Review Committee of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on April 10, 2023, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 1<sup>st</sup> Floor Training Room, Richmond, Virginia 23233.

The following members of the Task Force were present:

Erica Duncan, Chair  
Thomas Fore  
Pam Pruett, Ex officio  
Don Riggleman  
Wayne Staples

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

Tanya M. Pettus, Board Administrator  
Heather Garnett, Administrative Coordinator

Ms. Duncan called the meeting to order at 10:01 a.m.

**Call to Order**

Ms. Pettus 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: Duncan, Fore, Pruett, Riggleman, and Staples.

**Approval of Agenda**

Ms. Pettus welcomed the Waterworks and Wastewater Works Technical Review Committee and introduced Administrative Coordinator, Heather Garnett.

**Welcome and  
Overview of  
Committee**

Ms. Pettus provided an overview of the scope and goal of the Committee.

There were no members of the public present for comment.

**Public Comment  
Period**

The Committee was provided with (i) current versions of applicable waterworks and wastewater works operators' statutes and regulations,

**Resources and  
Information**

(ii) the current process for establishing licensing equivalency; and (iii) current operator laws and regulations from Florida, Maryland, North Carolina, South Carolina and Tennessee.

The Committee reviewed other states' statutes and regulations to determine equivalency to current Virginia operator licensing requirements. The Committee considered experience in treatment processes, hours of work experience, and pre-license education, as well as treatment plant classifications and the classes of licensure required for such facilities.

**Discussion of  
Equivalency**

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The Committee recessed from 11:18 a.m. to 11:35 a.m.

**Recess**

The Committee continued discussion of equivalency, and reviewed naming conventions and acronyms used by other states to determine meaning and equivalency.

**Discussion of  
Equivalency  
Continued**

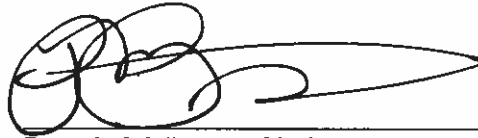
Ms. Pettus asked the Committee to consider the technical duties performed by waterworks and wastewater works operators for the purpose of amending the current Out-of-State Facility Description & Experience Verification Application to reflect specific tasks that qualify as valid experience in Virginia. The Committee worked to compile a list of specific tasks performed by each operator license type to include on the experience verification form.

Ms. Pettus advised that staff will work to create a document detailing other states' equivalencies to the Board's licensing requirements. In addition, she advised the Committee that staff will work to amend the experience verification form as discussed, and would distribute the amended form to the Committee for review. As the forms are developed internally based on licensing staff processes, Board-approval of the form is not necessary.

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There being no further business, the meeting was adjourned at 1:18 p.m.

**Adjourn**



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Pamela M. Pruett, Chair



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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  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 04/10/2023
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

4/10/2023  
Date

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

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

1. Name Erica Duncan  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 04/10/2023
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 *Erica M Duncan*

Date 4/10/2023

**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  
(Name of Board)

4. Meeting/IFF Date: 04/10/2023

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

4/10/2023  
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  
(Name of Board)

4. Meeting/IFF Date: 04/10/2023

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:

*Douglas Wayne Staples*  
Signature

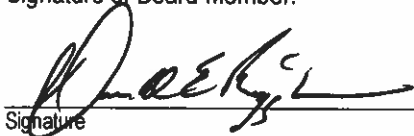
4/10/23  
Date

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

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

1. Name Don Riggleman  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 04/10/2023
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

4-10-23  
Date





