

# WWWOSSP 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 met on September 27, 2011, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Richmond, Virginia, with the following members present:

Kornell Davis, Jr.  
Allen Knapp  
D. Wayne Staples

Staff present for all or part of the meeting:

David E. Dick, Executive Director  
Jill Hrynciw, Board Administrator  
Michele Atkinson, Board Administrator

No representative was present from the Office of the Attorney General.

Mr. Davis called the meeting to order at 8:30 a.m.

### Call to Order

Mr. Staples moved to approve the agenda. Mr. Allen seconded the motion which was unanimously approved by Committee members: Davis, Knapp, and Staples.

### Approval of Agenda

There were no comments made to the Committee.

### Public Comment Period

Regarding provider application, **D. R. Hylton & Associates, LLC – Onsite Wastewater Treatment Systems**, Committee members reviewed and discussed the provider application including the manual and PowerPoint presentations submitted. Mr. Knapp moved that staff request the applicant, in reference to the manual submitted, explain deviations from the Consortium of Institutes for Decentralized Wastewater Treatment (CIDWT) program and provide justification for the deviations.

### D. R. Hylton & Associates, LLC - Onsite Wastewater Treatment Systems Application for Training Course Approval

The Committee members completed their conflict of interest forms.

### Conflict of Interest Forms

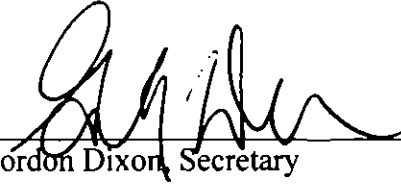
There being no further business, the meeting was adjourned at 8:55 a.m.

### Adjourn



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E. Brook Philpy, Board Chair



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Gordon Dixon, Secretary

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

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

1. Name: Kornell R. Davis, Jr.  
2. Title: Board Member  
3. Agency: WWWOOSSP Board  
4. Meeting/IFF Date: Education and Training Committee Meeting  
September 27, 2011

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

9-27-11  
Date

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

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

1. Name: Allen Knapp
2. Title: WWWOOSSP Education and Training Committee Member
3. Agency: WWWOOSSP Board
4. Meeting/IFF Date: Education and Training Committee Meeting  
September 27, 2011

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

*Allen L Knapp*

Date

10-6-11

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

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

1. Name: Donald Wayne Staples
2. Title: Board Member
3. Agency: WWWOOSSP Board
4. Meeting/IFF Date: Education and Training Committee Meeting  
September 27, 2011

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.

Donald Wayne Staples  
Signature

9/27/11  
Date