

**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 24, 2019, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 4, Richmond, Virginia 23233.

The following members of the Committee were present:

Rosa-Lee Cooke
Thomas Wayne Fore
D. Wayne Staples

Committee members John Ewing and Barry Matthews were not present at the meeting.

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

Mary Broz-Vaughan, Director
Trisha L. Henshaw, Executive Director
Paul G. Saunders, III, Board Administrator
Tanya M. Pettus, Administrative Assistant

Elizabeth Peay from the Office of the Attorney General was present at the meeting.

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

Call to Order

Mr. Saunders advised the Board 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: Cooke, Fore, and Staples.

Approval of Agenda

There were no members of the public present for comment.

**Public Comment
Period**

Mr. Staples recused himself from the meeting for discussion and review of the *Wastewater Works Operator Licensure Review* training course application from Virginia Department of Environmental Quality.

**Recusal of Committee
Member**

The Committee reviewed for approval the *Wastewater Works Operator Licensure Review* training course application from Virginia Department of Environmental Quality. After discussion, Ms. Cooke

**Review of Virginia
Department of
Environmental**

moved to recommend Board-approval of the course application, for a total of 2.4 training credits, and twenty-four (24) contact hours. Mr. Fore seconded the motion which was unanimously approved by: Cooke and Fore.

**Quality Course Titled
Wastewater Works
Operator Licensure
Review**

Mr. Staples returned to the meeting.

**Return of Committee
Member**

The Committee reviewed for approval the *Ethics and Documentation* training course application from Loudon Water. After discussion, Mr. Staples moved to recommend Board-approval of the course application, for a total of .1 training credits and one (1) contact hour. Ms. Cooke seconded the motion which was unanimously approved by: Cooke, Fore, and Staples.

**Review of Loudon
Water Course Titled
Ethics and
Documentation**

There being no further business, the meeting was adjourned at 9:12 a.m.

Adjourn



Pamela M. Pruett, Chair



Mary Broz-Vaughan, Secretary

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Rosa-Lee Cooke
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Education & Training Committee Meeting Oct. 24, 2019

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.

Rosa-Lee Cooke
Signature

10/24/19
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Thomas Wayne Fore
2. Title: Board Member
3. Agency: WWWOSSP Board
4. Meeting/IFF Date: Education & Training Committee Meeting Oct.24, 2019

5. I have a personal interest in the following transaction:

Nature of Personal Interest Affected by Transaction:

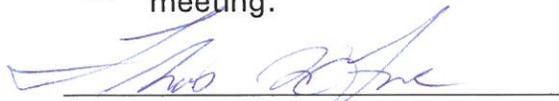
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

10/24/19

Date

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: WWWOSSP Board
4. Meeting/IFF Date: Education & Training Committee Meeting Oct. 24, 2019

5. I have a personal interest in the following transaction:

VADEQ Wastewater Works Operator Licensure
Review Workshop Approval

Nature of Personal Interest Affected by Transaction:

I helped develop and teach this workshop
through my position at DER

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

10/24/19
Date