

**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 April 20, 2023, at the Virginia Tech Richmond Center, 2810 N. Parham Road, Suite 300, Richmond, Virginia 23294.

The following members of the Board were present:

James N. Brockwell  
W. Jordan Evans  
John Ewing  
Thomas Wayne Fore, Vice Chair  
Pamela M. Pruett, Chair  
Dwayne Roadcap  
D. Wayne Staples  
Caleb Taylor

Board members Rosa-Lee Cooke, Erica Duncan, and Don Riggelman were not present at the meeting.

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

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

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Ms. Pruett, Chair, finding a quorum of the Board present, called the meeting to order at 10:15 a.m.

**Call to Order**

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

**Emergency  
Evacuation  
Procedures**

Mr. Fore moved to approve the agenda as presented. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

**Approval of  
Agenda**

Mr. Fore moved to approve the minutes of the January 25, 2023, Education & Training Committee meeting. Mr. Ewing seconded the motion, which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

**Approval of Minutes**

Mr. Fore moved to approve the minutes of the January 26, 2023, Board meeting. Mr. Staples seconded the motion, which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

Mr. Fore moved to approve the minutes of the February 2, 2023, WWWO Examination Taskforce meeting. Mr. Taylor seconded the motion, which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

Mr. Fore moved to approve the minutes of the February 10, 2023, OSSP Regulatory Review Committee meeting. Mr. Staples seconded the motion, which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

Mr. Fore moved to approve the minutes of the April 10, 2023, Technical Review Committee meeting. Mr. Brockwell seconded the motion, which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

Marcus Andrew addressed the Board regarding his concerns with the examinations and the lack of information provided to students who did not pass.

**Public Comment Period**

Mark Hollifield addressed the Board regarding his concerns for the future of the workforce. Mr. Hollifield stated that he believes reciprocity is a portion of the issue, but not the main solution.

Mike Collins addressed the Board regarding his concerns for the examination pass rates. Mr. Collins addressed the need for review information to be more easily accessible.

Hannah Pope addressed the Board regarding her concerns for onsite sewage system professionals and how outreach is necessary to help develop the industry. She expressed concern that there has been a great deal of discussion with the Board about waterworks and wastewater works operators but not onsite professionals.

Mr. Brockwell recused himself from the meeting for discussion and deliberation of File Number 2023-00362.

**Recusal of Board Member**

In the matter of **File Number 2023-00362, John Christian Pruitt**, the Board members reviewed the record which consisted of the Notice of Prima Facie Case, Report of Findings, evidence, and the Recommendation. Mr. Staples moved to accept the recommendation and find Mr. Pruitt in violation of 18 VAC 160-30-320.1 as outlined in Count 1. Mr. Fore seconded the motion which was unanimously approved by: Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

**File Number 2023-00362, John Christian Pruitt**

Mr. Fore then moved to accept the recommendation and impose a monetary penalty of \$0.00, and license revocation for violation of Count 1. Mr. Taylor seconded the motion. After discussion, the motion was unanimously approved by: Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

Mr. Brockwell returned to the meeting.

**Return of Board Member**

Mr. Staples recused himself from the meeting for discussion and deliberation of File Numbers 2023-00741 and 2023-01224.

**Recusal of Board Member**

In the matter of **File Number 2023-00741, James W. Morris**, 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.

**File Number 2023-00741, James W. Morris**

Mr. Morris was present to address the Board. Mr. Morris thanked the Board for considering his application and provided information on his request for a waiver of experience.

Mr. Fore moved to accept the recommendation of the Presiding Officer and deny Mr. Morris' application for a Class 1 Wastewater Works Operator license. Mr. Evans seconded the motion.

After lengthy discussion, the motion was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, and Taylor.

In the matter of **File Number 2023-01224, William Joseph Balzer**, 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. Balzer's application for a Class 5 Waterworks Operator license. Mr. Taylor seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, and Taylor.

**File Number 2023-01224, William Joseph Balzer**

Mr. Staples returned to the meeting.

**Return of Board  
Member**

In the matter of **File Number 2023-01084, Scott Aaron Dunn**, 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.

**File Number 2023-  
01084, Scott Aaron  
Dunn**

Mr. Dunn was present to address the Board. Mr. Dunn thanked the Board for considering his application.

After discussion, Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Mr. Dunn's application for a Class 6 Waterworks Operator license. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

In the matter of **File Number 2023-01443, Paul Richard McCready**, 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. McCready's application for a Class 4 Wastewater Works Operator license. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

**File number 2023-  
01443, Paul  
Richard  
McCready**

In the matter of **File Number 2023-01466, Paul Richard McCready**, 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. McCready's application for a Class 5 Waterworks Operator license. Mr. Taylor seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

**File Number 2023-  
01466, Paul  
Richard  
McCready**

In the matter of **File Number 2023-01356, Colette Althea Battle**, 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.

**File Number 2023-  
01356, Colette  
Althea Battle**

Ms. Battle was present to address the Board. Ms. Battle thanked the Board for considering her application and provided background for her case.

After discussion, Mr. Fore moved to accept the recommendation of the Presiding Officer and approve Ms. Battle's application for a Journeyman Conventional Onsite Sewage System Installer. Mr. Ewing seconded the motion which was

unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

In the matter of **File Number 2023-01445, William Jackson Mayhue**, 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. Mayhue's application for a Class 2 Wastewater Works Operator license. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

**File Number 2023-01445, William Jackson Mayhue**

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, 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.

The Board Authorized filing A Notice of Intended Regulatory Action (NOIRA) on October 27, 2022, to initiate a General Review of the Waterworks and Wastewater Works Operators Licensing Regulations. The regulatory review committee has been formed and the NOIRA in development.

The Board reviewed the recommended amendments to the OSSP Licensing Regulations made by the OSSP Regulatory Review Committee.

**Consider Committee Recommendations for Amendments of the OSSP Licensing Regulations and Adopt Proposed Amendments**

The Board Recessed from 11:47 a.m. to 12:01 p.m.

**Recess**

The Board continued reviewing the recommended amendments to the OSSP Licensing Regulations.

**Continue  
Considering  
Recommendations  
for Amendments  
to the OSSP  
Licensing  
Regulations**

After lengthy discussion, Mr. Fore moved to approve the amendments as revised by the Board. Mr. Evans seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

Ms. Lindsey provided the Board with an overview of the Universal License Recognition (ULR) bills that passed during the 2023 General Assembly Session. While there was legislation specific to waterworks and wastewater works operators with licenses in other states, the DPOR-specific ULR bill impacts OSSP applicants from other states. As the Board's regulations require that OSSP experience be verified by specific individuals, Ms. Lindsey advised the Board that those provisions in the regulations would not currently apply to applicants seeking licensure pursuant to ULR. Mr. Fore moved to authorize the Board to draft a guidance document to detail the specific individuals, or the equivalent in the other state, who may verify out-of-state experience. Mr. Staples seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor.

**Consider  
Universal  
Licensing  
Recognition  
Regulatory  
Amendment and  
Authorize  
Regulatory  
Process**

Ms. Lindsey provided the Board with an update from the WWW Exam Advisory Task Force.

**Update on WWW  
Exam Advisory  
Task Force**

Ms. Lindsey provided the Board with waterworks and wastewater works examination statistics from January 1, 2017, through April 3, 2023, and January 26, 2023, through April 3, 2023, as well as onsite examination statistics from January 1, 2023, to March 31, 2023, for informational purposes.

**Examination  
Updates**

The Board was provided with waterworks and wastewater examination passing rates broken down by subject matter, as had been previously requested by the Board and other stakeholders. Ms. Lindsey advised the Board that these statistics would be provided at most quarterly at regularly scheduled Board meetings going forward.

Mr. Fore moved to approve all recommendations of Education & Training Committee who had met in the morning prior to the Board meeting. Mr. Ewing seconded the motion which was unanimously approved by: Brockwell, Evans, Ewing, Fore, Pruett, Roadcap, Staples, and Taylor. Training course applications from the Office of Water Programs at Sacramento State were approved as follows.

**Update on  
Education and  
Training  
Committee**

*703 A-Water Distribution: Safety*, for a total of 2.2 training credits, and 22.7 contact hours, applicable to waterworks and wastewater works operators, and 1.1 training credits and 11.3 contact hours applicable to onsite sewage system operators.

*703 B-Water Distribution: Distribution Facilities*, for a total of 3.1 training credits, and 31.4 contact hours, applicable to waterworks and wastewater works operators, and 1.5 training credits and 15.7 contact hours applicable to onsite sewage system operators.

*703 C-Water Distribution: Disinfection*, for a total of 2.1 training credits, and 21.1 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators.

*703 D-Water Distribution: Operation and Maintenance*, for a total of 2.5 training credits, and 25.2 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators.

*703 E-Water Distribution: Management*, for a total of 2.1 training credits, and 21.3 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators.

*CE39-Advanced Waste Treatment-Wastewater Specialist*, for a total of 10.5 training credits, and 105 contact hours, applicable to wastewater works operators, and 5.2 training credits and 52.5 contact hours to waterworks and onsite sewage system operators.

*Collection Systems: Methods for Evaluating and Improving Performance*, for a total of 2.3 training credits, and 23.2 contact hours, applicable to waterworks and wastewater works operators, and 1.1 training credits and 11.6 contact hours applicable to onsite sewage system operators.

*104C-Math Application in Wastewater*, for a total of 3.8 training credits, and 38.9 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators.

*101C-Math Application in Collection Systems*, for a total of 2.2 training credits, and 22.2 contact hours, applicable to waterworks, wastewater works, and onsite sewage system operators.

*Membrane Bioreactors*, for a total of 0.8 training credits, and 8.7 contact hours, applicable to wastewater works operators, and 0.4 training credits and 4.3 contact hours to waterworks and onsite sewage system operators.

*Collection System Operation & Maintenance Training Videos*, for a total of 0.6 training credits, and 6.8 contact hours, applicable to waterworks, wastewater works,

and onsite sewage system operators, contingent upon confirmation of the method in which full course participation is monitored and verified.

*Pretreatment Facility Inspection Training Videos*, for a total of 0.5 training credits, and 5.9 contact hours, applicable to wastewater works operators, and 0.2 training credits and 2.9 contact hours to waterworks and onsite sewage system operators, contingent upon confirmation of the method in which full course participation is monitored and verified.

*CE28A-Operation of Wastewater Treatment Plants Vol. I-Wastewater Specialist Program*, for a total of 9 training credits, and 90.9 contact hours, applicable to wastewater works operators, and 4.5 training credits and 45.4 contact hours to waterworks and onsite sewage system operators.

*CE38B-Operation of Wastewater Treatment Plants Vol. II-Wastewater Specialist Program*, for a total of 12.3 training credits, and 123 contact hours, applicable to wastewater works operators, and 6.1 training credits and 61.5 contact hours to waterworks and onsite sewage system operators.

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**

The Board discussed the upcoming Virginia Tech Short School examination pilot program.

Ms. Pruett reminded the Board that the next scheduled meeting date is July 27, 2023.

**Future Meeting Dates**

Ms. Pruett reminded the Board 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 1:37 p.m.

**Adjourn**



Pamela M. Pruett, Chair



Demetrios Melis, Secretary

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

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

1. Name James N. Brockwell  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOOSSP  
(Name of Board)
4. Meeting/IFF Date: 04/20/2023
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

4-20-23  
Date

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

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

1. Name W. Jordan Evans  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 04/20/2023

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 

Date 4/20/23

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

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

1. Name John Ewing  
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)

4. Meeting/IFF Date: 04/20/2023

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:

Old Dominion Assn, Inc, Vch/RA

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

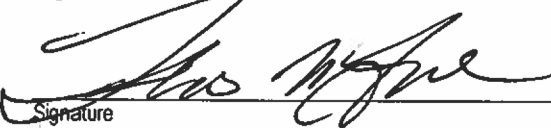
4/20/2023  
Date

**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: 04/20/2023
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

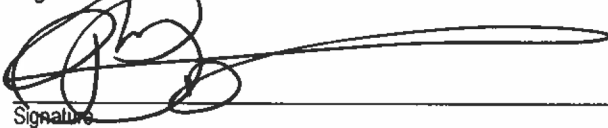
4/20/2023  
Date

**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 WWWOOSP  
(Name of Board)
4. Meeting/IFF Date: 04/20/2023
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

4-20-2023  
Date

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

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

1. Name Dwayne Roadcap  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 04/20/2023
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

4/20/23  
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 WWWWOOSP - Board Meeting  
(Name of Board)
4. Meeting/IFF Date: 04/20/2023
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. File # 2023-00741 & File # 2023-01224  
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:  
#2023-00741 - Information provided outside of record  
#203-01224 - Personally Acquainted with respondent
- 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:  
N/A
- 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:

Donald Wayne Staples  
Signature

4/20/23  
Date



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

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

1. Name Caleb Taylor  
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP  
(Name of Board)
4. Meeting/IFF Date: 04/20/2023
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:

Caleb M Taylor  
Signature

4/20/2023  
Date



