

# **BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS**

**Department of Professional and Occupational Regulation  
9960 Mayland Drive  
Richmond, Virginia 23233**

**Thursday, May 22, 2025 - 10:00 a.m.  
Second Floor, Board Room 4**

**Our mission** is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses and enforcing standards of professional conduct for professions and occupations as designated by statute.

## **I. CALL TO ORDER**

- a. Emergency Evacuation Procedures
- b. Determination of Quorum

## **II. ADMINISTRATIVE MATTERS**

- a. Approval of Agenda
- b. Approval of Minutes:
  - i. November 19, 2024, Board for Waste Management Facility Operators draft meeting minutes.

## **III. PUBLIC COMMENT PERIOD \*FIVE MINUTE PUBLIC COMMENT, PER PERSON\***

## **IV. CASE FILES – None**

## **V. EDUCATION**

- a. Education Provider Applications
  - i. Fairfax County Solid Waste Management Program
    - a. One (1) Classroom Pre-License course for Waste Management Facility Operators.
  - ii. Raymond B Wesley
    - a. One (1) Classroom Continuing Education and Four (4) Pre-License courses for Waste Management Facility Operators.

## **VI. NEW BUSINESS**

- a. Regulatory Update
- b. Examination Updates
  - i. Examination Statistics
  - ii. Remote Proctoring
  - iii. Examination Review Committee
- c. Fee Adjustment
- d. Election of Officers
- e. Executive Director Report

f. Board Member Professional Development

**VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.**

**VIII. ADJOURNMENT**

**NEXT MEETING SCHEDULED FOR THURSDAY, AUGUST 7, 2025**

- ❖ *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.*
- ❖ *Five-minute public comment, per person, with the exception of any open disciplinary or application file.*
- ❖ *Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 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.*

**THE VIRGINIA BOARD FOR WASTE MANAGEMENT FACILITY OPERATORS  
MEETING MINUTES**

The Virginia Board for Waste Management Facility Operators met on Thursday, November 19, 2024, at the offices of the Department of Professional and Occupational Regulation, Perimeter Center, 9960 Mayland Drive, Richmond, Virginia.

The following members of the Board were present during all or part of the meeting:

Donald Lawhorne, Vice Chair  
Wade Bailey  
Joshua Byerly  
Matthew Terrell  
Jason Williams

The following members of the Board were not present:

Ellen C Thacker, Chair  
Brent Williams

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

Brian P. Wolford, Agency Director  
Steve Kirschner, LRPD Deputy Director  
Marjorie King, Executive Director  
Stephanie Keuther, Asst. Executive Director  
Joseph Haughwout, Regulatory Affairs Manager  
Cameron Parris, Regulatory Operations Administrator

Board Counsel, James Flaherty, was present during the meeting.

Board Liaison, and member of the Board for Professional and Occupational Regulation was not present for the meeting:

Jemmalyn Hewlett, Board Liaison

Waste Management Facility Operators Meeting

Minutes

November 19, 2024

**Call To Order**

**Call  
To Order**

**Vice Chair, Lawhorne** called the November 19, 2024 Board for Waste Management Facility Operators Meeting to order at 10:08 a.m.

**Vice Chair, Lawhorne** declared a quorum of Board members to be in attendance.

**Marjorie King, Executive Director** reviewed the emergency egress procedures with the Board and members of the public.

**Emergency Egress**

**Approval of the Draft Agenda**

**Approval of the Draft  
Agenda**

**Mr. Williams made a motion, seconded by Mr. Terrell**, to adopt the November 19, 2024 Draft Agenda as presented.

**The motion was approved with a vote of 5-0-0 Ayes:** Lawhorne, Bailey, Byerly, Terrell, and J. Williams. **Nays:** None **Abstained:** None **Absent:** Thacker and B. Williams.

**Approval of Minutes**

**Approval of Minutes**

**Mr. Byerly made a motion, seconded by Mr. Bailey**, to approve the draft minutes of the August 29, 2024 Waste Management Facility Operators meeting as presented.

**The motion was approved with a vote of 5-0-0 Ayes:** Lawhorne, Bailey, Byerly, Terrell, and J. Williams. **Nays:** None **Abstained:** None **Absent:** Thacker and B. Williams.

**Public Comment Period**

**Public Comment  
Period**

**Vice Chair, Lawhorne** opened the Public Comment section of the meeting.

With no one wishing to come forward **Vice Chair, Lawhorne** closed the Public Comment section of the meeting.

**New Business**

**New Business**

**Examinations Update**

**Examination Statistics**

**Examination Statistics – Executive Director, Marjorie King** provided the Board with detailed reports for examination statistics for the period covering January 1, 2024, to October 31, 2024.

Waste Management Facility Operators Meeting

Minutes

November 19, 2024

## Regulatory Update

## Regulatory Update

**Cameron Parris, Regulatory Boards Administrator** provided the Board with a regulatory action update.

## General Regulatory Review Update

## General Regulatory Review Update

**Joe Haughwout, Regulatory Affairs Manager**, presented the Board with language to consider in adoption of the final regulation for the General Regulatory Reduction Initiative.

**Mr. Terrell made a motion, seconded by Mr. Williams**, to approve adoption of the final regulation for the General Regulatory Reduction Initiative as presented, with authorization for staff to make technical corrections and file the final stage.

**The motion was approved with a vote of 5-0-0 Ayes:** Lawhorne, Bailey, Byerly, Terrell, and J. Williams. **Nays:** None **Abstained:** None **Absent:** Thacker and B. Williams.

## Application Review Matrix/Criminal History

## Application Review Matrix/Criminal History

**Cameron Parris, Regulatory Boards Administrator**, informed the Board the Application Review Matrix: Criminal History guidance document will need to be amended based on the adoption of the final regulation for the General Regulatory Reduction Initiative.

**Mr. Williams made a motion, seconded by Mr. Byerly**, to amend the Application Review Matrix: Criminal History guidance document as presented.

**The motion was approved with a vote of 5-0-0 Ayes:** Lawhorne, Bailey, Byerly, Terrell, and J. Williams. **Nays:** None **Abstained:** None **Absent:** Thacker and B. Williams.

## Regulatory Fee Amendment

## Regulatory Fee Amendment

DPOR is funded through licensing fees. The Code of Virginia requires DPOR Boards to establish fees that are sufficient to cover their operating expenses. During the 2010's, the Board for Board for Waste Management Facility Operators, along with several other DPOR boards, brought in more revenue than was necessary and DPOR ended up with several million dollars surplus. The 2019 General Assembly directed DPOR to spend down its surplus cash reserve through filling vacancies and upgrading its antiquated licensing and enforcement systems. Over the past few years, DPOR has filled vacancies and started development of a new licensing system, which has spent down that cash reserve.

Currently, the Board has been operating at a loss of about \$10,000 annually and is expected to exhaust its cash reserve in this fiscal year. To ensure DPOR and the Board have sufficient funds to continue operating, a fee increase is necessary. The Board's last fee increase was in November of 1994 and there has been 110% inflation since then. Of particular note for DPOR's increased expenditures is the development costs of the new licensing system and increased staffing costs. DPOR is recommending

Waste Management Facility Operators Meeting

Minutes

November 19, 2024

the fee increase below to provide sufficient revenue to cover all the board's operating and anticipated expenses. We believe this will ensure adequate, but not excessive, revenue for the next decade.

On the following pages, you can find the specific recommended fees. We would target these fees taking effect in July of 2025.

<b>Financial Position</b>			
	<b>Actual 2022-24 Biennium</b>	<b>Projected 2024-26 Current Fees</b>	<b>Projected 2024-26 Proposed Fees</b>
Cash Carryforward	\$36,279	\$16,457	\$16,457
Revenues	\$37,735	\$40,775	\$78,800
Expenditures	\$57,557	\$121,680	\$121,680
Balance	\$16,457	\$-64,448	\$-26,423

**18VAC155-20-40 Fees**

- A. All fees are nonrefundable and shall not be prorated.
- B. An application shall not be deemed complete and shall not be processed without the required fee.
  1. The application fee for licensure shall be ~~\$75~~ \$150
  2. The fee for renewal of licensure shall be ~~\$50~~ \$100.
  3. The fee for late renewal of licensure shall be ~~\$75~~ \$150.
  4. The fee for reinstatement of licensure shall be ~~\$125~~ \$250.
  5. The examination fee is charged to the applicant by an outside vendor competitively negotiated and contracted for in compliance with the Virginia Public Procurement Act (§ 2.2-4300 et seq. of the Code of Virginia). Fees may be adjusted and charged to the applicant in accordance with this contract.
- C. All checks shall be made payable to the Treasurer of Virginia.
- D. Receipt and deposit of fees submitted with applications do not indicate licensure.

**Mr. Byerly made a motion, seconded by Mr. Terrell,** to adopt the amended fee amounts and authorize staff to file the final regulation.

**The motion was approved with a vote of 5-0-0 Ayes:** Lawhorne, Bailey, Byerly, Terrell, and J. Williams. **Nays:** None **Abstained:** None **Absent:** Thacker and B. Williams.

**Other Board Business**

**Executive Director Report**

**Other Board Business**

**Executive Director Report**

Waste Management Facility Operators Meeting  
Minutes  
November 19, 2024

**Marjorie King, Executive Director**, informed the Board of current and past statistical data related to Board cases, licensing applications, emails, and phone calls.

**Completion of Paperwork**

**Completion of Paperwork**

**Marjorie King, Executive Director**, requested the Board members complete their Conflict of Interest Statements and Travel Reimbursement Forms.

**Adjournment**

**Adjournment**

**Vice Chair, Lawhorne** thanked the Board and Staff and adjourned the meeting at 10:52 A.M.

The next board meeting will be **January 30, 2025**

\_\_\_\_\_  
Ellen Thacker, Chair

\_\_\_\_\_  
Brian P. Wolford, Director

**Copy teste:**

\_\_\_\_\_  
Custodian of the Record



# Board for Waste Management Facility Operators

## Update on Regulatory Actions – 18 VAC 155-20

(as of May 5, 2025)

### Action: Fee Amendment

#### Current Stage: Final

- Published to the Virginia Register on 8/26/2024. The 60-day public comment period concluded on 10/25/2024. No comments were received. A public hearing was held on 10/1/2024. No comments were received.
- Executive Branch completed review 5/1/2025.

#### Next Step: Final

- Board to consider fees recommended by Executive Branch at 5/22/2025 meeting.

### Action: General Regulatory Reduction Initiative

#### Current Stage: Final

- Published to the Virginia Register 8/12/2024. The 60-day public comment period concluded on 10/11/2024. No comments were received. A public hearing was held on 9/3/2024. No comments were received.

#### Next Step: Final Effective

- Regulation to become effective July 1, 2025.