

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

The Virginia Board for Waste Management Facility Operators met on May 22, 2025, 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 Board were present:

Ellen C. Thacker, Chair
Donald Lawhorne, Vice-Chair
Wade Bailey
Joshua Byerly
Matthew Terrell
Brent Williams

Board member absent from the meeting:

Jason Williams

Elizabeth Peay, Board Counsel, was present at the meeting.

Jemmalyn Hewlett, Board Liaison, was not present at the meeting.

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

Jeb Wilkinson, Chief Deputy Director
Steve Kirschner, LRPD Deputy Director
Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Joe Haughwout, Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Khang Le, Administrative Coordinator

Chair, Thacker called the May 22, 2025, Board for Waste Management Facility Operators Meeting to order at 10:01 A.M.

**Call
To Order**

Chair, Thacker 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**

II. ADMINISTRATIVE MATTERS

Mr. Lawhorne made a motion, seconded by Mr. Terrell, to adopt the agenda of the May 22, 2025, Board for Waste Management Facility Operators meeting.

**Approval of the
Agenda**

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. **Nays:** None. **Abstain:** None. **Absent:** J. Williams

Mr. Byerly made a motion, seconded by Mr. Lawhorne, to approve the draft minutes of November 19, 2024, Board for Waste Management Facility Operators meeting as presented.

**Approval of
Minutes**

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. **Nays:** None. **Abstain:** None. **Absent:** J. Williams

III. PUBLIC COMMENT

Public Comment

Chair, Thacker opened up the public comment period of the meeting.

With no one wishing to come forward, Chair, Thacker closed the public comment period of the meeting.

IV. CASE FILES

Case Files

None.

V. EDUCATION

Education

Education Provider Applications

**Education
Provider
Applications**

Stephanie Keuther, Assistant Executive Director, shared that staff recommends approval for:

Fairfax County Solid Waste Management Program – One (1) classroom pre-license course for Waste Management Facility Operators.

**Fairfax County
Solid Waste
Management
Program**

A motion was made by Mr. Bailey, seconded by Mr. B. Williams, for approval.

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. **Nays:** None. **Abstain:** None. **Absent:** J. Williams

Mrs. Keuther shared that staff recommends approval for:

Raymond B. Wesley – One (1) classroom continuing education and four (4) pre-license courses for Waste Management Facility Operators.

**Raymond B.
Wesley**

A motion was made by Mr. Bailey, seconded by Mr. B. Williams, for approval.

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. **Nays:** None. **Abstain:** None. **Absent:** J. Williams

VI. NEW BUSINESS

New Business

Regulatory Update

**Regulatory
Update**

Fee Amendment (18VAC155-20)	<ul style="list-style-type: none">Board to revisit Final regulation and consider adoption with amendments.
General Regulatory Reduction Initiative (18VAC155-20)	<ul style="list-style-type: none">Regulation to become effective July 1, 2025.

Examinations Updates

**Examinations
Update**

Examination Statistics

**Examination
Statistics**

Marjorie King, Executive Director, provided the Board with detailed reports for examination statistics for the periods covering January 1, 2023, to April 31, 2025.

Ms. King explained that statistics show consistency with no discrepancies that indicate issues in examination.

Remote Proctoring

Remote Proctoring

Marjorie King, Executive Director, inquired with the Board regarding the potential to adopt remote proctoring for examinations within the Board.

Ms. King explained that the adoption of remote proctoring has been successful for other boards and has not presented any sufficient drawbacks.

The Board agreed to bring the discussion to the next meeting and allow staff to demonstrate the remote proctoring process.

Examination Review Committee

Examination Review Committee

Marjorie King, Executive Director, inquired with the Board regarding the formation of an examination review committee.

The following individuals were nominated for the examination review committee:

Matthew Terrell
Joshua Byerly
Brent Williams
Jenny Poland
Priscilla Rohrer
Donald Lawhorne (alternate member)

After discussion, a motion was made by Ms. Thacker, seconded by Mr. B. Williams, to create the examination review committee.

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. **Nays:** None. **Abstain:** None. **Absent:** J. Williams

Fee Adjustment

Fee Adjustment

Steve Kirschner, Director of LRPD, presented the Board with draft proposed amendments pertaining to the Board's fee structure.

Mr. Kirschner explained that DPOR has implemented additional measures to ensure proper management of funds and oversight of the budget. Mr. Kirschner further explained that due to the additional measures, DPOR will not require the previously approved fee adjustments.

After discussion, a motion was made by Mr. Lawhorne, seconded by Mr. Byerly, to adopt the revised fee amounts and approve the proposed amendments as presented.

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. **Nays:** None. **Abstain:** None. **Absent:** J. Williams

Election of Officers

Election of Officers

The chair was shifted to the Executive Director to the Board for Waste Management Facility Operators, Marjorie King, who chaired the meeting so the Board could conduct election of officers.

The floor was open for the nomination for the office of Board Chair: Ms. Thacker nominated Mr. Lawhorne for the office of Chair.

Ms. King asked if there were any additional nominations for the office of Board Chair (three times). There being none, Ms. Thacker offered a motion to close the floor for nominations. It was seconded by Mr. B. Williams.

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. Nays: None. Abstain: None. Absent: J. Williams

Ms. King opened the floor for the nomination for the office of Board Vice-Chair. Mr. Lawhorne nominated Mr. Terrell for the office of Board Vice-Chair.

Ms. King asked if there were any additional nominations for the office of Board Vice-Chair (three times). There being none, Mr. Lawhorne offered a motion to close the floor for nominations. It was seconded by Mr. B. Williams.

The motion was approved with a vote of 6-0-0. Ayes: Thacker, Lawhorne, Bailey, Byerly, Terrell, and B. Williams. Nays: None. Abstain: None. Absent: J. Williams

Ms. Thacker resumed as the Chair.

Executive Director Report

Executive Director Report

Marjorie King, Executive Director, informed the Board of current and past statistical data related to licensing applications and current licensees.

Board Member Professional Development

Board Member Professional Development

Marjorie King, Executive Director, informed the Board of the newly introduced Board Member Professional Development. Ms. King explained that 10 to 15 minutes would be allocated for professional development during each Board meeting moving forward.

Ms. King briefly provided the Board with several reminders and discussed the importance in playing a role as Board members.

VIII. COMPLETION OF PAPERWORK

Completion of Paperwork

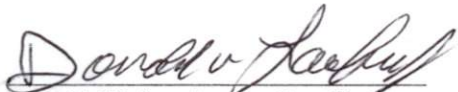
Chair, Thacker reminded Board members to complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

IX. ADJOURNMENT

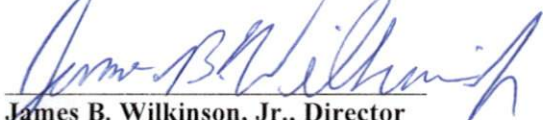
Adjournment

Chair, Thacker thanked the Board for Waste Management Facility Operators and adjourned the meeting at 11:06 A.M.

The next board meeting is scheduled for **August 7, 2025**.

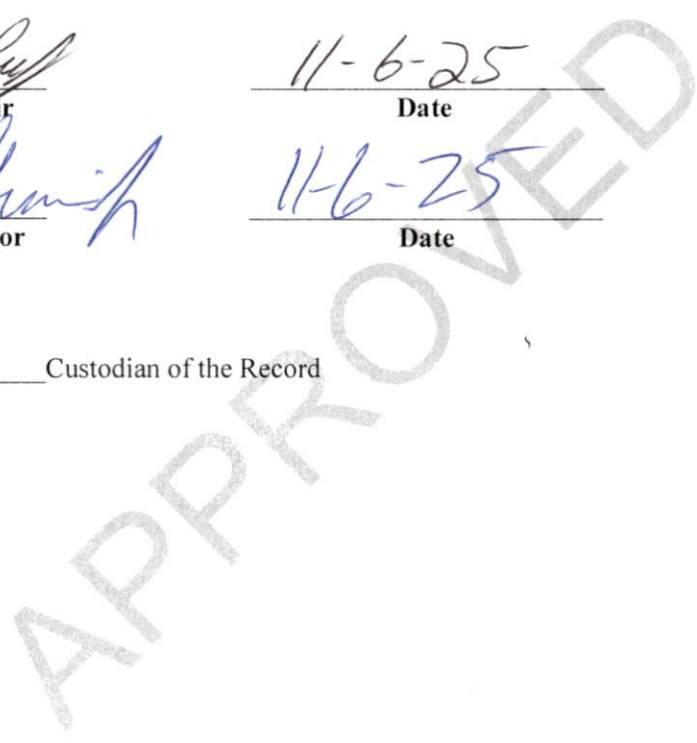

Donald W. Lawhorne, Jr., Chair

11-6-25
Date


James B. Wilkinson, Jr., Director

11-6-25
Date

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

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

1. Name Ellen Thacker
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for Waste Management Facility Operators
(Name of Board)

4. Meeting/IFF Date: 05/22/2025

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

May 22, 2025
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name Donald Lawhorne
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Waste Management Facility Operators
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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

May 22, 2025
Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name Wade Bailey
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Waste Management Facility Operators
(Name of Board)
4. Meeting/IFF Date: 05/22/2025
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

May 22, 2025
Date

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

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

1. Name Joshua Byerly
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for Waste Management Facility Operators
(Name of Board)
4. Meeting/IFF Date: 05/22/2025

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

May 22, 2025

Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name Matthew Terrell
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for Waste Management Facility Operators
(Name of Board)

4. Meeting/IFF Date: 05/22/2025

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

May 22, 2025
Date

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

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

1. Name Brent Williams
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for Waste Management Facility Operators
(Name of Board)

4. Meeting/IFF Date: 05/22/2025

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

May 22, 2025

Date