

**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 January 18, 2017, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2<sup>nd</sup> Floor, Board Room 4, Richmond, Virginia 23233.

The following members of the Committee were present:

Kenneth "Ike" Eisenhart  
John Ewing, Chair  
Thomas Fore  
D. Wayne Staples

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

Trisha L. Henshaw, Executive Director  
Paul G. Saunders, III, Board Administrator  
Lisa T. Robinson, Licensing Operations Administrator  
Tanya M. Pettus, Administrative Assistant

Ms. Henshaw called the meeting to order at 3:03 p.m.

**Call to Order**

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

**Emergency  
Evacuation  
Procedures**

Ms. Henshaw opened the floor for nominations of the Committee Chair. Mr. Fore nominated Mr. Ewing. Mr. Fore made a motion to close the nominations for Committee Chair. Mr. Staples seconded the motion which was unanimously approved by: Eisenhart, Ewing, Fore, and Staples. By acclamation, Mr. Ewing was named Committee Chair.

**Election of Chair**

Ms. Henshaw advised the Committee of additions to the agenda. Mr. Fore moved to approve the agenda as amended. Mr. Staples seconded the motion which was unanimously approved by: Eisenhart, Ewing, Fore, and Staples.

**Approval of Agenda**

There were no members of the public present for comment.

**Public Comment  
Period**

Ms. Henshaw introduced Committee member Ike Eisenhart, Training/Operations Certification Manager at the Office of Drinking Water of the Virginia Department of Health (VDH).

**Introduction of  
Committee Members  
and Staff**

Ms. Henshaw also introduced Lisa Robinson, DPOR staff member who was recently named Licensing Operations Administrator.

The Committee reviewed for approval the *Monogram Foods Anaerobic Digestion/Aerobic Treatment System* training course application from H & V Consulting, LLC.

Review of H & V Consulting, LLC Training Course Titled Monogram Foods Anaerobic Digestion/Aerobic Treatment System

After discussion, Mr. Staples moved to recommend Board-approval of the course application for a total of 2.8 training credits, contingent upon the correction of grammatical errors found within the course materials. Mr. Fore seconded the motion which was unanimously approved by: Eisenhart, Ewing, Fore, and Staples.

The Committee reviewed for approval the *Poultry Wastewater Operators Training Course* application from U.S. Poultry & Egg Association.

Review of U.S. Poultry & Egg Association Training Course Titled Poultry Wastewater Operators Training Course

Mr. Saunders requested the Committee consider retroactive course approval, as the *Poultry Wastewater Operators Training Course* took place on December 6, 2016. After discussion, Mr. Fore moved to recommend Board-approval of the course application, retroactive to December 6, 2016, for a total of 1.5 training credits. Mr. Eisenhart seconded the motion which was unanimously approved by: Eisenhart, Ewing, Fore, and Staples.

Ms. Henshaw asked the Committee to consider a method of determining the applicability of training courses to the licenses issued by the Board. Due to the nature of some course descriptions, there is difficulty determining which training courses are relevant and applicable to the various licenses. After discussion, the Committee agreed by consensus that staff will develop a spreadsheet/checklist of Board-approved training courses for the Committee to review for applicability to licensure when necessary.

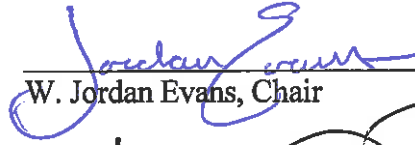
Discussion of Classification of Existing Training Programs

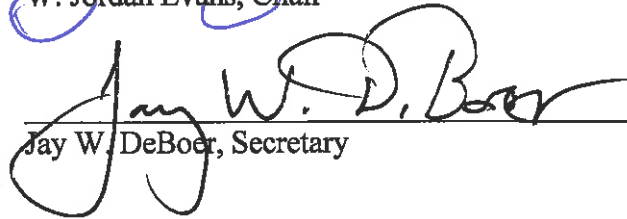
Ms. Henshaw reminded Committee members who also sit on the Board to complete conflict of interest forms.

Conflict of Interest Forms

There being no further business, the meeting was adjourned at 3:45 p.m.

Adjourn

  
\_\_\_\_\_  
W. Jordan Evans, Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary

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

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

- 1. Name: John Ewing
- 2. Title: Board Member
- 3. Agency: WWWOSSP Board
- 4. Meeting/IFF Date: Education & Training Committee Meeting Jan. 18, 2017

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

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Nature of Personal Interest Affected by Transaction:

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

VOWKA

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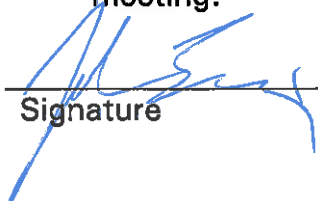
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I **do not** have a personal interest in any transactions taken at this meeting.

Signature



Date

1/18/2017

**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 Jan. 18, 2017

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:

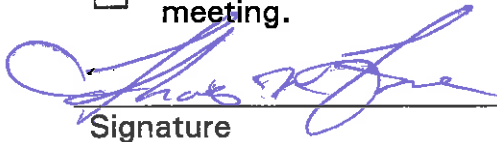
\_\_\_\_\_

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

1-18-17  
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 Jan. 18, 2017

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

1/18/17  
Date