

**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 July 27, 2023, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia 23233.

The following members of the Committee were present:

D. Wayne Staples  
Barry Matthews

Committee member Rosa-Lee Cooke, John Ewing, and Thomas Wayne Fore were not present at the meeting.

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

Tanya M. Pettus, Board Administrator  
Breanne Henshaw, Licensing Operations Administrator  
Ecila Williams, Administrative Coordinator

Mr. Staples, acting as Chair, called the meeting to order at 9:00 a.m.

**Call to Order**

Ms. Pettus advised the Committee of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Mr. Matthews moved to approve the agenda as presented. Mr. Staples seconded the motion which was unanimously approved by Matthews and Staples.

**Approval of Agenda**

Mark Estes of Halifax County Service Authority addressed the Committee to state he would like the Board and the Department to continue working with local waterworks operators and wastewater operators on passing the national examination. Mr. Estes also asked for the Board to consider reciprocity as he lives near the Virginia/North Carolina border and sees the need for out-of-state licensees to be licensed in Virginia.

**Public Comment  
Period**

Bryan Hawkins, Supervisor at Alex Renew, addressed the Board regarding education and training. Mr. Hawkins stated he feels the examination resources provided by the WPI and Board websites are too broad and would like to see the study materials narrowed down.

The Committee reviewed for approval the *Industrial Waste Treatment Vol. A: Introduction, Safety, Waste Monitoring, Preliminary Treatment* training course application from the Office of Water Programs at Sacramento State. After review and discussion, the Committee recommended by consensus Board-approval of the course application, for a total of 50.32 contact hours, and 5.3 training credits applicable to wastewater works operators, and 25.16 contact hours and 2.5 training credits applicable to waterworks operators.

**Review of Office of  
Water Programs at  
Sacramento State  
Course Applications**

The Committee reviewed for approval the *Industrial Waste Treatment Vol. B: Physical and Physical/Chemical Treatment Processes* training course application from Office of Water Programs at Sacramento State. After review and discussion, the Committee recommended by consensus Board-approval of the course application, for a total of 45.72 contact hours and 4.5 training credits applicable to wastewater works operators, and 22.86 contact hours and 2.2 training credits applicable to waterworks operators.

The Committee reviewed for approval the *Industrial Waste Treatment Vol. C: Instrumentation and Control and Facility Maintenance* training course application from Office of Water Programs at Sacramento State. After review and discussion, the Committee recommended by consensus Board-approval of the course application, for a total of 39.5 contact hours and 3.9 training credits applicable to wastewater works operators, and 19.75 contact hours and 1.9 training credits applicable to waterworks operators.

The Committee reviewed for approval the *Operation of Wastewater Treatment Plants Vol. 3A: Treatment Plants, Effluent Discharge* training course application from Office of Water Programs at Sacramento State. After review and discussion, the Committee recommended by consensus Board-approval of the course application, for a total of 28.18 contact hours and 2.8 training credits applicable to wastewater works operators, and 14.09 contact hours and 1.4 training credits applicable to waterworks operators and onsite sewage system operators. The approval is retroactive to June 29, 2023.

The Committee reviewed for approval the *Operation of Wastewater Treatment Plants Vol. 3B: Instrumentation and Control* training course application from Office of Water Programs at Sacramento State. After review and discussion, the Committee recommended by consensus Board-approval of the course application, for a total of 41.64 contact hours and 4.1 training credits applicable to wastewater works and waterworks operators, and 20.82 contact hours and 2.0 training credits

applicable to onsite sewage system operators and onsite sewage system installers. The approval is retroactive to June 29, 2023.

Ms. Pettus presented to the Committee proposed updates to the Board-Approved Specialized Training Programs/ Courses list as recommended by the Education and Training Committee at its meeting on May 16, 2023. After review, the Committee agreed by consensus to recommend Board-approval of the proposed updates.

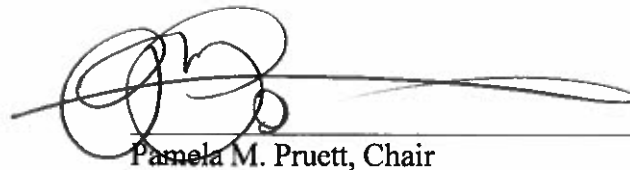
**Review Updates to  
Board-Approved  
Training Course List**

Ms. Pettus informed the Committee that as Ms. Cooke is no longer serving on the Board, she will be taking a step back from the Committee but would like to be considered for participation in other Board committees as needed in the future. Ms. Pettus advised she will ask the Board to consider whether Ms. Cooke's seat on the Education and Training Committee should be replaced with a new Committee member.

**Other Business**

Ms. Pettus informed the Committee that Raven Custer, former Administrative Coordinator, is no longer with the Agency, and introduced Ms. Williams and Ms. Henshaw, who assisted with administrative duties at the meeting.

There being no further business, the meeting was adjourned at 9:20 a.m. **Adjourn**



Pamela M. Pruett, Chair



Demetrios J. Melis, Secretary

Kishore S. Thota





**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  
July 27, 2023

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:

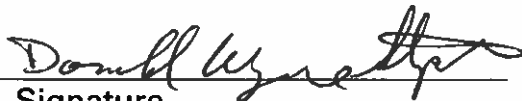
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

7/27/23  
Date