

WWWO LICENSING REGULATORY REVIEW COMMITTEE
OF THE
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE
SYSTEM PROFESSIONALS BOARD

MINUTES OF MEETING

The WWWO Licensing Regulatory Review Committee of the Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals met on November 9, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, 2nd Floor, Board Room 1, Richmond, Virginia 23233.

The following members of the committee were present:

W. Jordan Evans, Chair
Wendy Callahan
Tom Fore
Barry Matthews
Pamela Pruett (Ex-officio)
Jason Spicer
Caleb Taylor

Committee members Mike Collins, Erica Duncan, Charles Phillips, and Wayne Staples were not in attendance.

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

Steve Kirschner, Licensing and Regulatory Programs Deputy Director
Joseph C. Haughwout, Jr., Regulatory Affairs Manager
Tanya M. Pettus, Board Administrator
Lee D. Bryant, Board and Regulatory Operations Administrator
Lisa Robinson, Licensing Administrator
Rachel Harris, Administrative Coordinator

Mr. Evans called the meeting to order at 10:05 a.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

Ms. Pruett moved to approve the agenda as presented. Mr. Taylor seconded the motion which was unanimously approved by: Evans, Callahan, Fore, Matthews, Pruett, Spicer, and Taylor.

**Approval of
Agenda**

There were no members of the public present.

**Public Comment
Period**

All Committee members and staff present introduced themselves.

Overview

Ms. Pettus reviewed the purpose of the Committee, and provided an overview of the regulatory review process and timeline.

The Committee was provided with current Waterworks and Wastewater Works Operators Regulations, applicable laws, forms, and Board guidance documents.

**Resources and
Information**

Mr. Bryant presented the Committee with draft proposed amendments to Parts I and II of the Waterworks and Wastewater Works Operators Licensing Regulations for review and consideration.

**Consider
Amendments to
Parts I and II**

Discussion was held on current definitions and entry requirements including qualifying work experience and pre-license education.

The Committee recessed from 11:56 a.m. to 12:18 p.m.

Recess

The Committee continued discussion on entry requirements.

**Consider
Amendments to
Parts I and II,
Continued**

Having completed review of Parts I and II, the Committee agreed by consensus to continue review and consider current renewal and continuing professional education requirements. The Committee also reviewed pre-license training course approval criteria.

Mr. Evans departed the meeting at 1:33 p.m. Mr. Fore assumed Chair for the Committee.

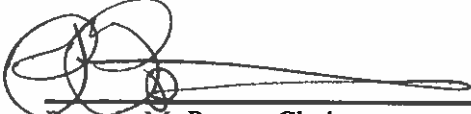
**Departure of
Committee
Member**

Ms. Pettus and Mr. Haughwout advised that the Committee would review standards of practice and conduct at its next meeting, as well as review draft proposed text of the Waterworks and Wastewater Works Operators Licensing Regulations as amended by the Committee.

**Discuss Topics
for Next Meeting**

There being no further business, the meeting adjourned at 1:46 p.m.

Adjourn



Pamela M. Pruett, Chair



Kishore S. Thota, Secretary

**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: DPOR/WWWOSSP Committee
4. Meeting/IFF Date: November 9, 2023

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

Nature of Personal Interest Affected by Transaction:

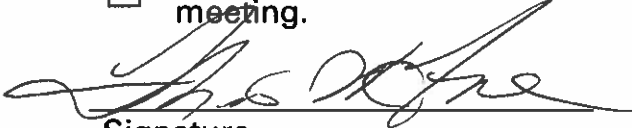
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

11/09/2023

Date

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

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

1. Name: W. Jordan Evans
2. Title: Board Member
3. Agency: DPOR/WWWOSSP Committee
4. Meeting/IFF Date: November 9, 2023

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

11/09/2023

Date

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

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

1. Name: Caleb Taylor
2. Title: Board Member
3. Agency: DPOR/WWWOSSP Committee
4. Meeting/IFF Date: November 9, 2023

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.

Caleb M. Taylor
Signature

11/09/2023
Date

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

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

1. Name: Pamela M. Pruettt
2. Title: Board Member
3. Agency: DPOR/WWWOSSP Committee
4. Meeting/IFF Date: November 9, 2023

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

na

Nature of Personal Interest Affected by Transaction:

na

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

na

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

11/09/2023

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: DPOR/WWWOSSP Committee
- 4. Meeting/IFF Date: November 9, 2023

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

11/09/2023

Date