

**VIRGINIA BOARD FOR
WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE
SEWAGE SYSTEM PROFESSIONALS
WATERWORKS AND WASTEWATER WORKS OPERATORS
EXAMINATION TASK FORCE**

The Waterworks and Wastewater Works Operators Examination Task Force of the Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals (Board) met on November 27, 2023, at the offices of the Department of Professional and Occupational Regulation (DPOR), Perimeter Center, 9960 Mayland Drive, 2nd Floor, Board Room 2, Richmond, Virginia 23233.

The following members of the Task Force were present:

Caleb Taylor, Chair
Thomas Fore
Doug Grimes
Ryan Hendrix
Jamie Morris
Mike Ritchie
Wayne Staples
Mark Titcomb
David Van Gelder

Task Force members Erica Duncan and Barry Matthews were not present at the meeting. The following staff members were present for all or part of the meeting:

Tanya M. Pettus, Board Administrator
Gregory Emerson, Examinations Director
Rachel Harris, Administrative Coordinator

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

Call to Order

Ms. Pettus advised the Task Force of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Mr. Fore moved to approve the agenda as presented. Mr. Staples seconded the motion which was unanimously approved by: Fore, Grimes, Hendrix, Morris, Ritchie, Staples, Taylor, Titcomb, and Van Gelder.

Approval of Agenda

No members of the public present wished to make comment.

**Public Comment
Period**

The Task Force was provided with (i) current versions of applicable

Resources and

waterworks and wastewater works operators' statutes and regulations, (ii) current versions of applicable examination "Need to Know" criteria from Water Professionals International (WPI); (iii) applicable examination statistics; and (iv) training course and exam preparation resources.

Information

Dr. Ramzi Mahmood, Ph.D., P.E.; Executive Director of the Office of Water Programs, California State University, Sacramento addressed the Task Force on successful learning strategies for adult students, including how to navigate course text and preparing for an examination.

Presentation

Mr. Fore departed the meeting at 11:30 a.m.

Departure of Task Force Member

The Task Force recessed from 11:30 a.m. to 12:17 p.m.

Recess

Ms. Pettus provided the Task Force with waterworks and wastewater works year to date examination statistics, as well as examination statistics since the last Exam Task Force meeting.

Review Current Exam Statistics

The Task Force was also provided with waterworks and wastewater examination passing rates broken down by subject matter. Ms. Pettus advised that these statistics would be provided quarterly and available for regularly scheduled Board meetings going forward.

Ms. Pettus and Mr. Taylor provided the Task Force with a report from the 2023 VA Tech Short School, wherein for the first time the WPI exam was offered onsite at the end of the water operator and wastewater operator short courses, respectively. The Task Force reviewed the pass/fail statistics from the pilot program.

Report from VA Tech Short School

Mr. Van Gelder advised the Task Force that members of multiple industry associations had formed a work group to discuss multiple areas affecting the water and wastewater industry. The work group has held its first meeting and plans to explore training opportunities, available study materials, grant funding, and arranging treatment facility tours, among other topics.

Report from Industry Association Workgroup

Ms. Pettus provided the Task Force members with updates on Board business, the implementation of Universal Licensing Recognition, and recent and upcoming staff outreach.

DPOR Updates

Mr. Emerson provided the Task Force with an update on communications with WPI.

WPI Updates

Ms. Pettus provided an overview of the topics discussed during the previous meetings of the Exam Task Force and asked the Task Force to consider making a formal recommendation to the Board regarding current examination or training and education policies under the purview of the Board.

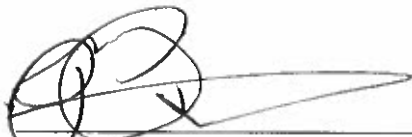
Consider Exam Task Force Recommendation to the Board

The Task Force declined to make a formal recommendation, but agreed by consensus to ask that the Board remain vigilant in communications with WPI. It was agreed that the industry work group will keep the Board apprised of their activities via the Board's Education and Training Committee.

Mr. Fore thanked the Task Force members for their work and asked that each member be formally commended by the Board.

There being no further business, the meeting was adjourned at 1:44 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 D. Wayne Staples
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for WWWOSSP
(Name of Board)

4. Meeting/IFF Date: 11/27/2023

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.

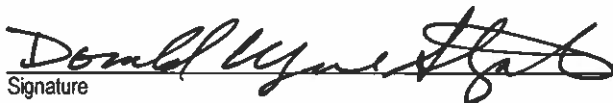
A. _____
(Agenda Item)

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

November 27, 2023
Date

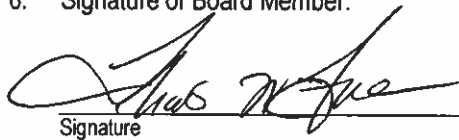
**STATE AND LOCAL GOVERNMENT
CONFLICT OF INTERESTS ACT**

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

1. Name Thomas Wayne Fore
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 11/27/2023
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

November 27, 2023
Date

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

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

1. Name Caleb Taylor
(Name of Board Member)

2. Title: Board Member

3. Agency: DPOR/Board for WWWOOSSP
(Name of Board)

4. Meeting/IFF Date: 11/27/2023

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:

Caleb M Taylor November 27, 2023
Signature Date

