

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS EDUCATION AND TRAINING COMMITTEE MEETING MINUTES

The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Education and Training Committee met on Thursday, **October 23, 2025**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Committee members present for the meeting:

Pamela M. Pruett
Joshua Fore
D. Wayne Staples
David Stewart

Non-Committee member Board members present for the meeting:

Caleb Taylor
Dwayne Roadcap

Staff members present for all or part of the meeting:

Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Joseph Haughwout, Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Lisa Robinson, Licensing Operations Administrator
Khang Le, Administrative Coordinator

I. **Ms. Pruett** called the October 23, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Education and Training Committee meeting to order at 9:34 A.M.

Call
To Order

Chair, Pruett declared a quorum of Board members to be in attendance.

Determination
of Quorum

Marjorie King, Executive Director reviewed the emergency egress procedures with the Board and members of the public.

Emergency
Egress

II. ADMINISTRATIVE MATTERS

Administrative
Matters

Mr. Staples made a motion, seconded by Mr. Fore, to adopt the agenda of the October 23, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Education and Training Committee meeting.

Approval of the
Agenda

The motion was approved with a vote of 6-0-0. Ayes: Pruett, Fore, Roadcap, Staples, Stewart, and Taylor.
Nays: None. **Abstain:** None. **Absent:** None.

Mr. Staples made a motion, seconded by Mrs. Stewart, to approve the draft minutes of the April 10, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Education and Training Committee meeting as presented.

Approval of
Minutes

The motion was approved with a vote of 6-0-0. Ayes: Pruett, Fore, Roadcap, Staples, Stewart, and Taylor.
Nays: None. **Abstain:** None. **Absent:** None.

III. PUBLIC COMMENT PERIOD

Public
Comment
Period

Chair, Pruett opened the public comment period of the meeting.

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

V. EDUCATION

Education

Education Provider Application

Education
Provider
Application

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

Tetra Tech Inc. – 26.4 hour Nansemond Advanced Nutrient Reduction Improvements (ANRI) Phase II Operations and Maintenance (O&M) Training course for Wastewater Work Operators.

Tetra Tech Inc.

A motion was made by Mr. Staples, seconded by Mr. Fore, to recommend the Board approve the course for a total of 26.4 contact hours, and 2.64 training credits applicable to Wastewater Works Operators, with approval retroactive to July 29, 2025.

The motion was approved with a vote of 6-0-0. Ayes: Pruett, Fore, Roadcap, Staples, Stewart, and Taylor.
Nays: None. Abstain: None. Absent: None.

VI. NEW BUSINESS

New Business

Marjorie King, Executive Director, explained that new business items would be presented during the Board for Waterworks and Wastewater Works and Onsite Sewage System Professionals meeting.

VII. COMPLETION OF PAPERWORK

**Completion of
Paperwork**

Marjorie King, Executive Director reminded the Committee members to complete their conflict-of-interest statements and travel reimbursement forms.

VIII. ADJOURNMENT

Adjournment

Chair, Pruett thanked the Committee and adjourned the meeting at 9:44 A.M.

The next Committee meeting will be **January 8, 2026**.


Pamela M. Pruett, Chair

4/23/26
Date


Laura McClintock, Director

4/23/2026
Date

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