

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

**9960 Mayland Drive
Board Room 2, 2nd Floor 9:30 A.M.
Thursday, April 23, 2026**

Our mission is to protect the health, safety and welfare of the public by licensing qualified individuals and businesses and enforcing standards of professional conduct for professions and occupations as designated by statute.

I. CALL TO ORDER

- a. Emergency Evacuation Procedures

II. ADMINISTRATIVE MATTERS

- a. Approval of Agenda
- b. Approval of Minutes:
 - i. October 23, 2025, Virginia Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Education and Training Committee Meeting

III. PUBLIC COMMENT PERIOD *FIVE MINUTE PUBLIC COMMENT, PER PERSON*

IV. EDUCATION

- a. Education Provider Applications
 - i. Veolia Water Municipal Service North America LLC
 - 1. Water Treatment Operator 1
 - 2. Water Treatment Operator 2
 - 3. Water Treatment Operator 3
 - 4. Wastewater Treatment Fundamentals I: Liquid Treatment
 - 5. Wastewater Treatment Fundamentals II: Solids Handling and Support Systems
 - 6. Preliminary and Primary Treatment Fundamentals
 - 7. Biological Treatment Fundamentals
 - 8. Nutrient Removal Fundamentals
 - 9. Disinfection Fundamentals
 - 10. Activated Sludge Fundamentals

V. NEW BUSINESS

VI. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

VII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **THURSDAY, JULY 9, 2026.**

- ❖ Agenda materials made available to the public do not include disciplinary case files or application files pursuant to §54.1-108 of the Code of Virginia.
- ❖ Five minute public comment, per person, with the exception of any open disciplinary or application file.
- ❖ Persons desiring to participate in the meeting and requiring special accommodations or interpretative services should contact the Department at (804) 367-2785 at least ten days prior to the meeting so that suitable arrangements can be made for an appropriate accommodation.
- ❖ The Department fully complies with the Americans with Disabilities Act.

DRAFT AGENDA Materials contained in this agenda are proposed topics for discussion and are not to be construed as regulation or official Board position. DRAFT AGENDA

PERIMETER CENTER CONFERENCE CENTER
EMERGENCY EVACUATION OF BOARD AND TRAINING ROOMS
(Script to be read at the beginning of each meeting.)

PLEASE LISTEN TO THE FOLLOWING INSTRUCTIONS ABOUT EXITING THE PREMISES IN THE EVENT OF AN EMERGENCY.

In the event of a fire or other emergency requiring the evacuation of the building, alarms will sound. When the alarms sound, leave the room immediately. Follow any instructions given by Security staff.

Board Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

You may also exit the room using the side door **(Point)**, turn **Right** out the door and make an immediate **Left**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Board Rooms 3 and 4

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **RIGHT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 1

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the room, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

Training Room 2

Exit the room using one of the doors at the back of the room. **(Point)** Upon exiting the doors, turn **LEFT**. Follow the corridor to the emergency exit at the end of the hall.

Upon exiting the building, proceed straight ahead through the parking lot to the fence at the end of the lot. Wait there for further instructions.

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

DRAFT

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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 Nansmond 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

Date

Laura McClintock, Director

Date

Copy teste:

Custodian of the Record

