

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS

**9960 Mayland Drive
Board Room 2, 2nd Floor 10:00 A.M.
Thursday, January 8, 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
- b. Determination of Quorum

II. ADMINISTRATIVE MATTERS

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

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

IV. CASE FILES

- a. Licensing Case Files
 - i. L 1.1 2025-01433, Jonathan Lance Perry
 - ii. L 2.2 2025-02645, Paul Henry Quinn, III
 - iii. L 3.3 2025-02758, Fredy Lee Hamilton, Jr.
 - iv. L 4.4 2025-03019, Charles Leonard Shifflett, Jr.
 - v. L 5.5 2026-00258, Zackry David Armor

V. EDUCATION

VI. NEW BUSINESS

- a. Examination Updates
- b. Regulatory Update
- c. CPE Audit
- d. OSSP Universal Licensing Recognition Workgroup
- e. Executive Director Report
- f. Board Member Professional Development

VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

VIII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **THURSDAY, APRIL 23, 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 MEETING MINUTES

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

The members indicated below were present. All members present were qualified to vote, except where a specific reason for disqualification is stated. There are 11 members on this board, in which six (6) constitutes a quorum pursuant to §54.1-2301.

Board members present for the meeting:

Pamela M. Pruett, Chair
Erica Duncan, Vice-Chair
Alvin Christian
Joshua Fore
Josh Kirtley
Brandon Monnett
Dwayne Roadcap
D. Wayne Staples
David Stewart
Caleb Taylor

Board member absent from the meeting:

Peter Mamunes

James Flaherty, Board Counsel, was present at the meeting.

Sathish Anabathula, Board Liaison, was not present at the meeting.

Staff members present for all or part of the meeting:

James B. Wilkinson, Jr., Agency Director
Steve Kirschner, Director of LRPD
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. Chair, Pruett called the October 23, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting to order at 10:00 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**

Marjorie King, Executive Director, requested the Board to include “CPE Audit” as an item on the agenda.

Ms. Pruett made a motion, seconded by Mr. Roadcap, to adopt the amended agenda of the October 23, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting with the addition of “CPE Audit”.

**Approval of the
Agenda**

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

Mrs. Duncan made a motion, seconded by Mr. Stewart, to approve the draft minutes of the August 4, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting as presented.

**Approval of
Minutes**

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

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.

IV. CASE FILES

Licensing Cases Files

In the matter of License Application, File Number 2025-01805, Alfred Tolbert Sturges, IV (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

**File Number
2025-01805
Alfred Tolbert
Sturges, IV**

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant did not attend the Board meeting in person, by counsel, or by any other qualified representative.

After discussion, a motion was made by Mr. Roadcap, seconded by Mrs. Duncan, to approve the application for a Master Alternative Onsite Sewage System Installer license.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

In the matter of License Application, File Number 2025-01821, David Wayne Bressette (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-01821
David Wayne
Bressette

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant did not attend the Board meeting in person, by counsel, or by any other qualified representative.

After discussion, a motion was made by Mr. Staples, seconded by Mr. Taylor, to approve the application for a Class 4 Wastewater Works Operator license.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

In the matter of License Application, File Number 2025-01843, Dustin Ryan Harris (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-01843
Dustin Ryan
Harris

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant did not attend the Board meeting in person, by counsel, or by any other qualified representative.

After discussion, a motion was made by Mr. Roadcap, seconded by Mr. Staples, to approve the application for a Class 4 Wastewater Works Operator license.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

In the matter of License Application, File Number 2025-01845, Jonathan Aaron Mayer (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-01845
Jonathan
Aaron Mayer

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant attended the Board meeting and agreed with the recommendation.

After discussion, a motion was made by Mr. Roadcap, seconded by Mr. Monnett, to approve the application for a Master Conventional Onsite Sewage System Installer license.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

In the matter of License Application, File Number 2025-02081, James Gordon Price, Jr. (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-02081
James Gordon
Price, Jr.

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant did not attend the Board meeting in person, by counsel, or by any other qualified representative.

After discussion, a motion was made by Mrs. Duncan, seconded by Mr. Taylor, to approve the application for a Master Alternative Onsite Sewage System Installer license.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

In the matter of License Application, File Number 2025-02091, Nicholas Andrew Vatis (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-02091
Nicholas
Andrew Vatis

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant attended the Board meeting and agreed with the recommendation.

After discussion, a motion was made by Mr. Roadcap, seconded by Mr. Fore, to approve the application for a Class 5 Waterworks Operator license.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

In the matter of License Application, File Number 2025-02597, Jason Dale Burnett (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-02597
Jason Dale
Burnett

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant attended the Board meeting and agreed with the recommendation.

After discussion, a motion was made by Mr. Monnett, seconded by Mr. Taylor, to approve the application for a Master Alternative Onsite Sewage System Installer license.

The motion was approved with a vote of 10-0-0. Ayes: Pruet, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

In the matter of License Application, File Number 2025-02722, Thomas Christopher Haynie (Applicant), The Board members reviewed the record, which consisted of the application file, transcript and exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-02722
Thomas
Christopher
Haynie

The Applicant participated in the Informal Fact-Finding Conference.

The Applicant did not attend the Board meeting in person, by counsel, or by any other qualified representative.

After discussion, a motion was made by Mr. Staples, seconded by Mr. Taylor, to approve the application for a Class 4 Wastewater Works Operator license.

The motion was approved with a vote of 10-0-0. Ayes: Pruet, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

Consent Order Case File

Consent Order
Case File

In the matter of Consent Order File Number 2025-01287, Douglas Lee Berry (Regulant), the Board reviewed the Consent Order as seen and agreed to by the Regulant.

File Number
2025-01287
Douglas Lee
Berry

The Regulant did not attend the Board meeting in person, by counsel, or by any other qualified representative.

After discussion, a motion was made by Mr. Monnett, seconded by Mr. Kirtley, to reject the Consent Order and remand the file for Informal Fact-Finding proceedings.

The motion was approved with a vote of 10-0-0. Ayes: Pruet, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

V. EDUCATION

Education

Education Provider Applications

Education
Provider
Applications

Stephanie Keuther, Assistant Executive Director, shared that the Committee 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. Taylor, to 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 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. Nays: None. Abstain: None. Absent: Mamunes.

New Business

VI. NEW BUSINESS

Examination Statistics

Examination Statistics

Marjorie King, Executive Director, informed the Board of the newly launched WPI examinations. Ms. King shared that statistical data for the newly implemented WPI examination will be presented at the next Board meeting.

Stephanie Keuther, Assistant Executive Director, shared that staff is working to form examination review groups composed of subject-matter experts including both Board members and industry professionals for Onsite Sewage System Professionals.

No action was taken.

Regulatory Update

Regulatory Update

Cameron Parris, Regulatory Operations Administrator, shared the following regulatory updates with the Board.

Waterworks and Wastewater Works Operators Licensing Regulations: General Review	Executive Branch to complete review.
Onsite Sewage System Professionals Licensing Regulations: 2022 General Review	Regulation will become effective December 17, 2025.

Guidance Document – Collections of Interpretations, Policies, and Guidance

Guidance Document - Collections of Interpretations, Policies, and Guidance.

Joe Haughwout, Regulatory Affairs Manager, presented the Board with the Summary of Board Interpretations, Policies, and Guidance.

Mr. Haughwout explained that the purpose of this guidance document is to consolidate the Board’s existing guidance materials into a single, comprehensive reference document.

A motion was made by Mr. Taylor, seconded by Mr. Fore, to adopt the presented guidance document.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

Mr. Haughwout also presented the Board with the following guidance documents to be repealed.

- **Document ID #6205**, Onsite Sewage System Installers Installation of Non-discharging Onsite Sewage Systems
- **Document ID #6206**, Onsite Sewage System Inspections & Evaluations for Property Transfers
- **Document ID #6258**, Acceptable Utility Management CPE Topics
- **Document ID #6369**, Qualifying for Operator and Installer Licensure Using Certain Degree Programs
- **Document ID #7020**, Guidance Regarding WWOOSSP Licensees Earning CPE Credit for Attending WWOOSSP Board Meetings

A motion was made by Mr. Taylor, seconded by Mr. Staples, to repeal the presented guidance documents.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

Fee Increases

Fee Increases

Steve Kirschner, Director of LRPD, presented the Board with statistics in reference to the future of the Board's finances.

Mr. Kirschner shared that staff recommends the Board withdraw the current Fee Increase regulatory actions for both Waterworks and Wastewater Works Licensing Regulations and Onsite Sewage System Professionals Licensing Regulations.

A motion was made by Mr. Monnett, seconded by Mr. Stewart, to withdraw the pending fee increases.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

Mr. Kirschner also recommends the Board grant staff the authority to file a NOIRA for fee increases for both Waterworks and Wastewater Works Licensing Regulations and Onsite Sewage System Professionals Licensing Regulations.

A motion was made by Mr. Staples, seconded by Mr. Stewart, granting staff the authority to file a NOIRA as presented.

The motion was approved with a vote of 10-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** Mamunes.

CPE Audit

Marjorie King, Executive Director, requested clarification from the Board regarding the Board's interpretation of the regulations as they pertain to the provision stating licensees are not required to complete continuing professional education (CPE) within two years of obtaining a license.

Ms. King specifically asked if this provision applies to initial licensure or if the provision should be applied to all licenses, including licenses that are upgraded during a license cycle.

Mrs. Duncan, Vice-Chair, opined that the provision should apply to all licenses, including licenses that are upgraded during a license cycle, as those licensees undertake training as a part of the process of upgrading their license.

Cameron Parris, Regulatory Operations Administrator, provided the Board with an update on the ongoing CPE Audit for Waterworks Operators and Onsite Sewage System Professionals.

After discussion, the Board agreed that this interpretation should be established in a Guidance Document and requested that staff draft such document to be considered at the January 8, 2026, Board meeting.

OSSP Universal Licensing Recognition Workgroup

Marjorie King, Executive Director, shared that the regulatory review workgroup met on October 2, 2025.

Ms. King commended the workgroup for providing staff with valuable insights, personal experiences, and contributive statements. Ms. King further explained that staff are taking the workgroup's statements into consideration for future discussions.

Executive Director Report

Marjorie King, Executive Director, informed the Board of current and past statistical data related to Board application, licensing, and emails.

Board Member Professional Development

Marjorie King, Executive Director, shared that the scheduled professional development will be held during the Board's next meeting on January 8, 2026.

VII. COMPLETION OF PAPERWORK

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

CPE Audit

OSSP Universal Licensing Recognition Workgroup

Executive Director Report

Board Member Professional Development

Completion of Paperwork

VIII. ADJOURNMENT

Adjournment

Chair, Pruett thanked the Board and adjourned the meeting at 11:23 A.M.

The next board meeting will be on **January 8, 2026**.

Pamela M. Pruett, Chair

Date

James B. Wilkinson, Jr., Director

Date

Copy teste:

Custodian of the Record

DRAFT
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

Update on Regulatory Actions

(as of January 8, 2026)

Action: Waterworks and Wastewater Works Operators Licensing Regulations – General Review

Current Stage: Final

Published in Volume 12, Issue 8 of the Virginia Register on 12/1/2025. Public comment period concluded 12/31/2025.

Next Step: Final – Effective

- Regulation will become effective 1/16/2026.

Action: Onsite Sewage System Professionals Licensing Regulations – 2022 General Review

Effective

- Regulation became effective December 17, 2025.