

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, **January 8, 2026**, 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

Elizabeth Peay, 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
Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Joseph C. Haughwout, Jr., Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Lisa Robinson, Licensing Operations Administrator
Khang Le, Administrative Coordinator
Shaifali Prajapati, Administrative Coordinator

I. Chair, Pruett called the January 8, 2026, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting to order at 10:04 A.M.

**Call
To Order**

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

**Determination
of Quorum**

Stephanie Keuther, Assistant 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. Taylor, to adopt the agenda of the January 8, 2026, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting.

**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.

Mr. Taylor made a motion, seconded by Mr. Fore, to approve the draft minutes of the October 23, 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.

Sarah Ramsey addressed the Board.

Good morning,

I would like to ask the Board to carefully consider the following question: Do you believe that it's legal, ethical, or appropriate for a licensing authority to issue or maintain a license that authorizes waterworks operators to add a drug—such as fluoride—into the public drinking water?

My position is that it is not.

Waterworks operators are licensed to treat water, not people. Licensure exists to protect the public by ensuring compliance with engineering and water quality standards—not to authorize therapeutic interventions.

Fluoride is not added to water to improve potability. It is added for a claimed health purpose: the prevention of tooth decay. That is a medical or public-health claim, not a water treatment function.

When a substance is introduced into drinking water for the purpose of preventing disease, the operator is no longer merely treating water; the operator is participating in the delivery of a health intervention.

That distinction is critical in the context of licensure.

There is no medical license attached to a waterworks certificate. Operators are not trained to assess individual risk, determine appropriate dosage, evaluate contraindications, or obtain informed consent. Yet fluoridation requires all of those determinations to be made implicitly, on behalf of every individual who consumes the water—regardless of age, health status, or personal choice.

Water fluoridation places operators in a role they did not seek and are not authorized to assume: the role of medical decision-makers.

From a licensing perspective, this raises serious concerns. If a license authorizes conduct outside the lawful scope of the profession, it exposes operators to liability and places the Board itself in a vulnerable position. Licensure should protect both the public and the licensee by clearly defining what is permitted—and just as importantly, what is not.

I respectfully submit that operator training should clearly and affirmatively state:

- That waterworks licensure authorizes the treatment of water for safety and potability only;
- That waterworks operators do not have a license to administer drugs through the drinking water, including fluoride;
- That neither VDH nor this Board requires localities to fluoridate drinking water; and
- That operators are not obligated, and should not feel compelled, to act beyond the lawful scope of their license—even when directed by local officials invoking generalized police powers without proper legal authority.

Without this clarity, operators may feel pressured to comply with directives that exceed their licensure, exposing themselves—and potentially this Board—to legal risk.

Now that this issue has been brought to the Board's attention, I trust that it will review its training materials and guidance to ensure that waterworks operators are not authorized, instructed, or pressured to act outside the scope of their license or in a manner inconsistent with constitutional and statutory limits.

Remember that Fluoride is not a nutrient. The FDA classifies it as a drug under 21 U.S.C. § 321(g)(1). This compound should be treated like every other drug - under the supervision of doctors and with the consent of the patient - not by waterworks operators.

Thank you for your time, your consideration, and your service. I would be happy to answer any questions.

Jafar Rahman addressed the Board, sharing personal experiences related to individuals that obtained a Virginia alternative onsite installer license through Universal Licensing Recognition (ULR) after becoming licensed in North Carolina. Mr. Rahman indicated that it is his experience that such licensees, lack adequate competency and knowledge related to alternative septic system installation. Mr. Rahman encouraged the Board to review the ULR process and suggested that, at a minimum, such individuals be required to take the Virginia examination before being issued a license.

With no one else 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 2025-01433, Jonathan Lance Perry (Applicant), The Board members reviewed the record, which consisted of the application file, transcript, exhibits, and Summary of the Informal Fact-Finding Conference.

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. Monnett, seconded by Mr. Staples, to approve the application for a Class 3 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 2025-02645, Paul Henry Quinn, III (Applicant), The Board members reviewed the record, which consisted of the application file, transcript, exhibits, and Summary of the Informal Fact-Finding Conference.

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. Kirtley, to approve the application for a Master Conventional Onsite Sewage System 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 2025-02758, Fredy Lee Hamilton, Jr. (Applicant), The Board members reviewed the record, which consisted of the application file, transcript, exhibits, and Summary of the Informal Fact-Finding Conference.

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.

Case Files

Licensing Case Files

File Number
2025-01433
Jonathan
Lance Perry

File Number
2025-02645
Paul Henry
Quinn, III

File Number
2025-02758
Fredy Lee
Hamilton, Jr.

After discussion, a motion was made by Mr. Roadcap, seconded by Mr. Stewart, 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 2025-03019, Charles Leonard Shifflett, Jr. (Applicant), The Board members reviewed the record, which consisted of the application file, transcript, exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-03019
Charles
Leonard
Shifflett, 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 Mr. Roadcap, seconded by Mr. Stewart, 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 2026-00258, Zackry David Armor (Applicant), The Board members reviewed the record, which consisted of the application file, transcript, exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2026-00258
Zackry David
Armor

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 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.

V. EDUCATION

Education

None.

VI. NEW BUSINESS

New Business

Examination Updates

Examination
Updates

Stephanie Keuther, Assistant Executive Director, shared that the Board's examination reviews are underway and staff have sent out email notifications to all subject matter experts.

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	Regulation will become effective January 16, 2026.
Onsite Sewage System Professionals Licensing Regulations: 2022 General Review	Regulation became effective December 17, 2025.

CPE Audit

CPE Audit

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

Mrs. Parris reported that, through random selection of 5% of individuals in each profession, 158 licensees were included in the audit, consisting of 86 Waterworks Professionals and 72 Onsite Sewage System Professionals.

Mrs. Parris further stated that final notices were issued to all non-compliant licensees, of which 33 out of 47 individuals remain out of compliance with the audit.

After discussion, a motion was made by Mrs. Pruett, seconded by Mr. Staples, to initiate a NOIRA to require proof of having completed CPE as a condition of license renewal.

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.

OSSP Universal Licensing Recognition Workgroup

OSSP Universal Licensing Recognition Workgroup

Marjorie King, Executive Director, reminded the Board of the work completed by the Onsite Sewage System Professionals (OSSP) Universal Licensing Workgroup and advised that additional information regarding the workgroup's recommendations will be presented at the Board's next meeting.

No further action was taken.

Executive Director Report

Executive Director Report

Marjorie King, Executive Director, presented the Board with data related to Board applications and emails received as well as current licensing statistics.

Ms. King also shared that staff will provide the Board with updates regarding the upcoming Virginia General Assembly.

Board Member Professional Development

Board Member Professional Development

Marjorie King, Executive Director, completed conflict-of-interest training with all present members of the Board.

VII. COMPLETION OF PAPERWORK

Completion of Paperwork

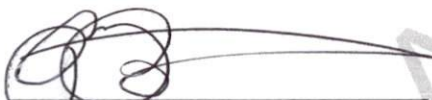
Marjorie King, Executive Director, reminded the Board members to complete their conflict-of-interest statements and travel reimbursement forms.

VIII. ADJOURNMENT

Adjournment

Chair, Pruett thanked the Board and adjourned the meeting at 11:35 A.M.

The next board meeting will be on **April 23, 2026**.


Pamela M. Pruett, Chair

4/23/26
Date


Laura McClintock, Director

4/23/2026
Date

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

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

1. Name Brandon Monnett
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026
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

January 8, 2026
Date

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

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

1. Name David Stewart
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026
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

January 8, 2026
Date

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

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

1. Name Pamela M. Pruett
(Name of Board Member)

2. Title: Board Member

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

4. Meeting/IFF Date: 01/08/2026

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.

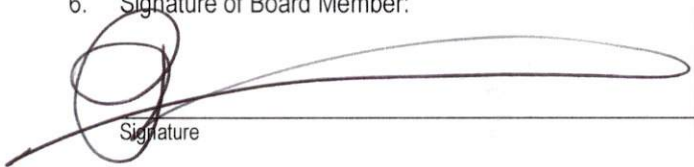
A. _____
(Agenda Item)

B. Nature of Personal Interest Affected by Transaction:

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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

January 8, 2026
Date

**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 WWWOOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026
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)
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Signature

January 8, 2026
Date

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

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

1. Name Josh Kirtley
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026
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:
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- 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



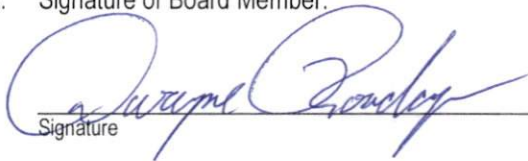
January 8, 2026

Date

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

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

1. Name Dwayne Roadcap
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026
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.
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(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
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- ☐ I did not participate in the transaction.
6. Signature of Board Member:


Signature

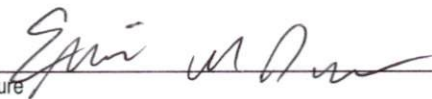
January 8, 2026
Date

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

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

1. Name Erica Duncan
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026
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

January 8, 2026
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 WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026
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)
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- 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
Signature

January 8, 2026
Date

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

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

1. Name Joshua Fore
(Name of Board Member)
2. Title: Board Member
3. Agency: DPOR/Board for WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 01/08/2026

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

January 8, 2026

Date

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

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

1. Name Alvin Christian
(Name of Board Member)

2. Title: Board Member

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

4. Meeting/IFF Date: 01/08/2026

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)

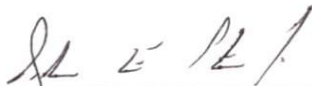
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☐ I did not participate in the transaction.

6. Signature of Board Member:



Signature

January 8, 2026
Date

Board for Waterworks & Wastewater Works Operators & Onsite Sewage System Professionals

SIGN IN SHEET

DEPARTMENT OF PROFESSIONAL AND OCCUPATIONAL REGULATION

9960 Mayland Drive
Richmond, VA 23233

Thursday, January 8, 2026 – 2nd Floor Conference Center
Board Room 2
10:00 A.M.

NAME *Please note your license number for CPE credit.	Are you here for Public Comment only Y/N	PHONE NUMBER	FILE NUMBER	RESPONDENT OR COMPLAINANT	WILL YOU ADDRESS THE BOARD Y/N
Sarah Ramsey	Yes				Yes
Hannah Pope	N				n
Jedra Abdul Rahman	yes				