

**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, 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
- b. Determination of Quorum

**II. ADMINISTRATIVE MATTERS**

- a. Approval of Agenda
- b. Approval of Minutes:
  - i. January 8, 2026, 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 2025-02766, John Carl Phillips **(Jackson-Bailey)**
  - ii. L 2.2 2026-00439, Jesse Lee Hogge **(Jackson-Bailey)**
  - iii. L 3.3 2026-00521, Curtis James Santiago **(Jackson-Bailey)**
  - iv. L 4.4 2026-00617, Steven Dewitt Rankin, Jr. **(Jackson-Bailey)**
  - v. L 5.5 2026-00903, Casey Bryan Wilcher **(Jackson-Bailey)**
- b. Disciplinary Case Files
  - i. D 1.6 2025-01287, Douglas Lee Berry **(Duncan)**
- c. Consent Order Case Files
  - i. C 1.7 2025-01104, Gregory Thomas Monnett **(Stewart)**
  - ii. C 2.8 2025-02978, Barrett Shaun Hoffman **(Pruett)**

**V. 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

**VI. NEW BUSINESS**

- a. PAWO Examination Sole Source Renewal
- b. Examination Updates
- c. Regulatory Update
- 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, 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.

**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, **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: 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 2025-03019, 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: 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 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: Pruet, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. Nays: None. Abstain: None. Absent: Mamunes.

## V. EDUCATION

None.

## Education

## VI. NEW BUSINESS

Examination Updates

## New Business

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.

<b>Waterworks and Wastewater Works Operators Licensing Regulations:</b> General Review	<ul style="list-style-type: none"><li>Regulation will become effective January 16, 2026.</li></ul>
<b>Onsite Sewage System Professionals Licensing Regulations:</b> 2022 General Review	<ul style="list-style-type: none"><li>Regulation became effective December 17, 2025.</li></ul>

### 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**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Laura McClintock, Director**

\_\_\_\_\_  
**Date**

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