

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, **April 23, 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

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

Carrie Sheffield, Board Liaison, was not present at the meeting.

Staff members present for all or part of the meeting:

Laura McClintock, Agency Director
Steve Kirschner, Director of LRPD
Stephanie Keuther, Assistant Executive Director
Wendy Duncan, Licensing Operations Administrator
Khang Le, Administrative Coordinator

I. Chair, Pruett called the April 23, 2026, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting to order at 10:00 A.M.

**Call
To Order**

Stephanie Keuther, Assistant Executive Director, reviewed the emergency egress procedures with the Board and members of the public.

**Emergency
Egress**

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

**Determination of
Quorum**

II. ADMINISTRATIVE MATTERS

**Administrative
Matters**

Mr. Taylor made a motion, seconded by Mr. Fore, to adopt the agenda of the April 23, 2026, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting.

**Approval of
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. Staples, to approve the draft minutes of the January 8, 2026, 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

Case Files

Licensing Cases Files

**Licensing Case
Files**

In the matter of License Application, File Number 2025-02766, John Carl Phillips (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
2025-02766
John Carl
Phillips**

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 Ms. Duncan, seconded by Mr. Fore, 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 2026-00439, Jesse Lee Hogge (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
2026-00439
Jesse Lee Hogge

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. Taylor, seconded by Mr. Staples, 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 2026-00521, Curtis James Santiago (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
2026-00521
Curtis James
Santiago

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 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 2026-00617, Steven Dewitt Rankin, 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
2026-00617
Steven Dewitt
Rankin, Jr.

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. Fore, 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 2026-00903, Casey Bryan Wilcher (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
2026-00903
Casey Bryan
Wilcher

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. 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.

Disciplinary Case File

Disciplinary Case File

In the matter of Disciplinary File Number 2025-01287, Douglas Lee Berry (Regulant), the Board members reviewed the record, which consisted of the disciplinary file, transcript, exhibits, and Summary of the Informal Fact-Finding Conference.

File Number
2025-01287
Douglas Lee
Berry

Presiding Board Member Duncan was not present, did not participate in the discussion, and did not vote.

The Regulant and George W. Townsend III, on behalf of the Regulant, participated in the Informal Fact-Finding Conference.

Samuel and Ashley McGill (Complainants) attended the Board meeting and agreed with the recommendation.

The Regulant and George W. Townsend III, on behalf of the Regulant, attended the Board meeting and disagreed with the recommendation.

After discussion, a motion was made by Mr. Monnett, seconded by Mr. Staples, to adopt the Report of Findings, which contains the facts regarding the regulatory and/or statutory issues in this matter and adopts the Summary. The Report of Findings and Summary are incorporated as part of the Order.

The Board finds substantial evidence that the Regulant violated the following:

Count 1: 18 VAC 160-40-470.4

Count 2: 18 VAC 160-40-470.5

The motion was approved with a vote of 9-0-1. Ayes: Pruett, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** Duncan. **Absent:** Mamunes.

After discussion, a motion was made by Mr. Monnett, seconded by Mr. Stewart, to impose the following sanctions:

Count 1: \$2,500.00 and License Revocation

Count 2: \$250.00

Total: \$2,750.00

The motion was approved with a vote of 9-0-1. Ayes: Pruett, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** Duncan. **Absent:** Mamunes.

Consent Order Case Files

In the matter of Consent Order File Number 2025-01104, Gregory Thomas Monnett (Regulant), the Board reviewed the Consent Order as seen and agreed to by the Regulant.

Board Member Stewart was not present, did not participate in the discussion, and did not vote.

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

A motion was made by Mr. Taylor, seconded by Mr. Staples, to ratify the proposed Consent Order offer wherein the Regulant acknowledges an understanding of the charges and admits to the violation(s) of the Counts as outlined in the Report of Findings.

Consent Order Case Files

File Number
2025-01104
Gregory Thomas
Monnett

The Regulant consents to the following violations of the Board's regulations:

Count 1: 18 VAC 160-40-470.1 \$1,260.00

The Regulant agrees to Board costs of **\$350.00**.

Total fines and costs of \$1,610.00

The motion was approved with a vote of 9-0-1. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, and Taylor. **Nays:** None. **Abstain:** Stewart. **Absent:** Mamunes.

In the matter of Consent Order File Number 2025-02978, Barrett Shaun Hoffman (Regulant), the Board reviewed the Consent Order as seen and agreed to by the Regulant.

**File Number
2025-02978
Barrett Shaun
Hoffman**

Board Member Pruett was not present, did not participate in the discussion, and did not vote.

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

A motion was made by Mr. Staples, seconded by Mr. Taylor, to ratify the proposed Consent Order offer wherein the Regulant acknowledges an understanding of the charges and admits to the violation(s) of the Counts as outlined in the Report of Findings.

The Regulant consents to the following violations of the Board's regulations:

Count 1: 18 VAC 160-40-470.9 \$2,500.00

The Regulant agrees to Board costs of **\$350.00**.

Total fines and costs of \$2,850.00

In addition, Hoffman agrees to complete at least six (6) CPE hours pertaining to Onsite Sewage System Inspections and to provide proof of attendance within six (6) months of the effective date of this Consent Order. It is acknowledged that satisfactory completion of the above-referenced CPE will not count towards any continuing professional education requirements, if applicable, for renewal of license.

The motion was approved with a vote of 9-0-1. Ayes: Duncan, Christian, Fore, Kirtley, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** Pruett. **Absent:** Mamunes.

V. EDUCATION

Education Provider Application

Education

Education Provider Application

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

Veolia Water Municipal Service North America LLC – Three (3) Waterworks Operator Training Courses and seven (7) Wastewater Works Operator Training courses.

**Veolia Water
Municipal Service
North America
LLC**

A motion was made by Mr. Staples, seconded by Mr. Fore, for approval.

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.

VI. NEW BUSINESS

New Business

Examination Updates

Examination Updates

Stephanie Keuther, Assistant Executive Director, shared that the Board is currently in the process of reviewing the Onsite Sewage System Professionals examination and is approximately halfway through the review.

Board members shared their appreciation for staff and all individuals who have worked to improve the Board's examinations.

Legislative Update

Legislative Update

Jennifer Sayegh, Policy and Legislative Affairs Manager, presented the Board with updates from the 2026 General Assembly, agency bills, and other legislation that may affect the Board.

Steve Kirschner, Director of LRPD, introduced newly appointed Agency Director, Laura McClintock.

Ms. McClintock expressed her appreciation for the Board's feedback and expertise. She further discussed the agency's efforts to improve accessibility to licensure through advancements in the agency's technology. She noted that these improvements are intended to support greater affordability in the future.

OSSP Universal Licensing Recognition Workgroup

Steve Kirschner, Director of LRPD, provided an update regarding Universal Licensing Recognition and will keep the Board apprised of any changes.

No further action was taken.

**OSSP Universal
Licensing
Recognition
Workgroup**

Executive Director Report

Stephanie Keuther, Assistant Executive Director, informed the Board of current and past statistical data related to Board applications and licensing.

**Executive
Director Report**

Board Member IFF Training – Free Williams

Free Williams, Director of Adjudication, provided the Board with valuable insights into the Informal Fact-Finding process.

**Board Member
IFF Training –
Free Williams**

VII. COMPLETION OF PAPERWORK

Chair, Pruett reminded the Board members to complete their conflict-of-interest statements and travel reimbursement forms.

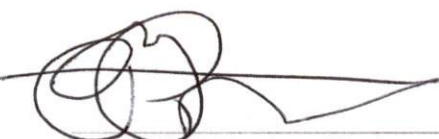
**Completion of
Paperwork**

VIII. ADJOURNMENT

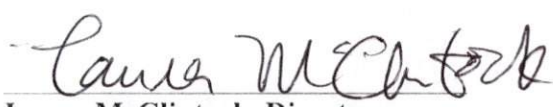
Chair, Pruett thanked the Board and adjourned the meeting at 12:07 P.M.

Adjournment

The next Board meeting will be on **July 9, 2026**.


Pamela M. Pruett, Chair

7/9/26
Date


Laura McClintock, Director

7/9/26
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 WWWOSSP
(Name of Board)

4. Meeting/IFF Date: 04/23/2026

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

April 23, 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 WWWOSSP
(Name of Board)
4. Meeting/IFF Date: 04/23/2026
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. 2025-01104
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- Technical Review for Investigator*
- 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:

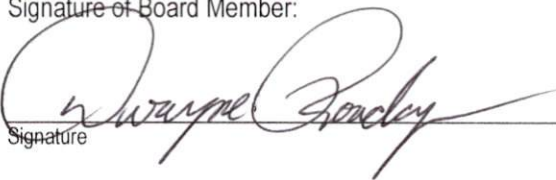

Signature

April 23, 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 WWWOOSP
(Name of Board)
4. Meeting/IFF Date: 04/23/2026
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

April 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: 04/23/2026
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:

 April 23, 2026
Signature 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 WWOSSP
(Name of Board)
4. Meeting/IFF Date: 04/23/2026
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

April 23, 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 WWWOOSP
(Name of Board)
4. Meeting/IFF Date: 04/23/2026
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:

 April 23, 2026
Signature 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 WWWOOSP
(Name of Board)
4. Meeting/IFF Date: 04/23/2026
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:

Caleb M Taylor
Signature

April 23, 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 WWWOOSP
(Name of Board)
4. Meeting/IFF Date: 04/23/2026
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. FILE NUMBER: 2025 - 01287
(Agenda Item)
- B. Nature of Personal Interest Affected by Transaction:
- Hearing officer
- 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:
- hearing officer
- 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 

April 23, 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 WWWOOSP
(Name of Board)

4. Meeting/IFF Date: 04/23/2026

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:

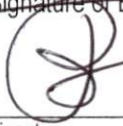
Barrett Shaun Hoffman - smc for investigation

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

April 23, 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 WWWOOSP
(Name of Board)
4. Meeting/IFF Date: 04/23/2026
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

April 23, 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, April 23, 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
Hannah Pope	N	804 543 6675			N
Jason Spitzer	N	804 698 0236			N
Jesse Hogg	N	757-813- 8337			Y
Ashley McFall	✓	804 514 4336	2025-01281	Complainant	Y

