

**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, July 9, 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. April 23, 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 2026-01933, Nathaniel Wayne Rice (**Jackson-Bailey**)

V. EDUCATION

VI. NEW BUSINESS

- a. Examination Update
- b. WPI Class I and Class II Spanish Examinations
- c. Reconsideration of NOIRA for Continuing Professional Education Renewal Requirements Amendment
- d. Executive Director Report
- e. In-Service Training: Board Member Roles and Responsibilities

VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

VIII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **THURSDAY, OCTOBER 8, 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, **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
Peter Mamunes
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 9-1-0. 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 9-1-0. 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 9-1-0. 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 9-1-0. 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: Pruet, 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.

OSSP Universal Licensing Recognition Workgroup

No further action was taken.

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

Date

Laura McClintock, Director

Date

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**WATER
PROFESSIONALS
INTERNATIONAL**

The Associated Boards
of Certification

SPANISH EXAMS AVAILABLE

WPI now offers Classes I and II of the 2025 Standardized Exams, Small Water Systems (SWS), Small Wastewater Systems (SWWS), and BPAT Exams in **Spanish**.

These are now available for all testing modalities.

Implement them now for no extra fee.

INTERESTED?

Contact our Testing Services Manager, Emily Pautsch, at epautsch@gowpi.org.



WHAT YOU NEED TO KNOW

- ➔ Paper and web exams will include instructions, FCT, and exam content in Spanish.
- ➔ FCTs for the 2025 Wastewater Treatment and Water Treatment Class I and II Exams are available.
- ➔ Spanish NTKs for Class I and II of the Core 4 2025 Exams are available on gowpi.org under Examination Resources.
- ➔ Spanish NTKs for the BPAT, SWWS, and SWS Exams are available on gowpi.org under Examination Resources.
- ➔ Exams are only given in **one language (Spanish or English)**; this is not a dual-format examination.

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	<ul style="list-style-type: none">Regulation will become effective January 16, 2026.
Onsite Sewage System Professionals Licensing Regulations: 2022 General Review	<ul style="list-style-type: none">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. Pruet**, 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:** Pruet, 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.