

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, **July 9, 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 (arrived at 10:02 a.m.)
Peter Mamunes
Brandon Monnett
Dwayne Roadcap
D. Wayne Staples (arrived at 10:05 a.m.)
David Stewart
Caleb Taylor

Joshua E. Laws, 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:

Laura McClintock, Agency Director
Steve Kirschner, Director of LRPD
Joseph C. Haughwout, Jr., Regulatory Affairs Manager
Stephanie Keuther, Assistant Executive Director
Lisa Robinson, 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 10:01 A.M.	<u>Call To Order</u>
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
Board member Josh Kirtley arrived at the meeting.	Arrival of Board Member
 <u>II. ADMINISTRATIVE MATTERS</u>	 <u>Administrative Matters</u>
Mr. Taylor made a motion, seconded by Mr. Fore , to adopt the agenda of the July 9, 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, Mamunes, Monnett, Roadcap, Stewart, and Taylor. Nays: None. Abstain: None. Absent: Staples.	
Mr. Fore made a motion, seconded by Ms. Duncan , to approve the draft minutes of the April 23, 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, Mamunes, Monnett, Roadcap, Stewart, and Taylor. Nays: None. Abstain: None. Absent: Staples.	
 <u>III. PUBLIC COMMENT PERIOD</u>	 <u>Public Comment Period</u>
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.	
Board member D. Wayne Staples arrived at the Board meeting.	Arrival of Board Member
 <u>IV. CASE FILES</u>	 <u>Case Files</u>

Licensing Cases File

In the matter of License Application, File Number 2026-01933, Nathaniel Wayne Rice (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. Taylor, seconded by Mr. Fore, to approve the application for a Class 4 Wastewater Works Operator license.

The motion was approved with a vote of 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

V. EDUCATION

Education Provider Application

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

US Poultry and Egg Association – Seeking retroactive approval to 05/01/2026 – One (1) in-person 12-hour pre-license training course for Wastewater Works Operators.

A motion was made by Mr. Staples, seconded by Ms. Duncan, to approve the course for a total of 10.0 contract hours, and 1.2 training credits applicable to Wastewater Works Operators, with approval retroactive to 05/01/2026.

The motion was approved with a vote of 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

VI. NEW BUSINESS

Licensing Case File

File Number
2026-01933
Nathaniel Wayne Rice

Education

Education Provider Application

US Poultry and Egg Association

New Business

Examination Update

Examination Update

Stephanie Keuther, Assistant Executive Director, shared that the Board has completed its review of the Onsite Sewage System Professionals examination and that Board staff is appreciative of all individuals who have worked to improve the Board's examinations.

Mrs. Keuther also shared the Board's pass/fail examination statistics from January 1, 2026 to June 30, 2026.

WPI Class I and Class II Spanish Examinations

WPI Class I and Class II Spanish Examinations

Gregory Emerson, Director of Examinations, informed the Board that WPI, the Board's examination provider, now offers the 2025 Standardized Class I and Class II examinations, Small Water Systems (SWS), and Small Wastewater Systems (SWWS) examinations in Spanish.

Mr. Emerson reported that comprehensive technical reviews were conducted to ensure the accuracy and quality of the Spanish translations.

It is understood that WPI's Class I and Class II examinations correspond to Virginia's Class III and Class IV operator classifications. It is also understood that WPI's Small Water Systems (SWS) examination corresponds to Virginia's Class V and VI operator classifications.

After discussion, a motion was made by Ms. Duncan, seconded by Mr. Staples, to approve WPI's 2025 Standardized Class I and Class II examinations, Small Water Systems (SWS), and Small Wastewater Systems (SWWS) examinations in Spanish.

The motion was approved with a vote of 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

Reconsideration of NOIRA for Continuing Professional Education Renewal Requirements Amendment

Reconsideration of NOIRA for Continuing Professional Education Renewal Requirements Amendment

Steve Kirschner, Director of LRPD, shared that staff recommends the Board to withdraw the Notice of Intended Regulatory Action (NOIRA) previously approved by the Board to require licensees to submit continuing professional education as a requirement for license renewal.

Mr. Kirschner explained that, due to the significant labor involved and the agency's current technological limitations, the process is not feasible at this time.

After discussion, a motion was made by Mr. Staples, seconded by Ms. Duncan, to withdraw

the NOIRA previously approved by the Board requiring licensees to submit continuing professional education as a requirement for license renewal.

The motion was approved with a vote of 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

Executive Director Report

Executive Director Report

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

Election of Officers

Election of Officers

The chair was shifted to Director of LRPD, Steve Kirschner, who chaired the meeting so the Board could conduct election of officers.

The floor was open for the nomination for the office of Board Chair: **Ms. Duncan** nominated **Ms. Pruett** for the office of Board Chair.

Mr. Kirschner asked if there were any additional nominations for the office of Board Chair? (Three times). There being none, **Ms. Duncan** offered a motion to close the floor for nominations. It was seconded by **Mr. Staples**.

Mr. Kirschner called for a vote.

The motion was approved with a vote of 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

Mr. Kirschner opened the floor for the nomination for the office of Board Vice-Chair. **Ms. Pruett** nominated **Ms. Duncan** for the office of Board Vice-Chair.

Mr. Kirschner asked if there were any additional nominations for the office of Board Vice-Chair? (Three times). There being none **Ms. Pruett** offered a motion to close the floor for nominations. It was seconded by **Mr. Staples**.

Mr. Kirschner called for a vote.

The motion was approved with a vote of 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

Ms. Pruett resumed as the chair.

In-Service Training: Board Member Roles and Responsibilities

Steve Kirschner, Director of LRPD, provided the Board with an in-service training presentation outlining the general roles, responsibilities, and functions of the Board.

**In-Service
Training: Board
Member Roles
and
Responsibilities**

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 11:30 A.M.

The next Board meeting will be on **October 8, 2026**.

Adjournment

Pamela M. Pruett, Chair

Date

Laura McClintock, Director

Date