

**BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS
AND ONSITE SEWAGE SYSTEM PROFESSIONALS REGULATORY
REVIEW WORKGROUP MEETING MINUTES**

The Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulatory Review Workgroup met on **Thursday, October 2, 2025**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Workgroup members present for the meeting:

Lance Gregory
Jeff Kerr (arrived at 10:22 am)
Joshua Kirtley
Hannah Pope
Pamela M. Pruett (arrived at 11:22 am)
Cody Vigil

Staff members present for all or part of the meeting:

Steve Kirschner, Director of LRPD
Marjorie King, Executive Director
Stephanie Keuther, Assistant Executive Director
Joe Haughwout, Regulatory Affairs Manager
Cameron Parris, Regulatory Operations Administrator
Lisa Robinson, Licensing Operations Administrator
Khang Le, Administrative Coordinator

I. Marjorie King, Executive Director, called the October 2, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulatory Review Workgroup meeting to order at 10:08 A.M.

Call To Order

Ms. King declared a quorum of workgroup members to be in attendance.

Determination of Quorum

Ms. King reviewed the emergency egress procedures with the Board and members of the public.

Emergency Egress

II. ADMINISTRATIVE MATTERS

Administrative Matters

Mrs. Pope made a motion, seconded by Mr. Gregory, to adopt the agenda of the October 2, 2025, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals Regulatory Review Workgroup meeting.

Approval of Agenda

The motion was approved with a vote of 4-0-0. Ayes: Gregory, Kirtley, Pope, Vigil. **Nays:** None. **Abstain:** None. **Absent:** Pruett, Kerr.

III. PUBLIC COMMENT PERIOD

Public Comment Period

Marjorie King, Executive Director, opened the public comment period of the meeting.

With no one wishing to come forward, Ms. King closed the public comment period of the meeting.

IV. RESOURCES AND INFORMATION

Resources and Information

Ms. King presented the workgroup with various resources and information pertaining to onsite sewage system professionals and universal license recognition, which included Virginia and North Carolina regulations, among other materials.

Workgroup member Jeff Kerr arrived at the meeting.

Workgroup Member Attendance

V. NEW BUSINESS

New Business

Discussion and Review of Onsite Sewage System Professionals Entry Requirements

Discussion and Review of Onsite Sewage System

Members of the workgroup provided staff with valuable insights and personal experiences regarding license entry requirements for onsite sewage system professionals. Contributive statements included a range of perspectives on qualifications, application processes, and professional standards.

**Professionals
Entry
Requirements**

Workgroup member Pamela Pruett arrived at the meeting.

**Workgroup
Member
Attendance**

Ms. King called a recess to the meeting at 11:43 am.

Recess

Ms. King called the meeting to order at 12:15 pm.

Based on the insights gathered from the workgroup, staff will share discussion items related to entry requirements for onsite sewage system professional licenses to the Board for Waterworks and Wastewater Works and Onsite Sewage System Professionals at their next meeting on October 23, 2025.

VIII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER

**Complete
Conflict of
Interest Form
and Travel
Voucher**

Ms. King reminded workgroup members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

IX. ADJOURNMENT

Adjournment

Ms. King thanked the workgroup and staff and adjourned the meeting at 2:45 P.M.

James B. Wilkinson, Jr., Director

Date