

## **BOARD FOR CONTRACTORS COMMITTEE MEETING**

The Board for Contractors Committee met on **Tuesday, April 28, 2026**, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Committee members present for the meeting:

Nathan Trice, Vice-Chair  
Taylor Brannan (arrived at 8:36 am)  
Ralph Costen  
Doug Lowe  
James Spencer

Committee members absent from the meeting:

Donald Groh, Chair  
Jerry Heinline  
Francis "Butch" McGonegal

Staff members present for all or part of the meeting:

Steve Kirschner, Director of LRPD  
Stephanie Keuther, Assistant Executive Director  
Wendy Duncan, Licensing Operations Administrator  
Lisa Robinson, Licensing Operations Administrator  
Khang Le, Administrative Coordinator

**I. Vice-Chair, Trice** called the April 28, 2026, Board for Contractors Committee Meeting to order at 8:08 A.M.

**Call  
To Order**

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

**Emergency  
Egress**

**Vice-Chair, Trice** declared a lack of quorum of Committee members in attendance.

**Determination  
of Quorum**

**Steve Kirschner, Director of LRPD**, informed the Committee that official business requiring formal action would be deferred until a quorum was present. The Committee proceeded with informational agenda items until a quorum was established.

## **II. PUBLIC COMMENT PERIOD**

**Public  
Comment  
Period**

**Vice-Chair, Trice** opened the public comment period of the meeting.

With no one wishing to come forward, Vice-Chair, Trice closed the public comment period of the meeting.

## **III. NEW BUSINESS**

**New Business**

### **Examination Update**

**Examination  
Review  
Update**

**Stephanie Keuther, Assistant Executive Director**, presented examination statistics comparing in-person computer-based testing (CBT) with remotely proctored testing (RPT).

**Mrs. Keuther** also shared that the Board's examination review process has been well received and remain an ongoing process.

### **Regulatory and Legislative Update**

**Regulatory  
and  
Legislative  
Update**

**Steve Kirschner, Director of LRPD**, provided a brief update on the Board's pending legislative and regulatory items.

**Committee member Taylor Brannan arrived at the meeting.**

**Committee  
Member  
Attendance**

Upon the arrival of Mr. Brannan, a quorum was established and the Committee proceeded with agenda items requiring formal action.

## **HB1439 – Solar Installation Companies**

## **HB1439 – Solar Installation Companies**

**Steve Kirschner, Director of LRPD**, informed the committee of recently passed House Bill 1439, which affects the Board’s regulatory requirements for solar installation companies. Mr. Kirschner further informed the Committee that formation of a workgroup would be necessary to develop regulatory language for the Board’s guidance document and to address the requirements of HB1439.

**Mr. Spencer made a motion, seconded by Mr. Brannan**, to create a workgroup to review and develop regulatory language related to the requirements of HB1439.

The following Committee members volunteered to participate in the workgroup:

- Nathan Trice
- Taylor Brannan
- Ralph Costen
- Doug Lowe
- James Spencer

**The motion was approved with a vote of 5-0-0. Ayes:** Trice, Brannan, Costen, Lowe, and Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Groh, Heinline, and McGonegal.

## **IV. ADMINISTRATIVE MATTERS**

## **Administrative Matters**

**Mr. Spencer made a motion, seconded by Mr. Lowe**, to adopt the agenda of the April 28, 2026, Board for Contractors Committee meeting.

**Approval of  
Agenda**

**The motion was approved with a vote of 5-0-0. Ayes:** Trice, Brannan, Costen, Lowe, and Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Groh, Heinline, and McGonegal.

**Mr. Spencer made a motion, seconded by Mr. Costen**, to approve the draft minutes of the February 24, 2026, Board for Contractors Committee meeting as presented.

**Approval of  
Minutes**

**The motion was approved with a vote of 5-0-0. Ayes:** Trice, Brannan, Costen, Lowe, and Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Groh, Heinline, and McGonegal.

**V. EDUCATION**

**Education**

**Education Provider Applications**

**Education  
Provider  
Applications**

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

**The Learning Center** – One (1) classroom 8-hour pre-license course for contractors.

**The Learning  
Center**

**A motion was made by Mr. Spencer, seconded by Mr. Crider, for approval.**

**The motion was approved with a vote of 5-0-0. Ayes:** Trice, Brannan, Costen, Lowe, and Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Groh, Heinline, and McGonegal.

**Mrs. Keuther shared that staff recommends approval for:**

**DSI** – Seeking retroactive approval to 04/09/2026 – Two (2) classroom continuing education and two (2) classroom vocational education courses for Certified Water Well Providers.

**DSI**

**A motion was made by Mr. Spencer, seconded by Mr. Crider, for approval.**

**The motion was approved with a vote of 5-0-0. Ayes:** Trice, Brannan, Costen, Lowe, and Spencer.  
**Nays:** None. **Abstain:** None. **Absent:** Groh, Heinline, and McGonegal.

**III. NEW BUSINESS (continued)**

**New Business**

**Petition for Rulemaking – P. Tyler**

**Petition for  
Rulemaking –  
P. Tyler**

**Joe Haughwout, Regulatory Affairs Manager, informed the Committee of a Petition for Rulemaking submission concerning proposed amendments to the Contractor Regulations related to written disclosure requirements prior to work being performed.**

Following discussion, Mr. Haughwout advised the Committee that this agenda item would be brought before the Board for Contractors at its June 23, 2026, meeting.

No action was taken.

**Executive Director Report**

**Executive  
Director  
Report**

**Stephanie Keuther, Assistant Executive Director**, informed the Board of current and past statistical data related to Board license applications, processing times, calls received, and emails received.

**Mrs. Keuther** also informed the Board of the upcoming Board Member Training Conference scheduled for October 22–23, 2026.

**Water Well Abandonment Discussion**

**Water Well  
Abandonment  
Discussion**

**Steve Kirschner, Director of LRPD**, explained that the water well abandonment discussion would be brought to a future Committee meeting.

**Maryland Reciprocal Agreement Discussion for Plumbing and Gas Fitting**

**Maryland  
Reciprocal  
Agreement  
Discussion for  
Plumbing and  
Gas Fitting**

**Stephanie Keuther, Assistant Executive Director**, informed the Committee that staff are awaiting the draft proposed reciprocal agreement from the Maryland State Contractors Board and anticipate presenting the agreement at the next Committee meeting.

**Board Member Professional Development**

**Board  
Member  
Professional  
Development**

**Vice-Chair, Trice** informed the Committee that there would be no Board Member Professional Development at this meeting.

**Recovery Fund Statement**

**Recovery  
Fund  
Statement**

**Stephanie Keuther, Assistant Executive Director**, presented recovery fund statements for the month ended February 28, 2026.

**VIII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER**

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

**Vice-Chair, Trice** requested the Committee members complete their Conflict-of-Interest Statements and Travel Reimbursement Forms.

**IX. ADJOURNMENT**

**Adjournment**

**Vice-Chair, Trice** thanked the Committee and adjourned the meeting at 9:47 A.M.

The next Committee meeting will be **June 23, 2026**.

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**Donald Groh, Chair**

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**Date**

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