

BOARD FOR WATERWORKS AND WASTEWATER WORKS OPERATORS AND ONSITE SEWAGE SYSTEM PROFESSIONALS MEETING

9960 Mayland Drive
Board Room 2, 2nd Floor 10:00 A.M.
Thursday, October 8, 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. July 9, 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 2026-01946, Donald Eugene Sprouse, Jr. (**Montgomery**)
 - ii. L 2.2 2026-01964, James Parnell Peaks (**Jackson-Bailey**)
 - iii. L 3.3 2026-02595, Renaldo Lequin Hines (**Montgomery**)
 - iv. L 4.4 2026-02649, Dakota Lynn Shull (**Jackson-Bailey**)
 - v. L 5.5 2026-02937, Andre Joel Couter (**Montgomery**)
 - vi. L 6.6 2027-00531, Florencio Figueroa Gomez (**Jackson-Bailey**)
- b. Disciplinary Case File
 - i. D 1.7 2026-00079, Christopher Lee Brooks (**Stewart**)

V. EDUCATION

- a. Education Provider Applications
 - i. California State University, Sacramento Office of Water Programs
 - 1. 601 A: Wastewater Treatment: Preliminary and Primary Treatment
 - 2. 601 B: Wastewater Treatment: Activated Sludge
 - ii. Watura North America
 - 1. Urban Hydraulics

iii. Water Hammer Training Solutions, LLC

1. Wastewater Operator Licensure Preparation and Operations Training Course

VI. NEW BUSINESS

- a. Examination Update
- b. Regulatory Update
- c. License Expiration Dates
- d. Executive Director Report
- e. Board Member Professional Development

VII. COMPLETE CONFLICT OF INTEREST FORM AND TRAVEL VOUCHER.

VIII. ADJOURNMENT

NEXT MEETING SCHEDULED FOR **THURSDAY, JANUARY 7, 2027**

- ❖ 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.

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, **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.

**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**

Board member Josh Kirtley arrived at the meeting.

**Arrival of Board
Member**

II. ADMINISTRATIVE MATTERS

**Administrative
Matters**

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.

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.

Board member D. Wayne Staples arrived at the Board meeting.

**Arrival of Board
Member**

IV. CASE FILES

Case Files

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

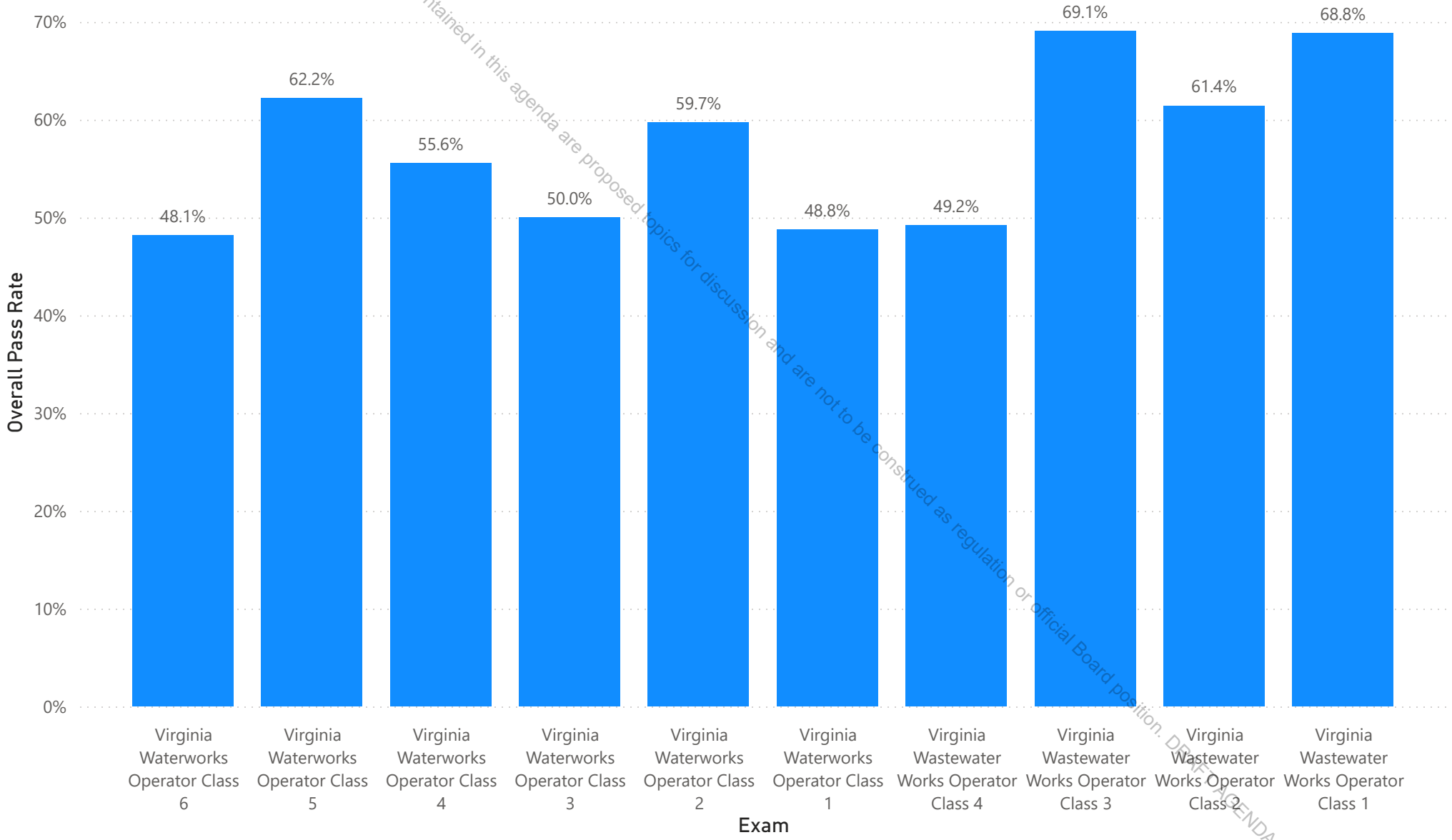
Laura McClintock, Director

Date

Reporting Period: January 1
– August 31, 2026

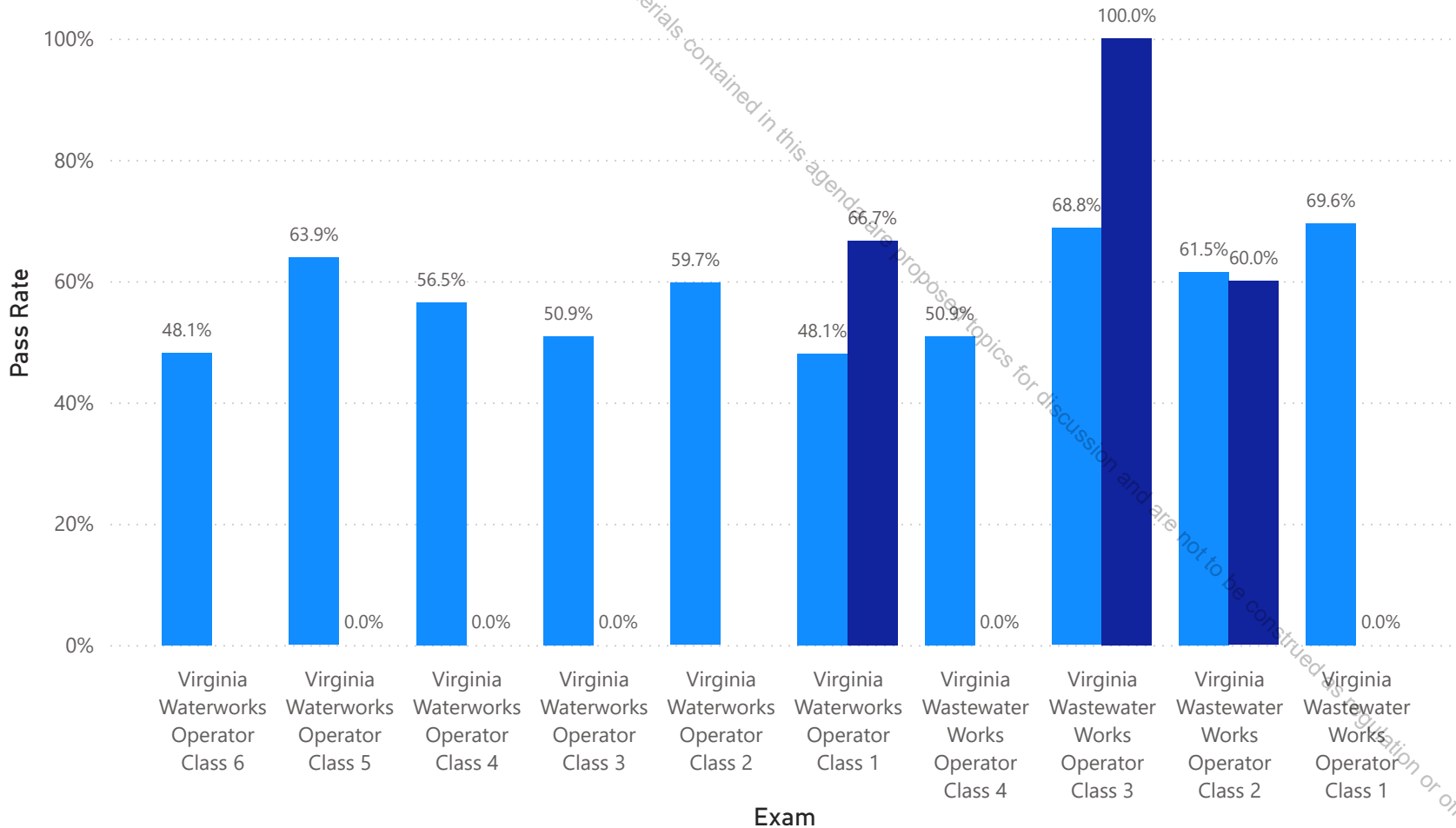
Waterworks & Wastewater Works Examination Statistics

Overall Exam Pass Rates



First-Time vs. Repeat Exam Pass Rates

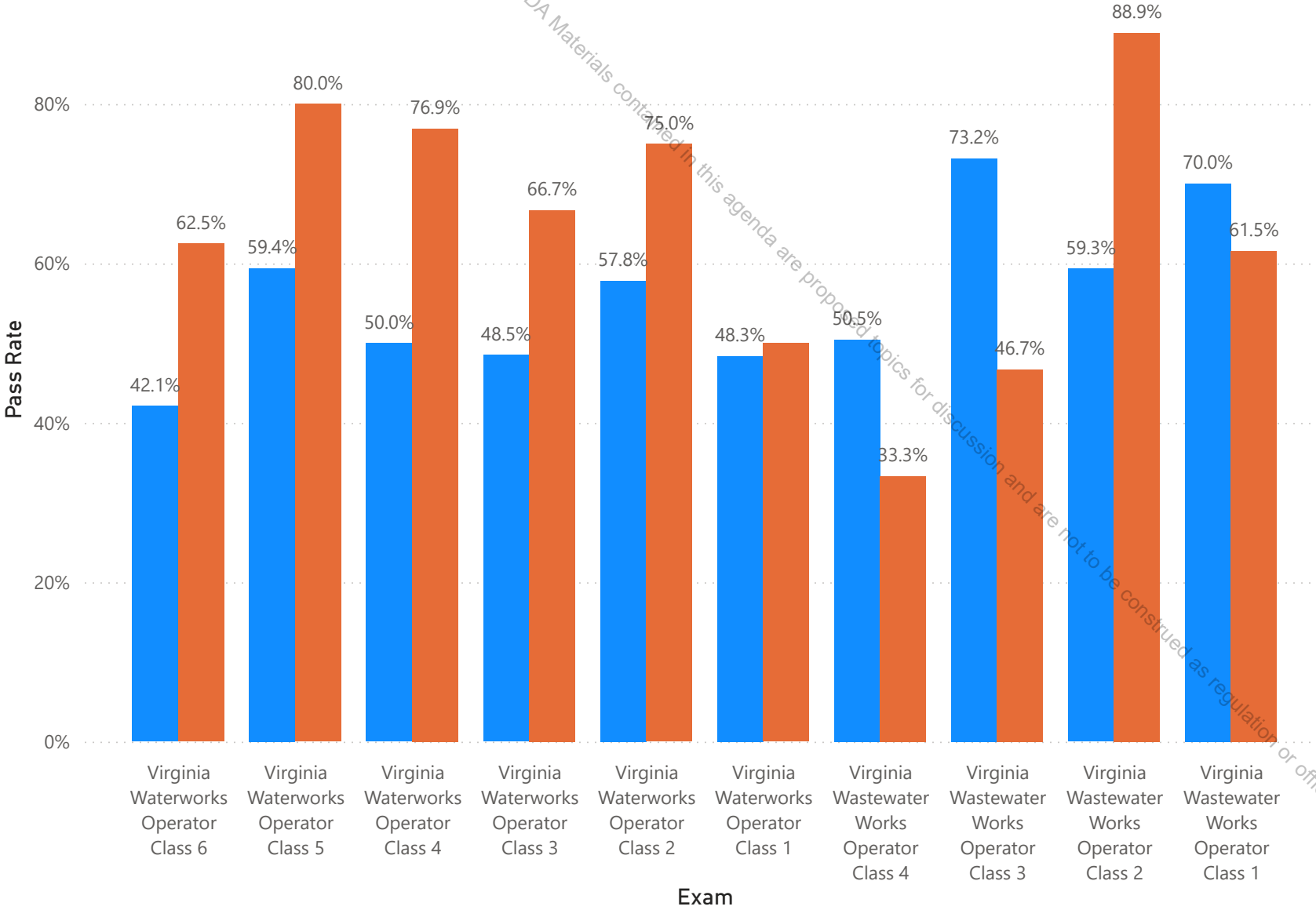
Attempt Type ● First Time ● Repeat



Exam	Attempt Type	Passed	Total Tested
Virginia Waterworks Operator Class 6	First Time	13	27
Virginia Waterworks Operator Class 6	Repeat	0	0
Virginia Waterworks Operator Class 5	First Time	23	36
Virginia Waterworks Operator Class 5	Repeat	0	1
Virginia Waterworks Operator Class 4	First Time	35	62
Virginia Waterworks Operator Class 4	Repeat	0	1
Virginia Waterworks Operator Class 3	First Time	55	108
Virginia Waterworks Operator Class 3	Repeat	0	2
Virginia Waterworks Operator Class 2	First Time	43	72
Virginia Waterworks Operator Class 2	Repeat	0	0
Virginia Waterworks Operator Class 1	First Time	37	77
Virginia Waterworks Operator Class 1	Repeat	2	3
Virginia Wastewater Works Operator Class 4	First Time	59	116
Virginia Wastewater Works Operator Class 4	Repeat	0	4
Virginia Wastewater Works Operator Class 3	First Time	66	96
Virginia Wastewater Works Operator Class 3	Repeat	1	1
Virginia Wastewater Works Operator Class 2	First Time	75	122
Virginia Wastewater Works Operator Class 2	Repeat	3	5
Virginia Wastewater Works Operator Class 1	First Time	64	92
Virginia Wastewater Works Operator Class 1	Repeat	0	1

In-Person vs. Remote Proctored Exam Pass Rates

Delivery Mode In-Person Remote



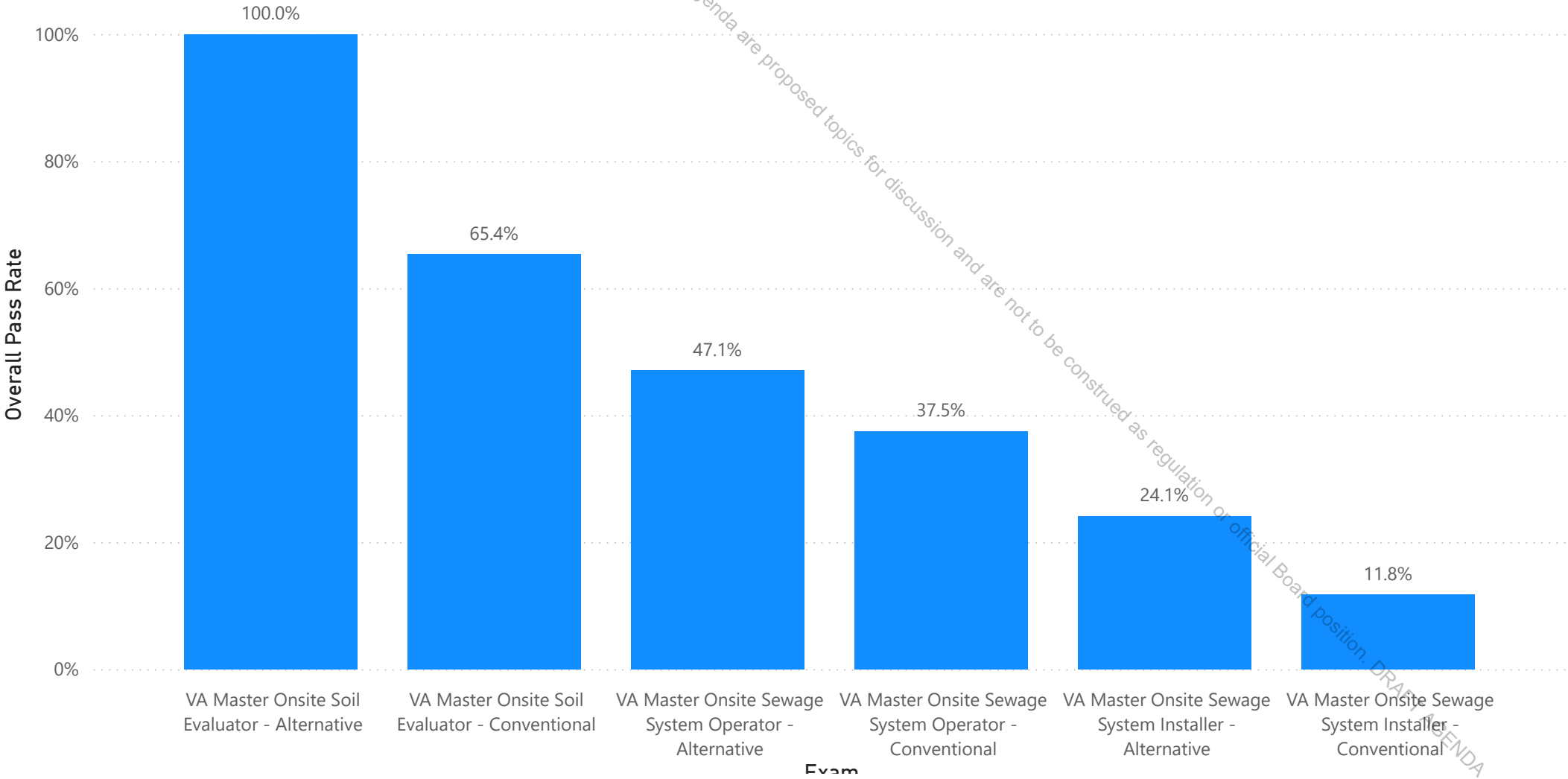
Exam	Delivery Mode	Total Tested	Passed
Virginia Waterworks Operator Class 6	In-Person	19	8
Virginia Waterworks Operator Class 6	Remote	8	5
Virginia Waterworks Operator Class 5	In-Person	32	19
Virginia Waterworks Operator Class 5	Remote	5	4
Virginia Waterworks Operator Class 4	In-Person	50	25
Virginia Waterworks Operator Class 4	Remote	13	10
Virginia Waterworks Operator Class 3	In-Person	101	49
Virginia Waterworks Operator Class 3	Remote	9	6
Virginia Waterworks Operator Class 2	In-Person	64	37
Virginia Waterworks Operator Class 2	Remote	8	6
Virginia Waterworks Operator Class 1	In-Person	60	29
Virginia Waterworks Operator Class 1	Remote	20	10
Virginia Wastewater Works Operator Class 4	In-Person	111	56
Virginia Wastewater Works Operator Class 4	Remote	9	3
Virginia Wastewater Works Operator Class 3	In-Person	82	60
Virginia Wastewater Works Operator Class 3	Remote	15	7
Virginia Wastewater Works Operator Class 2	In-Person	118	70
Virginia Wastewater Works Operator Class 2	Remote	9	8
Virginia Wastewater Works Operator Class 1	In-Person	80	56
Virginia Wastewater Works Operator Class 1	Remote	13	8

Onsite Sewage Systems

Reporting Period: January 1 – August 31, 2026

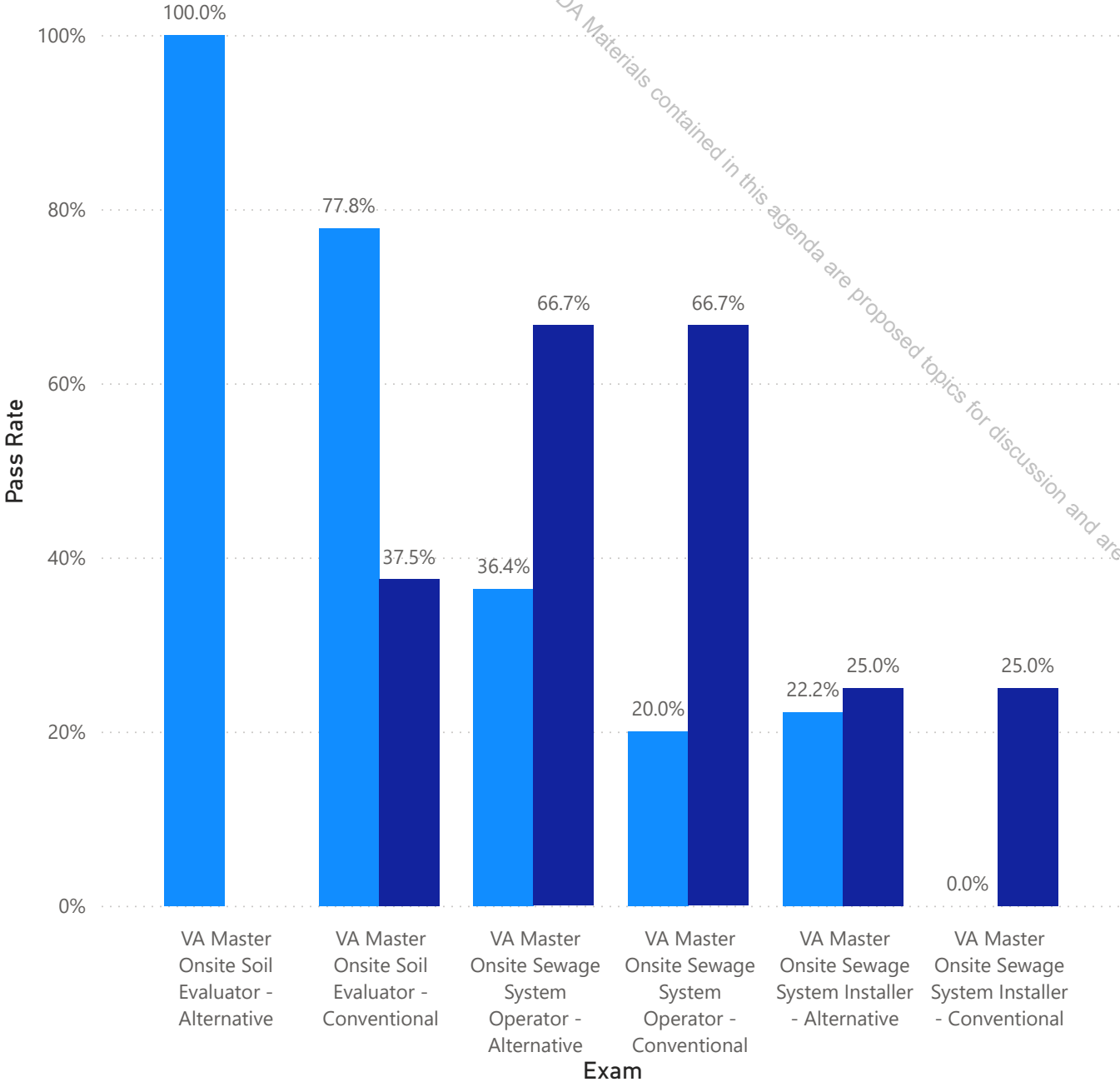
Exam	Passed	Total Tested
VA Master Onsite Sewage System Installer - Alternative	7	29
VA Master Onsite Sewage System Installer - Conventional	2	17
VA Master Onsite Sewage System Operator - Alternative	8	17
VA Master Onsite Sewage System Operator - Conventional	3	8
VA Master Onsite Soil Evaluator - Alternative	6	6
VA Master Onsite Soil Evaluator - Conventional	17	26

Overall Onsite Sewage Exam Pass Rates



First-Time vs. Repeat Exam Pass Rates

Attempt Type ● First Time ● Repeat



Exam	Attempt Type	Passed	Total Tested
VA Master Onsite Sewage System Installer - Alternative	First Time	2	9
VA Master Onsite Sewage System Installer - Alternative	Repeat	5	20
VA Master Onsite Sewage System Installer - Conventional	First Time	0	9
VA Master Onsite Sewage System Installer - Conventional	Repeat	2	8
VA Master Onsite Sewage System Operator - Alternative	First Time	4	11
VA Master Onsite Sewage System Operator - Alternative	Repeat	4	6
VA Master Onsite Sewage System Operator - Conventional	First Time	1	5
VA Master Onsite Sewage System Operator - Conventional	Repeat	2	3
VA Master Onsite Soil Evaluator - Alternative	First Time	6	6
VA Master Onsite Soil Evaluator - Alternative	Repeat	0	0
VA Master Onsite Soil Evaluator - Conventional	First Time	14	18
VA Master Onsite Soil Evaluator - Conventional	Repeat	3	8

TO: Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals

FROM: Jeanette Galanis, Executive Director

SUBJECT: Executive Director Update

DATE: October 8, 2026

Application Statistics

The table below outlines the number of applications received per calendar year (Jan. 1 – Dec. 31) since 2019. The Board received 1,541 applications during the 2025 calendar year.

2026*	2025	2024	2023	2022	2021	2020	2019
1,919	1,541	1,408	1,254	1,173	944	816	944
*January 1 through August 31, 2026							

Application Activity by License Program

License Program	Total
Wastewater Works Operators (WWO)	781
Waterworks Operators (WWO)	532
Alternative/Conventional Onsite Sewage System Installers (AOSSI/COSSI)	462
Alternative/Conventional Onsite Soil Evaluators (AOSE/COSE)	64
Alternative/Conventional Onsite Sewage System Operators (AOSSO/COSSO)	80
Total	1,919

Application Activity by Application Type

Application Type	Total
Request for Exam Eligibility – Master AOSSI	171
Upgrade to WWO Class 1 Exam	78
Upgrade to WWO Class 2 Exam	69
Request for Exam Eligibility – WWO Class 4	66
Upgrade to WWO Class 3 Exam	44
Upgrade to WWO Class 1 Exam	48
Request for Exam Eligibility – WWO Class 3	46
WWO Reinstatements	33
Request for Exam Eligibility – WWO Class 4	37

Upgrade to WWO Class 2 Exam	42
Upgrade to WWO Class 3 Exam	35
Request for Exam Eligibility – WWO Class 3	30
Request for Exam Eligibility – WWO Class 5	29
Request for Exam Eligibility – Master COSSI	24
Upgrade to Master AOSSI Exam	17
Request for Exam Eligibility – Master AOSSO	13
WWO Reinstatements	13
Request for Exam Eligibility – WWO Class 6	11
License Verifications	14
Request for Exam Eligibility – WWW Class 2	13
AOSSI/COSSI Reinstatements	3
Request for Exam Eligibility – Master COSE	8
Initial Journeyman COSSO	8
Initial Journeyman COSE	7
AOSSO/COSSO Reinstatements	5
Initial Journeyman AOSSO	6
Upgrade Journeyman COSE to Master COSE Exam	6
Upgrade Journeyman COSSI to Master COSSI Exam	5
AOSE/COSE Reinstatements	4
Initial COSSO by Exam Waiver	7
Initial Journeyman AOSSI	4
Request for Exam Eligibility – WWW Class 1	5
Request for Exam Eligibility – WWO Class 1	5
Request for Exam Eligibility – Master COSSO	5
Upgrade to Master AOSE Exam	5
Upgrade to Master AOSSO Exam	5
Initial Master COSSI by Exam Waiver	5
Upgrade to WWO Class 4 Exam	2
Initial Journeyman AOSE	1
Duplicate Wall Certificate	1
Upgrade Journeyman COSSI to Journeyman AOSSI	2
Upgrade Journeyman COSSO to Journeyman AOSSO	2
Upgrade Journeyman COSSO to Master COSSO Exam	1
Add Master COSSI to Journeyman AOSSI Exam	1
Add Journeyman AOSSI to Master COSSI	1

- The Board approved 1,919 applications and transactions from January 1 through August 31, 2026.
- Wastewater Works Operator applications represented the largest share of activity (781), followed by Waterworks Operator applications (532).
- Examination activity continued to account for a substantial portion of the Board's workload. The highest volume examination transaction was 171 requests for Master Alternative Onsite Sewage System Installer examination eligibility.
- Upgrade examination requests for Waterworks and Wastewater Works Operators remained significant, particularly:
 - Upgrade to WWW Class 1 Exam (78)
 - Upgrade to WWW Class 2 Exam (69)
 - Upgrade to WWO Class 1 Exam (48)
 - Upgrade to WWW Class 3 Exam (44)
- Reinstatement, license verification, and initial licensure applications continued across all license categories.

Overall, examination eligibility and upgrade requests continued to comprise a large share of Board application activity, reflecting licensees' progression through the Board's classifications.

664 Individuals have been licensed through Universal License Recognition.

DPOR's total regulant population is 327,838.