

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, **October 8, 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

Elizabeth B. Peay, 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
Lisa Robinson, Licensing Operations Administrator
Khang Le, Administrative Coordinator
Darnell Edwards, II, Regulatory and Compliance Analyst

I. Chair, Pruett called the October 8, 2026, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting to order at 9:58 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**

Stephanie Keuther, Assistant Executive Director, informed the Board that staff requested the addition of “Financial Statement” as item f. under New Business.

Ms. Duncan made a motion, seconded by Mr. Kirtley, to adopt the agenda of the October 8, 2026, Board for Waterworks and Wastewater Works Operators and Onsite Sewage System Professionals meeting, as amended.

**Approval of
Agenda**

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. Taylor made a motion, seconded by Ms. Duncan, to approve the draft minutes of the July 9, 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 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

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 File

**Licensing Case
File**

In the matter of License Application, File Number 2026-01946, Donald Eugene Sprouse, 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
2026-01946
Donald Eugene
Sprouse, 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. Taylor, seconded by Mr. Staples, to approve the application for a Master Alternative Onsite Sewage System 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.

In the matter of License Application, File Number 2026-01964, James Parnell Peaks (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
2026-01964
James Parnell
Peaks

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 11-0-0. Ayes: Pruett, Duncan, Christian, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, Stewart, and Taylor. **Nays:** None. **Abstain:** None. **Absent:** None.

In the matter of License Application, File Number 2026-02595, Renaldo Lequin Hines (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
2026-02595
Renaldo Lequin
Hines

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. Staples, seconded by Ms. Duncan, 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.

In the matter of License Application, File Number 2026-02649, Dakota Lynn Shull (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
2026-02649
Dakota Lynn
Shull

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. Staples, 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.

In the matter of License Application, File Number 2026-02937, Andre Joel Couther (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
2026-02937
Andre Joel
Couther

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. Taylor, to approve the application for a Class 5 Waterworks 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.

In the matter of License Application, File Number 2027-00531, Florencio Figueroa Gomez (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
2027-00531
Florencio
Figueroa Gomez

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. Taylor, to approve the application for a Class 3 Waterworks 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.

Disciplinary Case File

Disciplinary Case File

In the matter of Disciplinary File Number 2026-00079, Christopher Lee Brooks (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
2026-00079
Christopher Lee Brooks

Presiding Board Members Pruett and Stewart were not present, did not participate in the discussion, and did not vote.

The Regulant and Ashley Nelson, on behalf of the Regulant, participated in the Informal Fact-Finding Conference.

Ashley Nelson, on behalf of the Regulant, attended the Board meeting and agreed with the recommendation.

After discussion, a motion was made by Mr. Staples, seconded by Mr. Monnett, 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.

As to Count 1, the Board closes this aspect of the file with a finding of no violation.

The motion was approved with a vote of 9-0-2. Ayes: Christian, Duncan, Fore, Kirtley, Mamunes, Monnett, Roadcap, Staples, and Taylor. **Nays:** None. **Abstain:** Pruett, Stewart. **Absent:** None.

V. EDUCATION

Education Provider Application

Education

Education Provider Application

Tatiana Teran, Education Specialist, shared that the Committee recommends approval for:

California State University, Sacramento Office of Water Programs – Two (2) online courses for Wastewater Works Operators.

**California State
University,
Sacramento
Office of Water
Programs**

A motion was made by Mr. Staples, seconded by Mr. Fore, to approve the following courses for Wastewater Works Operators:

- **601 A – Wastewater Treatment: Preliminary and Primary Treatment:** 35.94 CPE credits and 3.59 training credits.
- **601 B – Wastewater Treatment: Activated Sludge:** 48.24 CPE credits and 4.8 training credits.

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.

Mrs. Teran shared that the Committee recommends approval for:

Watura North America – One (1) online course for Wastewater Works Operators.

**Watura North
America**

A motion was made by Mr. Staples, seconded by Mr. Fore, to approve the course for 1.8 CPE and 0.18 training credits applicable to Wastewater Works Operators.

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.

Mrs. Teran shared that the Committee recommends approval for:

Water Hammer Training Solutions, LLC – One (1) in-person training course for Wastewater Works Operators.

**Water Hammer
Training
Solutions, LLC**

A motion was made by Mr. Staples, seconded by Mr. Fore, to approve the course for 28.0 CPE and 2.8 training credits applicable to Wastewater Works Operators.

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

New Business

Examination Update

Examination Update

Gregory Emerson, Director of Examinations, presented the Board with statistical updates regarding the Waterworks and Wastewater Works examinations, as well as Onsite Sewage System examinations.

Brandon Bouknight, Examination Data Administrator, informed the Board that staff have developed a new approach to presenting and analyzing examination data using Power BI.

Regulatory Update

Regulatory Update

Stephanie Keuthner, Assistant Executive Director, informed the Board there is no regulatory update to be presented.

License Expiration Dates

License Expiration Dates

Stephanie Keuthner, informed the Board that staff would like the Board to consider amending the licensure terms to establish a two-year license term for individuals receiving an initial license, regardless of the date of issuance.

Mrs. Keuthner explained that, under the current expiration schedule, individuals may receive significantly different lengths of time on their initial licenses and prior to renewal while paying the same licensing fee.

After discussion, a motion was made by Mr. Monnett, seconded by Mr. Stewart, to initiate a regulatory action to amend 18VAC160-30-150 to establish a rolling two-year license term for waterworks and wastewater works operators, with each license expiring two years after its date of issuance or renewal, and to make any related amendments necessary to implement that change, including provisions for continuing professional education and the transition of existing licenses.

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.

Board Member Professional Development

**Board Member
Professional
Development**

Stephanie Keuther, Assistant Executive Director, informed the Board there would be no Board Member Professional Development at this meeting.

Chair, Pruett, reminded the Board of the upcoming Board Member Training Conference scheduled for October 22-23, 2026.

Financial Statement

**Financial
Statement**

Steve Kirschner, Director of LRPD, presented the Board with the current financial statement and the Fiscal Year 2026 financial statement.

Mr. Kirschner explained that a review of the financial statements indicates that a fee increase may be necessary to ensure sufficient revenue to sustain the Board’s operating costs.

Staff will provide additional information regarding a potential fee increase at the next Board meeting.

III. PUBLIC COMMENT PERIOD – Reopened

**Public Comment
Period –
Reopened**

Steve Kirschner, Director of LRPD, informed the Board that several individuals had joined the meeting after the initial public comment period had closed.

Chair, Pruett opened the public comment period of the meeting.

Sarah Ramsey addressed the Board regarding the addition of fluoride to public drinking water. She expressed concerns about the legality of adding fluoride to public water supplies and stated that it should not be included in drinking water. Ms. Ramsey provided several documents to the Board in support of her comments and concerns.

With no one else wishing to come forward, **Chair, Pruett** closed the public comment period of the meeting.

VII. COMPLETION OF PAPERWORK

**Completion of
Paperwork**

Chair, Pruett, reminded the Board members to complete their conflict-of-interest statements and travel reimbursement forms.

VIII. ADJOURNMENT

Adjournment

Chair, Pruett, thanked the Board and adjourned the meeting at 11:18 A.M.

The next Board meeting will be on **January 7, 2027**.

Pamela M. Pruett, Chair

Date

Laura McClintock, Director

Date