



# State of Idaho

## Division of Occupational and Professional Licenses Idaho Board of Drinking Water and Wastewater Professionals

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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### Draft Minutes of 04/09/2024

<b>Board Members</b>	Stacy Stewart, Chair	<b>Division</b>	Jessica Spoja, Exec. Officer
<b>Present:</b>	Bryson Ellsworth, Vice-Chair	<b>Staff:</b>	Mark Kubinski, Lead Counsel
	Laurelei McVey		Katie Stuart, Admin. Bureau Chief
	Jerri Henry		Zack Trujillo, Board Support Spec.
	Niki Summers		Kaitlin Kinne, Tech. Record Spec. 2
	Bryson Ellsworth		
	Kyle Marine		

The meeting was called to order at 9:05 AM MT by Chairman Stacy Stewart.

**INTRODUCTION:** Niki Summers, Public Member Representative, was welcomed to the Board.

#### APPROVAL OF THE 01/17/2024 MEETING MINUTES

A motion was made and seconded to approve the 01/17/2024 meeting minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**Finance Report:** Administrative Bureau Chief (BC) Katie Stuart provided a financial update. The Board discussed the impact of applications, licenses, and the new licensing software on the Board's finances. BC Stuart will provide further financial updates at the next regularly scheduled meeting.

#### BOARD BUSINESS

**Guidance Documents:** Executive Officer (EO) Jessica Spoja briefly brought up the guidance documents, acknowledging the Board Members' interest in reviewing them before discussion. Therefore, this topic will be added to the agenda for the next board meeting.

**Case Closure Delegated Authority:** EO Spoja asked the Board Members to authorize the BCRE Licensing staff to handle the routine case closures and correspondence with licensees, instead of presenting them for review by the Board. Cases with unresolved issues will continue to be brought before the Board for decisions.

A motion was made and seconded to delegate the authority to close cases to DOPL staff and send letters to licensees. The motion carried unanimously.

EO Spoja will present a draft letter at the next Board meeting for the Board's consideration and vote.

**Backflow Prevention Exam Provider:** EO Spoja discussed the Backflow Assembly Tester Performance Exam proposed by Leslie Wilder, BAT & Supply, LLC. Since Ms. Wilder was not present, this topic will be tabled until the next Board meeting.

**Cross-Connection Control Specialist:** Chairman Stewart stated there was nothing to discuss at this time; however, would like to keep this topic on the agenda until further notice.

**WWP Webpage Review:** EO Spoja presented the Board's new website on the screen, noting its resemblance to other DOPL boards' websites. Development testing on DOPL's new licensing system, OASIS, will wrap up next week, and will be included on the agenda for the next meeting. A statement that the Board does not endorse approved training courses will be added to the website. Additional discussion was on audits, summary of findings, and continuing education approval. The Continuing Education Supervisor will be invited to the next meeting for further discussion. Board Member Niki Summers addressed concern on where to schedule an exam on the Board's website, which is linked to PSI's website. EO Spoja will contact the testing agency and navigate through the arduous process of arranging an examination.

**Licensing Data Report:** At the last meeting a question arose concerning the variance in application timelines. Until the implementation of the OASIS system in July 2024, there are no reporting capabilities available to consolidate information.

**Application Review:** Applications were reviewed under Executive Session.

**Public Comments: Idaho Rural Water Association Presentation:** EO Spoja addressed a presentation she made at a recent Idaho Rural Water Association meeting, which included rule changes that might impact the industry. The industry brought forth concerns on the application process, OASIS, and endorsement.

**Reciprocity:** EO Spoja suggested the Board consider reciprocity agreements between Washington, Oregon, and California, and offered to contact her counterparts in those states. This topic to be discussed at the next Board meeting.

#### **EXECUTIVE SESSION – APPLICATION(S)**

**Motion to Enter Executive Session:** A motion was made and seconded that the Board enter executive session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Idaho Public Records Law, Idaho Code § 74-106(9). The purpose of the executive session is to consider documents relating to the fitness of an applicant to be granted a license or registration. Roll call: Stacy Stuart–aye; Bryson Ellsworth–aye; Jerri Henry–aye; Laurelei McVey–aye; Kyle Marine–aye; and Niki Summers–aye. The motion carried unanimously.

**Motion to Leave Executive Session:** A motion was made and seconded to leave executive session. The motion carried unanimously.

**Motion(s) Resulting from the Executive Session:** A motion was made and seconded to approve applications BATA-26789, BATA-26871, WWPA-26605, WWPA-26605, WWPA-26761, and WWPA-26841. The motion carried unanimously.

A motion was made and seconded to approve application WWPA-26513. Board Member McVey recused herself. The motion carried.

A motion was made and seconded to pend for additional information applications WWPA-26723, and WWPA-26757. The motion carried unanimously.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:32 AM.