



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

**BRAD LITTLE**  
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**Draft Minutes of 05/22/2024**

<b>Board Members</b>	Stacy Stuart, Chair	<b>Division</b>	Jessica Spoja, Executive Officer
<b>Present:</b>	Bryson Ellsworth, Vice-Chair	<b>Staff:</b>	Mark Kubinski, Lead Counsel
	Laurelei McVey		Renee Bryant, Board Support Supr.
	Jerri Henry		Kaitlin Kinne, Tech. Record Spec. 2
	Niki Summers		Ryan Allstott, Tech. Record Spec. 2
	Kyle Marine		

The meeting was called to order at 9:02 AM MT by Chairman Stacy Stuart.

**APPROVAL OF THE 04/09/2024 MEETING MINUTES**

Chairman Stuart asked his last name be corrected throughout the minutes and Vice Chairman Bryson Ellsworth stated his name was under “Board Members Present” twice. A motion was made and seconded to approve the 04/09/2024 meeting minutes with changes. The motion carried unanimously.

**DIVISION BUSINESS**

**Introduction:** Ryan Allstott, Tech. Record Spec. 2, was introduced; working with Kaitlin Kinne, Tech. Record Spec. 2, on drinking water and wastewater applications.

**Finance Report:** Executive Officer (EO) Jessica Spoja provided a financial update. The Board was informed of various expenses that are of interest including a particularly high travel cost expense that will be investigated further.

**Public Member Training:** Lead Counsel (LC) Mark Kubinski presented the Public Member Training PowerPoint to the Board. The open position on the Board for a public member was discussed.

**Legislative Update:** EO Spoja discussed bills that were proposed and passed during the legislative session that could impact the Board.

**BOARD BUSINESS**

**Delegated Authority:** EO Spoja reviewed the delegated authority document that was discussed in the previous meeting. A motion was made and seconded to approve the Delegated Authority. The motion carried unanimously.

**Backflow Prevention Exam:** The Board discussed approving the backflow prevention exam written by Leslie Wilder, BAT & Supply, LLC. Concern was expressed by various board members relating to reciprocity with other states, length of accreditation, and question about the need for the exam

when other exams that are being utilized for licensure exist. The Board will make a list of questions they still need answered about the exam and send the list to Ms. Wilder so that she may prepare answers for the next scheduled board meeting. It was proposed by EO Spoja that discussion of the backflow prevention exam questions be moved to executive session for the next board meeting after Ms. Wilder expressed concern with sharing exam questions due to security reasons. The Board explained that their increased scrutiny of the process and exam is due to it being a new topic for the Board. Their process now will inform future discussion of approving exams for licensure.

**Cross-Connection Control Specialist:** With nothing new to discuss, the topic “Cross-Connection Control Specialist” will be included on the agenda for the next board meeting.

**Reciprocal Agreements:** Board Member (BM) Laurelei McVey discussed CEU, Application Experience Sign off Authority, and fee comparison between Idaho and neighboring states. Board member Laurelei pointed out Idaho has fees lower than average across the board for renewals, reciprocity/endorsement, and the licensing process including application, exam, and original license.

**State Licensure Comparison:** BM McVey compared the licensing requirement for wastewater treatment between Idaho and Washington. It was shown that Idaho is more stringent with its requirements except for backflow assembly testing licensing. BM McVey provided an example reciprocity policy for backflow assembly testing. LC Kubinski stated he would have to do more investigation on the statutes to determine what the best path would be to move forward on the topic of establishing reciprocity with other states.

**Public Comments:** Carrie Gilstrap, Idaho Rural Water Association, is requesting their operators receive continuing education credits during their presentations. EO Spoja proposed to add continuing education credit on the agenda for the next board meeting.

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

**Discipline Review:** Disciplinary matters were addressed under Executive Session.

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

**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: Chairman Stuart–aye, Vice-Chairman Ellsworth–aye, Board Member Henry–aye, Board Member McVey–aye, Board Member Summers–aye, and Board Member Marine–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**

**Motion(s) re: Application(s):** A motion was made and seconded to approve applications BATA-26665 and BATA-26933. The motion carried unanimously.

A motion was made and seconded to deny application BATA-26981, as discussed in executive session. The motion carried unanimously.

A motion was made and seconded for application WWPA-26672 to be approved effective as of July 1, 2024. Board Member Summers recused herself. The motion carried.

A motion was made and seconded to table or withdraw application WWPA-26757. The motion carried unanimously.

**Motion(s) re: Discipline(s):** Case number I-WWP-2023-4 was discussed in executive session; however, no motion was needed.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 11:42 AM.

06/13/2024/jp

DRAFT