



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

**BRAD LITTLE**  
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**Minutes of 07/17/2024**

<b>Board Members Present:</b>	Stacy Stuart, Chair Laurelei McVey Jerri Henry Niki Summers Kyle Marine	<b>Division Staff:</b>	Jessica Spoja, Executive Officer Jill Randolph, Legal Counsel Don Morse, Investigation Supv. Wendy Gutierrez, Financial Officer Alice Young, Training Specialist Jeannien Dewitt, Training Specialist Kaitlin Kinne, Technical Record Spec Jorge Perez, Board Support Specialist
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**Board Members Present:** Bryson Ellsworth, Vice Chair  
**Absent:**

The meeting was called to order at 9:00 AM MT by Chairman Stacy Stuart.

**APPROVAL OF THE 05/22/2024 MEETING MINUTES**

Board Members requested more detail be added to the minutes. The approval of the 5/22/2024 minutes were tabled for the next meeting.

**DIVISION BUSINESS**

**Finance Report:** Executive Officer (EO) Jessica Spoja along with Financial Officer (FO) Wendy Gutierrez, provided the financial report. Board Member (BM) Laurelei McVey suggested increasing specific fees instead of a uniform increase in fees. FO Gutierrez pointed out that the Board would have to double their fees to break even in regard to the board's financials. Legal Counsel (LC) Jill Randolph and the Board discussed forming a subcommittee to draft fee increase proposals. BM McVey and Board Member (BM) Niki Summers volunteered to be points of contact for staff preparing the proposals.

**BOARD BUSINESS**

**Backflow Prevention Exam:** The Board reviewed answers to questions provided by Leslie Wilder, BAT & Supply, LLC. The Board expressed concern about a possible conflict of interest between Ms. Wilder's training and testing company. Ms. Wilder clarified that they are two separate entities and the incentive behind getting approval for her exam is solely to provide another testing option to qualify for licensure in Idaho.

A motion was made and seconded to approve Backflow Prevention Exam Provider as a state exam provider. With three ayes and two nays, the motion carried.

**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.

**DW/WW Experience Split:** BM McVey would like applicants to specify whether their experience is for drinking water or wastewater, preventing applicants from reporting the same experience for both types of applications when not applicable. EO Spoja will talk with the new system developers to add an option to differentiate the type of experience the applicant is providing, as well as possibly implementing a running total of experience for easier verification. The Board requested applicants be required to provide validation of experience in the form of a signature from their current employer. In regard to applications that are currently being reviewed, the Board decided to send letters of deficiency and have those applicants fill out the additional verification document. BM McVey requested the Board refrain from approving any applications until the approval process has been updated.

**Reciprocal Agreements:** EO Spoja provided the options of contacting each state to negotiate reciprocal agreements or authorize delegating authority to staff to issue licenses from board approved states. The Board opted to pursue the delegate authority option. BM McVey and BM Summers will work on the exact requirements staff will need to look for in the cases for reciprocal licensing.

**State Licensure Comparison:** BM McVey pointed out the differing requirements for similar licenses between Idaho and other states. Idaho has more stringent requirements for responsible charge and system classification.

**Continuing Education:** The Board provided answers to questions submitted by licensees about continuing education credits. The aim is to create a guidance document licensees may refer to for clarification on the recent rule changes. The Board deliberated on certifying training providers to improve the quality of education and knowledge in licensees. EO Spoja suggested adding temporary rules as an agenda item for the next meeting to further discuss board training certifications and responsible charge.

**Public Comments:** John Hughes, Idaho AFL-CIO, requested stronger guidance from the Board on licensing matters. The Board clarified a question in regard to Backflow continuing education credits posed by Jon Nystrom.

**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, 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 WWPA-27031, WWPA-27032, WWPA-27033, and WWPA-27120. The motion carried unanimously.

**Motion(s) re: Discipline(s):** A motion was made and seconded to impose a one-year suspension and \$1,000 fine for disciplinary case I-WWP-2023-4. The motion carried.

**ADJOURNMENT**

There being no further business, the meeting adjourned at 1:04 PM.

07/17/2024/jp