



## State of Idaho

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

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

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#### Draft Minutes of 05/21/2025

<b>Board Members</b>	Bryson Ellsworth, Chair	<b>Division</b>	Jessica Spoja, Executive Officer
<b>Present:</b>	Laurelei McVey, Vice-Chair	<b>Staff:</b>	Kolby Reddish, Agency Lead Counsel
	Jerri Henry		Gus Tate, Legal Counsel
	Kyle Marine		Amanda Lee, Board Support Specialist
	Niki Summers		Melissa Ferguson, Edu. Program Supr.

The meeting was called to order at 9:00 AM by Chair Bryson Ellsworth.

#### Approval of Minutes

A motion was made and seconded to approve the 02/19/2025 minutes. The motion carried.

#### DIVISION BUSINESS

**Negotiated Rule Making:** ALC Redish discussed the requirements for Negotiated Rulemaking and the next steps for the Board to initiate the process.

**Financial Report:** Executive Officer (EO) Jessica Spoja presented the Board's Third Quarter Report, addressing inquiries from the previous meeting. A member of the Division's Financial Team will attend the next regular scheduled meeting to answer further questions.

**Legislative Session Update:** Legal Counsel (LC) Gus Tate reviewed the requirements for the Division to review statutory language as outlined in House Bill 14. The Board will review the red lines presented by LC Tate at the next meeting.

Education Program Supervisor (EPS) Melissa Ferguson discussed House Bill 705 requirements for the Division to obtain proof of education before sending Continuing Education (CE) audits. The Board discussed requiring licensees to upload documentation of CE courses at the time of license renewal.

**DOPL Legislative Process Presentation:** Agency Lead Counsel (ALC) Kolby Redish gave a presentation reviewing the step-by-step process for Rulemaking. EO Spoja reviewed several items the Board has previously discussed for an Agency Rules Request Form to be drafted.

**OASIS Licensing System:** EO Spoja explained that the agency is still working on fixing identified issues in OASIS, as well as the developers focusing on the upcoming legal changes to align with the 2025 Legislative Session.

**Open Meeting Law Training:** LC Tate provided a presentation reviewing the Open Meeting Law.

## **BOARD BUSINESS**

**Licensing Data Report:** A licensing data report that breaks down the licenses by age group and license type was provided by EO Spoja. The Board requested this be presented quarterly.

**ABC/PSI Data and Exam Score Process:** EPS Fergusson presented the ABC/PSI Exam Pass Rate Report for the month of April. A presentation by WPI is anticipated for the November Board Meeting.

**ABC/PSI Conference:** One Board Member per year will be sent to the annual ABC/PSI conference. This topic will be addressed at the November Board Meeting.

**Reciprocal Agreements:** Chair Bryson Ellsworth suggested working on a reciprocal agreement with several surrounding states. Vice-Chair Laurelei McVey suggested waiting until after the Board finished rule making before drafting a reciprocal agreement to ensure Idaho's licensing requirements would still align with the other states.

**Public Comment:** Tondee Clark with Idaho Rural Water Association voiced her support of the Boards direction in addressing education recording within the OASIS system.

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

**Motion to Enter into Executive Session:** A motion was made and seconded for the Board to 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 discuss documents relating to the fitness of a licensee to obtain or retain a license or registration. Roll call: Chair Ellsworth-Aye, Vice-Chair McVey-Aye, Board Member Henry-Aye, Board Member Marine-Aye and Board Member Summers-Aye. The motion carried unanimously.

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

## **MOTION(S) RESULTING FROM THE EXECUTIVE SESSION**

**Motion(s) re: Application(s):** Upon reviewing licensure applications, the Board made the following motions:

A motion was made and seconded to approve application 1632680. The motion carried unanimously.

A motion was made and seconded to approve application 1603929 pending reapplication and receipt of additional information with review by a Board Member. The motion carried unanimously.

A motion was made and seconded to deny application 1556591. The motion carried unanimously.

## **Adjourn**

There being no further business, the meeting was adjourned at 12:49 PM.