



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

**BRAD LITTLE**  
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**Minutes of 11/05/2025**

<b>Board Members</b>	Bryson Ellsworth, Chair	<b>Division Staff</b>	Jessica Spoja, Executive Officer
<b>Present:</b>	Laurelei McVey, Vice-Chair	<b>Present:</b>	Greg Loos, Legal Counsel
	Jerri Henry		Ryan Allstott, Licensing Supr.
	Kyle Marine		Melissa Ferguson, Edu. Pro. Supr.
	Niki Summers		Amanda Lee, Board Support Spec.

The meeting was called to order at 9:01 AM MT by Chair Bryson Ellsworth.

**Approval of 09/02/2025 Minutes:**

A motion was made and seconded to approve the September 2, 2025, meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Finance Report:** Executive Officer (EO) Jessica Spoja presented the Fiscal Year (FY) 2026, First Quarter financial report. Adjustments will be made in the coming second and third quarters to reflect the discussed correction to personnel allocation. EO Spoja presented the 5-year cash balance projection and demonstrated the projected outcomes of the proposed fee increase.

**Oasis Update:** EO Spoja informed the Board that the two-year renewal cycle for licensees has begun and explained the process the Division goes through to create and process support tickets for updates to the Oasis System.

**BOARD BUSINESS**

**Approved Exam Provider Review:** The Board discussed annually reviewing the approved Exam Providers for Drinking Water, Wastewater, and Backflow Assembly Testing. This topic will be addressed at the next meeting.

**Land Application Test Material:** Division Staff were directed to adjust the information on the DOPL webpage to make testing materials more accessible.

**Continuing Education Requirements:** Education Program Supervisor (EPS) Melissa Ferguson discussed creating guidance documents to outline the education course requirements for applicants and licensees.

**Apprenticeship Program Annual Update:** Gary Sievers, Apprenticeship Coordinator for the Idaho Rural Water Association (IRWA), presented an overview of the IRWA 2025 Apprenticeship Programs. Shelley Roberts, IRWA Chief Executive, suggested creating a graduate list for the

Board due to the Federal Fund freeze that has caused a pause in Apprenticeship completion certificates being printed and distributed.

**Application Legal Training:** Legal Counsel Greg Loos reviewed the Board's current statutory requirements for granting licensure.

**2026 Meeting Dates:** A motion was made and seconded to approve the following 2026 meeting dates: January 29<sup>th</sup>, April 8<sup>th</sup>, June 24<sup>th</sup>, August 5<sup>th</sup>, and November 4<sup>th</sup>, 2026. The motion carried unanimously.

**Negotiated Rulemaking:** The Board and the public present reviewed public comments received on the proposed rule changes to IDAPA 24.05.01 – Rules of the Board of Drinking Water and Wastewater Professionals. The following changes suggested in those comments have been reflected in the final draft:

- Delete references to “Wastewater Treatment Operator – Lagoon”
- Update “Backflow Assembly Tester code of ethics and standards of conduct” to “Operators and Backflow Assembly Testers Code of Conduct”
- Addition of “Public” to “Very Small Wastewater System” in Section 2. Definitions
- Clarification of “Experience in” added to Section 4.s.iii Experience for Experience
- Reduction of the proposed higher annual renewal fees by \$15

A motion was made and seconded to approve the amended rules as pending and to submit them to the legislature and publish in the upcoming administrative bulletin. The motion carried unanimously.

**Public Comment:** Members of the public actively participated in the Negotiated Rulemaking discussion, which are reflected in the changes outlined in the section above.

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

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):** A motion was made and seconded to approve applications 1761676, 1832407, and 1846500. The motion carried unanimously.

A motion was made and seconded to table application 1708604 pending the receipt of additional information with the option to withdraw their application. The motion carried unanimously.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 12:01 PM.