



BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

11341 W Chinden Blvd.
P.O. Box 83720
Boise, ID 83720-0063
(208) 334-3233
dopl.idaho.gov

Draft Minutes of 01/29/2029

Board Members Present: Bryson Ellsworth, Chair
Laurelei McVey, Vice-Chair
Jerri Henry
Kyle Marine
Niki Summers

Division Staff Present: Jessica Spoja, Executive Officer
Greg Loos, Legal Counsel
Ryan Allstott, Licensing Supervisor
Jeannien DeWitt, Edu. & Trn. Spec.
Amanda Lee, Board Support Spec.

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

Approval of 11/05/2025 Minutes:

The approval of the November 5, 2025 meeting minutes was tabled pending revisions until the next Board meeting.

DIVISION BUSINESS

Finance Report: Executive Officer (EO) Jessica Spoja presented the Fiscal Year 2026, Quarter 2 Financial Report. Additionally, the Financial Audits of the Board from 2006-2025 were presented showing a downward trend of the Board's Cash Balance beginning in 2025.

Two Year Renewal Update: The Board discussed the implementation of the 2-year renewal cycle. In relation to renewals, Vice-Chair Laurelei McVey shared that those with multiple license types have expressed frustration that the same Continuing Education (CE) documents must be uploaded for each application and asked if the process could be simplified. DOPL staff will review the licensing system and audit process for possible solutions. The pending rule change for CE requirements for renewals was discussed.

Negotiated Rulemaking: The pending rules for the Board of Drinking Water and Wastewater Professionals will be presented to the 2026 legislative session on Monday, February 2, 2026. EO Spoja will notify the Board members of any changes or removals.

Respectful Workplace Training: The 2026 Respectful Workplace Training was provided.

BOARD BUSINESS

Election of Officers: A motion was made and seconded to re-elect Chair Ellsworth and Vice-Chair McVey. The motion carried unanimously.

Delegated Authority: A motion was made and seconded to approve the Delegation of Authority for all class I and Class II licenses with the discussed changes. The motion carried unanimously.

IAPMO BAT Exam Presentation: Kathleen Huttner, Senior Director of Testing and Credentialing Services at the American Society of Sanitary Engineering (ASSE) under the International Association of Plumbing and Mechanical Officials, presented an overview of the ASSE exams offered in other states for licensure. This topic will be revisited once more information is gathered by ASSE.

Website Mockup and CE Guidance: Education and Training Specialist (ETS) Jeannien DeWitt presented the draft Licensure and Education Policy. ETS DeWitt will present the policy at the next meeting with the suggested changes given by the Board.

Apprenticeship Program Review: Gary Sievers, the Apprenticeship Coordinator at the Idaho Rural Water Association (IRWA), presented the IRWA Apprenticeship Program Review.

Public Comment: Comments from the public included adding new resources to the Board website and clarifying how many Continuing Education Units are required in each license cycle.

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 table application 1904906 pending the receipt of additional information and to delegate authority to the Division for approval of licensure. The motion carried unanimously.

A motion was made and seconded to approve application 1708604 pending the receipt of additional information as discussed in the Executive Session. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 1:11 PM.