



State of Idaho

Division of Occupational and Professional Licenses

Board of Drinking Water and Wastewater Professionals

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Draft Meeting Minutes of 06/24/2026

Board	Bryson Ellsworth, Chair	Division	Jessica Spoja, Executive Officer
Members	Laurelei Bakken, Vice-Chair	Staff	Greg Loos, Legal Counsel
Present:	Jerri Henry	Present:	Ryan Allstott, Licensing Supervisor
	Kyle Marine		Melissa Ferguson, Education Program Supervisor
	Niki Summers		Amy Kohler, Education Program Specialist
			Amanda Lee, Board Support Specialist

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

Approval of 04/08/2026 Minutes:

A motion was made and seconded to approve the April 8, 2026, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Spoja presented the Fiscal Year 2026, Quarter 3 Financial Report. A fee adjustment, to ensure the Board is in compliance with Idaho Code § 67-2608(3), was discussed.

OASIS Update: EO Spoja reported that the development of the work verification feature for the OASIS licensing system is underway.

State Travel Policy Update: EO Spoja provided an overview of the updated State Travel Policy that will go into effect on July 1, 2026.

BOARD BUSINESS

License Base Report: Licensing Supervisor Allstott presented the July 1, 2025, to June 22, 2026, License Base Report.

Exam Report: Education Program Specialist Kohler provided the July 2025 to May 2026 Exam Pass Rate Report for Associated Boards of Certification administered exams.

Onsite Work Experience Reporting: The Board discussed the current process to enter work experience into the OASIS licensing system and potential development changes to improve the licensee and applicant experience. The Board will work with the Division to test the functionality before it is integrated into the online system.

Expiring Exam Scores: Effective July 1, 2026, and in accordance with IDAPA 24.05.01 § 100.03, examination results will expire one year from the date of the examination.

32-hour BAT Course Requirement: The *Guidelines for Board Approval of Backflow Assembly Tester (BAT) Courses and Instructor Approval Process* document will be reviewed by Division staff, and a revised draft will be provided for review at the next meeting.

DEQ System Classifications (Industrial & Private Systems): The Board discussed the process of approval for relevant work experience hours outside of Department of Environmental Quality (DEQ) classified facilities and determined that no procedural changes are needed at this time.

Apprenticeship Requirements: The Board reviewed the approval process for apprenticeship programs.

Negotiated Rulemaking: The notice of intent to promulgate rules for the Board will be posted in the July 1, 2026, Administrative Bulletin. A public hearing has been scheduled for July 17, 2026, to receive public comments on the proposed changes to the fee table.

Public Comment: Concerns about the BAT guidance document and grease haulers were raised.

EXECUTIVE SESSION

A motion was made and seconded for the Board to enter into 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 Bakken-Aye, Board Member Marine-Aye, Board Member Henry-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 application number 2090235. The motion carried unanimously.

A motion was made and seconded to table application numbers 1983260 and 2065599 pending the receipt of additional information as discussed in Executive Session. The motion carried unanimously.

A motion was made and seconded to deny application numbers 1975444 and 2052499 with the option for applicants to withdraw their applications within 30 days of notice. The motion carried unanimously.

ADJOURNMENT

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