



State of Idaho
Division of Occupational and Professional Licenses
Idaho Board of Licensure of Professional Engineers and
Professional Land Surveyors

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Minutes of 07/25/2024

Board Members	Ray Watkins, Chair	Division	Jessica Spoja, Executive Officer
Present:	Tom Ruby, Vice-Chair	Staff:	Jill Randolph, Legal Counsel
	Keith Brooks, Secretary		Nicole Kenyon, Licensing Supervisor
	Glenn Bennett		Don Morse, Investigations Supervisor
	Dick Jacobson		Craig Boyak, Investigator
	Wyatt Johnson		Justin Montoya, Investigator
	Sondra Miller		Patty Sayre, Technical Records Spc. 2
			Erin Einarsson, Board Support Specialist
		Others	
		Present:	Andrea Rosholt, Prosecution Counsel

The meeting was called to order at 9:19 AM MT by Chairman Ray Watkins.

APPROVAL OF 05/09/2024 and 05/10/2024 MINUTES

A motion was made and seconded to approve the May 9, 2024 and May 10, 2024 meeting minutes. The motion carried unanimously.

INTRODUCTION: Legal Counsel (LC), Jill Randolph, was introduced.

DIVISION BUSINESS

Public Member Training: LC Randolph provided a PowerPoint presentation titled “Public Members-Board Training”. Chairman Watkins and the Board thanked Public Member Wyatt Johnson for his dedication and valuable input to the Board.

BOARD BUSINESS

DOPL Online Services: The Division of Occupational and Professional Licenses (DOPL) Online Services went live on July 1, 2024. Executive Officer (EO) Jessica Spoja noted that since launch two updates have been made to the search functionality including broader search options for names and removing the prefix requirement for license look up. As the Board Members and public are interacting with OASIS, EO Spoja encouraged them to contact division staff with any questions or issues they discover. Chairman Watkins clarified with EO Spoja that all licensees will have to access the online system by their license renewal time. Secretary Keith Brooks asked how far in advance can a licensee renew and EO Spoja responded, “Six weeks”. Vice-Chairman Tom Ruby asked when license renewal reminders are sent out and EO Spoja confirmed that reminders are sent at six weeks, 30 days and 15 days prior to due date.

NCEES Western Zone Interim Meeting Update: EO Spoja shared that during the Member Board Administrators (MBA) forum, many states, due to a lack of jurisdiction over companies, are changing their statutes and rules and are no longer issuing a Company Certificate of Authorization License. Digital signatures and the use of fraudulent signatures in electronic submittals was also discussed. Ideas for student outreach were shared, specifically with regards to the shortage of Land Surveyors. The sponsorship of a booth through the Department of Education and Future Farmers of America was discussed and Vice-Chair Ruby volunteered to assist in managing a booth. Vice-Chair Ruby shared that the Idaho Society of Professional Land Surveyors recently partnered with Oregon and Washington State to develop a marketing campaign to promote serving in the Pacific Northwest. EO Spoja suggested sharing the videos on DOPL's website to provide information about the profession and path to licensure.

Secretary Brooks noted that the Public Land Survey System (PLSS) module rollout is scheduled for October 2027. The Board will need to review the rules in anticipation of this new requirement.

Board Member Sondra Miller was on the Committee on Uniform Procedures and Legislative Guidelines at the 2024 NCEES Annual Meeting and presented the motions to the Western Zone.

Phase I ESAs Inquiry: EO Spoja will draft a letter citing the definition of engineering and advise the inquirer that the project engineer will need to determine if the work within phase one meets the definition of engineering.

Law Book Updates: There were no updates available at this time and the topic will be moved to the next board meeting.

Table of Penalties: The 2020 Sanctions and Penalties Policy was reviewed by the Board. Chairman Watkins noted that references cited in the document have changed or no longer exist. LC Randolph will review the rules and will update the citations. The document will be updated again once the proposed rules are approved in the Spring of 2025.

Six County Boundary Inquiry: EO Spoja will work with Vice-Chairman Ruby to draft a response.

Summary of Recent Inquiries to Board: EO Spoja will post the inquiries to the Board's SharePoint page for their review.

Spring/Summer Newsletter: EO Spoja is continuing to develop the newsletter. Chairman Watkins and Vice-Chairman Ruby will submit their article on digital signatures.

Late Fee Refund Request: A motion was made and seconded to deny the request to waive a late fee. The motion carried unanimously.

Land Surveying BAS Degree Approval: Secretary Brooks will review the program. EO Spoja added that if the Board votes to accept graduates from that program, DOPL would request delegated authority to approve applicants. Board Member Miller suggested adding that any curriculum changes must be provided to the Board for approval and suggested that the college look

into ABET accreditation. EO Spoja will respond to the inquiry and encourage the applicant to apply for licensure. The Board will continue to examine individual applications while the program is under review.

NCEES Annual Meeting Action Items: A motion was made and seconded to approve all action items from the 2024 NCEES Annual Meeting. The motion carried unanimously.

Zero-Based Regulation: A motion was made and seconded to approve the rules as presented and to go proposed. The motion carried unanimously. EO Spoja notified the Board there will be a Negotiated Rulemaking Public Hearing on August 21, 2024.

Board Member Updates: Board Members provided updates on meetings they have attended. EO Spoja and LC Randolph will draft a document for delegated authority for comity applications that meet the 8-year requirement under [IC 54-1219](#).

Public Comment(s): There were no public comments.

EXECUTIVE SESSION – DISCIPLINE

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: Chairman Watkins-Aye, Vice-Chairman Ruby-Aye, Secretary Brooks-Aye, Board Member Bennett-Aye, Board Member Jacobson-Aye, Board Member Johnson-Aye and Board Member Miller-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: Discipline: A motion was made and seconded to dismiss case numbers I-PELS-2024-27 and I-PELS-2024-30. The motion carried unanimously.

A motion was made and seconded to send case number I-PELS-2024-25 to the Attorney General for formal action. The motion carried unanimously.

A motion was made and seconded to send a warning letter to case number I-PELS-2024-7. The motion carried unanimously.

A motion was made and seconded to send to prosecution for formal action case numbers I-PELS-2024-17 and I-PELS-2024-28. The motion carried unanimously.

Review of Licensure Applications: Upon reviewing licensure applications, the Board made the following motions.

A motion was made and seconded to approve applications 1199001, 1259346, 1273095, XL-4363, XL-4736, XL-7623, XP-1490, XP-1164, XP-1986, XP-2465 (Civil Only), XP-3261, XP-3650, XP-3793, XP-4495, XP-5321, XP-5517, XP-5625, XP-6084 (Civil Only), XP-6396, XP-6412, XP-6908 (Civil Only), XP-7568, XP-7774 and XP-9252. The motion carried unanimously.

A motion was made and seconded to approve application XL-2840. With Secretary Brooks recusing himself, the motion carried.

A motion was made and seconded to approve application 1224593. With Vice-Chairman Ruby recusing himself, the motion carried.

A motion was made and seconded to continue, pending receipt of requested information, applications 1259823, XP-1252 and XP-9598. The motion carried unanimously.

A motion was made and seconded to continue, with the option to withdraw, applications XS-9983, 1229880, XL-3673, XL-8721 and XP-4777. The motion carried unanimously.

A motion was made and seconded to deny application XL-8721. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 5:03 PM.