



State of Idaho

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

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Draft Minutes of 03/13/2025

Board Members	Ray Watkins, Chair	Division	Jessica Spoja, Executive Officer
Present:	Tom Ruby, Vice-Chair	Staff:	Russ Barron, Division Administrator
	Keith Brooks, Secretary		Gus Tate, Legal Counsel
	Dick Jacobson		Angie Hamilton, DHR Bus. Prtnr. III
	Wyatt Johnson		Don Morse, Investigations Supervisor
	Sondra Miller		Nicole Kenyon, Licensing Supervisor
			Craig Boyack, Investigator
			Erin Einarsson, Board Support Specialist

The meeting was called to order at 9:02 AM MT by Chair Ray Watkins.

APPROVAL OF 03/13/2025 PROPOSED AGENDA: A motion was made and seconded to approve the 03/13/2025 Proposed Agenda. The motion carried unanimously.

APPROVAL OF 02/05/2025 MINUTES

A motion was made and seconded to approve the 02/05/2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Respectful Workplace Training: Angie Hamilton, Department of Human Resources Business Partner III, presented the 2025 Respectful Workplace Training.

Quarter 2 Financial Report: The Fiscal Year (FY) 2025, Quarter 2 Financial Report was provided to the Board. Executive Officer (EO) Jessica Spoja will provide the Board with an additional documentation that provides definitions for the line items.

DOPL Legislative Process Presentation: Due to a scheduling conflict, the DOPL Legislative Process Presentation will be provided at the next Board meeting.

BOARD BUSINESS

2025 Idaho Society of Professional Land Surveyors Conference Report: Vice-Chair Tom Ruby and Secretary Keith Brooks both attended the 2025 Idaho Society of Professional Land Surveyors Conference as representatives of the Board. Vice-Chair Ruby and Secretary Brooks both noted that the conference was well attended, expressed appreciation for the speakers and agreed that the DOPL booth presence at the conference was beneficial.

2025 Western Zone Mid-Year Meeting: EO Spoja confirmed that Chair Watkins, Secretary Brooks and Board Member Sondra Miller are the funded delegates for the 2025 Western Zone Mid-Year Meeting.

2025 Idaho Society of Professional Engineers Conference: EO Spoja and Chair Watkins have both been invited to present at the conference. Chair Watkins, Secretary Brooks and Board Member Miller will attend the conference as representatives of the Board.

2025 NCEES Annual Meeting Funded Delegate Selection: Board Member Miller, Vice-Chair Ruby, Secretary Brooks, Board Member Dick Jacobson and Board Member Wyatt Johnson expressed interest in attending the 2025 NCEES Annual Meeting. EO Spoja will confirm the delegates when registration for the annual meeting opens.

Unlicensed Practice Complaint Process: Vice-Chair Ruby requested clarification on the process to file an unlicensed practice complaint with DOPL. Investigations Supervisor Don Morse spoke to the DOPL complaint process.

Licensing Trends: EO Spoja presented the licensing trends from 1990 to 2024 as well as a breakdown of license types issued this fiscal year. The Board requested that additional data for engineering licenses by type and licenses that are lapsed, inactive and retired be included in future reports.

Fee Reduction: The Board reviewed various fee reduction options and the resulting 5-year cash balance projections. A motion was made and seconded to reduce all application fees by 60%, rounding to the nearest \$5 increment, to set intern application fees to zero, and to establish an effective date of July 1, 2025. The motion carried unanimously. Board Member Miller suggested that Board Members reach out to Idaho Universities to advocate for the Restricted Faculty Engineering License.

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

EXECUTIVE SESSION – APPLICATION(S) AND 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: Chair Watkins-Aye, Vice-Chair Ruby-Aye, Secretary Brooks-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: Application(s): Upon reviewing licensure applications, the Board made the following motions:

A motion was made and seconded to approve application 1541474. Chair Watkins and Vice-Chair Ruby recused themselves from the vote. With four in favor, the motion carried.

A motion was made and seconded to approve the following applications: 1544682, 1552913, 1566519 and 1569552. The motion carried unanimously.

A motion was made and seconded to continue, pending receipt of requested information, applications 1523791 and 1564679. The motion carried unanimously.

A motion was made and seconded to approve the COA Waiver Request for Operating Engineers Local Union #3 Federal Credit Union. The motion carried unanimously.

Motion(s) re: Discipline: A motion was made and seconded to close cases 1373138, 1483449 and 1579305. The motion carried unanimously.

A motion was made and seconded to send case 1529102 to the prosecuting attorney. The motion carried unanimously.

A motion was made and seconded to send a warning letter to case 1543342. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 12:15 PM.