



**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

# 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 07/10/2025

**Board Members Present:** Keith Brooks, Vice-Chair  
Sondra Miller, Secretary  
Rodney Burch  
Dick Jacobson  
Wyatt Johnston  
Laila Krall

**Division Staff Present:** Jessica Spoja, Executive Officer  
Gus Tate, Legal Counsel  
Nicole Kenyon, Licensing Spr.  
Erin Einarsson, Board Support Spr.  
Charlotte Kovac, Board Support Spc.  
Melissa Ferguson, Education Prg. Spr.  
Jeannien DeWitt, Ed. Training Spc.  
Patty Sayre, Technical Records Spc.  
Craig Boyak, Investigator  
MiChell Bird, Investigations Prg. Mgr.

**Board Members Absent:** Tom Ruby, Chair

**Others Present:** Josh Bishop, Prosecuting Attorney

The meeting was called to order at 9:00 AM MT by Vice-Chair Keith Brooks.

#### DIVISION BUSINESS

**Financial Report:** The Financial Report was not available and will be presented at the next meeting.

**House Bill 14 Discussion:** The discussion was completed at the July 9, 2025 meeting.

**Guidance Document Discussion:** Executive Officer (EO) Jessica Spoja reviewed the Ethics and Professional Practice Agency Guidance Document with the Board. An updated document will be presented at the next Board meeting.

#### BOARD BUSINESS

**Licensing Data:** EO Spoja presented the licensing data for Professional Engineers and Professional Land Surveyors, both in-state and out of state, from fiscal year 2020 to 2025. Board Member Rodney Burch requested additional data on retired licenses and new licenses issued.

**Continuing Education Guidance Document Discussion:** Education Program Supervisor Melissa Ferguson gathered feedback from the Board for suggested updates to the Continuing Education Guidance Document. A revised document will be presented at the next Board meeting.

**NCEES Proposed Bylaw Changes:** The Board reviewed the proposed bylaw changes in preparation for the National Council of Examiners of Engineers and Surveyors (NCEES) 2025 Annual Meeting.

**NCEES Western Zone Mid-Year Meeting Report:** Vice-Chair Brooks and Secretary Sondra Miller provided reports from the 2025 NCEES Western Zone Mid-Year Meeting. Highlighted topics included the new NCEES experience record, new engineering tech education standards and the low pass rate of the structural engineering exam.

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**ISPE Meeting Report:** Vice-Chair Brooks provided a report on the Idaho Society of Professional Engineers (ISPE) 2025 Annual Meeting noting EO Spoja and Investigations Supervisor Don Morse presented licensing data and discipline trends and that Emeritus Board Member Ray Watkins provided a presentation at the close of the 2025 Annual Meeting.

**Licensee Engagement & Outreach:** Secretary Miller proposed that the Board meet with Engineering and Land Surveying Deans to provide licensing education. Secretary Miller will develop a presentation and will review with the Board at the next meeting.

**Idaho Code § 54-1211:** With the transition to the OASIS Licensing System, the Board discussed options for maintaining the roster.

**Stamping Plans for Federal Projects:** LC Tate suggested including this topic in the guidance document. A draft will be brought to the next board meeting for review.

**Public Comment:** There were public comments.

#### **EXECUTIVE SESSION – NEWS BULLETIN, 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: Vice-Chair Brooks-Aye, Secretary Miller-Aye, Board Member Burch-Aye, Board Member Jacobson-Aye, Board Member Johnson-Aye and Board Member Krall-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 applications 1656549, 1652140, 1627178, 1662309, 1712045 and the COA Waiver Request for Tipping Structural Engineers. The motion carried unanimously.

A motion was made and seconded to approve, pending receipt of requested information, applications 1510326 and 1654518. The motion carried unanimously.

A motion was made and seconded to continue, with the option to withdraw, application 1651815. The motion carried unanimously.

**Motion(s) re: Discipline:** Upon reviewing discipline cases, the Board made the following motions:

A motion was made and seconded to issue a warning letter to case 1639616. The motion carried unanimously.

A motion was made and seconded to close cases 1642514, 1682880 and 1682881. The motion carried unanimously.

A motion was made and seconded to agree with the terms discussed in executive session on the following Consent Orders:.... and to authorize Vice-Chair Brooks to sign on behalf of the Board.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 3:27 PM.

**ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:40 PM.