



State of Idaho

Division of Occupational and Professional Licenses Idaho State Plumbing Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Draft Meeting Minutes of 09/11/2025

Board Members Present: Matt Gardner, Chair
Bob King, Vice-Chair
John Kierce
Bill Harmon

Division Staff Present: Amy Lorenzo, Bureau Chief
Jeremy Kirk, Executive Officer
Gus Tate, Legal Counsel
Amanda Lee, Board Support Spec.

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

Approval of 07/24/2025 Minutes:

A motion was made and seconded to approve the July 24, 2025, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Bureau Chief (BC) Amy Lorenzo presented the Fiscal Year 2025 Financial Report. Chair Gardner requested further information on the Division's annual expenditures and the proportional breakdown of those expenses for the Board. BC Lorenzo responded that a report can be provided at the next meeting.

Open Meeting Law Training: Legal Counsel (LC) Gus Tate presented the Open Meeting Law Training, reviewing the requirements for all meetings of appointed Boards and Committees of Idaho.

Notice of Violation (NOV) Report: Executive Officer (EO) Jeremy Kirk presented the NOV Report showing the amount and type of plumbing violations from July 24, 2025 to September 3, 2025. BC Lorenzo added that a report including data from 2023 forward will be provided at the next meeting. EO Kirk shared that data on habitual vs. first time offenders is being compiled and will be presented at the next meeting.

Plumbing Program Update: EO Jeremy Kirk has been meeting with agencies in eastern Idaho, including Eastern Idaho Public Health as well as city, county and building officials, and will provide a report to the Board at the next meeting. The DOPL Compliance Inspector has been providing education on licensure requirements, including tracking renewal and expiration dates, to apprentices in eastern Idaho. Additionally, EO Kirk has been working closely with the International Association of Plumbing and Mechanical Officials and the DOPL Education Team to develop additional Idaho code specific questions for the exam and will provide an update at the next meeting. Finally, EO Kirk announced that he is stepping down from the Executive Officer position but will continue to be actively engaged and provide support to the Board as the

Plumbing Program Manager. BC Lorenzo is transitioning into an Executive Officer position for all trade boards at DOPL.

House Bill 14 Discussion: LC Tate provided an update on the status of House Bill 14, stating that the Governor's Office has submitted the report to the legislature. Once action has been taken by the legislature, an update will be provided.

BOARD BUSINESS

2026 Meeting Dates: A motion was made and seconded to approve the following 2026 meeting dates: February 26, May 21, July 30, and November 19. The motion carried unanimously.

Public Comment: There were no public comments.

EXECUTIVE SESSION

A motion was made and seconded for the Board to enter into executive session under Idaho Code § 74-206(1)(d) and Idaho Code § 74-206(1)(f) 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 retain a license or registration and to discuss pending or imminent litigation with legal counsel. Roll call: Chair Gardner-Aye, Vice Chair King-Aye, Board Member Kierce-Aye, and Board Member Harmon-Aye. The motion carried unanimously.

MOTION(S) RESULTING FROM THE EXECUTIVE SESSION

There were no motions resulting from the executive session.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:13 AM.

Financial Plan Status By Fund

427 - DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Fiscal Month: June | Fiscal Year: 2025

Fund Code: 22903 - State Reg Fund: Plumbing Board (PLB)

Account Category	Appropriation Unit	Org Cost Center	Summary Account Code	1st Qtr Revenue/Expenditures	2nd Qtr Revenue/Expenditures	3rd Qtr Revenue/Expenditures	4th Qtr Revenue/Expenditures	Year-to-Date Revenue/Expenditures
40 Revenue	DPLB	2012	LIC FEE FINES					-
	DPLB	2012	REGULATORY LICENSE	52,547.03	26,906.80	34,064.31	25,851.50	139,369.64
	DPLB	2012	REGULATORY FEES	1,003,889.45	921,512.30	601,137.78	926,489.18	3,453,028.71
	DPLB	2012	EXAMINATION FEES	4,870.60	3,399.09	5,844.91	3,150.00	17,264.60
	DPLB	2012	OTHER LIC PER & FEE	367.80	674.16	771.53	917.39	2,730.88
	DPLB	2012	FINES	943.18	4,305.25	780.00	-	6,028.43
	DPLB	2012	OTHER REVENUE	-	1,825.50	1,793.10	4,400.40	8,019.00
	DPLB	2012	RENT AND LEASE	1,324.35	-	-	-	1,324.35
	DPLB	2012	SALE OF SERV	-	27,278.89	26,800.00	-	54,078.89
	DPLB	2012	MOVING EXPENSE REIMBURSEMENT	-	-	29,581.01	-	29,581.01
40 Revenue - Summary				1,063,942.41	985,901.99	700,772.64	960,808.47	3,711,425.51
50 Personnel	DPLB	2012	EMPLOYEE BENEFITS	98,827.29	88,069.82	107,945.73	92,699.60	387,542.44
	DPLB	2012	EMPLOYEE - TEMP	2,132.00	2,099.45	-	473.52	4,704.97
	DPLB	2012	HEALTH BENEFITS	83,350.88	83,113.10	89,116.17	89,183.54	344,763.69
	DPLB	2012	SALARY & WAGES	440,258.86	386,573.39	476,322.47	403,109.53	1,706,264.25
50 Personnel - Summary				624,569.03	559,855.76	673,384.37	585,466.19	2,443,275.35
55 Operating	DPLB	2012	ADMIN SERVICES	123.45	662.41	1,137.47	206.45	2,129.78
	DPLB	2012	ADMIN SUPPLIES	1,403.16	2,008.36	1,148.27	2,177.93	6,737.72
	DPLB	2012	COMMUNICATION COSTS	8,074.21	5,954.96	8,643.59	9,022.96	31,695.72
	DPLB	2012	COMPUTER SERVICES	10,009.71	2,176.40	9,509.82	4,100.98	25,796.91
	DPLB	2012	COMPUTER SERVICES - OASIS	167,101.38	89,962.03	128,531.70	128,531.70	514,126.81
	DPLB	2012	COMPUTER SERVICES - ITS	8,031.14	8,031.14	8,031.14	8,031.14	32,124.55
	DPLB	2012	COMPUTER SUPPLIES	7.95	-	7,620.72	583.40	8,212.07
	DPLB	2012	EMPLOYEE DEVELOPMENT	2,535.46	775.68	4,339.67	1,769.14	9,419.95
	DPLB	2012	FUEL & LUBRICANTS	29,522.18	28,417.13	16,158.05	32,410.68	106,508.04
	DPLB	2012	GENERAL SERVICES					
	DPLB	2012	TEMPORARY PERSONNEL	11,087.79	14,451.07	6,758.53	8,215.03	40,512.42
	DPLB	2012	SECURITY PATROL	1,253.30	1,325.65	1,243.10	1,295.09	5,117.14
	DPLB	2012	GROUP PUBLICATIONS	64.78	4,258.03	3,587.60	13,187.62	21,098.03
	DPLB	2012	OTHER GENERAL SERVICES	170.11	159.27	173.77	221.29	724.44
	DPLB	2012	IN-STATE TRAVEL	2,065.68	3,728.19	3,995.16	6,032.31	15,821.34
	DPLB	2012	INSURANCE	14,587.75	-	-	-	14,587.75
	DPLB	2012	MFG & MERCHANT	-	-	-	1.02	1.02
	DPLB	2012	MISC TRAVEL & MOVING	-	-	999.10	1,187.58	2,186.68
	DPLB	2012	MISCELLANEOUS					
	DPLB	2012	CREDIT CARD FEES		5,847.04	14,001.50	19,079.28	38,927.82
	DPLB	2012	GOVERNMENTAL OVERHEAD		12,889.72	-	-	12,889.72
	DPLB	2012	ADMIN RULE EXPENSE	504.00	-	-	-	504.00
	DPLB	2012	INVESTIGATIVE EXPENSE	26.43	19.30	28.96	28.95	103.64
	DPLB	2012	OTHER MISC EXPENDITURES	9.24	-	-	-	9.24
	DPLB	2012	OUT-STATE TRAVEL	364.61	824.37	347.25	351.72	1,887.95
	DPLB	2012	PROFESSIONAL SERVICES					
	DPLB	2012	LEGAL FEES	947.60	618.52	45.71	7,243.93	8,855.76
	DPLB	2012	CONSULTANT-GENERAL	3,389.59	-	-	3,859.83	7,249.42
	DPLB	2012	RENTAL	1,105.84	2,771.95	2,313.26	1,319.54	7,510.59
	DPLB	2012	RENTAL - CHINDEN CAMPUS	23,899.60	4,734.40	14,317.00	14,317.00	57,268.00
	DPLB	2012	RENTAL - CdA	3,687.89	3,687.89	3,687.89	3,687.89	14,751.55
	DPLB	2012	REPAIR & MAINTENANCE	20,779.41	21,092.20	21,700.48	16,507.24	80,079.33
	DPLB	2012	REPAIR & MAINTENANCE - OASIS	58,982.04	-	29,491.02	29,491.02	117,964.08
	DPLB	2012	REPAIR & MAINTENANCE - ITS	13,422.62	13,422.62	13,422.62	13,422.62	53,690.47
	DPLB	2012	REPAIR SUPPLIES	201.17	962.15	1,405.45	993.23	3,562.00
	DPLB	2012	SPECIFIC SUPPLIES	485.59	122.73	1,106.81	155.11	1,870.24
	DPLB	2012	UTILITIES	166.53	195.90	363.41	241.35	967.19
55 Operating - Summary				384,010.21	229,099.10	304,109.04	327,673.02	1,244,891.36
70 Capital	DPLB	2012	MOTOR & NON-MOTOR EQUIP	-	227,827.65	-	-	227,827.65
70 Capital - Summary				-	227,827.65	-	-	227,827.65
Net Income (Loss)				55,363.18	(30,880.51)	(276,720.77)	47,669.26	(204,568.85)
Beginning Cash Balance								3,343,694.06
AP/Prepays Adjustment (Tab PP-AP)								0.00
Ending Cash Balance								3,139,125.21

Prepared By: *Katie Harman*

Approved by: *Wendy Gutierrez*

09/15/2025