



**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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**Minutes of 09/03/2025**

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

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

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

The meeting was called to order at 9:00 AM MT by Chair Tom Ruby.

**MOTION TO AMEND THE AGENDA**

Due to administrative oversight the topics “Roster Requirements” and “Newsletter” were not included as discussion topics on the agenda. Pursuant to Idaho Code § 74-204(4)(c) a motion was made and seconded to add “Roster Requirements” and “Newsletter” to the agenda. The motion carried unanimously.

**APPROVAL OF 07/09/2025 & 07/10/2025 MINUTES**

A motion was made and seconded to approve the July 9, 2025 and July 10, 2025 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** The Fiscal Year 2025 Financial Report was presented by Executive Officer (EO) Jessica Spoja.

**BOARD BUSINESS**

**Law Book Update:** The Board directed Legal Counsel (LC) Gus Tate to review the current law book with Chair Ruby. An updated draft will be presented at the November 21, 2025 meeting.

**Practice & Ethics Guidance Document Review:** This topic was tabled to the November 21, 2025 meeting.

**Professional Engineering Manual Review:** This topic was tabled to the November 21, 2025 meeting

**Continuing Education Guidance Document Review:** Education Program Supervisor Melissa Ferguson presented the draft Licensure and Education Policy guidance document to the Board for their review. A motion was made and seconded to approve the Licensure and Education Policy as amended. The motion carried unanimously.

**Roster Requirements:** The Division is in the process of gathering licensing data for all inactive, expired and deceased licenses from the legacy licensing system and will be publishing the roster on the DOPL website.

**Newsletter:** LC Tate is in the process of reviewing the newsletter opinions and will present the revisions at the September 8, 2025 meeting.

**NSPE Meeting Report:** Secretary Sondra Miller attended the National Society of Professional Engineers (NSPE) 2025 Annual Meeting in Kansas City, MO. Secretary Miller encouraged board members to become more active in NSPE and suggested the board consider how to encourage their constituents, specifically engineers, to become more engaged with the legislative process.

**NCEES Annual Meeting Reports:** Vice-Chair Brooks, Secretary Miller and Board Member Wyatt Johnson attended the National Council of Examiners for Engineering and Surveying (NCEES) 2025 Annual Meeting in New Orleans, LA.

- Vice-Chair Brooks shared that the International Organizational Council on Regulation will be issuing an informational document on overlapping practice. Vice-Chair Brooks noted that the draft statement on Artificial Intelligence (AI) was approved and suggested sending a letter outlining the NCEES AI statement to all licensees. EO Spoja will draft the letter and present it to the Board for their review.
- Secretary Miller noted that the Licensure Committee will be clarifying the experience record guidelines and will develop a suggested rubric.
- Board Member Johnson added that the motions previously reviewed by the Board were generally approved with some minor revisions. Board Member Johnson also noted that new motions were presented at the Annual Meeting and suggested that the Board authorize the delegates to vote on behalf of the Board prior to the Western Zone and Annual Meetings.

**Licensee Engagement & Outreach:** The Board will discuss this topic at the November 21, 2025 meeting to gather suggestions from the deans on student outreach.

**Stamping Plans for Federal Projects:** This topic was tabled to the September 8, 2025 meeting.

**Public Comment:** 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 Ruby-Aye, 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):** The application review was tabled to the September 8, 2025 Board meeting.

**Motion(s) re: Discipline:** A motion was made and seconded to issue a letter of reprimand for case number 1755832. The motion carried unanimously.

**ADJOURNMENT**

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