



**State of Idaho**  
**Division of Occupational and Professional Licenses**  
**State Plumbing Board**

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator  
11341 W Chinden Blvd.  
P.O. Box 83720  
Boise, ID 83720-0063  
(208) 334-3233  
dopl.idaho.gov

**Minutes of 01/23/2025**

**Board Members**

**Present:** Matt Gardner, Chair  
John Kierce  
Bill Harmon  
Bob King

**Division Staff**

**Present:** Justin Touchstone, Executive Officer  
Jeremy Kirk, Plumbing Program Mngr.  
Gus Tate, Legal Counsel  
Bryan Mulleneaux, Investigator  
Amanda Lee, Board Support Specialist

**Prosecuting Attorney**

**Present:** Andrea Rosholt

The meeting was called to order at 9:09 AM MT by Chairman Matt Gardner.

**APPROVAL OF MINUTES**

A motion was made and seconded to approve the 09/05/2024 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Introduction:** Executive Officer (EO) Justin Touchstone introduced Plumbing Program Manager (PPM) Jeremy Kirk.

**Respectful Workplace Training:** A presentation titled “Respectful Workplace Training” was provided to the Board.

**Financial Report:** PPM Kirk reviewed the Fiscal Year 2025 Quarter One Financial Report with the Board. The OASIS licensing system expenses as well as the projected annual maintenance fees for OASIS were discussed.

**Plumbing Program Update:** PPM Kirk presented a brief breakdown of the number of licenses per license type. Chairman Gardner requested to have a yearly comparison and an update on any DOPL projects or legislative agendas in the future.

**Notice of Violation (NOV) Report:** The 2024 NOV Report was provided. A comparison between past years was requested by Chairman Gardner.

**BOARD BUSINESS**

**Election of Officers:** A motion was made and seconded to re-elect Chairman Gardner. The motion carried unanimously. A motion was made and seconded to elect Bob King as Vice-Chairman. The motion carried unanimously.

**Ejector Discharge Pipe Guidance Document:** DOPL staff will work with Chairman Gardner to develop a guidance document to clarify ejector code requirements as modern equipment has a higher rate of output of gallons per minute.

**Public Comment:** Darcy Neidigh of DeBest Plumbing presented several questions to the Board. The issues discussed included the lack of differentiation in permit/license types within the OASIS system, the absence of a functional system for verifying employee licenses without a license number, and the limited public access to documents before Board meetings. Chairman Gardner, along with EO Touchstone and PPM Kirk, will consult with DOPL staff to address these concerns. Ms. Neidigh also asked if there are any active 2025 legislative changes and the status of the Board's vacant position. EO Touchstone confirmed that currently there is no active legislation that directly affects the Plumbing Board and that the Governor's office is reviewing applications for the vacant position.

Mark Hosick with Southwest JATC inquired about the status of Compliance Officers for Plumbing. As the responsibilities of Compliance Officers are not distributed among the State Inspectors, PPM Kirk will prepare a comparative report for the next Board meeting.

Gilbert Pond with Pond's Plumbing & Heating Service expressed concern that the vacant seat on the Board has not been filled and stated that two mechanical engineers had previously shown interest in the position. Legal Counsel Gus Tate will research specific verbiage used in position requirements for the "At-Large" position on the Board.

Chad Schwendiman with the City of Boise asked if there were any updates about code adoption for Idaho. PPM Kirk stated that none have been discussed. Chairman Gardner would like to stay current on code requirements as long as the new code doesn't create discrepancies.

Neil Baker with EarthLink Geothermal asked if there has been any feedback about the reduced requirements for Idaho Plumbing Contractors and why those requirements have been reduced. Chairman Gardner and EO Touchstone reviewed the negotiated rulemaking process and agreed that there hasn't been enough time to tell what kind of impact this has had on the industry.

### **EXECUTIVE SESSION – DISCIPLINE**

A motion was made and seconded that the board enter Executive Session under Idaho Code § 74-206(1)(d) to consider records that are exempt from disclosure under the Public Records Act, 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. Roll call: Chairman Gardner-aye; Board Member Kierce-aye; Board Member King-aye; and Board Member Harmon-aye. The motion carried unanimously.

A motion was made and seconded to leave Executive Session. The motion carried unanimously.

The Board was consulted by DOPL staff as subject matter experts in executive session. DOPL did not ask the Board to take any action.

### **ADJOURNMENT**

There being no further business, a motion was made and seconded to adjourn the meeting at 12:27 PM.

01/23/2025al

## Financial Plan Status By Fund

### 427 - DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Fiscal Month: September | 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 2	1,062,618.06				1,062,618.06
	DPLB	2012	RENT AND LEASE 2	1,324.35				1,324.35
<b>40  Revenue - Summary</b>				<b>1,063,942.41</b>	-	-	-	<b>1,063,942.41</b>
50  Personnel	DPLB	2012	EMPLOYEE BENEFITS	98,827.29				98,827.29
	DPLB	2012	EMPLOYEE - TEMP	2,132.00				2,132.00
	DPLB	2012	HEALTH BENEFITS	83,350.88				83,350.88
	DPLB	2012	SALARY & WAGES	440,258.86				440,258.86
<b>50  Personnel - Summary</b>				<b>624,569.03</b>	-	-	-	<b>624,569.03</b>
55  Operating	DPLB	2012	ADMIN SERVICES	123.45				123.45
	DPLB	2012	ADMIN SUPPLIES	1,403.16				1,403.16
	DPLB	2012	COMMUNICATION COSTS	8,074.21				8,074.21
	DPLB	2012	COMPUTER SERVICES	18,040.85	8,031.14	8,031.14	8,031.14	42,134.27
	DPLB	2012	COMPUTER SERVICES - OASIS	167,101.38				167,101.38
	DPLB	2012	COMPUTER SUPPLIES	7.95				7.95
	DPLB	2012	EMPLOYEE DEVELOPMENT	2,535.46				2,535.46
	DPLB	2012	FUEL & LUBRICANTS	29,522.18				29,522.18
	DPLB	2012	GENERAL SERVICES					
			TEMPORARY PERSONNEL	11,087.79				11,087.79
			SECURITY PATROL	1,253.30				1,253.30
			OTHER GENERAL SERVICES	234.89				234.89
	DPLB	2012	IN-STATE TRAVEL	2,065.68				2,065.68
	DPLB	2012	INSURANCE	14,587.75				14,587.75
	DPLB	2012	MISCELLANEOUS					
			ADMIN RULE EXPENSE	504.00				504.00
			INVESTIGATIVE EXPENSE	26.43				26.43
			OTHER MISC EXPENDITURES	9.24				9.24
	DPLB	2012	OUT-STATE TRAVEL	364.61				364.61
	DPLB	2012	PROFESSIONAL SERVICES					
			LEGAL FEES	947.60				947.60
			CONSULTANT-GENERAL	3,389.59				3,389.59
	DPLB	2012	RENTAL	28,693.33	3,011.86	3,011.86	3,011.86	37,728.91
	DPLB	2012	REPAIR & MAINTENANCE	34,202.03	13,417.62	13,417.62	13,417.62	74,454.89
	DPLB	2012	REPAIR & MAINTENANCE - OASIS	58,982.04				58,982.04
	DPLB	2012	REPAIR SUPPLIES	201.17				201.17
	DPLB	2012	SPECIFIC SUPPLIES	485.59				485.59
	DPLB	2012	UTILITIES	166.53				166.53
<b>55  Operating - Summary</b>				<b>384,010.21</b>	<b>24,460.62</b>	<b>24,460.62</b>	<b>24,460.62</b>	<b>457,392.07</b>
70  Capital	DPLB	2012	MOTOR & NON-MOTOR EQUIP					-
<b>70  Capital - Summary</b>				-	-	-	-	-
<b>Net Income (Loss)</b>				<b>55,363.17</b>	<b>(24,460.62)</b>	<b>(24,460.62)</b>	<b>(24,460.62)</b>	<b>(18,018.69)</b>
<b>Beginning Cash Balance</b>								<b>3,343,694.06</b>
<b>Ending Cash Balance</b>								<b>3,325,675.37</b>

Note 1: Rental Expense includes \$23,899.60 estimated Facility Rent Accrual for quarter 1

Note 2: Computer Services/R&M: ITS Invoice paid in September is annual pmt for FY25. Quarterly allocations are made for prepaid ITS.

Note 3: Cda Annual rent paid in Q1. Quarterly allocations made for Cda

Note 4: Computer Services-Oasis is 1st half of Go-Live; 2nd half to be paid in 2nd Qtr; Acceptance fee will be paid in 3rd Qtr

Note 5: R&M-Oasis is 1st half of maintenance fee for Oasis