



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 01/23/2026

Board Members	Tom Ruby, Chair	Division Staff	Jessica Spoja, Executive Officer
Present:	Keith Brooks, Vice-Chair	Present:	Greg Loos, Legal Counsel
	Sondra Miller, Secretary		Melissa Ferguson, Ed. Program Spr.
	Rodney Burch		Jeannien DeWitt, Ed. Training Spec.
	Dick Jacobson		Nicole Kenyon, Licensing Spr
	Wyatt Johnson		Erin Einarsson, Board Support Spr.
	Laila Kral		

The meeting was called to order at 9:04 AM MT by Chair Tom Ruby.

APPROVAL OF 11/21/2025 MINUTES

A motion was made and seconded to approve the November 21, 2025 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: The Fiscal Year (FY) 2026, Quarter Two Financial Report was presented by Executive Officer (EO) Jessica Spoja. EO Spoja noted that the fee reduction went into effect on July 1, 2025 and is reflected in both Quarter 1 and Quarter 2 of the financial report. EO Spoja will continue to monitor the cash balance and will review the effects of the fee reduction with the board after one year.

OASIS Update Regarding Address Publication: The development team is currently testing the implementation of address publication in the OASIS licensing system. EO Spoja will provide a progress report at the next meeting.

Respectful Workplace Training: The 2026 Respectful Workplace Training was provided.

BOARD BUSINESS

Law Book: Legal Counsel Greg Loos provided the Board with a copy of the Real Estate Commission law book for their review. The Board discussed the costs and maintenance of providing a physical law book versus the online law book provided on the DOPL website. Chair Ruby suggested that an online document that is searchable would be more useful for licensees. Vice-Chair Keith Brooks requested that the law book is updated each year with information on any new legislation that impacts licensees. A motion was made and seconded to delegate authority to staff to annually update the Law Book after Sine Die of each legislative session and to publish the Law Book in July of each year. The motion carried unanimously.

Artificial Intelligence Guidance: A motion was made and seconded to adopt and distribute the NCEES “Responsible Use of Artificial Intelligence in Engineering and Surveying” Guidance Document. The motion carried unanimously.

PDH Audit Update: Education Program Supervisor (EPS) Melissa Ferguson provided an update on professional development audits. Education Training Specialist Jeannien DeWitt added that with the renewal date change to birthdate, DOPL has been conducting more audits for reinstatement. Vice-Chair Brooks expressed concern that with the implementation of the new two-year license renewal cycle, licensees may not be aware that the total number continuing education credits has changed. EPS Ferguson shared that the audit process helps DOPL staff identify trends and that they can use that information to create an education plan. DOPL has received direction from the legislature to provide education over fines where possible and EPS Ferguson suggested that a disciplinary class for first-time offenders could be helpful. Staff will review trends and provide a report at the next meeting.

NCEES PLSS Examination: Vice-Chair Brooks reviewed the October 27, 2026 National Council of Examiners for Engineering and Surveying Public Land Survey System (PLSS) exam requirements and how those changes can impact the State of Idaho. Chair Ruby, Vice-Chair Brooks and Board Member Burch will review the exam requirements and the State of Idaho rules and will provide their recommendations to EO Spoja. The Board will discuss this topic at the next meeting.

Engineer Guidance Manual: A motion was made and seconded to approve the Engineer Guidance Manual as presented. The motion carried unanimously.

PLS Guidance Manual: The board provided guidance on the updates required for the Public Land Surveyor Guidance Manual. EO Spoja will revise the document and present the updated manual at the next meeting.

Newsletter Topics and Timeline: The Board directed staff to publish a newsletter twice per year with Spring/Summer and Fall/Winter editions. The Board directed staff to include the following topics for the Spring/Summer 2026 Newsletter: PLSS Exam, Legislative Updates, EPE Exam Meeting, AI Guidance Document, Professional Development Hours Audits and any discipline cases that can be published. A draft of the Spring/Summer 2026 newsletter will be presented at the next meeting.

WZ Assistant Vice President Nomination: A motion was made and seconded to approve Secretary Sondra Miller’s nomination for the Western Zone Assistant Vice President position. The motion carried unanimously.

2026 NSPECon Attendance: A motion was made and seconded to send Secretary Miller to the National Society of Professional Engineers 2026 Annual Meeting as a representative of the Board. The motion carried unanimously.

Public Comment: There were no public comments.

EXECUTIVE SESSION – APPLICATION(S)

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 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 Kral-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 numbers 1903109, 1912759, 1890357, 1934080 and 1942099. The motion carried unanimously.

A motion was made and seconded to deny, with the option to withdraw within thirty days, application number 1946495. The motion carried unanimously.

A motion was made and seconded to deny the FE Waiver Request, The motion carried unanimously.

A motion was made and seconded to deny the COA Waiver Requests for Radar Engineering, Inc, California Manufacturing and Engineering Co., Inc. and Cornerstone Utility Engineering. The motion carried unanimously.

ADJOURNMENT

There being no further business, the meeting was adjourned at 11:38 AM.