



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 02/26/2026

Board Members	Matt Gardner, Chair	Division Staff	Amy Lorenzo, Executive Officer
Present:	Bob King, Vice-Chair	Present:	Jeremy Kirk, Plumbing Program Manager
	John Kierce		Greg Loos, Legal Counsel
	Bill Harmon		Liz McClung, Investigations Supervisor
			Melissa Fergusson, Edu. Program Supervisor
			Amanda Lee, Board Support Specialist

The meeting was called to order at 9:02 AM MT by Chair Matt Gardner.

Approval of 09/11/2025 Minutes:

A motion was made and seconded to approve the September 11, 2025, meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Financial Report: Executive Officer (EO) Amy Lorenzo presented the Fiscal Year 2026, Quarter 2 Financial Report.

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

BOARD BUSINESS

Election of Officers: A motion was made and seconded to re-elect Chair Gardner. The motion carried unanimously.

A motion was made and seconded to elect Board Member John Kierce as Vice-Chair. The motion carried unanimously.

Legislative Update: EO Lorenzo provided an update on the 2026 Legislative Session noting that [House Bill \(HB\) 703](#), which standardizes the disciplinary framework across the boards, commissions, committees, and programs administered by the Division, is being presented this year. The Board and members of the public discussed [House Bill 585 Electrical, Plumbing, and HVAC Inspections](#) and concerns relating to third-party inspector training.

Notice of Violation (NOV) Report: Investigations Supervisor Liz McClung provided the Notice of Violation Report for July 1, 2025, to February 10, 2026.

License Base Report: EO Lorenzo provided the Plumbing License Report for September 12, 2025, to February 19, 2026. This report included active and lapsed licenses as of February 19, 2026.

Journeyman Plumber Item Bank: Education Program Supervisor Melissa Ferguson provided an update on the item bank of questions created for the Journeyman Plumber exam.

A motion was made and seconded to approve the start date for the new exam questions as July 1, 2026. The motion carried unanimously.

Hard Card Update: The Division has begun distributing the license and registration hard cards, focusing first on the sizable backlog of requested cards.

Well Driller/Pump Installer Exam Discussion: EO Lorenzo provided an update on the working group for the Well Driller/Pump Installer exam. The working group will meet in May to continue their review of the exam and Board Members are encouraged to contact EO Lorenzo if they would like to be involved in the process.

Plumbing Program Update: Plumbing Program Manager Jeremy Kirk provided an update on the plumbing program since the last meeting, including ride-a-longs with Division inspectors, assisting the Idaho Ground Water Association with exam structuring, attending the Idaho State University, North Idaho College and College of Eastern Idaho instructor and apprentice Questions and Answers events, and meeting with Plumbing Inspector Patrick Riblett and Eastern Idaho Public Health Representatives.

Public Comment: There were public comments.

ADJOURNMENT

There being no further business, the meeting was adjourned at 10:24 AM.

Financial Plan Status By Fund

427 - DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Fiscal Month: December | Fiscal Year: 2026

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

Account Category	Appropriation Unit	Org Cost Center	Summary Account Code	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Year-to-Date Revenue/Expenditures
40 Revenue	DPLB	2012	LIC FEE FINES					
	DPLB	2012	REGULATORY LICENSE	28,843	23,723			52,566
	DPLB	2012	REGULATORY FEES	965,445	817,257			1,782,702
	DPLB	2012	EXAMINATION FEES	3,975	2,625			6,600
	DPLB	2012	OTHER LIC PER & FEE	1,511	1,400			2,911
	DPLB	2012	OTHER REVENUE	1,753	2,123			3,876
	DPLB	2012	RENT AND LEASE	1,291	(881)			409
	DPLB	2012	SALE OF SERV	12,406	-			12,406
40 Revenue - Summary				1,015,223	846,247	-	-	1,861,470
50 Personnel	DPLB	2012	EMPLOYEE BENEFITS	111,505	90,947			202,451
	DPLB	2012	HEALTH BENEFITS	91,275	88,224			179,499
	DPLB	2012	SALARY & WAGES	494,261	402,437			896,697
50 Personnel - Summary				697,040	581,608	-	-	1,278,648
55 Operating	DPLB	2012	ADMIN SERVICES	960	12			972
	DPLB	2012	ADMIN SUPPLIES	1,242	1,199			2,440
	DPLB	2012	COMMUNICATION COSTS	9,089	7,887			16,976
	DPLB	2012	COMPUTER SERVICES	2,422	3,313			5,735
	DPLB	2012	COMPUTER SERVICES - ITS	6,497	9,290			15,788
	DPLB	2012	COMPUTER SUPPLIES	13	-			13
	DPLB	2012	EMPLOYEE DEVELOPMENT	1,048	2,076			3,124
	DPLB	2012	FUEL & LUBRICANTS	28,118	25,908			54,026
	DPLB	2012	GENERAL SERVICES					
	DPLB	2012	TEMPORARY PERSONNEL	1,175	88			1,264
	DPLB	2012	SECURITY PATROL	1,879	1,391			3,269
	DPLB	2012	GROUP PUBLICATIONS	17,817	5,495			23,312
	DPLB	2012	EDUCATIONAL TESTING, GRADING	-	1,920			1,920
	DPLB	2012	OTHER GENERAL SERVICES	139	193			332
	DPLB	2012	IN-STATE TRAVEL	12,094	8,978			21,072
	DPLB	2012	INSURANCE	1,445	1,445			2,891
	DPLB	2012	MFG & MERCHANT	33	-			33
	DPLB	2012	MISC TRAVEL & MOVING	121	166			287
	DPLB	2012	MISCELLANEOUS					
	DPLB	2012	CREDIT CARD FEES	22,515	19,444			41,959
	DPLB	2012	GOVERNMENTAL OVERHEAD	4,175	-			4,175
	DPLB	2012	INVESTIGATIVE EXPENSE	20	31			51
	DPLB	2012	OTHER MISC EXPENDITURES	918	-			918
	DPLB	2012	OUT-STATE TRAVEL	457	756			1,213
	DPLB	2012	PROFESSIONAL SERVICES					
	DPLB	2012	LEGAL FEES	2,067	1,716			3,783
	DPLB	2012	CONSULTANT-GENERAL	3,111	4,977			8,089
	DPLB	2012	RENTAL	1,756	1,693			3,449
	DPLB	2012	RENTAL - CHINDEN CAMPUS	15,191	15,191			30,383
	DPLB	2012	RENTAL - CdA	3,594	3,594			7,187
	DPLB	2012	REPAIR & MAINTENANCE	6,108	1,524			7,633
	DPLB	2012	REPAIR & MAINTENANCE - VEHICLE	14,498	28,887			43,385
	DPLB	2012	REPAIR & MAINTENANCE - OASIS	31,210	31,210			62,419
	DPLB	2012	REPAIR & MAINTENANCE - ITS	12,147	12,147			24,295
	DPLB	2012	REPAIR SUPPLIES	372	188			560
	DPLB	2012	SPECIFIC SUPPLIES	43	6,035			6,078
DPLB	2012	UTILITIES	198	292			490	
55 Operating - Summary				202,472	197,047	-	-	399,519
70 Capital	DPLB	2012	MOTOR & NON-MOTOR E UIP	-	-			-
70 Capital - Summary				-	-	-	-	-
Net Income (Loss)				115,711	67,593	-	-	183,304
Beginning Cash Balance								3,139,125
AP/Prepays Adjustment (Tab PP.AP)								(118,280)
Ending Cash Balance								3,204,149

Prepared By *Katie Harman*

Approved by *Wendy Gutierrez*

01/13/2026