



State of Idaho  
Division of Occupational and Professional Licenses  
Factory Built Structures Advisory Board

**BRAD LITTLE**  
Governor  
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Administrator

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**Draft Minutes of 06/23/2026**

**Board** Mike Jensen, Chair  
**Members** Spencer McLean, Secretary  
**Present:** Ross Parks  
Ken Roche  
Christopher Breshears

**Division** Justin Touchstone, Executive Officer  
**Staff** Gabriel Arroyo, Legal Counsel  
**Present:** Mike Davis, Mod./Mfg. Housing Inspector  
Charlotte Kovac, Board Support Spc.

**Board** Kenna Draper, Vice-Chair  
**Members** Brian Mattson  
**Absent:**

The meeting was called to order at 9:03 AM MT by Chair Jensen.

**Approval of 02/18/2026 Minutes:**

A motion was made and seconded to approve the February 18, 2026, meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Financial Report:** Executive Officer (EO) Justin Touchstone presented the Fiscal Year 2026, Quarter 3 Financial Report.

**Licensing, Permitting, and Testing Overview:** EO Touchstone presented the License Base Report recapping February 2026 to June 2026, noting a total of 124 active licenses. EO Touchstone reviewed the average processing time for each license type.

**Inspection Processes:** EO Touchstone asked the Board to provide information on industry operations to understand workflows to seek efficiencies for manufactured homes. Board Member Parks spoke about inspection times causing delays in manufactured processes. EO Touchstone discussed establishing a work group to review permitting reforms as prioritized by the Governor's Office and asked the Board to contact him if they would like to be involved.

**BOARD BUSINESS**

**Manufactured Home Checklist:** EO Touchstone updated the Board on the Manufactured Home Checklist and noted it will be posted on DOPL's website. EO Touchstone also requested to be notified if anything needs to be corrected.

**2026 Training Classes:** EO Touchstone sought feedback from the Board on what training courses could prove useful to the industry. Chair Jensen proposed online courses as it grants more flexibility than in-person classes.

Bobbi Kaufman, Zoning Administrator from Clearwater County, recommended training on the Manufactured Home Checklist.

**Installation Manual Update:** EO Touchstone asked the Board if there is a need to update the 2018 Idaho Manufactured Home Installation Standard Manual. Mike Davis, Modular/Manufactured Housing Inspector, provided context on the historical updates to the Manual. The Board directed DOPL staff to work with stakeholders, installers, and retailers to update the Installation Manual.

**Real Property Inspections:** EO Touchstone asked for guidance on how DOPL can assist in real property assessments. Ms. Kaufman noted that the sign off sheets used for manufactured homes can be difficult to process. EO Touchstone remarked that he will contact Ms. Kaufman to discuss inspection process and identify a methodology that can be improved upon.

**Public Comment:** There were no public comments.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 9:45 AM.