



# State of Idaho

## Division of Occupational and Professional Licenses Idaho Board of Licensure of Professional Engineers and Professional Land Surveyors

**BRAD LITTLE**  
Governor  
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Administrator

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### Draft Board Meeting Minutes of 07/29/2026

**Board Members Present:** Keith Brooks, Chair  
Sondra Miller, Vice-Chair  
Laila Kral, Secretary  
Tom Ruby  
Dick Jacobson

**Division Staff Present:** Jessica Spoja, Executive Officer  
Greg Loos, Legal Counsel  
Liz McClung, Investigations Supervisor  
Allegra Earl, Licensing Program Manager  
Claire England, Licensing Supervisor  
Amanda Lee, Board Support Specialist

**Board Members Absent:** Rodney Burch

**Others Present:** Reid Peterson, Prosecuting Attorney

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

#### Approval of 05/27/2026 Minutes:

A motion was made and seconded to approve the 05/27/2026 meeting minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**Financial Report:** Executive Officer (EO) Spoja presented the Fiscal Year 2026, Quarter 4 Financial Report. Projections on the impact of a possible fee holiday will be presented at the next meeting.

**State Travel Policy Update:** EO Spoja presented a summary of the changes incorporated into the updated Idaho State Travel Policy, which took effect on July 1, 2026.

**Universal Discipline Training:** Legal Counsel Loos provided an overview of House Bill 703, codified at Idaho Code § 67-2616 (Universal Discipline), which became effective on July 1, 2026, including the disciplinary enforcement tools available under the statute.

#### BOARD BUSINESS

**License Base Report:** EO Spoja reviewed the Fiscal Year 2026 License Base Report. The data team is currently working on incorporating further licensing breakdowns into the report.

**ISPE 2026 Annual Meeting Attendance:** A motion was made and seconded to send up to three (3) Board members to the 2026 Idaho Society of Professional Engineers (ISPE) Annual Meeting. The motion carried unanimously.

**ACEC 2026 Annual Meeting Attendance:** A motion was made and seconded to send up to two (2) Board members to the 2026 American Council of Engineering Companies (ACEC) of Idaho Annual Conference. The motion carried unanimously.

**Idaho State Specific Exam:** A motion was made and seconded to delegate Division staff to make edits to the Idaho State Specific Exam, sending the red lines to the Board Chair and Board Members as designated by the Chair, and to authorize the Chair to approve those changes. The motion carried unanimously.

**Fire Alarm Systems:** The Board reviewed the previously approved Declaratory Ruling on Design of Fire Alarm and Sprinkler Systems document.

**Policy on Exceptional Waiver of FE Exam:** The Board reviewed the Policy on Exceptional Waiver of Fundamentals of Engineering (FE) Exam Document previously approved on August 2, 2021. A motion was made and seconded to approve the document as edited. The motion carried unanimously.

**Negotiated Rulemaking:** Following consultations and collaborations with stakeholders such as the Idaho Society of Professional Land Surveyors, the Division has decided it will not be moving forward with the rulemaking process to add the Public Land Survey System Examination to Land Surveyor licensure requirements.

**2026 NCEES Annual Meeting Motions:** The Board reviewed the motions that will be voted on at the upcoming 2026 National Council of Examiners for Engineering and Surveying Annual Meeting.

**Public Comment:** There were public comments.

## **EXECUTIVE SESSION**

A motion was made and seconded for the Board to enter into 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 Brooks-aye; Vice Chair Miller-aye; Secretary Kral-aye; Board Member Ruby-aye; and Board Member Jacobson-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):** A motion was made and seconded to approve application numbers 1811479, 2116717, 2051822, 2105321, 2115115, 2049727, 2066276, 2072621, 2086409, 2107867, 2108356, and 20260202. The motion carried unanimously.

A motion was made and seconded to grant licensure with the waiver of certain requirements as discussed in Executive Session for application numbers 2044084, 2049593, and 2100878. The motion carried unanimously.

**Motion(s) re: Discipline:** A motion was made and seconded to direct the Board Prosecutor to negotiate a stipulation and consent order and to authorize the Board Chair to sign on behalf of the Board to allow the prosecutor to file should no stipulation be received for case number 2049390. The motion carried unanimously.

A motion was made and seconded to table pending additional information as discussed in Executive Session for case number 2062932. The motion carried unanimously.

#### **ADJOURNMENT**

There being no further business, the meeting was adjourned at 2:06 PM.