State of Idaho
Division of Occupational and Professional Licenses
Idaho 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

Meeting Minutes of 07/30/2026

Board Members Present:	Matt Gardner, Chair John Kierce Bill Harmon	**Division Staff Present:**	Amy Lorenzo, Executive Officer Gabriel Arroyo, Legal Counsel Liz McClung, Investigations Supervisor Ashlee Boyle, Licensing Supervisor Charlotte Kovac, Board Support Specialist
Board Members Absent:	Bob King		

The meeting was called to order at 9:01 AM MT by Chair Gardner.

Approval of 02/26/2026 Minutes:
A motion was made and seconded to approve the 02/26/2026 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS
Financial Report: EO Lorenzo presented the Fiscal Year 2026, Quarter 4 Financial Report.

Legislative Update: EO Lorenzo informed the Board a focus from the Governor's Office is to transition rules to statute to promote greater consistency. An Executive Agency Legislation is being prepared to codify the code cycle for submission to the Legislature.

State Travel Policy Update: EO Lorenzo presented the summary of changes that were incorporated into the updated State Travel Policy, which went into effect on July 1, 2026.

Universal Discipline Training: LC Arroyo provided training on Idaho Code § 67-2616, referred to as Universal Discipline, which went into effect July 1, 2026.

BOARD BUSINESS
License Base Report: EO Lorenzo presented the License Base Report to the Board from February 2026 to July 2026. Increases were seen for all licensing types resulting in over 1,000 new licenses being issued. John Nielsen, Building Safety and Code Director for the City of Nampa, asked for clarification on what falls under non-licensed types. LS Boyle stated that non-licensed types refer to facility/industrial licenses. EO Lorenzo consulted the Board for guidance on presenting more trend data for the License Base Report. Chair Gardner requested additional analysis between non-active license and active license.

Well Driller/Pump Installer Exam: EO Lorenzo provided an update on the working group for the Well Driller/Pump Installer exam. Draft questions are expected to be completed by next month with an exam go-live of January 2027.

Plumbing Program Update: EO Lorenzo stated that the plumbing program inspection team is fully staffed. The Division of Occupational and Professional Licenses aims to develop statewide partnerships and will be meeting with the Idaho Association of Counties.

Notice of Violation (NOV) Report: IS McClung provided the NOV Report for July 1, 2025, to June 30, 2026. IS McClung noting that of the fifty-seven (57) cases received, twenty-six (26) cases are active investigations, and thirty-one (31) cases have been closed. EO Lorenzo informed the Board that a dedicated investigator will be assigned to plumbing complaints. Chair Gardner requested a report on concluded cases at the next meeting.

NOV Delegated Authority: IS McClung presented the NOV Delegated Authority to the Board. A motion was made and seconded to delegate authority to staff to issue notice of violation with civil fines as follows: $200 fine for first offense, $500 for unregistered practice and failure to supervise and the second offense to be presented to the Board. The motion carried unanimously.

Public Comment: There were public comments made regarding Governor appointments to the Board, rules to statute clarification, and privatization of inspections.

ADJOURNMENT
There being no further business, the meeting was adjourned at 10:12 AM.