



State of Idaho

Division of Occupational and Professional Licenses

Idaho Building Code Board

BRAD LITTLE
Governor
RUSSELL BARRON
Administrator

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Draft Minutes of 05/20/2025

Board Members	Andrew Bick, Chair	Division	Justin Touchstone, Executive Officer
Present:	John Cotner, Vice-Chair	Staff:	Gus Tate, Legal Counsel
	Justin Goodwin		Amanda Lee, Board Support Specialist
	Jeremy Maxand		
	Kelly Daniels		
	Jon Laux		
	Luke Kilcup		
	Kent Soelberg		
	Tyler Drechsel		

The meeting was called to order at 9:03AM by Chair Andrew Bick.

Approval of Minutes

A motion was made and seconded to approve the 04/15/2025 minutes. The motion carried.

DIVISION BUSINESS

Financial Update: Executive Officer (EO) Justin Touchstone presented the Board's third quarter financial report, showing a total of \$7.5 million in their cash balance. A media campaign to bring awareness to Lithium-ion and Lithium metal battery education was discussed.

BOARD BUSINESS

ICC International Building Code (IBC) Presentation: George Mann with The International Code Council (ICC) gave a presentation reviewing some of the significant code changes between the 2021 and 2024 IBC code.

Building Code Public Hearings – Summary: The Division has held six Public Hearings regarding the potential adoption of new code. EO Touchstone will give a more detailed report at the next regular scheduled meeting.

Public Comment: Idaho State Fire Marshal Knute Sandahl highlighted the importance of the Idaho Building Code and Idaho Fire Code being cohesive to ensure safeguards are in place, especially for Lithium-ion and Lithium metal batteries.

Adjourn

There being no further business, the meeting was adjourned at 11:01AM.

Financial Plan Status By Fund

427 - DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSES

Fiscal Month: March | Fiscal Year: 2025

Fund Code: 22902 - State Reg Fund: Building Code (BLD)

Account Category	Appropriation Unit	Org Cost Center	Summary Account Code	1st Qtr Revenue/Expenditures	2nd Qtr Revenue/Expenditures	3rd Qtr Revenue/Expenditures	4th Qtr Revenue/Expenditures	Year-to-Date Revenue/Expenditures
40 Revenue	DPLB	2021	LIC FEE FINES					
	DPLB	2021	REGULATORY LICENSE	125.00	8,490.00	35,494.14		44,109.14
	DPLB	2021	REGULATORY FEES	676,439.89	610,308.98	920,056.00		2,206,804.87
	DPLB	2021	PLAN REVIEW	296,761.41	85,052.78	2,842.51		384,656.70
	DPLB	2021	OTHER LIC PERMITS & FEES	-	733.78	1,252.16		1,985.94
	DPLB	2021	SALE OF SERV	-	5,217.21	12,750.00		17,967.21
	DPLB	2021	RENT AND LEASE	1,094.79	-	-		1,094.79
	DPLB	2021	MOVING EXPENSE REIMBURSEMENT	-	-	2,995.68		2,995.68
40 Revenue - Summary				974,421.09	709,802.75	975,390.49	-	2,659,614.33
50 Personnel	DPLB	2021	EMPLOYEE BENEFITS	35,877.03	30,783.05	35,478.36		102,138.44
	DPLB	2021	EMPLOYEES - TEMP	-	-	5,213.04		5,213.04
	DPLB	2021	HEALTH BENEFITS	29,677.38	30,131.48	30,340.79		90,149.65
	DPLB	2021	SALARY & WAGES	168,103.91	142,101.86	159,212.31		469,418.08
50 Personnel - Summary				233,658.32	203,016.39	230,244.50	-	666,919.21
55 Operating	DPLB	2021	ADMIN SERVICES	121.41	700.46	858.51		1,680.38
	DPLB	2021	ADMIN SUPPLIES	1,140.60	1,286.45	981.40		3,408.45
	DPLB	2021	COMMUNICATION COSTS					
	DPLB	2021	POSTAL & MAIL	3,131.74	1,584.22	3,007.47		7,723.43
	DPLB	2021	CELL PHONE/DATA LINE	3,717.78	3,673.12	3,600.12		10,991.02
	DPLB	2021	COMPUTER SERVICES	7.06	2,173.71	7,150.19		9,330.96
	DPLB	2021	COMPUTER SERVICES - OASIS	121,171.94	65,235.09	93,203.51		279,610.54
	DPLB	2021	COMPUTER SERVICES - ITS	5,819.28	5,819.28	5,819.28		17,457.85
	DPLB	2021	COMPUTER SUPPLIES	5.72	-	7,634.24		7,639.96
	DPLB	2021	EMPLOYEE DEVELOPMENT	868.97	3,543.61	8,865.33		13,277.91
	DPLB	2021	FUEL & LUBRICANTS	3,041.10	2,844.47	2,000.67		7,886.24
	DPLB	2021	GENERAL SERVICES					
	DPLB	2021	TEMPORARY PERSONNEL	7,794.11	10,554.85	6,233.95		24,582.91
	DPLB	2021	GROUP PUBLICATIONS		846.70	77.97		924.67
	DPLB	2021	SECURITY PATROL	908.12	1,044.81	939.82		2,892.75
	DPLB	2021	OTHER GENERAL SERVICES	208.89	135.07	115.73		459.69
	DPLB	2021	IN-STATE TRAVEL	8,167.14	15,252.54	10,617.71		34,037.39
	DPLB	2021	INSURANCE	10,549.54	-	-		10,549.54
	DPLB	2021	MISC TRAVEL & MOVING	-	-	861.77		861.77
	DPLB	2021	MISCELLANEOUS	-	-	-		-
	DPLB	2021	CREDIT CARD FEES		2,234.04	12,875.06		15,109.10
	DPLB	2021	GOVERNMENTAL OVERHEAD		9,429.76	-		9,429.76
	DPLB	2021	ADMIN RULE EXPENS	850.00	305.00	244.00		1,399.00
	DPLB	2021	INVESTIGATIVE EXPENSE	17.04	14.00	21.00		52.04
	DPLB	2021	OTHER MISC EXPENDITURES	6.70	-	-		6.70
	DPLB	2021	OUT-STATE TRAVEL	952.66	979.11	2,939.08		4,870.85
	DPLB	2021	PROFESSIONAL SERVICES	376.38	3,835.33	20,358.12		24,569.83
	DPLB	2021	RENTAL	196.16	2,647.20	1,697.80		4,541.16
	DPLB	2021	RENTAL - CHINDEN CAMPUS	2,063.50	18,786.80	10,425.15		31,275.45
	DPLB	2021	RENTAL - CdA	3,048.63	3,048.63	3,048.63		9,145.90
	DPLB	2021	REPAIR & MAINTENANCE	5,955.92	8,542.48	12,723.86		27,222.26
	DPLB	2021	REPAIR & MAINTENANCE-AVOLVE SOFTWARE	52,431.00	2,903.00	-		55,334.00
	DPLB	2021	REPAIR & MAINTENANCE - OASIS	42,770.25	-	21,385.13		64,155.38
	DPLB	2021	REPAIR & MAINTENANCE - ITS	9,725.90	9,725.90	9,725.90		29,177.69
	DPLB	2021	REPAIR SUPPLIES	30.20	376.07	498.53		904.80
	DPLB	2021	SPECIFIC SUPPLIES	714.73	137.68	586.62		1,439.03
	DPLB	2021	UTILITIES	381.27	420.94	746.77		1,548.98
55 Operating - Summary				286,173.74	178,080.32	249,243.32	-	713,497.38
70 Capital	DPLB	2021	BLDNG IMPROVEMENTS					-
	DPLB	2021	MOTOR & NON-MOTOR EQUIP	-	-	18,435.20		18,435.20
70 Capital - Summary				-	-	18,435.20	-	18,435.20
Net Income (Loss)				454,589.03	328,706.04	477,467.47	-	1,260,762.54
Beginning Cash Balance								6,460,827.02
AP/Prepays Adjustment (Tab PP.AP)								(122,757.30)
Ending Cash Balance								7,598,832.26

Prepared By *Kimberly White*

Approved By *Wendy Gutierrez*

Note 1: Accruals are on Tab PP.AP

04/14/2025

		Pmt	Q1	Q2	Q3	Q4	Total
Prepaid	Oasis Go Live						
	7/24 Pmt	121,171.94	30,292.99	30,292.99	30,292.99	30,292.99	121,171.94
	11/24Pmt	121,171.94	30,292.99	30,292.99	30,292.99	30,292.99	121,171.94
		242,343.88	60,585.97	60,585.97	60,585.97	60,585.97	242,343.88
AP	Acceptance						
	2/25 Pmt	130,470.17	32,617.54	32,617.54	32,617.54	32,617.54	130,470.17
	Total GoLive/Accep	372,814.05	93,203.51	93,203.51	93,203.51	93,203.51	372,814.05
Prepaid	Maintance						
	7/24 Pmt	42,770.25	10,692.56	10,692.56	10,692.56	10,692.56	42,770.25
	11/24 Pmt	42,770.25	10,692.56	10,692.56	10,692.56	10,692.56	42,770.25
	Total Maintenance	85,540.50	21,385.13	21,385.13	21,385.13	21,385.13	85,540.50
Prepaid	ITS						
	Computer Services						
	7/24 Pmt	23,277.13	5,819.28	5,819.28	5,819.28	5,819.28	23,277.13
	R&M - IT						
	7/24 Pmt	38,903.59	9,725.90	9,725.90	9,725.90	9,725.90	38,903.59
AP	Facilities Rent						
	Chinden	20,850.30	10,425.15	10,425.15			20,850.30
	Chinden 2nd half	20,850.30			10,425.15	10,425.15	20,850.30
	CdA	12,194.53	3,048.63	3,048.63	3,048.63	3,048.63	12,194.53
	Cash Adjustment	553,580.10	143,607.60	143,607.60	143,607.60		122,757.30