Acting Chairman John Sheldon called the meeting to order at 9:32 a.m., Tuesday, July 6, 2010.

**Board Members Present:**
- John Sheldon, Vice Chairman
- Jerry Peterson
- Lisa Hatch
- Steffani Lippert (Teleconference)
- Ken Worst (Teleconference)

**DBS Staff Present:**
- C. Kelly Pearce, Administrator
- Steve Keys, Deputy Administrator, Operations
- Janice Foster, Deputy Administrator, Administration
- Kay Christensen, Division Chief, Office of Attorney General
- Kirk Weiskircher, Financial Specialist, Principal
- Renee Bryant, Administrative Assistant 2/Board Secretary

**Board Members Absent:**
- Torry McAlvain, Chairman
- Alan Smith

**DBS Staff Absent:**
- Patrick Grace, Deputy Attorney General
- Jean Frenette, PWCL Bureau Chief

In the absence of Chairman Torry McAlvain, Vice Chairman John Sheldon served as Acting Chairman at this meeting.

- **Open Forum**
  No items or concerns were brought forth.

- **Approval of the July 6, 2010 Agenda**
  
  *MOTION:* Jerry Peterson made a motion to approve the July 6, 2010 Agenda. Lisa Hatch seconded. All in favor, motion carried.

- **Approval of the April 12, 2010 Board Meeting Minutes**
  
  *MOTION:* Lisa Hatch made a motion to approve the April 12, 2010 Meeting Minutes as written. Jerry Peterson seconded. All in favor, motion carried.

- **CM vs. Insurance**
  At the April 2010 PWCL Board meeting, a representative with Beniton Construction suggested the Board replace the current statutory bonding requirements for construction managers (CM) with professional liability insurance. The Division solicited and received a wide diversion of comments from affected parties as to their preference on whether to change the current bond requirements to Errors and Omissions (E&O) insurance.
Steve Keys explained the significant difference between professional liability and E&O insurance. Should the Board choose to require CMs to have E&O insurance, all government entities in Idaho would have to abide by the new policy and procedure.

Upon discussing the written input from the affected parties, the different types of insurance policies/bonds, and the roles of a CM, the Board agreed to continue with the current bond requirements.

**MOTION:** Jerry Peterson made a motion to notify Beniton Construction that the Board discussed the topic and chose to maintain the status quo. Steffani Lippert seconded. All in favor, motion carried.

♦ **Bureau Chief Report**

Three reports were distributed to the Board. The first was an updated quarterly report on licenses processed through June 2010. The second was a comparison of total licenses processed for fiscal years 2009 and 2010, and the third was an administrative assessment log.

The Division continues to respond to complaints, with the majority of complaints on how general contractors are treating subcontractor bid proposals. As long as the contractors are named as required and the subcontractors are licensed, the Division does not have the authority to take action against the contractor. The assessments are reflective of the size of the contract relative to the violation, and the Administrative Assessment Log is posted on the Division’s website.

Steve Keys acknowledged the great job the staff has done in the absence of Bureau Chief Jean Frenette.

♦ **Administrator Report**

**Deputy Attorney General** – Kelly Pearce acknowledged and thanked Kay Christensen, Division Chief with the Office of the Attorney General for standing in for Patrick Grace while on military duty.

**CAS** – As of April 1, 2010, the Division launched an upgrade to the search feature. Individuals can add multiple search criteria to narrow down a specific search and download the requested documentation in a spreadsheet.


**Wind Farms** – General Electric has made a dramatic investment in wind farm construction in the state of Idaho.

**HOKU** – The Chinese government is the benefactor of the project “HOKU” in Pocatello. The plant is on its way to full production to manufacture polysilicon solar cells for worldwide distribution.

**Personnel** – The Division is currently down 22 percent with its full-time employee (FTE) positions.

**Building Safety Program Manager Position** – By combining the vacant Bureau Chief and Plans Examiner positions, three Building Safety Program Manager positions have been created in the
HVAC, Plumbing, and Electrical Bureaus. Kelly Pearce briefly explained the responsibilities of the new positions.

**Pocatello Office** – The first of August the Division will reopen an office in Pocatello. The office will house one regional manager, one full-time and one part-time clerical staff members.

**Video Conference** – The July Plumbing, HVAC, and Electrical Board meetings will be held via video conference. The Division’s main office in Meridian will connect with its Coeur d’Alene office and the ISU Library in Pocatello to broadcast the meetings.

**Violations** – The Division has been working with the Idaho Bureau of Occupational Licenses (IBOL) to get its contractor licensing information placed on their website. A link to the Division’s website can be found by clicking on the IBOL “Contractors” page.

♦ **New Business**
There was no new business to discuss.

♦ **Executive Session**
An Executive Session was not required.

**MOTION:** Jerry Peterson made a motion to adjourn the meeting. Lisa Hatch seconded. All in favor, motion carried. The meeting adjourned at 10:25 a.m.

Torry McAlvain, Chairman  
C. Kelly Pearce, Administrator  
Public Works Contractors  
Division of Building Safety  

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DATE                        DATE