Chairman Torry McAlvain called the meeting to order at 9:33 a.m. (MT)

**Board Members Present:**
- Torry McAlvain, Chairman
- John Sheldon, Vice-Chairman
- Jerry A. Peterson
- Ken Worst
- Brian Bailey
- Garry Tolley
- Robbie Austin

**DBS Staff Present:**
- C. Kelly Pearce, Administrator
- Steve Keys, Deputy Administrator-Operations
- Ron Whitney, Deputy Administrator-Administration
- Patrick Grace, Deputy Attorney General
- Rod Freligh, Regional Manager, Region 1
- Chris Jensen, Regional Manager, Region 3
- Kathleen Watkins, Financial Manager
- Bill Hatch, Public Information Officer
- Renee Bryant, Administrative Assistant 2/Board Secretary

Chairman McAlvain welcomed Robbie Austin to the Board. Mr. Austin assumes the position of highway representative.

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

♦ **Approval of the July 16, 2012 Agenda**
*Motion:* Jerry Peterson made a motion to approve the agenda as presented. John Sheldon seconded. All in favor, motion carried.

♦ **Approval of the April 2, 2012 Board Meeting Minutes**
*Motion:* John Sheldon made a motion to approve the minutes as written. Jerry Peterson seconded. All in favor, motion carried.

♦ **Approval of the May 17, 2012 Special Board Meeting Minutes**
*Motion:* Garry Tolley made a motion to approve the minutes as written. Jerry Peterson seconded. All in favor, motion carried.

♦ **Announcement**
At the request of DBS, Torry McAlvain read the following announcement: “Anyone needing to take or make a phone call do it outside or in the lunch room. We have had some recent cases where people are on their cell phones in the hallways and disturbing our employees.”
♦ **Financial Statement Dates**
Recently, the Division has received many financial statements where the date covered by the financial statement is up to two years beyond the date the accountant signs the statement.

The following proposed rule change to IDAPA 07.05.01.110.01.d would bring financial statements more in line with the current law requirement: “An annual financial statement, as herein defined, that was issued covers a period of time ending no more than twelve (12) months prior to the date of submission of the application, …”.

**MOTION:** Garry Tolley made a motion to accept the proposed language as written. Jerry Peterson seconded. All in favor, motion carried.

♦ **Clarification of Specialty Licenses**
At the April 2012 meeting, Randell Hodgkinson, Randell Concrete Inc., discussed concern and confusion on whether a PWCL specialty license is required to install concrete for bridge structures and public rights-of-way.

In the course of the investigation, the Division came to the realization there are four pages of spec categories related to concrete, and there is not a more workable solution than is currently in place. Should the categories be broken down further, it would become too complicated to be workable.

At the suggestion of DBS, the Board agreed the categories are well defined and changes are not required.

♦ **Deputy Administrator Report**
Quarterly PWCL Board Report – There have been 970 public works licenses (originals and renewals) issued from April through June 2012. Of the licenses issued, 46 are upgrades and 54 are downgrades.

**Bids** – The Division has experienced an increase in problems with bids. The majority of complaints have not become formal as once DBS initiates contact with the public entity that is handling the project, it is typically pulled and rebid.

**City of Wendell** – A protest, naming a plumbing contractor, on a waste water plant bid will be addressed at the city of Wendell Council meeting, July 17, 2012, at 6:00 p.m. Steve Keys has been asked to attend the meeting to clarify the work on the project is utility not plumbing.

**Outreach** – Building Safety Regional Supervisor Terry Blessing has done an excellent job with outreach in northern Idaho.

♦ **Administrator Report**
**DBS Personnel** – The Division has added or reassigned three key members to its administrative team. Ron Whitney has been promoted to Deputy Administrator-Administration; Kathleen Watkins is the new Financial Manager; and Michael Savoie is the new Human Resources Officer.

City of Meridian – DBS has a contract with the city of Meridian to provide electrical inspections only.

Onsite Building Inspector – At the end of July, the Division will have a building inspector onsite at the University of Idaho.

Changes in Workforce – Kelly Pearce made a PowerPoint presentation titled Changes in Workforce. The presentation consisted of charts comparing the average number of employees working in residential and commercial construction, as registered with the Idaho Department of Labor (2007-2012); DBS budget-personnel reduction (2007-2012); and expenditures to appropriations (2005-2012).

♦ Old Business

Monsey Construction Consulting Services – Kevin Monsey, Monsey Construction Consulting Services, has not been in contact with DBS since the administrative hearing before the PWCL Board on April 2, 2012. The Division will follow-up with a letter; however, should Mr. Monsey not respond to DBS by September 1, 2012, the matter will be turned over to a collection agency.

**ACTION:** A follow-up letter will be issued by DBS to Mr. Monsey with regard to the administrative hearing held at the April 2, 2012 PWCL Board meeting.

**MOTION:** Jerry Peterson made a motion to adjourn the meeting. Garry Tolley seconded. All in favor, motion carried. The meeting adjourned at 10:24 a.m.

JOHN SHELDON, VICE-CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD
C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE      DATE
09/28/12rb  - 3 -