Acting Chairman John Sheldon called the meeting to order at 9:30 a.m. (MT).

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

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

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

**DBS Staff Absent:**
- C. Kelly Pearce, Administrator

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 October 1, 2012 Agenda**

*MOTION:* Garry Tolley made a motion to approve the agenda as presented. Jerry Peterson seconded. All in favor, motion carried.

♦ **Approval of the July 16, 2012 Board Meeting Minutes**

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

♦ **Schedule 2013 Meeting Dates**

The 2013 PWCL Board meeting dates are as follows: January 7th, April 8th, July 8th, and October 7th. The meetings will commence at 9:30 a.m. (MT)/8:30 a.m. (PT).

*MOTION:* Garry Tolley made a motion to accept the 2013 PWCL Board meeting dates. Jerry Peterson seconded. All in favor, motion carried.
Experience Qualifications for Contractors
In statute and rule there is clear definition of the financial and experience qualifications to become a licensed PWCL contractor. The Division is experiencing a great deal of contractors partnering with affiliated companies; trying to leverage the experience of the existing company.

Steve Keys delivered a PowerPoint presentation titled PWCL Contractor Qualifications – Questions for Consideration. The Board was asked for guidance relative to how much cross over and leverage is fair.

John Sheldon suggested, and Steve Keys agreed, to assemble information; i.e., numbers, types of contractors, sizes, for future consideration and possible formation of a committee.

**ACTION:** The Division will bring to the January 2013 meeting statistics of contractors partnering with affiliated companies.

Audit of Agency
An article on the Division of Building Safety and its 2012 legislative audit was recently published in the Idaho Statesman. Kathleen Watkins explained the steps being taken to correct the issues identified in the audit.

Deputy Administrator Report
Quarterly PWCL Board Report – There have been 914 public works licenses (originals and renewals) issued from July through September 2012. Of the licenses issued, 42 are upgrades and 40 are downgrades. As of September 30, 2012, the program has collected $16,900 in assessments.

Operational Report – Steve Keys made a PowerPoint presentation titled OPERATIONAL REPORT – Public Works Contractor License – October 1, 2012. The report addressed developments, program status, and program needs and focus.

Administrator Report

Adjournment
**MOTION:** Jerry Peterson made a motion to adjourn the meeting. Garry Tolley seconded. All in favor, motion carried. The meeting adjourned at 10:13 a.m. (MT).