Agenda Item No. 01

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the January 6, 2014 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Tenative agenda
TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d’Alene, Idaho
2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho
dbs.idaho.gov – (208) 332-7137

Monday, January 6, 2014
9:30 a.m. – 11:30 a.m. (MT)

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PT)

9:30 a.m. CALL TO ORDER – Torry McAlvain, Chairman
o Roll Call & Introductions
o Open Forum

CONSENT AGENDA
1. Approval of the January 6, 2014 Agenda
2. Approval of the October 7, 2013 Board Meeting Minutes

INFORMATIONAL AGENDA
3. Specialty Categories – Steve Keys
4. License Holder and Multi-Licenses – Steve Keys
5. Operational Report – Steve Keys
6. Administrator Report
   b. Administrator – C. Kelly Pearce

11:30 a.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on the PWCL Board preference. 11/08/2014
### Agenda Item No. 02

**PRESENTER:** Torry McAlvain, Chairman

**OBJECTIVE:** Approve minutes from the October 7, 2013 PWCL Board meeting.

**ACTION:** Consent

**BACKGROUND:**

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** Draft minutes
Chairman Torry McAlvain called the meeting to order at 9:35 a.m. (MT).

**Board Members Present:**
- Torry McAlvain, Chairman
- Jim Roletto
- Robbie Austin
- Brian Bailey
- Ken Worst

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

♦ **Open Forum**

No items or concerns were brought forth.

♦ **Approval of October 7, 2013 Agenda**

* MOTION: Jim Roletto made a motion to approve the agenda as presented. Robbie Austin seconded. All in favor, motion carried.

♦ **Approval of July 8, 2013 Board Meeting Minutes**

* MOTION: Jim Roletto made a motion to approve the minutes as written. Robbie Austin seconded. All in favor, motion carried.

♦ **Schedule 2014 Meeting Dates**

The 2014 PWCL Board meeting dates are as follows: January 6th, April 7th, July 10th, and October 6th. The meetings will commence at 9:30 a.m. (MT)/8:30 a.m. (PT).

* MOTION: Jim Roletto made a motion to accept the 2014 PWCL Board meeting dates. Ken Worst seconded. All in favor, motion carried.

♦ **Legislative Update**

There is no new legislation, only proposed rule changes for submission to the 2014 legislature. The revisions consist primarily of building, electrical, and mechanical code updates. All proposals have been reviewed in collaborative settings.
With regard to public works licensing, a rule docket will be submitted for clarification of the receipt date for applications and electronic submission of applications.

Chairman McAlvain stated a construction manager/general contractor draft proposal will be presented at the 2014 legislature. A copy of the bill will be forwarded to DBS.

**ACTION:** Chairman McAlvain will provide DBS with a copy of the construction manager/general contractor draft proposal.

♫ **Operational Report**
Quarterly PWCL Board Report – There have been 890 public works licenses, originals and renewals, processed from July through September 2013. Of the licenses issued, 33 are upgrades and 40 are downgrades. Currently, there are 3,101 active public works contractors and 80 active construction managers. Assessments are up from last year; primarily individuals working out of class or with expired licenses.

Specialty Categories – A handout on the definitions of type i, Heavy Construction; type ii, Highway Construction; and type iii, Building Construction, as defined in Idaho Code § 54-1901, was distributed. Included in the handout were highlighted categories associated with each definition.

In previous years, a contractor with a type i, ii or iii could perform work within the specialties because they were associated with this type.

The Board was asked to review the various specialties and their association with types i, ii, and iii prior to the January 6, 2014 meeting. Suggestions were: 1) Consolidate categories and/or 2) Revert back to previous standards.

**ACTION:** The topic Specialty Categories will be placed on the agenda for the January 6, 2014 Board meeting as an informational item.

License Holder and Multi-Licenses – This issue coincides with the topic Specialty Categories. If individual companies are allowed to work under multiple categories, it was suggested the license holder should be allowed to maintain more than one classification of license.

The chairman requested the Board review this subject matter; providing the Division with feedback prior to the January 2014 meeting.

**ACTION:** Board members will provide their opinions to the deputy administrator-operations on the topic License Holder and Multi-Licenses.

Board Member Worst requested the Division provide a tallied list by the number of contractors per specialty classification category.

**ACTION:** The Division will furnish to the Board a specialty categories list with the number of licensees that hold that particular specialty.
**ACTION:** The topic *License Holder and Multi-Licenses* will be placed as an informational item on the January 6, 2014 PWCL Board meeting agenda.

♦ **Administrator Report**  
  **Financial Report** – The Public Works Contractors Licensing Fund, FY 2014 financial statement as of August 30, 2013, was reviewed.

  **Proposed Budget** – A new proposed budget, with a slight increase of over 2% from last year, has been submitted to the governor’s office.

  **Employees** – DBS has an authorized strength of 121 full-time personnel. As of today, there are 108 employees.

  **Revenue** – The Division closed FY 2013 with a 22% increase over the previous year.

♦ **Adjournment**  
  **MOTION:** Jim Roletto made a motion to adjourn the meeting. Robbie Austin seconded. All in favor, motion carried.

The meeting adjourned at 10:10 a.m. (MT).

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TORRY MCALVAIN, CHAIRMAN  
PUBLIC WORKS CONTRACTORS LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

DATE ___________ DATE ___________

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 11/07/13rb*
<table>
<thead>
<tr>
<th>Agenda Item No. 03</th>
<th>Specialty Categories</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>Steve Keys, Deputy Administrator-Operations</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Determine whether to consolidate categories or revert back to previous standards.</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Informational</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td>A handout on the definitions of type i, Heavy Construction; type ii, Highway Construction; and type iii, Building Construction, as defined in Idaho Code § 54-1901, was distributed. Included in the handout were highlighted categories associated with each definition. In previous years, a contractor with a type i, ii or iii could perform work within the specialties because they were associated with this type. The Board was asked to review the various specialties and their association with types i, ii, and iii prior to the January 6, 2014 meeting. Suggestions were: 1) Consolidate categories and/or 2) Revert back to previous standards.</td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>No documentation</td>
</tr>
</tbody>
</table>
Agenda Item No. 04      License Holder and Multi-Licenses

PRESENTER:  Steve Keys, Deputy Administrator-Operations

OBJECTIVE:  Determine if license holders can maintain more than one classification of license.

ACTION:  Informational

BACKGROUND:  If individual companies are allowed to work under multiple categories, it was suggested the license holder should be allowed to maintain more than one classification of license.

The chairman requested the Board review this subject matter; providing the Division with feedback prior to the January 2014 meeting.

Board Member Worst requested the Division provide a tallied list by the number of contractors per specialty classification category.

PROCEDURAL HISTORY:

ATTACHMENTS:  No documentation
PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05                                     Operational Report

PRESENTER:                     Steve Keys, Deputy Administrator-Operations

OBJECTIVE:                    Report the recent activities within the PWCL program.

ACTION:                       Informational

BACKGROUND:                   This topic is addressed at all regularly scheduled PWCL Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS:                  No documentation
## Agenda Item No. 06a  Financial Report

**PRESENTER:** C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager

**OBJECTIVE:** Review financial report for the PWCL fund.

**ACTION:** Informational

**BACKGROUND:** This topic is addressed at all regularly scheduled PWCL Board meetings.

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** PWCL Board Financial Report
## Statement of Revenues and Expenditures

<table>
<thead>
<tr>
<th>Class</th>
<th>Budget</th>
<th>Fiscal Year To Date</th>
<th>YTD as a % of Budget</th>
<th>Remaining Budget</th>
<th>Projected for Remainder of Year</th>
<th>Projected Year End Totals</th>
<th>Projected Total as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td>791,000</td>
<td>309,417</td>
<td>39.1%</td>
<td>481,583</td>
<td>444,199</td>
<td>753,616</td>
<td>95.3%</td>
</tr>
<tr>
<td>Expenditures</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel:</td>
<td>302,000</td>
<td>125,676</td>
<td>41.6%</td>
<td>176,324</td>
<td>171,377</td>
<td>297,053</td>
<td>98.4%</td>
</tr>
<tr>
<td>Operating:</td>
<td>159,000</td>
<td>60,797</td>
<td>38.2%</td>
<td>98,203</td>
<td>76,461</td>
<td>137,258</td>
<td>86.3%</td>
</tr>
<tr>
<td>Capital:</td>
<td>22,000</td>
<td>13,949</td>
<td>63.4%</td>
<td>8,051</td>
<td>8,051</td>
<td>22,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>483,000</td>
<td>200,423</td>
<td>41.5%</td>
<td>282,577</td>
<td>255,888</td>
<td>456,311</td>
<td>94.5%</td>
</tr>
<tr>
<td>Net for FY 2014</td>
<td>308,000</td>
<td>108,994</td>
<td></td>
<td></td>
<td></td>
<td>188,311</td>
<td>297,305</td>
</tr>
</tbody>
</table>

## Statement of Cash Balance

<table>
<thead>
<tr>
<th>July 1, 2013 Beginning Cash Available</th>
<th>Fiscal Year to Date Revenues</th>
<th>Fiscal Year to Date Expenditures and Encumbrances</th>
<th>Other Changes in Cash</th>
<th>Available Cash as of November 30, 2013</th>
<th>Projected Change in Cash for Remainder of Year</th>
<th>Projected Year End Available Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,668,288</td>
<td>309,417</td>
<td>(200,423)</td>
<td>686</td>
<td>1,777,969</td>
<td>188,311</td>
<td>1,966,280</td>
</tr>
</tbody>
</table>
FY 11 - 14 Month-End Available Cash

FY 14 Revenues vs Expenditures
<table>
<thead>
<tr>
<th>Agenda Item No. 06b</th>
<th>Administrator Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>C. Kelly Pearce, Administrator</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Provide an overview of the Division’s current activities.</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Informational</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td>This topic is addressed at all regularly scheduled PWCL Board meetings.</td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
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