DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

JANUARY 7, 2013
Agenda Item No. 01  

PRESENTER:  Torry McAlvain, Chairman  

OBJECTIVE:  Approve agenda for the January 7, 2013 PWCL Board videoconference meeting.  

ACTION:  Consent  

BACKGROUND:  

PROCEDURAL HISTORY:  

ATTACHMENTS:  January 7, 2013 PWCL Board tentative 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 7, 2013
9:30 a.m. – 11:30 a.m. (MT)

(Note: Meeting Time is 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 7, 2013 Agenda
2. Approval of the October 1, 2012 Board Meeting Minutes

INFORMATIONAL AGENDA
3. Experience Qualifications for Contractors – Steve Keys
4. Deputy Administrator Report – Steve Keys
5. 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. 11/28/2012
## Agenda Item No. 02

**PRESENTER:** Torry McAlvain, Chairman

**OBJECTIVE:** Approve minutes from the October 1, 2012 PWCL Board videoconference meeting.

**ACTION:** Consent

**BACKGROUND:**

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** October 1, 2012 PWCL Board meeting draft minutes
Acting Chairman John Sheldon called the meeting to order at 9:30 a.m. (MT).

Board Members Present:  DBS Staff Present:
John Sheldon, Vice-Chairman  Steve Keys, Deputy Administrator-Operations
Jerry A. Peterson  Ron Whitney, Deputy Administrator-Administration
Ken Worst  Patrick Grace, Deputy Attorney General
Brian Bailey  Rod Freligh, Regional Manager, Region 1
Garry Tolley  Adam Bowcutt, Regional Supervisor, Region 3
Robbie Austin  Kathleen Watkins, Financial Manager
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:  DBS Staff Absent:
Torry McAlvain, Chairman  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).
PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03  Experience Qualifications for Contractors

PRESENTER:  Steve Key, Deputy Administrator-Operations

OBJECTIVE:  Discuss experience qualifications for contractor’s license where firm is new or branching into new categories.

ACTION:  Informational

BACKGROUND:  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.

At the October 2012 meeting, 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.

PROCEDURAL HISTORY:

ATTACHMENTS:  No documentation
Agenda Item No. 04  
Deputy Administrator Report

PRESENTER:  Steve Keys, Deputy Administrator-Operations

OBJECTIVE:  Report 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
<table>
<thead>
<tr>
<th><strong>Agenda Item No. 05a</strong></th>
<th><strong>Financial Report</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTER:</strong></td>
<td>C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager</td>
</tr>
<tr>
<td><strong>OBJECTIVE:</strong></td>
<td>Review financial report for the PWCL fund.</td>
</tr>
<tr>
<td><strong>ACTION:</strong></td>
<td>Informational</td>
</tr>
<tr>
<td><strong>BACKGROUND:</strong></td>
<td>This topic is addressed at all regularly scheduled PWCL Board meetings.</td>
</tr>
<tr>
<td><strong>PROCEDURAL HISTORY:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ATTACHMENTS:</strong></td>
<td>PWCL Board financial report</td>
</tr>
</tbody>
</table>
Division of Building Safety  
PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07  
Fiscal Year 2013 Financial Statements  
As of 11/30/2012

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>749,000</td>
<td>331,972</td>
<td>44.3%</td>
<td>417,028</td>
<td>455,607</td>
<td>787,579</td>
<td>105.2%</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>579,000</td>
<td>248,291</td>
<td>42.9%</td>
<td>330,709</td>
<td>344,362</td>
<td>592,654</td>
<td>102.4%</td>
</tr>
<tr>
<td>Operating:</td>
<td>149,000</td>
<td>76,529</td>
<td>51.4%</td>
<td>72,471</td>
<td>90,573</td>
<td>167,102</td>
<td>112.1%</td>
</tr>
<tr>
<td>Capital:</td>
<td>34,000</td>
<td>15,558</td>
<td>45.8%</td>
<td>18,442</td>
<td>18,442</td>
<td>34,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>762,000</td>
<td>340,378</td>
<td>44.7%</td>
<td>421,622</td>
<td>453,377</td>
<td>793,756</td>
<td>104.2%</td>
</tr>
<tr>
<td>Net for FY 2013</td>
<td>(13,000)</td>
<td>(8,406)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

Statement of Cash Balance

<table>
<thead>
<tr>
<th>July 1, 2012 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, 2012</th>
<th>Projected Change in Cash for Remainder of Year</th>
<th>Projected Year End Available Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,618,722</td>
<td>331,972</td>
<td>(340,378)</td>
<td>146</td>
<td>1,610,461</td>
<td>2,230</td>
<td>1,612,691</td>
</tr>
</tbody>
</table>
FY 10 - 13 Month-End Available Cash

FY 13 Revenues vs Expenditures

FUND 229-07 As of November 30, 2012
## PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 05b**  
**Administrator Report**

**PRESENTER:** C. Kelly Pearce, Administrator

**OBJECTIVE:** Provide overview of the Division’s current activities.

**ACTION:** Informational

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

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** No documentation