DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

APRIL 8, 2013
Agenda Item No. 01

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the April 8, 2013 PWCL Board videoconference meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: April 8, 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, April 8, 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
- Roll Call & Introductions
- Recognition – Jerry A. Peterson
- Introduction – Jim Roletto
- Open Forum

CONSENT AGENDA
1. Approval of the April 8, 2013 Agenda

2. Approval of the January 7, 2013 Board Meeting Minutes

ACTION AGENDA
3. Election of Officers – Torry McAlvain

INFORMATIONAL AGENDA
4. Experience Qualifications for Contractors – 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. 03/13/2013
PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve minutes from the January 7, 2013 PWCL Board videoconference meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: January 7, 2013 PWCL Board meeting draft minutes
Chairman Torry McAlvain called the meeting to order at 9:35 a.m. (MT).

**Board Members Present:**
- Torry McAlvain, Chairman
- John Sheldon, Vice-Chairman
- Garry Tolley
- Robbie Austin
- Ken Worst

**Board Members Absent:**
- Adam Bowcutt, Regional Supervisor, Region 3
- Brian Bailey
- Jerry A. Peterson

**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

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

♦ **Approval of January 7, 2013 Agenda**
*MOTION:* Garry Tolley made a motion to approve the agenda as presented. John Sheldon seconded. All in favor, motion carried.

♦ **Approval of October 1, 2012 Board Meeting Minutes**
*MOTION:* John Sheldon made a motion to approve the minutes as written. Garry Tolley seconded. All in favor, motion carried.

♦ **Experience Qualifications for Contractors**
A handout relating to contractors and the inner-connection between them was distributed. Steve Keys reiterated that the Division has been experiencing a great deal of contractors partnering with affiliated companies; trying to use the experience of the existing company to qualify for a license.

The Board was asked for guidance, specifically how far to leverage the experience of the parent company towards the subsidiary(s). Torry McAlvain and John Sheldon volunteered to work on the issue; forming a committee.

*ACTION:* Torry McAlvain will create a committee to address the topic *Experience Qualifications for Contractors*. 

- 1 -
♦ **Deputy Administrator Report**

**Licenses** – Overall, licensure numbers are steady.

**PWCL Contractor Exam** – DBS has begun to administer the new Public Works contractor exam. Of 19 exams issued, only two individuals failed on their first attempt.

♦ **Administrator Report**


**Audit** – The Division was audited in 2012. An audit finding was issued for non-reconciliation of the suspense account. DBS has and will continue to reconcile the account on a monthly basis.

**Budget** – Governor Otter approved the Division’s budget; increasing it by 1.96% from last year.

**Changes in the Workforce** – A PowerPoint presentation titled *Changes in the Workforce* was presented by Kelly Pearce. The presentation consisted of: Charts comparing the average number of individuals working in residential and commercial construction, as registered with the Idaho Department of Labor (2007-2012); DBS budget-personnel reduction (furlough vs. layoffs); and expenditures to appropriations (2005-2012).

**Creative Revenue Enhancement FY 2012** – Kelly Pearce provided a PowerPoint presentation titled *Creative Revenue Enhancement FY 2012*. The presentation consisted of: Energy training, HVAC; energy efficiency compliance database, Governor’s Office of Energy Resources; energy efficiency study, Penn State University; building, electrical, HVAC and plumbing inspections, cities of Ketchum and Hailey; electrical and mechanical inspections, city of Meridian; electrical inspections, as needed, city of Twin Falls; inspections, Coeur d’Alene, Nez Perce, Shoban, and Kootenai Tribes; and permit/inspection revenue, state buildings.

**City of Meridian** – DBS has expanded its services, to include mechanical inspections, for the city of Meridian.

♦ **Adjournment**

**MOTION:** John Sheldon made a motion to adjourn the meeting. Robbie Austin seconded. All in favor, motion carried.

The meeting adjourned at 10:25 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. 01/17/13rb*
# Agenda Item No. 03  
**Election of Officers**

**PRESENTER:** Torry McAlvain, Chairman

**OBJECTIVE:** Appoint active board members to the positions of chairman and vice-chairman.

**ACTION:** Vote for a chairman and vice-chairman to oversee the Board.

**BACKGROUND:**

**PROCEDURAL HISTORY:** In accordance to Idaho Code § 54-1908, the Board shall elect officers at the April meeting of each year.

**ATTACHMENTS:** No documentation
Agenda Item No. 04  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.

October 2012  – 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.

January 2013  – The Board was asked for guidance, specifically how far to leverage the experience of the parent company towards the subsidiary(s). Torry McAlvain and John Sheldon volunteered to work on the issue; forming a committee.

PROCEDURAL HISTORY:

ATTACHMENTS:  No documentation
Agenda Item No. 05  Operational 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
**PUBLIC WORKS CONTRACTORS LICENSE BOARD**

<table>
<thead>
<tr>
<th>Agenda Item No. 06a</th>
<th>Financial Report</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>
## 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>449,485</td>
<td>60.0%</td>
<td>299,515</td>
<td>327,461</td>
<td>776,946</td>
<td>103.7%</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>371,678</td>
<td>64.2%</td>
<td>207,322</td>
<td>203,739</td>
<td>575,417</td>
<td>99.4%</td>
</tr>
<tr>
<td>Operating:</td>
<td>149,000</td>
<td>109,374</td>
<td>73.4%</td>
<td>39,626</td>
<td>48,240</td>
<td>157,615</td>
<td>105.8%</td>
</tr>
<tr>
<td>Capital:</td>
<td>34,000</td>
<td>15,558</td>
<td>45.8%</td>
<td>18,442</td>
<td>42,903</td>
<td>58,461</td>
<td>171.9%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>762,000</td>
<td>496,611</td>
<td>65.2%</td>
<td>265,389</td>
<td>294,882</td>
<td>791,493</td>
<td>103.9%</td>
</tr>
<tr>
<td>Net for FY 2013</td>
<td>(13,000)</td>
<td>(47,126)</td>
<td></td>
<td></td>
<td>32,579</td>
<td>(14,547)</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 as of February 28, 2013</th>
<th>Available Cash as of February 28, 2013</th>
<th>Projected Change in Cash for Remainder of Year</th>
<th>Projected Year End Available Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,618,722</td>
<td>449,485</td>
<td>(496,611)</td>
<td>637</td>
<td>1,572,232</td>
<td>32,579</td>
<td>1,604,812</td>
</tr>
</tbody>
</table>
**FY 10 - 13 Month-End Available Cash**

- **Fiscal Year 2010**: Various amounts for each month.
- **Fiscal Year 2011**: Different amounts for each month.
- **Fiscal Year 2012**: Various amounts for each month.

**FY 13 Revenues vs Expenditures**

- **Revenues**
  - JUL: $80,000
  - AUG: $120,000
- **Expenditures**
  - JUL: $60,000
  - AUG: $100,000

**PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07**
Agenda Item No. 06b  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