Agenda Item No. 01

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the July 10, 2014 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Tentative agenda
TENTATIVE AGENDA

NOTICE OF PUBLIC HEARING/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

Wednesday, July 10, 2014
9:30 a.m. – 11:30 a.m. (MT)

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

<table>
<thead>
<tr>
<th>Time</th>
<th>Agenda Item</th>
</tr>
</thead>
<tbody>
<tr>
<td>9:30 a.m.</td>
<td>CALL TO ORDER – Torry McAlvain, Chairman</td>
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<td></td>
<td>o Roll Call &amp; Introductions</td>
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<td></td>
<td>o Open Forum</td>
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<td></td>
<td>CONSENT AGENDA</td>
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<tr>
<td></td>
<td>1. Approval of the July 10, 2014 Agenda</td>
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<td></td>
<td>2. Approval of the April 7, 2014 Board Meeting Minutes</td>
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<tr>
<td></td>
<td>ACTION AGENDA/HEARING</td>
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<tr>
<td></td>
<td>3. Specialty Categories, License Holder and Multi-Licenses – Steve Keys</td>
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<tr>
<td></td>
<td>INFORMATIONAL AGENDA</td>
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<td></td>
<td>4. Operational Report – Steve Keys</td>
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<td>5. Administrator Report</td>
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<td></td>
<td>b. Administrator – C. Kelly Pearce</td>
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<tr>
<td>11:30 a.m.</td>
<td>ADJOURN</td>
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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. 06/11/2014
**PUBLIC WORKS CONTRACTORS LICENSE BOARD**

<table>
<thead>
<tr>
<th>Agenda Item No. 02</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>Torry McAlvain, Chairman</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Approve minutes from the April 7, 2014 PWCL Board meeting.</td>
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<tr>
<td>ACTION:</td>
<td>Consent</td>
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<tr>
<td>BACKGROUND:</td>
<td></td>
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<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
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<tr>
<td>ATTACHMENTS:</td>
<td>Draft minutes</td>
</tr>
</tbody>
</table>
PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFEERENCE MEETING

Monday – April 7, 2014 – 9:30 a.m. (MT)

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

*DRAFT MINUTES OF THE APRIL 7, 2014 MEETING

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

Chairman Torry McAlvain called the meeting to order at 9:31 a.m. (MT).

Board Members Present: DBS Staff Present:
Torry McAlvain, Chairman C. Kelly Pearce, Administrator
John Sheldon, Vice-Chairman Steve Keys, Deputy Administrator-Operations
Jim Roletto Ron Whitney, Deputy Administrator-Administration
Robbie Austin Patrick Grace, Deputy Attorney General
Brian Bailey Kathleen Watkins, Financial Manager
Ken Worst Terry Blessing, Regional Manager, Region 1

Board Members Absent: Chris Jensen, Regional Manager, Region 3
Adam Bowcutt, Regional Supervisor, Region 3
Garry Tolley Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

♦ Open Forum
No items or concerns were brought forth.

♦ Approval of April 7, 2014 Agenda
MOTION: John Sheldon made a motion to approve the agenda as presented. Jim Roletto seconded. All in favor, motion carried.

♦ Approval of January 6, 2014 Board Meeting Minutes
MOTION: John Sheldon made a motion to approve the minutes as written. Jim Roletto seconded. All in favor, motion carried.

♦ Election of Officers
In accordance with Idaho Code § 54-1908, the Board shall elect officers at the April meeting of each year.

Chairman
MOTION: John Sheldon made a motion to reappoint Torry McAlvain as chairman. Jim Roletto seconded. All in favor, motion carried.
Vice-Chairman

**MOTION:** Jim Roletto made a motion to reappoint John Sheldon as vice-chairman. Robbie Austin seconded. All in favor, motion carried.

♦ Specialty Categories, License Holder and Multi-Licenses
A handout of a Notice of Intent to Promulgate Rules was provided to the Board. The notice will be published in the May 2014 Idaho Administrative Bulletin and pertains to Senate Bill (SB) 1311 (See **Legislative Update**).

Attached to the notice was a list of organizations to be invited to participate as part of an informal collaborative group. The Board was asked to review the list and provide additional parties.

The intent of the collaborative is to address changes to the rules necessary to accommodate SB1311, as well as attempt to deal with Categories I, II, III; single license issues; etc.

**MOTION:** John Sheldon made a motion to move forward with the promulgation of rules as presented. Jim Roletto seconded. All in favor, motion carried.

♦ Legislative Update
Statute – SB1311 amends existing law to establish provisions relating to a construction manager representative (CMR), to establish provisions relating to construction manager/general contractor (CMGC), to revise provisions relating to a public entity entering into a certain contract for certain services as a CMR or as a CMGC; and to provide that a CMGC shall provide payment and performance bonds. The bill passed the 2014 legislature and becomes effective July 1, 2014.

Rule – Rule docket 07-0501-1301, streamlines the PWCL application process for renewal and allows the use of digital submissions; has been approved and is in effect as of March 21, 2014.

♦ Operational Report
Quarterly PWCL Board Report – The number of original licenses, renewals, upgrades and downgrades, January through March 2014, was reported.

As of today, the program has collected $14,761 in assessments for FY 2014 and $1,448 for calendar year 2014.

♦ Administrator Report
Public Works Program – The regional managers in eastern and northern Idaho explained their responsibilities with regard to the Public Works Program.

Salaries and Wages – The legislature approved a 1% raise and 1% bonus for all eligible state employees effective July 1, 2014.

Legislative Audit – An audit of the Division’s business practices has been completed.

Per Capita Production – Information from July 2010 to January 2014, based on quarterly per capita production for each full-time DBS employee, was provided.

Testing Within DBS – As of today, there have been 132 individuals who have tested using the Division’s new license exams. Individuals can test at any of the Division’s three office locations; Coeur d’Alene, Meridian or Pocatello. Currently, DBS is able to provide 80 tests a week.

♦ Adjournment

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

The meeting adjourned at 10:31 a.m. (MT).

TORRY MCALVAIN, CHAIRMAN C. KELLY PEARCE, ADMINISTRATOR
PUBLIC WORKS CONTRACTORS DIVISION OF BUILDING SAFETY
LICENSE BOARD

DATE DATE

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 05/20/2014rb*
Agenda Item No. 03  Specialty Categories, License Holder and Multi-Licenses

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Determine whether to consolidate categories or revert back to previous standards.

ACTION: Informational

BACKGROUND: October 2013 - Definitions of type i, Heavy Construction; type ii, Highway Construction; and type iii, Building Construction were distributed.

The Board was asked to review various specialties and their association with types i, ii, and iii prior to the January 6, 2014 meeting.

January 2014 – Chairman McAlvain proposed a task force committee be formed. The Deputy Administrator-Operations offered to provide a list of members on a task force created several years earlier for this specific issue.

A tallied list of the number of licensees and various categories was provided. It was agreed the topic License Holder and Multi-Licenses corresponds with the Specialty Categories topic and should be discussed simultaneously with the task force.

April 2014 – A handout of a Notice of Intent to Promulgate Rules was distributed. Attached to the notice was a list of organizations to invite as part of an informal collaborative group. The Board was asked to provide additional parties, if any. A motion was made to move forward with the promulgation of rules as presented.

ATTACHMENTS: No documentation
Agenda Item No. 04             Operational Report

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Provide update on the daily operations of the PWCL Program and Division.

ACTION: Informational

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

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation
PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05a  Financial Report

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

OBJECTIVE:  Review financial report on the PWCL fund.

ACTION:  Informational

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

PROCEDURAL HISTORY:

ATTACHMENTS:  PWCL Board Financial Report
## Division of Building Safety

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

Fiscal Year 2014 Financial Statements

As of 5/31/2014

### 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>684,593</td>
<td>86.5%</td>
<td>106,407</td>
<td>98,530</td>
<td>783,123</td>
<td>99.0%</td>
</tr>
<tr>
<td>Personnel:</td>
<td>302,000</td>
<td>270,952</td>
<td>89.7%</td>
<td>31,048</td>
<td>22,579</td>
<td>293,531</td>
<td>97.2%</td>
</tr>
<tr>
<td>Operating:</td>
<td>159,000</td>
<td>119,255</td>
<td>75.0%</td>
<td>39,745</td>
<td>16,267</td>
<td>135,523</td>
<td>85.2%</td>
</tr>
<tr>
<td>Capital:</td>
<td>22,000</td>
<td>14,581</td>
<td>66.3%</td>
<td>7,419</td>
<td>19,419</td>
<td>34,000</td>
<td>154.5%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>483,000</td>
<td>404,788</td>
<td>83.8%</td>
<td>78,212</td>
<td>58,266</td>
<td>463,054</td>
<td>95.9%</td>
</tr>
</tbody>
</table>

Net for FY 2014 | 308,000 | 279,805 |

### Statement of Cash Balance

<table>
<thead>
<tr>
<th></th>
<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 May 31, 2014</th>
<th>Projected Change in Cash for Remainder of Year</th>
<th>Projected Year End Available Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>1,668,288</td>
<td>684,593</td>
<td>(404,788)</td>
<td>551</td>
<td>1,948,645</td>
<td>40,264</td>
<td>1,988,909</td>
</tr>
</tbody>
</table>
FY 11-14 Revenues

FY 11-14 Expenditures
## Agenda Item No. 05b  Administrator Report

### PRESENTER:
C. Kelly Pearce, Administrator

### OBJECTIVE:
Provide an 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