Agenda Item No. 01

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the October 1, 2012 PWCL Board videoconference meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: October 1, 2012 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, October 1, 2012
9:30 a.m. – 11:30 p.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 October 1, 2012 Agenda
2. Approval of the July 16, 2012 Board Meeting Minutes

ACTION AGENDA
3. Schedule 2013 Meeting Dates – Torry McAlvain

INFORMATIONAL AGENDA
4. Experience Qualifications for Contractors – Steve Keys
5. Audit of Agency – Torry McAlvain
6. Deputy Administrator Report – Steve Keys
7. Administrator Report
   b. Administrator – C. Kelly Pearce

11:30 p.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. 09/05/2012
# Agenda Item No. 02

## PRESENTER:

Torry McAlvain, Chairman

## OBJECTIVE:

Approve minutes from the July 16, 2012 PWCL Board videoconference meeting.

## ACTION:

Consent

## BACKGROUND:


## PROCEDURAL HISTORY:


## ATTACHMENTS:

- July 16, 2012 PWCL Board meeting draft minutes
Chairman Torry McAlvain called the meeting to order at 9:33 a.m. (MT)

Chairman McAlvain welcomed Robbie Austin to the Board. Mr. Austin assumes the position of highway representative.

♦ Open Forum
No items or concerns were brought forth.

♦ Approval of the July 16, 2012 Agenda
  
  **MOTION:** Jerry Peterson made a motion to approve the agenda as presented. John Sheldon seconded. All in favor, motion carried.

♦ Approval of the April 2, 2012 Board Meeting Minutes
  
  **MOTION:** John Sheldon made a motion to approve the minutes as written. Jerry Peterson seconded. All in favor, motion carried.

♦ Approval of the May 17, 2012 Special Board Meeting Minutes
  
  **MOTION:** Garry Tolley made a motion to approve the minutes as written. Jerry Peterson seconded. All in favor, motion carried.
Announcement
At the request of DBS, Torry McAlvain read the following announcement: “Anyone needing to take or make a phone call do it outside or in the lunch room. We have had some recent cases where people are on their cell phones in the hallways and disturbing our employees.”

Financial Statement Dates
Recently, the Division has received many financial statements where the date covered by the financial statement is up to two years beyond the date the accountant signs the statement.

The following proposed rule change to IDAPA 07.05.01.110.01.d would bring financial statements more in line with the current law requirement: “An annual financial statement, as herein defined, that was issued covers a period of time ending no more than twelve (12) months prior to the date of submission of the application, …”.

MOTION: Garry Tolley made a motion to accept the proposed language as written. Jerry Peterson seconded. All in favor, motion carried.

Clarification of Specialty Licenses
At the April 2012 meeting, Randell Hodgkinson, Randell Concrete Inc., discussed concern and confusion on whether a PWCL specialty license is required to install concrete for bridge structures and public rights-of-way.

In the course of the investigation, the Division came to the realization there are four pages of spec categories related to concrete, and there is not a more workable solution than is currently in place. Should the categories be broken down further, it would become too complicated to be workable.

At the suggestion of DBS, the Board agreed the categories are well defined and changes are not required.

Deputy Administrator Report
Quarterly PWCL Board Report – There have been 970 public works licenses (originals and renewals) issued from April through June 2012. Of the licenses issued, 46 are upgrades and 54 are downgrades.

Bids – The Division has experienced an increase in problems with bids. The majority of complaints have not become formal as once DBS initiates contact with the public entity that is handling the project, it is typically pulled and rebid.

City of Wendell – A protest, naming a plumbing contractor, on a waste water plant bid will be addressed at the city of Wendell Council meeting, July 17, 2012, at 6:00 p.m. Steve Keys has been asked to attend the meeting to clarify the work on the project is utility not plumbing.

Outreach – Building Safety Regional Supervisor Terry Blessing has done an excellent job with outreach in northern Idaho.
- 3 -

Administrator Report
DBS Personnel – The Division has added or reassigned three key members to its administrative team. Ron Whitney has been promoted to Deputy Administrator-Administration; Kathleen Watkins is the new Financial Manager; and Michael Savoie is the new Human Resources Officer.


City of Meridian – DBS has a contract with the city of Meridian to provide electrical inspections only.

Onsite Building Inspector – At the end of July, the Division will have a building inspector onsite at the University of Idaho.

Changes in Workforce – Kelly Pearce made a PowerPoint presentation titled Changes in Workforce. The presentation consisted of charts comparing the average number of employees working in residential and commercial construction, as registered with the Idaho Department of Labor (2007-2012); DBS budget-personnel reduction (2007-2012); and expenditures to appropriations (2005-2012).

Old Business
Monsey Construction Consulting Services – Kevin Monsey, Monsey Construction Consulting Services, has not been in contact with DBS since the administrative hearing before the PWCL Board on April 2, 2012. The Division will follow-up with a letter; however, should Mr. Monsey not respond to DBS by September 1, 2012, the matter will be turned over to a collection agency.

ACTION: A follow-up letter will be issued by DBS to Mr. Monsey with regard to the administrative hearing held at the April 2, 2012 PWCL Board meeting.

MOTION: Jerry Peterson made a motion to adjourn the meeting. Garry Tolley seconded. All in favor, motion carried. The meeting adjourned at 10:24 a.m.

TORRY MCALVAIN, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 08/20/12rb
**PUBLIC WORKS CONTRACTORS LICENSE BOARD**

<table>
<thead>
<tr>
<th><strong>Agenda Item No. 03</strong></th>
<th><strong>Schedule 2013 Board Meeting Dates</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTER:</strong></td>
<td>Torry McAlvain, Chairman</td>
</tr>
<tr>
<td><strong>OBJECTIVE:</strong></td>
<td>Schedule 2013 meeting dates</td>
</tr>
<tr>
<td><strong>ACTION:</strong></td>
<td>Vote to accept or reject the 2013 meeting dates as addressed under “Background”.</td>
</tr>
<tr>
<td><strong>BACKGROUND:</strong></td>
<td>The following 2013 dates were selected for the Board’s consideration: January 7th, April 8th, July 8th, and October 7th.</td>
</tr>
<tr>
<td><strong>PROCEDURAL HISTORY:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ATTACHMENTS:</strong></td>
<td>2013 Board Meeting Calendar</td>
</tr>
</tbody>
</table>
BOARD MEETINGS - 2013

Board Meetings will be held at each Division of Building Safety regional office either in person or through video conferencing

1090 E WATERTOWER ST
SUITE 150
MERIDIAN, ID 83642

1250 IRONWOOD DR
SUITE 220
COEUR D’ALENE, ID 83814

2055 GARRETT WAY
BLD 1, SUITE 4
POCATELLO, ID 83201

Idaho Building Code Board
meetings begin at 9:30 am (mt)

Idaho Electrical Board
meetings begin at 9:00 am (mt)

Idaho HVAC Board
meetings begin at 9:30 am (mt)

Manufactured Housing Board
meetings begin at 9:30 am (mt)

Modular Building Advisory Board
meeting on MAR 13 MAY 8 JUL 24

Idaho Plumbing Board
meetings begin at 9:30 am (mt)

Public Works Contractors Licensing Board
meetings begin at 9:30 am (mt)

Management meetings outlined in blue
Holidays outlined & highlighted in gray
Unavailable dates blacked out

2013
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:

PROCEDURAL HISTORY:

ATTACHMENTS:  No documentation
Agenda Item No. 05          Audit of Agency

PRESENTER:   Torry McAlvain, Chairman

OBJECTIVE:   Discuss article in the Idaho Statesman and Division’s 2012 legislative audit.

ACTION:     Informational

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS:  No documentation
Agenda Item No. 06  Deputy Administrator 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. 07a 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>738,000</td>
<td>748,500</td>
<td>101.4%</td>
<td>(10,500)</td>
<td>-</td>
<td>748,500</td>
<td>101.4%</td>
</tr>
<tr>
<td>Personnel:</td>
<td>600,000</td>
<td>578,665</td>
<td>96.4%</td>
<td>21,335</td>
<td>-</td>
<td>578,665</td>
<td>96.4%</td>
</tr>
<tr>
<td>Operating:</td>
<td>157,400</td>
<td>149,004</td>
<td>94.7%</td>
<td>8,396</td>
<td>-</td>
<td>149,004</td>
<td>94.7%</td>
</tr>
<tr>
<td>Capital:</td>
<td>26,400</td>
<td>803</td>
<td>3.0%</td>
<td>25,597</td>
<td>-</td>
<td>803</td>
<td>3.0%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>783,800</td>
<td>728,472</td>
<td>92.9%</td>
<td>55,328</td>
<td>-</td>
<td>728,472</td>
<td>92.9%</td>
</tr>
</tbody>
</table>

Net for FY 2012 (45,800) 20,028

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### Statement of Cash Balance

<table>
<thead>
<tr>
<th>July 1, 2011 Beginning Cash Available</th>
<th>Revenues 748,500</th>
<th>Expenditures and Encumbrances (728,472)</th>
<th>Other Changes in Cash (3,439)</th>
<th>Available Cash 1,618,722</th>
<th>Projected Change in Cash for Remainder of Year -</th>
<th>Projected Year End Available Cash 1,618,722</th>
</tr>
</thead>
</table>
PUBLIC WORKS CONTRACTORS LICENSING FUND

FY 09 - 12 Month-End Available Cash

FY 09-12 Expenditures

FY 12 Revenues vs Expenditures

FY 09-12 Revenues

FUND 2297
As of May 31, 2012
FY 10-13 Revenues

FY 10-13 Expenditures
Agenda Item No. 07b         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