Agenda Item No. 01  

OBJECTIVE: To approve the October 4, 2010 Public Works Contractors License Board Meeting Agenda.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Copy of the October 4, 2010 Public Works Contractors License Board’s tentative agenda.
TENTATIVE

NOTICE OF PUBLIC MEETING

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEO CONFERENCE MEETING

DIVISION OF BUILDING SAFETY
1250 Ironwood Drive, Suite 220, Coeur d’Alene, Idaho 83814
1090 East Watertower Street, Meridian, Idaho 83642
2055 Garrett Way, Building #2, Suite 7, Pocatello, Idaho 83204
(208) 332-7137 -- dbs.idaho.gov

AGENDA
Monday, October 4, 2010

(Please note the following agenda items and time schedule are tentative pending Board action. The times are scheduled according to Mountain Daylight/Standard Time (MDT/MST), unless otherwise noted.)

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

CONSENT AGENDA
1. Approval of the October 4, 2010 Agenda
2. Approval of the July 6, 2010 Board Meeting Minutes

ACTION AGENDA
3. 2011 Meeting Dates – Torry McAlvain

INFORMATIONAL AGENDA
4. Bureau Chief Report – Jean Frenette

5. Administrator Report
   a. CAS Update – C. Kelly Pearce and Janice Foster
   c. Administrator – C. Kelly Pearce

NEW BUSINESS

EXECUTIVE SESSION (If required)

12:00 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Daylight/Standard Time (MDT/MST), unless otherwise noted. Agenda items may shift depending on Board preference. 08/16/10r
OBJECTIVE: To approve the July 6, 2010 Public Works Contractors License Board Minutes.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Copy of the July 6, 2010 Public Works Contractors License Board’s draft minutes.
Acting Chairman John Sheldon called the meeting to order at 9:32 a.m., Tuesday, July 6, 2010.

Board Members Present:  
John Sheldon, Vice Chairman  
Jerry Peterson  
Lisa Hatch  
Steffani Lippert (Teleconference)  
Ken Worst (Teleconference)

DBS Staff Present:  
C. Kelly Pearce, Administrator  
Steve Keys, Deputy Administrator, Operations  
Janice Foster, Deputy Administrator, Administration  
Kay Christensen, Division Chief, Office of Attorney General  
Kirk Weiskircher, Financial Specialist, Principal  
Renee Bryant, Administrative Assistant 2/Board Secretary  
Sharon Chisom, Office Specialist 2

Board Members Absent:  
Torry McAlvain, Chairman  
Alan Smith

DBS Staff Absent:  
Patrick Grace, Deputy Attorney General  
Jean Frenette, PWCL Bureau Chief

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 July 6, 2010 Agenda  
*MOTION:* Jerry Peterson made a motion to approve the July 6, 2010 Agenda. Lisa Hatch seconded. All in favor, motion carried.

♦ Approval of the April 12, 2010 Board Meeting Minutes  
*MOTION:* Lisa Hatch made a motion to approve the April 12, 2010 Meeting Minutes as written. Jerry Peterson seconded. All in favor, motion carried.

♦ CM vs. Insurance  
At the April 2010 PWCL Board meeting, a representative with Beniton Construction suggested the Board replace the current statutory bonding requirements for construction managers (CM) with professional liability insurance. The Division solicited and received a wide diversion of comments from affected parties as to their preference on whether to change the current bond requirements to Errors and Omissions (E&O) insurance.
Steve Keys explained the significant difference between professional liability and E&O insurance. Should the Board choose to require CMs to have E&O insurance, all government entities in Idaho would have to abide by the new policy and procedure.

Upon discussing the written input from the affected parties, the different types of insurance policies/bonds, and the roles of a CM, the Board agreed to continue with the current bond requirements.

**MOTION:** Jerry Peterson made a motion to notify Beniton Construction that the Board discussed the topic and chose to maintain the status quo. Steffani Lippert seconded. All in favor, motion carried.

♦ **Bureau Chief Report**
Three reports were distributed to the Board. The first was an updated quarterly report on licenses processed through June 2010. The second was a comparison of total licenses processed for fiscal years 2009 and 2010, and the third was an administrative assessment log.

The Division continues to respond to complaints, with the majority of complaints on how general contractors are treating subcontractor bid proposals. As long as the contractors are named as required and the subcontractors are licensed, the Division does not have the authority to take action against the contractor. The assessments are reflective of the size of the contract relative to the violation, and the Administrative Assessment Log is posted on the Division’s website.

Steve Keys acknowledged the great job the staff has done in the absence of Bureau Chief Jean Frenette.

♦ **Administrator Report**

**Deputy Attorney General** – Kelly Pearce acknowledged and thanked Kay Christensen, Division Chief with the Office of the Attorney General for standing in for Patrick Grace while on military duty.

**CAS** – As of April 1, 2010, the Division launched an upgrade to the search feature. Individuals can add multiple search criteria to narrow down a specific search and download the requested documentation in a spreadsheet.


**Wind Farms** – General Electric has made a dramatic investment in wind farm construction in the state of Idaho.

**HOKU** – The Chinese government is the benefactor of the project “HOKU” in Pocatello. The plant is on its way to full production to manufacture polysilicon solar cells for worldwide distribution.

**Personnel** – The Division is currently down 22 percent with its full-time employee (FTE) positions.
Building Safety Program Manager Position – By combining the vacant Bureau Chief and Plans Examiner positions, three Building Safety Program Manager positions have been created in the HVAC, Plumbing, and Electrical Bureaus. Kelly Pearce briefly explained the responsibilities of the new positions.

Pocatello Office – The first of August the Division will reopen an office in Pocatello. The office will house one regional manager, one full-time and one part-time clerical staff members.

Video Conference – The July Plumbing, HVAC, and Electrical Board meetings will be held via video conference. The Division’s main office in Meridian will connect with its Coeur d’Alene office and the ISU Library in Pocatello to broadcast the meetings.

Violations – The Division has been working with the Idaho Bureau of Occupational Licenses (IBOL) to get its contractor licensing information placed on their website. A link to the Division’s website can be found by clicking on the IBOL “Contractors” page.

♦ New Business
There was no new business to discuss.

♦ Executive Session
An Executive Session was not required.

MOTION: Jerry Peterson made a motion to adjourn the meeting. Lisa Hatch seconded. All in favor, motion carried. The meeting adjourned at 10:25 a.m.

JOHN SHELDON, ACTING 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 Public Works Contractors License Board. 7/30/10rb
Agenda Item No. 03  

2011 Meeting Dates

OBJECTIVE: Scheduling of the 2011 meeting dates

ACTION: To choose and approve the 2011 meeting dates.

BACKGROUND: 2010 Board meeting dates were: Monday, January 11\textsuperscript{th}; Monday, April 12\textsuperscript{th}; Tuesday, July 6\textsuperscript{th}; and Monday, October 4\textsuperscript{th}.

PROCEDURAL HISTORY:

ATTACHMENTS: 2011 Board Calendar
DBS Board Meetings

Board Meetings to be held at all Division of Building Safety Conference Room’s

Electrical Board
Plumbing Board
HVAC Board
Public Works Contractors Licensing Board
Building Board
Manufactured Housing Board
Modular Building Advisory Board

1090 E Watertower St
Meridian, ID 83642
1250 Ironwood Dr, Ste 220
Coeur d’Alene, ID 83814
2055 Garrett Way, Bld 2, Ste 7
Pocatello, ID 83201

Holidays outlined & highlighted in gray
Unavailable dates blacked out
<table>
<thead>
<tr>
<th>Agenda Item No. 04</th>
<th>Bureau Chief Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVE:</td>
<td>To update the Board on the recent activities of the Public Works Contractors License Bureau.</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Informational</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td>This topic is addressed at all regularly scheduled Public Works Contractors License Board meetings.</td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>No Documentation</td>
</tr>
</tbody>
</table>
OBJECTIVE: To inform the Board of the current changes/uploads to the Division’s computer program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Public Works Contractors License Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: No Documentation
## PUBLIC WORKS CONTRACTORS LICENSE BOARD

### Agenda Item No. 05b  Financial Report

<table>
<thead>
<tr>
<th>Objective:</th>
<th>To review the Public Works Contractors License Board’s Financial Report.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action:</td>
<td>Informational</td>
</tr>
<tr>
<td>Background:</td>
<td>This topic is addressed at all regularly scheduled Public Works Contractors License Board meetings.</td>
</tr>
<tr>
<td>Procedural History:</td>
<td></td>
</tr>
<tr>
<td>Attachments:</td>
<td>Public Works Contractors License Board’s Financial Report</td>
</tr>
</tbody>
</table>
### Division of Building Safety
PUBLIC WORKS CONTRACTORS LICENSING FUND
Fiscal Year 2011 Financial Statements
As of 8/31/2010

#### 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><strong>Revenues:</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td></td>
<td>650,000</td>
<td>163,413</td>
<td>25.1%</td>
<td>486,587</td>
<td>525,000</td>
<td>688,413</td>
<td>105.9%</td>
</tr>
<tr>
<td><strong>Expenditures</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel:</td>
<td>550,000</td>
<td>88,944</td>
<td>16.2%</td>
<td>461,056</td>
<td>439,300</td>
<td>528,244</td>
<td>96.0%</td>
</tr>
<tr>
<td>Operating:</td>
<td>100,000</td>
<td>26,688</td>
<td>26.7%</td>
<td>73,312</td>
<td>70,000</td>
<td>96,688</td>
<td>96.7%</td>
</tr>
<tr>
<td>Capital:</td>
<td>15,000</td>
<td>1,001</td>
<td>6.7%</td>
<td>13,999</td>
<td>10,000</td>
<td>11,001</td>
<td>73.3%</td>
</tr>
<tr>
<td><strong>Total Expenditures</strong></td>
<td>665,000</td>
<td>116,633</td>
<td>17.5%</td>
<td>548,367</td>
<td>519,300</td>
<td>635,933</td>
<td>95.6%</td>
</tr>
<tr>
<td><strong>Net for FY 2011</strong></td>
<td>(15,000)</td>
<td>46,781</td>
<td>5,700</td>
<td>52,481</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

#### Statement of Cash Balance

<table>
<thead>
<tr>
<th>Beginning Cash Available</th>
<th>Revenues</th>
<th>Expenditures and Encumbrances</th>
<th>Other Changes in Cash</th>
<th>Available Cash</th>
<th>Projected Change in Cash for Remainder of Year</th>
<th>Projected Year End Available Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,450,188</td>
<td>163,413</td>
<td>(116,633)</td>
<td>848</td>
<td>1,497,818</td>
<td>5,700</td>
<td>1,503,518</td>
</tr>
</tbody>
</table>

* Percent of Fiscal Year Completed 16.7%
Percent of Pay Periods Completed 15.4%
PUBLIC WORKS CONTRACTORS LICENSING FUND

FY 08 - 11 Month-End Available Cash

FY 11 Revenues vs Expenditures

FY 08-11 Expenditures

FY 08-11 Revenues

FUND 2297  As of  August 31, 2010
<table>
<thead>
<tr>
<th>FY 2011 REVENUE / EXPENSES</th>
</tr>
</thead>
<tbody>
<tr>
<td>PUBLIC WORKS CONTRACTORS LICENSING BOARD</td>
</tr>
</tbody>
</table>

### Revenues

**REGULATORY LICENSES**
98,600.00
57,787.49
-  
-  
-  
-  
-  
-  
-  
-  
-  
156,387.49

**ASSESSMENTS**
5,700.33
1,105.68
-  
-  
-  
-  
-  
-  
-  
-  
6,805.99

**OTHER**
(450.00)
470.00
-  
-  
-  
-  
-  
-  
-  
-  
-  
20.00

**TOTAL REVENUE**
104,050.33
59,363.15
-  
-  
-  
-  
-  
-  
-  
-  
163,413.48

### Expenditures

#### Personnel

**GROSS SALARY & WAGES**
30,405.14
32,374.02
-  
-  
-  
-  
-  
-  
-  
-  
62,779.16

**EMPLOYEE BENEFITS**
12,512.75
13,651.97
-  
-  
-  
-  
-  
-  
-  
-  
26,164.72

**TOTAL PERSONNEL COSTS**
42,917.89
46,025.99
-  
-  
-  
-  
-  
-  
-  
-  
88,943.88

#### Operating

**COMMUNICATION SERVICES**
1,274.39
1,260.09
-  
-  
-  
-  
-  
-  
-  
-  
2,534.48

**EMPLOYEE DEVELOPMENT**
109.90
139.80
-  
-  
-  
-  
-  
-  
-  
-  
249.70

**GENERAL SERVICES**
146.53
328.42
-  
-  
-  
-  
-  
-  
-  
-  
474.95

**PROFESSIONAL SERVICES**
18.50
685.00
-  
-  
-  
-  
-  
-  
-  
-  
703.50

**REPAIR & MAINT SERVICES**
436.44
535.29
-  
-  
-  
-  
-  
-  
-  
-  
971.73

**ADMINISTRATIVE SERVICES**
-  
59.25
-  
-  
-  
-  
-  
-  
-  
59.25

**COMPUTER SERVICES**
42.29
328.70
-  
-  
-  
-  
-  
-  
-  
-  
370.99

**COMPANY TRAVEL COSTS**
1,194.74
1,011.16
-  
-  
-  
-  
-  
-  
-  
-  
2,205.90

**ADMINISTRATIVE SUPPLIES**
479.17
798.28
-  
-  
-  
-  
-  
-  
-  
-  
1,277.45

**FUEL & LUBRICANTS**
501.33
712.72
-  
-  
-  
-  
-  
-  
-  
-  
1,214.05

**COMPUTER SUPPLIES**
141.01
855.59
-  
-  
-  
-  
-  
-  
-  
-  
996.60

**REPAIR & MAINT SERVICES**
-  
-  
-  
-  
-  
-  
-  
-  
-  
-  
-  

**INSURANCE**
-  
-  
-  
-  
-  
-  
-  
-  
-  
-  
-  

**RENTALS & OPER LEASES**
3,185.10
2,164.09
-  
-  
-  
-  
-  
-  
-  
-  
5,349.19

**MISC EXPENDITURES**
479.09
503.98
-  
-  
-  
-  
-  
-  
-  
-  
983.07

**GOVERNMENTAL OVERHEAD**
-  
-  
-  
-  
-  
-  
-  
-  
-  
-  

**PAYMENTS TO OTHER STATE AGENCIES**
-  
9,094.75
-  
-  
-  
-  
-  
-  
-  
-  
9,094.75

**ADMIN RULE EXPENSES**
153.75
-  
-  
-  
-  
-  
-  
-  
-  
153.75

**OTHER**
-  
-  
-  
-  
-  
-  
-  
-  
-  
-  

**TOTAL OPERATING COSTS**
8,210.53
18,477.12
-  
-  
-  
-  
-  
-  
-  
-  
26,687.65

#### Capital Outlay

**COMPUTER EQUIPMENT**
-  
242.92
-  
-  
-  
-  
-  
-  
-  
-  
242.92

**NON/MOTORIZED EQUIPMENT**
270.00
-  
-  
-  
-  
-  
-  
-  
-  
270.00

**SPECIFIC USE SUPPLIES**
486.28
-  
-  
-  
-  
-  
-  
-  
-  
486.28

**TOTAL CAPITAL OUTLAY**
270.00
731.20
-  
-  
-  
-  
-  
-  
-  
-  
1,001.20

**TOTAL FY 2010 EXPENDITURES**
51,398.42
65,234.31
-  
-  
-  
-  
-  
-  
-  
-  
116,632.73
# REVENUE / EXPENSES

For the 2 Months Ended August 31, 2010

PUBLIC WORKS CONTRACTORS LICENSING BOARD

<table>
<thead>
<tr>
<th>FY 2008</th>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
</table>

## Revenues

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2008</th>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>REGULATORY LICENSES</td>
<td>138,437.50</td>
<td>145,290.00</td>
<td>144,041.66</td>
<td>156,587.49</td>
</tr>
<tr>
<td>ASSESSMENTS</td>
<td>-</td>
<td>250.00</td>
<td>10,850.00</td>
<td>6,805.99</td>
</tr>
<tr>
<td>OTHER</td>
<td>-</td>
<td>-</td>
<td>1,143.85</td>
<td>20.00</td>
</tr>
<tr>
<td><strong>TOTAL REVENUE</strong></td>
<td>138,437.50</td>
<td>145,540.00</td>
<td>156,035.51</td>
<td>163,413.48</td>
</tr>
</tbody>
</table>

## Expenditures

### Personnel

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2008</th>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>GROSS SALARY &amp; WAGES</td>
<td>28,920.60</td>
<td>48,384.67</td>
<td>56,398.59</td>
<td>62,779.16</td>
</tr>
<tr>
<td>EMPLOYEE BENEFITS</td>
<td>10,566.67</td>
<td>19,791.81</td>
<td>23,062.59</td>
<td>26,164.72</td>
</tr>
<tr>
<td><strong>TOTAL PERSONNEL COSTS</strong></td>
<td>39,487.27</td>
<td>68,176.48</td>
<td>79,461.18</td>
<td>88,943.88</td>
</tr>
</tbody>
</table>

### Operating

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2008</th>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMMUNICATION SERVICES</td>
<td>1,584.18</td>
<td>2,370.41</td>
<td>2,282.15</td>
<td>2,534.48</td>
</tr>
<tr>
<td>EMPLOYEE DEVELOPMENT</td>
<td>1,857.56</td>
<td>276.66</td>
<td>185.03</td>
<td>249.70</td>
</tr>
<tr>
<td>GENERAL SERVICES</td>
<td>786.71</td>
<td>4,797.97</td>
<td>213.62</td>
<td>474.95</td>
</tr>
<tr>
<td>PROFESSIONAL SERVICES</td>
<td>3,922.50</td>
<td>411.00</td>
<td>-</td>
<td>253.12</td>
</tr>
<tr>
<td>REPAIR &amp; MAINT SERVICES</td>
<td>1,755.75</td>
<td>360.74</td>
<td>1,080.07</td>
<td>971.73</td>
</tr>
<tr>
<td>ADMINISTRATIVE SERVICES</td>
<td>22.58</td>
<td>-</td>
<td>14.73</td>
<td>59.25</td>
</tr>
<tr>
<td>COMPUTER SERVICES</td>
<td>75.55</td>
<td>115.27</td>
<td>270.80</td>
<td>370.99</td>
</tr>
<tr>
<td>EMPLOYEE TRAVEL COSTS</td>
<td>1,840.06</td>
<td>976.99</td>
<td>986.80</td>
<td>2,205.90</td>
</tr>
<tr>
<td>ADMINISTRATIVE SUPPLIES</td>
<td>1,003.21</td>
<td>440.93</td>
<td>370.39</td>
<td>1,277.45</td>
</tr>
<tr>
<td>FUEL &amp; LUBRICANTS</td>
<td>174.60</td>
<td>1,305.21</td>
<td>818.49</td>
<td>1,214.05</td>
</tr>
<tr>
<td>COMPUTER SUPPLIES</td>
<td>363.63</td>
<td>(45.30)</td>
<td>864.06</td>
<td>996.60</td>
</tr>
<tr>
<td>REPAIR &amp; MAINT SUPPLIES</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>-</td>
</tr>
<tr>
<td>SPECIFIC USE SUPPLIES</td>
<td>-</td>
<td>-</td>
<td>18.28</td>
<td>48.29</td>
</tr>
<tr>
<td>INSURANCE</td>
<td>-</td>
<td>815.06</td>
<td>255.27</td>
<td>-</td>
</tr>
<tr>
<td>RENTALS &amp; OPER LEASES</td>
<td>68.31</td>
<td>349.00</td>
<td>4,531.44</td>
<td>5,349.19</td>
</tr>
<tr>
<td><strong>MISC EXPENDITURES</strong></td>
<td>3,655.59</td>
<td>4,505.23</td>
<td>13,132.38</td>
<td>10,231.57</td>
</tr>
<tr>
<td><strong>TOTAL OPERATING COSTS</strong></td>
<td>17,110.23</td>
<td>16,679.17</td>
<td>25,023.51</td>
<td>26,237.27</td>
</tr>
</tbody>
</table>

### Capital Outlay

<table>
<thead>
<tr>
<th>Description</th>
<th>FY 2008</th>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>COMPUTERS &amp; EQUIPMENT</td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,001.20</td>
</tr>
<tr>
<td><strong>TOTAL CAPITAL OUTLAY</strong></td>
<td>-</td>
<td>-</td>
<td>-</td>
<td>1,001.20</td>
</tr>
</tbody>
</table>

**TOTAL FY EXPENDITURES**

<table>
<thead>
<tr>
<th>FY 2008</th>
<th>FY 2009</th>
<th>FY 2010</th>
<th>FY 2011</th>
</tr>
</thead>
<tbody>
<tr>
<td>56,597.50</td>
<td>84,855.65</td>
<td>104,484.69</td>
<td>116,182.35</td>
</tr>
</tbody>
</table>
## PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 05c**

**OBJECTIVE:** To provide the Board with an overview of the Division’s current activities.

**ACTION:** Informational

**BACKGROUND:** This topic is addressed at all regularly scheduled Public Works Contractors License Board meetings.

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** No Documentation