Agenda Item No. 01

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the October 6, 2014 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: 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 6, 2014
9:30 a.m. – 11:30 a.m. (MT)

(Note: North Idaho - Meeting Commences @ 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 6, 2014 Agenda

2. Approval of the July 10, 2014 Board Meeting Minutes

ACTION AGENDA
3. Schedule 2015 Board Meetings – Torry McAlvain

INFORMATIONAL AGENDA
4. Specialty Categories, License Holder and Multi-Licenses – 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. 08/18/2014
## Agenda Item No. 02

**PRESENTER:** Torry McAlvain, Chairman

**OBJECTIVE:** Approve minutes from the July 10, 2014 PWCL Board meeting.

**ACTION:** Consent

**BACKGROUND:**

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** Draft minutes
Acting Chairman John Sheldon called the meeting to order at 9:31 a.m. (MT).

**Board Members Present:**
- John Sheldon, Vice-Chairman
- Garry Tolley
- Jim Roletto
- Robbie Austin
- Brian Bailey
- Ken Worst

**Board Members Absent:**
- Bill Hatch, Public Information Officer
- Torry McAlvain, Chairman
- Renee Bryant, Administrative Assistant 2/Board Secretary

In the absence of Chairman McAlvain, Vice-Chairman Sheldon served as acting chairman at this meeting.

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

♦ **Approval of July 10, 2014 Agenda**
*MOTION:* Garry Tolley made a motion to approve the agenda as presented. Jim Roletto seconded. All in favor, motion carried.

♦ **Approval of April 7, 2014 Board Meeting Minutes**
*MOTION:* Jim Roletto made a motion to approve the minutes as written. Garry Tolley seconded. All in favor, motion carried.

♦ **Specialty Categories, License Holder and Multi-Licenses**
A draft of proposed changes for specialty categories was distributed. The proposal is an attempt to tie everything back to the construction and specification institute numbers. DBS has worked diligently to consolidate “like” specialty categories; reducing the number from 125 to 93.
There was discussion of public works contractors being able to have licensures in different classifications, not just one classification as currently practiced. The concept would be to allow general contractors to demonstrate their competency in certain specialty tasks through licensures as a specialty in those categories; thus, allowing current contractors to start up another facet of their business through public works without being able to make the experience requirements at their current level.

There are no requirements for contractors who qualified years ago at a certain level, class, etc., to submit ongoing project history to verify they are still utilizing their licenses at that level. It was suggested during the license renewal period a project history of the various classification categories they may be licensed in be submitted. This would ensure they meet the same requirements expected of new applicants.

♦ **Operational Report**

Quarterly PWCL Board Report – The number of original licenses, renewals, upgrades and downgrades, April through June 2014, was addressed.

Administrative Assessment Log – In calendar year 2013, the Division issued $31,156 in administrative assessments for licensing violations. As of today, $2,753 has been billed.

♦ **Administrator Report**

Legislative Audit – The Division received a clean report on a recent audit of its business practices.


New Schools – The Meridian School District has a school bond up for election. If passed, three elementary and one middle school would be built.

Accelerate Idaho – Accelerate Idaho is the Governor’s new strategic plan to grow the state's economy and expand career opportunities for Idaho citizens.

Rapid Response Team – As part of the Accelerate Idaho program, the Governor has named an interagency rapid response team responsible for collaborating quickly and efficiently when businesses are interested in launching, growing or relocating in Idaho.

Magnolia Nitrogen Idaho LLC ”Magnida” – Magnida, a Houston-based fertilizer company, plans to build a plant in the American Falls area to convert natural gas into ammonia (liquid) fertilizer. Approximately 800 electricians will be hired to build the plant and 150 to 190 permanent employees once completed.
♦ **Collaborative Group**

The Board went into recess to attend the collaborative meeting held immediately after this meeting. The Collaborative discussed three topics: specialty categories, multiple licenses, and license holder/verification of project history. No action was required at this time.

**MOTION:** Garry Tolley made a motion for the Board to go into recess to attend the collaborative meeting. Jim Roletto seconded. All in favor, motion carried.

♦ **Adjournment**

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

The meeting adjourned at 10:30 a.m. (MT).
# Agenda Item No. 03  Schedule 2015 Board Meetings

**PRESENTATION:** Torry McAlvain, Chairman

**OBJECTIVE:** Schedule board meetings for 2015.

**ACTION:** Vote to accept, reject or modify the 2015 meeting dates as addressed under topic *Background*.

**BACKGROUND:** The following 2015 dates were selected for the Board’s consideration:

- **January 5th** (Monday)
- **April 6th** (Monday)
- **July 9th** (Thursday)
- **October 5th** (Monday)

**PROCEDURAL HISTORY:** In accordance to Idaho Code § 54-1908, the board shall hold not less than four (4) regular meetings each year, on a day not later than the fifteenth day of the month in each of the months of January, April, July and October, for the purpose of transacting such business as may properly come before it.

**ATTACHMENTS:** 2015 Board Meeting Calendar
PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04  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.

January 2014 – It was proposed a task force committee be formed. A tallied list of the number of licensees and various categories was provided. It was agreed the topics License Holder and Multi-Licenses and Specialty Categories be discussed simultaneously with the task force.

April 2014 – A handout of a Notice of Intent to Promulgate Rules was distributed. A motion was made to move forward with the promulgation of rules as presented.

July 2014 – A draft of proposed changes for specialty categories, tying everything back to the construction and specification institute numbers, was distributed. The number of categories was reduced to 93.

It was discussed public works contractors be able to hold licensures in different classifications to begin another facet of their business.

There are no requirements for contractors who qualified years ago at a certain level, class, etc., when renewing their licenses. It was suggested a project history of the various classification categories be submitted prior to the renewal of their licenses.

ATTACHMENTS: No documentation
<table>
<thead>
<tr>
<th>Agenda Item No. 05</th>
<th>Operational Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTER:</strong></td>
<td>Steve Keys, Deputy Administrator-Operations</td>
</tr>
<tr>
<td><strong>OBJECTIVE:</strong></td>
<td>Provide an update on the daily operations of the PWCL Program and Division.</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>No documentation</td>
</tr>
</tbody>
</table>
PRESENTER:  C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager


ACTION:  Informational

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

PROCEDURAL HISTORY:

ATTACHMENTS:  PWCL 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>760,000</td>
<td>155,422</td>
<td>20.5%</td>
<td>604,578</td>
<td>556,653</td>
<td>712,075</td>
<td>93.7%</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>406,000</td>
<td>77,317</td>
<td>19.0%</td>
<td>328,683</td>
<td>324,732</td>
<td>402,049</td>
<td>99.0%</td>
</tr>
<tr>
<td>Operating:</td>
<td>161,000</td>
<td>38,119</td>
<td>23.7%</td>
<td>122,882</td>
<td>104,213</td>
<td>142,332</td>
<td>88.4%</td>
</tr>
<tr>
<td>Capital:</td>
<td>23,300</td>
<td>9,116</td>
<td>39.1%</td>
<td>14,184</td>
<td>24,884</td>
<td>34,000</td>
<td>145.9%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>590,300</td>
<td>124,551</td>
<td>21.1%</td>
<td>465,749</td>
<td>453,829</td>
<td>578,381</td>
<td>98.0%</td>
</tr>
<tr>
<td>Net for FY 2015</td>
<td>169,700</td>
<td>30,871</td>
<td></td>
<td></td>
<td>102,824</td>
<td>133,694</td>
<td></td>
</tr>
</tbody>
</table>

### Statement of Cash Balance

<table>
<thead>
<tr>
<th>July 1, 2014 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 August 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>1,977,174</td>
<td>155,422</td>
<td>(124,551)</td>
<td>746</td>
<td>2,008,791</td>
<td>102,824</td>
<td>2,111,614</td>
</tr>
</tbody>
</table>
FY 12 - 15 Month-End Available Cash

FY 15 Revenues vs Expenditures
PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

FY 12-15 Revenues

FY 12-15 Expenditures
<table>
<thead>
<tr>
<th>Agenda Item No. 06b</th>
<th>Administrator Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>C. Kelly Pearce, Administrator</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Provide an overview of the Division’s current activities.</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Informational</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td>This topic is addressed at all regularly scheduled PWCL Board meetings.</td>
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