<table>
<thead>
<tr>
<th><strong>Agenda Item No. 01</strong></th>
<th><strong>Agenda</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTER:</strong></td>
<td>Torry McAlvain, Chairman</td>
</tr>
<tr>
<td><strong>OBJECTIVE:</strong></td>
<td>Approve agenda for the October 7, 2013 PWCL Board videoconference meeting.</td>
</tr>
<tr>
<td><strong>ACTION:</strong></td>
<td>Consent</td>
</tr>
<tr>
<td><strong>BACKGROUND:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PROCEDURAL HISTORY:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ATTACHMENTS:</strong></td>
<td>Tenative agenda</td>
</tr>
</tbody>
</table>
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 dʼAlene, Idaho
2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho
dbs.idaho.gov – (208) 332-7137

Monday, October 7, 2013
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>
</tr>
<tr>
<td></td>
<td>o Roll Call &amp; Introductions</td>
</tr>
<tr>
<td></td>
<td>o Open Forum</td>
</tr>
</tbody>
</table>

CONSENT AGENDA
1. Approval of the October 7, 2013 Agenda

2. Approval of the July 8, 2013 Board Meeting Minutes

ACTION AGENDA
3. Schedule 2014 Board Meetings – Torry McAlvain

INFORMATIONAL AGENDA
4. Legislative Update – 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. 08/28/2013
<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 July 8, 2013 PWCL Board videoconference meeting.</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Consent</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td></td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>Draft minutes</td>
</tr>
</tbody>
</table>
Chairman Torry McAlvain called the meeting to order at 9:32 a.m. (MT).

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

**Approval of July 8, 2013 Agenda**
*MOTION:* Garry Tolley made a motion to approve the agenda as presented. John Sheldon seconded. All in favor, motion carried.

**Approval of April 8, 2013 Board Meeting Minutes**
*MOTION:* Jim Roletto made a motion to approve the minutes as written. John Sheldon seconded. All in favor, motion carried.

**Requirement for Job History**
DBS has had problems with contractors wanting to add additional construction categories to their Type 4-Specialty license, who are unable to meet the experience requirement. There was discussion at the April 2013 meeting of promulgating a temporary rule to allow the Board the authority to review and make changes on a case-by-case basis. Upon further review of the statute, it was determined the Board does not have that authority.
Unable to come up with a suitable alternative, the Division will continue to require the contractor to demonstrate they have experience in the requested license category, whether as the licensed entity or through a key employee.

♦ **Consideration of Change in Administrative Rule Provisions to Accommodate Online Renewal of Licenses**
   A draft rule was distributed. The sole purpose of the proposed change is to allow the Division to accept renewal applications in digital format.

   The suggested changes are: 1) housekeeping; 2) change the submittal of applications from “by facsimile but not by other electronic or computerized means” to “in electronic format acceptable to the administrator”; and 3) replace “written, notarized” with “completed” application.

   The statute requires a sworn application; however, the Division believes it can satisfy that requirement by having the individual sign a statement on the application swearing the information provided is true.

   **MOTION:** Garry Tolley made a motion to approve the proposed changes as presented. Jim Roleto seconded. All in favor, motion carried.

♦ **Subcontractor Bidding as a Prime**
   Recently, the Division received a protest against a specialty contractor who bid a job as a prime, and had difficulty substantiating at least 50% of the work fell under his license category. At the April 2013 meeting, the Board requested the Division reexamine all specialty construction categories; coming back with a recommendation on how to streamline the issue.

   It was suggested and the Board agreed to initiate a collaborative group to examine this issue and possible solutions; moving forward with the rulemaking process.

♦ **Operational Report**
   Quarterly PWCL Board Report – There have been 1,037 Public Works licenses (originals and renewals) issued from April through June 2013. Of the licenses issued, 52 are upgrades and 40 are downgrades.

   The program currently shows 3,090 active public works contractors and 78 active construction managers.

♦ **Administrator Report**

   Statewide Projects – Administrator Pearce addressed 26 projects in 16 locations throughout the state of Idaho in which the Division is involved.
Changes in the Workforce – A PowerPoint presentation titled *Changes in the Workforce* was presented by the administrator. 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 (2007-2012); and expenditures to appropriations (2005-2012).

♦ Adjournment

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

The meeting adjourned at 10:26 a.m. (MT).

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. 07/19/13rb*
<table>
<thead>
<tr>
<th>Agenda Item No. 03</th>
<th>Schedule 2014 Board Meetings</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>Torry McAlvain, Chairman</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Schedule board meetings in 2014</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Vote to accept, reject or modify the 2014 meeting dates as addressed under topic Background.</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td>The following 2014 dates were selected for the Board’s consideration: January 6th, April 7th, July 7th, and October 6th.</td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td>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.</td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>2014 Board Meeting Calendar</td>
</tr>
</tbody>
</table>
DBS BOARD MEETINGS - 2014

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)
FEB 18
APR 17
JUN 21
OCT

Idaho Electrical Board
meetings begin at 9:30 am (mt)
JAN 23
APR
JUL 24
OCT

Idaho HVAC Board
meetings begin at 9:30 am (mt)
FEB 12
MAY 14
JUL 9
OCT

Manufactured Housing Board
meetings begin at 9:30 am (mt)
JAN 28
APR 16
JUL 22
OCT

Modular Building Advisory Board
meetings begin at 9:30 am (mt)
MAR 25
MAY
JUL

Idaho Plumbing Board
meetings begin at 9:30 am (mt)
FEB 20
MAY 22
JUL 5
OCT

Public Works Contractor Licensing Board
meetings begin at 9:30 am (mt)
JAN 16
APR
JUL 9
OCT

Third Tues. of Month
Fourth Thurs. of Month
Second Weds. of Month
Fourth Tues. of Month

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

O = Education Board Mtgs - Plumbing Only
Agenda Item No. 04                  Legislative Update

PRESENTER:                      Steve Keys, Deputy Administrator-Operations

OBJECTIVE:                     Inform the Board on the status of pending rules to be presented to the 2014 Legislature.

ACTION:                       Informational

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS:                  No documentation
PUBLIC WORKS CONTRACTORS LICENSE BOARD

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
<table>
<thead>
<tr>
<th>Agenda Item No. 06a</th>
<th>Financial Report</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Review financial report for the PWCL fund.</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>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</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>791,000</td>
<td>155,942</td>
<td>19.7%</td>
<td>635,058</td>
<td>557,858</td>
<td>713,799</td>
<td>90.2%</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>302,000</td>
<td>55,365</td>
<td>18.3%</td>
<td>246,635</td>
<td>232,533</td>
<td>287,898</td>
<td>95.3%</td>
</tr>
<tr>
<td>Operating:</td>
<td>159,000</td>
<td>35,350</td>
<td>22.2%</td>
<td>123,650</td>
<td>115,432</td>
<td>150,783</td>
<td>94.8%</td>
</tr>
<tr>
<td>Capital:</td>
<td>22,000</td>
<td>93</td>
<td>0.4%</td>
<td>21,907</td>
<td>21,907</td>
<td>22,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>483,000</td>
<td>90,808</td>
<td>18.8%</td>
<td>392,192</td>
<td>369,873</td>
<td>460,681</td>
<td>95.4%</td>
</tr>
<tr>
<td>Net for FY 2014</td>
<td>308,000</td>
<td>65,134</td>
<td></td>
<td></td>
<td>187,985</td>
<td>253,118</td>
<td></td>
</tr>
</tbody>
</table>

### Statement of Cash Balance

<table>
<thead>
<tr>
<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 August 30, 2013</th>
<th>Projected Change in Cash for Remainder of Year</th>
<th>Projected Year End Available Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,668,288</td>
<td>155,942</td>
<td>(90,808)</td>
<td>362</td>
<td>1,733,784</td>
<td>187,985</td>
<td>1,921,769</td>
</tr>
</tbody>
</table>
FY 11-14 Revenues

FY 11-14 Expenditures
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