

**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – April 6, 2015 – 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**

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.

Acting Chairman Jim Roletto called the meeting to order at 9:32 a.m. (MT).

Board Members Present:

Jim Roletto, Vice-Chairman
Joe Jackson
Robbie Austin
Brian Bailey
Evan Goodwin

Board Members Absent:

John Sheldon, Chairman
Garry Tolley

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Patrick Grace, Deputy Attorney General
Fred Sisneros, Financial Manager
Larry Jeffres, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Gary Sonnen, Regional Supervisor, Region 1
Adam Bowcutt, Regional Supervisor, Region 3
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

DBS Staff Absent:

Ron Whitney, Deputy Administrator-Administration

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

Recognition – Ken Worst was recognized for his years of service on the Board with a commemorative plaque.

Introductions – Larry Jeffres was introduced as the Division’s newly appointed Regional Manager for Region 1.

Evan Goodwin, Heavy Equipment Representative, was welcomed to the Board as the newest member.

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of April 6, 2015 Agenda**

MOTION: Joe Jackson made a motion to approve the agenda as presented. Robbie Austin seconded. All in favor, motion carried.

◆ **Approval of January 5, 2015 Board Meeting Minutes**

MOTION: Brian Bailey made a motion to approve the minutes as written. Joe Jackson seconded. All in favor, motion carried.

◆ **Operational Report**

Quarterly PWCL Board Report – Although the issuance of licenses is down, the Division does not anticipate any real impact in terms of growth or decline this year.

Administrative Assessment Log – The Division has collected \$38,575 for FY 2015 and \$8,002 for calendar year-to-date in assessments.

Dedicated Funds – The Industrial Commission, much like DBS, is managed by dedicated funds. The 2015 legislature appropriated, in excess of \$3,000,000, from the Industrial Commission to operate a Workforce Development program through the Department of Labor.

Currently, the Board’s revenue is in excess of its expenditures. To slow down, and hopefully make the fund balance steady rather than continue to expand, the Division would like to promulgate a temporary rule; reducing fees on a temporary basis.

ACTION: The Deputy Administrator-Operations will bring to the July 2015 Board meeting a proposed temporary rule to reduce license fees.

◆ **Administrator Report**

Financial Manager – Fred Sisneros, the Division’s newly hired Financial Manager, provided a summary of his career.

Dedicated Funds – The Administrator further elaborated on this topic; originally addressed under the *Operational Report*.

Financial Report – The Public Works Contractors Licensing Fund, FY 2015 financial statement as of February 28, 2015, was reviewed.

Compliance – A statewide compliance program is being re-established by DBS. The program will be directed heavily towards the public works trade; however, will also be used for the electrical, HVAC, and plumbing industries. All entities involved will participate, on a cost-basis, with the implementation of the personnel involved.

◆ **Adjournment**

MOTION: Joe Jackson made a motion to adjourn the meeting. Robbie Austin seconded. All in favor, motion carried.

The meeting adjourned at 10:06 a.m. (MT).

JIM ROLETTO, ACTING CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

04/16/2015rb

DATE