

**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Thursday - July 7, 2016 - 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**

***DRAFT MINUTES OF THE JULY 7, 2016 MEETING**

Chairman Roletto called the meeting to order at 9:30 a.m. (MT)

Board Members Present:

Jim Roletto, Chairman
Joe Jackson, Vice-Chairman
Evan Goodwin
Chuck Graves
Brian Bailey
Garry Tolley

Board Members Absent:

Robbie Austin

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Fred Sisneros, Financial Manager
Bill Hatch, Public Information Officer
Larry Jeffres, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Compliance Program Supervisor
Chuck Knapp, Regional Supervisor, Region 1
Gary Sonnen, Regional Supervisor, Region 1
Renee Bryant, Administrative Assistant 2/Board Secretary

DBS Staff Absent:

Adam Bowcutt, Regional Supervisor, Region 3

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of July 7, 2016 Agenda**

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

◆ **Approval of April 11, 2016 Board Meeting Minutes**

MOTION: Garry Tolley made a motion to approve the minutes as written. Chuck Graves seconded. All in favor, motion carried.

◆ **Public Works Classification 13800**

This topic was addressed at the April meeting and relates to the definition of specialty category *13800 Instrumentation and Control* in IDAPA 07.05.01.200.104. Although the rule says “except electrical”, there has been ongoing confusion on whether an individual who holds this license type is capable of performing electrical work.

Prior to the meeting, a proposed rule change detailing specific qualifications on who can install electrical wires or equipment on public works projects was provided to the Board.

MOTION: Joe Jackson made a motion to approve the proposed amendments. Garry Tolley seconded. All in favor, motion carried.

◆ **Title 54 Chapter 45**

A proposal, to change the statute governing construction managers/construction management, was provided to the Board prior to the meeting. Two additional changes in Idaho Code § 54-4503 *Definitions* were brought forth. They are: 1) (4) “Certificate of authority” and 2) (8) “Hold itself out” or “holding oneself or one’s firm out” or “offer”.

The remaining modifications in Title 54 Chapter 45 allow the Administrator to investigate compliance issues and take action as deemed necessary. The Board will continue to create rules and set standards.

MOTION: Garry Tolley made a motion to approve the language as presented. Brian Bailey seconded. All in favor, motion carried.

◆ **Funds -- Damage Prevention Board**

The 2016 legislature approved a new 11-member board under the DBS titled *Damage Prevention Board*. The Board has no immediate source of funding; therefore, the PWCL Board was asked to provide a contractual loan of \$25,000. Once revenue is established through a federal grant and one-number notification service fee, the PWCL Board will be repaid in full. The Deputy Attorney General will draw-up a contract between both boards.

MOTION: Joe Jackson made a motion to approve the loan of \$25,000 to set-up the Damage Prevention Board. Chuck Graves seconded. All in favor, motion carried.

◆ **Compliance Program Report**

Program - Recent activities within the Compliance program, as it pertains to public works, were provided by the Compliance Program Supervisor.

◆ **Operational Report**

Quarterly PWCL License Report - The Quarterly PWCL Board report, in regard to the number of licenses processed and new assessments, was reviewed.

Compliance Program - The Compliance Program Supervisor was praised for his role in coordinating/conducting PWCL training across the state of Idaho.

In the future, the DBS would like to capture the PWCL presentation on video; having it available on the Division’s website.

◆ **Administrator Report**

Financial Report - The FY 2016 financial statement, as of May 31, 2016, for the Public Works Contractors License Fund was reviewed.

Compliance Program (Cont’d) - The Administrator offered, and the Board agreed, to bring to the October 2016 meeting a proposal on the actual cost and geographical area of a potential compliance individual.

ACTION: At the October 2016 Board meeting, the Administrator will provide specific information regarding the cost to hire a new employee for the Compliance program.

School Safety and Security Advisory Board - Effective July 1, 2016, the DBS has a new 13-member board known as the *School Safety and Security Advisory Board*. The Board, along with a new workforce of five DBS staff members, will provide Idaho educators with on-site security assessments and training, identify areas of vulnerability, and provide technical assistance for improvement of safety and security at schools statewide.

Merging of Boards - The Manufactured Housing and Modular Building Advisory Boards were combined into a single eight-member Board identified as the *Factory Built Structures Advisory Board*.

Contracts - The Division is in the process of negotiations with the cities of Buhl and Blackfoot to take on the responsibility of their building programs.

City of Meridian Projects - The Division just completed the plan review for the Ameri Ben Shell and Core project. The city of Meridian has indicated the development will include two new hotels and retail/office space. It is estimated it will take 2.5 years to build and will be located on the northeast corner of the I-84/Ten Mile interchange.

As part of the Village, the owners of the Village will develop an additional 235,000 square feet; bringing it out to Eagle Road.

New Board Member - Effective July 1, 2016, all regulatory license boards/commissions must have at least one consumer member. Karen Echeverria has agreed to be the public member for the PWCL Board. Upon confirmation of her appointment from the Governor's office, Mrs. Echeverria will be in attendance at the October 3, 2016 board meeting.

◆ **Adjournment**

MOTION: Chuck Graves made a motion to adjourn the meeting. Garry Tolley seconded. All in favor, motion carried.

The meeting adjourned at 10:30 a.m. (MT).

JIM ROLETTO, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE
07/25/2016rb

DATE