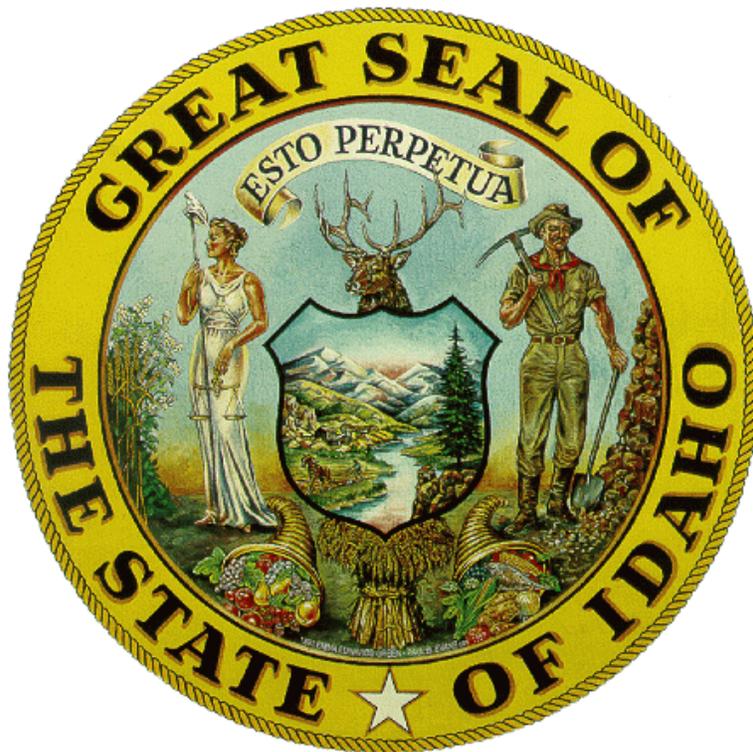


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

JANUARY 6, 2014



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the January 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, January 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

- Roll Call & Introductions
- Open Forum

CONSENT AGENDA

1. Approval of the January 6, 2014 Agenda
2. Approval of the October 7, 2013 Board Meeting Minutes

INFORMATIONAL AGENDA

3. Specialty Categories – Steve Keys
4. License Holder and Multi-Licenses – Steve Keys
5. Operational Report – Steve Keys
6. Administrator Report
 - a. Financial Report – C. Kelly Pearce and Kathleen Watkins
 - 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. 11/08/2014

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve minutes from the October 7, 2013 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – October 7, 2013 – 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 OCTOBER 7, 2013 MEETING**

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.

Chairman Torry McAlvain called the meeting to order at 9:35 a.m. (MT).

Board Members Present:

Torry McAlvain, Chairman
Jim Roletto
Robbie Austin
Brian Bailey
Ken Worst

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Patrick Grace, Deputy Attorney General
Kathleen Watkins, Financial Manager
Rod Freligh, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Regional Supervisor, Region 1
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

John Sheldon, Vice-Chairman
Garry Tolley

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of October 7, 2013 Agenda**

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

◆ **Approval of July 8, 2013 Board Meeting Minutes**

MOTION: Jim Roletto made a motion to approve the minutes as written. Robbie Austin seconded. All in favor, motion carried.

◆ **Schedule 2014 Meeting Dates**

The 2014 PWCL Board meeting dates are as follows: January 6th, April 7th, July 10th, and October 6th. The meetings will commence at 9:30 a.m. (MT)/8:30 a.m. (PT).

◆ **MOTION:** Jim Roletto made a motion to accept the 2014 PWCL Board meeting dates. Ken Worst seconded. All in favor, motion carried.

◆ **Legislative Update**

There is no new legislation, only proposed rule changes for submission to the 2014 legislature. The revisions consist primarily of building, electrical, and mechanical code updates. All proposals have been reviewed in collaborative settings.

With regard to public works licensing, a rule docket will be submitted for clarification of the receipt date for applications and electronic submission of applications.

Chairman McAlvain stated a construction manager/general contractor draft proposal will be presented at the 2014 legislature. A copy of the bill will be forwarded to DBS.

ACTION: Chairman McAlvain will provide DBS with a copy of the construction manager/general contractor draft proposal.

◆ **Operational Report**

Quarterly PWCL Board Report – There have been 890 public works licenses, originals and renewals, processed from July through September 2013. Of the licenses issued, 33 are upgrades and 40 are downgrades. Currently, there are 3,101 active public works contractors and 80 active construction managers. Assessments are up from last year; primarily individuals working out of class or with expired licenses.

Specialty Categories – A handout on the definitions of type i, Heavy Construction; type ii, Highway Construction; and type iii, Building Construction, as defined in Idaho Code § 54-1901, was distributed. Included in the handout were highlighted categories associated with each definition.

In previous years, a contractor with a type i, ii or iii could perform work within the specialties because they were associated with this type.

The Board was asked to review the various specialties and their association with types i, ii, and iii prior to the January 6, 2014 meeting. Suggestions were: 1) Consolidate categories and/or 2) Revert back to previous standards.

ACTION: The topic *Specialty Categories* will be placed on the agenda for the January 6, 2014 Board meeting as an informational item.

License Holder and Multi-Licenses – This issue coincides with the topic *Specialty Categories*. If individual companies are allowed to work under multiple categories, it was suggested the license holder should be allowed to maintain more than one classification of license.

The chairman requested the Board review this subject matter; providing the Division with feedback prior to the January 2014 meeting.

ACTION: Board members will provide their opinions to the deputy administrator-operations on the topic *License Holder and Multi-Licenses*.

Board Member Worst requested the Division provide a tallied list by the number of contractors per specialty classification category.

ACTION: The Division will furnish to the Board a specialty categories list with the number of licensees that hold that particular specialty.

ACTION: The topic *License Holder and Multi-Licenses* will be placed as an informational item on the January 6, 2014 PWCL Board meeting agenda.

◆ **Administrator Report**

Financial Report – The Public Works Contractors Licensing Fund, FY 2014 financial statement as of August 30, 2013, was reviewed.

Proposed Budget – A new proposed budget, with a slight increase of over 2% from last year, has been submitted to the governor’s office.

Employees – DBS has an authorized strength of 121 full-time personnel. As of today, there are 108 employees.

Revenue – The Division closed FY 2013 with a 22% increase over the previous year.

◆ **Adjournment**

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

The meeting adjourned at 10:10 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. 11/07/13rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Specialty Categories

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Determine whether to consolidate categories or revert back to previous standards.

ACTION: Informational

BACKGROUND: A handout on the definitions of type i, Heavy Construction; type ii, Highway Construction; and type iii, Building Construction, as defined in Idaho Code § 54-1901, was distributed. Included in the handout were highlighted categories associated with each definition.

In previous years, a contractor with a type i, ii or iii could perform work within the specialties because they were associated with this type.

The Board was asked to review the various specialties and their association with types i, ii, and iii prior to the January 6, 2014 meeting. Suggestions were: 1) Consolidate categories and/or 2) Revert back to previous standards.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

License Holder and Multi-Licenses

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Determine if license holders can main more than one classification of license.

ACTION: Informational

BACKGROUND: If individual companies are allowed to work under multiple categories, it was suggested the license holder should be allowed to maintain more than one classification of license.

The chairman requested the Board review this subject matter; providing the Division with feedback prior to the January 2014 meeting.

Board Member Worst requested the Division provide a tallied list by the number of contractors per specialty classification category.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05

Operational Report

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Report the 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



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06a

Financial Report

PRESENTER: C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager

OBJECTIVE: Review financial report for the PWCL fund.

ACTION: Informational

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

**PROCEDURAL
HISTORY:**

ATTACHMENTS: PWCL Board Financial Report





Division of Building Safety
 PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07
 Fiscal Year 2014 Financial Statements
 As of 11/30/2013

Statement of Revenues and Expenditures

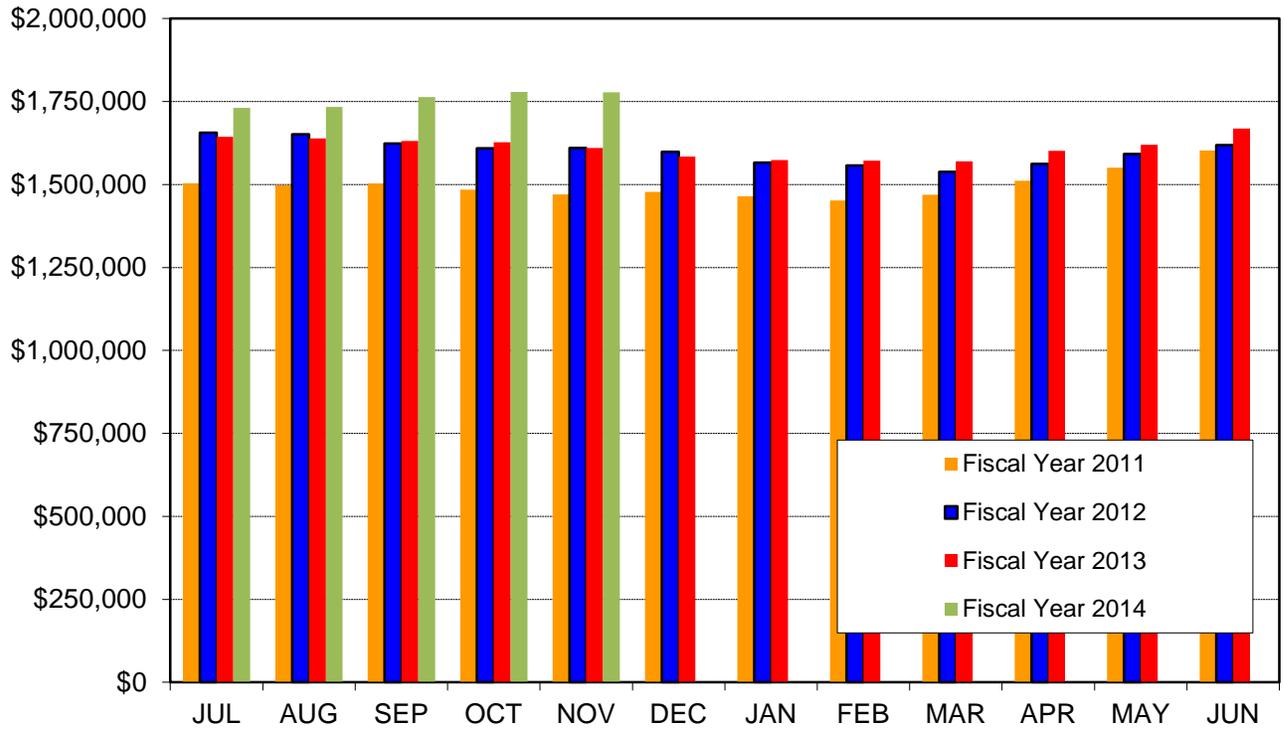
Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	791,000	309,417	39.1%	481,583	444,199	753,616	95.3%
Expenditures							
Personnel:	302,000	125,676	41.6%	176,324	171,377	297,053	98.4%
Operating:	159,000	60,797	38.2%	98,203	76,461	137,258	86.3%
Capital:	22,000	13,949	63.4%	8,051	8,051	22,000	100.0%
Total Expenditures	483,000	200,423	41.5%	282,577	255,888	456,311	94.5%
Net for FY 2014	308,000	108,994			188,311	297,305	

Statement of Cash Balance

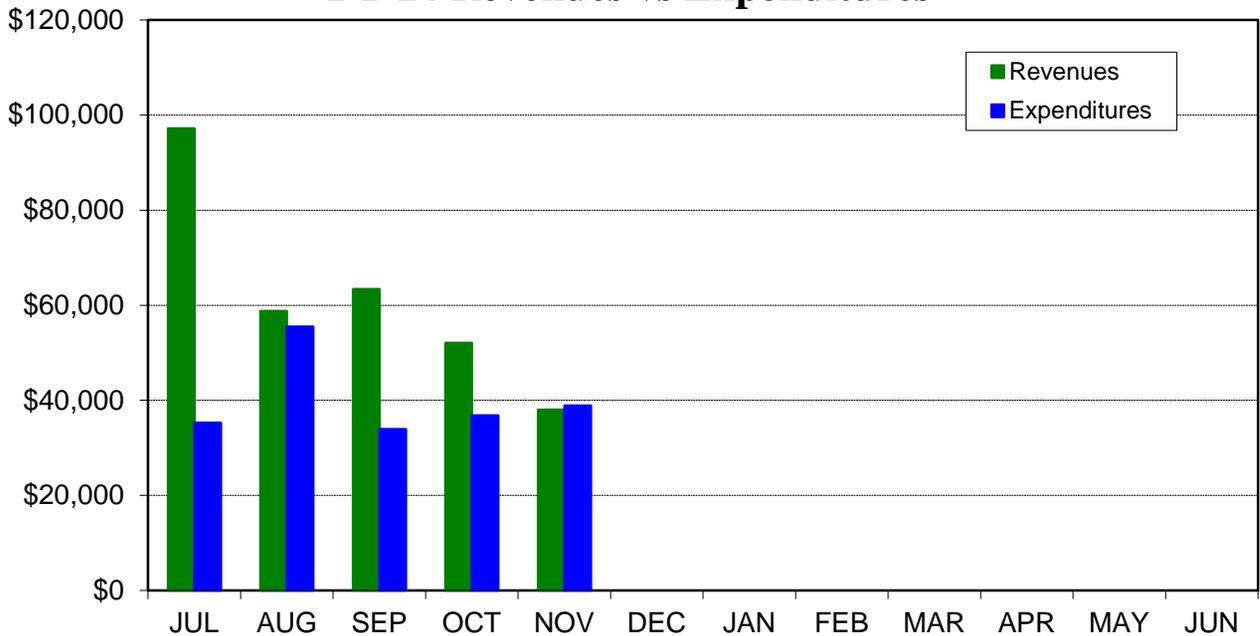
July 1, 2013 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of November 30, 2013	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,668,288	309,417	(200,423)	686	1,777,969	188,311	1,966,280

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

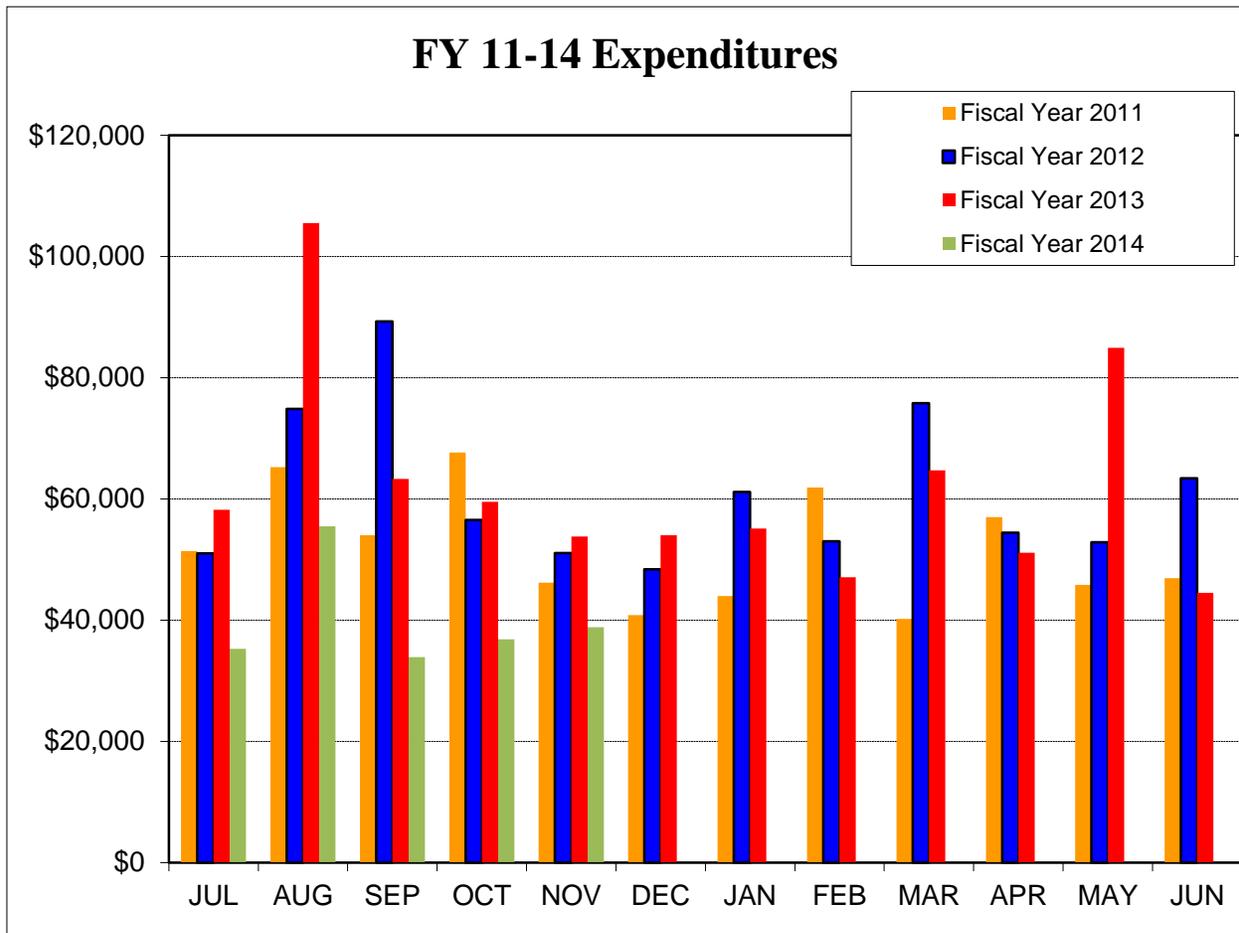
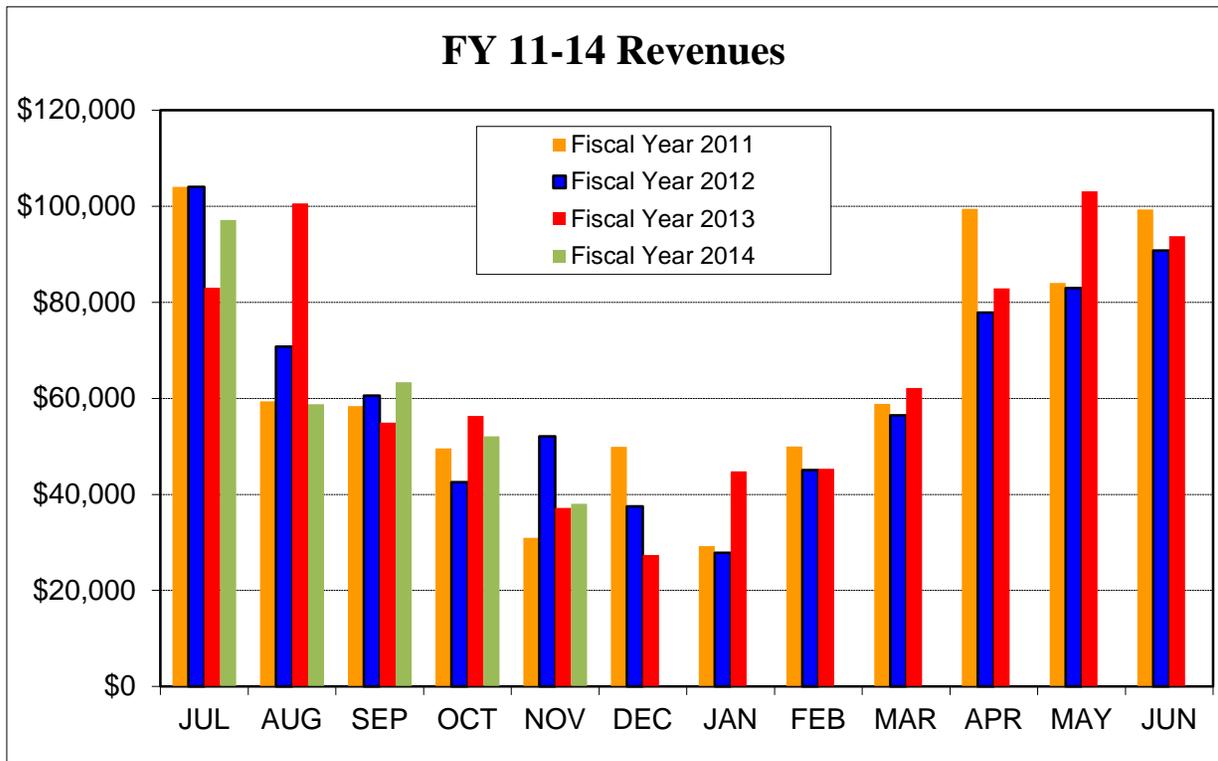
FY 11 - 14 Month-End Available Cash



FY 14 Revenues vs Expenditures



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06b

Administrator Report

PRESENTER: C. Kelly Pearce, Administrator

OBJECTIVE: Provide an 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

