

DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

JANUARY 7, 2013



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the January 7, 2013 PWCL Board videoconference meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: January 7, 2013 PWCL Board 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 7, 2013
9:30 a.m. – 11:30 a.m. (MT)***

(Note: Meeting Time is 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 7, 2013 Agenda
2. Approval of the October 1, 2012 Board Meeting Minutes

INFORMATIONAL AGENDA

3. Experience Qualifications for Contractors – Steve Keys
4. Deputy Administrator Report – Steve Keys
5. 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. 11/28/2012

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve minutes from the October 1, 2012 PWCL Board videoconference meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: October 1, 2012 PWCL Board meeting draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – October 1, 2012 – 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 John Sheldon called the meeting to order at 9:30 a.m. (MT).

Board Members Present:

John Sheldon, Vice-Chairman
Jerry A. Peterson
Ken Worst
Brian Bailey
Garry Tolley
Robbie Austin

DBS Staff Present:

Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Rod Freligh, Regional Manager, Region 1
Adam Bowcutt, Regional Supervisor, Region 3
Kathleen Watkins, Financial Manager
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Torry McAlvain, Chairman

DBS Staff Absent:

C. Kelly Pearce, Administrator

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

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of the October 1, 2012 Agenda**

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

◆ **Approval of the July 16, 2012 Board Meeting Minutes**

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

◆ **Schedule 2013 Meeting Dates**

The 2013 PWCL Board meeting dates are as follows: January 7th, April 8th, July 8th, and October 7th. The meetings will commence at 9:30 a.m. (MT)/8:30 a.m. (PT).

MOTION: Garry Tolley made a motion to accept the 2013 PWCL Board meeting dates. Jerry Peterson seconded. All in favor, motion carried.

◆ **Experience Qualifications for Contractors**

In statute and rule there is clear definition of the financial and experience qualifications to become a licensed PWCL contractor. The Division is experiencing a great deal of contractors partnering with affiliated companies; trying to leverage the experience of the existing company.

Steve Keys delivered a PowerPoint presentation titled *PWCL Contractor Qualifications – Questions for Consideration*. The Board was asked for guidance relative to how much cross over and leverage is fair.

John Sheldon suggested, and Steve Keys agreed, to assemble information; i.e., numbers, types of contractors, sizes, for future consideration and possible formation of a committee.

ACTION: The Division will bring to the January 2013 meeting statistics of contractors partnering with affiliated companies.

◆ **Audit of Agency**

An article on the Division of Building Safety and its 2012 legislative audit was recently published in the Idaho Statesman. Kathleen Watkins explained the steps being taken to correct the issues identified in the audit.

◆ **Deputy Administrator Report**

Quarterly PWCL Board Report – There have been 914 public works licenses (originals and renewals) issued from July through September 2012. Of the licenses issued, 42 are upgrades and 40 are downgrades. As of September 30, 2012, the program has collected \$16,900 in assessments.

Operational Report – Steve Keys made a PowerPoint presentation titled *OPERATIONAL REPORT – Public Works Contractor License – October 1, 2012*. The report addressed developments, program status, and program needs and focus.

◆ **Administrator Report**

Financial Report – Kathleen Watkins reviewed the Public Works Contractors Licensing fund FY 2012 financial statement as of May 31, 2012 and FY 2013 financial statement as of August 31, 2012.

◆ **Adjournment**

MOTION: Jerry Peterson made a motion to adjourn the meeting. Garry Tolley seconded. All in favor, motion carried. The meeting adjourned at 10:13 a.m. (MT).

TORRY MCALVAIN, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE
10/11/12rb

DATE

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03 Experience Qualifications for Contractors

PRESENTER: Steve Key, Deputy Administrator-Operations

OBJECTIVE: Discuss experience qualifications for contractor's license where firm is new or branching into new categories.

ACTION: Informational

BACKGROUND: In statute and rule there is clear definition of the financial and experience qualifications to become a licensed PWCL contractor. The Division is experiencing a great deal of contractors partnering with affiliated companies; trying to leverage the experience of the existing company.

At the October 2012 meeting, Steve Keys delivered a PowerPoint presentation titled *PWCL Contractor Qualifications – Questions for Consideration*. The Board was asked for guidance relative to how much cross over and leverage is fair. John Sheldon suggested, and Steve Keys agreed to assemble information; i.e., numbers, types of contractors, sizes, for future consideration and possible formation of a committee.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Deputy Administrator 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



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05a

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 2013 Financial Statements
 As of 11/30/2012

Statement of Revenues and Expenditures

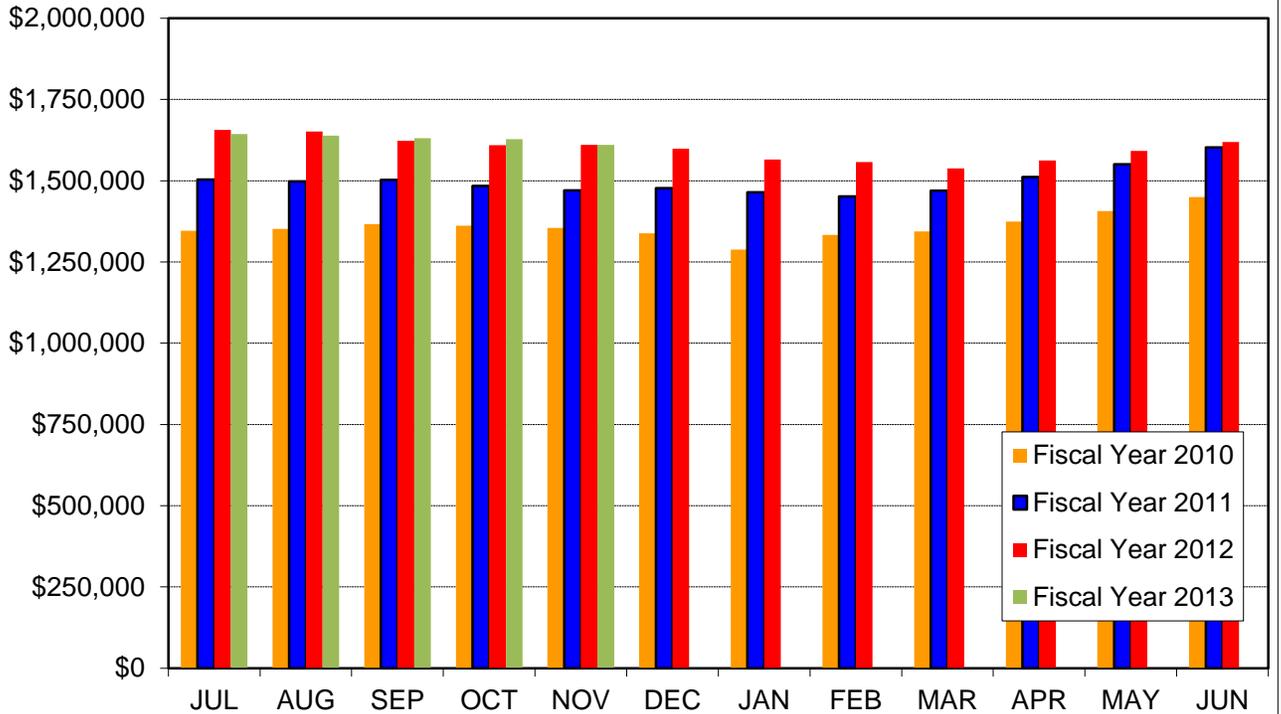
Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	749,000	331,972	44.3%	417,028	455,607	787,579	105.2%
Expenditures							
Personnel:	579,000	248,291	42.9%	330,709	344,362	592,654	102.4%
Operating:	149,000	76,529	51.4%	72,471	90,573	167,102	112.1%
Capital:	34,000	15,558	45.8%	18,442	18,442	34,000	100.0%
Total Expenditures	762,000	340,378	44.7%	421,622	453,377	793,756	104.2%
Net for FY 2013	(13,000)	(8,406)			2,230	(6,177)	

Statement of Cash Balance

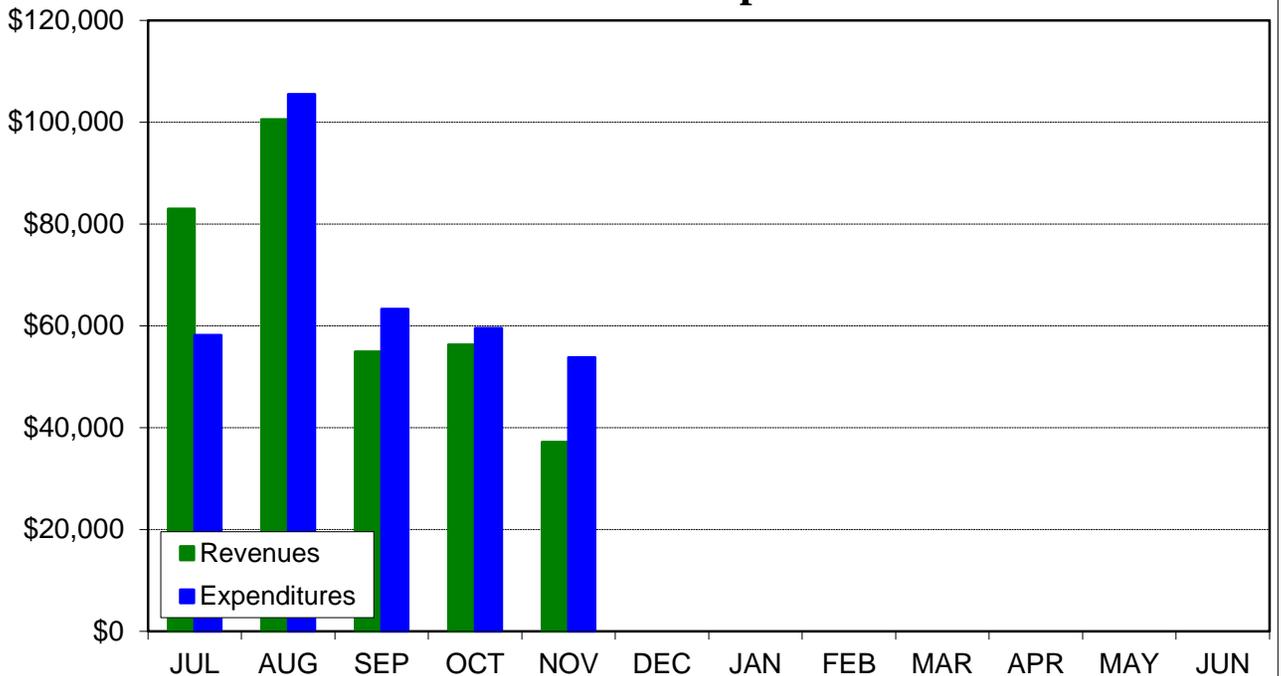
July 1, 2012 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of November 30, 2012	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,618,722	331,972	(340,378)	146	1,610,461	2,230	1,612,691

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

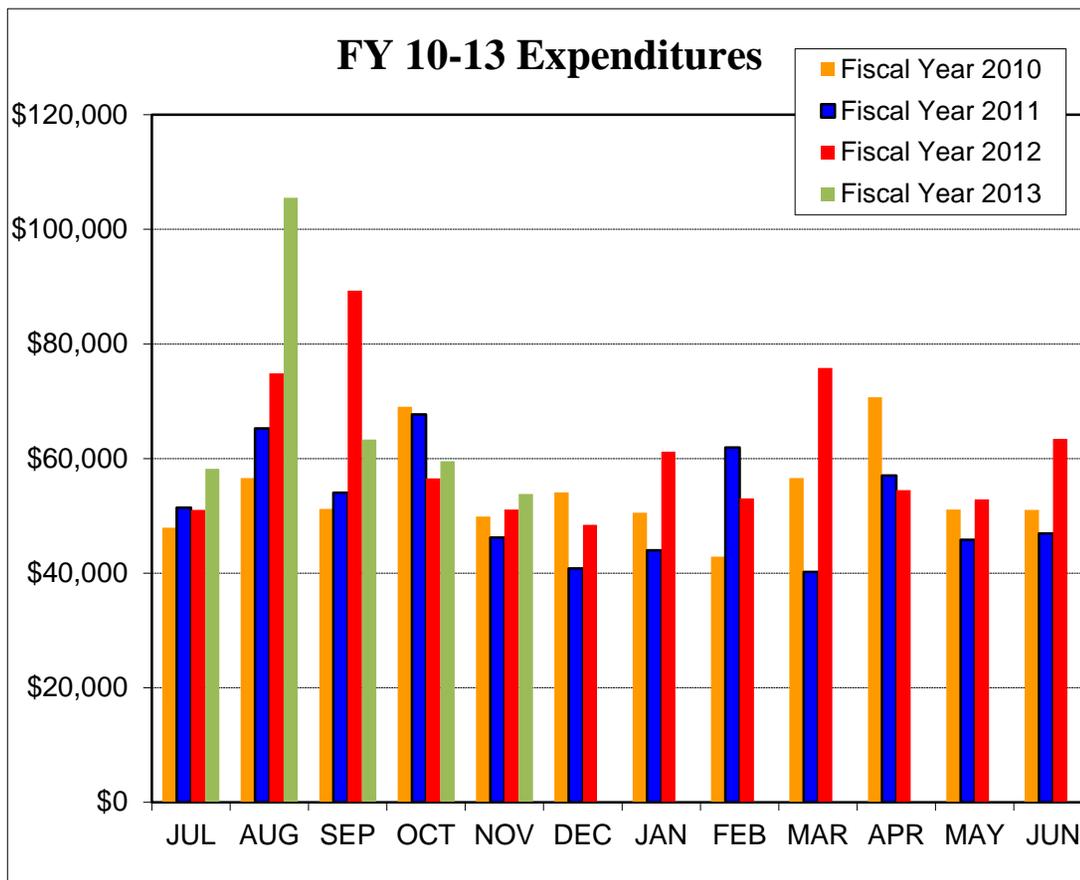
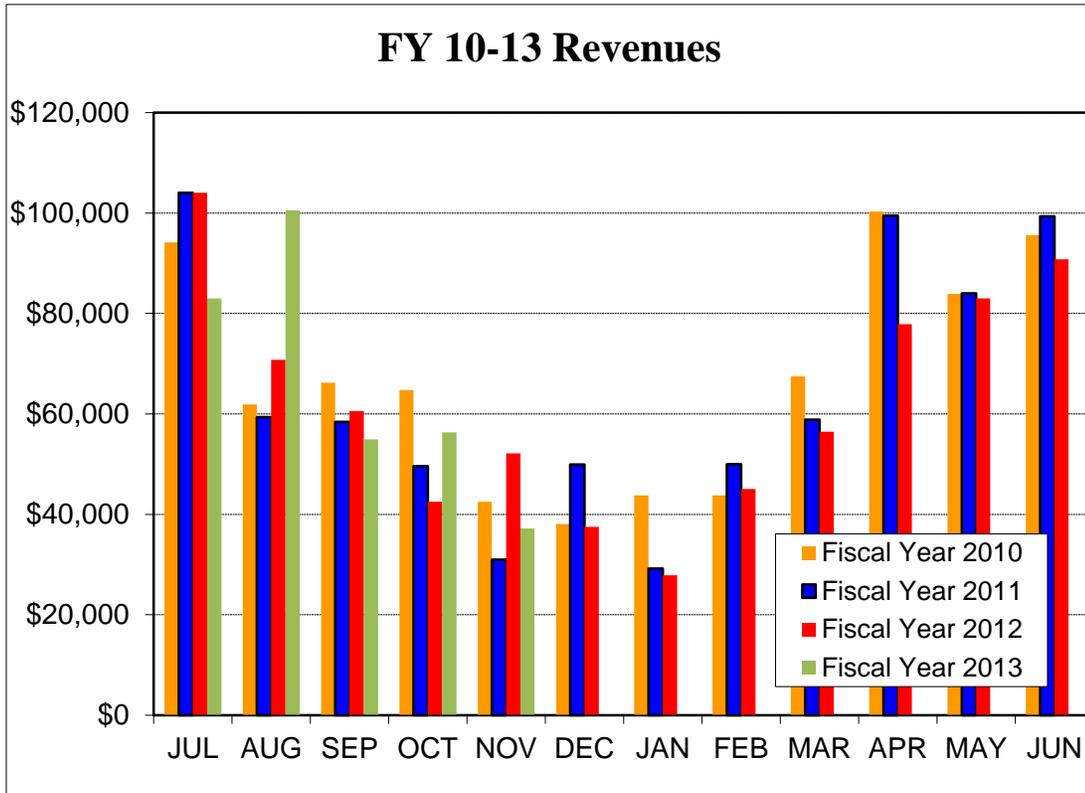
FY 10 - 13 Month-End Available Cash



FY 13 Revenues vs Expenditures



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05b

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

