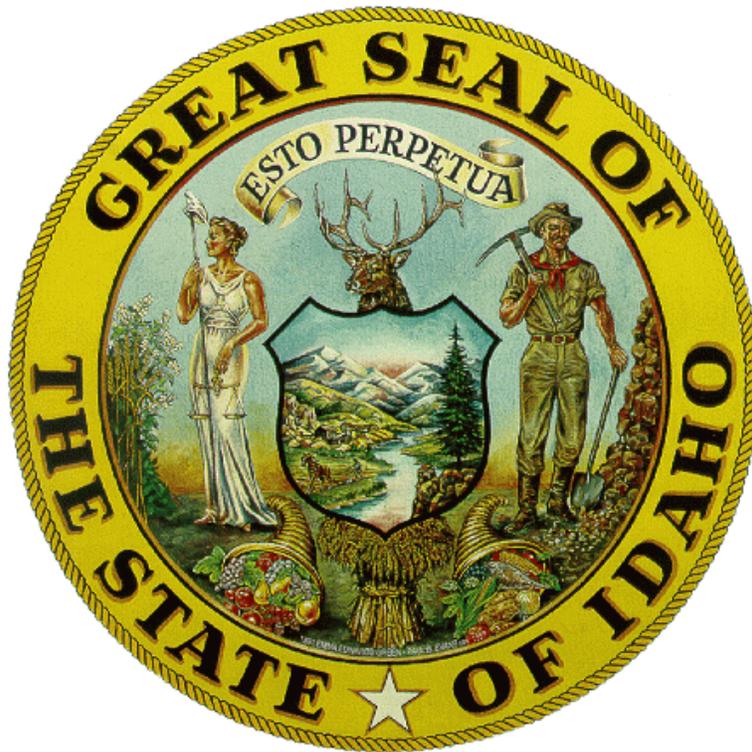


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

APRIL 8, 2013



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the April 8, 2013 PWCL Board videoconference meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: April 8, 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, April 8, 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
 - Recognition – Jerry A. Peterson
 - Introduction – Jim Roletto
 - Open Forum

CONSENT AGENDA

1. Approval of the April 8, 2013 Agenda
2. Approval of the January 7, 2013 Board Meeting Minutes

ACTION AGENDA

3. Election of Officers – Torry McAlvain

INFORMATIONAL AGENDA

4. Experience Qualifications for Contractors – 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. 03/13/2013

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Torry McAlvain, Chairman

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

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: January 7, 2013 PWCL Board meeting draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – January 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 JANUARY 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
John Sheldon, Vice-Chairman
Garry Tolley
Robbie Austin
Ken Worst

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Rod Freligh, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
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:

Brian Bailey
Jerry A. Peterson

◆ **Open Forum**

No items or concerns were brought forth.

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

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

◆ **Approval of October 1, 2012 Board Meeting Minutes**

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

◆ **Experience Qualifications for Contractors**

A handout relating to contractors and the inner-connection between them was distributed. Steve Keys reiterated that the Division has been experiencing a great deal of contractors partnering with affiliated companies; trying to use the experience of the existing company to qualify for a license.

The Board was asked for guidance, specifically how far to leverage the experience of the parent company towards the subsidiary(s). Torry McAlvain and John Sheldon volunteered to work on the issue; forming a committee.

ACTION: Torry McAlvain will create a committee to address the topic *Experience Qualifications for Contractors*.

◆ **Deputy Administrator Report**

Licenses – Overall, licensure numbers are steady.

PWCL Contractor Exam – DBS has begun to administer the new Public Works contractor exam. Of 19 exams issued, only two individuals failed on their first attempt.

◆ **Administrator Report**

Financial Report – Kathleen Watkins reviewed the Public Works Contractors Licensing fund FY 2013 financial statement as of November 30, 2012.

Audit – The Division was audited in 2012. An audit finding was issued for non-reconciliation of the suspense account. DBS has and will continue to reconcile the account on a monthly basis.

Budget – Governor Otter approved the Division’s budget; increasing it by 1.96% from last year.

Changes in the Workforce – A PowerPoint presentation titled *Changes in the Workforce* was presented by Kelly Pearce. 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 (furlough vs. layoffs); and expenditures to appropriations (2005-2012).

Creative Revenue Enhancement FY 2012 – Kelly Pearce provided a PowerPoint presentation titled *Creative Revenue Enhancement FY 2012*. The presentation consisted of: Energy training, HVAC; energy efficiency compliance database, Governor’s Office of Energy Resources; energy efficiency study, Penn State University; building, electrical, HVAC and plumbing inspections, cities of Ketchum and Hailey; electrical and mechanical inspections, city of Meridian; electrical inspections, as needed, city of Twin Falls; inspections, Coeur d’Alene, Nez Perce, Shoban, and Kootenai Tribes; and permit/inspection revenue, state buildings.

City of Meridian – DBS has expanded its services, to include mechanical inspections, for the city of Meridian.

◆ **Adjournment**

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

The meeting adjourned at 10:25 a.m. (MT).

TORY MCALVAIN, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Election of Officers

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Appoint active board members to the positions of chairman and vice-chairman.

ACTION: Vote for a chairman and vice-chairman to oversee the Board.

BACKGROUND:

PROCEDURAL HISTORY: In accordance to Idaho Code § 54-1908, the Board shall elect officers at the April meeting of each year.

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04 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.

October 2012 – 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.

January 2013 – The Board was asked for guidance, specifically how far to leverage the experience of the parent company towards the subsidiary(s). Torry McAlvain and John Sheldon volunteered to work on the issue; forming a committee.

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



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 2013 Financial Statements
 As of 2/28/2013

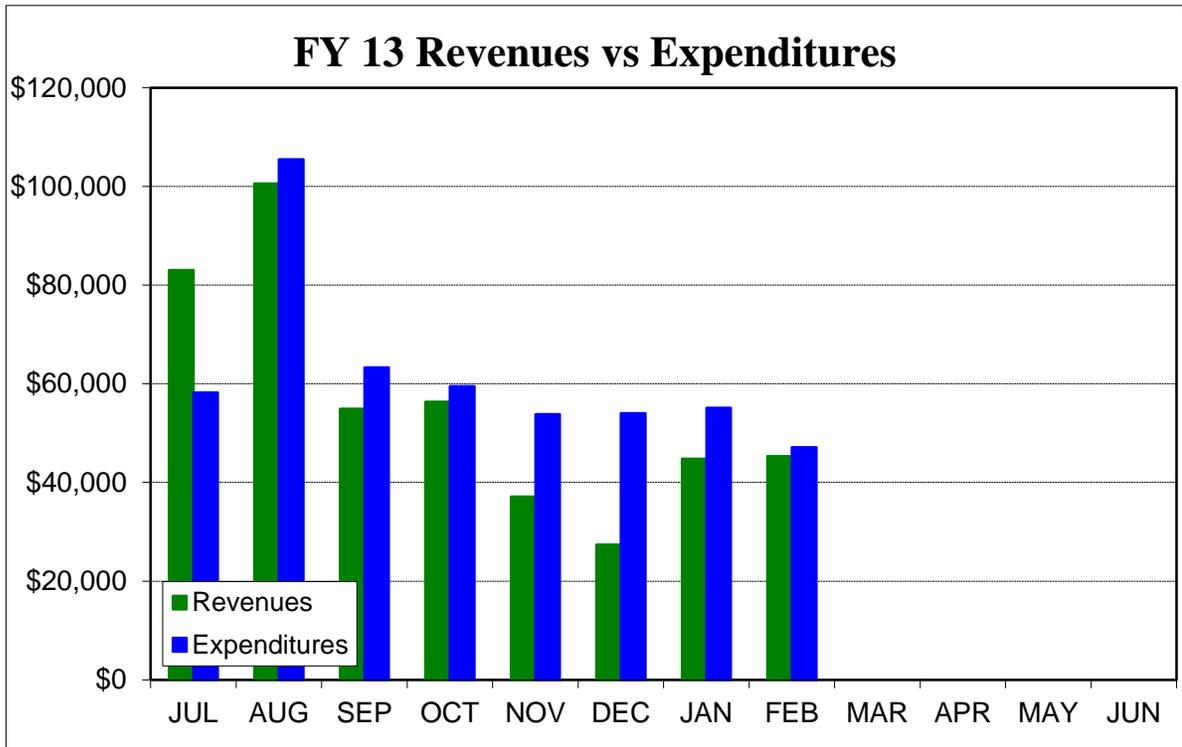
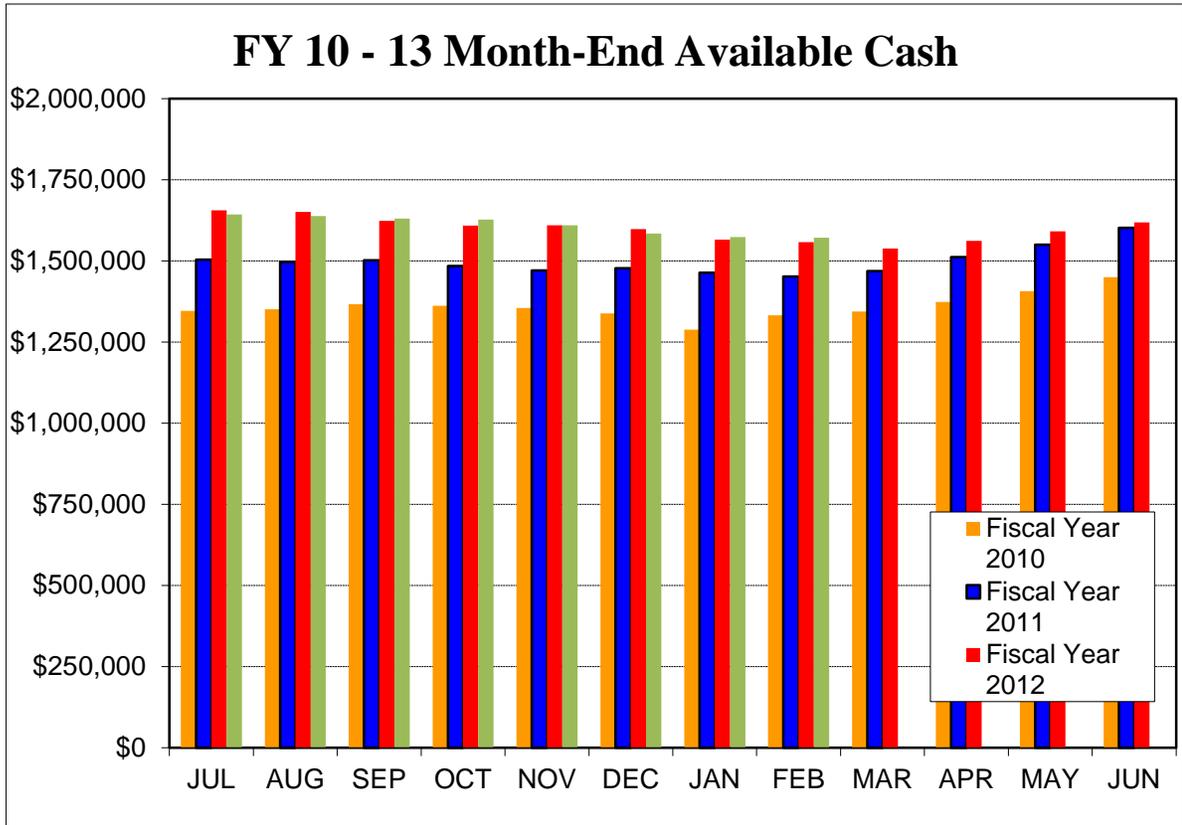
Statement of Revenues and Expenditures

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:	749,000	449,485	60.0%	299,515	327,461	776,946	103.7%
Expenditures							
Personnel:	579,000	371,678	64.2%	207,322	203,739	575,417	99.4%
Operating:	149,000	109,374	73.4%	39,626	48,240	157,615	105.8%
Capital:	34,000	15,558	45.8%	18,442	42,903	58,461	171.9%
Total Expenditures	762,000	496,611	65.2%	265,389	294,882	791,493	103.9%
Net for FY 2013	(13,000)	(47,126)			32,579	(14,547)	

Statement of Cash Balance

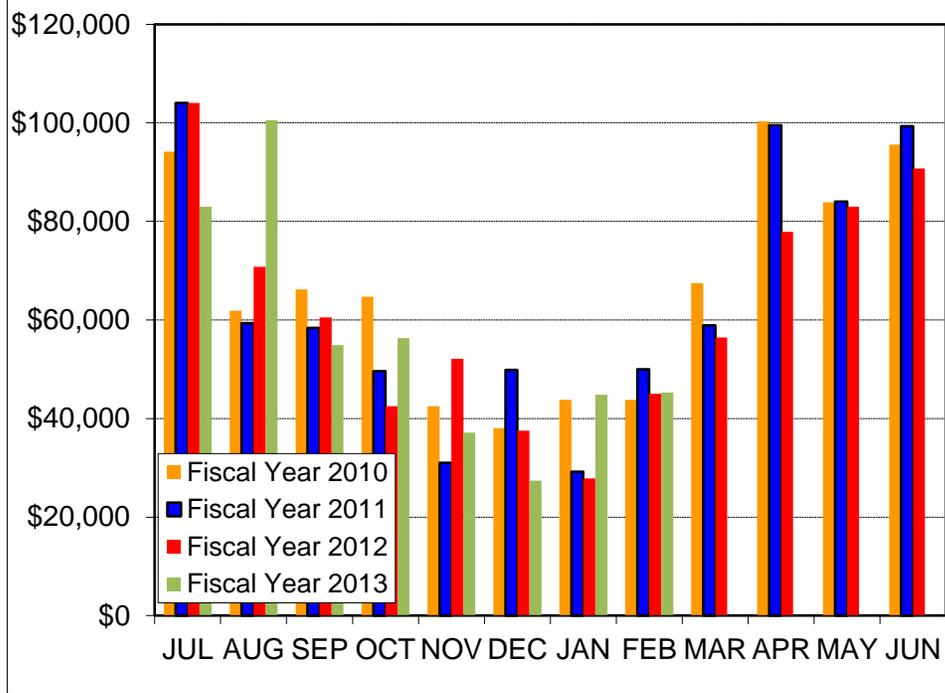
July 1, 2012 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of February 28, 2013	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,618,722	449,485	(496,611)	637	1,572,232	32,579	1,604,812

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

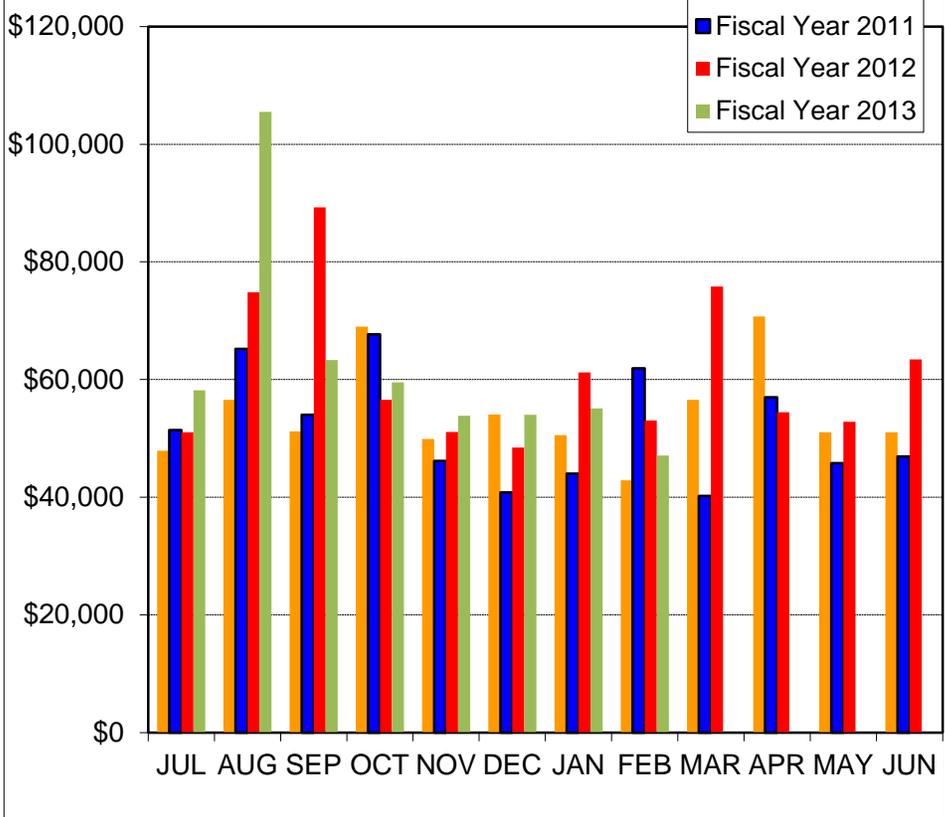


PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

FY 10-13 Revenues



FY 10-13 Expenditures



PUBLIC WORKS CONTRACTORS LICENSE BOARD

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

