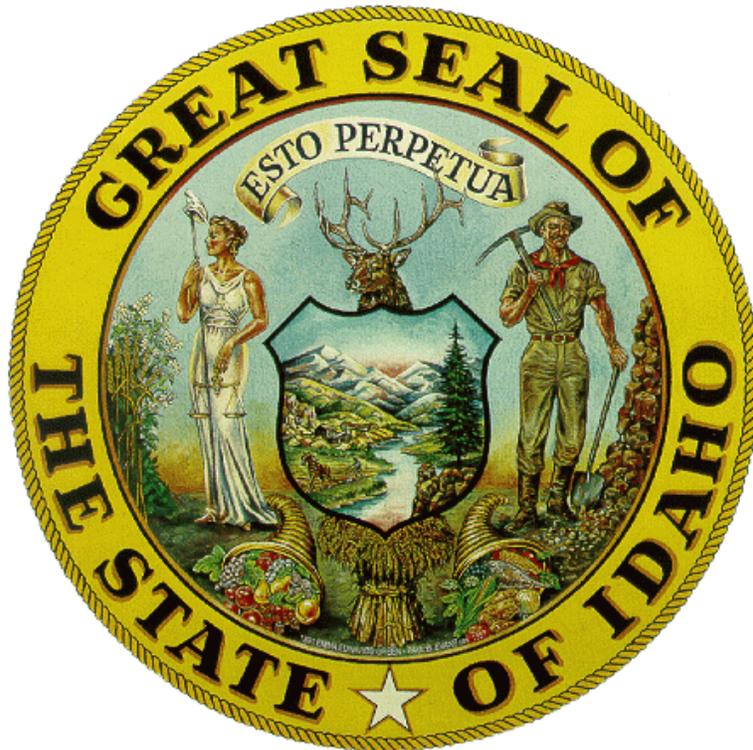


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

JULY 10, 2014



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the July 10, 2014 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC HEARING/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**

***Wednesday, July 10, 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 July 10, 2014 Agenda
2. Approval of the April 7, 2014 Board Meeting Minutes

ACTION AGENDA/HEARING

3. Specialty Categories, License Holder and Multi-Licenses – Steve Keys

INFORMATIONAL AGENDA

4. Operational 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. 06/11/2014

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve minutes from the April 7, 2014 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – April 7, 2014 – 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 APRIL 7, 2014 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 9:31 a.m. (MT).

Board Members Present:

Torry McAlvain, Chairman
John Sheldon, Vice-Chairman
Jim Roletto
Robbie Austin
Brian Bailey
Ken Worst

DBS Staff Present:

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

Board Members Absent:

Garry Tolley

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of April 7, 2014 Agenda**

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

◆ **Approval of January 6, 2014 Board Meeting Minutes**

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

◆ **Election of Officers**

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

Chairman

MOTION: John Sheldon made a motion to reappoint Torry McAlvain as chairman. Jim Roletto seconded. All in favor, motion carried.

Vice-Chairman

MOTION: Jim Roletto made a motion to reappoint John Sheldon as vice-chairman. Robbie Austin seconded. All in favor, motion carried.

◆ **Specialty Categories, License Holder and Multi-Licenses**

A handout of a Notice of Intent to Promulgate Rules was provided to the Board. The notice will be published in the May 2014 Idaho Administrative Bulletin and pertains to Senate Bill (SB) 1311 (See *Legislative Update*).

Attached to the notice was a list of organizations to be invited to participate as part of an informal collaborative group. The Board was asked to review the list and provide additional parties.

The intent of the collaborative is to address changes to the rules necessary to accommodate SB1311, as well as attempt to deal with Categories I, II, III; single license issues; etc.

MOTION: John Sheldon made a motion to move forward with the promulgation of rules as presented. Jim Roletto seconded. All in favor, motion carried.

◆ **Legislative Update**

Statute – SB1311 amends existing law to establish provisions relating to a construction manager representative (CMR), to establish provisions relating to construction manager/general contractor (CMGC), to revise provisions relating to a public entity entering into a certain contract for certain services as a CMR or as a CMGC; and to provide that a CMGC shall provide payment and performance bonds. The bill passed the 2014 legislature and becomes effective July 1, 2014.

Rule – Rule docket 07-0501-1301, streamlines the PWCL application process for renewal and allows the use of digital submissions; has been approved and is in effect as of March 21, 2014.

◆ **Operational Report**

Quarterly PWCL Board Report – The number of original licenses, renewals, upgrades and downgrades, January through March 2014, was reported.

As of today, the program has collected \$14,761 in assessments for FY 2014 and \$1,448 for calendar year 2014.

◆ **Administrator Report**

Public Works Program – The regional managers in eastern and northern Idaho explained their responsibilities with regard to the Public Works Program.

Salaries and Wages – The legislature approved a 1% raise and 1% bonus for all eligible state employees effective July 1, 2014.

Financial Report – The Public Works Contractors Licensing Fund, FY 2014 financial statement as of February 28, 2014, was reviewed.

Legislative Audit – An audit of the Division’s business practices has been completed.

Per Capita Production – Information from July 2010 to January 2014, based on quarterly per capita production for each full-time DBS employee, was provided.

Testing Within DBS – As of today, there have been 132 individuals who have tested using the Division’s new license exams. Individuals can test at any of the Division’s three office locations; Coeur d’Alene, Meridian or Pocatello. Currently, DBS is able to provide 80 tests a week.

◆ **Adjournment**

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

The meeting adjourned at 10:31 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. 05/20/2014rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03 Specialty Categories, License Holder and Multi-Licenses

PRESENTER: Steve Keys, Deputy Administrator-Operations

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

ACTION: Informational

BACKGROUND: October 2013 - Definitions of type i, Heavy Construction; type ii, Highway Construction; and type iii, Building Construction were distributed.

The Board was asked to review various specialties and their association with types i, ii, and iii prior to the January 6, 2014 meeting.

January 2014 – Chairman McAlvain proposed a task force committee be formed. The Deputy Administrator-Operations offered to provide a list of members on a task force created several years earlier for this specific issue.

A tallied list of the number of licensees and various categories was provided. It was agreed the topic *License Holder and Multi-Licenses* corresponds with the *Specialty Categories* topic and should be discussed simultaneously with the task force.

April 2014 – A handout of a Notice of Intent to Promulgate Rules was distributed. Attached to the notice was a list of organizations to invite as part of an informal collaborative group. The Board was asked to provide additional parties, if any. A motion was made to move forward with the promulgation of rules as presented.

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Operational Report

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Provide update on the daily operations of the PWCL Program and Division.

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 on 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 5/31/2014

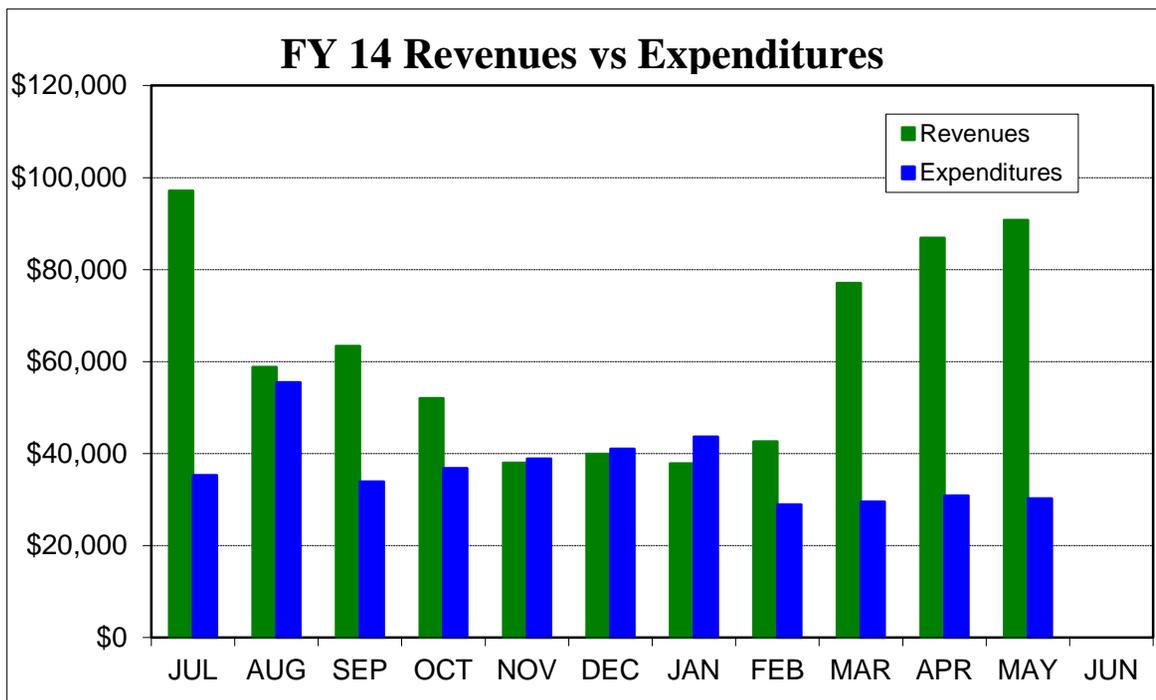
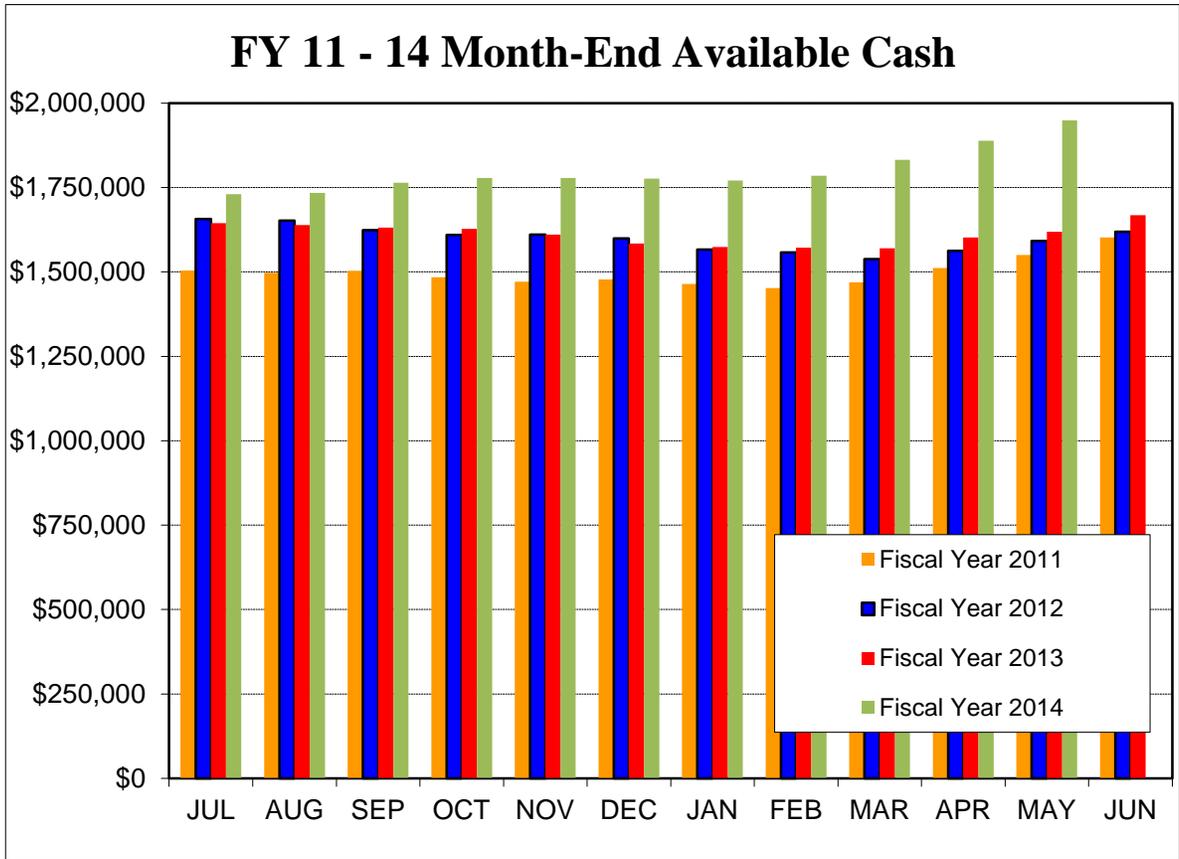
Statement of Revenues and Expenditures

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	684,593	86.5%	106,407	98,530	783,123	99.0%
Expenditures							
Personnel:	302,000	270,952	89.7%	31,048	22,579	293,531	97.2%
Operating:	159,000	119,255	75.0%	39,745	16,267	135,523	85.2%
Capital:	22,000	14,581	66.3%	7,419	19,419	34,000	154.5%
Total Expenditures	483,000	404,788	83.8%	78,212	58,266	463,054	95.9%
Net for FY 2014	308,000	279,805			40,264	320,070	

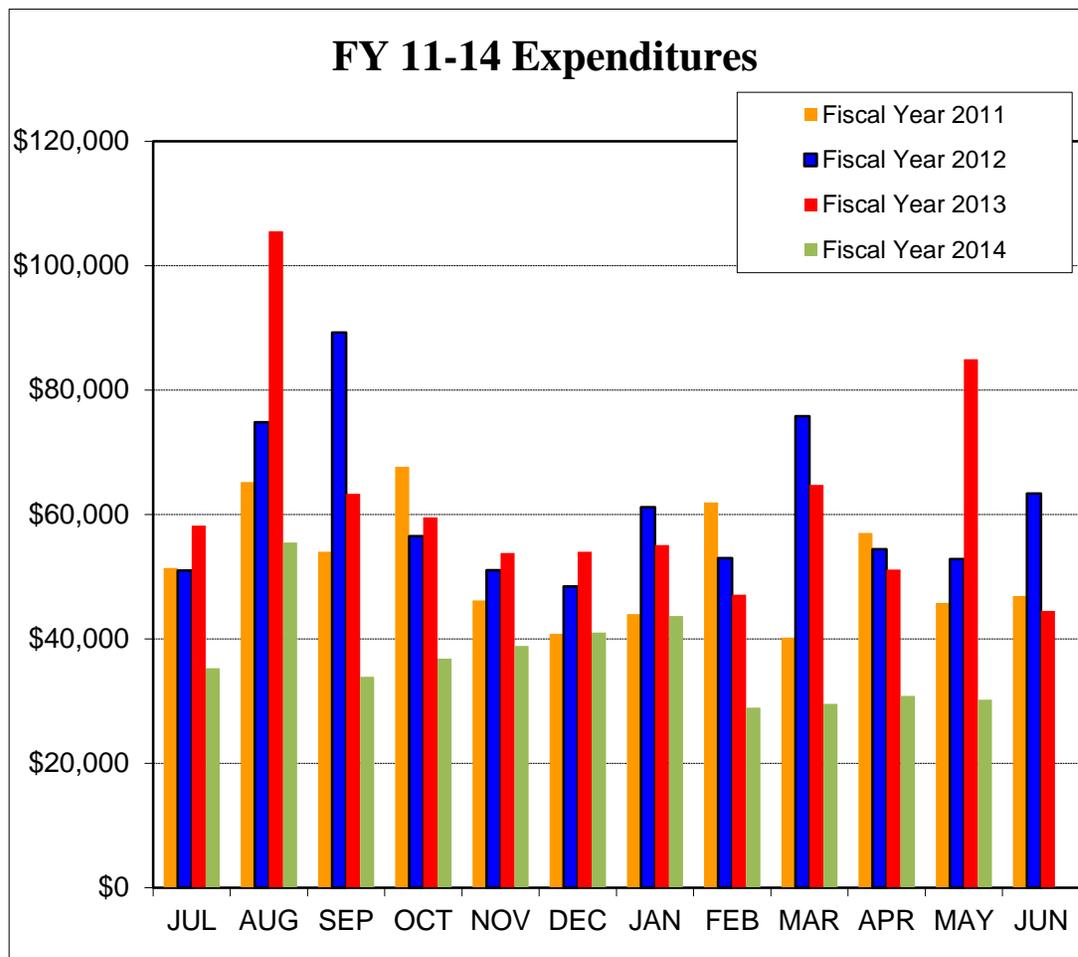
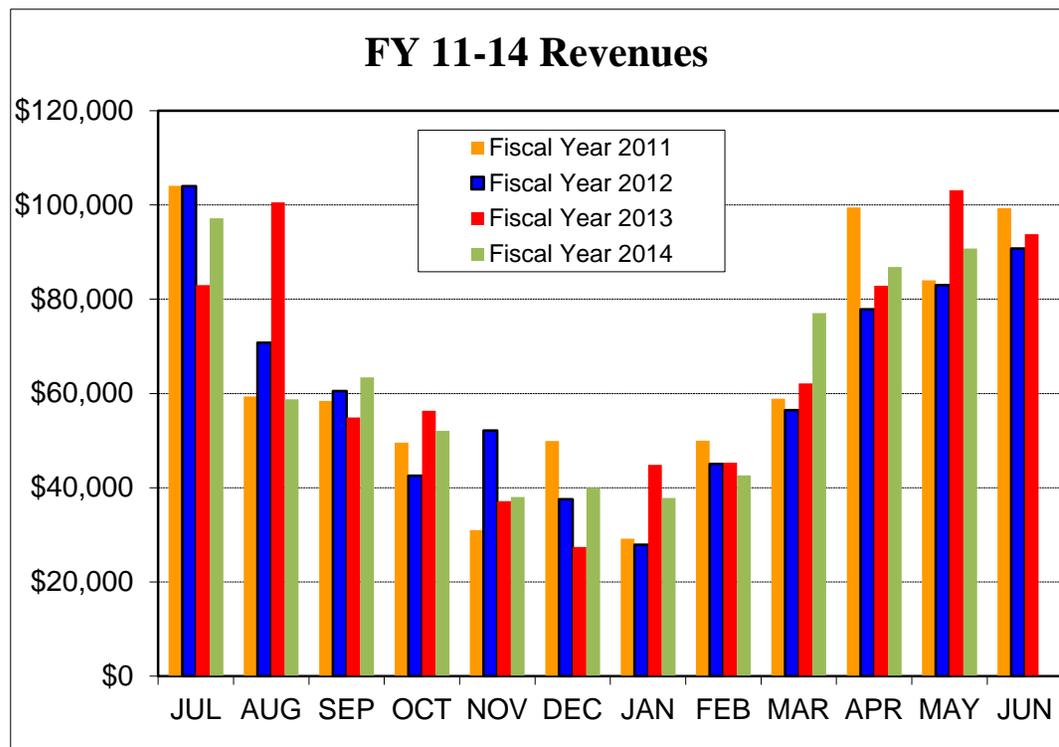
Statement of Cash Balance

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 May 31, 2014	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,668,288	684,593	(404,788)	551	1,948,645	40,264	1,988,909

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



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 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

