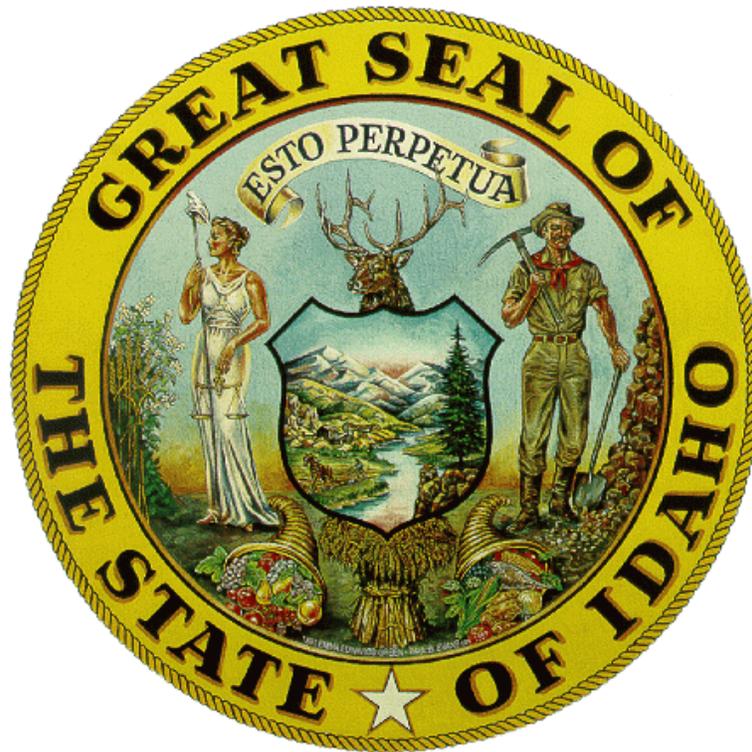


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

OCTOBER 7, 2013



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the October 7, 2013 PWCL Board videoconference 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, October 7, 2013
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 October 7, 2013 Agenda
2. Approval of the July 8, 2013 Board Meeting Minutes

ACTION AGENDA

3. **Schedule 2014 Board Meetings – Torry McAlvain**

INFORMATIONAL AGENDA

4. Legislative Update – 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. 08/28/2013

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve minutes from the July 8, 2013 PWCL Board videoconference meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – July 8, 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 JULY 8, 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 9:32 a.m. (MT).

Board Members Present:

Torry McAlvain, Chairman
John Sheldon, Vice-Chairman
Garry Tolley
Jim Roletto
Ken Worst
Robbie Austin

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
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:

Brian Bailey

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of July 8, 2013 Agenda**

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

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

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

◆ **Requirement for Job History**

DBS has had problems with contractors wanting to add additional construction categories to their Type 4-Specialty license, who are unable to meet the experience requirement. There was discussion at the April 2013 meeting of promulgating a temporary rule to allow the Board the authority to review and make changes on a case-by-case basis. Upon further review of the statute, it was determined the Board does not have that authority.

Unable to come up with a suitable alternative, the Division will continue to require the contractor to demonstrate they have experience in the requested license category, whether as the licensed entity or through a key employee.

◆ **Consideration of Change in Administrative Rule Provisions to Accommodate Online Renewal of Licenses**

A draft rule was distributed. The sole purpose of the proposed change is to allow the Division to accept renewal applications in digital format.

The suggested changes are: 1) housekeeping; 2) change the submittal of applications from “by facsimile but not by other electronic or computerized means” to “in electronic format acceptable to the administrator”; and 3) replace “written, notarized” with “completed” application.

The statute requires a sworn application; however, the Division believes it can satisfy that requirement by having the individual sign a statement on the application swearing the information provided is true.

MOTION: Garry Tolley made a motion to approve the proposed changes as presented. Jim Roletto seconded. All in favor, motion carried.

◆ **Subcontractor Bidding as a Prime**

Recently, the Division received a protest against a specialty contractor who bid a job as a prime, and had difficulty substantiating at least 50% of the work fell under his license category. At the April 2013 meeting, the Board requested the Division reexamine all specialty construction categories; coming back with a recommendation on how to streamline the issue.

It was suggested and the Board agreed to initiate a collaborative group to examine this issue and possible solutions; moving forward with the rulemaking process.

◆ **Operational Report**

Quarterly PWCL Board Report – There have been 1,037 Public Works licenses (originals and renewals) issued from April through June 2013. Of the licenses issued, 52 are upgrades and 40 are downgrades.

The program currently shows 3,090 active public works contractors and 78 active construction managers.

◆ **Administrator Report**

Financial Report – The Public Works Contractors Licensing Fund, FY 2013 financial statement as of May 31, 2013, was reviewed.

Statewide Projects – Administrator Pearce addressed 26 projects in 16 locations throughout the state of Idaho in which the Division is involved.

Changes in the Workforce – A PowerPoint presentation titled *Changes in the Workforce* was presented by the administrator. 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 (2007-2012); and expenditures to appropriations (2005-2012).

◆ **Adjournment**

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

The meeting adjourned at 10:26 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. 07/19/13rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Schedule 2014 Board Meetings

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Schedule board meetings in 2014

ACTION: Vote to accept, reject or modify the 2014 meeting dates as addressed under topic *Background*.

BACKGROUND: The following 2014 dates were selected for the Board's consideration: January 6th, April 7th, July 7th, and October 6th.

PROCEDURAL HISTORY: In accordance to Idaho Code § 54-1908, the board shall hold not less than four (4) regular meetings each year, on a day not later than the fifteenth day of the month in each of the months of January, April, July and October, for the purpose of transacting such business as may properly come before it.

ATTACHMENTS: 2014 Board Meeting Calendar



2014

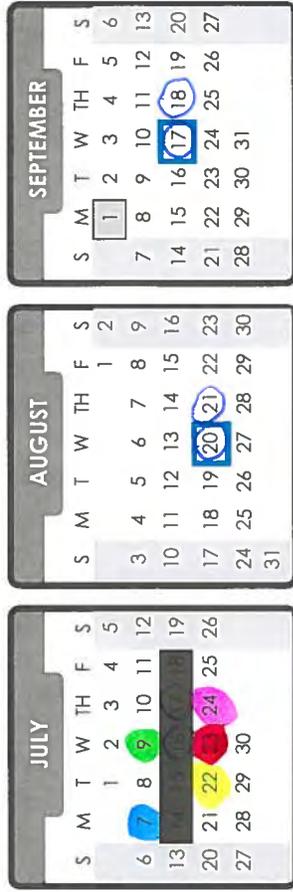
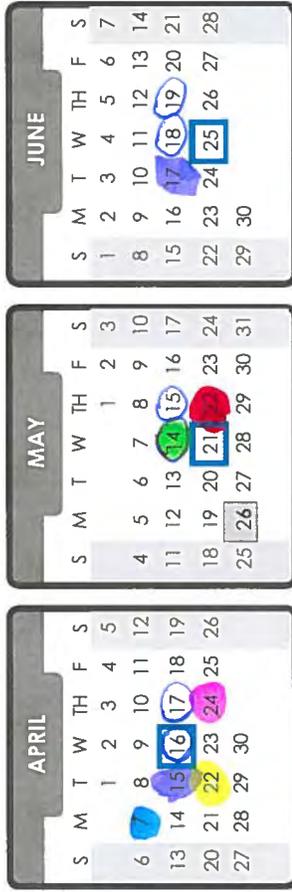
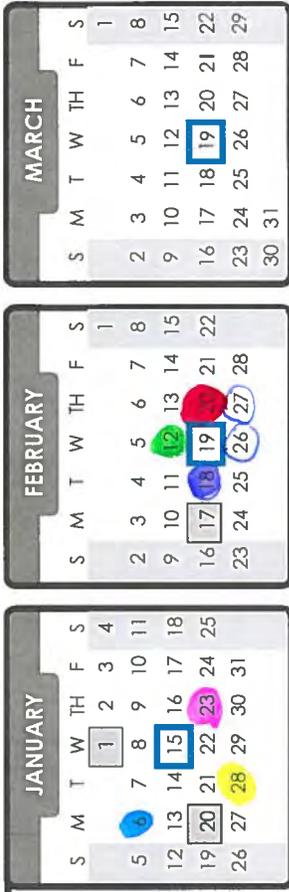
DBS BOARD MEETINGS - 2014

Board Meetings will be held at each
 Division of Building Safety regional office
 either in person or through video conferencing

1090 E WATERTOWER ST SUITE 150 MERIDIAN, ID 83642	1250 IRONWOOD DR SUITE 220 COEUR D'ALENE, ID 83814	2055 GARRETT WAY BLD 1, SUITE 4 POCATELLO, ID 83201
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Idaho Building Code Board meetings begin at 9:30 am (mt)	FEB 18 APR 15 JUN 17 OCT 21	Third Tues. of Month
Idaho Electrical Board meetings begin at 9:30 am (mt)	JAN 23 APR 27 JUL 24 OCT 23	Fourth Thurs. of Month
Idaho HVAC Board meetings begin at 9:30 am (mt)	FEB 12 MAY 14 JUL 9 NOV 12	Second Wed. of Month
Manufactured Housing Board meetings begin at 9:30 am (mt)	JAN 28 APR 22 JUL 22 NOV 25	Fourth Tues. of Month
Modular Building Advisory Board meetings begin at 9:30 am (mt)	MAR MAY JUL	
Idaho Plumbing Board meetings begin at 9:30 am (mt)	FEB 20 MAY 22 JUL 23 OCT	
Public Works Contractors Licensing Board meetings begin at 9:30 am (mt)	JAN 4 APR 7 JUL 7 OCT 6	First Mon. of Month

Holidays outlined & highlighted in gray
 Management meetings outlined in blue
 Unavailable dates blacked out



O = Education Board Mtgs - Plumbing Only

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Legislative Update

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Inform the Board on the status of pending rules to be presented to the 2014 Legislature.

ACTION: Informational

BACKGROUND:

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 2014 Financial Statements
 As of 8/30/2013

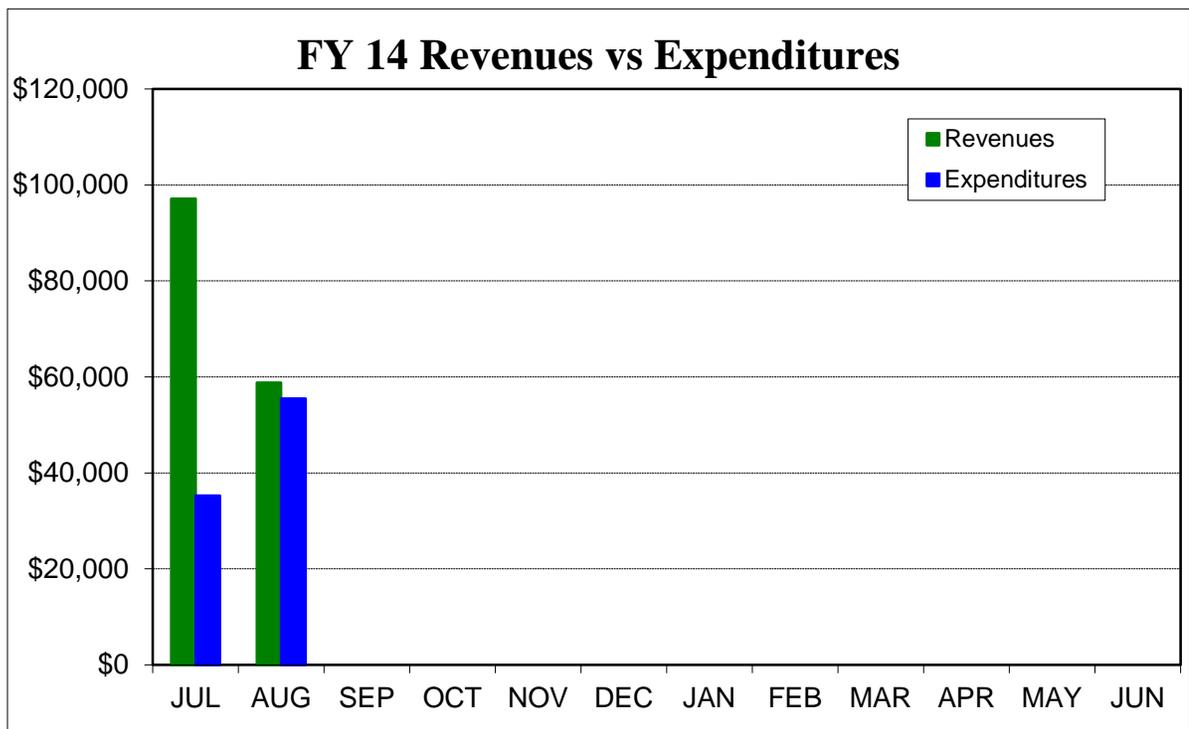
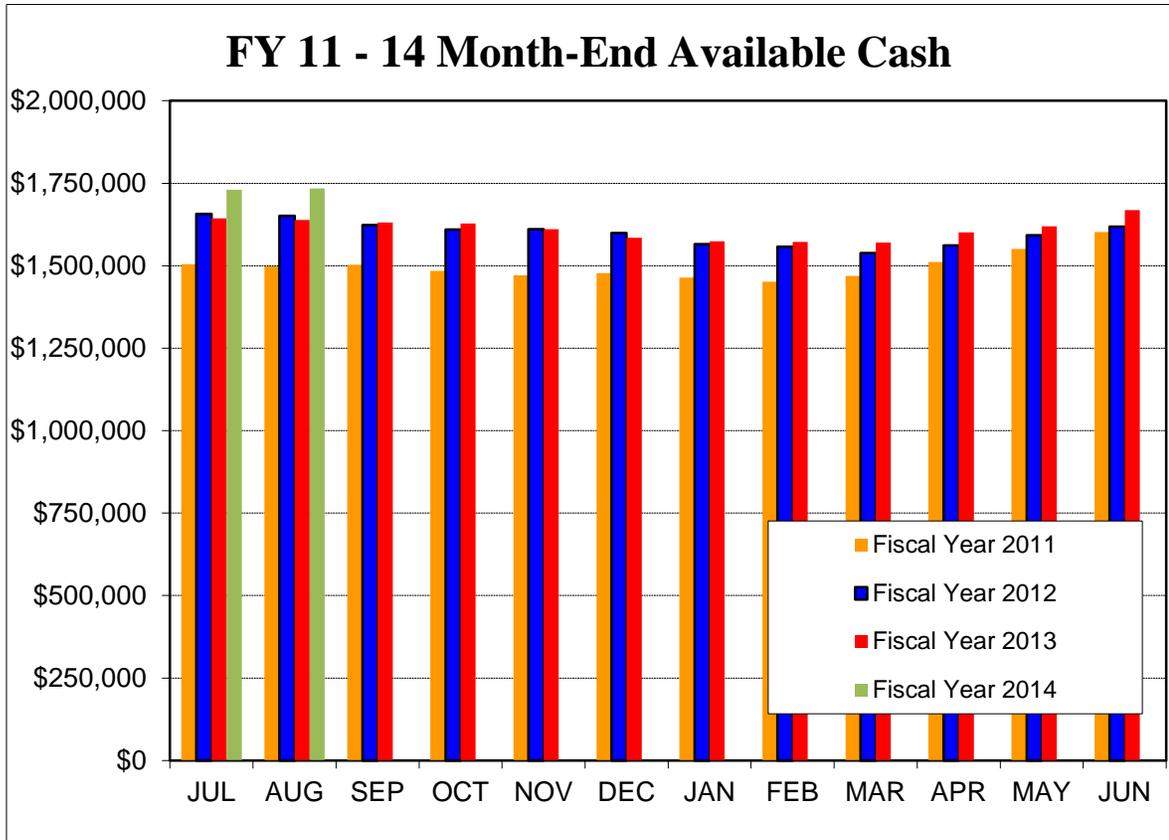
Statement of Revenues and Expenditures

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	155,942	19.7%	635,058	557,858	713,799	90.2%
Expenditures							
Personnel:	302,000	55,365	18.3%	246,635	232,533	287,898	95.3%
Operating:	159,000	35,350	22.2%	123,650	115,432	150,783	94.8%
Capital:	22,000	93	0.4%	21,907	21,907	22,000	100.0%
Total Expenditures	483,000	90,808	18.8%	392,192	369,873	460,681	95.4%
Net for FY 2014	308,000	65,134			187,985	253,118	

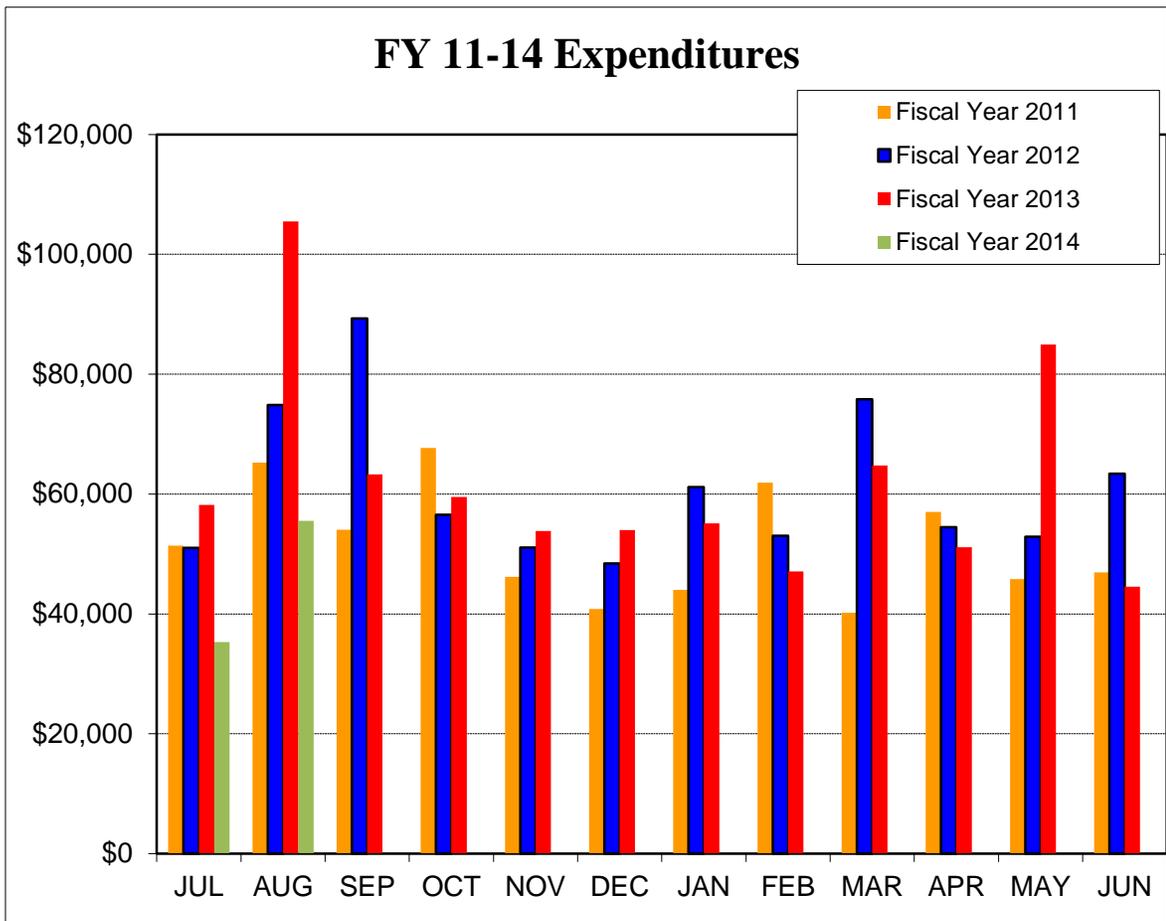
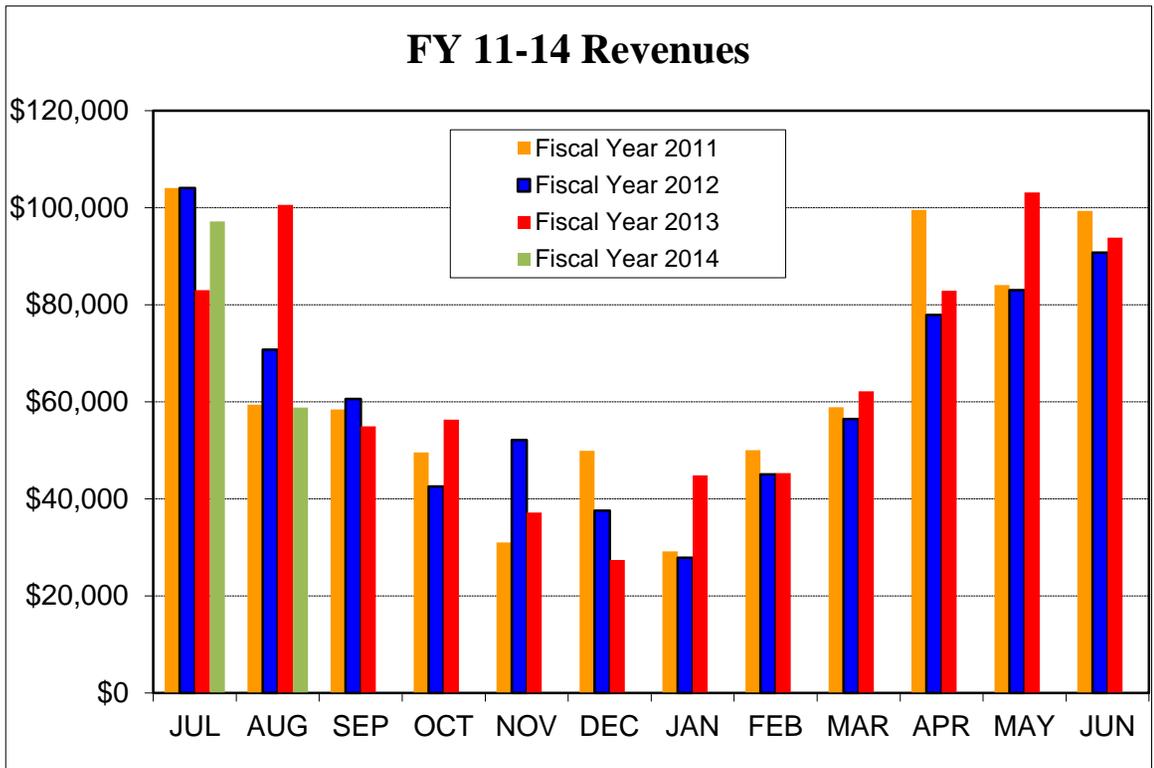
Statement of Cash Balance

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 August 30, 2013	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,668,288	155,942	(90,808)	362	1,733,784	187,985	1,921,769

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



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 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

