

**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**

**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).

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TORRY MCALVAIN, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSE BOARD

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C. KELLY PEARCE, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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