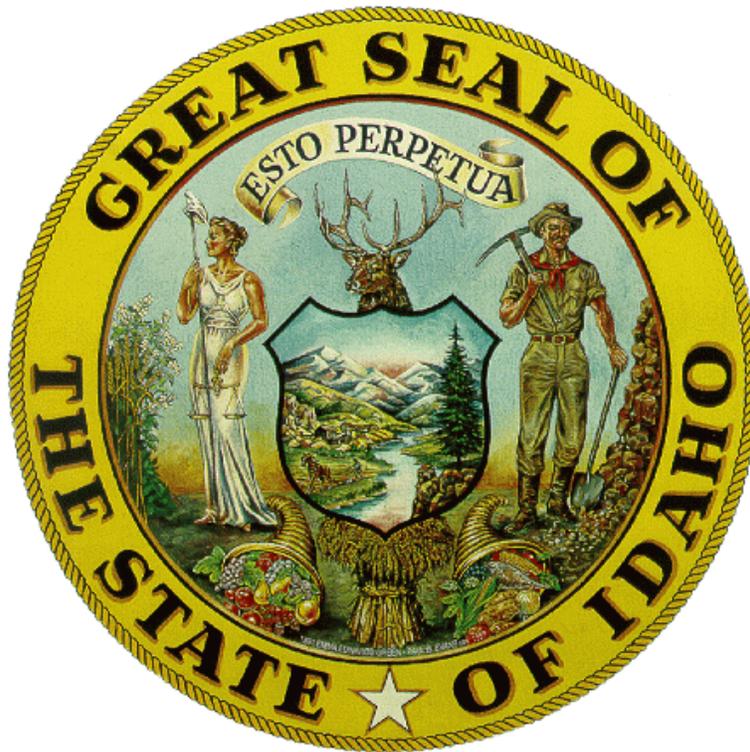


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

JULY 8, 2013



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the July 8, 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, July 8, 2013
9:30 a.m. – 11:30 a.m. (MDT)***

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PDT)

-
- 9:30 a.m. CALL TO ORDER** – Torry McAlvain, Chairman
- Roll Call & Introductions
 - Open Forum

CONSENT AGENDA

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

ACTION AGENDA

3. Requirements for Job History – Steve Keys

INFORMATIONAL AGENDA

4. Subcontractor Bidding as a Prime – 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. 05/21/2013

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Torry McAlvain, Chairman

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

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – April 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 APRIL 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 9:35 a.m. (MT).

Board Members Present:

Torry McAlvain, Chairman
Jim Roletto
Ken Worst
Robbie Austin
Brian Bailey

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
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

John Sheldon, Vice-Chairman
Garry Tolley

◆ **Recognition**

Jerry A. Peterson was recognized for his many years of service on the Board with a commemorative plaque.

◆ **Introduction**

Chairman McAlvain welcomed Jim Roletto to the Board. Mr. Roletto will assume the position of engineer representative.

◆ **Open Forum**

Requirements for Job History – Lauren Rogers, All Star Striping, addressed the job history requirements specified in IDAPA 07.05.01.110.01(g); expressing difficulty in providing the necessary documentation. The Idaho Transportation Department (ITD) is repackaging its contracts by combining regions and issuing contracts to cover more than one year. In order to bid and be awarded future ITD projects, Ms. Rogers requested an exception be made to allow All Star Striping to upgrade from a “B” to an “A” license.

The Board was unable to grant an upgrade due to the current verbiage of the rule. The Deputy Administrator of Operations will provide Ms. Rogers with the Board’s decision.

ACTION: The Deputy Administrator of Operations will inform Ms. Rogers of the Board’s decision with regard to her request to upgrade All Star Striping’s PWCL license from a “B” to an “A”.

◆ **Approval of April 8, 2013 Agenda**

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

◆ **Approval of January 7, 2013 Board Meeting Minutes**

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

◆ **Election of Officers**

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

MOTION: Ken Worst made a motion to reappoint Torry McAlvain as chairman and John Sheldon as vice-chairman. Brian Bailey seconded. All in favor, motion carried.

◆ **Experience Qualifications for Contractors**

Requirements for Job History

This is a continuation of the “Open Forum” topic. Although specific specialties are bonded and qualify financially, without documentation of jobs done at the 70% level in the classification they are currently licensed in, the Division is precluded from granting an increase in classification.

The Board agreed to promulgate a temporary rule; modifying it to allow the Board authority to review and make changes on a case-by-case basis. The chairman asked the topic *Requirements for Job History* be placed as an action item on the July 8th meeting agenda, as well as the Division provide the Board with a list of licensed striping PWC contractors.

ACTION: The topic *Requirements for Job History* will be placed on the July 2013 agenda as an action item.

ACTION: The Division will bring a temporary rule to the July 8, 2013 meeting.

ACTION: The Division will provide the Board with a list of licensed striping PWC contractors.

Guarantor Agreements – Revised Business Entity and Personal Guarantor Agreements were provided. The guarantor is financially liable to fulfill the contractual obligations of the applicant.

Subcontractor Bidding as a Prime – Recently, the Division received a bid protest against a specialty contractor who bid a job as a prime; trying to substantiate at least 50% of the work fell under its category. The description in rule could be subject to reasonably different interpretations.

There are 125 specialty categories in rule with several overlapping. The Board requested the Division re-examine all specialty categories; coming back to the July Board meeting with recommendations on how to streamline this issue.

ACTION: The Division will bring to the July 2013 meeting suggestions to prevent unqualified licensees from bidding as a prime.

◆ **Operational Report**

Quarterly PWCL Board Report – There have been 675 Public Works Licenses (originals and renewals) issued from January through March 2013. Of the licenses issued, 34 are upgrades and 16 are downgrades. This fiscal year, the program has collected \$8,086 in assessments.

Legislation – The following rules are in effect: 1) Class “CC” license, and 2) Financial statements cover the period of time ending no more than 12 months prior to the application date.

New Initiative – The Division would like to facilitate online licensure, i.e., submission of applications, especially renewals.

◆ **Administrator Report**

Financial Report – The Public Works Contractors Licensing Fund, FY 2013 financial statement as of February 28, 2013, was reviewed.

Budget Presentation – The Division’s FY 2014 JFAC Budget presentation was presented via PowerPoint.

Changes in the Workforce – A PowerPoint presentation titled *Changes in Workforce* was delivered by the Administrator.

Construction in Idaho – New corporate headquarters, Melaleuca Wellness Company, Idaho Falls; new Loves Travel Centers, Bonneville County; and ten additional lines at Chobani yogurt plant, Twin Falls.

City of Meridian – DBS has a contract with the city of Meridian to provide mechanical and electrical inspections.

◆ **Adjournment**

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

The meeting adjourned at 11:05 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. 05/07/13rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Requirements for Job History

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Allow the Board the authority to review and make changes to licensures with regard to classification on a case-by-case basis

ACTION: Approve, modify, or reject the proposed temporary rule.

BACKGROUND: Although specific specialties are bonded and qualify financially, without documentation of jobs done at the 70% level in the classification they are currently licensed in, the Division is precluded from granting an increase in classification.

The Board agreed to promulgate a temporary rule; modifying it to allow the Board authority to review and make changes on a case-by-case basis. The chairman asked the topic *Requirements for Job History* be placed as an action item on the July 8th meeting agenda, as well as the Division provide the Board with a list of licensed striping PWC contractors.

PROCEDURAL HISTORY:

ATTACHMENTS: Temporary rule to follow



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Subcontractor Bidding as a Prime

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: The Division received a protest against a specialty contractor who bid a job as a prime; trying to substantiate at least 50% of the work fell under its category.

Currently, there are 125 specialty categories in rule with several overlapping. The Board requested the Division re-examine all specialty categories; coming back to the July Board meeting with recommendations on how to streamline this issue.

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 5/31/2013

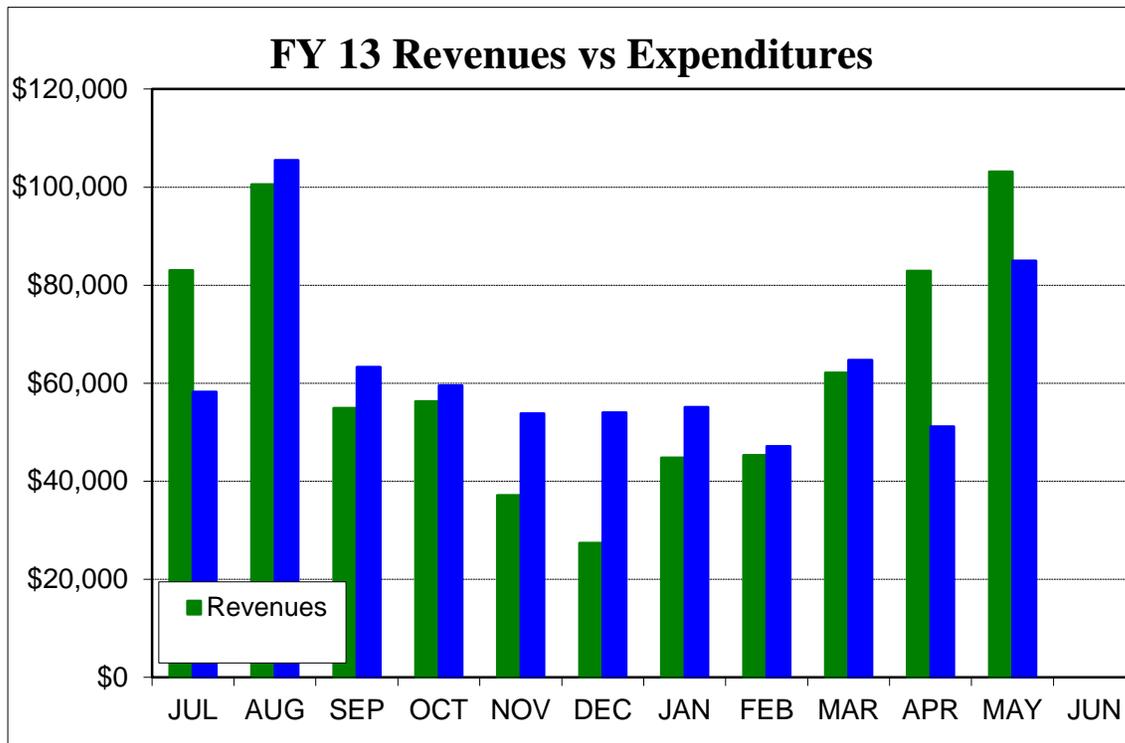
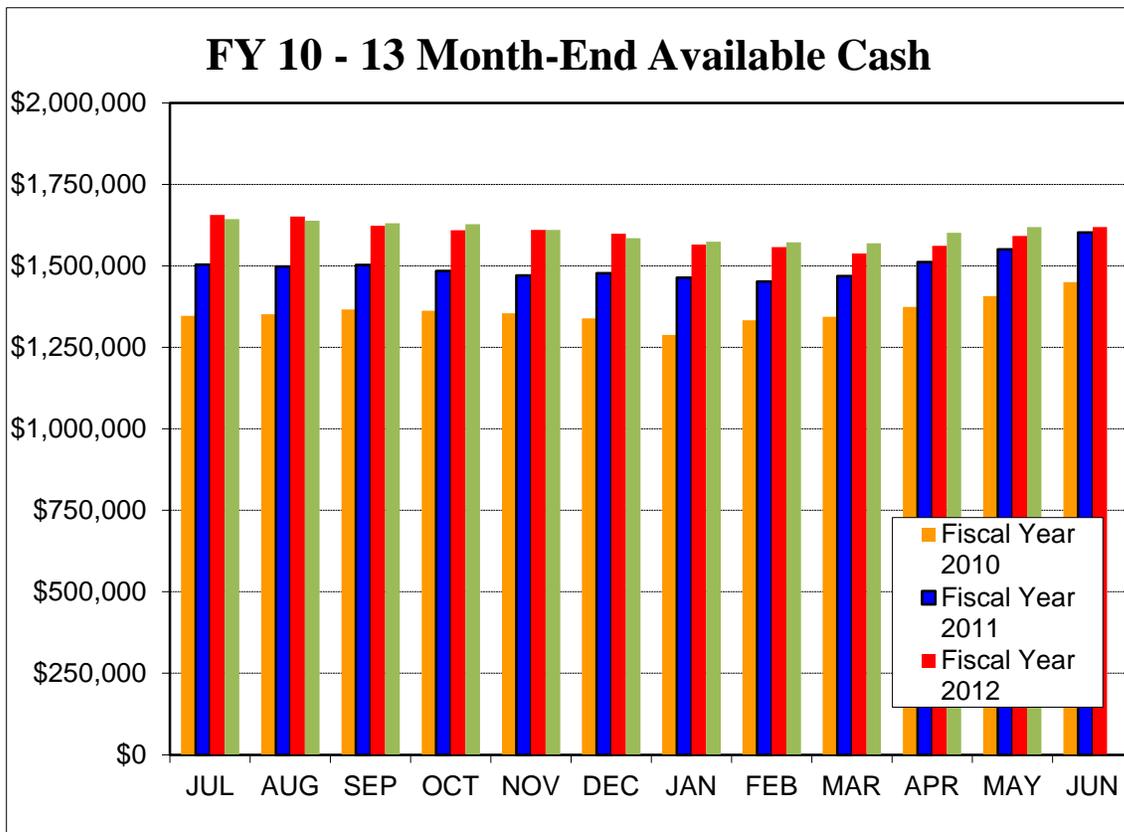
Statement of Revenues and Expenditures

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	697,653	93.1%	51,347	85,527	783,180	104.6%
Expenditures							
Personnel:	579,000	506,203	87.4%	72,797	45,389	551,592	95.3%
Operating:	149,000	137,155	92.1%	11,845	12,989	150,144	100.8%
Capital:	34,000	54,096	159.1%	(20,096)	4,365	58,461	171.9%
Total Expenditures	762,000	697,455	91.5%	64,545	62,742	760,197	99.8%
Net for FY 2013	(13,000)	198			22,784	22,983	

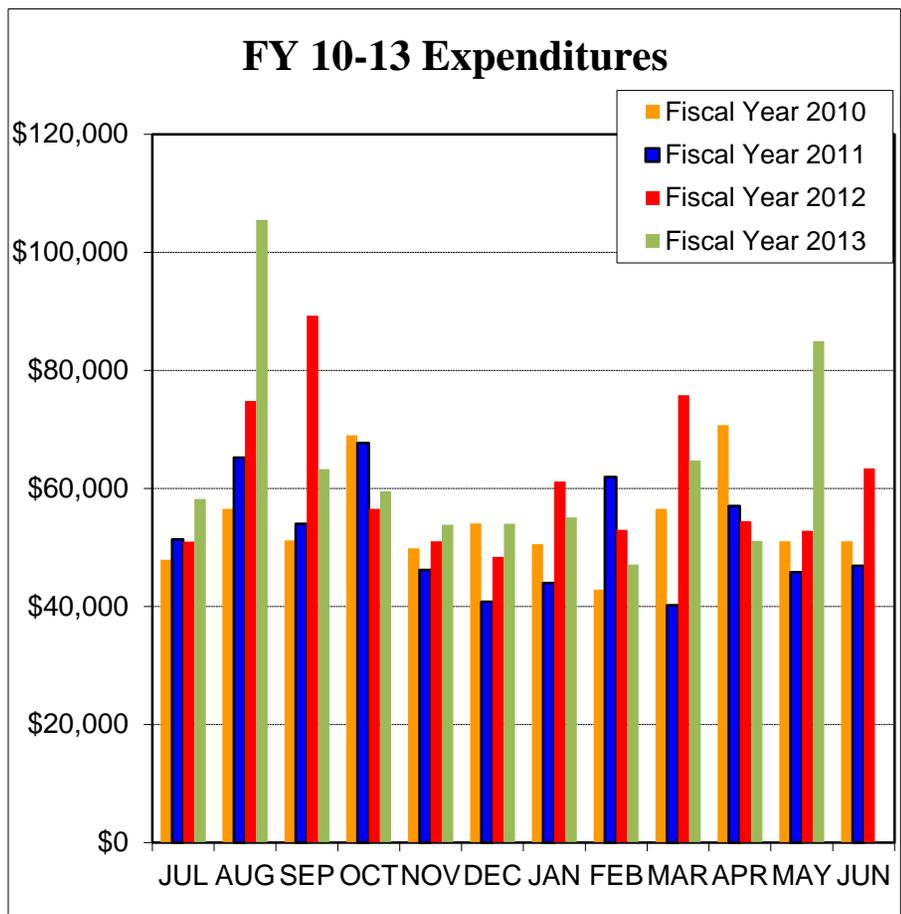
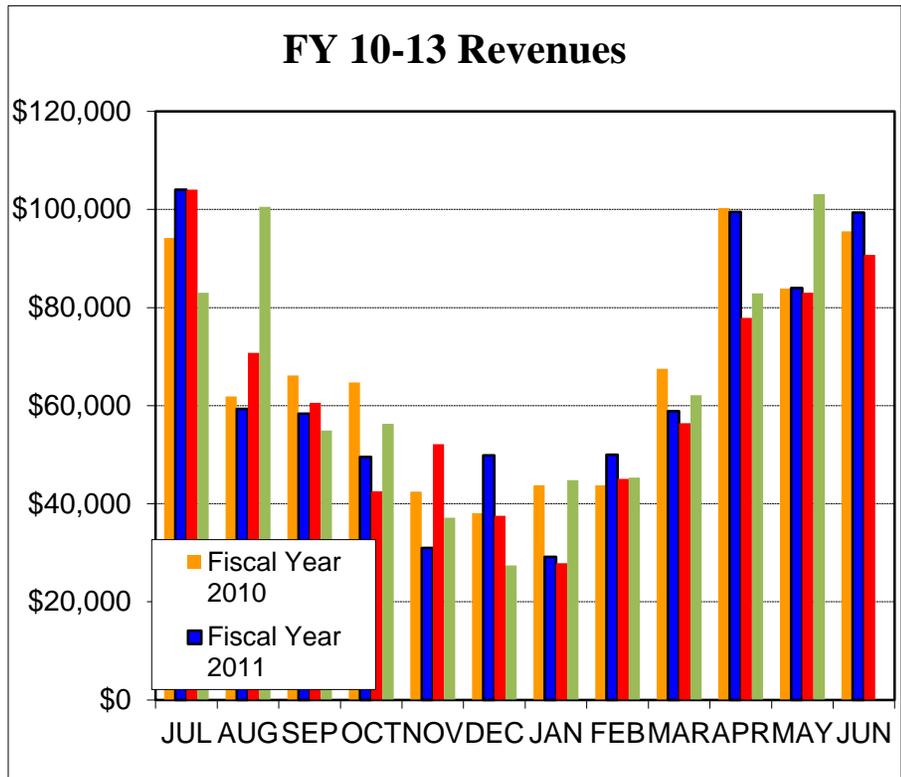
Statement of Cash Balance

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 May 31, 2013	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,618,722	697,653	(697,455)	448	1,619,368	22,784	1,642,152

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

