

DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD  
VIDEOCONFERENCE MEETING

JANUARY 8, 2018



# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 01

## Agenda

**PRESENTER:** Jim Roletto, Chairman

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**OBJECTIVE:** Approve agenda for the January 8, 2018 PWCL Board meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Tentative agenda

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# **TENTATIVE AGENDA**

## **NOTICE OF PUBLIC MEETING**

### **PUBLIC WORKS CONTRACTORS LICENSE BOARD VIDEOCONFERENCE MEETING**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d'Alene  
2055 Garrett Way, Building 1, Suite 4, Pocatello**

**db.s.idaho.gov – (208) 332-7137**

**Monday, January 8, 2018  
9:30 a.m. – 11:00 a.m. (MST)**

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

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

#### **CONSENT AGENDA**

1. Approval of the January 8, 2018 Agenda – Jim Roletto
2. Approval of the October 2, 2017 Board Meeting Minutes – Jim Roletto

#### **INFORMATIONAL AGENDA**

*(These items are for informational purposes only. Any action will be at the PWCL Board's discretion.)*

3. Licensing Freedom Executive Order – Patrick Grace, Regional Manager
4. Implementation of Idaho Code § 54-1910(a)--Examinations, Qualifications and Applications – Spencer Holm, Deputy Attorney General
5. Meeting and Quorum Requirements – Spencer Holm
6. Compliance Report – Amy Kohler, Compliance Program Specialist
7. Administrator Report – Chris L. Jensen, Administrator
  - a. Financial Report

**11:00 a.m. ADJOURN**

*For additional agenda information, refer to the packet, available one week prior to this meeting, at the DBS's central and regional offices and <https://db.s.idaho.gov/boards/pwboard/pwmeetings.html>.*

*All times, other than beginning, are approximate and scheduled according to Mountain Standard Time (MST), unless otherwise noted. Agenda items may shift depending on the PWCL Board's preference. 12/7/2017rb*

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 02**

**Minutes**

**PRESENTER:** Jim Roletto, Chairman

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**OBJECTIVE:** Approve draft minutes from the October 2, 2017 PWCL Board meeting.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Draft minutes

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**PUBLIC WORKS CONTRACTORS LICENSE BOARD  
TELECONFERENCE/VIDEOCONFERENCE MEETING**

**Monday – October 2, 2017 – 9:30 a.m. (MDT)**

**Division of Building Safety  
1090 East Watertower Street, Suite 150, Meridian  
1250 Ironwood Drive, Suite 220, Coeur d'Alene  
2055 Garrett Way, Building 1, Suite 4, Pocatello**

**\*DRAFT MINUTES OF THE OCTOBER 2, 2017 MEETING**

**NOTE:** The following report is not intended to be a verbatim transcript of the discussions at the meeting, but to record the significant features of those discussions.

Chairman Jim Roletto called the meeting to order at 9:31 a.m. (MDT)

**Board Members Present:**

Jim Roletto, Chairman  
Joe Jackson, Vice-Chairman  
Chuck Graves  
Karen Echeverria  
Evan Goodwin  
Robbie Austin

**DBS Staff Present:**

Chris L. Jensen, Administrator  
Ron Whitney, Deputy Administrator  
Spencer Holm, Deputy Attorney General  
Patrick Grace, Regional Manager, Region 2  
Jeff Egan, Regional Manager, Region 3  
Amy Kohler, Compliance Program Specialist  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to address during open forum.

◆ **Approval of October 2, 2017 Agenda**

**MOTION:** Karen Echeverria made a motion to approve the agenda as submitted. Chuck Graves seconded. All in favor, motion carried.

◆ **Approval of July 10, 2017 Board Meeting Minutes**

**MOTION:** Joe Jackson made a motion to approve the minutes as drafted. Karen Echeverria seconded. All in favor, motion carried.

◆ **Schedule 2018 Board Meetings**

The proposed meeting dates for 2018 are January 8, April 9, July 9 and October 9.

**MOTION:** Joe Jackson made a motion to approve the proposed dates for the 2018 board meetings. Chuck Graves seconded. All in favor, motion carried.

◆ **Compliance Program Report**

**Program** – The new Compliance Program Specialist is focusing on learning about public works and defining internal processes within the Division.

**Statute Change** – Administrator Jensen addressed the recently approved statute change by the 2017 legislature to Idaho Code § 54-1903 *Exemptions*. The estimated cost went from less than \$10,000 to \$50,000 to require a bid or a public works contractor license on any

construction, alteration, improvement or repair involving any single project in any number of trades or crafts.

Since the new law became effective, several smaller jurisdictions have paid for projects in advance and the contractors have either taken the money and not done the work or not completed the job.

Board Member Echeverria asked, and the Administrator offered, to provide a report on the locations the incidences occurred.

**ACTION:** The Compliance Program Specialist will gather and provide the requested information to the Board.

Assessments – The Division has begun the process of sending assessments, based primarily on the Idaho State Tax Commission’s WH-5 *Public Works Contractor Report*.

◆ **Administrator Report**

Agency – The Division recently hired additional staff, over 10,000 licenses issued each year, estimated to perform at least 100,000 inspections in 2017 and purchased 24 new Dodge pickups.

Damage Prevention Board – The Board’s temporary rules became effective September 1, 2017. The Deputy Administrator explained the role of the Board and DBS as it pertains to training, education and enforcement of damages to underground facilities.

The Division submitted its proposed budget to the Governor’s office on September 1, 2017, requesting to hire several investigators. Although the request is to use general fund money, the Board will have to fund through its own process. The Board receives a dime for every call to DIGLINE, Inc. It is estimated this process will generate \$50,000 to \$70,000 a year.

◆ **Adjournment**

**MOTION:** Karen Echeverria made a motion to adjourn the meeting. Joe Jackson seconded. All in favor, motion carried.

The meeting adjourned at 9:55 a.m. (MDT).

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JIM ROLETTO, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSE BOARD

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CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE

\*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 10/02/2017rb

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 03**

**Licensing Freedom Executive Order**

**PRESENTER:** Patrick Grace, DBS Regional Manager

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**OBJECTIVE:** To seek input from the Board regarding public works licenses administered by the DBS in order to determine whether any improvements to, modifications to, or elimination of such licenses, or license requirements is warranted.

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**ACTION:** Informational

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**BACKGROUND:** In May 2017, the Governor's Office implemented an Executive Order (E.O. 2017-06), which requires all state agencies that issue professional and occupational licenses to review their license requirements and procedures to determine whether such licenses are in the public interest. Specifically, each such agency must submit a report to the Governor's Office by July 1, 2018, with a determination as to whether such licenses are in the public's interests, and recommendations, if any, for improvements, modifications, or elimination of licensure requirements.

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**PROCEDURAL HISTORY:** This item has not yet been addressed by the Board.

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**ATTACHMENTS:** Executive Order 2017-06

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Executive Department  
State of Idaho

State Capitol  
Boise

EXECUTIVE DEPARTMENT  
STATE OF IDAHO  
BOISE

**EXECUTIVE ORDER NO. 2017-06**

**ON REVIEWING THE NECESSITY FOR AND THE APPLICABILITY AND  
PROCESSING OF LICENSURE REQUIREMENTS FOR INDIVIDUALS  
ENGAGED OR DESIRING TO BE ENGAGED OR EMPLOYED IN TECHNICAL,  
PROFESSIONAL OR OTHER OCCUPATIONS WITHIN THE STATE OF IDAHO,  
EMPHASIZING THE EFFECT OF LICENSURE REQUIREMENTS ON IDAHO  
EMPLOYMENT OPPORTUNITIES**

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*WHEREAS, in order to protect the public, the Legislature has enacted laws in Idaho establishing licensure requirements for persons desiring to be employed or engaged in various professional, technical or other occupations within the state; and*

*WHEREAS, administration of such laws are vested in agencies or bureaus within state executive departments or in various self-governing agencies; and*

*WHEREAS, the extent of state occupational licensure is partially reflected in Title 54, Idaho Code, with 57 chapters devoted to licensure of persons to engage in certain professional, technical, and occupational endeavors, and the responsibility for licensure of persons to engage in those occupations is delegated by law to independent self-governing agencies, and substantial occupational licensing authority also has been granted to the 19 state executive departments; and*

*WHEREAS, while it is important to ensure public protection, it also is imperative that we ensure that the laws and rules do not create unnecessary barriers to commerce and employment, and although new and occasionally existing regulatory rules are reviewed by the Legislature, there has not been a comprehensive internal review of licensing requirements within the executive branch of Idaho's government since the reorganization of the state executive departments in the mid-1970s, more than 42 years ago; and*

*WHEREAS, there has been no comprehensive critical analysis of the effect of existing licensing requirements on employment opportunities within the state, nor has there been any re-examination of such requirements to determine the necessity for such licensure, or whether the public interest could not be equally or better served by less restrictive or less intrusive mechanisms than those now in place; and*

*WHEREAS, analysis of the laws and rules may well result in removing unnecessary barriers to desirable employment for qualified individuals and increasing the availability of a skilled and valuable workforce necessary to grow Idaho's economy; and*

*WHEREAS, Article IV, Section 5, of the Constitution of the State of Idaho vests the supreme executive power of the state in the governor and imposes upon the governor the responsibility to see that the laws of the state are faithfully executed; and*

*WHEREAS, Article IV, Section 5, of the Constitution of the State of Idaho provides that in the event of certain events, including the absence of the Governor from the state, the powers, duties and emoluments of the office of governor shall devolve upon the lieutenant governor until the governor shall not be absent from the state; and*



*WHEREAS, at the time of executing this Executive Order, the Governor is absent from the state and during such absence, the powers and duties of the office of governor have devolved upon the Lieutenant Governor;*

*NOW THEREFORE, I, BRAD LITTLE, Acting Governor, by virtue of the authority vested in me by the Constitution and laws of the State of Idaho, hereby declare the following:*

1. *Each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency with statutory or regulatory authority to issue a license to an individual, authorizing such person to engage in a profession, vocation or occupation, shall review and report:*
  - a. *the timeframe for final action either approving or denying a complete application for issuance of a professional, occupational, or vocational license; and*
  - b. *review of requirements that are prerequisites for the issuance of each type of license and suggestions on requirements that can be eliminated; and*
  - c. *review of renewal requirements and suggestions on requirements that can be eliminated ; and*
  - d. *statutory or regulatory prohibitions that require the department to deny either the acceptance of an application for a license or the denial of the issuance or renewal of a license, together with a report of the number of applicants denied licensure, or whose applications were not accepted for consideration by the department or agency, or who were refused renewal of a license for the one-year period immediately following or preceding the date of this executive order, and the factual or statutory basis for each such denial; and*
  - e. *statutory or regulatory authority for the suspension, revocation or other disciplinary action relating to professional, technical, or occupational licenses issued by such agency, together with a report of the number of such disciplinary actions and the factual or statutory basis for such action; and*
  - f. *the cost of administering the licensing process on a per applicant basis, and the fee charged to each applicant for issuance or renewal of a license.*
  - g. *in recognition of the work by board members to address these issues, list the laws and rule changes enacted in the past five years to eliminate barriers.*
  
2. *Each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency with statutory or regulatory authority to issue a license to an individual, authorizing such person to engage in a professional, technical or occupation, shall:*
  - a. *provide an assessment or statement as to whether the licensure, or requirements relating thereto, are in the public interest, together with the reasons for such assessment or opinion; and*
  - b. *provide recommendations for improvement, modification or elimination of licensure requirements within the department's or the self-governing agency's jurisdiction; and*
  - c. *within thirty (30) days following the effective date of this Executive Order, adopt a process or procedure affording interested persons reasonable opportunity to submit to the department, bureau or self-governing agency, or to the Governor's office or the office of the Lieutenant Governor if the person chooses, data, views, opinions or arguments concerning any matter which is the subject of this Executive Order. Such information may be submitted either in writing or*

*electronically. The process or procedure may provide a closing date for the submission of such information, which for the purposes of this Executive Order shall not be earlier than May 1, 2018; and*

- d. upon adopting such process or procedure, provide notice to the Governor’s office and to all interested persons of its intent to comply with the requirements of this Executive Order and the manner in which such interested persons may provide data, views, opinions or arguments either to the department, bureau, self-governing agency or to the Governor’s office or the office of the Lieutenant Governor.*
- 3. The term “interested persons,” as used in paragraphs 2c and 2d of this Executive Order shall include but not be limited to all persons currently licensed by the affected department or agency on the effective date of this Executive Order.*
  - 4. Each executive department of the state of Idaho as set forth in section 67-2402, Idaho Code, including each division, bureau or self-governing agency, shall submit the report including the information required in this Executive Order to the Governor’s office no later than July 1, 2018. Reports may be submitted electronically.*

*IN WITNESS WHEREOF, I have hereunto set my hand and caused to be affixed the Great Seal of the State of Idaho at the Capitol in Boise on this 19<sup>th</sup> day of May, in the year of our Lord two thousand and seventeen and of the Independence of the United States of America the two hundred forty-first and of the Statehood of Idaho the one hundred twenty-seventh.*



BRAD LITTLE  
ACTING GOVERNOR

LAWRENCE DENNEY  
SECRETARY OF STATE

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 04**

**Implementation of Idaho Code § 54-1910(a)**

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**PRESENTER:** Spencer Holm, Deputy Attorney General

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**OBJECTIVE:** Get the Board's direction on implementing Idaho Code § 54-1910(a).

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**ACTION:** Informational

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**BACKGROUND:** DBS is trying to ensure it gives licensees appropriate due process when it revokes or suspends a license. One area of concern has been the automatic suspension of PWC licenses under I.C. § 54-1910(a) for failure to designate an individual qualified by examination (QI). As DBS has tried to ensure these suspensions comply with due process, it has had several problems interpreting I.C. § 54-1910(a).

Under I.C. § 54-1910(a), a PWC must designate a QI. If a QI ceases "to be connected" with the PWC, the PWC must notify DBS within ten (10) days. If the PWC provides notice in ten (10) days, the PWC's license remains in force "for a reasonable length of time, to be determined by rules of the board." If the PWC does not provide notice in ten (10) days, the license is automatically suspended.

The first problem DBS has had in implementing I.C. § 54-1910(a) is that there is no rule that defines how long "a reasonable time length of time" is. If a PWC gives notice, but then ceases communication with DBS, how long should DBS wait before suspending the PWC's license?

The second problem DBS has had in implementing I.C. § 54-1910(a) typically comes up when a PWC submits a renewal application that does not list a QI or lists a new QI. It is not clear a PWC has provided DBS with notice that its QI has ceased to be connected with the PWC in those situations. If it is notice, DBS must wait a reasonable time before suspending the license. If it is not notice, DBS can suspend the license within ten (10) days of the application. A related problem is that unless a PWC tells DBS the date its QI ceased to be connected to the PWC, DBS does not know when to start the clock on the ten (10) days. One solution to these problems might be to put another question in the renewal application that reads, "If your previous qualified individual has ceased to be connected with your company, when did the cessation occur?"

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**ATTACHMENTS:** Idaho Code § 54-1910 and PWCL Renewal Application

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## **54-1910. Examinations, qualifications and applications**

Under such rules as the board may adopt, the administrator shall have the power and authority to investigate, classify, and to qualify applicants for licenses under this chapter, by written or oral examinations, or both.

The qualifications to be required of an applicant by the board are as follows

(a) Such degree of experience, and such general knowledge of the building, safety, health and lien laws of the state, and of the rudimentary administrative principles of the contracting business, as may be deemed necessary by the board for the safety and protection of the public. The applicant if an individual may qualify as to the aforementioned experience and knowledge by personal appearance or by the appearance of his responsible managing employee, and if a copartnership or corporation, limited liability company, limited liability partnership and any other combination or organization, by the appearance of the responsible managing officer or member of the personnel of such applicant. If the person qualifying by examination as to experience and knowledge shall, for any reason whatsoever, cease to be connected with the licensee to whom the license is issued, such licensee shall so notify the administrator in writing within ten (10) days from such cessation. If such notice is given, the license shall remain in force for a reasonable length of time, to be determined by rules of the board. If such licensee fails to so notify the administrator within said ten (10) day period, then at the end of such ten (10) day period, the license of such licensee shall be automatically suspended. A suspended license shall be reinstated upon the filing with the administrator of an affidavit executed by the licensee or a member of the suspended firm, to the effect that the individual originally examined for the firm has been replaced by another individual who has been qualified by examination as herein provided, and who shall not have had a license suspended or revoked, nor have been connected with any licensee who has had a license suspended or revoked for reasons that should preclude him from personally qualifying as to good character as herein required of an applicant.

**STATE OF IDAHO  
DIVISION OF BUILDING SAFETY  
PUBLIC WORKS CONTRACTORS LICENSE  
RENEWAL APPLICATION**

Agenda Item 04



**1090 EAST WATERTOWER STREET, SUITE 150  
MERIDIAN, ID 83642**

**(208) 334-4057 FAX (208) 855-9666 EMAIL: [public.works@dbs.idaho.gov](mailto:public.works@dbs.idaho.gov)  
TOLL FREE 1-800-358-6895**

**WEBSITE: [dbs.idaho.gov/programs/publicworks](http://dbs.idaho.gov/programs/publicworks)**

**GOVERNOR C.L. "BUTCH" OTTER  
ADMINISTRATOR CHRIS L. JENSEN**

**RENEWAL APPLICATION INSTRUCTIONS FOR STATE OF IDAHO PUBLIC WORKS CONTRACTOR LICENSE**

**IF THERE ARE ANY MISSING ITEMS FROM YOUR APPLICATION, YOU WILL BE NOTIFIED. NO REFUNDS WILL BE GIVEN.**

**CHECK LIST**

- R**  Complete pages 4 & 5 of application. Be sure to sign page 5.
- E**  Make checks payable to **DBS-PUBLIC WORKS CONTRACTORS** or use credit card authorization form at bottom of page.
- N**  Submit the appropriate financial statement for the class of license for which you are applying. See page 3 for the financial guidelines.
- Z**  Companies must be registered with the Idaho Secretary of State (208) 334-2301.
- A**
- S**

**Please note there is an additional 3% charge for the use of your card through Access Idaho.**

Please complete this form to charge a credit card. Company name is mandatory to ensure proper application of payment.

**\* Required Fields**

	<b>Card Number</b>		<b>CVC # *</b>		<b>Expiration Date</b>		<b>Authorized Dollar Amount</b>
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

- VISA
- MASTERCARD
- DISCOVER
- AMERICAN EXPRESS

\_\_\_\_\_  
Name of Cardholder (as it reads on credit card) \*

\_\_\_\_\_  
Billing Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip Code \*

\_\_\_\_\_  
Name on Public Works Contractors License

\_\_\_\_\_  
License Number

\_\_\_\_\_  
Contact Phone Number \*

\_\_\_\_\_  
Signature of Cardholder

**FINANCIAL STATEMENT REQUIREMENTS**

**NOTE: Tax returns or drafts will not be accepted for any class of license.**

<b>Class</b>	<b><u>Type of Financial Statement Required:</u></b>
D or C	Financial statements must either be on the DBS multi-purpose balance sheet; submit all 8 pages (information can not be more than six months old) on QuickBooks or otherwise prepared by a LICENSED CPA or LPA. Statements prepared by a CPA or LPA must include the accountant's report and may be compiled, reviewed or an audited. Financial statements can not be more than 12 months old.
CC or B	Requires a Compiled financial statement prepared by a LICENSED CPA or LPA. MUST include the accountant's report and financial statements can not be more than 12 months old.
A, AA or AAA Unlimited	Requires either a Reviewed or Audited financial statement prepared by a LICENSED CPA or LPA. MUST include the accountant's report and financial statements can not be more than 12 months old.
Parent Co.	When submitting a parent company's financial statement for qualification it must reflect your company's name in the financial statement and include a guarantor agreement which is located on our web-site.

**If the financial statement fails to meet the financial guidelines, you may INCLUDE one or all of the following along with your financial statement.**

<b>Personal or Parent Co. Financials</b>	A personal or parent company financial statement may be provided. The financial statements must meet the same financial requirements for the class of license the company is seeking . A guarantor agreement, must accompany the personal or parent company's financial statement. NOTE: The guarantor listed MUST reflect the exact name(s) listed on the personal/company financials.
<b>Bonding Letter</b>	A letter from bonding company, NOT an insurance agent, stating the dollar amount of the bonding capability per project and in aggregate.
<b>Line of Credit</b>	Letter must be on the financial institutions letterhead and reflect in dollar amount the current credit available for company use. NOTE: The available credit shown will be applied to the working capital.

**FINANCIAL GUIDELINES**

**Your financial statement must qualify in the areas of net worth and working capital for the class of license for which you are applying.**

<u>Class</u>	<u>Bid Limit</u>	<u>Net Worth</u>	<u>Working Capital</u>
D	\$50,000	\$10,000	\$3,000
C	\$200,000	\$25,000	\$7,500
CC	\$400,000	\$75,000	\$25,000
B	\$600,000	\$150,000	\$50,000
A	\$1,250,000	\$300,000	\$100,000
AA	\$3,000,000	\$450,000	\$150,000
AAA	\$5,000,000	\$600,000	\$200,000
Unlimited	No Bid Limit	\$1,000,000	\$600,000



# PUBLIC WORKS CONTRACTORS LICENSE RENEWAL APPLICATION

Agenda Item 04

Idaho Public Works License Number \_\_\_\_\_

Date of Application \_\_\_\_\_

\_\_\_\_\_

Company Name. Maximum 50 characters including punctuation and spaces.

Check for change of address:

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Cell Number \_\_\_\_\_

E-mail address of contact person \_\_\_\_\_

Contact Name \_\_\_\_\_

Business Structure:  Individual  Partnership  LLC  Corporation  Other \_\_\_\_\_

Date of Organization: \_\_\_\_\_ State: \_\_\_\_\_

Sole proprietorship, note your social security number (SSN):    -   -

Federal Tax ID Number (TIN) or Employer ID Number (EIN):

Check all that apply:

- Renewal - annual renewal
- Downgrade - (decrease classification)

License Class & Fee	
<input type="checkbox"/> D	<b>\$50.00</b>
Pgs. 1 - 8 of balance sheet or CPA/LPA Financial Statement	
<input type="checkbox"/> C	<b>\$100.00</b>
Pgs. 1 - 8 of balance sheet or CPA/LPA Financial Statement	
<input type="checkbox"/> CC	<b>\$125.00</b>
Compiled, Reviewed or Audited Financial Statement	
<input type="checkbox"/> B	<b>\$150.00</b>
Compiled, Reviewed or Audited Financial Statement	
<input type="checkbox"/> A	<b>\$250.00</b>
Reviewed or Audited Financial Statement	
<input type="checkbox"/> AA	<b>\$350.00</b>
Reviewed or Audited Financial Statement	
<input type="checkbox"/> AAA	<b>\$450.00</b>
Reviewed or Audited Financial Statement	
<input type="checkbox"/> Unlimited	<b>\$550.00</b>
Reviewed or Audited Financial Statement	

In accordance with Public Works Contractors Chapter 19 Title 54-1911 & 1912 there will be NO REFUNDS.

**Mailing Address:**  
 PUBLIC WORKS CONTRACTOR LICENSING  
 1090 EAST WATERTOWER STREET, SUITE 150  
 MERIDIAN, ID 83642  
 (208) 334-4057 FAX (208) 855-9666 EMAIL: public.works@dbs.idaho.gov  
 TOLL FREE 1-800-358-6895



# APPLICANT'S STATEMENT OF EXPERIENCE

Agenda Item 04

- 1 How many years has your organization been in construction under your present name? \_\_\_\_\_
- 2 How many years experience has your firm had as a **general contractor**: \_\_\_\_\_ **sub-contractor**: \_\_\_\_\_ **specialty contractor**: \_\_\_\_\_
- 3 Has any officer, partner, or member of the applicant ever served as an officer, partner, or member of an organization that defaulted on a contract; had a project completed at the expense of a bonding or surety company; been adjudged to be bankrupt; been disbarred; or had a license revoked or suspended?  
 YES  NO  If yes, please give details on a separate sheet of paper.
- 4 Are you financially affiliated with any other firm(s) that are licensed by this program?  
 YES  NO  Company \_\_\_\_\_
- 5 Do you currently have an Idaho electrical, HVAC, plumbing or FPSC contractor license?  YES  NO  
 Idaho Electrical # \_\_\_\_\_ Idaho HVAC # \_\_\_\_\_ Idaho Plumbing # \_\_\_\_\_ FPSC# \_\_\_\_\_

6 Who is or will be the qualifying individual for this company (took or will take the Public Works Licensing exam)? \*  

Individuals Name	Position In Organization	Years of Construction	Type of Work Performed
	President		
	Vice President		
	Secretary		
	Treasurer		
	Owner/Proprietor		
	Owner/Proprietor		
	Partner or Member		
	Partner or Member		

The undersigned deposes and says that they have familiarized themselves with the provisions of the Public Works Contractors License Act as amended; have read the instructions and information contained herein and the foregoing is a true statement of facts concerning the individual, partnership, corporation or other business organization herein named as of the date indicated; that the financial statement taken from the books of said firm or individual is a true and accurate statement of the financial condition of said firm or individual as of the date thereof; that the answers to the foregoing questions are true; and that any depository, vendor or other agency herein named is hereby authorized to supply the Public Works Contractors License Program with any information necessary to verify this statement. The individual who signs this application guarantees the truth and accuracy of all statements and answers.

\_\_\_\_\_  
**Applicant's Complete Business Name**

\_\_\_\_\_  
**Applicant's Signature**

\_\_\_\_\_  
**Applicant's Printed Name and Title**

\* Required Field

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 05**

**Meeting and Quorum Requirements**

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**PRESENTER:** Spencer Holm, Deputy Attorney General

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**OBJECTIVE:** Get the Board's direction on changing the meeting and quorum requirements.

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**ACTION:** Informational

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**BACKGROUND:** Idaho Code (I.C.) § 54-1905 requires the PWCL Board to be composed of eight (8) members. I.C. § 54-1908 requires four (4) members for a quorum. All other DBS boards require a majority of the board for a quorum. The requirement that a majority of board members be present for a quorum ensures a board does not take any action that does not reflect the desires of a majority of the board.

Last year, the Board wanted to cancel one of its meetings. The Board was unable to cancel the meeting because I.C. § 54-1908 requires the Board to "hold not less than four (4) regular meetings each year." Several other boards' statutes only require two (2) meetings a year. The PWCL Board's statute is the only statute that requires four (4) meetings a year.

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## **PROCEDURAL HISTORY:**

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**ATTACHMENTS:** Idaho Code §§ 54-1905 and 54-1908

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**§ 54-1905. Public works contractors license board created -- Qualifications of appointees -- Term -- Removals**

There is hereby created and made part of the division of building safety in the department of self-governing agencies a public works contractors license board. It shall be the responsibility and duty of the administrator of the division of building safety to administer and enforce the provisions of this chapter, and to serve as secretary to the board. The board shall be composed of eight (8) members, who shall be appointed by the governor. One (1) member of the board shall be a person whose primary business is that of a "heavy construction" contractor, one (1) member shall be a person whose primary business is that of a "highway construction" contractor, one (1) member shall be a person whose primary business is that of a "building construction" contractor, one (1) member shall be a person whose primary business is that of a "specialty construction" contractor, as such construction terms are defined in this chapter, one (1) member shall be a subcontractor with a license no higher than a class "A", one (1) member shall be a "construction manager," and one (1) member shall be a registered professional engineer, and one (1) member shall be a member of the general public with an interest in the rights of consumers of public works contracting services. All contractor members of the board shall be contractors holding a current unrevoked license at the time of their appointment, actively engaged in the contracting business and have been so engaged for a period of not less than five (5) years preceding the date of their appointment, and who shall so continue in the contracting business during their term of office. Each member of the board next preceding his appointment shall have been a citizen and resident of the state of Idaho for at least five (5) years. The governor shall appoint a member to said board for a term of three (3) years, and no member shall be appointed to more than two (2) consecutive terms. All members shall serve at the pleasure of the governor. Each member shall hold office after the expiration of their own term until their successor has been duly appointed and qualified. Vacancies on the board for any cause shall be filled by appointment by the governor for the balance of the unexpired term. Each member of the board shall receive a certificate of appointment from the governor, and before entering upon the discharge of their duties, shall file with the secretary of state the constitutional oath of office.

**§ 54-1908. Meetings -- Quorum**

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. At the April meeting of each year the board shall elect officers. Special or regular monthly meetings of the board may be held at such times as the board may provide in the rules. Four (4) members of the board shall constitute a quorum. Two (2) members of the board may call a special meeting at any time. Due notice of each meeting of the board and the time and place thereof shall be given each member in the manner prescribed in the rules. Each member of the board shall be compensated as provided by *section 59- 509(n), Idaho Code*, and paid from the public works contractors license board account.

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 06**

**Compliance Report**

**PRESENTER:** Amy Kohler, Compliance Program Specialist

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**OBJECTIVE:** Provide an overview of the Division's Compliance Program.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled PWCL Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No documentation

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# **PUBLIC WORKS CONTRACTORS LICENSE BOARD**

**Agenda Item No. 07**

**Administrator Report**

**PRESENTER:** Chris L. Jensen, Administrator

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**OBJECTIVE:** Provide an overview of the Division's current activities.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled PWCL Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Quarterly PWCL Board Report

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# Quarterly PWCL Board Report

## Licenses Processed for October 2017

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	1	24	0	0
AAA	0	11	0	0
AA	0	8	2	0
A	0	17	1	1
B	1	26	1	0
CC	3	11	0	2
C	6	44	3	2
D	7	45	0	0
<b>Totals</b>	<b>18</b>	<b>186</b>	<b>7</b>	<b>5</b>
<b>2016 Totals</b>	<b>18</b>	<b>216</b>	<b>7</b>	<b>8</b>
Construction Managers	1	8		

## Licenses Processed for November 2017

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	3	19	3	0
AAA	0	10	1	0
AA	0	4	0	0
A	1	11	1	0
B	2	27	4	3
CC	1	6	2	0
C	4	51	1	2
D	5	44	0	3
<b>Totals</b>	<b>16</b>	<b>172</b>	<b>12</b>	<b>8</b>
<b>2016 Totals</b>	<b>15</b>	<b>134</b>	<b>13</b>	<b>3</b>
Construction Managers	0	10		

## Licenses Processed for December 2017

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	5	22	0	0
AAA	2	12	0	0
AA	3	10	0	0
A	1	19	2	0
B	0	15	0	0
CC	0	6	3	1
C	5	31	0	0
D				
<b>Totals</b>	<b>16</b>	<b>115</b>	<b>5</b>	<b>1</b>
<b>2016 Totals</b>	<b>9</b>	<b>129</b>	<b>11</b>	<b>12</b>
Construction Managers	0	4		

	Originals	Renewals	Upgrades	Downgrades
Calendar Yr 2017	269	2881	149	73
Calendar Yr 2016	263	2863	154	80
Calendar Yr 2015	256	2905	175	101
Calendar Yr 2014	263	2805	167	99
Calendar Yr 2013	297	2743	139	116
Calendar Yr 2012	258	2695	147	153
Calendar Yr 2011	337	2748	144	165
Calendar Yr 2010	385	2575	119	138
Calendar Yr 2009	415	2520	179	103

The program currently shows **2821** active public works contractors and **60** active construction managers as of December 31, 2017.

### **PWCL Assessments**

This fiscal year, as of December 31, 2017 PWCL collected \$0 in assessments.

PWCL collected \$0 in assessments for 2016.



# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 07a**

**Financial Report**

**PRESENTER:** Chris L. Jensen, Administrator

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**OBJECTIVE:** Review the PWCL Financial Report.

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**ACTION:** Informational

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**BACKGROUND:** This topic is addressed at all regularly scheduled PWCL Board meetings.

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Financial Report

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**Division of Building Safety**  
 PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07  
 Fiscal Year 2018 Financial Statements  
 As of 11/30/2017

**Statement of Revenues and Expenditures**

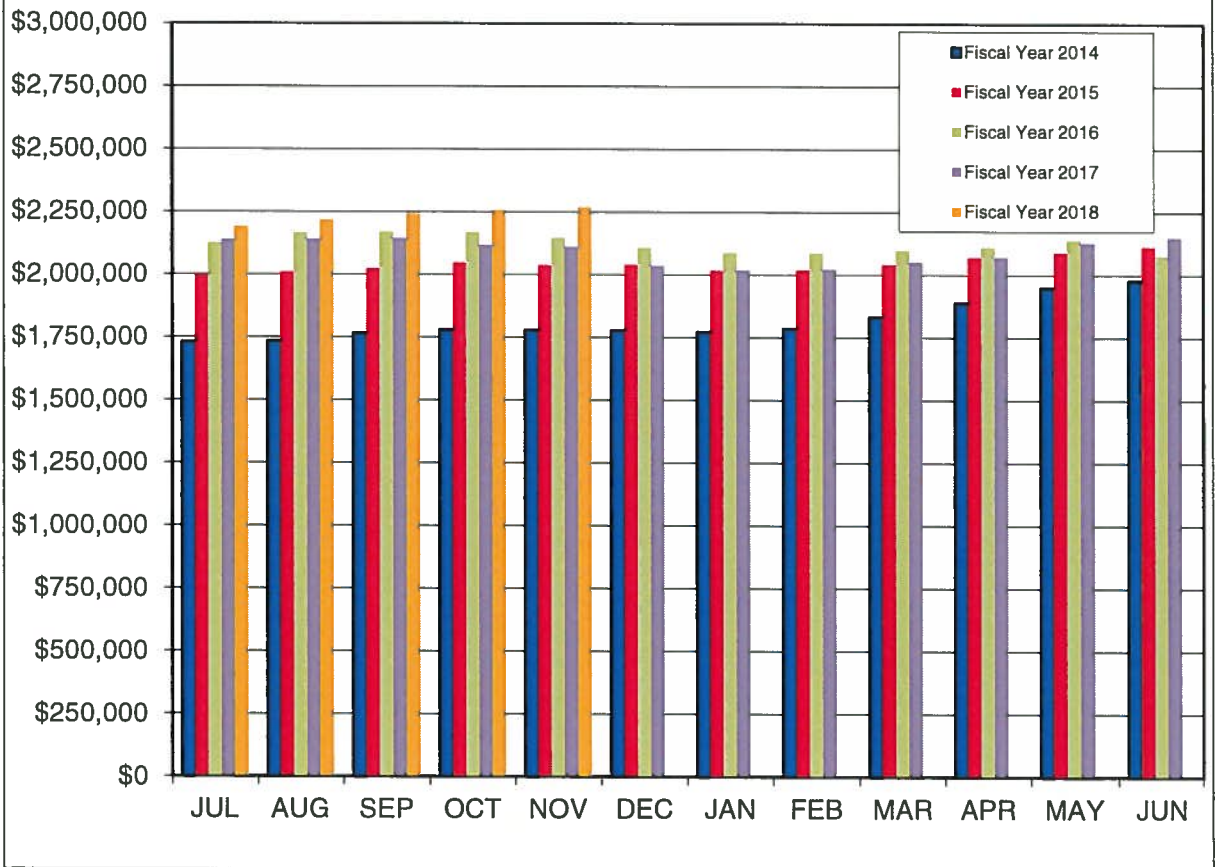
Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for		Projected Total as a % of Budget
					Remainder of Year	End Totals	
Revenues:	769,700	302,324	39.3%	467,376	418,609	720,933	93.7%
Expenditures							
Personnel:	532,000	149,736	28.1%	382,264	239,578	389,314	73.2%
Operating:	169,800	18,665	11.0%	151,135	21,561	40,225	23.7%
Capital:	67,900	14,559	21.4%	53,341	53,341	67,900	100.0%
Total Expenditures	769,700	182,960	23.8%	586,740	314,479	497,439	64.6%
Net for FY 2018	0	119,364			104,130	223,494	

**Statement of Cash Balance**

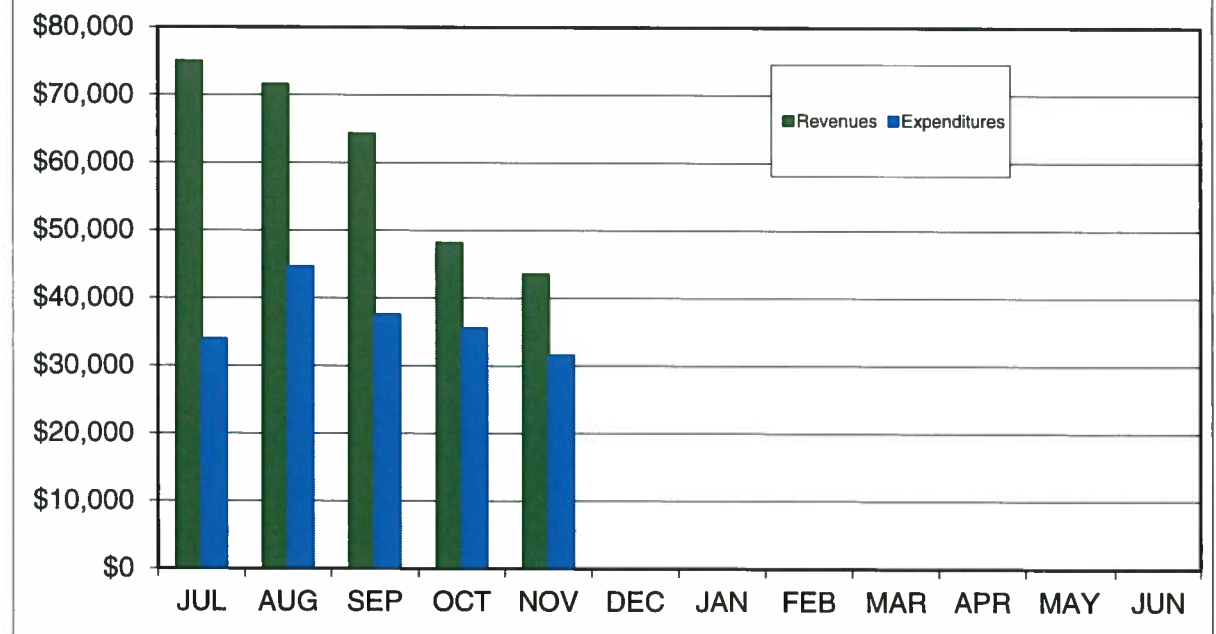
July 1, 2017	Fiscal Year to Date Expenditures and Encumbrances	Statement of Cash Balance		Projected Year End Available Cash
		Other Changes in Cash	Available Cash as of November 30, 2017	
Beginning Cash Available	302,324	90	2,268,535	2,372,664
	(182,960)			
				104,130
				2,372,664

**PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07**

**FY 13 - 17 Month-End Available Cash**



**FY 17 Revenues vs Expenditures**



# PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

