

DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

APRIL 10, 2017



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve agenda for the April 10, 2017 PWCL Board 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
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello
dbs.idaho.gov – (208) 332-7137

Monday, April 10, 2017
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 – Jim Roletto, Chairman

- Roll Call & Introductions
- Open Forum

CONSENT AGENDA

1. Approval of the April 10, 2017 Agenda – Jim Roletto, Chairman
2. Approval of the January 9, 2017 Board Meeting Minutes – Jim Roletto, Chairman

ACTION AGENDA

3. Election of Officers – Jim Roletto, Chairman

INFORMATIONAL AGENDA

4. Compliance Program Report – Terry Blessing, Compliance Program Supervisor
5. Administrator Report – Chris L. Jensen, Administrator
 - a. Financial Report

11:30 a.m. ADJOURN

All times, other than beginning, are approximate and scheduled according to Mountain Daylight Time (MDT), unless otherwise noted. Agenda items may shift depending on the PWCL Board's preference. 2/24/2017

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve draft minutes from the January 9, 2017 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

Monday – January 9, 2017 – 9:30 a.m. (MST)

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 JANUARY 9, 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 9:36 a.m. (MST)

Board Members Present:

Jim Roletto, Chairman
Joe Jackson, Vice-Chairman
Evan Goodwin
Garry Tolley
Robbie Austin

DBS Staff Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Patrick Grace, Deputy Attorney General
Larry Jeffres, Regional Manager, Region 1
Terry Blessing, Compliance Program Supervisor
Adam Bowcutt, Regional Supervisor, Region 3
Renee Bryant, Administrative Assistant 2

◆ **Introduction**

Administrator C. Kelly Pearce retired at the end of December. DBS Regional Manager, Region 3, Chris L. Jensen accepted the position as Administrator.

◆ **Open Forum**

There were no items or concerns to discuss.

◆ **Approval of January 9, 2017 Agenda**

The Chairman called for a motion to approve the agenda.

MOTION: Garry Tolley made a motion to approve the agenda as presented. Joe Jackson seconded. Vote called. All in favor, motion carried.

◆ **Approval of October 3, 2016 Board Meeting Minutes**

The Chairman called for a motion to approve the minutes.

MOTION: Joe Jackson made a motion to approve the minutes as written. Garry Tolley seconded. Vote called. All in favor, motion carried.

◆ **Compliance Program Report**

Violations – Over the last month, the Compliance Program Supervisor has investigated several companies allegedly in violation of the public works laws. Three cases have been resolved with fines.

Remodel of Public Buildings – Several small jurisdictions; i.e., fire districts, library district, etc. have called to request information on public works laws and the remodel of existing public buildings.

◆ **Operational Report**

Report – Addressed was the Quarterly PWCL Board Report as it pertains to assessments and number of licenses processed.

Compliance Program Report (Cont'd) – The Administrator offered, and the Chairman agreed, to work with the Compliance Program Supervisor; providing a detailed report on cases under investigation and/or have been resolved.

ACTION: For future meetings, the Board will receive a thorough report on proposed individuals/companies non-compliant with the public works rules.

◆ **Administrator Report**

Financial Report – Addressed was the Public Works Contractors License Fund FY 2017 financial statement as of November 30, 2016.

Changes within DBS – Administrator C. Kelly Pearce and Public Information Officer Bill Hatch retired the end of December. In addition, Deputy Administrator-Operations Steve Keys is no longer with the agency. There will be some reorganization within the Division with a new management team and the revamping of the Compliance Program.

Legislation – Beginning this year, program managers will present proposed legislation to legislative committees.

Nuclear Fuel Facility – Construction of a new \$1.6 billion facility, to process and store spent nuclear fuel from the nation's nuclear-powered submarines and aircraft carriers, will begin in 2019. The structure will go on the northeast side of the existing Naval Reactors Facility property east of Idaho Falls, Idaho.

◆ **Executive Session**

Originally, the Board was going to go into an Executive Session to discuss tort claims filed against the Board, Division and other organizations. In order to hold an Executive Session, there must be a two-third vote of the governing body. Three of the eight board members were absent from today's meeting; therefore, the Board did not have the required two-thirds. The Deputy Attorney General did provide general information on the incident and claims.

◆ **Adjournment**

The Chairman called for a motion to adjourn.

MOTION: Joe Jackson made a motion to adjourn the meeting. Garry Tolley seconded. Vote called. All in favor, motion carried.

The meeting adjourned at 10:15 a.m. (MST).

JIM ROLETTO, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 02/16/2017rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Election of Officers

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Appoint active board members to the positions of chairman and vice-chairman.

ACTION: Vote for a chairman and vice-chairman to oversee the Board.

BACKGROUND:

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

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Compliance Program Report

PRESENTER: Terry Blessing, Compliance Program Supervisor

OBJECTIVE: Provide an update on the statewide compliance 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. 05

Administrator Report

PRESENTER: Chris L. Jensen, 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



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05a

Financial Report

PRESENTER: Chris L. Jensen, Administrator

OBJECTIVE: Review the PWCL Financial report.

ACTION: Informational

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

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Financial report





Division of Building Safety
PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07
 Fiscal Year 2017 Financial Statements
 As of 2/28/2017

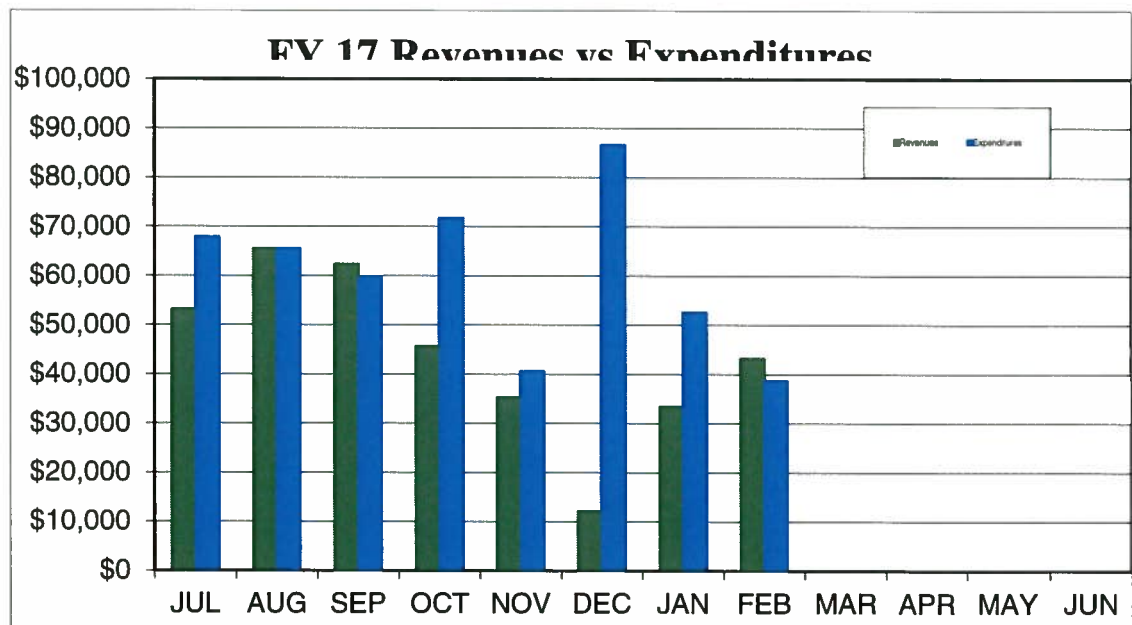
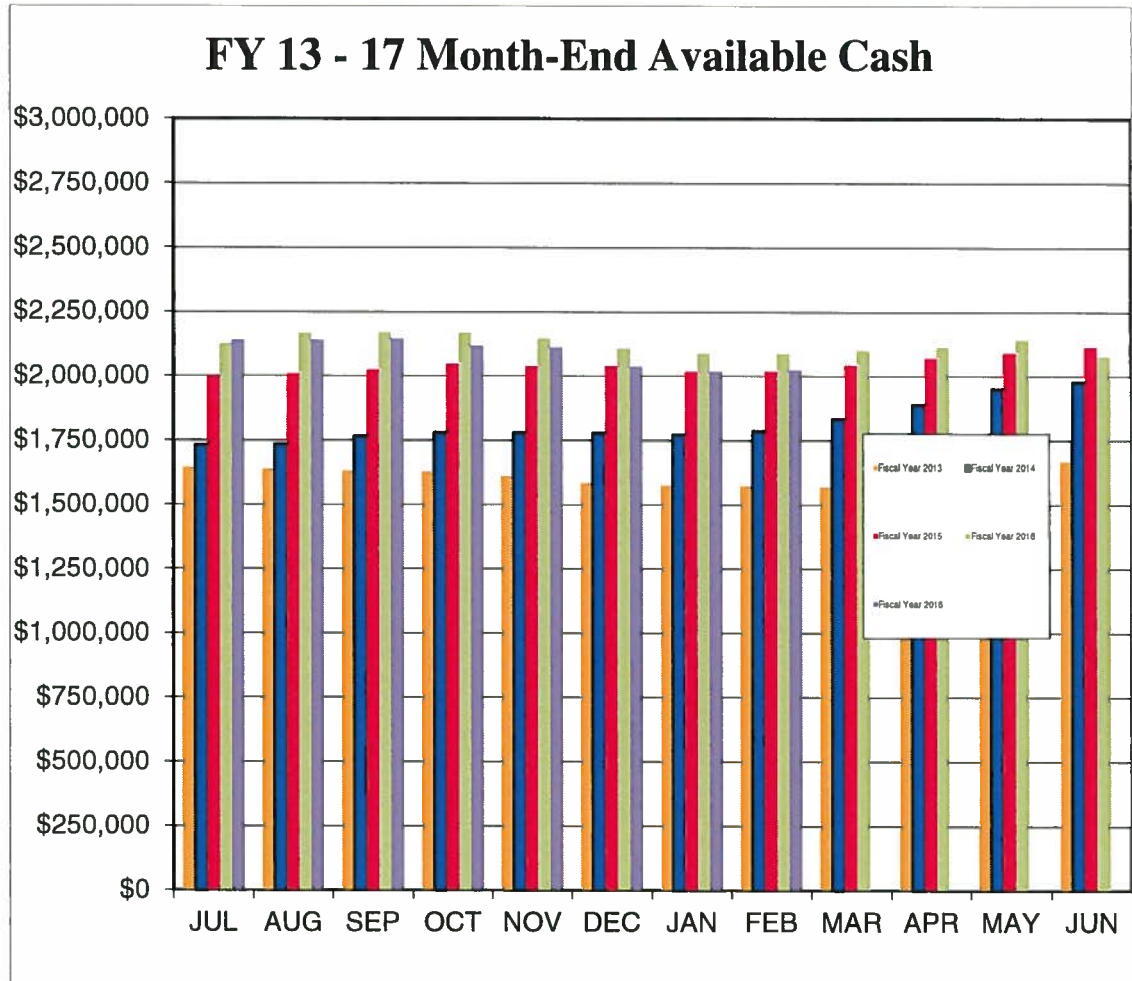
Statement of Revenues and Expenditures

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:	793,500	350,025	44.1%	443,475	266,515	616,540	77.7%
Expenditures							
Personnel:	577,500	315,789	54.7%	261,711	157,894	473,683	82.0%
Operating:	159,200	105,728	66.4%	53,472	43,867	149,595	94.0%
Capital:	56,800	61,235	107.8%	-4,435	0	61,235	107.8%
Total Expenditures	793,500	482,751	60.8%	310,749	201,762	684,513	86.3%
Net for FY 2017	-	(132,726)			64,753	(67,973)	

Statement of Cash Balance

July 1, 2016 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of Feb 28, 2017	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
2,154,773	350,025	(482,751)	188	2,022,235	64,753	2,086,988

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

