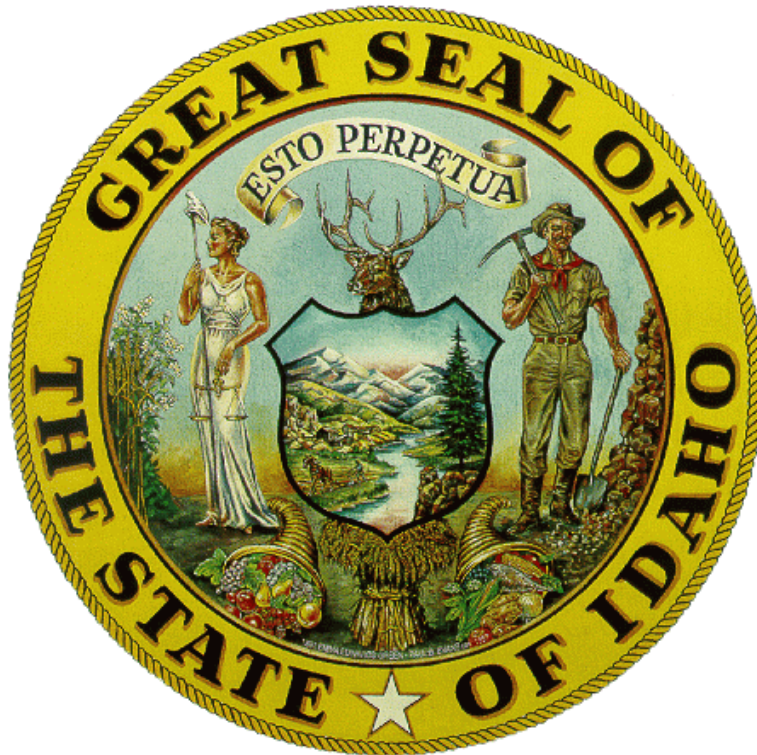


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

OCTOBER 9, 2018



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda and Minutes

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve the PWCL Board's October 9, 2018 Agenda and July 9, 2018 Draft Minutes.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Tentative Agenda and Draft Minutes



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**

**Tuesday, October 9, 2018
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 October 9, 2018 Agenda and July 9, 2018 Board Meeting Minutes – Jim Roletto

ACTION AGENDA

2. *Schedule 2019 Board Meetings – Jim Roletto*

INFORMATIONAL AGENDA

3. Licensing Changes--Different Categories – Spencer Holm, Deputy Attorney General
4. Compliance Report – Amy Kohler, Compliance Program Specialist
5. Administrator Report – Chris L. Jensen
 - a. Financial Report

11:30 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://dbs.idaho.gov/boards/pwboard/pwmeetings.html>.

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. 09/10/2018rb

**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – July 9, 2018 – 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 JULY 9, 2018 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 9:32 a.m. (MDT)

Board Members Present:

Jim Roletto, Chairman
Chuck Graves
Garry Tolley
Karen Echeverria
Brian Bailey
Robbie Austin

DBS Staff Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General (Teleconference)
Larry Jeffres, Regional Manager, Region 1
Patrick J. 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 discuss during open forum.

◆ **Approval of July 9, 2018 Agenda**

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

◆ **Approval of April 9, 2018 Board Meeting Minutes**

MOTION: Chuck Graves made a motion to approve the minutes as written. Garry Tolley seconded. All in favor, motion carried.

◆ **Meetings and Quorum Requirements**

Currently, statute is month specific for meetings and election of officers, and number specific for a quorum. The proposal generalizes those requirements to coincide with other DBS boards.

MOTION: Karen Echeverria made a motion to accept the changes to Idaho Code §54-1908 as presented. Chuck Graves seconded. All in favor, motion carried.

◆ **Automatic Suspension--Draft Rule**

Statute requires a qualified individual be associated to a contractor, and for the contractor to notify the Division when the qualified individual is no longer in his employ. The issue is contractors are not notifying DBS. The proposed rule clarifies the requirements of the contractor by defining “qualified individual”, “Written Notice” and “Reasonable Length of Time”. To avoid automatic license suspension, contractors will need to: 1) Complete and return, in a timely manner, a “Cease to be Connected” form by and to the Administrator, and 2) Hire a qualified individual within 90 days from the previous qualified individual’s departure.

MOTION: Chuck Graves made a motion for DBS to proceed with the draft rule to the 2019 legislature. Garry Tolley seconded. All in favor, motion carried.

◆ **Licensing Changes--Different Categories**

The issue before the Board is if it likes, as part of the public works licensing requirements, the current prerequisite of providing the history of a minimum of three projects at a certain value OR bonding criteria to qualify for a particular class of license. The Deputy Attorney General researched the requirements of other states. Oregon does not have a public works license, only a general contractor license. Washington appears to have something closer to what Idaho has, as well as a bonding requirement.

The history requisite is part of DBS’s internal procedure, and is not in statute or rule. The Division offered, and the Board agreed, to examine the processes to receive a public works license, and provide recommended changes to either policy or statute and rules at the October meeting.

ACTION: For the October 2018 Board meeting, DBS to provide suggested changes to the Division’s policy and/or statute and rules.

ACTION: The topic *Licensing Changes--Different Categories* will be placed on the October 9, 2018 agenda as an informational item.

◆ **Compliance Report**

There were no new issues to discuss under compliance report.

◆ **Administrator Report**

Financial Report – Briefly addressed was the PWCL Board Fund, FY 2018 Financial Statement, as of May 31, 2018. In 2017, the PWCL Board lent \$25,000 to assist in the establishment of the Damage Prevention Board. The money was repaid in January 2018.

Statistics – Administrator Chris L. Jensen provided an overview of the Division’s activities in 2017.

Executive Order – As addressed at previous meetings, in June, the Division submitted the licensing reports to the Lieutenant Governor’s office. Aware of the executive order, the legislature established a subcommittee to examine the licensing practices of Idaho as well.

◆ **Adjournment**

MOTION: Chuck Graves made a motion to adjourn the meeting. All in favor, motion carried.

The meeting adjourned at 10:10 a.m. (MDT).

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 corrections and final approve by the Public Works Contractors License Board.
08/28/2018rb

DRAFT

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

2019 Board Meeting Dates

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Schedule 2019 board meetings.

ACTION: Vote to accept, reject or modify the 2019 meeting dates as proposed under the topic *Background*.

BACKGROUND: Suggested 2019 Board meeting dates:

**January 14th (Monday), April 15th (Monday), July 15th (Monday),
and October 7th (Monday)**

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative 2019 Board Meeting Calendar



DBS BOARD MEETINGS - 2019

DAMAGE PREVENTION BOARD

JAN 24, MAR 14, MAY 23, JUL 18, SEP 26, NOV 21

FACTORY BUILT STRUCTURES ADVISORY BOARD

FEB 12, MAY 14, JUL 9

IDAHO BUILDING CODE BOARD

JAN 15, JAN 29, FEB 19, APR 16, JUN 18, AUG 20 (TENT), OCT 15

IDAHO ELECTRICAL BOARD

JAN 23, APR 24, JUL 24, OCT 23

IDAHO HEATING VENTILATION & AIR COND. BOARD

JAN 8, MAR 12, MAY 21, NOV 12

IDAHO PLUMBING BOARD

JAN 17, MAR 21, MAY 16, SEPT 19

PUBLIC WORKS CONTRACTORS LICENSE BOARD

JAN 14, APR 15, JUL 15, OCT 7

SCHOOL SAFETY & SECURITY ADVISORY BOARD

JAN 10, SEP 12

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

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

JANUARY			FEBRUARY			MARCH			APRIL			MAY			JUNE						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5	1	2				1	2	3	4						1
6	7	8	9	10	11	12	3	4	5	6	7	8	9	10	11	2	3	4	5	6	7
13	14	15	16	17	18	19	10	11	12	13	14	15	16	17	18	9	10	11	12	13	14
20	21	22	23	24	25	26	17	18	19	20	21	22	23	24	25	16	17	18	19	20	21
27	28	29	30	31			24	25	26	27	28	29	30			23	24	25	26	27	28
							31									30					
JULY			AUGUST			SEPTEMBER			OCTOBER			NOVEMBER			DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
		1	2	3	4	5	1	2	3	4	5	6	7			1	2	3	4	5	6
7	8	9	10	11	12	13	4	5	6	7	8	9	10	11	12	3	4	5	6	7	8
14	15	16	17	18	19	20	11	12	13	14	15	16	17	18	19	10	11	12	13	14	15
21	22	23	24	25	26	27	18	19	20	21	22	23	24	25	26	17	18	19	20	21	22
28	29	30	31				25	26	27	28	29	30	31			24	25	26	27	28	29

Holidays outlined & highlighted in gray -- Management meetings outlined in blue -- Industrial Safety meetings outlined in red

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Licensing Changes--Different Categories

PRESENTER: Spencer Holm, Deputy Attorney General

OBJECTIVE: Change licensing criteria based on a contractors surety company's willingness to bond a project.

ACTION: Informational

BACKGROUND: April 2018 – Scott Wood, Wood's Crushing and Hauling, addressed the Board with regard to licensure and bidding limitations; expressing a need for the Board to reestablish its criteria based on a surety company's willingness to bond a project. Board Member Brian Bailey specified the current requirements for classification of licensure restricts a contractor's growth, creates a smaller bidding pool, loses Idaho jobs to larger out-of-state contractors, and loses revenue.

The Board, not sure the bond is the right solution, agreed there could potentially be some language adjustments to increase the capacity/capabilities of Idaho's contractors.

July 2018 – The Deputy Attorney General researched the requirements of other states. Washington appears to have something closer to what Idaho has, as well as a bonding requirement. The history requisite is part of DBS's internal procedure, and is not in statute or rule. The Division offered, and the Board agreed, to examine the processes to receive a public works license, and provide recommended changes to either policy or statute and rules at the October meeting.

ATTACHMENTS: No Documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Compliance Report

PRESENTER: Amy Kohler, Compliance Program Specialist

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

ACTION: Informational

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

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Quarterly PWCL Board Report



Quarterly PWCL Board Report

Licenses Processed for July 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	0	57	3	0
AAA	0	28	1	0
AA	3	15	0	1
A	1	23	1	0
B	2	43	2	0
CC	2	10	2	3
C	8	72	2	3
D	8	49	0	0
Totals	24	297	11	7
2017 Totals	27	237	12	6
Construction Managers	0	3		

Licenses Processed for August 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	3	39	5	1
AAA	0	30	1	1
AA	1	23	2	1
A	1	19	6	0
B	0	36	6	1
CC	0	9	1	0
C	7	67	3	5
D	10	61	0	0
Totals	22	284	24	9
2017 Totals	14	307	21	6
Construction Managers	0	5		

Licenses Processed for September 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	3	27	2	0
AAA	1	17	1	1
AA	0	15	3	0
A	0	14	1	1
B	1	33	2	3
CC	1	5	1	0
C	4	55	0	3
D	11	38	0	2
Totals	21	204	10	10
2017 Totals	16	205	19	4
Construction Managers	2	3		

	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 **3186** active public works contractors and **85** active construction managers as of September 30, 2018.

PWCL Assessments

This fiscal year, as of December 31, 2017 PWCL collected \$0.00 in assessments.

PWCL collected \$0.00 in assessments for 2018.

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 2019 Financial Statements

As of 08/31/2018

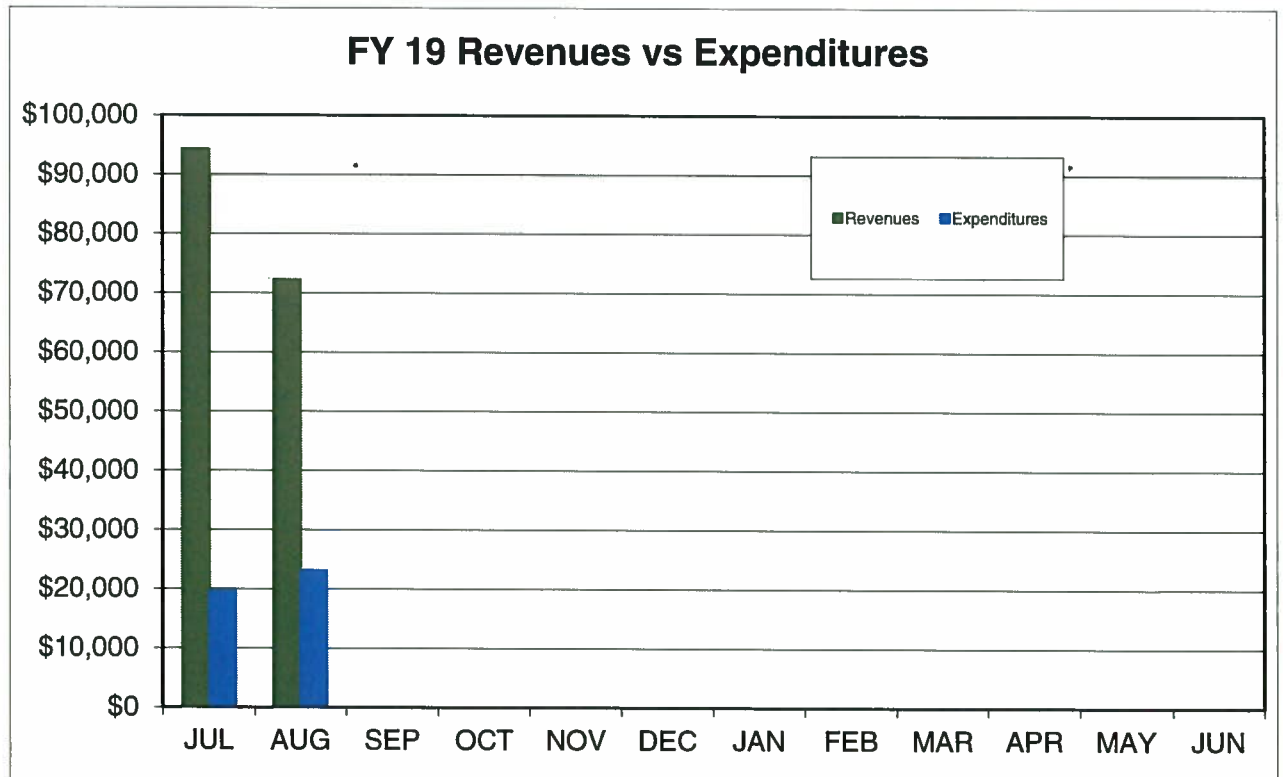
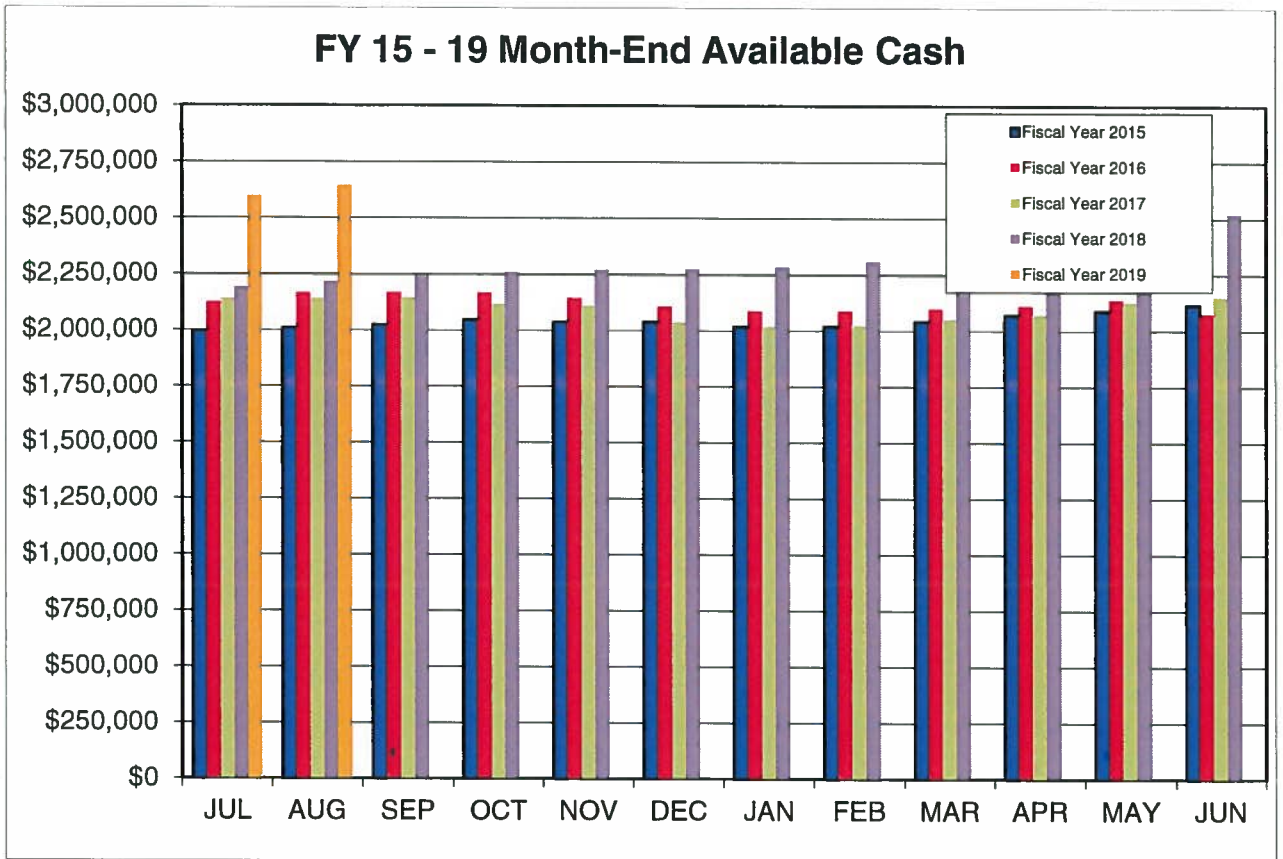
Statement of Revenues and Expenditures

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:	429,189	166,299	38.7%	262,890	617,411	783,710	182.6%
Expenditures							
Personnel:	336,000	37,155	11.1%	298,845	204,353	241,508	71.9%
Operating:	57,500	5,328	9.3%	52,172	19,678	25,005	43.5%
Capital:	35,689	150	0.4%	35,540	35,540	35,689	100.0%
Total Expenditures	429,189	42,632	9.9%	386,557	259,570	302,202	70.4%
Net for FY 2019	-	123,667			357,841	481,508	

Statement of Cash Balance

July 1, 2018 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of August 31, 2018	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
2,519,549	166,299	(42,632)	45	2,643,261	357,841	3,001,102

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

