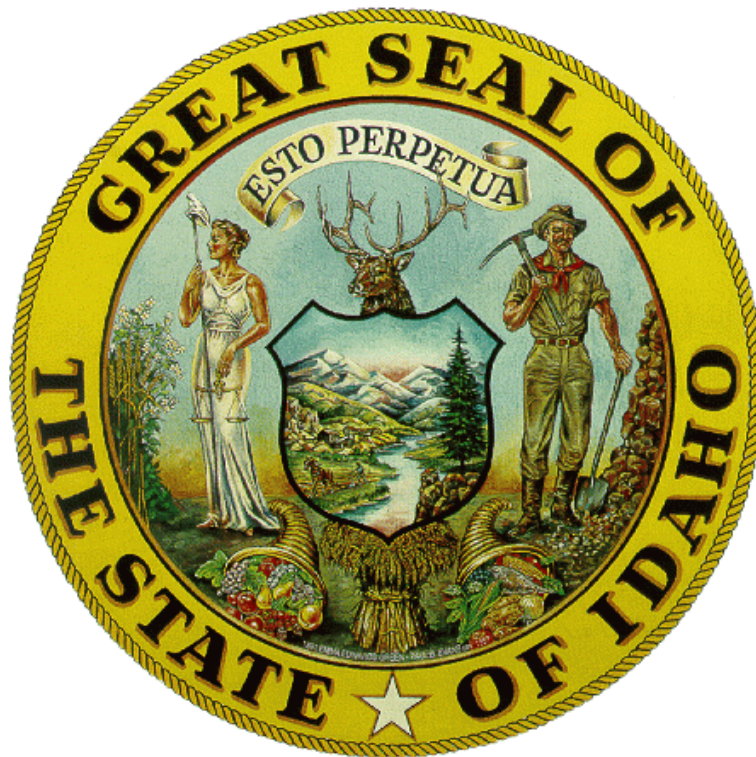


DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

PUBLIC WORKS CONTRACTORS LICENSE
BOARD MEETING

OCTOBER 18, 2021



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda and Minutes

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve the PWCL Board's October 18, 2021 Agenda and July 19, 2021 Meeting Minutes.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative Agenda and Draft Minutes



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

PUBLIC WORKS CONTRACTORS LICENSE BOARD MEETING

**Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
155 North Maple Street, Blackfoot**

**Teleconference – (877) 820-7831--529619
dbs.idaho.gov – (208) 332-7137**

Monday, October 18, 2021

9:30 a.m. – 10:30 a.m. (MDT) / 8:30 a.m. – 9:30 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 18, 2021 Agenda, and July 19, 2021 Meeting Minutes – Jim Roletto

ACTION AGENDA

2. Election of Officers – Jim Roletto
3. Schedule 2022 Board Meetings – Jim Roletto

INFORMATIONAL AGENDA

4. Professional Engineers as City Building Inspectors – Jim Roletto
5. Administration Report – Ron Whitney / MiChell Bird

10:30 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. 10/05/2021rb

**PUBLIC WORKS CONTRACTORS LICENSE
BOARD MEETING**

Monday – July 19, 2021 – 9:30 a.m. (MDT)

**Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian
1250 Ironwood Drive, Suite 220, Coeur d'Alene
155 North Maple Street, Blackfoot**

***DRAFT MINUTES OF THE JULY 19, 2021 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
Joe Jackson, Vice-Chairman
Jake Claridge
Larry Geyer
Chuck Graves
Evan Goodwin
Robbie Austin-Telecon.

DBS Staff Members Present:

Michelle Bird, Bureau Chief
Ron Whitney, Administration
Spencer Holm, Deputy Attorney General-Telecon.
Jeff Egan, Building Program Manager
Adam Bowcutt, Regional Manager, Region 3
Gary Sonnen, Regional Supervisor, Region 1
Renee Bryant, Administrative Assistant 2

◆ **Recognition**

Karen Echeverria was recognized with a plaque for her years of service on the Board.

◆ **Open Forum**

There were no new issues to discuss under open forum.

◆ **Approval of the July 19, 2021 Agenda and Minutes from the January 11, 2021, and February 24, 2021 (Special) Meetings**

MOTION: Joe Jackson made a motion to approve the July 19, 2021 Agenda as presented, January 11, 2021 and February 24, 2021 (Special) Meeting Minutes as written. Chuck Graves seconded. All in favor, motion carried.

◆ **Administration Report**

Remodel – The Coeur d'Alene office has been remodeled, to include additional offices and the expansion of the board room.

Licensing Update – Ron Whitney acknowledged Adriana Burton, Technical Records Specialist 2, on the high volume of public work licenses she has been, and continues to, process/activate for the entire State of Idaho. The Division continues to work to fill a position to assist Ms. Burton.

Financial Report – The Public Work Contractors Licensing Fund continues to look good. The Division of Occupational and Professional Licenses (DOPL) is inundated with new applications as companies/individuals continue to move into Idaho for work.

DOPL Transition – A memo is being drafted regarding the merger of DBS into DOPL. Once everyone is notified, agency documents will be updated. It is anticipated the Division will move to the Chinden Campus in early 2022.

Inspections and Permits – The Division continues to perform an average of 650 inspections and issue over 300 permits per day.

PWCL Projects – The University of Idaho, Moscow, and Idaho State University, Pocatello, have contracts with a new food vendor who is remodeling building spaces into restaurants. Initially, there was question whether the contractors needed a public works license because they were paid by the vendor, not the universities. It was determined it was not the funding that was the critical factor but the fact they were doing work on the campus's. The contractors, as well as their subcontractors were required, and have obtained, public work contractors licenses.

Creation of DOPL – DOPL Building, Construction, and Real Estate Chief MiChelle Bird explained the process behind DOPL becoming a new agency, encompassing 11 agencies and 47 boards. This is part of the Governor's efficiency campaign of licensing.

◆ **Adjournment**

With no further comments or discussion, Chairman Roletto asked for a motion to adjourn.

MOTION: Joe Jackson made a motion to adjourn. Larry Geyer seconded. All in favor, motion carried.

The meeting adjourned at 10:05 a.m. (MDT)

JIM ROLETTO, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

RON WHITNEY, ADMINISTRATION
DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 08/17/2021rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

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 with Idaho Code § 54-1908, "Each year the board shall elect officers."

ATTACHMENTS: No Documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Schedule 2022 Board Meetings

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Schedule 2022 board meetings.

ACTION: Vote to accept, reject or modify the 2022 meeting dates as proposed under the topic *Background*.

BACKGROUND: Suggested 2022 board meeting dates:

January 10th, April 18th, July 18th, and October 17th

**PROCEDURAL
HISTORY:**

ATTACHMENTS: 2022 Board Meeting Calendar



DOPL BOARD MEETINGS - 2022

DAMAGE PREVENTION BOARD	JAN 27, MAR 10, MAY 26, JUL 14, SEP 22, NOV 17
FACTORY BUILT STRUCTURES ADVISORY BOARD	FEB 8, MAY 10, JUL 12
IDAHO BUILDING CODE BOARD	FEB 22, APR 12, JUN 14, AUG 16 (TEN), OCT 18
IDAHO ELECTRICAL BOARD	JAN 26, APR 27, JUL 20, OCT 26
IDAHO HEATING VENTILATION & AIR COND. BOARD	JAN 12, MAR 9, MAY 11, NOV 9
IDAHO PLUMBING BOARD	JAN 20, MAR 17, MAY 19, SEP 15
PUBLIC WORKS CONTRACTORS LICENSE BOARD	JAN 10, APR 18, JUL 18, OCT 17

Board meetings will be held at each of the Division of Occupational and Professional Licenses regional offices

1090 EAST WATERTOWER STREET, SUITE 150
MERIDIAN, ID 83642

1250 IRONWOOD DRIVE. SUITE 220
COEUR D'ALENE, ID 83814

155 NORTH MAPLE STREET
BLACKFOOT, ID 83221

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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
						1			1	2	3	4	5			1	2	3	4	5						1	2	1	2	3	4	5	6	7				1	2	3	4
2	3	4	5	6	7	8	6	7	8	9	10	11	12	6	7	8	9	10	11	12	3	4	5	6	7	8	9	8	9	10	11	12	13	14	5	6	7	8	9	10	11
9	10	11	12	13	14	15	13	14	15	16	17	18	19	13	14	15	16	17	18	19	10	11	12	13	14	15	16	15	16	17	18	19	20	21	12	13	14	15	16	17	18
16	17	18	19	20	21	22	20	21	22	23	24	25	26	20	21	22	23	24	25	26	17	18	19	20	21	22	23	22	23	24	25	26	27	28	19	20	21	22	23	24	25
23	24	25	26	27	28	29	27	28						27	28	29	30	31			24	25	26	27	28	29	30	29	30	31					26	27	28	29	30		
30	31																																								

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	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S			
						1			1	2	3	4	5	6						1	2	3							1			1	2	3	4	5						1	2	3
3	4	5	6	7	8	9	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8	6	7	8	9	10	11	12	4	5	6	7	8	9	10			
10	11	12	13	14	15	16	14	15	16	17	18	19	20	11	12	13	14	15	16	17	9	10	11	12	13	14	15	13	14	15	16	17	18	19	11	12	13	14	15	16	17			
17	18	19	20	21	22	23	21	22	23	24	25	26	27	18	19	20	21	22	23	24	16	17	18	19	20	21	22	20	21	22	23	24	25	26	18	19	20	21	22	23	24			
24	25	26	27	28	29	30	28	29	30	31				25	26	27	28	29	30	23	24	25	26	27	28	29	27	28	29	30				25	26	27	28	29	30	31				
31																				30	31																							

Holidays outlined in GRAY-- Industrial Safety mtgs outlined in RED--Reg. Supervisor mtgs outlined in GREEN

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04 Professional Engineers as City Building Inspectors

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: For professional engineers to become city building inspectors.

ACTION: Informational

BACKGROUND: Some cities are having trouble finding certified individuals to become city building inspectors. The question arose whether professional engineers can be used to fill those positions.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No Documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05

Administration Report

PRESENTER: Ron Whitney / MiChell Bird

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: Financial Report & Quarterly License and Assessments Report





Division of Building Safety
 PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07
 Fiscal Year 2021 Financial Statements
 As of 06/30/21

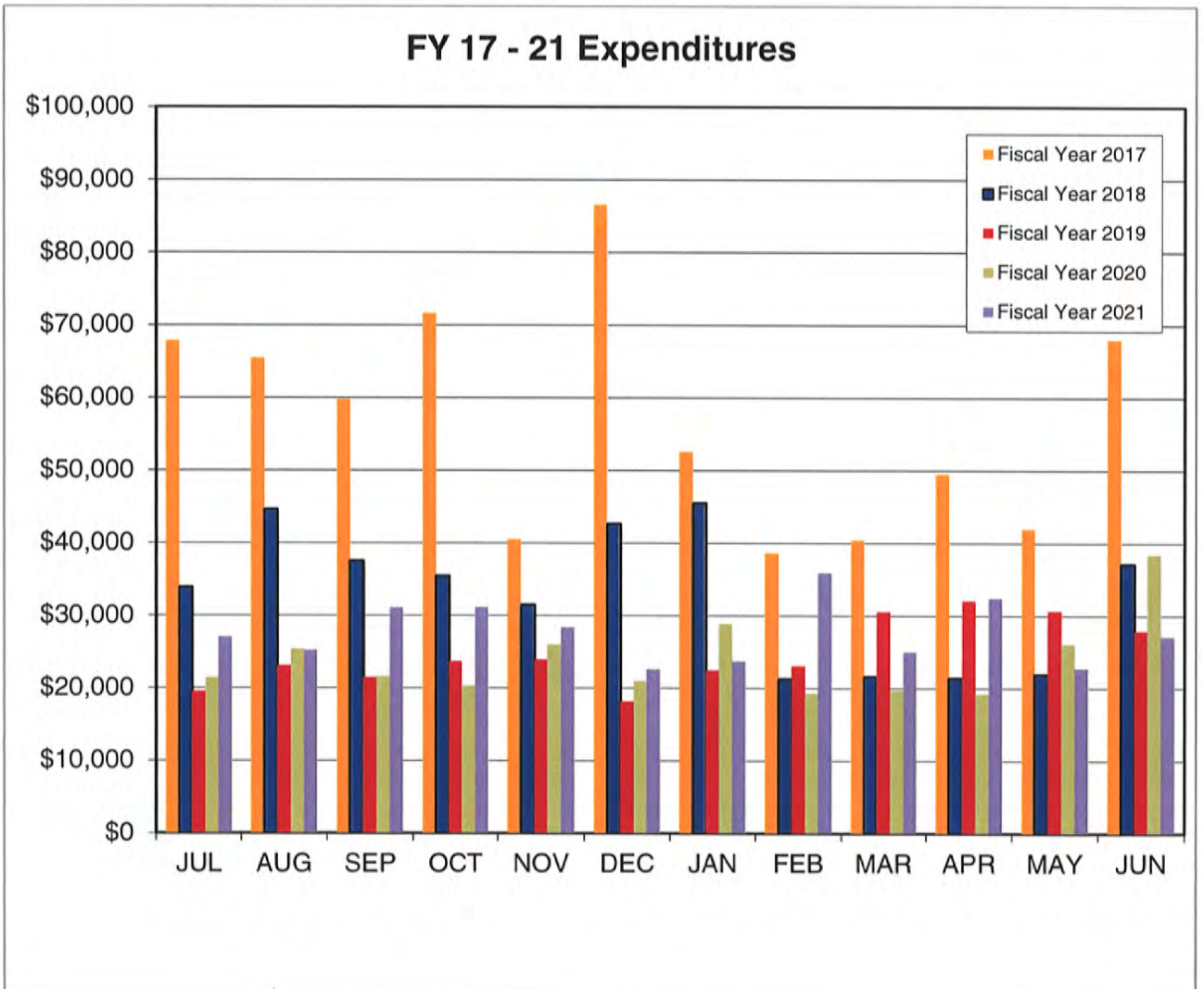
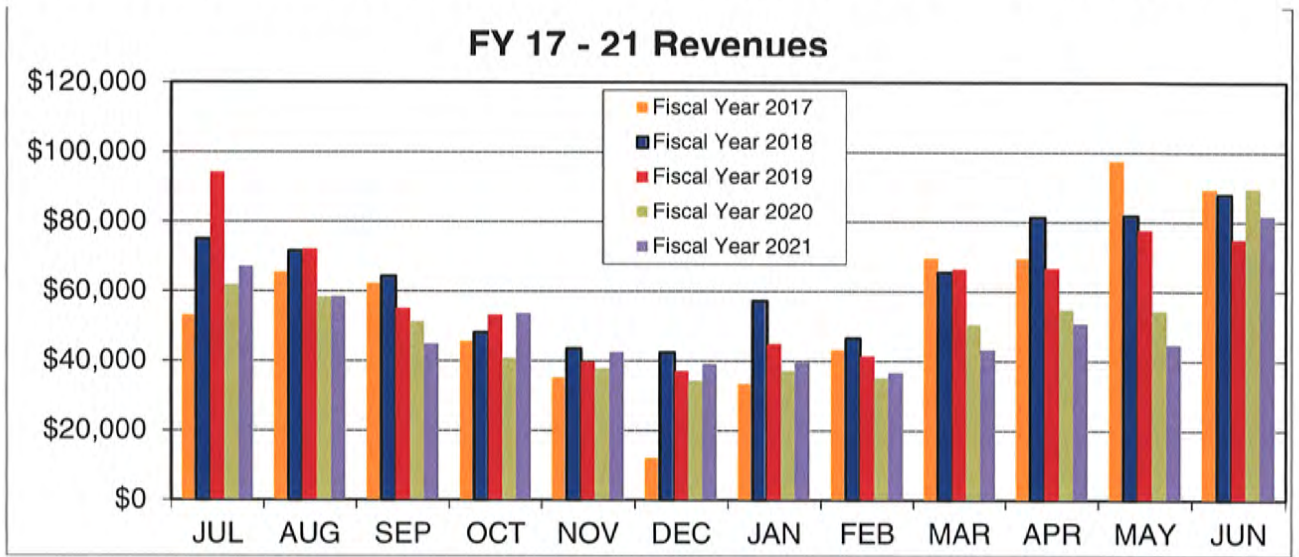
Statement of Revenues and Expenditures

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:	330,000	602,233	182.5%	(272,233)	0	602,233	182.5%
Expenditures							
Personnel:	254,900	266,751	104.6%	(11,851)	0	266,751	104.6%
Operating:	52,400	49,434	94.3%	2,966	0	49,434	94.3%
Capital:	22,700	16,124	71.0%	6,576	0	16,124	71.0%
Total Expenditures	330,000	332,309	100.7%	(2,309)	0	332,309	100.7%
Net for FY 2021	0	269,924			0	269,924	

Statement of Cash Balance

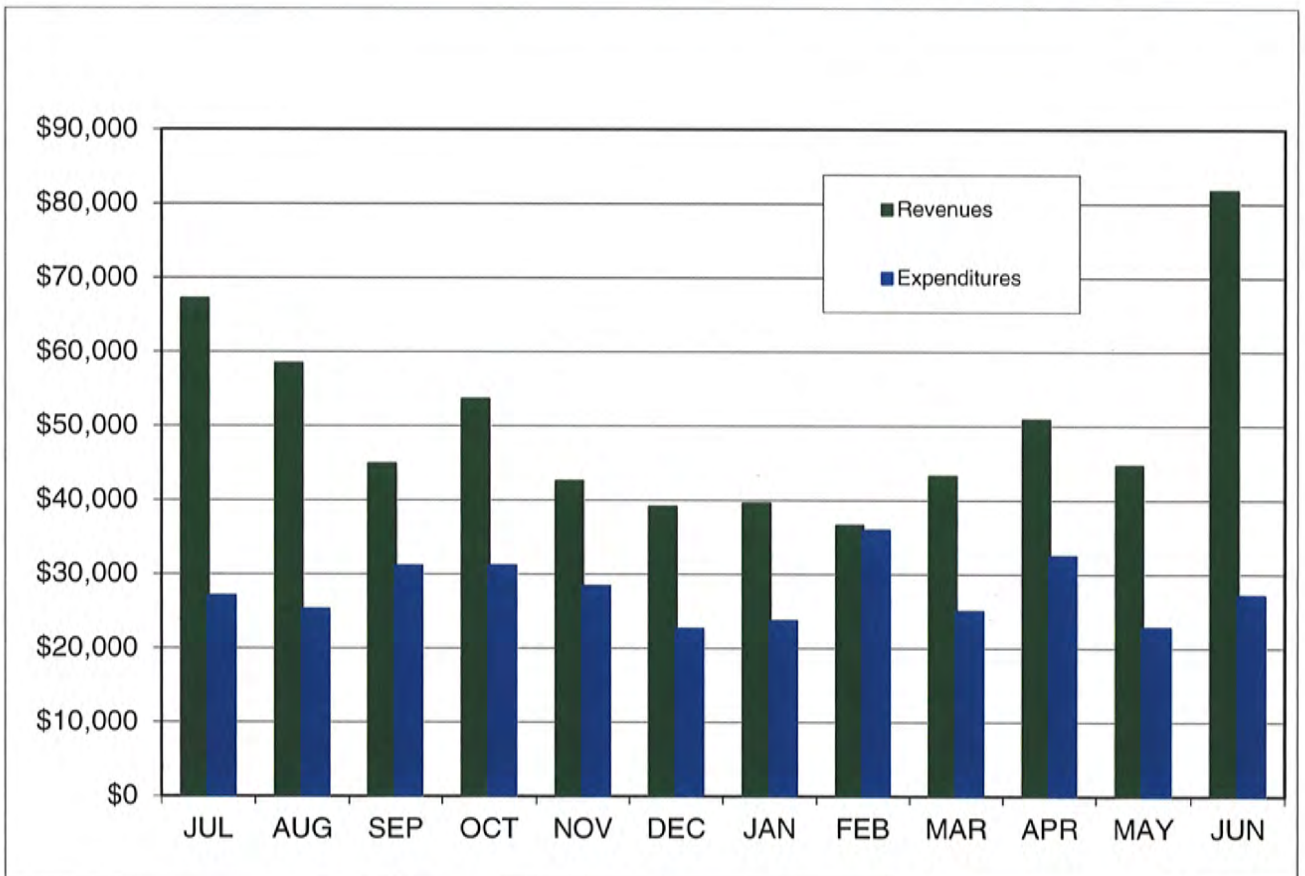
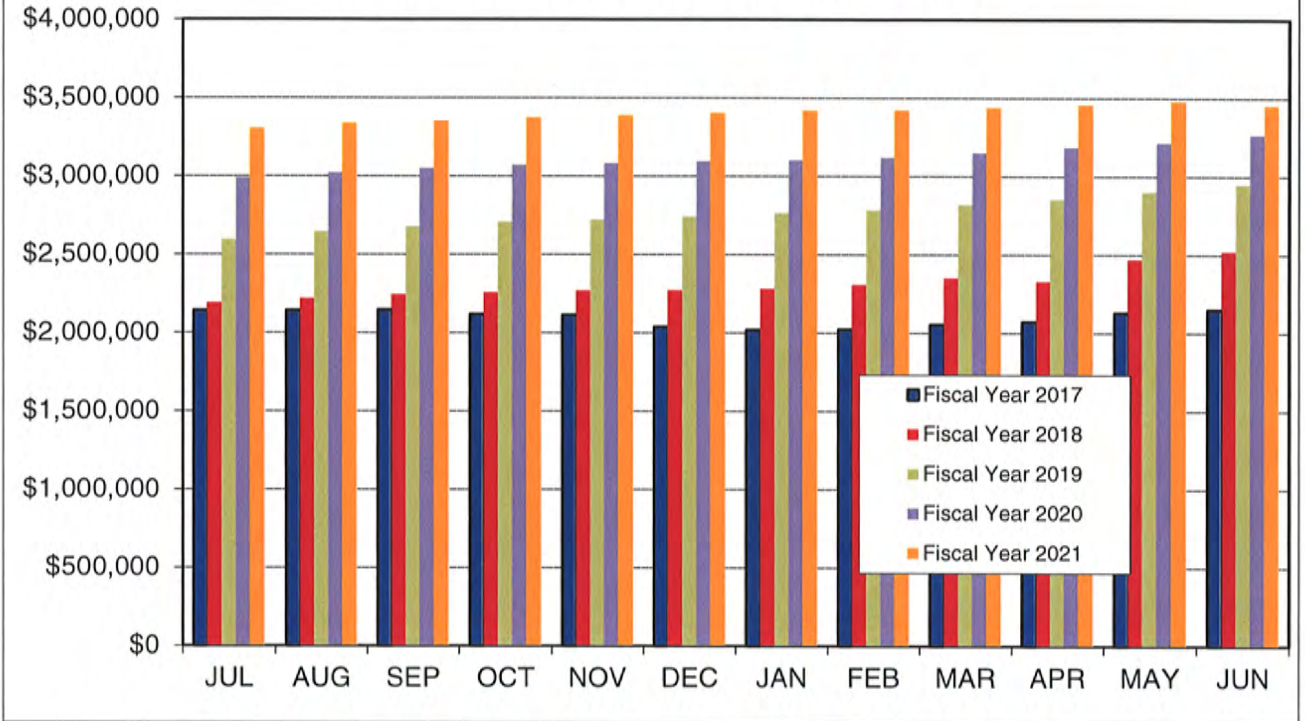
July 1, 2020 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of June 30, 2021	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
3,264,333	602,233	(332,309)	(74)	3,534,183	0	3,534,183

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

FY 17 - 21 Month-End Available Cash



Quarterly PWCL Board Report

Licenses Processed for July 2021

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	3	56	1	0
AAA	1	31	1	0
AA	1	34	3	1
A	1	28	0	0
B	4	50	1	1
CC	1	8	3	1
C	7	89	1	3
D	8	64	0	0
Totals	26	360	10	6
2020 Totals	20	298	13	3
Construction Managers	1	9		

Licenses Processed for August 2021

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	6	76	2	0
AAA	0	40	2	0
AA	2	33	2	0
A	1	25	3	1
B	2	47	2	2
CC	0	10	1	1
C	2	95	0	3
D	11	74	0	2
Totals	24	400	12	9
2020 Totals	32	243	5	8
Construction Managers	1	9		

Licenses Processed for September 2021

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	5	46	2	0
AAA	0	32	1	1
AA	3	22	0	0
A	3	25	1	1
B	2	51	4	1
CC	0	10	3	0
C	1	84	1	5
D	14	70	0	0
Totals	28	340	12	8
2020 Totals	14	214	13	8
Construction Managers	0	8		

	Originals	Renewals	Upgrades	Downgrades
Calendar Yr 2020	308	2804	164	70
Calendar Yr 2019	275	2952	171	76
Calendar Yr 2018	279	2923	180	79
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

The program currently shows **3455** active public works contractors and **94** active construction managers as of September 30, 2021.