

**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**

**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)

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JIM ROLETTO, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSE BOARD

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RON WHITNEY, ADMINISTRATION  
DIVISION OF OCCUPATIONAL AND  
PROFESSIONAL LICENSES

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DATE

08/17/2021rb

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DATE