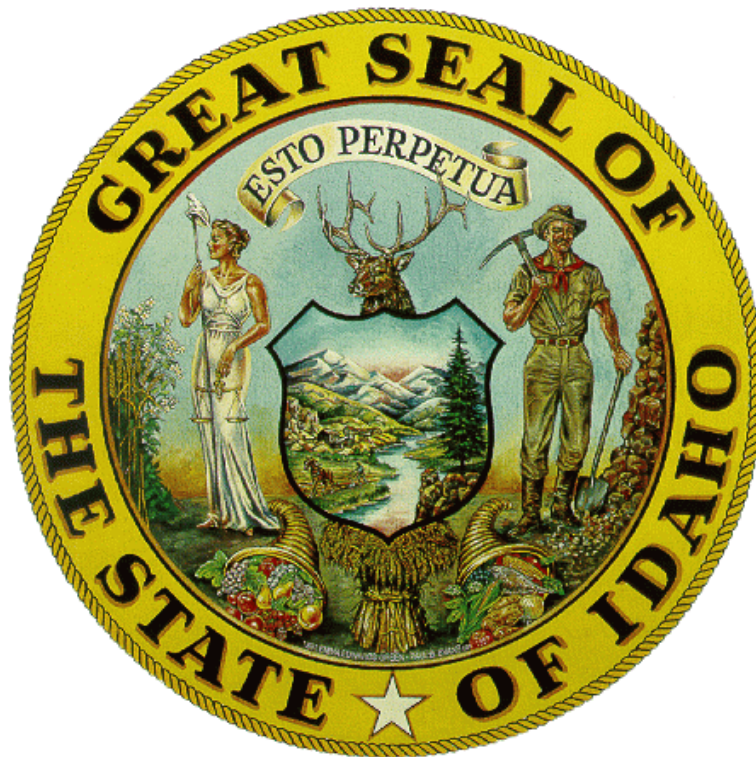


DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

PUBLIC WORKS CONTRACTORS LICENSE
BOARD MEETING

JANUARY 10, 2022



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve the PWCL Board's January 10, 2022 Agenda.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative Agenda



NOTICE OF PUBLIC MEETING

AGENDA
January 10, 2022

PUBLIC WORKS CONTRACTORS LICENSE BOARD MEETING
Division of Occupational and Professional Licenses
1090 East Watertower Street, Suite 150, Meridian

Teleconference: (877) 820-7831--29619 (Participant Code)
db.s.idaho.gov – (208) 322-7137

***9:30 A.M. (MT)**

CALL TO ORDER

- Roll Call, Introductions-Jim Roletto, Chairman
 - DOPL Organizational Chart Update-MiChell Bird, Bureau Chief
 - Executive Officer Introduction-Warren Wing, Executive Officer
 - Open Forum
1. Approval of the January 10, 2022, Agenda [**Action**]-Chairman
 2. Approval of the October 18, 2021, Meeting Minutes [**Action**]-Chairman
 3. Board Business-Executive Officer
 - A. Identify Training Opportunities for Board Members
 - B. Board Members Opportunity to Identify What Kind of Information They Would Like to Receive During the Board Meetings
 4. Division Updates-Executive Officer
 - A. Financial Update
 - B. Quarterly License Report

ADJOURNMENT

**All times, other than beginning, are approximate and scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on the Idaho PWCL Board's preference. 01/06/2022rb*

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve the PWCL Board's October 18, 2021 Meeting Minutes.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Minutes



**PUBLIC WORKS CONTRACTORS
LICENSE BOARD MEETING**

Monday – October 18, 2021 – 9:30 a.m. (MST)

**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 OCTOBER 18, 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 9:34 a.m. (MST)

Board Members Present:

Jim Roletto, Chairman
Joe Jackson, Vice-Chairman
Jake Claridge
Chuck Graves
Robbie Austin-Telecon.

DOPL Staff Members Present:

Ron Whitney, Delegatee of the Administrator
Spencer Holm, Deputy Attorney General-Telecon.
Gary Sonnen, Regional Supervisor, Region 1
Shelly Dixon, Regional Supervisor, Region 3
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to discuss under open forum.

◆ **Approval of the October 18, 2021 Agenda and July 19, 2021 Board Meeting Minutes**

MOTION: Jake Claridge made a motion to approve the October 18, 2021 Agenda as presented, and July 19, 2021 Meeting Minutes as written. Joe Jackson seconded. All in favor, motion carried.

◆ **Election of Officers**

The terms of the board members were reviewed to determine who is eligible to hold the positions of chairman and vice-chairman on the board.

Chairman

MOTION: Chuck Graves made a motion to reappoint Jim Roletto as chairman. Jake Claridge seconded. All in favor, motion carried.

Vice-Chairman

MOTION: Jim Roletto made a motion to reappoint Joe Jackson as vice-chairman.

Vice-Chairman Joe Jackson stated it is quite possible he could be replaced before the next meeting.

MOTION: Joe Jackson made a motion to nominate Jake Claridge as vice-chairman. Chuck Graves seconded. All in favor, motion carried.

◆ **Schedule 2022 Board Meetings**

The proposed 2022 board meeting dates are: January 10, April 18, July 18, and October 17. Once the Division moves to the Chinden Campus, any conflicts among board meetings within the Building, Construction, and Real Estate Bureau, will be rescheduled.

MOTION: Chuck Graves made a motion to approve the dates as presented in the packet. Jake Claridge seconded. All in favor, motion carried.

◆ **Professional Engineers as City Building Inspectors**

In northern Idaho, several city/county building inspectors have retired, creating a hardship for contractors as it pertains to inspections. Chairman Roletto asked if other areas are having the same issue, and does the state provide assistance until a new certified building inspector is hired. The State does not have the flexibility or manpower to assist cities/counties with their inspections, and according to statute, state and local building inspectors must hold a valid certification issued by the International Code Council. It was suggested looking into hiring third party inspectors that are properly certified. Ron Whitney offered to research and provide to Chairman Roletto independent third party companies with certified inspectors that could potentially contract for those services.

Another concern is the amount of money required for a building permit, i.e., foundations, framing, insulation, roofs, etc., versus manpower on-site to inspect. Board Member Chuck Graves suggested, and Chairman Roletto agreed, this topic should be discussed at the January 2022 meeting; thus, providing an opportunity to explore some of the challenges as it relates to fees and permits. Chairman Roletto offered to bring information to the January 2022 meeting on a couple of cases in question.

◆ **Administration Report**

Retirement – Former Administrator Ron Whitney announced his retirement at the end of December 2021.

DOPL Transition – The Division is in the process of updating its applications, letters, etc. onto the new DOPL letterhead.

Licensing – With the hire of a Technical Records Specialist 1, staff is up-to-date on all incoming applications, required paperwork and assisting contractors.

Tax Commission – The Idaho Tax Commission will begin providing the Public Works Licensing Section with the WH-5 “Public Works Contract Report” forms on a monthly basis. Staff will then be able to review the reports; ensuring contractors and subcontractors are properly licensed.

Education Program – The Division is looking at bringing the education program back up to speed as there have been a couple of incidences where cities, counties and/or school districts could use some pre-education before they begin doing public works contracting

PWCL Quarterly Report – The Quarterly PWCL Board Report, July through August 2021, was reviewed.

Financial Report – The Board’s finances are consistent and in great shape.

Permit/Inspection Activity – Based on all of the Division trades, for the month of October 2021, the Division averaged 768 inspections and 325 new permits a day.

Chinden Campus – The tenant improvements are supposed to be done in February 2022 with the Division moving to the campus in June or July 2022.

◆ **Adjournment**

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

MOTION: Joe Jackson made a motion to adjourn the meeting. Jake Claridge seconded. All in favor, motion carried.

The meeting adjourned at 10:12 a.m. (MST)

JIM ROLETTO, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

WARREN WING, EXECUTIVE OFFICER
DIVISION OF OCCUPATIONAL AND
PROFESSIONAL LICENSES

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 01/05/2022rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Board Business

PRESENTER: Warren Wing, Executive Officer

OBJECTIVE: Identify training and determine the type of information to provide at board meetings.

ACTION: Informational

BACKGROUND: The following topics will be addressed:

- Identify Training Opportunities for Board Members
 - Board Members Opportunity to Identify What Kind of Information They Would Like to Receive During the Board Meetings
-

PROCEDURAL HISTORY:

ATTACHMENTS: No Documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Division Updates

PRESENTER: Warren Wing, Executive Officer

OBJECTIVE: Provide an overview of the PWCL Section's current activities.

ACTION: Informational

BACKGROUND: The following topics will be addressed:

- Financial Update
 - Quarterly License Report
-

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Report



Quarterly PWCL Board Report

Licenses Processed for October 2021

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	7	34	4	0
AAA	1	14	2	0
AA	0	19	2	0
A	1	22	0	0
B	4	22	2	1
CC	0	6	0	0
C	3	50	0	5
D	6	42	0	0
Totals	22	209	10	6
2020 Totals	25	201	15	8
Construction Managers	2	7		

Licenses Processed for November 2021

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	4	32	1	0
AAA	1	14	2	0
AA	2	16	1	1
A	0	21	2	0
B	2	36	1	1
CC	2	14	2	2
C	6	67	2	1
D	8	45	0	0
Totals	25	245	11	5
2020 Totals	19	196	6	2
Construction Managers	0	7		

Licenses Processed for December 2021

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	5	19	1	0
AAA	0	10	1	0
AA	1	12	2	1
A	1	10	4	0
B	0	15	4	0
CC	2	1	2	0
C	3	46	2	3
D	7	25	0	0
Totals	19	138	16	4
2020 Totals	18	183	6	5
Construction Managers	1	5		

	Originals	Renewals	Upgrades	Downgrades
Calendar Yr 2021	308	3127	129	58
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

The program currently shows **3209** active public works contractors and **88** active construction managers as of December 31, 2021.