

**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**

**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)

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JIM ROLETTO, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSE BOARD

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WARREN WING, EXECUTIVE OFFICER  
DIVISION OF OCCUPATIONAL AND  
PROFESSIONAL LICENSES

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