



State of Idaho  
Division of Occupational and Professional Licenses  
Public Works Contractors License Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
Administrator

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Draft Minutes of 02/23/2023

<b>Board Members</b>	Jake Claridge, Chair	<b>Division</b>	MiChell Bird, Executive Officer
<b>Present:</b>	Garry Mattson, Vice Chair	<b>Staff:</b>	Lea Kear, Legal Counsel
	Larry Geyer		Linda Pratzner, Brd. Supp. Spec.
	Matt Hartline		Adriana Burton, Tech. Rec. Spec. 2
	Brian Price		
	Brian Gordon		
	Jim Roletto		
	Chuck Graves		

The meeting was called to order at 9:00 AM MT by Jake Claridge.

**APPROVAL OF 01/25/2023 MINUTES**

A motion was made and seconded to approve the 01/25/2023 meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Division Honoraria Policy:** The Division's policy on honoraria was addressed.

**BOARD BUSINESS**

**Zero-Based Regulation (ZBR) Review:** Executive Officer MiChell Bird stated the purpose of Zero-Based Regulation. The Board reviewed suggested updates designed to eliminate duplicative or outdated requirements, remove unnecessary barriers, and increase the ease of readability in its administrative rules. Executive Officer Bird stated the language presented has not been shared with stakeholders, who will be provided an opportunity to provide written or verbal comments at a later date. Executive Officer Bird reminded the Board the decisions made today are not final and there will be additional opportunities to further discuss these changes at future Board meetings.

**Rule 10 – Definitions:** Remove subsections 01 – Applicant, 02 – Complied, 04 – Financial Statement, 07 – Licensee, and 08 – Qualified Individual. Subsection 03 – Estimated Cost, leave as is. Subsections 05 – Incidental Work, and 06 – Independent Audit Report, retain in rule, and subsection 09 – Reviewed, leave in but add the word “independent” in front of “certified public accountant”.

**Rule 102 – Communication:** Remove in its entirety.

**Rule 103 – Petitions:** Remove in its entirety.

**Rule 104 – Form and Content of Petition:** Remove in its entirety.

**Rule 105 - Licensure Renewal – Filing Deadlines; Petitions for Extension of Time to File; Lapsed Licenses:** Remove subsection 01 – Filing Deadlines; and the verbiage, “... and the applicant for reinstatement must apply as if for a new license” in subsection 04 – Failure to File.

**Rule 106 – Special Provisions Covered in a Petition to Change or Add Types of Construction:** Remove the verbiage, “... and a minimum of three (3) letters of reference.” as character references are no longer required as a qualification of licensure.

**Rule 109 – Notice:** Remove in its entirety.

**Rule 110 – Application for Licensure – Documentation; Appraisals; References; Bonding; and Financial Statements –** Subsection 01 – Application Documentation, portion removed as it is not necessary; a., b., c., removed in their entirety; d., unnecessary language removed; and d.i. Bonding, Idaho Code reference and “insurance agenda” removed. Subsection 05 – References, removed in its entirety.

**Rule 199.03 – Total Bid Cost:** Associated with subsection 05; therefore, strike the verbiage “...may not exceed the bid limit of the class of license held by licensee.”

**Rule 199.04 – Two or More Licensees:** Associated with subsection 05; therefore, strike the verbiage “estimated cost”.

Executive Officer Bird will bring the Bid Limit Requirement Table and Statutes to the March 2023 meeting.

**Public Comment:** There were no public comments.

#### **ADJOURNMENT**

There being no further business, the meeting adjourned at 10:47 AM.

**NEXT MEETING DATE:** 03/30/2023