

**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday – April 7, 2014 – 9:30 a.m. (MT)

**Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d'Alene, Idaho
2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, but is intended to record the significant features of those discussions.

Chairman Torry McAlvain called the meeting to order at 9:31 a.m. (MT).

Board Members Present:

Torry McAlvain, Chairman
John Sheldon, Vice-Chairman
Jim Roletto
Robbie Austin
Brian Bailey
Ken Worst

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Kathleen Watkins, Financial Manager
Terry Blessing, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Adam Bowcutt, Regional Supervisor, Region 3
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Garry Tolley

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of April 7, 2014 Agenda**

MOTION: John Sheldon made a motion to approve the agenda as presented. Jim Roletto seconded. All in favor, motion carried.

◆ **Approval of January 6, 2014 Board Meeting Minutes**

MOTION: John Sheldon made a motion to approve the minutes as written. Jim Roletto seconded. All in favor, motion carried.

◆ **Election of Officers**

In accordance with Idaho Code § 54-1908, the Board shall elect officers at the April meeting of each year.

Chairman

MOTION: John Sheldon made a motion to reappoint Torry McAlvain as chairman. Jim Roletto seconded. All in favor, motion carried.

Vice-Chairman

MOTION: Jim Roletto made a motion to reappoint John Sheldon as vice-chairman. Robbie Austin seconded. All in favor, motion carried.

◆ **Specialty Categories, License Holder and Multi-Licenses**

A handout of a Notice of Intent to Promulgate Rules was provided to the Board. The notice will be published in the May 2014 Idaho Administrative Bulletin and pertains to Senate Bill (SB) 1311 (See *Legislative Update*).

Attached to the notice was a list of organizations to be invited to participate as part of an informal collaborative group. The Board was asked to review the list and provide additional parties.

The intent of the collaborative is to address changes to the rules necessary to accommodate SB1311, as well as attempt to deal with Categories I, II, III; single license issues; etc.

MOTION: John Sheldon made a motion to move forward with the promulgation of rules as presented. Jim Roletto seconded. All in favor, motion carried.

◆ **Legislative Update**

Statute – SB1311 amends existing law to establish provisions relating to a construction manager representative (CMR), to establish provisions relating to construction manager/general contractor (CMGC), to revise provisions relating to a public entity entering into a certain contract for certain services as a CMR or as a CMGC; and to provide that a CMGC shall provide payment and performance bonds. The bill passed the 2014 legislature and becomes effective July 1, 2014.

Rule – Rule docket 07-0501-1301, streamlines the PWCL application process for renewal and allows the use of digital submissions; has been approved and is in effect as of March 21, 2014.

◆ **Operational Report**

Quarterly PWCL Board Report – The number of original licenses, renewals, upgrades and downgrades, January through March 2014, was reported.

As of today, the program has collected \$14,761 in assessments for FY 2014 and \$1,448 for calendar year 2014.

◆ **Administrator Report**

Public Works Program – The regional managers in eastern and northern Idaho explained their responsibilities with regard to the Public Works Program.

Salaries and Wages – The legislature approved a 1% raise and 1% bonus for all eligible state employees effective July 1, 2014.

Financial Report – The Public Works Contractors Licensing Fund, FY 2014 financial statement as of February 28, 2014, was reviewed.

Legislative Audit – An audit of the Division’s business practices has been completed.

Per Capita Production – Information from July 2010 to January 2014, based on quarterly per capita production for each full-time DBS employee, was provided.

Testing Within DBS – As of today, there have been 132 individuals who have tested using the Division’s new license exams. Individuals can test at any of the Division’s three office locations; Coeur d’Alene, Meridian or Pocatello. Currently, DBS is able to provide 80 tests a week.

◆ **Adjournment**

MOTION: Jim Roletto made a motion to adjourn the meeting. John Sheldon seconded. All in favor, motion carried.

The meeting adjourned at 10:31 a.m. (MT).

JOHN SHELDON, ACTING CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

07/09/2014rb

DATE