

**PUBLIC WORKS CONTRACTORS LICENSE BOARD  
VIDEOCONFERENCE MEETING**

**Monday – July 9, 2018 – 9:30 a.m. (MDT)**

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

**MINUTES OF THE JULY 9, 2018 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  
Chuck Graves  
Garry Tolley  
Karen Echeverria  
Brian Bailey  
Robbie Austin

**DBS Staff Present:**

Chris L. Jensen, Administrator  
Ron Whitney, Deputy Administrator  
Spencer Holm, Deputy Attorney General (Teleconference)  
Larry Jeffres, Regional Manager, Region 1  
Patrick J. Grace, Regional Manager, Region 2  
Jeff Egan, Regional Manager, Region 3  
Amy Kohler, Compliance Program Specialist  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to discuss during open forum.

◆ **Approval of July 9, 2018 Agenda**

**MOTION:** Chuck Graves made a motion to approve the agenda as presented. Karen Echeverria seconded. All in favor, motion carried.

◆ **Approval of April 9, 2018 Board Meeting Minutes**

**MOTION:** Chuck Graves made a motion to approve the minutes as written. Garry Tolley seconded. All in favor, motion carried.

◆ **Meetings and Quorum Requirements**

Currently, statute is month specific for meetings and election of officers, and number specific for a quorum. The proposal generalizes those requirements to coincide with other DBS boards.

**MOTION:** Karen Echeverria made a motion to accept the changes to Idaho Code §54-1908 as presented. Chuck Graves seconded. All in favor, motion carried.

◆ **Automatic Suspension--Draft Rule**

Statute requires a qualified individual be associated to a contractor, and for the contractor to notify the Division when the qualified individual is no longer in his employ. The issue is contractors are not notifying DBS. The proposed rule clarifies the requirements of the contractor by defining “qualified individual”, “Written Notice” and “Reasonable Length of Time”. To avoid automatic license suspension, contractors will need to: 1) Complete and return, in a timely manner, a “Cease to be Connected” form by and to the Administrator, and 2) Hire a qualified individual within 90 days from the previous qualified individual’s departure.

**MOTION:** Chuck Graves made a motion for DBS to proceed with the draft rule to the 2019 legislature. Garry Tolley seconded. All in favor, motion carried.

◆ **Licensing Changes--Different Categories**

The issue before the Board is if it likes, as part of the public works licensing requirements, the current prerequisite of providing the history of a minimum of three projects at a certain value OR bonding criteria to qualify for a particular class of license. The Deputy Attorney General researched the requirements of other states. Oregon does not have a public works license, only a general contractor license. Washington appears to have something closer to what Idaho has, as well as a bonding requirement.

The history requisite is part of DBS’s internal procedure, and is not in statute or rule. The Division offered, and the Board agreed, to examine the processes to receive a public works license, and provide recommended changes to either policy or statute and rules at the October meeting.

**ACTION:** For the October 2018 Board meeting, DBS to provide suggested changes to the Division’s policy and/or statute and rules.

**ACTION:** The topic *Licensing Changes--Different Categories* will be placed on the October 9, 2018 agenda as an informational item.

◆ **Compliance Report**

There were no new issues to discuss under compliance report.

◆ **Administrator Report**

Financial Report – Briefly addressed was the PWCL Board Fund, FY 2018 Financial Statement, as of May 31, 2018. In 2017, the PWCL Board lent \$25,000 to assist in the establishment of the Damage Prevention Board. The money was repaid in January 2018.

Statistics – Administrator Chris L. Jensen provided an overview of the Division’s activities in 2017.

Executive Order – As addressed at previous meetings, in June, the Division submitted the licensing reports to the Lieutenant Governor’s office. Aware of the executive order, the legislature established a subcommittee to examine the licensing practices of Idaho as well.

◆ **Adjournment**

**MOTION:** Chuck Graves made a motion to adjourn the meeting. All in favor, motion carried.

The meeting adjourned at 10:10 a.m. (MDT).

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JIM ROLETTO, CHAIRMAN  
PUBLIC WORKS CONTRACTORS  
LICENSE BOARD

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CHRIS L. JENSEN, ADMINISTRATOR  
DIVISION OF BUILDING SAFETY

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DATE

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DATE

08/28/2018rb