

**PUBLIC WORKS CONTRACTORS LICENSE BOARD
TELECONFERENCE/VIDEOCONFERENCE MEETING**

Monday – October 2, 2017 – 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 OCTOBER 2, 2017 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 9:31 a.m. (MDT)

Board Members Present:

Jim Roletto, Chairman
Joe Jackson, Vice-Chairman
Chuck Graves
Karen Echeverria
Evan Goodwin
Robbie Austin

DBS Staff Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General
Patrick 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 address during open forum.

◆ **Approval of October 2, 2017 Agenda**

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

◆ **Approval of July 10, 2017 Board Meeting Minutes**

MOTION: Joe Jackson made a motion to approve the minutes as drafted. Karen Echeverria seconded. All in favor, motion carried.

◆ **Schedule 2018 Board Meetings**

The proposed meeting dates for 2018 are January 8, April 9, July 9 and October 9.

MOTION: Joe Jackson made a motion to approve the proposed dates for the 2018 board meetings. Chuck Graves seconded. All in favor, motion carried.

◆ **Compliance Program Report**

Program – The new Compliance Program Specialist is focusing on learning about public works and defining internal processes within the Division.

Statute Change – Administrator Jensen addressed the recently approved statute change by the 2017 legislature to Idaho Code § 54-1903 *Exemptions*. The estimated cost went from less than

\$10,000 to \$50,000 to require a bid or a public works contractor license on any construction, alteration, improvement or repair involving any single project in any number of trades or crafts.

Since the new law became effective, several smaller jurisdictions have paid for projects in advance and the contractors have either taken the money and not done the work or not completed the job.

Board Member Echeverria asked, and the Administrator offered, to provide a report on the locations the incidences occurred.

ACTION: The Compliance Program Specialist will gather and provide the requested information to the Board.

Assessments – The Division has begun the process of sending assessments, based primarily on the Idaho State Tax Commission’s WH-5 *Public Works Contractor Report*.

◆ **Administrator Report**

Agency – The Division recently hired additional staff, over 10,000 licenses issued each year, estimated to perform at least 100,000 inspections in 2017 and purchased 24 new Dodge pickups.

Damage Prevention Board – The Board’s temporary rules became effective September 1, 2017. The Deputy Administrator explained the role of the Board and DBS as it pertains to training, education and enforcement of damages to underground facilities.

The Division submitted its proposed budget to the Governor’s office on September 1, 2017, requesting to hire several investigators. Although the request is to use general fund money, the Board will have to fund through its own process. The Board receives a dime for every call to DIGLINE, Inc. It is estimated this process will generate \$50,000 to \$70,000 a year.

◆ **Adjournment**

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

The meeting adjourned at 9:55 a.m. (MDT).

JIM ROLETTO, CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

CHRIS L. JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

10/02/2017rb

DATE