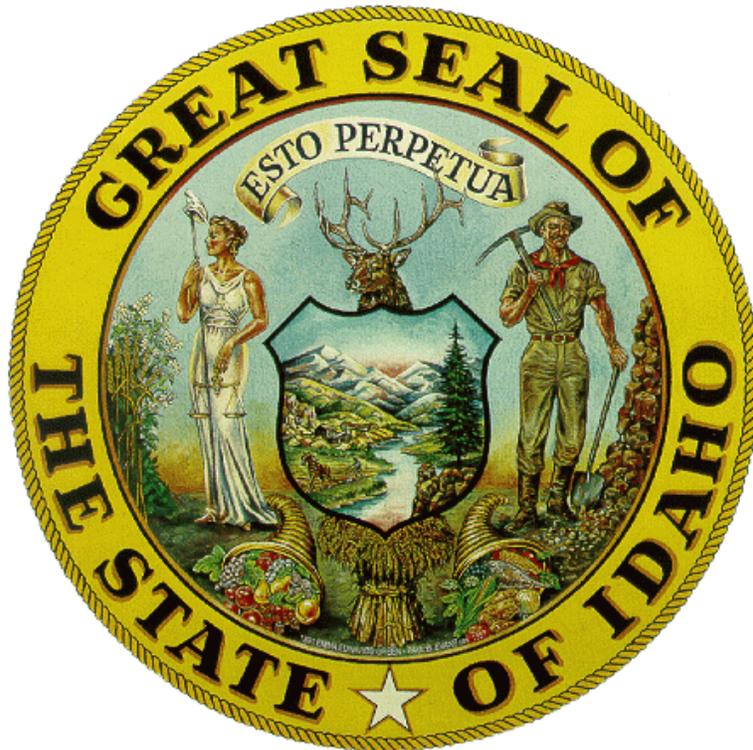


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

JANUARY 11, 2016



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Jim Roletto, Vice-Chairman

OBJECTIVE: Approve agenda for the January 11, 2016 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

PUBLIC WORKS CONTRACTORS LICENSE BOARD VIDEOCONFERENCE MEETING

**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
dbs.idaho.gov - (208) 332-7137**

***Monday, January 11, 2016
9:30 a.m. - 11:00 a.m. (MT)***

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PT)

-
- 9:30 a.m. CALL TO ORDER** - Jim Roletto, Vice-Chairman
- Roll Call & Introductions
 - Recognition - John Sheldon, Board Member
 - Welcome - Chuck Graves, New Board Member
 - Open Forum

CONSENT AGENDA

1. Approval of the January 11, 2016 Agenda
2. Approval of the October 5, 2015 Board Meeting Minutes

ACTION AGENDA

3. Election of Officers - Jim Roletto

INFORMATIONAL AGENDA

4. Compliance Program Report - Terry Blessing
5. Operational Report - Steve Keys
6. Administrator Report - C. Kelly Pearce
 - a. Financial Report - Fred Sisneros

11:00 a.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on the PWCL Board preference. 12/30/2015

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Jim Roletto, Vice-Chairman

OBJECTIVE: Approve minutes from the October 5, 2015 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Monday - October 5, 2015 - 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**

***DRAFT MINUTES OF THE OCTOBER 5, 2015 MEETING**

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 John Sheldon called the meeting to order at 9:32 a.m. (MT).

Board Members Present:

John Sheldon, Chairman
Joe Jackson
Evan Goodwin
Robbie Austin
Brian Bailey
Garry Tolley

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Fred Sisneros, Financial Manager
Larry Jeffres, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Terry Blessing, Compliance Program Supervisor
Chuck Knapp, Regional Supervisor, Region 1
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Jim Roletto, Vice-Chairman

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of October 5, 2015 Agenda**

MOTION: Joe Jackson made a motion to approve the agenda as presented. Robbie Austin seconded. All in favor, motion carried.

◆ **Approval of July 9, 2015 Board Meeting Minutes**

MOTION: Joe Jackson made a motion to approve the minutes as written. Robbie Austin seconded. All in favor, motion carried.

◆ **Schedule 2016 Board Meetings**

The 2016 PWCL Board meeting dates are as follows: January 11th, April 11th, July 7th and October 3rd.

MOTION: Joe Jackson made a motion to accept the 2016 PWCL Board meeting dates. Robbie Austin seconded. All in favor, motion carried.

ACTION: The 2016 PWCL Board meeting dates will be placed on the Division's board meeting calendar and website.

◆ **Conflict of Statutes**

The Deputy Attorney General attempted several times, to no avail, to contact the Idaho Bureau of Occupational Licenses (IBOL) to discuss the statutes of both agencies as they pertain to the requirements of public works registration/license. The Division's statute does not require a public works license on jobs under \$10,000; however, the IBOL's statute does require a contractor to be registered to perform work on projects over \$2,000. Based on the information provided, it was determined the question on whether a contractor still needs to be registered should be addressed to the IBOL.

◆ **Compliance Program Supervisor Report**

The Compliance Program Supervisor has been working closely with the DBS regional managers and supervisors on all Division compliance issues. As of today, the Division has received approximately \$15,000 in assessments.

It was suggested the Compliance Program Supervisor contact the Idaho Associated General Contractors (AGC) to schedule an informational session on public works.

◆ **Operational Report**

Training - The Compliance Program Supervisor has been providing classes, on demand, to smaller entities; i.e., rural fire districts, etc., in northern Idaho. With the constant turnover in leadership at school districts, commissions, various boards, etc., beginning in 2016, the Compliance Program Supervisor will focus to provide regional type trainings in every county at least once a year.

Quarterly PWCL License Report - The Quarterly PWCL Board report was reviewed by the Deputy Administrator of Operations.

Meeting - In November, the Division will meet with the Idaho School Board Association in northern Idaho to discuss a construction management situation. Representatives from the AGC will also be present.

◆ **Administrator Report**

Anti-Trust Law - The Administrator and Deputy Attorney General addressed a recent decision made by the U.S. Supreme Court to uphold the Federal Trades Commission's complaint against a private board. The Court held that "a state board on which a controlling number of decision makers are active market participants in the occupation the board regulates must satisfy **Midcal's** active supervision requirement in order to invoke state-action antitrust immunity."

Cities of Meridian and Garden City - On October 1st, the Division signed a contract with the city of Meridian; expanding its services to include building inspections and plan reviews.

Also on the first of October, the DBS signed a contract with the city of Garden City. It will now provide building (residential/commercial), electrical, energy, mechanical and plumbing inspections, as well as plan reviews.

Shoshone-Bannock Casino - The Division anticipates it will provide the plan review for the estimated 80,000 square foot remodel/addition to the Shoshone-Bannock Casino in Fort Hall. The DBS expects to provide the “on-site” building inspections as well.

Financial Report - The Public Works Contractors Licensing Fund, FY 2016 financial statement as of August 31, 2015, was reviewed.

◆ **Adjournment**

Due to unforeseen circumstances, Board Member Tolley arrived approximately five minutes before the meeting adjourned.

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

The meeting adjourned at 10:17 a.m. (MT).

JIM ROLETTO, VICE-CHAIRMAN
PUBLIC WORKS CONTRACTORS
LICENSE BOARD

C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the PWCL Board. 12/29/2015rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Election of Officers

PRESENTER: Jim Roletto, Vice-Chairman

OBJECTIVE: Appoint active board members to the positions of chairman and vice-chairman.

ACTION: Vote for a chairman and vice-chairman to oversee the Board.

BACKGROUND: The current chairman's term expires January 1, 2016; therefore, the Board needs to elect new officers.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Compliance Program Report

PRESENTER: Terry Blessing, Compliance Program Supervisor

OBJECTIVE: Provide an update on the statewide compliance program.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05

Operational Report

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Provide an update on the daily operations of the PWCL Program and Division.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06

Administrator Report

PRESENTER: C. Kelly Pearce, Administrator

OBJECTIVE: Provide an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06a

Financial Report

PRESENTER: Fred Sisneros, Financial Manager

OBJECTIVE: Review the PWCL Financial Report.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled PWCL Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Financial report





Division of Building Safety
PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07
 Fiscal Year 2016 Financial Statements
 As of 11/30/2015

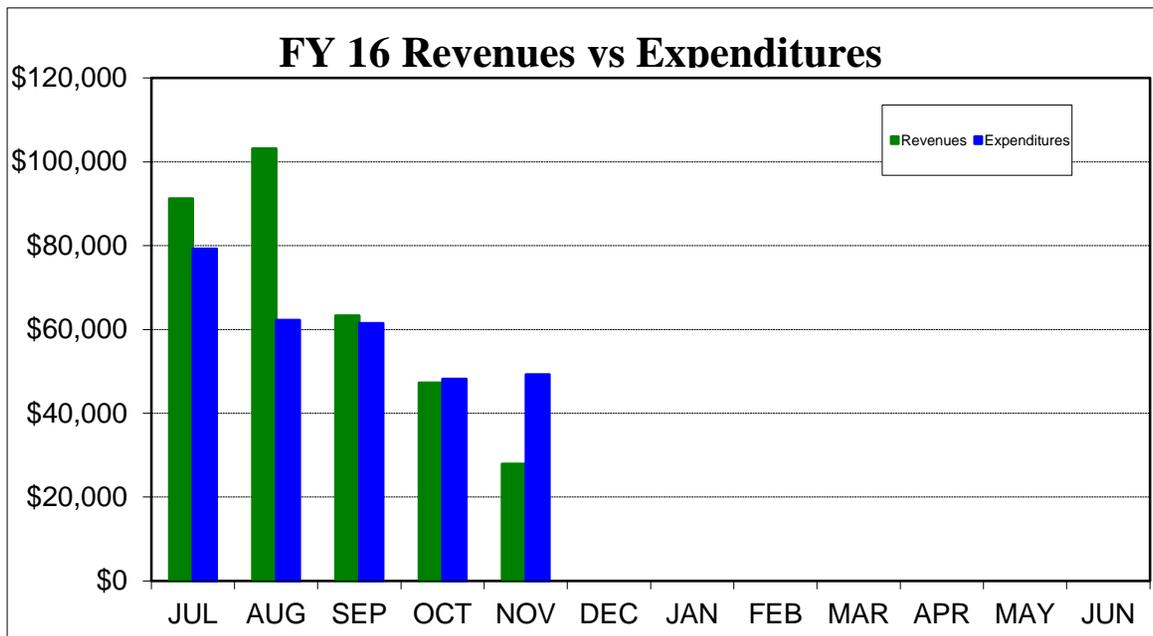
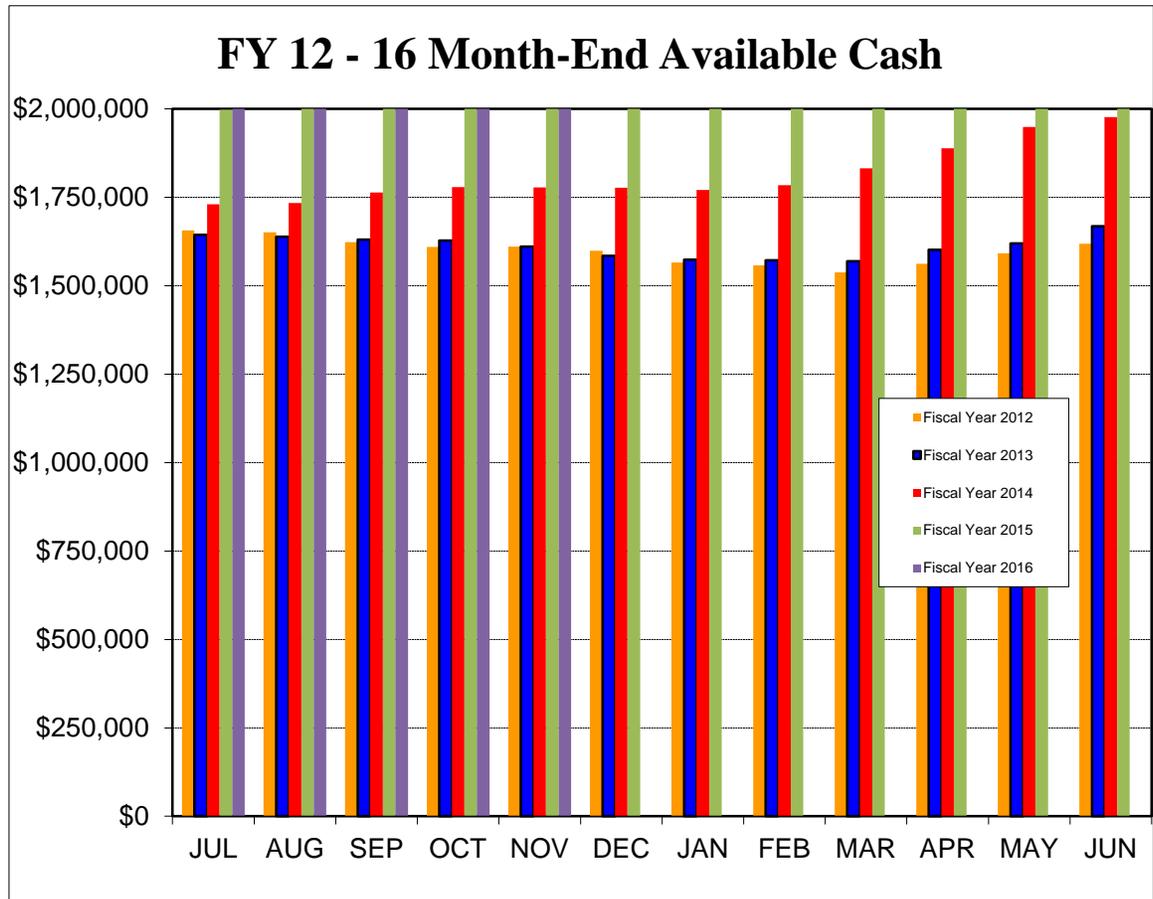
Statement of Revenues and Expenditures

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	739,000	332,877	45.0%	406,123	446,305	779,181	105.4%
Expenditures							
Personnel:	427,000	208,936	48.9%	218,064	303,907	512,843	120.1%
Operating:	146,000	71,721	49.1%	74,279	84,209	155,930	106.8%
Capital:	23,800	19,690	82.7%	4,110	4,110	23,800	100.0%
Total Expenditures	596,800	300,347	50.3%	296,453	392,226	692,573	116.0%
Net for FY 2016	142,200	32,530			54,079	86,608	

Statement of Cash Balance

July 1, 2015 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of November 30, 2015	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
2,113,105	332,877	(300,347)	63	2,145,698	54,079	2,199,777

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

