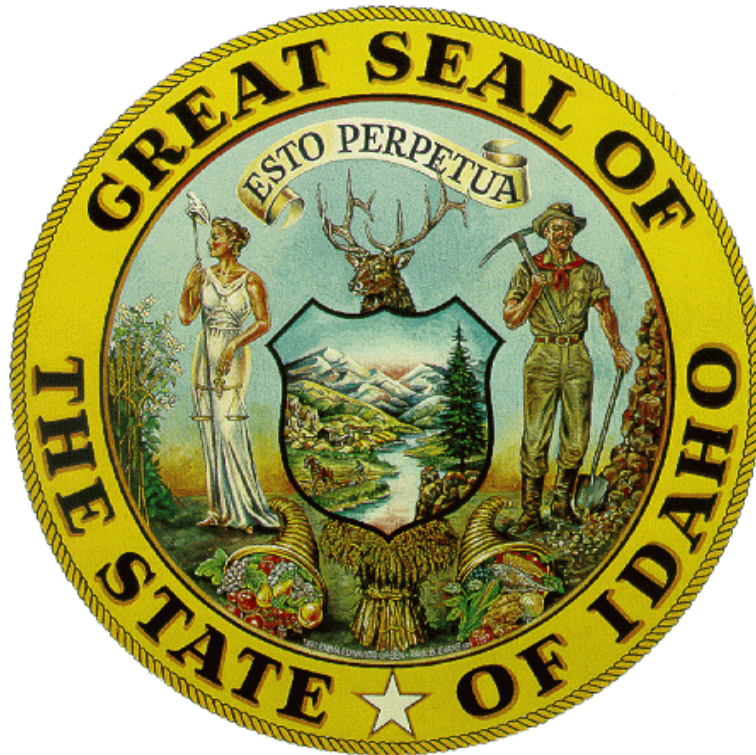


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD  
VIDEOCONFERENCE MEETING

JANUARY 14, 2019



# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 01**

**Agenda and Minutes**

**PRESENTER:** Jim Roletto, Chairman

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**OBJECTIVE:** Approve the PWCL Board's January 14, 2019 Agenda and October 9, 2018 Draft Minutes.

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**ACTION:** Consent

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**BACKGROUND:**

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Tentative Agenda and Draft Minutes

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# **TENTATIVE AGENDA**

## **NOTICE OF PUBLIC MEETING**

### **PUBLIC WORKS CONTRACTORS LICENSE BOARD VIDEOCONFERENCE MEETING**

**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  
dbs.idaho.gov – (208) 332-7137**

**Monday, January 14, 2019  
9:30 a.m. – 11:30 a.m. (MST)  
8:30 a.m. – 10:30 a.m. (PST)**

- 
- 9:30 a.m. CALL TO ORDER** – Jim Roletto, Chairman
- Roll Call & Introductions
  - Open Forum

#### **CONSENT AGENDA**

1. Approval of the January 14, 2019 Agenda and October 9, 2018 Board Meeting Minutes – Jim Roletto

#### **ACTION AGENDA**

2. Reduction of Fees on a Temporary Basis – Ron Whitney, Deputy Administrator

#### **INFORMATIONAL AGENDA**

3. Compliance Report – Amy Kohler, Compliance Program Specialist
4. Administrator Report – Chris L. Jensen, Administrator
  - a. Financial Report

**11:30 a.m. ADJOURN**

*For additional agenda information, refer to the packet, available one week prior to this meeting, at the DBS's central and regional offices and <https://dbs.idaho.gov/boards/pwboard/pwmeetings.html>.*

*All times, other than beginning, are approximate and scheduled according to Mountain Standard Time (MST), unless otherwise noted. Agenda items may shift depending on the PWCL Board's preference. 12/03/2018rb*

**PUBLIC WORKS CONTRACTORS LICENSE BOARD  
VIDEOCONFERENCE MEETING**

**Tuesday – October 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**

**\*DRAFT MINUTES OF THE OCTOBER 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 9:33 a.m. (MDT)

**Board Members Present:**

Jim Roletto, Chairman  
Chuck Graves  
Karen Echeverria  
Brian Bailey  
Robbie Austin

**DBS Staff Present:**

Chris L. Jensen, Administrator  
Spencer Holm, Deputy Attorney General  
Patrick J. Grace, Regional Manager, Region 2  
Jeff Egan, Building Program Manager  
Amy Kohler, Compliance Program Specialist  
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

There were no new issues to discuss during open forum.

◆ **Approval of October 9, 2018 Agenda and July 9, 2018 Minutes**

**MOTION:** Chuck Graves made a motion to approve the agenda and minutes as presented. Robbie Austin seconded. All in favor, motion carried.

◆ **Schedule 2019 Board Meetings**

The Board agreed to the following 2019 meeting dates: January 14, April 15, July 15, and October 7.

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

◆ **Licensing Changes--Different Categories**

The topic *Licensing Changes--Different Categories* has been addressed at previous board meetings. There is a minimal qualification standard in place, where the Division reviews all applications. It was determined for DBS to continue with their current practice rather than a bonding letter. At this time, no further action is required.

◆ **Compliance Report**

There were no new issues to discuss under the Compliance Report.

Administrator Chris L. Jensen explained in July 2017, statute changed from the estimated cost of \$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. This has dramatically changed the market, as well as drastically changed the Division's outreach to schools.

Board Member Karen Echeverria stated the same group behind the \$50,000 requirement is in the process of trying to change buying consortiums, run by "non-profit" to "for profit" organizations, since "for-profit" is buying out "non-profit" groups.

◆ **Administrator Report**

Financial Report – Finances of the Board are in very good condition. The Division prefers at least one year of revenue in reserve. The Board's finances have surpassed the one-year requirement; therefore, the Administrator would like to reduce fees on a temporary basis. At the January 2019 meeting, the Division will provide a recommendation.

**ACTION:** The Division will provide a recommendation to reduce fees, temporarily, at the January 2019 Board meeting.

Terms – Board Members Jim Roletto, Chuck Graves, and Karen Echeverria's terms are up for reappointment on January 1, 2019. Terms are for three years, and no member shall be appointed to more than two consecutive terms.

◆ **Adjournment**

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

The meeting adjourned at 9:57 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

\*These DRAFT minutes are subject to possible corrections and final approve by the Public Works Contractors License Board.  
12/13/2018rb

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

## Agenda Item No. 02 Reduction of Fees on a Temporary Basis

**PRESENTER:** Ron Whitney, Deputy Administrator

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**OBJECTIVE:** Temporarily reduce license fees.

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**ACTION:** Informational

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**BACKGROUND:** October 2018 – The Board’s finances have surpassed the one-year requirement; therefore, the Administrator would like to reduce fees on a temporary basis. At the January 2019 meeting, the Division will provide a recommendation.

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**ATTACHMENTS:** Proposed Temporary Rule

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**201. FEES.**

**01. Public Works Contractor Licensing Fees.** Initial licensing ~~and renewal fees~~ for each class of public works contractor license shall be, in accordance with Section 54-1904, Idaho Code, as follows:

- a. The fee for a Class Unlimited license shall be five hundred fifty dollars (\$550).
- b. The fee for a Class A license shall be two hundred dollars (\$200).
- c. The fee for a Class AA license shall be three hundred fifty dollars (\$350).
- d. The fee for a Class AAA license shall be four hundred fifty dollars (\$450).
- e. The fee for a Class B license shall be one hundred fifty dollars (\$150).
- f. The fee for a Class CC license shall be one hundred twenty five dollars (\$125).
- g. The fee for a Class C license shall be one hundred dollars (\$100).
- h. The fee for a Class D license shall be fifty dollars (\$50).

*Renewal license fees for each class of public works contractor license shall be, in accordance with Section 54-1904, Idaho Code as follows:*

- a. The fee for a Class Unlimited license shall be four hundred forty dollars (\$440).*
- b. The fee for a Class A license shall be one hundred sixty dollars (\$160).*
- c. The fee for a Class AA license shall be two hundred eighty dollars (\$280).*
- d. The fee for a Class AAA license shall be three hundred sixty dollars (\$360).*
- e. The fee for a Class B license shall be one hundred twenty dollars (\$120).*
- f. The fee for a Class CC license shall be one hundred dollars (\$100).*
- g. The fee for a Class C license shall be eighty dollars (\$80).*
- h. The fee for a Class D license shall be forty dollars (\$40).*

# PUBLIC WORKS CONTRACTORS LICENSE BOARD

**Agenda Item No. 03**

**Compliance Report**

**PRESENTER:** Amy Kohler, Compliance Program Specialist

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**OBJECTIVE:** Provide an overview of the Division's Compliance Program.

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**ACTION:** Informational

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

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Quarterly PWCL Board Report

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# Quarterly PWCL Board Report

## Licenses Processed for October 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	3	26	1	0
AAA	0	14	2	1
AA	1	5	0	0
A	0	16	3	0
B	1	36	7	2
CC	0	15	1	0
C	3	54	6	2
D	12	43	0	0
<b>Totals</b>	<b>20</b>	<b>209</b>	<b>20</b>	<b>5</b>
<b>2017 Totals</b>	<b>18</b>	<b>186</b>	<b>7</b>	<b>5</b>
Construction Managers	<b>0</b>	<b>10</b>		

## Licenses Processed for November 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	1	19	0	0
AAA	1	6	2	0
AA	1	8	1	0
A	0	13	2	0
B	0	28	2	2
CC	0	9	0	0
C	3	38	0	0
D	5	29	0	0
<b>Totals</b>	<b>11</b>	<b>150</b>	<b>7</b>	<b>2</b>
<b>2017 Totals</b>	<b>16</b>	<b>172</b>	<b>12</b>	<b>8</b>
Construction Managers	<b>0</b>	<b>8</b>		

## Licenses Processed for December 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	1	22	3	1
AAA	0	10	0	0
AA	1	9	0	1
A	0	11	1	0
B	1	26	4	0
CC	0	2	1	0
C	5	36	0	3
D	4	35	0	0
<b>Totals</b>	<b>12</b>	<b>151</b>	<b>9</b>	<b>5</b>
<b>2017 Totals</b>	<b>16</b>	<b>115</b>	<b>5</b>	<b>1</b>
Construction Managers	<b>2</b>	<b>6</b>		

	<b>Originals</b>	<b>Renewals</b>	<b>Upgrades</b>	<b>Downgrades</b>
<b>Calendar Yr 2018</b>	<b>279</b>	<b>2923</b>	<b>180</b>	<b>79</b>
<b>Calendar Yr 2017</b>	<b>269</b>	<b>2881</b>	<b>149</b>	<b>73</b>
<b>Calendar Yr 2016</b>	<b>263</b>	<b>2863</b>	<b>154</b>	<b>80</b>
<b>Calendar Yr 2015</b>	<b>256</b>	<b>2905</b>	<b>175</b>	<b>101</b>
<b>Calendar Yr 2014</b>	<b>263</b>	<b>2805</b>	<b>167</b>	<b>99</b>
<b>Calendar Yr 2013</b>	<b>297</b>	<b>2743</b>	<b>139</b>	<b>116</b>
<b>Calendar Yr 2012</b>	<b>258</b>	<b>2695</b>	<b>147</b>	<b>153</b>
<b>Calendar Yr 2011</b>	<b>337</b>	<b>2748</b>	<b>144</b>	<b>165</b>
<b>Calendar Yr 2010</b>	<b>385</b>	<b>2575</b>	<b>119</b>	<b>138</b>

The program currently shows **3182** active public works contractors and **87** active construction managers as of December 31, 2018.

### **PWCL Assessments**

This fiscal year, as of December 31, 2018 PWCL collected \$0 in assessments.

PWCL collected \$0 in assessments for 2017.

# **PUBLIC WORKS CONTRACTORS LICENSE BOARD**

**Agenda Item No. 04**

**Administrator Report**

**PRESENTER:** Chris L. Jensen, Administrator

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

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**ACTION:** Informational

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

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** No Documentation

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# **PUBLIC WORKS CONTRACTORS LICENSE BOARD**

**Agenda Item No. 04a**

**Financial Report**

**PRESENTER:** Chris L. Jensen, Administrator

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**OBJECTIVE:** Review the PWCL Financial Report.

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**ACTION:** Informational

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

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**PROCEDURAL  
HISTORY:**

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**ATTACHMENTS:** Financial Report

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**Division of Building Safety**  
**PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07**  
 Fiscal Year 2019 Financial Statements  
 As of 11/30/2018

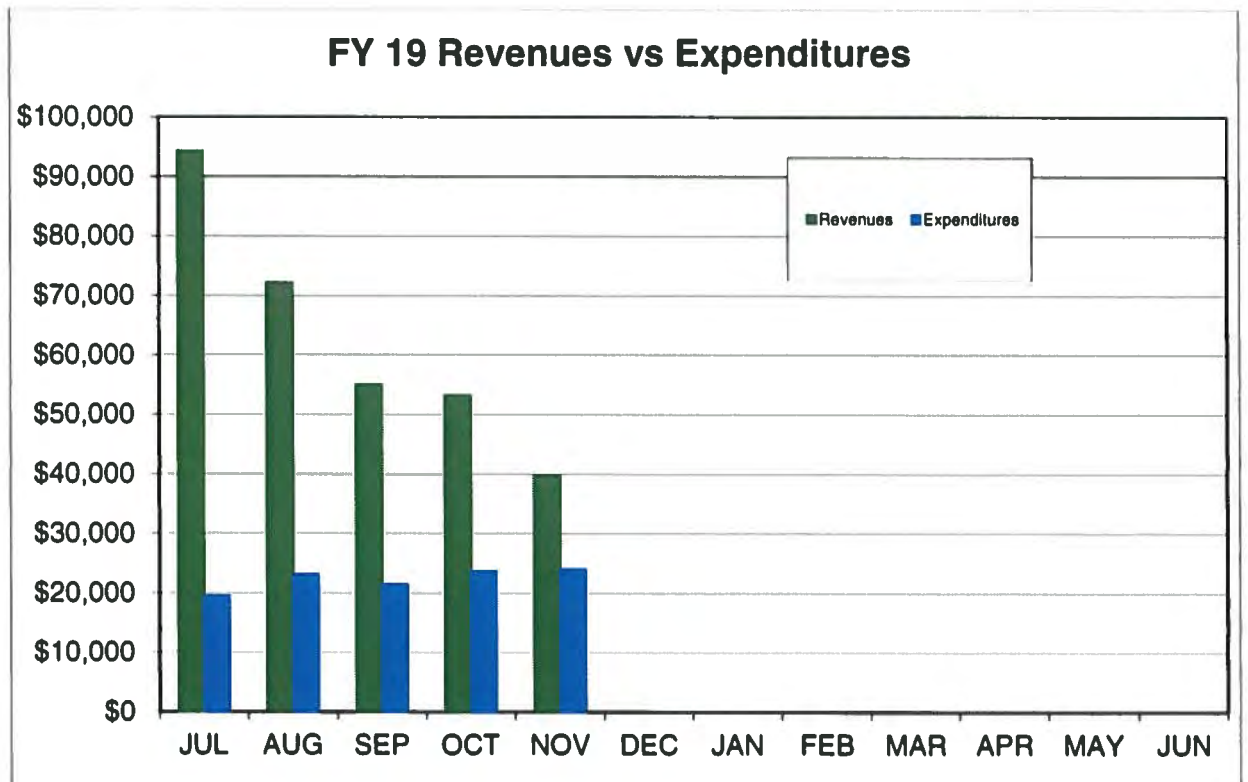
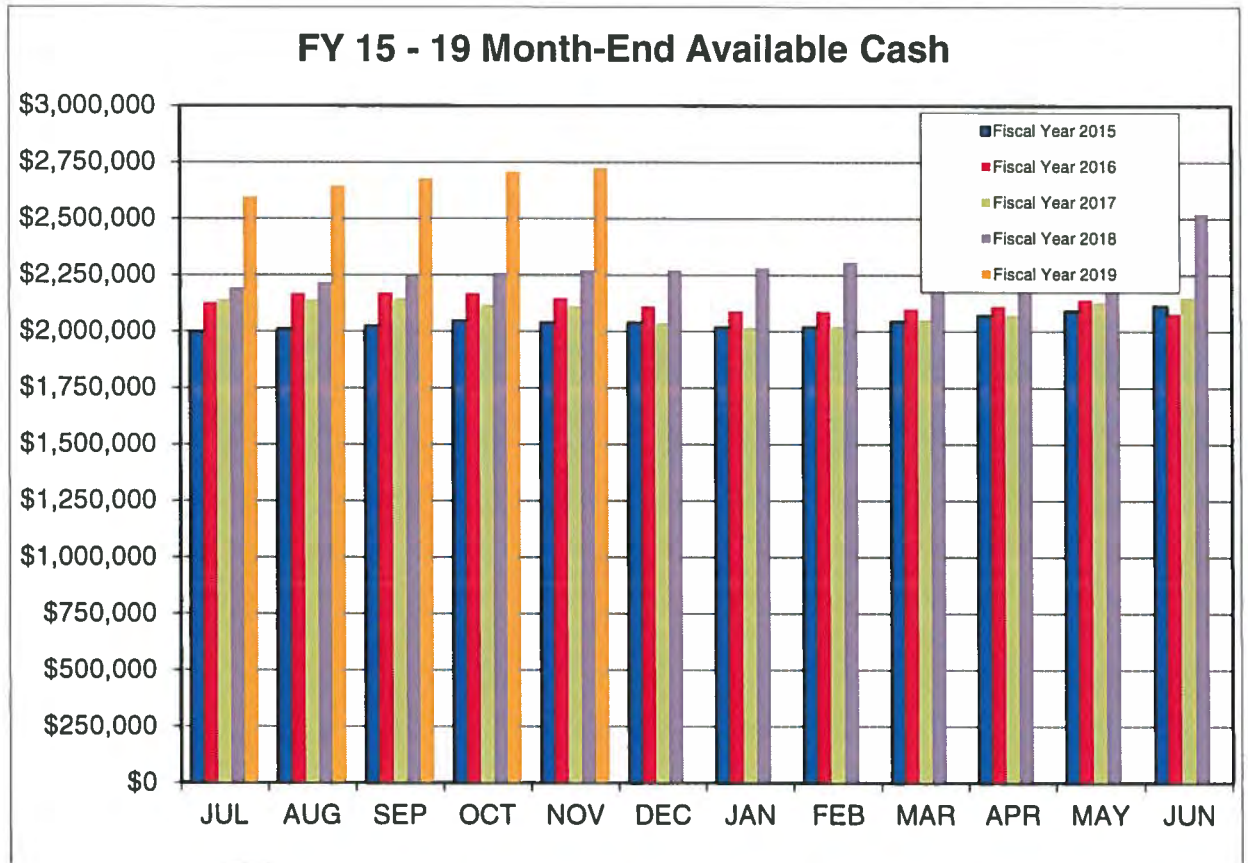
**Statement of Revenues and Expenditures**

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for		Projected Total as a % of Budget
					Remainder of Year	End Totals	
<b>Revenues:</b>	429,189	314,182	73.2%	115,007	439,438	753,620	175.6%
<b>Expenditures</b>							
Personnel:	336,000	97,004	28.9%	238,996	132,278	229,282	68.2%
Operating:	57,500	12,639	22.0%	44,861	16,804	29,443	51.2%
Capital:	35,689	2,020	5.7%	33,669	33,669	35,689	100.0%
<b>Total Expenditures</b>	429,189	111,663	26.0%	317,526	182,751	294,414	68.6%
<b>Net for FY 2019</b>	-	202,519			256,687	459,206	

**Statement of Cash Balance**

July 1, 2018 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash		Projected Year End Available Cash
				as of November 30, 2018	Remainder of Year	
2,519,549	314,182	(111,663)	-	2,722,068	256,687	2,978,755

# PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



# PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

