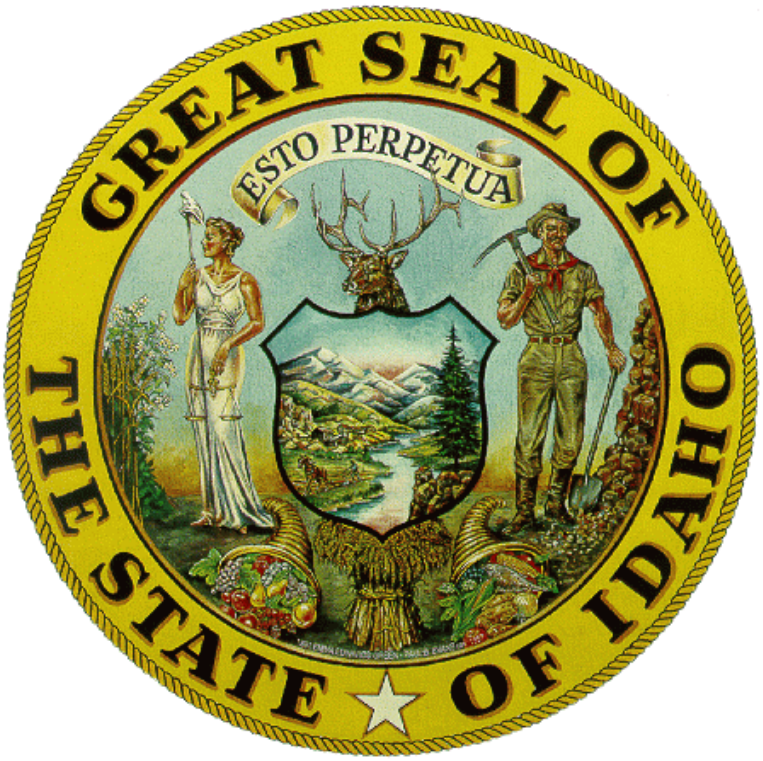
DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD VIDEOCONFERENCE MEETING

JULY 9, 2018



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01 **Agenda**

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve agenda for the July 9, 2018 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
1250 Ironwood Drive, Suite 220, Coeur d'Alene
2055 Garrett Way, Building 1, Suite 4, Pocatello
dbs.idaho.gov – (208) 332-7137

Monday, July 9, 2018
9:30 a.m. – 11:30 a.m. (MDT)

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

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

CONSENT AGENDA

1. Approval of the July 9, 2018 Agenda – Jim Roletto

2. Approval of the April 9, 2018 Board Meeting Minutes – Jim Roletto

ACTION AGENDA

3. Meeting and Quorum Requirements – Deputy Attorney General Spencer Holm

4. Automatic Suspension--Draft Rule – Spencer Holm

INFORMATIONAL AGENDA

5. Licensing Changes--Different Categories – TDB

6. Compliance Report – Amy Kohler, Compliance Program Specialist

7. Administrator Report – Chris L. Jensen
   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 Daylight Time (MDT), unless otherwise noted. Agenda items may shift depending on the PWCL Board's preference. 06/22/2018rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02 **Minutes**

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve draft minutes from the April 9, 2018 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Draft Minutes

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

Monday – April 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 APRIL 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
Joe Jackson, Vice-Chairman
Garry Tolley
Chuck Graves
Brian Bailey
Evan Goodwin
Robbie Austin

DBS Staff Present:
Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General
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 address during open forum.

- **Approval of April 9, 2018 Agenda**
  MOTION: Joe Jackson made a motion to approve the agenda as presented. Chuck Graves seconded. All in favor, motion carried.

- **Approval of December 28, 2017 Special Board Meeting Minutes**
  MOTION: Chuck Graves made a motion to approve the minutes as written. Garry Tolley seconded. All in favor, motion carried.

- **Approval of January 8, 2018 Board Meeting Minutes**
  MOTION: Garry Tolley made a motion to approve the minutes as written. Chuck Graves seconded. All in favor, motion carried.

- **Approval of January 18, 2018 Special Board Meeting Minutes**
  MOTION: Chuck Graves made a motion to approve the minutes as written. Joe Jackson seconded. All in favor, motion carried.

- **Approval of February 8, 2018 Special Board Meeting Minutes**
  MOTION: Garry Tolley made a motion to approve the minutes as written. Joe Jackson seconded. All in favor, motion carried.

- **Election of Officers**
  In accordance with Idaho Code § 54-1908. Meetings – Quorum, "At the April meeting of each year the Board shall elect officers."

  Chairman
  NOMINATION: Joe Jackson nominated Jim Roletto to continue as chairman of the Board. Chuck Graves seconded. All in favor, motion carried.

  Vice-Chairman
  NOMINATION: Jim Roletto nominated Joe Jackson as vice-chairman. Chuck Graves seconded. All in favor, motion carried.

- **Approval of the February 8, 2018 Special Board Meeting Minutes (Cont'd)**
  Deputy Attorney General Spencer Holm stated in the minutes the motion for the topic *Granite Excavation, Inc.'s Petition for Reconsideration of Final Order* is incorrect and should read. "…request for reconsideration." rather than "…request for consideration."

  AMENDED MOTION: Garry Tolley amended his original motion to approve the minutes with the correction. Joe Jackson seconded. All in favor, motion carried.

- **Licensing Freedom Executive Order & Three-Year Public Contractor License**
  The topics *Licensing Freedom Executive Order* and *Three-Year Public Contractor License* tie-in together; therefore, addressed at the same time.

  Patrick J. Grace, Regional Manager, provided the Public Works Contractors Licenses (PWCL) & Construction Management (CM) Licenses draft report. There is a new legislative subcommittee to review all reports, based on the Executive Order by the Governor's office, as well as all licenses.

  During the 2018 legislative session, a legislator contacted Regional Manager Grace and asked if the Division had any licenses that renew annually, and if so, would the Board consider going to three-year licenses. Upon discussion, the Board is opposed to the idea.

- **Consolidation/Modernization of Subcontractor Categories**
  Regional Manager Jeff Eagan provided the history of the Board as it pertains to the consolidation and/or modernization of subcontractor categories. Although the Board was inconclusive at the 2013-2014 meetings on the direction of this issue, it was discussed there may be no advantage to changing or consolidating the numbers since they are well established and used throughout the building industry. Chairman Roletto remembered, and agreed with the Board's prior decision.

- **Licensing Changes--Different Categories**
  Scott Wood, Wood's Crushing and Hauling, addressed the Board with regard to licensure and bidding limitations; expressing a need for the Board to reestablish its criteria based on a surety company's willingness to bond a project.

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Board Member Brian Bailey specified the current requirements for classification of licensure restricts a contractor's growth, creates a smaller bidding pool, loses Idaho jobs to larger out-of-state contractors, and loses revenue.

Administrator Jensen stated he sees merit in Mr. Wood's suggestion; however, it would require changes in both statute and rule. The Board, not sure the bond is the right solution, agreed there could potentially be some language adjustments to increase the capacity/capabilities of Idaho's contractors.

The Administrator offered, and the Board agreed, for the Division to research language from other states to benefit the contractors of the state of Idaho, and bring language to the July 2018 Board meeting.

ACTION: The topic *Licensing Changes--Different Categories* will be placed on the agenda for the July Board meeting as an informational item.

- **Automatic Suspension--Draft Rule**

  Statute requires contractors to have an individual qualified by examination as to experience and knowledge of the trade. If the qualified individual is no longer associated with the contractor, the contractor must notify DBS within ten days. If such notice is given, the license remains in effect for a reasonable length of time, determined by rules of the Board.

  Currently, there is nothing in rule to help DBS administer the program. Deputy Attorney General Holm addressed a draft rule that adds a definition for "Qualified Individuals", as well as clarification on "Written Notice" and "Reasonable Length of Time".

  The Board agreed the topic *Automatic Suspension--Draft Rule* be addressed at the July meeting as part of the negotiated rulemaking process. The Deputy Attorney General will notice the proposal in the May Administrative Bulletin.

  ACTION: The topic *Automatic Suspension--Draft Rule* will be placed on the agenda for the July Board meeting as an informational item.

- **Meeting and Quorum Requirements**

  In Idaho Code § 54-1908 *Meetings--Quorum*, four members of the board constitutes a quorum. Currently, there are eight members; therefore, the requirement in statute does not qualify as a majority. In addition, required are four regular meetings with specific date requirements. Most boards only require two meetings, with additional meetings as needed. For consistency with other Boards within DBS, provided was proposed statute changes.

  The Deputy Attorney General will bring the proposed statute change to the July Board meeting as an action item.

  ACTION: The topic *Meeting and Quorum Requirements* will be placed as an action item on the agenda for the July Board meeting.

- **Compliance Report**

  There have been no new issues since the January 2018 Board meeting.

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- **Administrator Report**

  Financial Report – The account is healthy and moving in the right direction. There is a bit more money in the fund than the Division would like to see. In the past, reduced were renewal fees by 20 percent. The Administrator offered to bring a recommendation to the July meeting to, once again, reduce funds on a temporary basis.

  ACTION: For the July meeting, the Administrator will provide a recommendation to reduce fees on a temporary basis.

  Budget – The budget approved with the exception of the removal of $200,000 dollars. DBS authorized six additional inspectors.

  Construction – The legislature passed funding authority for the state of Idaho to build two large buildings in Idaho Falls. Upon completion, the Idaho National Laboratory will lease the buildings. In the process, DBS ended up with approximately $250,000 worth of building permits.

- **Adjournment**

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

  The meeting adjourned at 10:32 a.m. (MDT).

JIM ROLETTO, CHAIRMAN PUBLIC WORKS CONTRACTORS LICENSE BOARD	CHRIS L. JENSEN, ADMINISTRATOR DIVISION OF BUILDING SAFETY
DATE	DATE

***These DRAFT minutes are subject to possible corrections and final approve by the Public Works Contractors License Board. 06/12/2018rb**

DRAFT

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03 **Meeting and Quorum Requirements**

PRESENTER: Spencer Holm, Deputy Attorney General

OBJECTIVE: Change the meeting and quorum requirements in statute.

ACTION: Vote to accept or reject the proposal.

BACKGROUND: **April 2018** – In Idaho Code § 54-1908 *Meetings -- Quorum*, four members of the board constitutes a quorum. Currently, there are eight members; therefore, the requirement in statute does not qualify as a majority. In addition, required are four regular meetings with specific date requirements. Most boards only require two meetings; holding additional meetings as needed.

The Deputy Attorney General will bring the proposed statute change to the July Board meeting as an action item.

PROCEDURAL HISTORY:

ATTACHMENTS: Proposed Changes to Idaho Code § 54-1908

54-1908. MEETINGS — QUORUM. The board shall hold not less than ~~four~~ two (2~~4~~) regular meetings each year~~, on a day not later than the fifteenth day of the month in each of the months of January, April, July and October,~~ for the purpose of transacting such business as may properly come before it. ~~At the April meeting of e~~Each year, the board shall elect officers. Special or regular monthly meetings of the board may be held at such times as the board may provide in the rules. ~~Four (4) members~~A majority of the board shall constitute a quorum. Two (2) members of the board may call a special meeting at any time. Due notice of each meeting of the board and the time and place thereof shall be given each member in the manner prescribed in the rules. Each member of the board shall be compensated as provided by section 59-509(n), Idaho Code, and paid from the public works contractors license board fund.

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04 **Automatic Suspension--Draft Rule**

PRESENTER: Spencer Holm, Deputy Attorney General

OBJECTIVE: Create rule to coincide with statute as it pertains to automatic suspension.

ACTION: Vote to accept or reject the proposal.

BACKGROUND: Under Idaho Code § 54-1910(a), a public works contractor must designate an individual qualified by examination (QI). If a QI ceases to be connected with a contractor, the contractor must notify DBS within ten (10) days. If the contractor provides notice in ten (10) days, the contractor's license remains in force "for a reasonable length of time, to be determined by rules of the board." If the contractor does not provide notice in ten (10) days, the license is automatically suspended.

There is no rule that defines how long "a reasonable time length of time" is. It is also not clear what constitutes notice that a QI has ceased to be connected with a contractor and DBS cannot always tell when a QI has ceased to be connected with a contractor.

The attached proposed rule would define a QI; determine the "reasonable length of time" a contractor's license will remain in force under Idaho Code § 54-1910(a); and clarify that notice that a contractor's QI has ceased to be connected with the contractor must be provided to the administrator on forms prescribed by the administrator. The attached policy statement will help DBS staff in implementing the new rules. The attached notice form is for use in implementing the new rules.

ATTACHMENTS: Proposed Rule Changes, Policy Statement, Notice Form

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IDAPA 07
TITLE 05
CHAPTER 01

07.05.01 - RULES OF THE PUBLIC WORKS CONTRACTORS LICENSE BOARD

000. LEGAL AUTHORITY.
This chapter is adopted pursuant to Section 54-1907, Idaho Code, as amended. (3-20-04)

001. TITLE.
These rules shall be cited as IDAPA 07.05.01, "Rules of the Public Works Contractors License Board." (3-20-04)

002. INTENT.
The Board believes the legislature in providing the License Act and subsequent amendments thereto, intended to afford some protection to officials of units of government at all levels in their dealing with persons, firms or corporations engaging in the construction, reconstruction or repair of Public Works. The licensing of a person, firm or corporation as a "Public Works Contractor" is intended to provide the investing public body some assurance of the contractor's reputation, ability, qualifications, experience and financial responsibility. (3-20-04)

003. WRITTEN INTERPRETATIONS.
This agency has no written interpretations of this chapter. (3-20-04)

004. ADMINISTRATIVE APPEALS.
The administrative procedures governing this chapter are outlined herein. (3-20-04)

005. -- 009. (RESERVED)

010. DEFINITIONS.
As used in these rules. (7-1-93)

01. Administrator. Refers to the administrator of the Division of Building Safety. (3-20-04)

02. Applicant. Shall mean any person who has filed an application with the administrator. (3-20-04)

03. Board. Refers to the Public Works Contractors License Board which is created within the Idaho Division of Building Safety as set forth in Title 54, Chapter 19, Idaho Code. (3-20-04)

04. Compiled. Refers to a type of financial statement in which the information presented is based solely upon representations by an organization's management. (3-20-04)

05. Estimated Cost. For the purposes of the application of Section 54-1903(i), Idaho Code, the term "estimated cost" shall refer to the total aggregate amount of the value of all the separate or individual jobs, parts, components, or undertakings involved in the construction of a single project when combined and considered as a whole, regardless of the types of trades, sub-contracts, work, or other individual aspects involved, and without regard to the number of trades or crafts that are involved. (3-29-10)

06. Financial Statement. A balance sheet and income statement prepared in accordance with generally accepted accounting principles. (3-20-04)

07. Incidental Work. Shall mean work, the nature of which does not require any additional trade licenses and which may be carried out in conjunction with an activity for which the licensee is licensed, but is not intended to produce an amount of income over ten percent (10%) of the total bid amount. (3-20-04)

08. Independent Audit Report. A report prepared by an independent certified public accountant presenting such auditor's opinion on the fairness of the organization's financial statements and prepared in accordance

with generally accepted auditing standards. (3-20-04)

09. **Licensee**. Includes any individual proprietor, partnership, limited liability partnership, limited liability company, corporation, joint venture, or other business organization holding a current, unrevoked public works contractor license. (3-20-04)

10. **Petitioner**. Shall mean: (7-1-93)

a. Any licensee who has filed with the Board a written request for the change or addition to the types of construction for which he is licensed; (7-1-93)

b. Any applicant or licensee requesting a rehearing in any proceeding or appealing from the final decision or order of the administrator or the Board; (3-20-04)

c. Any interested person requesting the promulgation, amendment or repeal of a rule; or (7-1-93)

d. Any interested person requesting a declaratory ruling on the applicability of the License Act or of any rule or order of the Board. (7-1-93)

11. **Reviewed**. Refers to a financial statement that is accompanied by the opinion of a certified public accountant stating that, based upon representations by the organization's management, the reviewer has a reasonable basis for expressing limited assurance that there are no material modifications that should be made to the financial statements in order for the statements to be in accordance with generally accepted accounting principles. (3-20-04)

12. **Qualified Individual**. The person qualifying by examination as to the experience and knowledge required by Section 54-1910(a), Idaho Code. ()

011. -- 099. (RESERVED)

100. BOARD OFFICE -- LOCATION, HOURS, MAILING ADDRESS, TELEPHONE NUMBER, FACSIMILE NUMBER.

The address of the Board office, and its mailing address, is 1090 E. Watertower Street, Suite 150, Meridian, Idaho 83642. Office hours are from 8 a.m. until 5 p.m., daily. The office is closed on weekends and holidays. The Board telephone number is (208) 334-4057, and the facsimile number is (208) 855-9666. (3-20-14)

101. MEETINGS.

Meetings of the Board are subject to the Idaho Open Meeting Law, Title 67, Chapter 23, Idaho Code. (3-20-04)

102. COMMUNICATION.

All written communications, forms and documents concerning any matter covered by the Act or these rules shall be addressed to the administrator and not to members of the Board or staff. All communications are deemed officially received only when delivered to the office of the administrator. Documents may be submitted in electronic format acceptable to the administrator. (3-20-14)

103. PETITIONS.

An applicant or licensee seeking an order or decision of the administrator or the Board on any application or other matter, or in any disciplinary proceeding, must file a written petition. (3-20-04)

104. FORM AND CONTENT OF PETITION.

01. **Form**. The petition, including the heading, the name of the petitioner or person making the request, and the purpose of the petition shall be in substantially the following form: (3-20-04)

a. Paragraph 1 shall state the petitioner's name, address, and license number. (3-20-04)

b. Paragraph 2 shall state the petitioner's request in brief, precise and specific terms, including

of seventy-five thousand dollars ($75,000) with twenty-five thousand dollars ($25,000) in working capital. (3-27-13)

07. Heavy, Highway, Building, and Specialty Construction Class C License. An applicant requesting a Class C license in Heavy, Highway, Specialty or Building Construction shall have a minimum net worth of twenty-five thousand dollars ($25,000) with seven thousand five hundred dollars ($7,500) in working capital. (3-19-99)

08. Heavy, Highway, Building, and Specialty Construction Class D License. An applicant requesting a Class D license in Heavy, Highway, Specialty or Building Construction shall have a minimum net worth of ten thousand dollars ($10,000) with three thousand dollars ($3,000) in working capital. (3-19-99)

112. EXAMINATION.
The Board shall approve all subject areas and topics to be included in the examinations to become licensed as a public works contractor. (4-9-09)

01. Frequency of Conducting of Examinations. (4-9-09)

a. Examinations for all classes of licenses under the Public Contractors laws and rules will be given a minimum of four (4) times each year in at least three (3) locations: (4-9-09)

i. One (1) to be in north Idaho; (4-9-09)

ii. One (1) to be in southwest Idaho; and (4-9-09)

iii. One (1) to be in southeast Idaho. (4-9-09)

b. The applicant will be notified in writing of the date, time, and location at which the examinations will be given, following approval of the application. (4-9-09)

02. Professional Testing Services. In lieu of the administration by the administrator of the examination for licenses pursuant to this rule, the administrator may contract with a professional testing service to administer the examination, and require license applicants to pay to the testing service the fee that they have set for the examination and to take such examination at the time set by such service with the exception of Class D applicants. After taking such examination, an official copy of the applicant's test score must be provided to the administrator before the license will be granted. If the examination is conducted in this fashion, the Division of Building Safety may charge and retain the application fee provided for by Section 54-1911, Idaho Code, to cover the cost of reviewing the applicant's application. (4-9-09)

a. Class D applicants will utilize the existing in-house, open-book examination. (4-9-09)

b. Class D licensees pursuing an upgrade must reapply and pass the examination administered by the professional testing service. (4-9-09)

03. Required Score. The applicant must receive a final grade of seventy percent (70%) or higher prior to issuance of the appropriate license. (4-9-09)

04. Failed Examinations. (4-9-09)

a. An applicant receiving less than a passing score on a first or second examination may be reexamined without reapplication. (4-9-09)

b. Before being reexamined after failing an examination the third time, an applicant must resubmit the application and fee. (4-9-09)

c. Before being reexamined after any further failures, an applicant for reexamination must wait until the expiration of sixty (60) days from the date of the failed examination and resubmit the application and fee for each subsequent examination. (4-9-09)

113. INDIVIDUAL QUALIFIED BY EXAMINATION.

01. Written Notice. Written notice, required by Section 54-1910(a), Idaho Code, that the qualified individual of a public works contractor has ceased to be connected with the contractor shall be provided to the administrator on forms prescribed by the administrator. Such notice must indicate the date the qualified individual ceased to be connected with the contractor. ()

02. Reasonable Length of Time. If a public works contractor notifies the administrator that the contractor's qualified individual has ceased to be connected with the contractor, the contractor's license will remain in force for ninety (90) days from the date of the notice. ( )

114~~3~~. -- 198. (RESERVED)

199. LIMITATIONS.

01. One License. A licensee will be permitted to hold only one (1) class of license at any given time. (3-20-04)

02. Previous License Null and Void. When a licensee of one class has been issued a license of another class, the previous license shall be null and void. (3-20-04)

03. Total Bid Cost. The total of any single bid on a given public works project, or the aggregate total of any split bids, or the aggregate total of any base bid and any alternate bid items, or the aggregate total of any separate bid by a licensee of any class, except Class Unlimited, shall not exceed the estimated cost or bid limit of the class of license held by the licensee. The aggregate total of bids shall include all bids of the subcontractors. Subcontractor bids shall not be considered a separate bid for the purposes of computing the bid on a given public works project. (5-8-09)

04. Two or More Licensees. Two (2) or more licensees of the same class or of different classes shall not be permitted to combine the estimated cost or bid limit of their licenses to submit a bid in excess of the license held by either licensee. (3-20-04)

05. Type 4 License Holder. The holder of a license for Type 4, Specialty Construction, shall be entitled to bid a public works project as a prime contractor or as a subcontractor, if more than fifty percent (50%) of the work to be performed by him on such project is covered by a category or categories listed on the license held by the licensee. (3-20-04)

200. TYPE 4-SPECIALTY CONSTRUCTION CATEGORIES.
A license for Type 4-Specialty Construction shall list one (1) or more specialty construction categories to which the license is restricted. Categories and their definitions are: (4-6-05)

01. 01107 Engineering. A specialty contractor whose primary business includes providing engineering and design services such as civil, electrical, mechanical, and structural. (4-6-05)

02. 01541 Scaffolding and Shoring. A specialty contractor whose primary business is the installation of any temporary elevated platform and its supporting structure used for supporting workmen or materials or both, and props or posts of timber or other material in compression used for the temporary support of excavations, formwork or unsafe structures; the process of erecting shoring. (4-6-05)

03. 01542 Craning and Erection. A specialty contractor whose primary business includes the art, ability and skill to safely control the workings of a crane in such a manner that building materials, supplies, equipment and structural work can be raised and set in a final position. (4-6-05)

Public Works Contractors Qualified Individual Policy

In accordance with Idaho Code section 54-1910(a) and IDAPA 07.05.01.113:

If the Division of Building Safety learns that the qualified individual of a public works contractor has ceased to be connected with the contractor and the contractor has not submitted a completed notice form to the administrator, the Division will give the contractor a notice form. The Division will make best efforts to give a notice form to the contractor on the same day it learns that the qualified individual of the contractor has ceased to be connected with the contractor.

If a contractor submits a completed notice form to the administrator within ten (10) days of the contractor's receipt of a notice form, the contractor's license will remain in force, without a qualified individual connected with the contractor, for ninety (90) days from the date of the notice. If a new qualified individual has not become connected with the contractor at the conclusion of ninety (90) days from the date of the notice, the administrator will automatically suspend the contractor's license.

If a contractor does not submit a completed notice form to the administrator within ten (10) days of the contractor's receipt of a notice form, the administrator will automatically suspend the contractor's license at the conclusion of ten (10) days from the date the contractor received a notice form.

Notice to Administrator Regarding Qualified Individual

Pursuant to Idaho Code section 54-1910(a) and IDAPA 07.05.01.113:

Failure to complete and return this form within ten (10) days of its receipt may result in the automatic suspension of the public works contractor license of ____(name of public works contractor)_____(Contractor).

Contractor hereby notifies the administrator of the Division of Building Safety that the qualified individual previously connected to Contractor has ceased to be connected with Contractor.

The cessation occurred on ____(date of cessation)____.

Contractor has ninety (90) days from the date of this notice to become connected with a qualified individual.

If Contractor does not become connected with a qualified individual within ninety (90) days of the date of this notice, the administrator will automatically suspend the public works contractor license of Contractor.

_____ _____

Signature of public works contractor representative Date

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05 Licensing Changes--Different Categories

PRESENTER: DBS Staff

OBJECTIVE: Change licensing criteria based on the contractors surety company's willingness to bond a project.

ACTION: Informational

BACKGROUND: **April 2018** – Scott Wood, Wood's Crushing and Hauling, addressed the Board with regard to licensure and bidding limitations; expressing a need for the Board to reestablish its criteria based on a surety company's willingness to bond a project. Board Member Brian Bailey specified the current requirements for classification of licensure restricts a contractor's growth, creates a smaller bidding pool, loses Idaho jobs to larger out-of-state contractors, and loses revenue.

Administrator Jensen stated he sees merit in Mr. Wood's suggestion; however, it would require changes in both statute and rule. The Board, not sure the bond is the right solution, agreed there could potentially be some language adjustments to increase the capacity/capabilities of Idaho's contractors. The Administrator offered, and the Board agreed, for the Division to research language from other states to benefit the contractors of the state of Idaho, and bring language to the July 2018 Board meeting.

PROCEDURAL HISTORY:

ATTACHMENTS: Proposed Language to be Provided at Meeting

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06 **Compliance Report**

PRESENTER: Amy Kohler, Compliance Program Specialist

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

ACTION: Informational

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

PROCEDURAL HISTORY:

ATTACHMENTS: Quarterly PWCL Board Report

Quarterly PWCL Board Report

Licenses Processed for April 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	0	50	1	0
AAA	1	26	1	0
AA	1	17	2	0
A	0	17	1	0
B	1	39	6	3
CC	4	5	1	1
C	5	87	1	3
D	9	66	0	0
Totals	**24**	**307**	**13**	**7**
2017 Totals	**27**	**262**	**13**	**5**
Construction Managers	**1**	**9**		

Licenses Processed for May 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	3	43	0	0
AAA	0	31	1	0
AA	1	30	6	1
A	1	20	4	0
B	4	50	4	3
CC	0	13	5	2
C	6	98	2	1
D	20	56	0	0
Totals	**35**	**341**	**22**	**7**
2017 Totals	**30**	**326**	**12**	**8**
Construction Managers	**0**	**7**		

Licenses Processed for June 2018

License Class	Originals	Renewals	Upgrades	Downgrades
Unlimited	0	50	4	1
AAA	1	40	1	0
AA	1	31	2	0
A	2	28	5	0
B	1	53	5	1
CC	0	8	2	1
C	5	88	2	6
D	17	49	0	1
Totals	**27**	**348**	**21**	**10**
2017 Totals	**28**	**382**	**8**	**11**
Construction Managers	**0**	**13**		

Total Licenses Processed for FY 2017
7/1/2016 to 6/30/2017

FY 2017	Originals	Renewals
July	23	238
August	21	321
September	4	242
October	18	225
November	16	142
December	10	140
January	18	158
February	30	194
March	23	286
April	29	265
May	35	348
June	27	361
FY 2017 Totals	**254**	**2920**

Total Licenses Processed for FY 2018
7/1/2017 to 6/30/2018

FY 2018	Originals	Renewals
July	27	240
August	15	310
September	16	209
October	19	194
November	16	182
December	16	119
January	18	177
February	32	207
March	35	261
April	25	316
May	35	348
June	27	361
FY 2018 Totals	**281**	**2924**

The program currently shows **3207** active public works contractors and **89** active construction managers as of June 30, 2018.

PWCL Assessments

This fiscal year the program has collected $0.00 in assessments.
This calendar year the program has collected $0.00 in assessments.

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 07 **Administrator Report**

PRESENTER: Chris L. Jensen, 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. 07a **Financial Report**

PRESENTER: Chris L. Jensen, Administrator

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 2018 Financial Statements

As of 05/31/2018

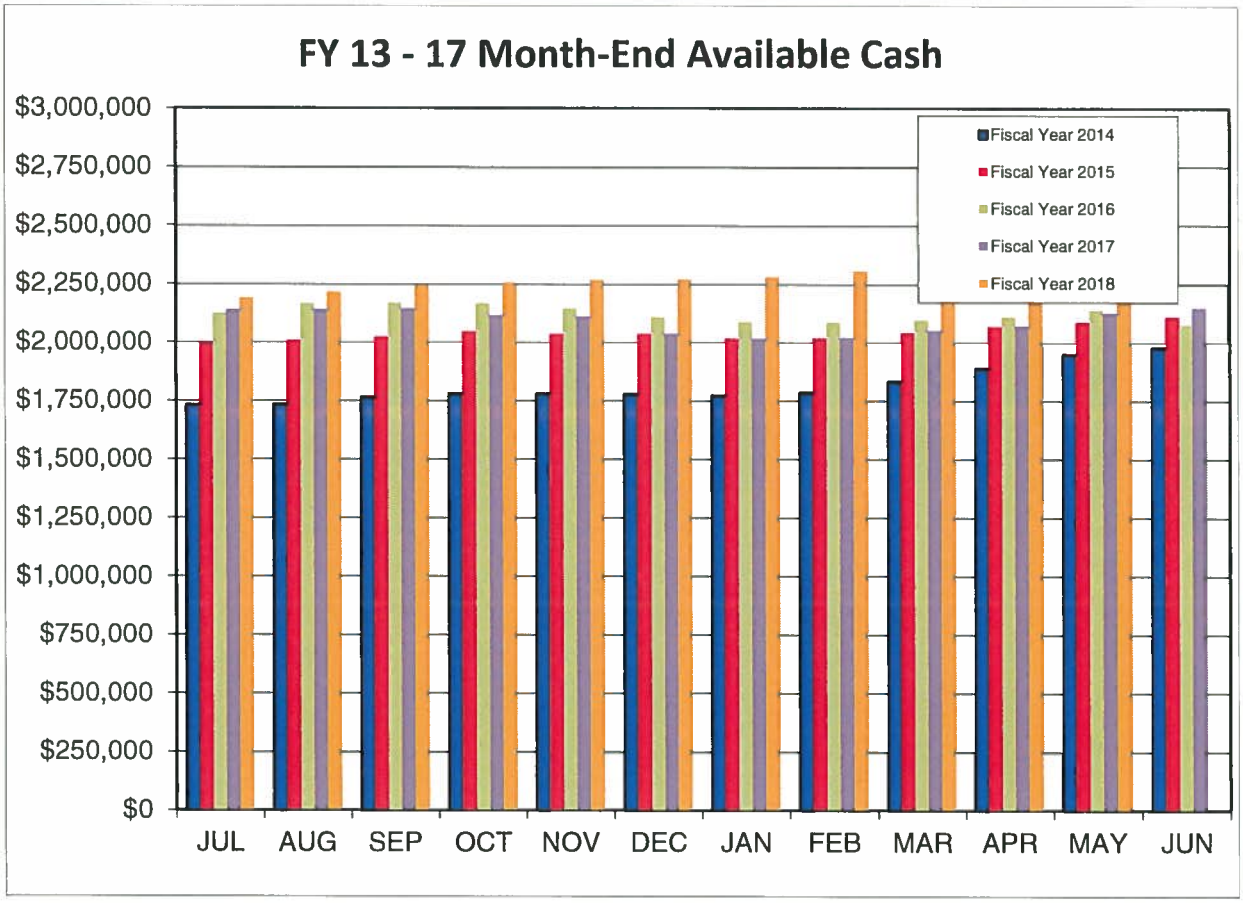
Statement of Revenues and Expenditures

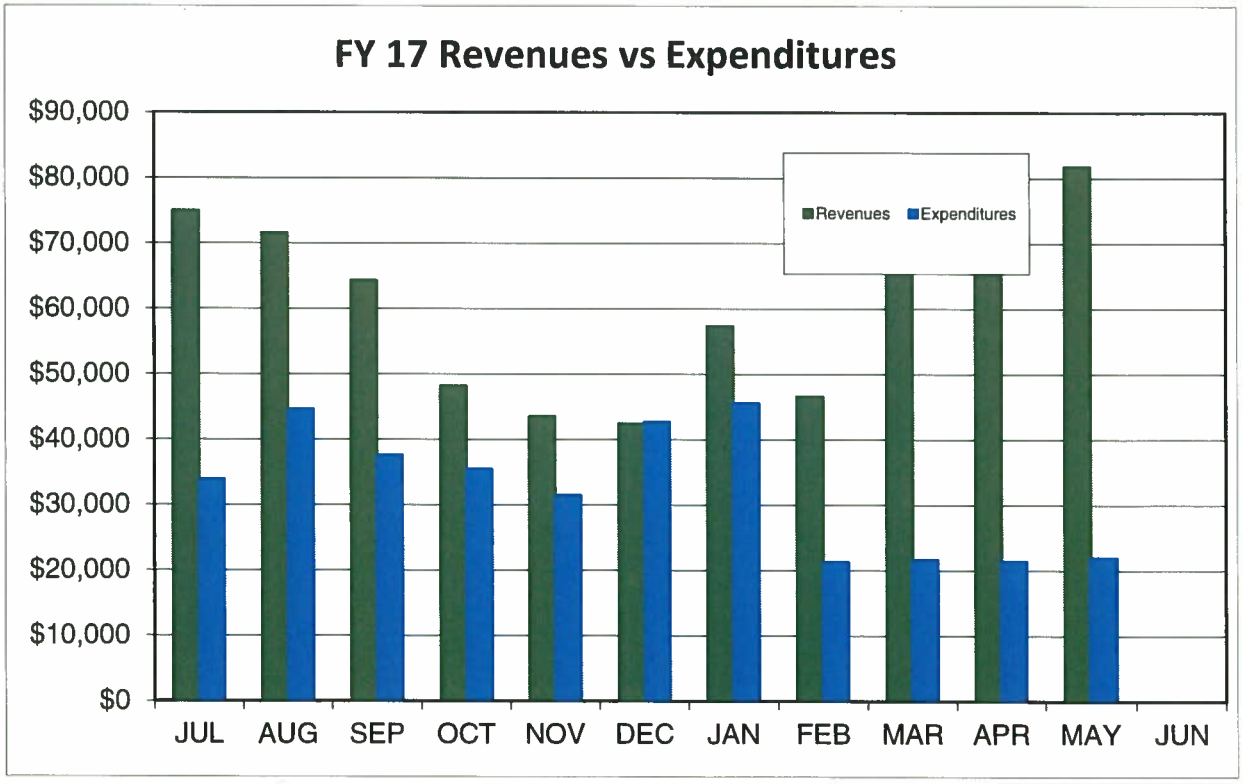
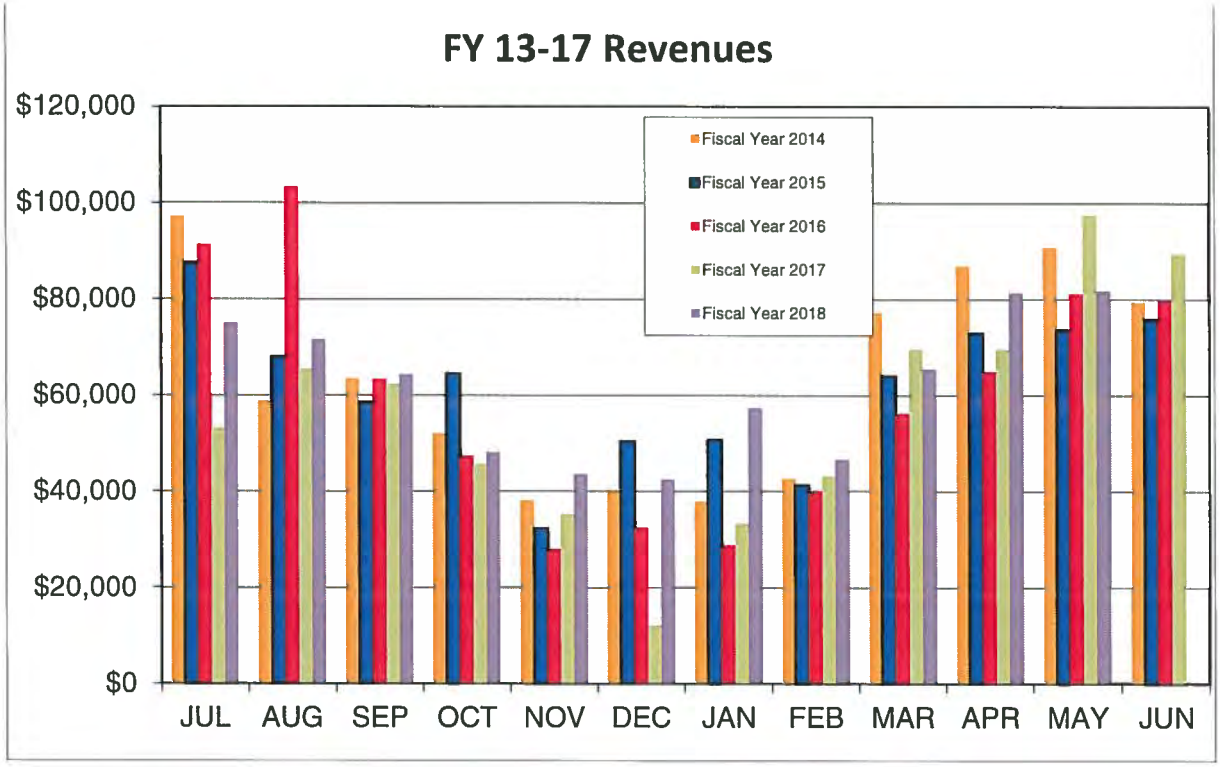
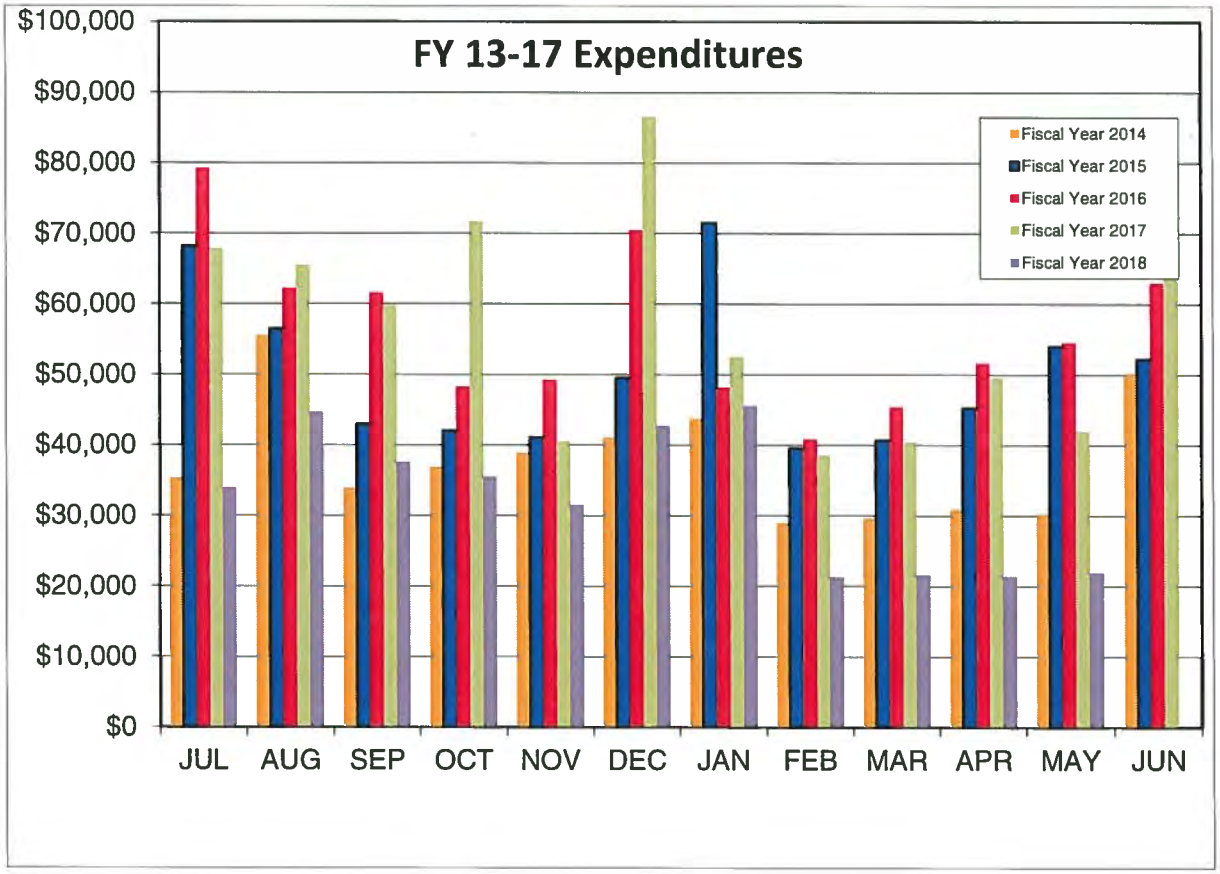
Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	769,700	677,115	88.0%	92,585	85,813	762,927	99.1%
Expenditures							
Personnel:	532,000	290,371	54.6%	241,629	37,875	328,246	61.7%
Operating:	169,800	41,754	24.6%	128,046	3,621	45,375	26.7%
Capital:	67,900	25,277	37.2%	42,623	42,623	67,900	100.0%
Total Expenditures	769,700	357,402	46.4%	412,298	84,119	441,521	57.4%
Net for FY 2018	0	319,713			1,694	321,407	

Statement of Cash Balance

July 1, 2017 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of May 31, 2018	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
2,149,081	677,115	(357,402)	0	2,468,793	1,694	2,470,487

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07





PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07