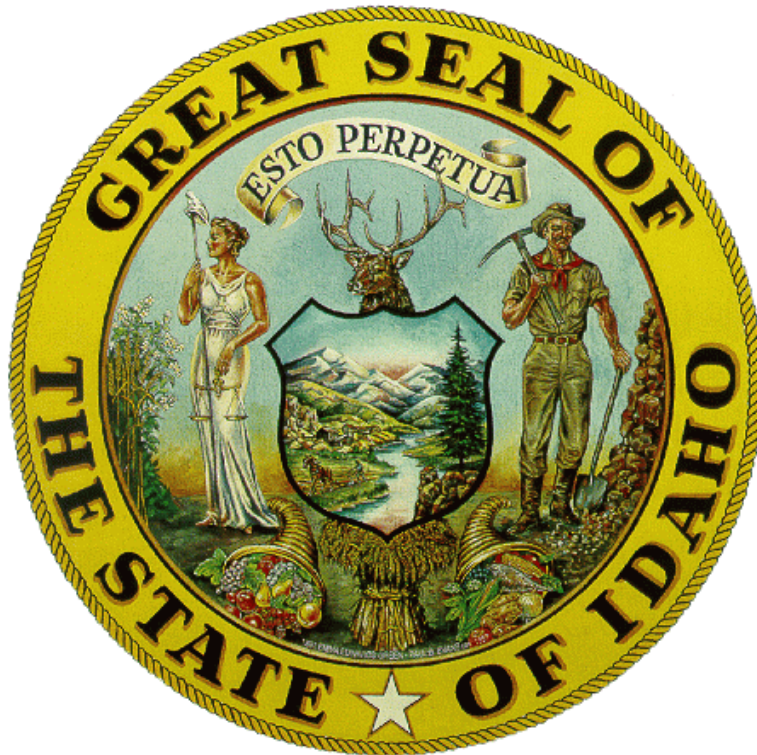


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

OCTOBER 2, 2017



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve agenda for the October 2, 2017 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, October 2, 2017
9:30 a.m. – 10:30 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 October 2, 2017 Agenda – Jim Roletto
2. Approval of the July 10, 2017 Board Meeting Minutes – Jim Roletto

ACTION AGENDA

3. **Schedule 2018 Board Meetings – Jim Roletto**

INFORMATIONAL AGENDA

(These items are for informational purposes only. Any action will be at the PWCL Board's discretion.)

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

10:30 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. 9/22/2017rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Approve draft minutes from the July 10, 2017 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



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

Monday – July 10, 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**

***DRAFT MINUTES OF THE JULY 10, 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 9:35 a.m. (MDT)

Board Members Present:

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

DBS Staff Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Patrick Grace, Deputy Attorney General
Spencer Holm, Deputy Attorney General
Larry Jeffres, Regional Manager, Region 1
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 July 10, 2017 Agenda**

The Chairman called for a motion to approve the agenda.

MOTION: Karen Echeverria made a motion to approve the agenda as presented. Chuck Graves seconded. Motion passed.

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

The Chairman called for a motion to approve the agenda.

MOTION: Joe Jackson made a motion to approve the minutes as written. Chuck Graves seconded. Motion passed.

◆ **Compliance Program Report**

Compliance Program Supervisor Terry Blessing will officially be retired at the end of July 2017. Amy Kohler, DBS employee for almost 20 years, has accepted the position

of Compliance Program Specialist. The regional managers will become more involved in all aspects of compliance with the Compliance Program Specialist spearheading the program.

Deputy Attorney General Patrick Grace has accepted the position of Southwest Idaho Regional Manager with the Division. Taking Mr. Grace's position as legal counsel for DBS is Deputy Attorney General Spencer Holm.

◆ **Administrator Report**

Financial Report – The program is solvent and in good shape with no foreseeable problems.

Staffing Changes – Recently, the Customer Resource Team obtained four new employees to assist in the issuance of permits and licenses, as well as inspector support. In addition, DBS is in the process of hiring a building inspector for the Meridian area. Starting July 1st, the Division has the ability to hire more personnel.

Paperless Board Packets – Beginning September 2017, board packets will only be available electronically through the Division's website. This is great cost-savings for the Division's eight boards.

Senate Bill 1074 – The bill modified/updated the procurement statutes, to include exemption and bonding changes related to some types of public works projects. Passed by the 2017 legislature, and signed by the Governor in March 2017, the bill became effective July 1, 2017. The Division was unaware of the bill until after the legislature had adjourned.

The procurement numbers, pertaining to public works contractor licenses, changed significantly. In the past, any construction, alteration, improvement or repair involving any single project with any number of trades or crafts and an estimated cost of less than \$10,000 was exempt from requiring a bid or holding a public works contractor license. The limit is now \$50,000 and will change what the Division does with public works licensing.

Board Member Karen Echeverria provided some background on the creation of the bill, as well as offered to provide any future proposals to DBS.

Also removed in its entirety was Idaho Code § 26-2805(1). The code allowed, in remote areas, for solicitation of bids by non-licensed public works contractors if it was determined there may be a lack of available licensed contractors. Although not used often, it removed the option for DBS.

◆ **Adjournment**

The Chairman called for a motion to adjourn the meeting.

MOTION: Chuck Graves made a motion to adjourn the meeting. Joe Jackson seconded. Vote called. All in favor, motion carried.

The meeting adjourned at 9:58 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 correction and final approval by the PWCL Board. 08/21/2017rb**

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Schedule 2018 Board Meetings

PRESENTER: Jim Roletto, Chairman

OBJECTIVE: Schedule 2018 board meetings.

ACTION: Vote to accept, reject or modify the 2018 meeting dates as proposed under the topic *Background*.

BACKGROUND: Suggested 2018 Board meeting dates:

January 8th (Monday), April 9th (Monday), July 9th (Monday), and October 9th (Tuesday)

PROCEDURAL HISTORY: In accordance to Idaho Code § 54-1908, “The board shall hold not less than four (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.”

ATTACHMENTS: Tentative 2018 Board Meeting Calendar



DBS BOARD MEETINGS - 2018

DAMAGE PREVENTION BOARD	JAN 25, MAR 29, MAY 31, JUL 26, SEP 27, NOV 29
FACTORY BUILT STRUCTURES ADVISORY BOARD	FEB 13, MAY 8, JUL 10
IDAHO BUILDING CODE BOARD	FEB 20, APR 17, JUN 19, OCT 16
IDAHO ELECTRICAL BOARD	JAN 24, APR 25, JUL 25, OCT 24
IDAHO HEATING VENTILATION & AIR COND. BOARD	JAN 10, MAR 14, MAY 9, NOV 14
IDAHO PLUMBING BOARD	JAN 18, MAR 15, MAY 17, SEP 20
PUBLIC WORKS CONTRACTORS LICENSE BOARD	JAN 8, APR 9, JUL 9, OCT 9
SCHOOL SAFETY & SECURITY ADVISORY BOARD	JAN 11, SEP 13

Board Meetings will be held at each Division of Building Safety regional office either in person or through video

1090 E WATERTOWER ST
SUITE 150
MERIDIAN, ID 83642

1250 IRONWOOD DR
SUITE 220
COEUR D'ALENE, ID 83814

2055 GARRETT WAY
BLD 1, SUITE 4
POCATELLO, ID 83201

JANUARY							FEBRUARY							MARCH							APRIL							MAY							JUNE							
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	
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14	15	16	17	18	19	20	11	12	13	14	15	16	17	11	12	13	14	15	16	17	15	16	17	18	19	20	21	13	14	15	16	17	18	19	10	11	12	13	14	15	16	
21	22	23	24	25	26	27	18	19	20	21	22	23	24	18	19	20	21	22	23	24	22	23	24	25	26	27	28	20	21	22	23	24	25	26	17	18	19	20	21	22	23	
28	29	30	31				25	26	27	28				25	26	27	28	29	30	31	29	30						27	28	29	30	31			24	25	26	27	28	29	30	

JULY							AUGUST							SEPTEMBER							OCTOBER							NOVEMBER							DECEMBER						
S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S	S	M	T	W	T	F	S
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8	9	10	11	12	13	14	5	6	7	8	9	10	11	2	3	4	5	6	7	8	7	8	9	10	11	12	13	4	5	6	7	8	9	10	2	3	4	5	6	7	8
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29	30	31					26	27	28	29	30	31	23	24	25	26	27	28	29	28	29	30	31				25	26	27	28	29	30		23	24	25	26	27	28	29	
														30																					30	31					

Holidays outlined & highlighted in gray -- Management meetings outlined in blue -- Industrial Safety meeting outlined in red

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Compliance Program Report

PRESENTER: Amy Kohler, Compliance Program Specialist

OBJECTIVE: To 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

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. 05a

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 8/31/2017

Statement of Revenues and Expenditures

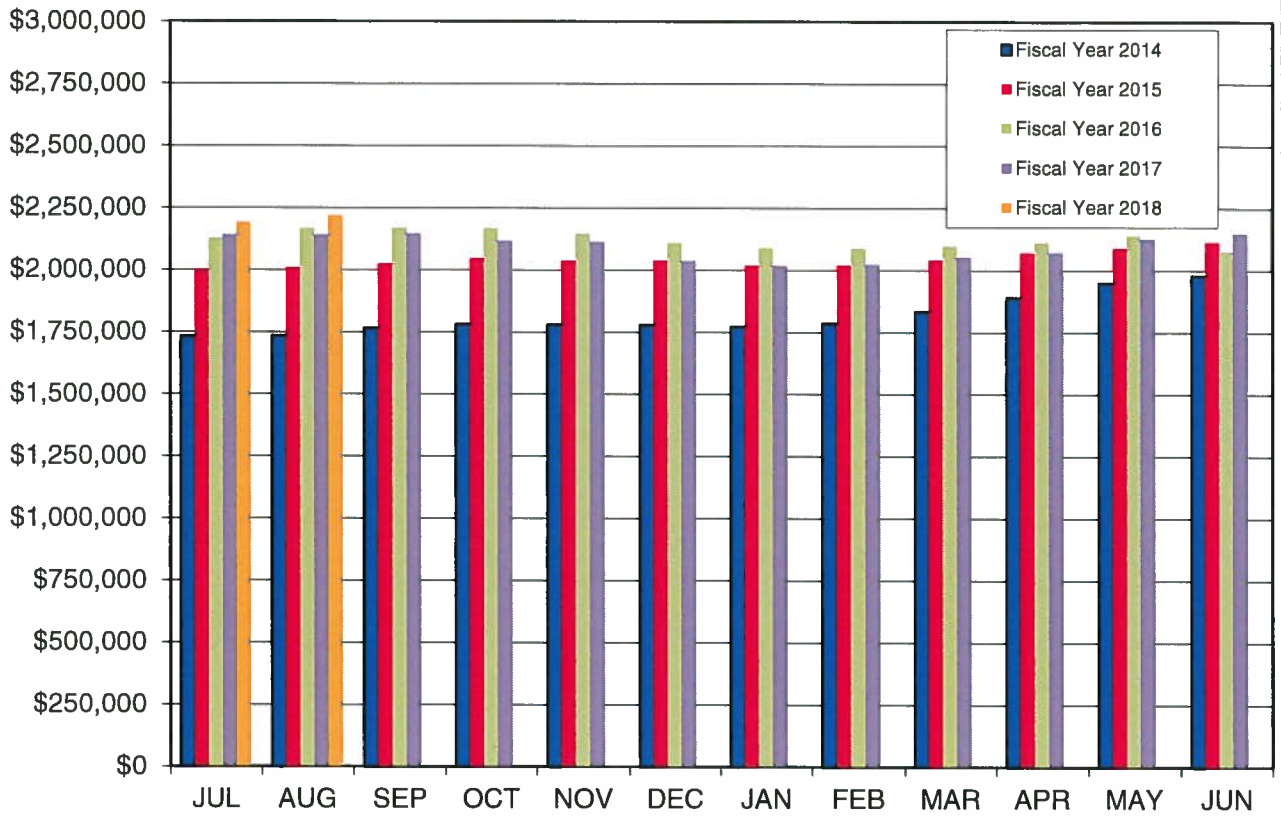
Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	769,700	146,471	19.0%	623,229	533,654	680,125	88.4%
Expenditures							
Personnel:	532,000	66,603	12.5%	465,397	366,314	432,916	81.4%
Operating:	169,800	5,055	3.0%	164,745	14,997	20,052	11.8%
Capital:	67,900	6,850	10.1%	61,050	61,050	67,900	100.0%
Total Expenditures	769,700	78,508	10.2%	691,192	442,360	520,868	67.7%
Net for FY 2018	0	67,963			91,294	159,257	

Statement of Cash Balance

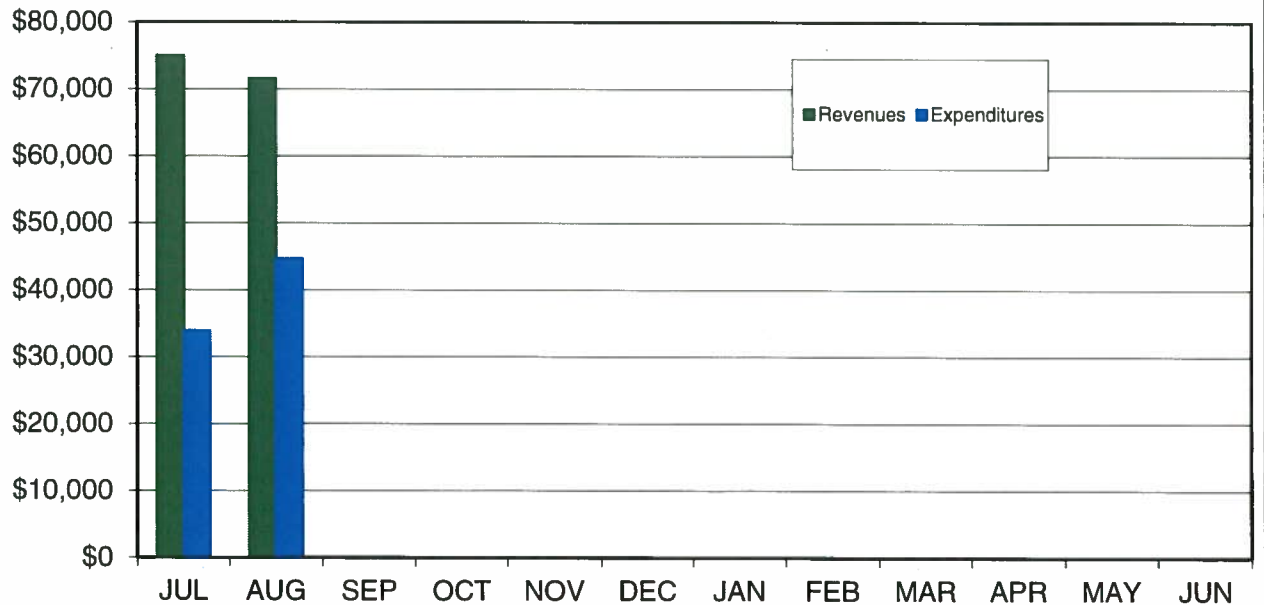
July 1, 2017 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of August 31, 2017	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
2,149,081	146,471	(78,508)	(0)	2,217,044	91,294	2,308,338

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

FY 13 - 17 Month-End Available Cash



FY 17 Revenues vs Expenditures



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

