

DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

OCTOBER 5, 2015



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: John Sheldon, Chairman

OBJECTIVE: Approve agenda for the October 5, 2015 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, October 5, 2015
9:30 a.m. - 11:30 a.m. (MT)***

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

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- 9:30 a.m.** **CALL TO ORDER** - John Sheldon, Chairman
- Roll Call & Introductions
 - Open Forum
- CONSENT AGENDA**
1. Approval of the October 5, 2015 Agenda
 2. Approval of the July 9, 2015 Board Meeting Minutes
- ACTION AGENDA**
3. **Schedule 2016 Board Meetings - John Sheldon**
- INFORMATIONAL AGENDA**
4. Conflict of Statutes - Patrick Grace
 5. Compliance Program Supervisor Report - Terry Blessing
 6. Operational Report - Steve Keys
 7. Administrator Report - C. Kelly Pearce
 - a. Financial Report - Fred Sisneros
- 11:30 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. 08/31/2015

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: John Sheldon, Chairman

OBJECTIVE: Approve minutes from the July 9, 2015 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Thursday - July 9, 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 JULY 9, 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 9:33 a.m. (MT).

Board Members Present:

John Sheldon, Chairman
Jim Roletto, Vice-Chairman
Robbie Austin
Brian Bailey
Evan Goodwin
Garry Tolley

Board Members Absent:

Joe Jackson

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
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
Adam Bowcutt, Regional Supervisor, Region 3
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

DBS Staff Absent:

Ron Whitney, Deputy Administrator-Administration

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of July 9, 2015 Agenda**

MOTION: Jim Roletto made a motion to approve the agenda as presented. Garry Tolley seconded. All in favor, motion carried.

◆ **Approval of April 6, 2015 Board Meeting Minutes**

MOTION: Garry Tolley made a motion to approve the minutes as written. Jim Roletto seconded. All in favor, motion carried.

◆ **Reduction of License Fees**

The current revenue for the Public Works program exceeds its expenditures. A proposed temporary rule, to reduce renewal fees by 20 percent, was presented to the Board. Upon the

approval of the Board and Governor, the temporary rule would be effective until the adjournment of the 2016 legislative session.

MOTION: Garry Tolley made a motion to approve the proposed temporary rule. Jim Roletto seconded. All in favor, motion carried.

◆ **Conflict of Statutes**

Board Member Brian Bailey expressed concern of a possible “gray area” between Idaho Codes §§ 54-1903(i) *Public Works Contractors* (DBS) and 54-5205(f) *Exemptions from Registration* (Idaho Bureau of Occupational Licenses-BOL) as they pertain to license requirements and jurisdiction.

It was determined the contractor registration, through the BOL, is required when: 1) An individual does not have an electrical, HVAC or plumbing license through the DBS, and 2) the total cost of the project is over \$2,000.

The Deputy Attorney General offered, and the Board agreed, to contact BOL; clarifying the statute and license requirements of the DBS.

ACTION: The topic *Conflict of Statutes* will be addressed as an informational item at the October 2015 board meeting by the Deputy Attorney General.

◆ **Operational Report**

Quarterly PWCL Board Report - The Quarterly PWCL Board report was reviewed.

Administrative Assessment Log - The Division has collected \$45,746 for FY 2015 and \$15,172 for calendar year-to-date in assessments.

Reorganization - The two deputy administrators have traded responsibilities within the Agency. The Deputy Administrator, Operations now manages the Customer Resource Team; i.e., licensing and permitting.

◆ **Administrator Report**

Compliance Report - The Compliance Program Supervisor is meeting with inspectors, local jurisdictions and supervisors throughout the state of Idaho; ensuring the awareness and understanding of the Division’s new program.

Reorganization (cont’d) - The Administrator elaborated further on the deputy administrators’ role reversals and responsibilities.

Residential Construction - There has been a 14.4% increase in residential construction in the state of Idaho this calendar year versus the previous calendar year. On a per capita basis, Idaho is the fastest growing residential construction area in the United States.

Financial Report - The Public Works Contractors Licensing Fund, FY 2015 financial statement as of June 30, 2015, was reviewed.

◆ **Adjournment**

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

The meeting adjourned at 10:13 a.m. (MT).

JOHN SHELDON, 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. 08/19/2015rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Schedule 2016 Board Meetings

PRESENTER: John Sheldon, Chairman

OBJECTIVE: Schedule 2016 board meetings.

ACTION: Vote to accept, reject or modify the 2016 meeting dates as proposed under the topic *Background*.

BACKGROUND: The following 2016 dates were selected for the Board's consideration:

**January 11th (Monday), April 11th (Monday), July 7th (Thursday),
and October 3rd (Monday)**

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 2016 Board Meeting Calendar

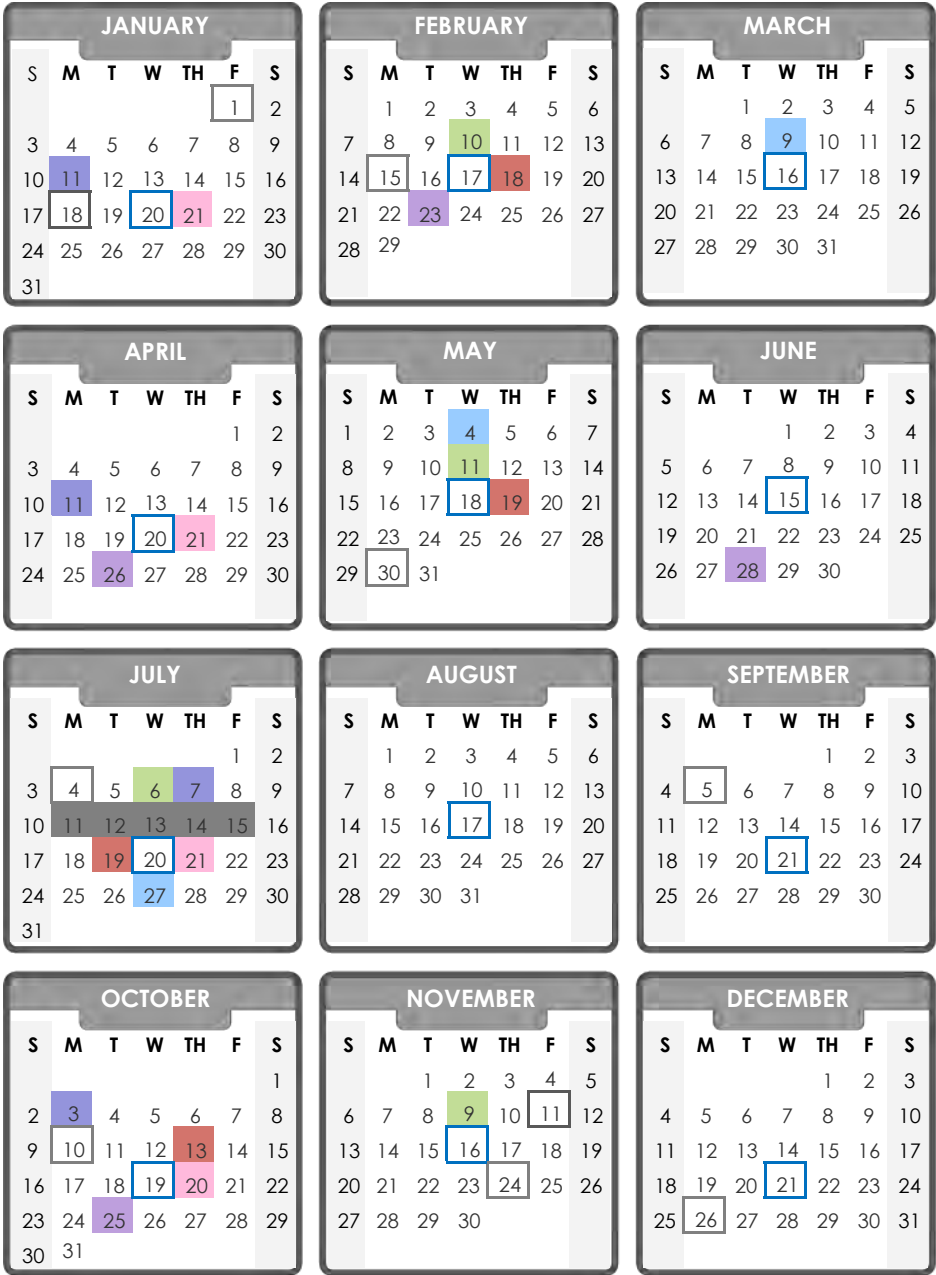


DBS BOARD MEETINGS - 2016

2016

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

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
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Idaho Building Code Board meetings begin at 9:30 am (mt)	FEB 23 APR 26 JUN 28 OCT 25
Idaho Electrical Board meetings begin at 9:30 am (mt)	JAN 21 APR 21 JUL 21 OCT 20
Idaho HVAC Board meetings begin at 9:30 am (mt)	FEB 10 MAY 11 JUL 6 NOV 9
Manufactured Housing Board meetings begin at 9:30 am (mt)	
Modular Building Advisory Board meetings begin at 9:30 am (mt)	MAR 9 MAY 4 JUL 27
Idaho Plumbing Board meetings begin at 9:30 am (mt)	FEB 18 MAY 19 JUL 20 OCT 13
Public Works Contractors Licensing Board meetings begin at 9:30 am (mt)	JAN 11 APR 11 JUL 7 OCT 3

Holidays outlined & highlighted in gray
 Management meetings outlined in blue
 Unavailable dates blacked out

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04

Conflict of Statutes

PRESENTER: Patrick Grace, Deputy Attorney General

OBJECTIVE: Clarify the statute and license requirements of the DBS.

ACTION: Informational

BACKGROUND: Board Member Brian Bailey expressed concern of a possible “gray area” between Idaho Codes §§ 54-1903(i) *Public Works Contractors* (DBS) and 54-5205(f) *Exemptions from Registration* (Idaho Bureau of Occupational Licenses-BOL) as they pertain to license requirements and jurisdiction.

It was determined the contractor registration, through the BOL, is required when: 1) An individual does not have an electrical, HVAC or plumbing license through the DBS, and 2) the total cost of the project is over \$2,000.

The Deputy Attorney General offered, and the Board agreed, to contact BOL; clarifying the statute and license requirements of the DBS.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 05

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. 06

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. 07

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. 07a

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 2015 Financial Statements
 As of 8/31/2015

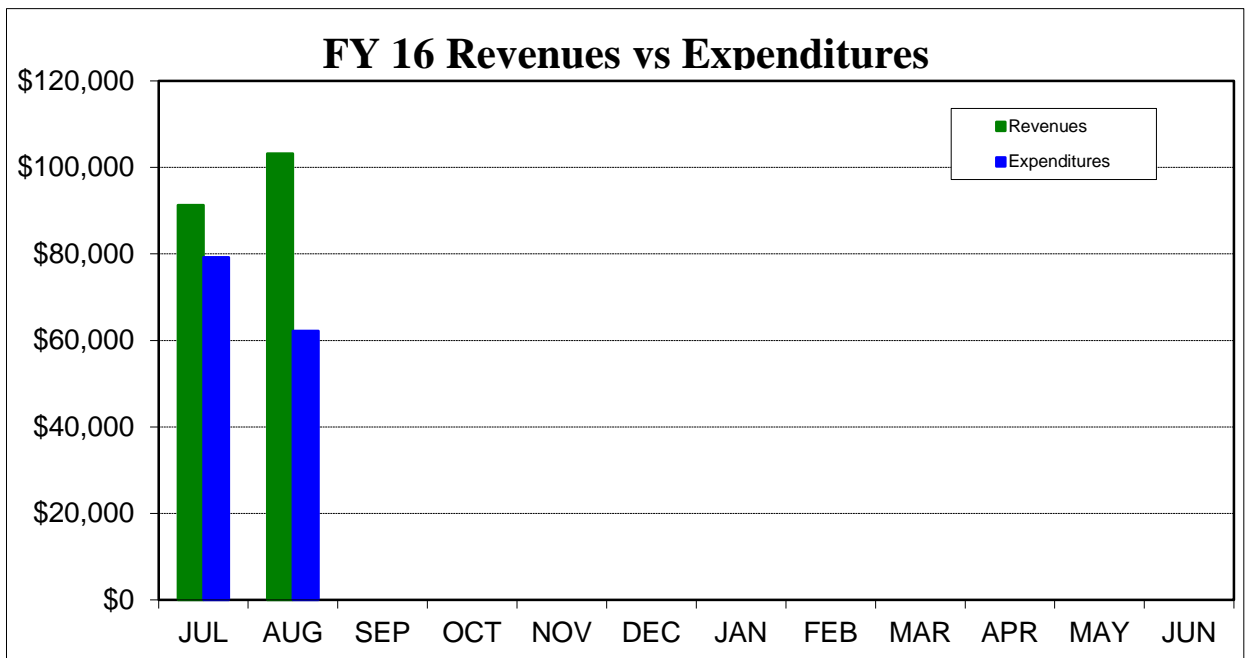
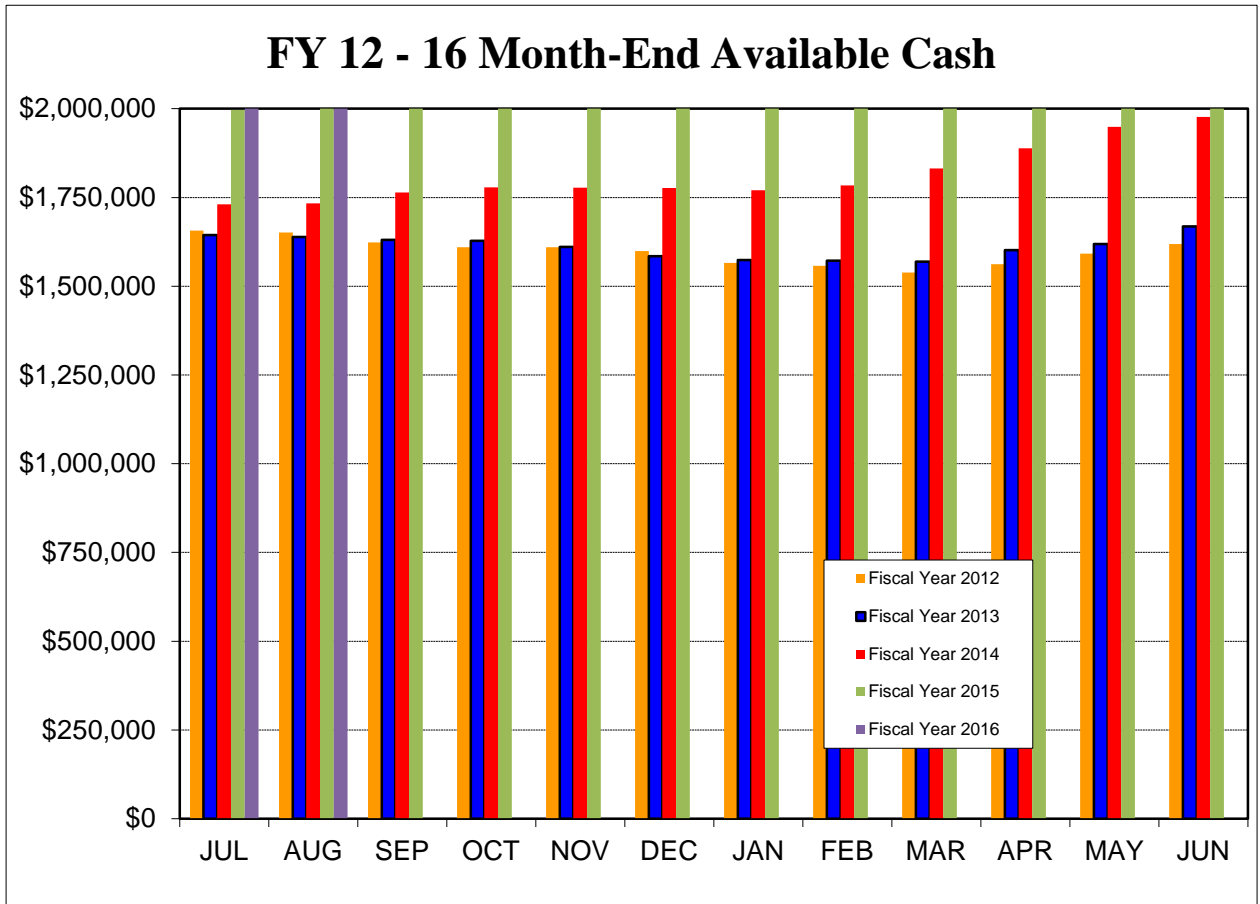
Statement of Revenues and Expenditures

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	194,410	26.3%	544,590	656,015	850,425	115.1%
Expenditures							
Personnel:	427,000	96,860	22.7%	330,140	426,183	523,043	122.5%
Operating:	146,000	39,818	27.3%	106,182	119,564	159,382	109.2%
Capital:	23,800	4,741	19.9%	19,059	19,059	23,800	100.0%
Total Expenditures	596,800	141,419	23.7%	455,381	564,806	706,225	118.3%
Net for FY 2016	142,200	52,991			91,209	144,200	

Statement of Cash Balance

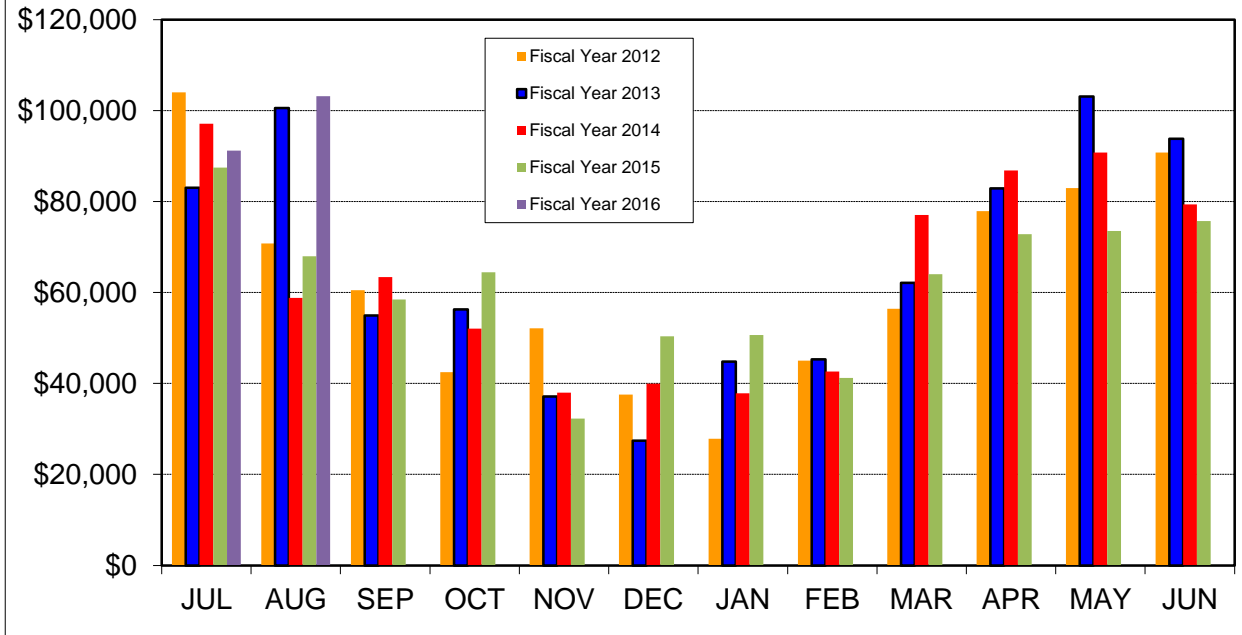
July 1, 2015 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of August 31, 2015	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
2,113,105	194,410	(141,419)	485	2,166,581	91,209	2,257,789

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07

FY 12-16 Revenues



FY 12-16 Expenditures

