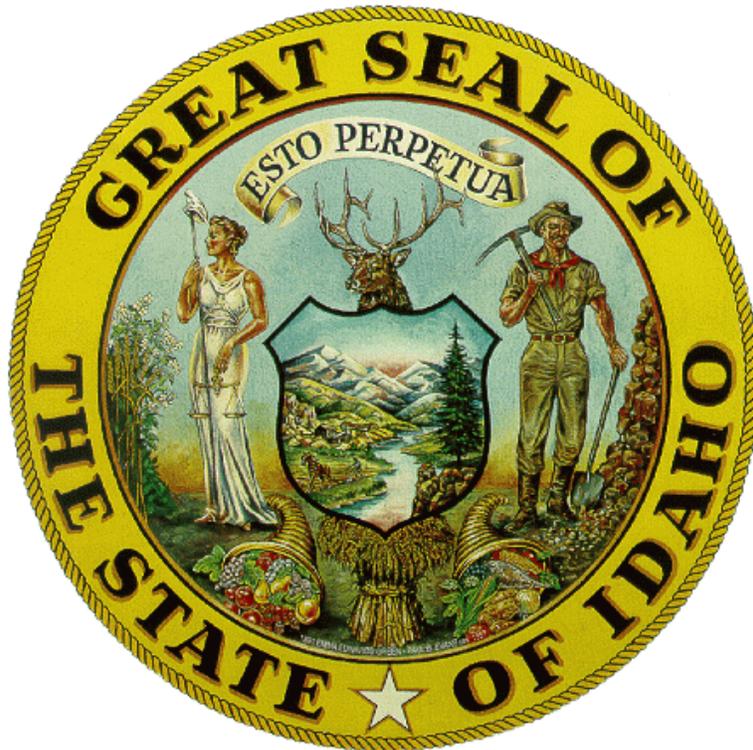


DIVISION OF BUILDING SAFETY

PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING

OCTOBER 6, 2014



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 01

Agenda

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve agenda for the October 6, 2014 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 6, 2014
9:30 a.m. – 11:30 a.m. (MT)***

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

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

CONSENT AGENDA

1. Approval of the October 6, 2014 Agenda
2. Approval of the July 10, 2014 Board Meeting Minutes

ACTION AGENDA

3. **Schedule 2015 Board Meetings – Torry McAlvain**

INFORMATIONAL AGENDA

4. Specialty Categories, License Holder and Multi-Licenses – Steve Keys
5. Operational Report – Steve Keys
6. Administrator Report
 - a. Financial Report – C. Kelly Pearce and Kathleen Watkins
 - b. Administrator – C. Kelly Pearce

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. 08/18/2014

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 02

Minutes

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Approve minutes from the July 10, 2014 PWCL Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Draft minutes



**PUBLIC WORKS CONTRACTORS LICENSE BOARD
VIDEOCONFERENCE MEETING**

Thursday – July 10, 2014 – 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 10, 2014 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.

Acting Chairman John Sheldon called the meeting to order at 9:31 a.m. (MT).

Board Members Present:

John Sheldon, Vice-Chairman
Garry Tolley
Jim Roletto
Robbie Austin
Brian Bailey
Ken Worst

DBS Staff Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Kathleen Watkins, Financial Manager
Terry Blessing, Regional Manager, Region 1
Chris Jensen, Regional Manager, Region 3
Bill Hatch, Public Information Officer
Renee Bryant, Administrative Assistant 2/Board Secretary

Board Members Absent:

Torry McAlvain, Chairman

In the absence of Chairman McAlvain, Vice-Chairman Sheldon served as acting chairman at this meeting.

◆ **Open Forum**

No items or concerns were brought forth.

◆ **Approval of July 10, 2014 Agenda**

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

◆ **Approval of April 7, 2014 Board Meeting Minutes**

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

◆ **Specialty Categories, License Holder and Multi-Licenses**

A draft of proposed changes for specialty categories was distributed. The proposal is an attempt to tie everything back to the construction and specification institute numbers. DBS has worked diligently to consolidate “like” specialty categories; reducing the number from 125 to 93.

There was discussion of public works contractors being able to have licensures in different classifications, not just one classification as currently practiced. The concept would be to allow general contractors to demonstrate their competency in certain specialty tasks through licensures as a specialty in those categories; thus, allowing current contractors to start up another facet of their business through public works without being able to make the experience requirements at their current level.

There are no requirements for contractors who qualified years ago at a certain level, class, etc., to submit ongoing project history to verify they are still utilizing their licenses at that level. It was suggested during the license renewal period a project history of the various classification categories they may be licensed in be submitted. This would ensure they meet the same requirements expected of new applicants.

◆ **Operational Report**

Quarterly PWCL Board Report – The number of original licenses, renewals, upgrades and downgrades, April through June 2014, was addressed.

Administrative Assessment Log – In calendar year 2013, the Division issued \$31,156 in administrative assessments for licensing violations. As of today, \$2,753 has been billed.

◆ **Administrator Report**

Legislative Audit – The Division received a clean report on a recent audit of its business practices.

Financial Report – The Public Works Contractors Licensing Fund, FY 2014 financial statement as of May 31, 2014, was reviewed.

New Schools – The Meridian School District has a school bond up for election. If passed, three elementary and one middle school would be built.

Accelerate Idaho – Accelerate Idaho is the Governor's new strategic plan to grow the state's economy and expand career opportunities for Idaho citizens.

Rapid Response Team – As part of the Accelerate Idaho program, the Governor has named an interagency rapid response team responsible for collaborating quickly and efficiently when businesses are interested in launching, growing or relocating in Idaho.

Magnolia Nitrogen Idaho LLC "Magnida" – Magnida, a Houston-based fertilizer company, plans to build a plant in the American Falls area to convert natural gas into ammonia (liquid) fertilizer. Approximately 800 electricians will be hired to build the plant and 150 to 190 permanent employees once completed.

◆ **Collaborative Group**

The Board went into recess to attend the collaborative meeting held immediately after this meeting. The Collaborative discussed three topics; specialty categories, multiple licenses, and license holder/verification of project history. No action was required at this time.

MOTION: Garry Tolley made a motion for the Board to go into recess to attend the collaborative meeting. Jim Roletto seconded. All in favor, motion carried.

◆ **Adjournment**

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

The meeting adjourned at 10:30 a.m. (MT).

JOHN SHELDON, ACTING 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. 08/18/2014rb

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 03

Schedule 2015 Board Meetings

PRESENTER: Torry McAlvain, Chairman

OBJECTIVE: Schedule board meetings for 2015.

ACTION: Vote to accept, reject or modify the 2015 meeting dates as addressed under topic *Background*.

BACKGROUND: The following 2015 dates were selected for the Board's consideration:

January 5th (Monday), April 6th (Monday), July 9th (Thursday), and October 5th (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: 2015 Board Meeting Calendar



2015 Calendar

January						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20		22	23	24
25	26	27	28	29	30	31

February						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17		19	20	21
22	23	24	25	26	27	28

March						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17		19	20	21
22	23	24	25	26	27	28
29	30	31				

April						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14		16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

May						
Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19		21	22	23
24	25	26	27	28	29	30
31						

June						
Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16		18	19	20
21	22	23	24	25	26	27
28	29	30				

July						
Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12						18
19	20	21	22	23	24	25
26	27	28	29	30	31	

August						
Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18		20	21	22
23	24	25	26	27	28	29
30	31					

September						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15		17	18	19
20	21	22	23	24	25	26
27	28	29	30			

October						
Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20		22	23	24
25	26	27	28	29	30	31

November						
Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17		19	20	21
22	23	24	25	26	27	28
29	30					

December						
Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15		17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

[BLDG Code Board](#) Feb 24, Apr 28, Jun 23, Oct 27
[ELEC Board](#) Jan 22, Apr 23, Jul 23, Oct 22
[HVAC Board](#) Feb 11, May 13, Jul 8, Nov 12
[MFG Hsg. Board](#) Jan 13, Apr 14, Jul 21, Nov 17
[Modular Board](#) Mar 11, May 6, July 7
[PLBG Board](#) Feb 19, May 21, Jul 22, Oct 15
[PWCL Board](#) Jan 5, Apr 6, Jul 9, Oct 5

Federal Holidays 2015

January 1st	New Year's Day	May 25th	Memorial Day	Sept. 7th	Labor Day	November 26th	Thanksgiving Day
January 19th	Martin Luther King Day	July 3rd	Independence Day (obs.)	Oct. 12th	Columbus Day	December 25th	Christmas Day
February 16th	Presidents' Day	July 4th	Independence Day	November 11th	Veterans Day		

PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 04 Specialty Categories, License Holder and Multi-Licenses

PRESENTER: Steve Keys, Deputy Administrator-Operations

OBJECTIVE: Determine whether to consolidate categories or revert back to previous standards.

ACTION: Informational

BACKGROUND: October 2013 - Definitions of type i, Heavy Construction; type ii, Highway Construction; and type iii, Building Construction were distributed.

January 2014 – It was proposed a task force committee be formed. A tallied list of the number of licensees and various categories was provided. It was agreed the topics *License Holder and Multi-Licenses* and *Specialty Categories* be discussed simultaneously with the task force.

April 2014 – A handout of a Notice of Intent to Promulgate Rules was distributed. A motion was made to move forward with the promulgation of rules as presented.

July 2014 – A draft of proposed changes for specialty categories, tying everything back to the construction and specification institute numbers, was distributed. The number of categories was reduced to 93.

It was discussed public works contractors be able to hold licensures in different classifications to begin another facet of their business.

There are no requirements for contractors who qualified years ago at a certain level, class, etc., when renewing their licenses. It was suggested a project history of the various classification categories be submitted prior to the renewal of their licenses.

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. 06a

Financial Report

PRESENTER: C. Kelly Pearce, Administrator and Kathleen Watkins, 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: PWCL Financial Report





Division of Building Safety
 PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07
 Fiscal Year 2015 Financial Statements
 As of 8/31/2014

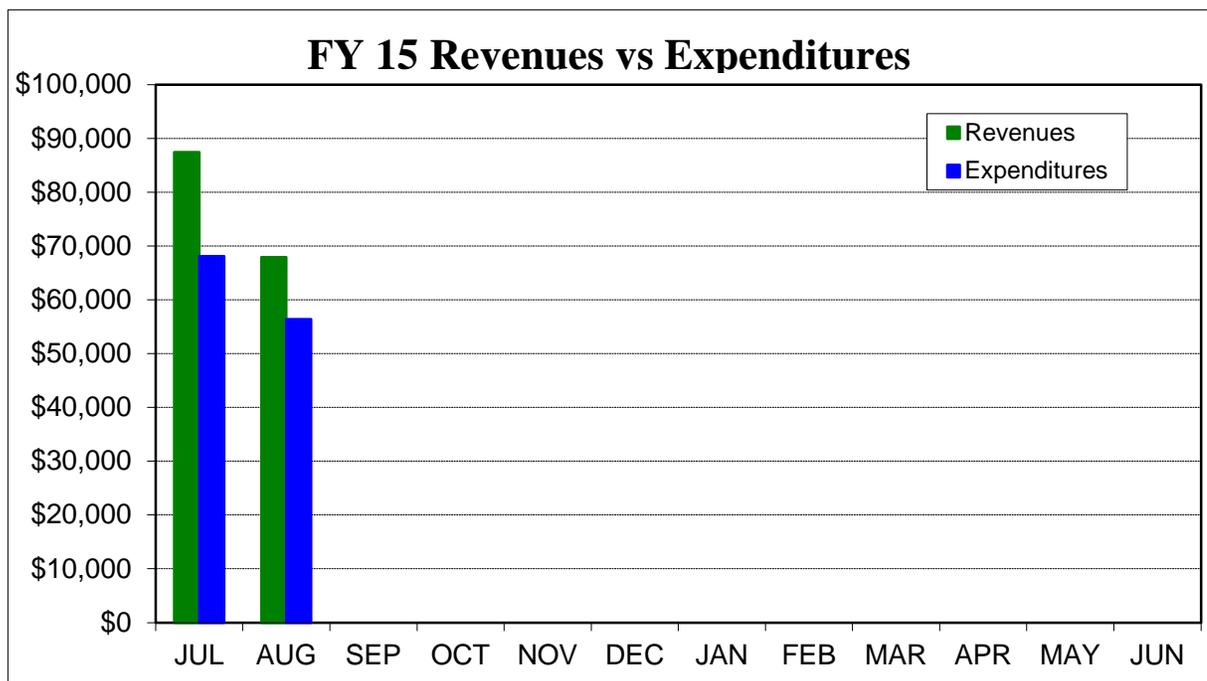
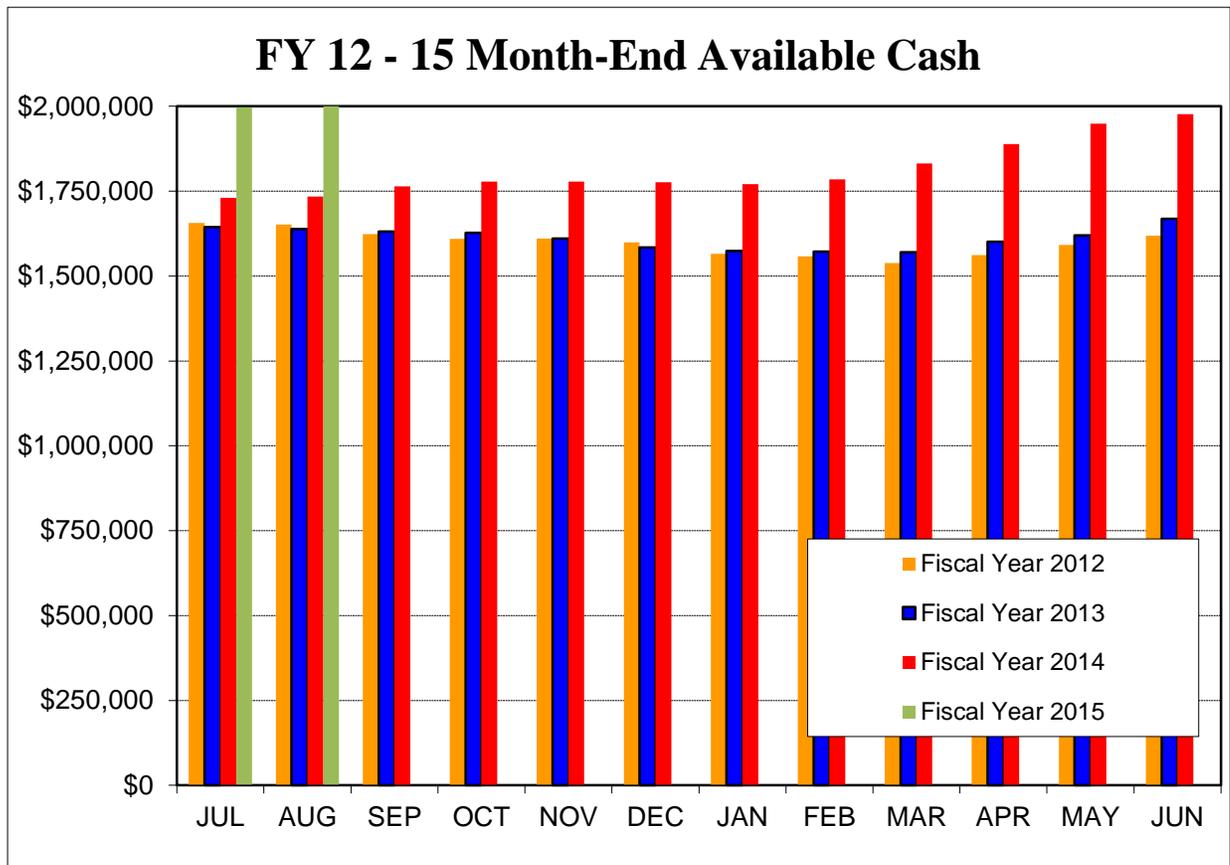
Statement of Revenues and Expenditures

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:	760,000	155,422	20.5%	604,578	556,653	712,075	93.7%
Expenditures							
Personnel:	406,000	77,317	19.0%	328,683	324,732	402,049	99.0%
Operating:	161,000	38,119	23.7%	122,882	104,213	142,332	88.4%
Capital:	23,300	9,116	39.1%	14,184	24,884	34,000	145.9%
Total Expenditures	590,300	124,551	21.1%	465,749	453,829	578,381	98.0%
Net for FY 2015	169,700	30,871			102,824	133,694	

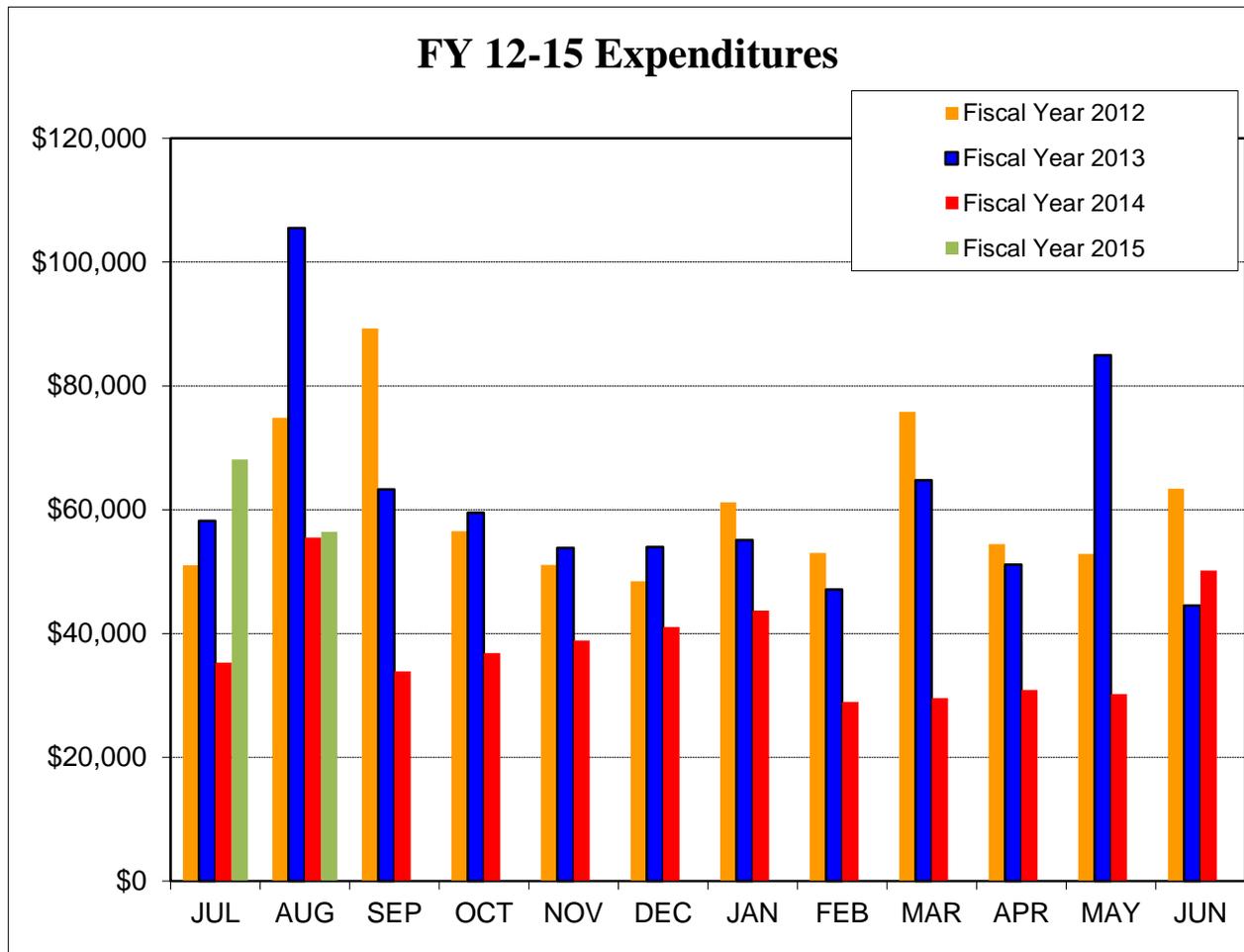
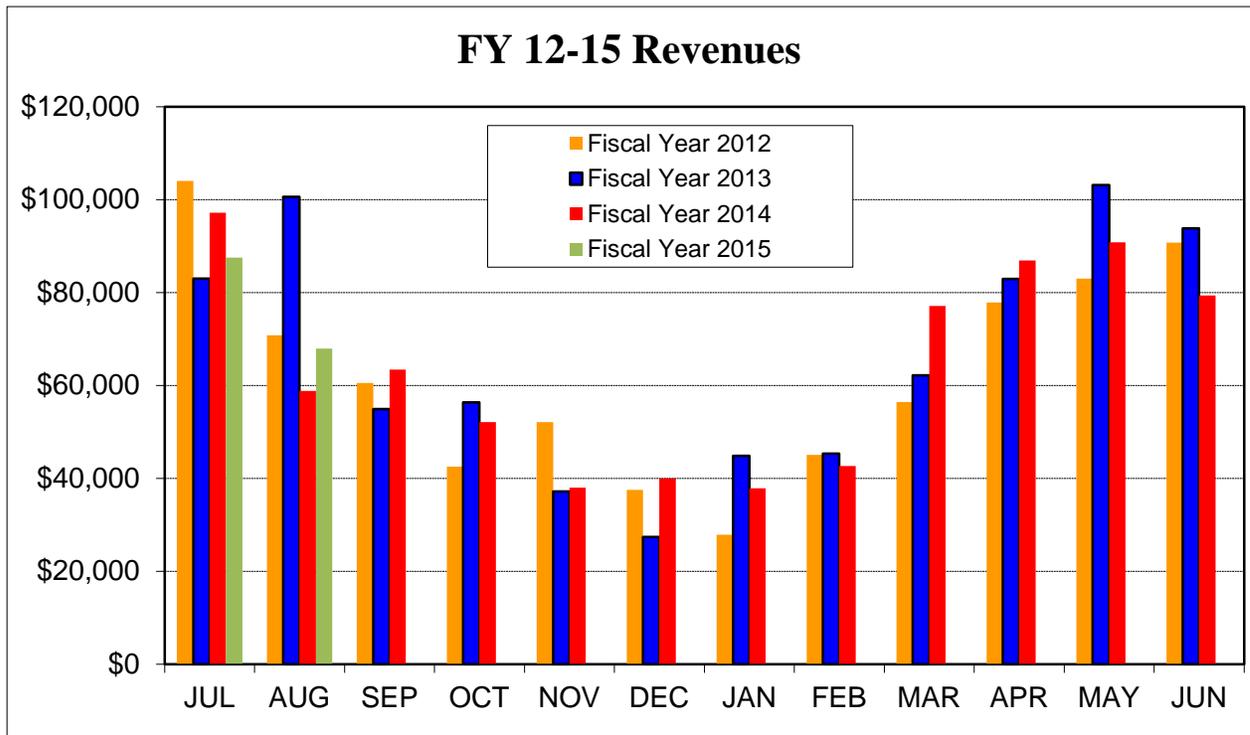
Statement of Cash Balance

July 1, 2014 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, 2014	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
1,977,174	155,422	(124,551)	746	2,008,791	102,824	2,111,614

PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSING FUND 0229-07



PUBLIC WORKS CONTRACTORS LICENSE BOARD

Agenda Item No. 06b

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

