



State of Idaho  
Division of Occupational and Professional Licenses  
Public Works Contractors License Board

**BRAD LITTLE** Governor  
**RUSSELL BARRON** Administrator

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**Draft Minutes of 05/31/2024**

<b>Board Members</b>	Jake Claridge, Chair	<b>Division</b>	Michelle Bird, Executive Officer
<b>Present:</b>	Garry Mattson, Vice Chair	<b>Staff:</b>	Mark Kubinski, Lead Counsel
	Tyler Resnick		Jill Randolph, Legal Counsel
	Matt Hartline		Adriana Burton, Tech. Rec. Spec. 2
	Larry Geyer		Justin Touchstone, Trades Prg. Mng
	Brian Gordon		Erin Einarsson, Board Support Spc.
	Kasey Ketterling		Jorge Perez, Board Support Spc.
			Megan Graves, Board Support Spc.

The meeting was called to order at 10:02 AM MT by Chairman Jake Claridge

**APPROVAL OF 09/28/2023 MINUTES**

A motion was made and seconded to approve the September 28, 2023, meeting minutes. The motion carried unanimously.

**DIVISION BUSINESS**

**Finance Report:** Executive Officer (EO) Michelle Bird reviewed the Board's Revenue and Expenditures as of May 20, 2024. The possibility of creating an outreach program about public works projects was discussed.

**Public Member Training:** Lead Counsel Mark Kubinski provided a PowerPoint presentation titled "Public Members-Board Training".

**Legislative Update:** EO Bird provided an update on [H0505](#). Effective July 1, 2024, this bill allows the Division of Occupational and Professional Licensing (DOPL) to transition its annual license renewals to a biennial schedule with the expiration on the licensee's birthdate. DOPL will have until July 1, 2028 to implement this transition. EO Bird will provide more detailed renewal information at the Board's next meeting. [H0571](#), which includes three pieces of legislation that affect public works licensing, was passed and goes into effect on July 1, 2024. Those three changes are: 1) A single project involving any number of trades with an estimated cost of less than \$100,000 will not require a public works license. 2) Any subcontractor performing work under the direct supervision of a licensed public works contractor that holds an unlimited AAA, AA or A license, if the subcontracted work is less than \$100,000, will not require a public works license. 3) With the two previously mentioned changes, the Class D License is no longer needed and was eliminated.

The proposed Public Works Contractors Licensing Board rules are being reviewed by Governor Brad Little and the Division of Financial Management (DFM). DOPL is waiting for the final

analysis and direction from DFM and will inform the Board of the outcome. If there is a need to enter negotiated rulemaking, EO Bird will contact the Board to schedule additional meeting dates.

## **BOARD BUSINESS**

**Quarterly Board Report:** Technical Records Specialist 2 (TRS2) Adriana Burton presented the Quarterly Board Report showing an increase in licenses, most notably in original licenses and the upgrades of licenses. Any changes to the licensing forms will be on hold until the status of the rules is known. Changes to the licensing forms will be updated in the OASIS licensing system, which will launch in November 2024 for Public Works licenses. Chair Jacobson asked if DOPL tracked out of state license applications and TRS2 Burton replied that data is not tracked but that DOPL can if requested.

**CSI Codes:** The Board had previously discussed updating and organizing the type four license categories. Board Member Resnick presented the Construction Specifications Institute (CSI) MasterFormat codes that are used in North America for most commercial building design and construction projects. It was proposed that the CSI 50 Divisions be adopted using the CSI number and description. DOPL staff will work with Board Member Resnick to propagate these codes into the licensing system.

**OASIS Update:** The OASIS Licensing system will go live for Public Works in November 2024. Chairman Claridge proposed that a letter be sent to the licensees about the OASIS update prior to the launch.

**Public Comment:** There were no public comments.

## **ADJOURN**

There being no further business, the meeting adjourned at 11:25 AM MT.