



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

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Minutes of 11/21/2024

Board Members Present:	Jake Claridge, Chair Garry Mattson, Vice-Chair Tyler Resnick Matt Hartline Brian Gordon Kasey Ketterling	Division Staff:	MiChell Bird, Executive Officer Greg Loos, Legal Counsel Nicole Kenyon, Licensing Sup. Adriana Burton, Tech. Rec. Spec. 2 Erin Einarsson, Board Support Spc. Jena Graff, Human Resources Spc.
Board Members Absent:	Larry Geyer		

The meeting was called to order at 9:00 AM MT by Vice-Chairman Garry Mattson.

APPROVAL OF 05/31/2024 MINUTES

A motion was made and seconded to approve the May 31, 2024 meeting minutes. The motion carried unanimously.

DIVISION BUSINESS

Respectful Workplace Training: Human Resources Specialist Jena Graff presented the Respectful Workplace Training PowerPoint.

Finance Report: Executive Officer (EO) MiChell Bird reviewed Fiscal Year (FY) 2025, Quarter One, Financial Report. EO Bird noted that the line item “Computer Services – OASIS” is the Board’s portion for the implementation of the OASIS licensing system and that there will be a second charge in Quarter Two. The line item “Repair and Maintenance – OASIS” shows the biannual expense for the use and maintenance of the OASIS system.

Legislative Fees: During the audit conducted by the Legislative Services Office (LSO), DOPL was provided with the direction that a board’s cash balance should be between 30% and 120% of their yearly operating expenses. EO Bird noted that the Board had suggested using some of the cash balance to create educational courses for their industry and is working with the education team to develop that program. Considering that projected expense, the DOPL finance team has suggested the Board reduce their fees by 20 percent.

Because the fee table for Public Works Contractor and Construction Manager licenses are listed in the Board’s rules, EO Bird suggested creating a temporary rule that addresses two changes. First, adding language that states the fees “will not exceed”, which will allow the Board to make fee changes within that range without requiring legislative approval. Second, reducing the fees by 20 percent. Legal Counsel (LC) Greg Loos explained that a temporary rule is put forward by the Governor and is good for one year,

pending legislative adoption. Board Member Kasey Ketterling asked what the time frame for the rule change would be. LC Loos explained that the intent to promulgate rules is usually filed between April and June and that the Board would follow the same process as they did for zero-based regulations. Board Member Tyler Resnick asked if LSO has provided a date for when this target needs to be reached, and LC Loos responded that it has a five-year implementation period.

Board Member Resnick requested that financial reports are presented to the Board to monitor the effects of the fee reductions.

A motion was made and seconded to adopt, as a temporary rule, the proposed “not to exceed” language to the fee tables, pending approval from the Governor. The motion carried unanimously.

A motion was made and seconded to adopt, as a temporary rule, a 20% reduction in fees, pending approval from the Governor. The motion carried unanimously.

Vice-Chairman Mattson asked if DOPL would require additional staff to develop the education programs and EO Bird replied that DOPL is considering contracting with an outside agency. Board Member Ketterling suggested sending a Request for Proposal (RFP) to multiple agencies and the Board can review their presentations. EO Bird will present a draft RFP to the Board at the next meeting.

Legislative Update: The proposed changes to the financial requirements for each license class were not approved by the legislature last year and EO Bird suggested entering into negotiated rulemaking again for that piece. Board Member Ketterling asked how the Board can prepare the message of their intent behind the proposed changes so that it is approved this year. EO Bird suggested that the legislators should be provided with the facts behind the Board’s decisions prior to the hearings, including data on inflation and the construction industry as well as highlighting that some of the financial requirements have not been updated since 1998. EO Bird also suggested that the Board consider changing the bid limits for each class, especially considering the elimination of the Class D license. Board Member Resnick suggested including the Idaho Association of General Contractors (AGC) in the negotiated rulemaking process. EO Bird agreed that working closely with stakeholders is important and added that DOPL is already working with AGC on legislation for the Idaho Contractors Board.

OASIS Update: Phase II of the OASIS licensing system, including Public Works Contractors, went live November 4, 2024. The Type 4 specialties self-select option was not available but will be added soon. Board Member Ketterling requested that the Type 4 licensees are notified once that update is available. Technical Records Specialist 2 (TRS 2) Adriana Burton noted that in the meantime, DOPL is asking licensees to upload a PDF with their specialty checked and that once the update is live, they will be able to update their specialty directly in their profile.

BOARD BUSINESS

2025 Meeting Dates: The Board agreed to meet on the following dates in 2025: February 20, May 15, August 21 and October 16. Additional meetings may be added for negotiated rulemaking purposes.

Election of Officers: A motion was made and seconded to elect Jake Claridge as Chair and Tyler Resnick as Vice-Chair. The motion carried unanimously.

Quarterly Board Report: TRS 2 Burton presented the Quarterly Board Report. The original application numbers remain high and upgrades to the higher class levels have increased. Any Class D licenses previously issued will continue to be valid until their expiration date. DOPL has notified those licensees that they have the option to upgrade to Class C prior to their expiration.

Public Comment: There were no public comments.

ADJOURN

There being no further business, the meeting adjourned at 10:30 AM.