



# State of Idaho

## Division of Occupational and Professional Licenses Public Works Contractors License Board

**BRAD LITTLE**  
Governor  
**RUSSELL BARRON**  
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### Draft Minutes of 02/28/2025

**Board Members Present:** Jake Claridge, Chair  
Tyler Resnick, Vice-Chair  
Larry Geyer  
Matt Hartline  
Brian Gordon  
Kasey Ketterling  
Garry Mattson

**Division Staff:** MiChell Bird, Executive Officer  
Gus Tate, Legal Counsel  
Nicole Kenyon, Licensing Sup.  
Erin Einarsson, Board Support Spc.  
Jeannine DeWitt, Ed. Training Spc.  
Melissa Ferguson, Ed. Program Sup.

**Board Members Absent:** Jared Turner

The meeting was called to order at 9:02 AM MT by Chair Jake Claridge.

#### APPROVAL OF 11/21/2024 MINUTES

A motion was made and seconded to approve the November 21, 2024 meeting minutes. The motion carried unanimously.

#### DIVISION BUSINESS

**Financial Update:** Executive Officer (EO) MiChell Bird presented the Fiscal Year 2025, Quarter Two (Q2), Financial Report. EO Bird noted that yearly operating expenses are prepaid in Q1 and Q2 and expects Q3 expenses to be lower. A 5-year projection showing the impact of the 20% fee reduction will be presented at the next Board meeting.

**Legislative Update:** The temporary rule which added the “not to exceed” language to the fees passed in both the House Business Committee and the Senate Commerce and Human Resources Committee. DOPL presented an amendment to Idaho Code §67-2604 which updated numerous sections of Idaho Code to be consistent with the 2-year licensure renewal cycle presented in 2024 HB505. DOPL will stagger the implementation of the 2-year renewal cycle and the Board will be notified prior to the rollout for the Public Works Contractors License. [HB014](#) requires state agencies to review statutes and identify outdated or conflicting language. Legal Counsel Gus Tate will review the statute and present the suggested changes to the Board prior to the scheduled presentation to the legislature on September 1, 2025. Vice-Chair Tyler Resnick asked if this applied to only the Board statute or to all public works construction statutes and EO Bird replied that the Department of Administration will be responsible for their statutes. The Board discussed scheduling an additional meeting to review the changes.

The Board discussed updating the Financial Requirements in IDAPA 24.39.50. Vice-Chair Resnick shared that there is support from the Idaho Association of General Contractors (AGC) to modify the current language, especially considering the changes in inflation since the rules were last updated. The AGC emphasized that generating support from the industry as well as breaking down any misconceptions with regards to barriers to business would also be necessary. Vice-Chair Resnick added that the size and magnitude of projects within Idaho have increased dramatically since the licensing tiers were last written and that this issue needs to be addressed for the protection of the State. Board Member Matt Hartline asked if there was historical data the Board could use to provide examples showing why these changes are necessary. EO Bird replied that the Department of Administration would have that information and that she would contact them. The Board directed EO Bird to draft language for an additional licensing tier titled “AAAA”. EO Bird will present this to DOPL Administration as potential Executive Agency Legislation and will update the Board at the next meeting.

**OASIS Update:** Phase II of the OASIS licensing system, which included Public Works Contractors, went live November 4, 2024. Adding the Type 4 specialties self-select option was prioritized this week. EO Bird requested Board Members contact her if they encounter any issues while using the system or if they have any suggestions for functionality. Board Member Garry Mattson asked if the option to save search parameters could be saved in your profile and EO Bird replied that she would ask.

**Post Meeting Survey Update:** DOPL has updated the Board Meeting Survey Form. The new survey includes questions relevant to each board and EO Bird invited Board Members to submit their honest feedback. Results are sent directly to the Administrator and BCRE Bureau Chief.

## **BOARD BUSINESS**

**Public Works Contractors Education:** Chair Claridge recently attended a Public Works Outreach event presented by Don Christopherson, Business Development at Gary Jones Construction. Recognizing this could be a potential opportunity for the Board to support industry education, Chair Claridge invited Mr. Christopherson to share his presentation with the Board. Vice-Chair Resnick agreed and added that an effective way to educate the construction community about licensing is when it is related to potential project opportunities. Vice-Chair Resnick expressed appreciation to private sponsors, such as Gary Jones Construction, who have taken the initiative to educate the contracting community on behalf of the State. Mr. Christopherson shared a PowerPoint presentation tailored to construction trade partners that highlighted the benefits of public works projects, a list of upcoming projects and information on how to obtain a license. Chair Claridge requested that Board Members bring ideas for education outreach to the next meeting. EO Bird will include the topic on the next agenda.

**Quarterly Board Report:** Licensing Supervisor (LS) Nicole Kenyon presented the Quarterly License Report. Board Member Mattson asked why there is the discrepancy between “New Applications Received” and “New Licenses Issued” and LS Kenyon explained that applicants may need to take their exam or that DOPL has requested additional information before the license can be issued. EO Bird added that with the elimination of the Class D tier in statute, Class D Licensees are now required to pass the exam for a Class C license before they can renew. There are currently

661 “Class Unlimited” Licensees and EO Bird suggested researching how many would be affected by adding the suggested licensing tier.

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

**MOTION TO ENTER EXECUTIVE SESSION:** A motion was made and seconded for the Board to enter Executive Session under Idaho Code § 74-206 (1)(d) to consider records that are exempt from disclosure under the Public Records Act, Idaho Code § 74-106(9). The purpose of the Executive Session will be to discuss documents relating to the fitness of an applicant to be granted a license or registration. Roll call: Chair Claridge, aye; Vice-Chair Resnick, aye; Board Member Geyer, aye; Board Member Hartline, aye, Board Member Gordon, aye, Board Member Ketterling, aye and Board Member Mattson, aye. The motion carried unanimously.

**Motion to Exit Executive Session:** A motion was made and seconded to exit Executive Session. The motion carried unanimously.

#### **MOTION(S) RESULTING FROM THE EXECUTIVE SESSION**

**Motion(s) re: Application(s):** A motion was made and seconded to deny application 1529277 and to direct DOPL staff to provide a letter of explanation. The motion carried unanimously.

#### **ADJOURNMENT:**

There being no further business, Chair Claridge adjourned the meeting at 11:02 AM.