

Construction Contractors Board

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State of Oregon
Honorable Kate Brown, Governor



DRAFT
6/14/2021

NOTICE OF PUBLIC MEETING
CCB Teleconference Board Meeting
Wednesday, June 23, 2021
8:30 a.m. – 11:30 a.m.

	Page
Meeting Called to Order	
Approval of the Agenda	ACTION ITEM (pg 1)
Approval of the Minutes 4/28/2021 Board meeting.....	ACTION ITEM (pg 2)
Board Calendar:	
Next Meeting: August 25, 2021 (Teleconference)	(pg 5)
Public Comment	
Agency Reports	
1. Agency Update (Chris Huntington)	
a. Budget.....	(pg 6)
2. Licensing (Dana Zeimantz)	
a. CCB Licensing Stats.....	(pg 7)
3. Information Technology (Noel Magee)	
a. IT Update	(pg 8)
4. Education (Leslie Culpepper)	
a. Outreach and Education Program Update, Newsletters	(pg 9)
5. Enforcement (Stan Jessup)	
a. Enforcement Update, Quarterly Reports	(pg 16)
Old Business	
Review Administrator Conflict of Interest Disclosure	(pg 17)
New Business	
1. Enforcement Consent Agenda (Stan Jessup).....	ACTION ITEM (pg 23)
2. CCB and Clackamas SBDC Pre-License Training Pilot Project	(pg 36)

Adjournment

The Board may meet in executive session under authority of ORS 192.660 from time to time. The specific statutory basis for the executive session will be announced on the record prior to the commencement of the executive session. Executive sessions are closed to the public. The Board may recess the public meeting, in order to deliberate privately, under authority of ORS 192.690(1). The public meeting will then reconvene for the purpose of decision-making. The meeting location is accessible to persons with disabilities. A request for an interpreter for the hearing impaired or for other accommodations for persons with disabilities should be made at least 48 hours before the meeting; call Sara Heinz (503) 934-2217 to make arrangements.

**MINUTES OF THE April 28, 2021
CONSTRUCTION CONTRACTORS TELECONFERENCE
BOARD MEETING**

The Construction Contractors Board (CCB) met on Wednesday, April 28, 2021, via teleconference from the 6th floor at 201 High Street SE, Salem, Oregon.

Attendees:

Board members appearing: Board Chair Kurt Bolser, Jim Patrick (left at 9:27am), Dylan Bochsler, Jim Kitchin, Patty Dorroh, Eric Olsen, Rosa Martinez and Andrea Noble

Board members absent excused: Susan Steward

Staff: Administrator Chris Huntington, Executive Assistant/Board Secretary Sara Heinz, Licensing Manager Dana Zeimantz, Enforcement Manager Stan Jessup, IT Manager Noel Magee, Communication/Education Manager Leslie Culpepper and Assistant Attorney General Catriona McCracken

A. MEETING CALLED TO ORDER:

Chair Bolser called the meeting to order at 8:34 a.m.

B. APPROVAL/AMENDMENT OF AGENDA:

MOTION: Jim Patrick moved to amend the agenda and move the Executive Session to be entered prior to Agency Reports. Rosa Martinez seconded the motion. Motion to approve the agenda carried unanimously.

C. APPROVAL OF MINUTES:

MOTION: Patty Dorroh moved to approve the minutes from 2/24/2021. Jim Patrick seconded the motion. Motion to approve carried unanimously.

D. DATE OF NEXT REGULARLY SCHEDULED MEETING: The next meeting is scheduled for June 23, 2021 via teleconference from the 6th floor at 201 High Street SE, Salem, Oregon.

Public Session adjourned at 8:36 a.m.

Executive Session called to order pursuant to ORS 192.660(2)(f) and ORS 192.355(9) for the Board to review the proposed *Amended Proposed Order* in AG-GRO LLC 8:36 a.m.

Executive Session adjourned at 8:50 a.m.

Deliberations were called to order at 8:51 a.m. and Adjourned at 9:01 a.m.

Public Session called back to order at 9:02 a.m.

E. APPROVAL/AMENDING OF AGENDA:

MOTION: Dylan Bochsler moved to amend the agenda to move to New Business first. Jim Patrick seconded the motion. Motion to approve the agenda carried unanimously.

F. NEW BUSINESS:

MOTION: Patty Dorroh made a motion to approve the Notices of Intent on the Enforcement Consent Agenda. Dylan Bochsler seconded the motion. Motion to approve carried with Jim Patrick recusing himself for an actual conflict on file 127905.

MOTION: Jim Patrick made a motion to approve the Final Orders on the Enforcement Consent Agenda. Dylan Bochsler seconded the motion. Motion to approve carried unanimously.

MOTION: Kurt Bolser made a motion to elect Dylan Bochsler as the new Board Chair. Jim Patrick seconded the motion. Motion to approve carried unanimously.

MOTION: Dylan Bochsler made a motion to elect Eric Olsen as the new Board Vice Chair. Andrea Noble seconded the motion. Motion to approve carried unanimously.

CONFLICT OF INTEREST DISCLOSURE: Chris Huntington, Administrator disclosed a potential conflict of interest regarding his spouse obtaining a contractor's license and how the agency will handle any situations that may come up to alleviate any conflict of interest concerns. A formal delegation document will be added to a file for each Dana Zeimantz and Stan Jessup.

G. PUBLIC COMMENT:

None

H. AGENCY REPORTS:

Chris Huntington, Agency Administrator provided an operational update that included the agency's ability to be able to recruit and hire some vacant positions which have been held for over the last year as well as how the agency looks at how, where and when the positions will be filled. There is an optional Master Builder certification that has been proposed to legislature and has the potential to move forward. The 2021-2023 agency budget is moving to the next step which would entail a committee work session within the next two weeks. An overview on the month to month budget worksheet was presented.

Dana Zeimantz, Licensing Manager reported that the memo shows the general increase in applications. There have been changes in workflow and collaboration with Enforcement surrounding process improvements to increase the time in processing new applications. The average time to process an application is averaging 3 business weeks. Average call times were also discussed.

Noel Magee, Information Technology Manager reported that they are focusing on Microsoft 365. Implementation is June 7, 2021. Disaster recovery and updated agency policies are close to being completed as well.

Leslie Culpepper, Communication/Education Manager advised that they are currently scheduling June and July webinars. Two new classes are being added to the online portal for the contractors this year.

Stan Jessup, Enforcement Manager noted that the attached memo has an update on all 3 sections. Field Investigations is almost up to pre-pandemic levels. A new Administrative Specialist was hired to replace a retirement as well as a Field Investigator for a retirement in Southern Oregon.

I. OLD BUSINESS:

None

The meeting adjourned at 10:35 a.m.

CCB Board Meeting Calendar, 2021		
DATE	NOTED ITEMS	LOCATION
February 24, 2021		1st Floor Hearings Room or Teleconference via GoTo Meeting
April 28, 2021	Election of Officers	1st Floor Hearings Room or Teleconference via GoTo Meeting
June 23, 2021	New Officer Terms Begin	1st Floor Hearings Room or Teleconference via GoTo Meeting
August 25, 2021	KPM Best Practices Survey Finalized	1st Floor Hearings Room or Teleconference via GoTo Meeting
October 27, 2021		1st Floor Hearings Room or Teleconference via GoTo Meeting
December 1, 2021		1st Floor Hearings Room or Teleconference via GoTo Meeting

The following dates will be reserved for potential meetings in the event that urgent matters arise requiring immediate action by the Board. Board members and the public will be notified in advance when a meeting is going to occur, and whether it will be held in Salem or via teleconference.

- January 27, 2021
- March 24, 2021
- May 26, 2021
- July 28, 2021
- September 22, 2021

2019-21 Fiscal Status Report Summary

	Last Three Mos			Thru April 2021 ACTUAL to DATE	REMAINING PROJECTED	TOTAL PROJECTED BI 2019-21	Authorized BUDGET (LAB)	LAB VS. PROJECTED
	Feb-21 Actuals	Mar-21 Actuals	Apr-21 Actuals					
Beginning Cash Balance				8,496,478		8,496,478		
Revenue	568,650	740,663	752,594	12,206,783	1,069,175	13,275,958	13,686,887	410,929
Real Revenue	540,630	711,503	714,794	11,664,263	983,475	12,647,738	12,911,887	264,149
CRF Reimbursement	-	7,215	-	62,209	-	62,209		(62,209)
Personal Services	500,130	490,471	610,065	11,150,833	1,011,682	12,162,515	12,896,789	734,274
Services & Supplies	90,346	90,107	108,730	2,942,963	269,660	3,212,624	2,752,886	(459,738)
Capital Outlay	-	-	-	-	-	-	-	0
Special Payments	28,020	29,160	37,800	542,520	85,700	628,220	775,000	146,780
Total Expenditures	618,496	609,739	756,595	14,636,316	1,367,043	16,003,359	16,424,675	421,316
Real Expenditures	590,476	580,579	718,795	14,093,796	738,823	15,375,139	15,649,675	274,536
				TRUE		TRUE	TRUE	
Revenue vs. Expenditures	(49,846)	130,924	(4,001)	(2,367,325)	(297,868)	(2,665,192)		
Ending Cash Balance	5,995,015	6,133,155	6,129,154	6,129,154		5,831,286		

Last Report: 409,617

Last Report: 5,723,375

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Memorandum

To: Construction Contractors Board
From: Dana Zeimantz, Licensing Manager
Date: June 23, 2021
Subject: Licensing Report

- For April and May, the increase in new applications recorded for March has been maintained and averaging 168 more application per month than recorded for January and February.
- Licensing has begun a pilot project to incorporate background screening staff in the new application process. Currently Licensing is documenting both the screening and application data entry processes and has assigned additional data entry staff in preparation for process improvement.
 - The expected results are more streamlined agency communication with applicants, faster licensure and increased compliance with worker's compensation requirements.
- New License Application project update: continuing to revise content and order of application sections to eliminate common pitfalls for contactors. Expected outcomes are:
 - Reduced volume and length of phone calls regarding new applications
 - Increased satisfaction with new application process
 - Shorter turnaround due to fewer incomplete or incorrect applications
 - More efficient data entry of new applications
- New License Cards project update: Design phase completed for license cards and insert. Collecting bids for printing of stock. Next phase includes data collection, transmission to print plant and testing Expected outcomes are:
 - Uniform design for all license card types
 - Cost savings by shifting process to the print plant (this includes, printing, stuffing, supplies, postage and overall reduction in agency labor costs) Increased availability of Licensing staff to outside customers (because they are not stuffing envelopes)
- New licensing staff member hired and assisting with streamlining workflow. In addition, new staff is making calls to contractors who have general liability insurance that is due to expire which will help lower administrative suspensions and the cost of sending certified mail.

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Memorandum

To: Construction Contractors Board
From: Noel Magee, IT Manager
Date: 14 June 2021
Subject: Information Technology Report

Ongoing Activities

The M365 transition dominated our workload. The M365 migration is already providing more capabilities for CCB to use in serving our customers on a supportable and secure framework. Policies and procedures, reconciliation of accounts receivable, and moving printer tasks to the state print plant all moved forward.

Current Period Changes

- **Policies, Print, Cleanup**
- **Execute Enterprise Information Services(EIS) initiated IT enhancement projects**

Details

1. Document disaster recovery plan -- **Completed**
 2. License Cards move to state print plant – **In Progress**
 3. IT specific policies **completed**, two (2) non-IT-specific – **Completing next week**
 4. Move CCB to Microsoft M365 & statewide Microsoft Tenant – **Completed**
 - a. 17 March, 2021 - EIS kickoff meeting (complete)
 - b. Go live happened 7 June 2021, with very few problems and those issues were resolved quickly.
- **Security reported status - Reported monthly by EIS/Enterprise Security Office (ESO)**
- ◆ 14 June 2021
 - 97% of systems scanned (statewide 91%)
 - 11% have critical vulnerabilities (statewide 40%)
 - ◆ 5 April 2021
 - 98% of systems scanned (statewide 91%)
 - 4% have critical vulnerabilities (statewide 45%)

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Memorandum

To: Construction Contractors Board
From: Leslie Culpepper, Communications and Education Manager
Date: June 14, 2021
Subject: Outreach and Education Program update

- Contractors taught in live webinars in May:
 - May 12 – 60 contractors
 - May 25 – 44 contractors
 - May 26 – 25 contractors

As we move from spring into summer, the number of contractors taking the live webinar has gone down. This is not surprising as more contractors renew or get their license earlier in the year. I expect the numbers to remain lower throughout the summer and go back up when the weather turns cold once again.

We released a Toolbox newsletter to contractors in May – it is attached to this board memo.

Recently, the education section added an “outreach services” page to the website, to advertise and streamline some of our outreach services.

<https://www-auth.oregon.gov/ccb/Pages/CCBOutreachServices.aspx>

The purpose of this webpage is to alert the public about some of the services that CCB offers to community groups, homeowners, contractors, realtors and other industry professionals. You’ll see on the page that we list a variety of services.

- **Free publications offer.** We send free publications to people/groups who request them. These publications include the Guide to Selecting a Contractor, the trifold business card holder and, home improvement checklist, etc. Many contractors use these publications as a resource to give to homeowners, while realtors pass these out to home sellers and buyers. Homeowners can order them individually, and we’ve had mobile home communities, HOAs and other community groups ask for these publications to put in their resource rooms, lobbies, etc.

- **Webinars and presentations.** We give presentations to community groups, realtor groups, professional associations, mobile home communities, retirement communities, etc.
- **Newsletter articles.** We'll write newsletter articles for community groups that would like to put an article in their newsletter about the value of hiring a licensed contractor.

Also on this webpage is one more update that happened very recently – the blue “order publications” button, which leads to a form where anyone can order their own publication through the website.

This form also has an associated QR code that we've pasted into live webinar presentation. Contractors in the live webinar can use the QR code to order their brochures.



We're also moving forward with the translation of more documents into Spanish. The next document to be translated into Spanish is the Guide to becoming a licensed contractor: <https://www.oregon.gov/ccb/licensing/Documents/become-a-lic-contractor.pdf>

As of the writing of this board memo, the text is with the translator and due June 15.

the

TOOL BOX

May 2021

CCB Reduced License Fee Expires June 30, 2021

In 2017, the CCB temporarily reduced its new application and renewal fee from \$325 to \$250. The original fee reduction was scheduled to expire in 2019, but was extended for another two years. The temporary fee reduction is now due to expire at the end of June 2021. As of July 1, 2021, the CCB fee for a new application or renewal will return to the pre-2017 rate of \$325 for a two-year license. This rate will apply to:

- All new applications submitted on or after July 1 2021;
- All renewal dates that fall on or after July 1, 2021, regardless of whether the renewal is submitted prior to July 1.

CCB Live Webinars Scheduled for May, June and July! Next One Is Tomorrow - Get Signed Up!

CCB's live 3-hour webinars are scheduled for May, June and July. You can find these classes on our website: <https://www.oregon.gov/ccb/Pages/ccbclasses.aspx>

All classes are **free**. Sign up today!

Classes fill up quickly. If the class you want is full, try another day. We will continue to add classes throughout the year.

Residential contractors are required to take 3 hours of CCB laws, regulations and business practices (LRB) classes every two years in order to renew their license. These new webinars fulfill that requirement. If you're unable to take a live webinar, you can still fulfill your 3 hour LRB requirement by taking on-demand classes through your online services account: <https://portal.ccb.state.or.us/>

Unable to take classes through an online services account? CCB education section has solutions and can help. Call today at 503-934-2227 or email at ccbeducation@ccb.oregon.gov



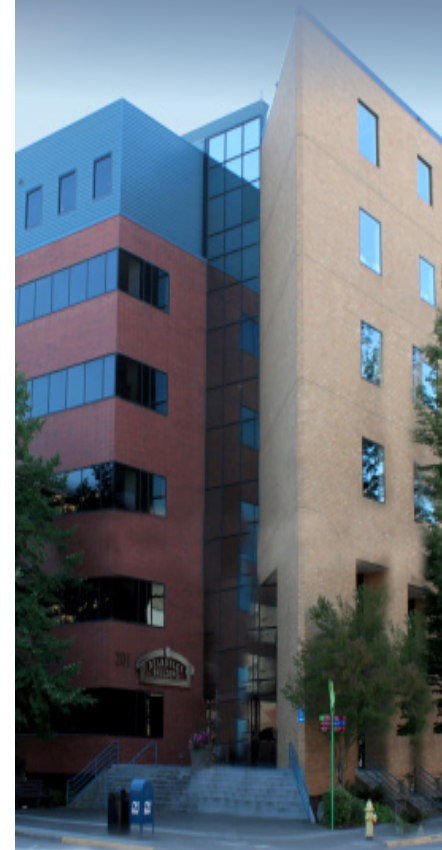
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Message from Oregon’s Employment Department: Work Share Program Provides Businesses An Alternative to Layoffs

Many businesses experience cyclical slowdowns and are forced to make tough staffing decisions that can include layoffs. When employees experience a reduction in hours, they are often encouraged to file for unemployment benefits. Unfortunately, it can take a substantial reduction in hours for someone to be eligible to receive benefits while still working. That’s where Work Share comes in.

For more than 35 years, Oregon Work Share has been helping businesses avoid wide scale layoffs while retaining talent during a temporary decline in business. The Work Share program allows employers to leverage unemployment insurance to temporarily supplement a portion of staff’s lost wages when their hours are reduced.

Any Oregon business with at least 3 employees, who have been employed for 6 months full-time or 12 months part-time, and whose hours are reduced 20-40% can supplement those lost earnings with an equal percentage of their weekly benefit amount.

If you are interested in learning more about how Work Share can help support your business and help you maintain your valued employees, please reach out to Work Share at www.oregonworkshare.org or by phone at 503-947-1800.

Keep Your Insurance Up to Date at CCB!

To have an active license, contractors must have a current insurance certificate on file at the CCB. Don’t assume your insurance document is current with the agency – check it to be sure!

The fastest, easiest way to check the expiration date of the insurance document on file at CCB is to look up your own license on the contractor search feature on our website at <http://search.ccb.state.or.us/search/>, then click on the “license details” link to see your insurance certificate expiration date. If you have an online services account, you can also find this information there. Log in at <https://portal.ccb.state.or.us/>

If you’re sending a paper certificate to the agency, CCB needs at least 10 business days to process the document. For faster processing times, ask your insurance agent to sign up for access to our e-proof system, which allows insurance agents to send electronic certificates to the agency!

BUSINESS DETAIL			
Licensee : John Henry Construction, LLC	Address : PO BOX 83		
License No. : 123456	License Status: Active		
Date First Licensed : 1/7/2020	Expiration Date: 1/7/2022		
Entity Type : Limited Liability Company	Phone : 503-123-4567		
Endorsement Type : Residential General Contractor			
Workers' Compensation/Independent Contractor Status : Exempt			
ADDITIONAL BUSINESS LICENSES AND CERTIFICATIONS			
CERTIFIED LEAD-BASED PAINT RENOVATION (LBPR) CONTRACTOR LICENSE: NO <i>Required to bid and work on pre-1978 residential structures.</i>			
OTHER BUSINESS INFORMATION			
WORKERS' COMPENSATION INSURANCE INFORMATION			
Coverage	Carrier	Policy No.	
Employee	None	None	
Personal Election	None	None	
LIABILITY INSURANCE INFORMATION (History)			
Company	Amount	Expiration Date	
STATE NATIONAL INSURANCE COMPANY INC	\$1,000,000.00	4/26/2022	
SURETY BOND INFORMATION (History)			
Type	Company	Amount	
Residential		\$20,000.00	Continuous until cancelled
Commercial	None	None	None

Learn more about e-proof here: <https://www.oregon.gov/ccb/licensing/Pages/liabilityinsurersport.aspx>



Key contacts

Licensing questions:
503-378-4621

Report unlicensed
activity: 503-934-2229

Dispute resolution (mediation)
questions:
503-934-2247

Education questions:
503-934-2227

STAFF

Administrator
Chris Huntington

Licensing Manager
Dana Zeimantz
503-934-2199
dana.zeimantz@ccb.oregon.gov

Enforcement Manager
Stan Jessup
503-934-2188
stan.m.jessup@ccb.oregon.gov

Communications/Education
Manager
Leslie Culpepper
503-934-2195
leslie.culpepper@ccb.oregon.gov

BOARD MEMBERS

Jim Kitchin, Portland

Kurt Bolser, Grants Pass

Dylan Bochsler, Stayton

Patty Dorroh, Burns

Andrea Noble, Central Point

Eric Olsen, Monmouth

James Patrick, Newport

Susan Steward, Portland

Rosa Martinez, Eagle Creek

Your Renewal Is Coming Soon? 5 Steps to Prepare

Renewal takes longer than you might think. Waiting until the last minute could lead to extra stress and even an expired license. Get started weeks in advance to avoid the rush and potential license expiration. Once your renewal is submitted to the agency, it will take time to process. If you submit your renewal at the last minute, it may expire before it is renewed.

1. Finish your continuing education. Get started weeks or months in advance to avoid a last-minute panic!

- Residential contractors licensed for less than 6 years must complete 13 hours of [pre-approved other provider credit](#) and 3 hours of CCB credit to renew their license.
- Residential contractors licensed for 6 years or more must complete 5 hours of [pre-approved other provider credit](#) and 3 hours of CCB credit to renew their license.
- [Commercial Level 1 contractors](#) must complete continuing education based on their number of key employees. Commercial Level 2 contractors must complete 32 hours of continuing education. Commercial contractor continuing education does not need to come from pre-approved providers.
- Some contractors are exempt from continuing education. The list of exempt contractors is located [on our website](#).
- Call CCB Education section with questions. 503-934-2227.

2. Create your online services account at <https://portal.ccb.state.or.us/> to make renewal faster and more efficient.

- Renew your license through the portal. You can also use your online services account to take 3 hours of CCB LRB credit and track your continuing education.
- Visit the “Am I ready to renew?” tab to start your online renewal.
- Update your business information.
- Pay the registration fee.

3. Update your registration with Secretary of State.

- Your registration with Secretary of State must be active to renew your license.
- Call Oregon Secretary of State, Corporation Division at 503-986-2200, or visit their website at <https://sos.oregon.gov/business/pages/renewal-help.aspx> for more information.

4. Watch for your CCB renewal reminder postcard in the mail.

- Contractors are able to renew their license as early as 8 weeks before their expiration date.
- We’ll send the postcard about two months before your license is due to expire.
- Once you receive the card, you’re eligible to renew your license.
- Did your business move? Update your address through the “business activities” tab in your online services account, to ensure the postcard is sent to the right address.

5. Sign up to watch your license in e-watch. Get instant notification if your CCB license expires!

- Click on the e-watch link, located in the left-hand navigation in your online services account.
- Follow the instructions on the “information” tab to sign up to monitor any contractor’s license – including your own.
- You’ll get an email if your license is suspended or expires.
- **Tip:** you can also use E-watch to monitor licenses of subcontractors on your jobsite to help you stay in compliance.

Call the agency at 503-378-4621 if you have questions.

Avoid Disputes: Use Communication Best Practices with Homeowners

As the summer home improvement season gets started, this is a good time to brush up on your communication and customer service skills. Many disputes between contractors and homeowners comes down to differing expectations and miscommunications.

Put It In Writing

The single-best way to avoid problems is to commit project details to writing. Written contracts are required when the bid is over \$2,000, but we recommend a written contract regardless of price. By putting everything in writing, you set yourself (and your clients) up for success!

Use contracts to set expectations. Include:

- Change order information
- Disposal of old material
- Permit information
- Homeowner expectations (clear the area before project begins)
- Information about lead-based paint testing, asbestos testing
- 3 required notices

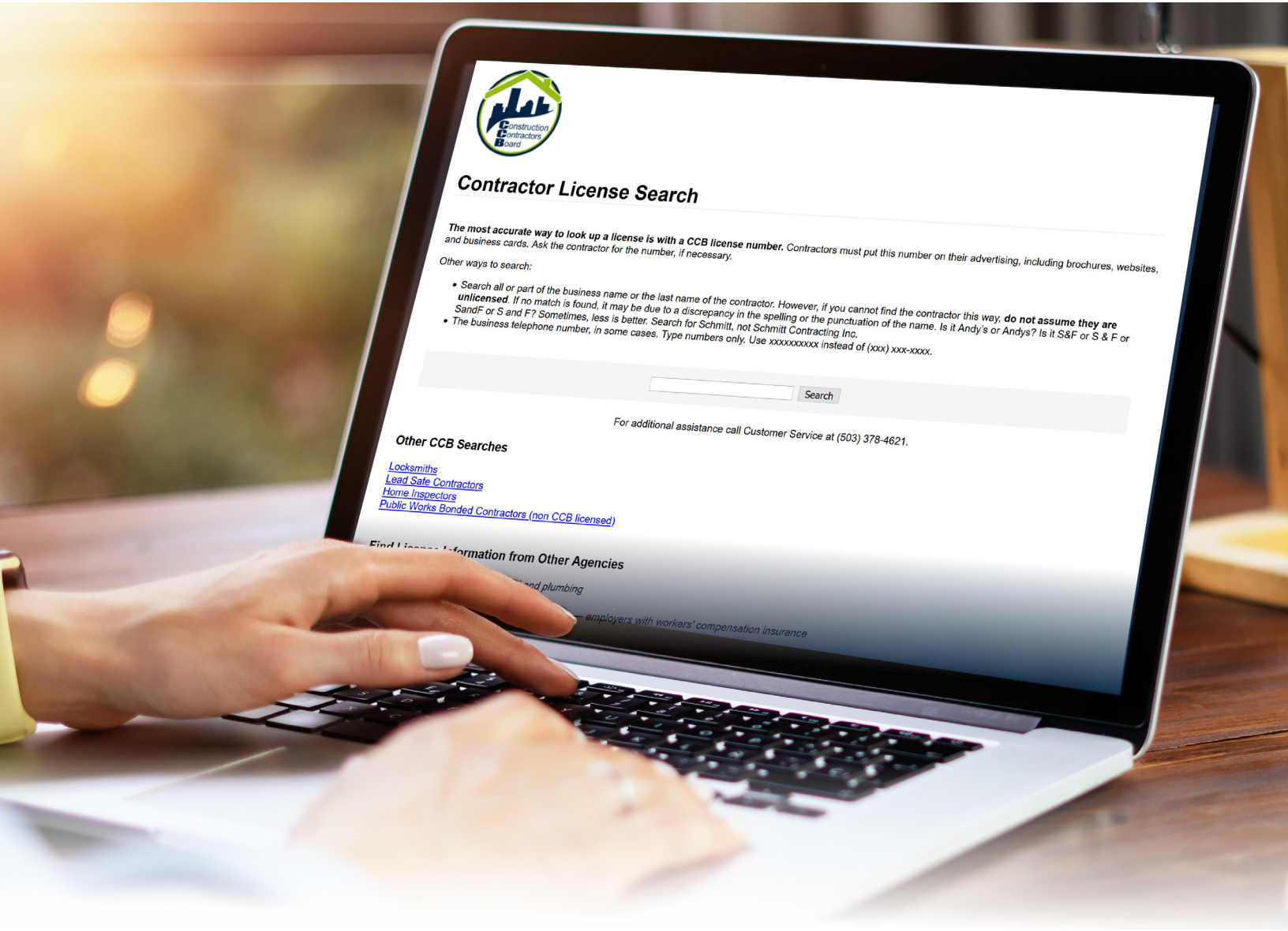
If you use a contract you purchased or downloaded, make sure it contains all required elements. You may want an attorney to review the form. If possible, use an attorney who specializes in construction.

More Communications Best Practices

- **Reach a complete meeting of the minds before you start work.** Don’t push off hard conversations about the scope of work until after the project begins – have those difficult conversations up front. Reach a complete meeting of minds. If the homeowner doesn’t like the reality of the job, those conversations won’t get any easier if you wait until after the contract is signed.
- **Make yourself accessible.** Talk to your customer throughout the project. Return phone calls. Although it may be tempting to ignore an upset customer, return the call anyway. The problem probably won’t go away, and it can get worse the longer you wait.
- **If you make a mistake, admit it.** Create a plan of correction, and don’t delay. Turn a potentially unhappy customer into someone who recommends you. Everyone gets complaints. Successful contractors resolve them.
- **Keep a record of conversations.** Make a paper trail; take notes as you are on the phone. Keep a job journal. Document conversations (date, topic). In mediation, arbitration or courtroom, documentation is crucial. It makes you appear more competent, professional and credible!

Want some more resources for resolving and preventing disputes? Check out the [Residential Contractor’s Guide to Preventing and Resolving Disputes](#) on our website.





Educate Homeowners: Encourage Them to Check Your License

You want homeowners to hire you over unlicensed contractors, right?

At CCB, we want that too – we want homeowners to hire licensed contractors. That’s why we’re always looking for new ways to educate homeowners about the value of hiring a licensed contractor.

You can help us with this goal. Encourage homeowners to look up your license on the CCB’s website:

<http://search.ccb.state.or.us/search/>

Many homeowners are unaware that they can check their contractor’s license online, and furthermore, they don’t know why they should. You can let them know that licensed contractors:

- Have a history you can check
- Have insurance and a bond
- Take a test and complete continuing education for every renewal cycle

You know why homeowners should hire you over the unlicensed ontractors, but they might not. Help them out – and help yourself out in the process!

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Memorandum

To: Construction Contractors Board
From: Stan Jessup, Enforcement Program Manager
Date: June 9, 2021
Subject: Enforcement Update

As we close in on the end of the biennium I will recap recent events and outline a few changes for the Enforcement Programs.

DRS Processes

- DRS Correspondence project is now complete and “paperless”
- Complaints filed are still below the year ago figures
- Current open files 533

Compliance Process

- Compliance cases are improving but still below the year ago quarter and holding steady
- April Proposed Orders 91 Final Orders 86
- May Proposed Orders 84 Final Orders 81
- Current active cases 125 (6/7/21)

Field Services Process

- Field site visits are still slightly above one year ago
- Field reports are also very close to one year ago figures
- Michael Lacer (Southern Oregon FI/Mediator) has been hired and is in training currently
- April JSC's 974, LBPR 214, BCD 89, FIR's 74
- May JSC's 817, LBPR 248, BCD 88, FIR's 71

A couple of personnel changes are coming in July with the resignation of Joey McGlinchy to facilitate his move to the Boise, ID area with his family.

Joey's replacement is currently in recruitment and while it will be tough to replace Joey, I am confident we will be adding a new team member to the Lane & Linn Counties very soon.

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Memorandum

To: Dylan Bochsler, Chair, Construction Contractors Board (CCB)
Members of the Construction Contractors Board

From: Chris Huntington, Administrator, CCB

Date: June 9, 2021

Subject: Pursuant to ORS 244.120(1)(c) - Declaration of Actual Conflict of Interest – Delegation of Authority to Others to Manage Matters Which Pose A Conflict For The Administrator of the CCB

Summary

The purpose of this memo is for the CCB Administrator to declare an “actual” conflict of interest¹ with respect to an anticipated CCB license application from Monarch Window Coverings, Inc. The basis of the “actual” conflict is that the Administrator’s spouse is an officer of Monarch Window Coverings Inc. which is a business² registered as an S Corp with the Oregon Secretary of State.

¹ **244.020 Definitions.** As used in this chapter, unless the context requires otherwise:

(1) “Actual conflict of interest” means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (13) of this section.

² **244.020 Definitions.** As used in this chapter, unless the context requires otherwise:

(2) “Business” means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

(3) “Business with which the person is associated” means:

(a) Any private business or closely held corporation of which the person or the person’s relative is a director, officer, owner or employee, or agent or any private business or closely held corporation in which the person or the person’s relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding calendar year;

(b) Any publicly held corporation in which the person or the person’s relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year;

(c) Any publicly held corporation of which the person or the person’s relative is a director or officer; or

(d) For public officials required to file a statement of economic interest under ORS 244.050, any business listed as a source of income as required under ORS 244.060 (3).

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



This memo formalizes the declaration of this “actual” conflict, first identified during public session at the board’s April 28, 2021 Public Meeting. The memo also sets forth the delegation plan (disposition)³ discussed with the board at the April 28, 2021 CCB Public Meeting requiring other staff to manage any licensing, enforcement or complaint issues related to Monarch which would pose an “actual” conflict of interest, or result in the potential appearance of nepotism⁴, for me as Administrator of the CCB.

Note: As of the date of this memo, no application has been submitted. This declaration is being provided in advance of formal submission of any CCB license application by Monarch Window Coverings Inc.

Background

Oregon revised statutes Chapter 244 provides that public officials should “put loyalty to the highest ethical standards above loyalty to government, persons, political party or private enterprise.”⁵

As noted in footnote (1) above), an “actual” conflict of interest is defined as “any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person’s relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (13) of this section.”

Subsection 13 then provides that a “potential” conflict of interest means “any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which could be to the private pecuniary benefit or detriment of the person or the person’s relative or a business with which the person or the person’s relative is associated, unless the pecuniary benefit or detriment arises out of the following:

- (a) An interest or membership in a particular business, industry, occupation or other class required by law as a prerequisite to the holding by the person of the office or position.
- (b) Any action in the person’s official capacity which would affect to the same degree a class consisting of all inhabitants of the state, or a smaller class consisting of an industry, occupation or other group including one of which or in which the person, or the person’s relative or business with which the person or the person’s relative is associated, is a member or is engaged.
- (c) Membership in or membership on the board or directors of a nonprofit corporation that is tax-exempt under section 501(c) of the Internal Revenue Code

³ **244.120 Methods of handling conflicts; Legislative Assembly; judges; appointed officials; other elected officials or members of boards.** (1) Except as provided in subsection (2) of this section, when met with an actual or potential conflict of interest, a public official shall:

(c) If the public official is any other appointed official subject to this chapter, *notify in writing the person who appointed the public official to office of the nature of the conflict, and request that the appointing authority dispose of the matter giving rise to the conflict. Upon receipt of the request, the appointing authority shall designate within a reasonable time an alternate to dispose of the matter, or shall direct the official to dispose of the matter in a manner specified by the appointing authority. (emphasis added)*

⁴ ORS 244.175 to 244.179 related to hiring within an organization and are thus not applicable to the licensing situation at hand. Even if not applicable by statute, CCB and the administrator wish to eschew any hint of the concept of nepotism in the Monarch proceedings and thus discuss the concept herein.

⁵ ORS 244.010(5).

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



While the statutes in ORS Chapter 244 discuss nepotism in terms of hiring/firing into/from the actual organization for whom the public official works, and not in terms of licensure, in an abundance of caution, I am also including the potential appearance of nepotism within my rubric for delegation of my authority to other members of CCB's staff with regard to any application and licensing of Monarch by the CCB since Monarch includes within its officers, my spouse.

Spouse is included within the definition of relative for purposes of ORS Chapter 244.

Process

Administrator Huntington declared to the Board, on April 28, 2021, an actual conflict with respect to any license application, enforcement or complaint made in the future with regard to Monarch Window Coverings Inc.

In order to effect the disposition of this matter, as required in ORS 244.120(1)(c), the Administrator is:

1. Removing himself and his actual conflict from the management oversight and decision making on any application for licensure and licensure of Monarch. The Administrator is effecting this by divesting himself of any decision-making authority relative to any application submitted by, or a license issued to, enforcement action taken against, or any complaint made about Monarch Window Coverings Inc. And,
2. The Administrator, in the attached letter, is sub-delegating authority to render decisions with respect to Monarch Window Coverings Inc. to other management staff as follows:
 - a. **Dana Zeimantz (and her successor at CCB should she retire or resign):** For any consideration, consultation or decision making related to any license application submitted to CCB by Monarch, including all decisions to issue or refuse to issue or to renew or refuse to renew, to suspend or to revoke a license consistent with ORS Chapter 701 and rules adopted thereunder. And also for consideration of any complaints filed against a license issued to Monarch or any other violations alleged to have been committed by Monarch its owners, officers or employees.
 - b. **Stan Jessup (and his successor at CCB should he retire or resign) :** For any consideration, consultation or decision making related to any license application submitted to CCB by Monarch, including all decisions to issue or refuse to issue or to renew or refuse to renew, to suspend or to revoke a license consistent with ORS Chapter 701 and rules adopted thereunder. And also for consideration of any complaints filed against a license issued to Monarch or any other violations alleged to have been committed by Monarch its owners, officers or employees.

It is my expectation that any and all decisions with respect to licenses issued to Monarch will be rendered consistent with the laws and rules administered by the CCB.

And I am further directing Dana and Stan, and their successors at CCB should they retire or resign, not to even notify me of any pending decision related to Monarch until the final determination has been made. And in addition, I am authorizing Dana and Stan, and their successors at CCB should they retire or resign, to consult freely with DOJ counsel, and as appropriate with the board, on any matters related to the licensure or discipline of Monarch. While the cited managers are directed to apply statutes, adopted rules and standards and to consult with DOJ counsel and the board as appropriate it may yet be that in some circumstances it will be necessary for the board to take final action.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



Furthermore, it is recognized any other prohibitions and limitations on receipt of gifts, offer or any quid pro quo etc. that may influence the Administrator, and any other actual or potential conflicts of interest that may arise, must be disclosed in addition to the disclosures made herein and appropriate disposition made as appropriate.

Conclusion

This Administrator recognizes the importance of complying with the explicit standards of the government ethics rules and takes seriously the obligation to maintain the trust of the board, the public and the construction community. I sincerely hope the pre-emptive actions taken herein to dispose of my "actual" conflict continue to demonstrate that.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
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Memorandum

To: Dana Zeimantz, Licensing Manager, CCB
Stan Jessup, Enforcement Manager CCB

From: Chris Huntington, Administrator, CCB

Date: June ____, 2021

Subject: Pursuant to ORS 244.120(1)(c), Delegation of Authority with respect to Monarch Window Coverings Inc.

Summary

The Construction Contractors Board delegated authority to me (Chris Huntington) in my role as Administrator of the CCB to carry out the functions of the agency. In a memo dated March, 13, 2020, I delegated to you certain authority within your roles as CCB managers of the licensing and enforcement programs respectively. This memo contains an additional delegation to the prior authority delegated in that March 13, 2020 delegation memo.

Background

As you have been made aware, through prior conversation and through my declaration during the April 28, 2021 board meeting, it is anticipated that in the future my spouse will submit an application for licensure in order to allow her to sell and install window coverings. As required by the Oregon Government Ethics laws related to "actual" and "potential" conflicts of interest such as ORS 244.120(1)(c), I am taking steps to: (1) declare a matter that poses an "actual" conflict for me and (2) to dispose of that conflict by delegating to you any action on that matter since the matter will not pose a conflict of interest, or result in potential allegations of nepotism, for you. In this case, this means that I am removing myself from any consideration, consultation or decision-making with respect to an anticipated application for licensure by a company which includes my spouse among its officers, and I am also removing myself from consideration, consultation or decision-making with respect to any future enforcement action on that license if issued.

Delegation

Monarch Window Coverings Inc. is an S Corp registered with the Oregon Secretary of State.¹ My wife is an officer of Monarch Window Coverings Inc. With respect to any application for licensure submitted by Monarch

¹ **244.020 Definitions.** As used in this chapter, unless the context requires otherwise:

(1) "Actual conflict of interest" means any action or any decision or recommendation by a person acting in a capacity as a public official, the effect of which would be to the private pecuniary benefit or detriment of the person or the person's relative or any business with which the person or a relative of the person is associated unless the pecuniary benefit or detriment arises out of circumstances described in subsection (13) of this section.

(2) "Business" means any corporation, partnership, proprietorship, firm, enterprise, franchise, association, organization, self-employed individual and any other legal entity operated for economic gain but excluding any income-producing not-for-profit corporation that is tax exempt under section 501(c) of the Internal Revenue Code with which a public official or a relative of the public official is associated only as a member or board director or in a nonremunerative capacity.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



or any license issued to Monarch I delegate authority to render decisions on the application or license as follows, to:

- **Dana Zeimantz (and her successor at CCB should she retire or resign):** For any consideration, consultation or decision making related to any license application submitted to CCB by Monarch, including all decisions to issue or refuse to issue or to renew or refuse to renew, to suspend or to revoke a license consistent with ORS Chapter 701 and rules adopted thereunder. And also for consideration of any complaints filed against a license issued to Monarch or any other violations alleged to have been committed by Monarch its owners, officers or employees.
- **Stan Jessup (and his successor at CCB should he retire or resign) :** For any consideration, consultation or decision making related to any license application submitted to CCB by Monarch, including all decisions to issue or refuse to issue or to renew or refuse to renew, to suspend or to revoke a license consistent with ORS Chapter 701 and rules adopted thereunder. And also for consideration of any complaints filed against a license issued to Monarch or any other violations alleged to have been committed by Monarch its owners, officers or employees.

As noted above, it is my expectation that any and all decisions with respect to licenses issued to Monarch will be rendered consistent with the laws and rules administered by the CCB.

I further direct you not to even notify me of any pending decision related to Monarch until the final determination has been made. And I further authorize you both, and or your successors at CCB should you retire or resign, to consult freely with DOJ counsel, and as appropriate with the board, on any matters related to the licensure or discipline of Monarch.

(3) "Business with which the person is associated" means:

- (a) Any private business or closely held corporation of which the person or the person's relative is a director, officer, owner or employee, or agent or any private business or closely held corporation in which the person or the person's relative owns or has owned stock, another form of equity interest, stock options or debt instruments worth \$1,000 or more at any point in the preceding calendar year;
- (b) Any publicly held corporation in which the person or the person's relative owns or has owned \$100,000 or more in stock or another form of equity interest, stock options or debt instruments at any point in the preceding calendar year;
- (c) Any publicly held corporation of which the person or the person's relative is a director or officer; or
- (d) For public officials required to file a statement of economic interest under ORS 244.050, any business listed as a source of income as required under ORS 244.060 (3).

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

NOTICES OF INTENT

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE

File #	Respondent	Cite	Date	Amount
126245	GIBSON, ROMAN GENE	701.021(1)	05/26/2021	5,000.00
127884	ACEVES CAMARENA, JULIO	701.021(1)	04/14/2021	1,000.00
127928	JAMES, ERNEST S	701.021(1)	04/14/2021	600.00
127958	ACME BUILDING PARTNERS LLC	701.021(1)	04/28/2021	1,000.00
127961	QUESADA, JACOB	701.021(1)	04/22/2021	5,000.00
127968	JR ROOFING AND SIDING LLC	701.021(1)	06/03/2021	600.00
127980	GRIZZLY TREE SERVICE LLC	701.021(1)	04/19/2021	1,000.00
127983	PEARCE MOODY CONSTRUCTION COMPANY LLC	701.021(1)	04/16/2021	1,000.00
127988	MARTINEZ, RICK WAYNE	701.021(1)	04/19/2021	600.00
127990	HOWELL, JEFFREY SCOTT	701.021(1)	05/07/2021	5,000.00
127999	HERRICK, MICHAEL MCKINNON	701.021(1)	04/22/2021	700.00
128002	TECOCOATZI, JESUS	701.021(1)	04/23/2021	5,000.00
128007	EMM LLC	701.021(1)	04/23/2021	5,000.00
128014	OASIS OUTDOOR LIVING INCORPORATED	701.021(1)	04/23/2021	5,000.00
128015	M&M CONSTRUCTION & REPAIR LLC	701.021(1)	04/23/2021	5,000.00
128017	WUTZKE, JOLENE D	701.021(1)	04/26/2021	600.00
128018	RYBACK, JASON M	701.021(1)	04/26/2021	5,000.00
128019	ZAMEDYANSKIY, OLEG	701.021(1)	04/26/2021	5,000.00
128022	THURSTON, ANDREW TUNSTALL	701.021(1)	04/27/2021	700.00
128036	JPM DEMOLITION LLC	701.021(1)	04/28/2021	1,000.00
128038	BESTUCCO, INC	701.021(1)	04/28/2021	1,000.00
128041	RAMONES CONSTRUCTION LLC	701.021(1)	04/29/2021	1,000.00
128048	DEASCENTIS, RICHARD ANTHONY	701.021(1)	04/29/2021	1,000.00
128050	AP BUILDERS LLC	701.021(1)	04/30/2021	5,000.00
128055	MAINLINE DRAIN & CONSTRUCTION LLC	701.021(1)	04/30/2021	5,000.00
128063	ALL TERRAIN LAND MAINTENANCE LLC	701.021(1)	04/30/2021	600.00
128064	GIBSON, ROMAN GENE	701.021(1)	05/03/2021	5,000.00
128066	GIBSON, ROMAN GENE	701.021(1)	05/03/2021	5,000.00
128067	GIBSON, ROMAN GENE	701.021(1)	05/03/2021	5,000.00
128070	MCMANUS, JOHN R	701.021(1)	04/27/2021	1,000.00
128102	NEAL, BLAKE MCKINLEY	701.021(1)	05/31/2021	5,000.00
128114	DAVIS, NOAH ALEXANDER	701.021(1)	05/06/2021	5,000.00
128117	CASCADE INTERIORS INC	701.021(1)	05/11/2021	1,000.00
128121	STEWART, CHRISTOPHER JOHN	701.021(1)	05/11/2021	1,000.00
128127	SIMMONS, TANNER LUAN	701.021(1)	05/11/2021	1,000.00
128130	DEEGAN PAINTING LLC	701.021(1)	05/11/2021	600.00
128132	RAINLAND CONCRETE & CONSTRUCTION LLC	701.021(1)	05/12/2021	5,000.00
128141	CRUZ, FERNANDO U	701.021(1)	05/20/2021	600.00
128142	SONS OF NUNN LLC	701.021(1)	05/14/2021	1,000.00
128162	ALEXANDERS HEATING & COOLING LLC	701.021(1)	05/19/2021	5,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

NOTICES OF INTENT (cont.)

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128174	A LIST PAINTING LLC	701.021(1)	05/17/2021	600.00
128180	YU, ZHU WEN	701.021(1)	05/18/2021	3,000.00
128181	GRANITE PLUS INC	701.021(1)	05/19/2021	1,000.00
128182	BROOKS, LEVI MICHAEL	701.021(1)	05/19/2021	600.00
128185	CRAIG A MERRIFIELD CONSTRUCTION LLC	701.021(1)	05/14/2021	5,000.00
128186	HOLCOMB, JANICE MICHELLE	701.021(1)	05/19/2021	1,000.00
128190	BULLDOG CONCRETE LLC	701.021(1)	05/21/2021	600.00
128191	A & J ENVIRONMENTAL SERVICES INC.	701.021(1)	05/20/2021	1,000.00
128196	GREENER CONCEPTS CONTRACTING INC	701.021(1)	05/21/2021	5,000.00
128203	ADVANCED HEATING & COOLING	701.021(1)	05/21/2021	1,000.00
128216	M&M CONSTRUCTION & REPAIR LLC	701.021(1)	05/25/2021	5,000.00
128217	CHARTER, HENRY BRUCE	701.021(1)	05/25/2021	5,000.00
128227	MODERN HOMECRAFTER LLC	701.021(1)	05/31/2021	600.00
128228	SKILLBILLIES.COM LLC	701.021(1)	05/25/2021	5,000.00
128229	SWEARINGEN, JAMES MICHAEL	701.021(1)	05/26/2021	1,000.00
128236	BISHOP EXCAVATING SERVICE LLC	701.021(1)	06/03/2021	600.00
128239	HAZELTINE, MICHELLE FRANCES	701.021(1)	05/27/2021	1,000.00
128240	JIMENEZ, JUAN MANUEL CORTEZ	701.021(1)	05/26/2021	1,000.00
128242	NELDON, WILLIAM MICHAEL	701.021(1)	05/27/2021	5,000.00
128243	STEWART, JOSHUA DAVID	701.021(1)	05/27/2021	5,000.00
128245	FORTADO, JOHN A	701.021(1)	05/28/2021	1,000.00
128249	GARAGE HARMONY LLC	701.021(1)	05/28/2021	1,000.00
128253	MOUNTAIN STATE CONSTRUCTION LLC	701.021(1)	05/31/2021	1,000.00
128257	MIR, MOHSEN	701.021(1)	06/02/2021	600.00
128265	BOLD CONSTRUCTION LLC	701.021(1)	06/03/2021	1,000.00
128267	PNW CONTRACTOR SERVICES LLC	701.021(1)	06/03/2021	600.00
128269	BENJAMIN PAINTING LLC	701.021(1)	06/07/2021	1,000.00
128270	EVA ALEXANDRA FERGUSON & STEVEN RAY JARAGOSKY	701.021(1)	06/07/2021	5,000.00
128273	PRO CUT CONCRETE CUTTING & BREAKING INC	701.021(1)	06/04/2021	1,000.00
128275	WILLAMETTE R & R SERVICES LLC	701.021(1)	06/07/2021	1,000.00
128277	CARTER, SEAN HOAPILI	701.021(1)	06/08/2021	1,000.00
128281	DAVIES, RONALD WILLIAM	701.021(1)	06/08/2021	600.00
128287	TUTTLE, RIAN MICHAEL	701.021(1)	06/08/2021	1,000.00
128300	RIVERA, ENRIQUE DELGADO	701.021(1)	06/09/2021	1,000.00

2 - EXEMPT CONTRACTOR WITH EMPLOYEES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127973	COLUMBIA RIVER BUILDERS INC	701.035(3)	04/16/2021	1,000.00
127976	JOHNSON, SPENCER BLAKE	701.035(3)	04/16/2021	1,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

NOTICES OF INTENT (cont.)

2 - EXEMPT CONTRACTOR WITH EMPLOYEES (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128000	LAVERY, MICHAEL GERALD	701.035(3)	04/22/2021	1,000.00
128028	MARTINEZ CONTRERAS, ERIK	701.035(3)	04/27/2021	1,000.00
128042	BERGERON, BRYAN LONGSTEN SANFORD	701.035(3)	04/29/2021	1,000.00
128069	WASATCH FLOORING LLC	701.035(3)	05/03/2021	1,000.00
128081	GREEN PACIFIC CONCRETE LLC	701.035(3)	05/03/2021	1,000.00
128091	COOS CHOICE CONSTRUCTION LLC	701.035(3)	05/05/2021	1,000.00
128094	MITUS CUSTOMS LLC	701.035(3)	05/04/2021	1,000.00
128110	DELAROSA, MIGUEL ANGEL	701.035(3)	05/06/2021	1,000.00
128123	BOLONDE, ALEX DANIEL	701.035(3)	05/11/2021	1,000.00
128154	ERSTAD, KATHERINE RENEE	701.035(3)	05/17/2021	1,000.00
128189	J BROS CONCRETE LLC	701.035(3)	05/19/2021	1,000.00
128197	JAN SUL INC	701.035(3)	05/21/2021	1,000.00
128222	JDA CONSTRUCTION LLC	701.035(3)	05/25/2021	1,000.00
128251	MAJESTIC EXTERIORS LLC	701.035(3)	05/28/2021	1,000.00
128262	TOUCHSTONE PAINTING LLC	701.035(3)	06/04/2021	1,000.00
128264	CORTES CONSTRUCTION LLC	701.035(3)	06/03/2021	1,000.00
128276	NEXT LVL BUILDERS LLC	701.035(3)	06/07/2021	1,000.00
128288	HERNANDEZ, JASMIN	701.035(3)	06/10/2021	1,000.00
128289	GONZALEZ, ANGELA MARIA	701.035(3)	06/10/2021	1,000.00
128294	VAZQUEZ CONSTRUCTION LLC	701.035(3)	06/11/2021	1,000.00

3 - LEAD BASED PAINT

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127932	FITZPATRICK PAINTING INCORPORATED	701.510(3)	04/23/2021	5,000.00
127974	COLUMBIA RIVER BUILDERS INC	701.510(2)	04/16/2021	1,000.00
127975	JOHNSON, SPENCER BLAKE	701.510(2)	04/16/2021	1,000.00
127981	JD CONSTRUCTION & REMODELING LLC	701.510(2)	04/16/2021	1,000.00
127986	WESTERN AMERICAN GLASS ENTERPRISES INC	701.510(3)	04/16/2021	1,000.00
127994	R TAYLOR CONSTRUCTION LLC	701.510(2)	04/20/2021	1,000.00
127995	DUNCAN, KURTIS DALE	701.510(2)	04/21/2021	1,000.00
127996	7 POINTS PAINTING LLC	701.510(2)	04/21/2021	1,000.00
128001	JEFFREY CRINER CONSTRUCTION INC	701.510(3)	04/22/2021	1,000.00
128029	MARTINEZ CONTRERAS, ERIK	701.510(2)	04/27/2021	1,000.00
128031	LANCE, LARRY A	701.510(2)	04/28/2021	1,000.00
128043	J CHEATHAM CONSTRUCTION LLC	701.510(2)	04/29/2021	1,000.00
128092	COOS CHOICE CONSTRUCTION LLC	701.510(2)	05/05/2021	1,000.00
128128	BOBBY RAY SIMMONS & RICHARD EMMITT GOIN	701.510(2)	05/11/2021	1,000.00
128153	WOODPECKER ROOFING & REMODEL LLC	701.510(2)	05/26/2021	1,000.00
128156	COLUMBIA PAINTING & CONSTRUCTION LLC	701.510(2)	05/17/2021	1,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

NOTICES OF INTENT (cont.)

3 - LEAD BASED PAINT (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128169	ALVAREZ INNOVATIONS CONSTRUCTION & REMODELING LLC	701.510(2)	05/17/2021	1,000.00
128218	MEYER, NATHAN DAVID	701.510(3)	05/24/2021	1,000.00
128219	PRO IMAGE PAINTING LLC	701.510(2)	05/25/2021	1,000.00
128223	PRO HANDYMAN SERVICES OF MCMINNVILLE LLC	701.510(3)	05/25/2021	1,000.00
128233	NORTHWEST ROOFING & CONSTRUCTION LLC	701.510(3)	05/26/2021	1,000.00
128234	DR ROOF INC A CORP OF WASHINGTON	701.510(2)	05/27/2021	1,000.00
128259	ENCISO FLORES, ALONDRA SKARLET	701.510(2)	05/31/2021	1,000.00
128268	GISLER, WALTER RUBEN	701.510(3)	06/04/2021	1,000.00
128284	NW CASCADE PAINTING LLC	701.510(2)	06/09/2021	5,000.00
128296	ESTRADA, MIRIAM ESTHER	701.510(2)	06/10/2021	1,000.00
128297	NORTHWEST ROOFING & CONSTRUCTION LLC	701.510(3)	06/10/2021	1,000.00

5 - HIRING AN UNLICENSED SUBCONTRACTOR

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128033	BLADE CONTRACTING LLC	701.026(1)	04/28/2021	1,000.00
128040	SLETTEN CONSTRUCTION COMPANY	701.026(1)	04/29/2021	1,000.00
128122	BOLONDE, ALEX DANIEL	701.026(1)	05/11/2021	1,000.00
128201	ANDERSEN CONSTRUCTION COMPANY OF IDAHO LLC	701.026(1)	05/21/2021	1,000.00
128221	ASSOCIATED MATERIALS LLC	701.026(1)	05/26/2021	1,000.00
128241	J & M HOMES LLC	701.026(1)	05/27/2021	1,000.00
128252	LEOPARDO COMPANIES INC	701.026(1)	05/31/2021	1,000.00
128274	NEW DREAM LLC A LIMITED LIABILITY COMPANY OF WASHINGTON	701.026(1)	06/04/2021	1,000.00
128278	STEELE II, RONALD WILLIAM	701.026(2)	06/08/2021	1,000.00

6 - FAILURE TO DELIVER RESIDENTIAL CONSTRUCTION NOTICES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128003	HATHAWAY REMODELING AND RENOVATION LLC	087.093(2)	04/23/2021	200.00
128006	ROMERO, DESIREE BETHANI	087.093(2)	04/23/2021	200.00
128027	GENERAL LABOR FORCE LLC	087.093(2)	04/27/2021	200.00
128071	JOHNS REPAIR LLC	087.093(2)	05/03/2021	200.00
128073	JOHNS REPAIR LLC	701.330(4)	05/03/2021	100.00
128074	JOHNS REPAIR LLC	701.330(4)	05/03/2021	100.00
128090	SEA STARR HEATING & MORE INCORPORATED	087.093(2)	05/04/2021	200.00
128119	PDR PAINTING LLC	087.093(2)	05/11/2021	200.00

7 - SUSPENSIONS

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127977	PDX TOP FINISHES LLC	701.068(6)	04/16/2021	0.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

NOTICES OF INTENT (cont.)

7 - SUSPENSIONS (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127991	PDX TOP FINISHES LLC	701.102(2)(a)	04/19/2021	0.00
128046	INDUSTRIAL EQUIPMENT & CONSTRUCTION SERVICES LLC	701.102(2)(b)	04/29/2021	0.00
128047	BALDWIN CONSTRUCTION LLC	701.091(1)	04/30/2021	1,000.00
128051	ABOVE THE REST ROOFING INC	701.098(1)(b)	04/30/2021	1,000.00
128053	ZASTAVNETCHI CONSTRUCTION LLC	701.091(1)	04/30/2021	1,000.00
128054	ALL CITY RESTORATION & REMODEL LLC	701.098(1)(b)	04/30/2021	1,000.00
128057	JESSE JAMES PAVING LLC	701.098(1)(b)	04/30/2021	0.00
128058	CIESLA, ROBERT JACK	701.098(1)(b)	04/30/2021	0.00
128059	DAVE ADAMS DESIGNER BUILDER INC	701.098(1)(b)	04/29/2021	0.00
128060	JOHNNY ON THE SPOT TREE SERVICE AND WOODLOT LLC	701.098(1)(b)	04/29/2021	0.00
128062	GORDON GREAT GUTTERS LLC	701.098(1)(b)	04/29/2021	
128076	ROSE CITY PAINTING & REMODEL LLC	701.515(1)(d)	05/03/2021	0.00
128077	WARNER & SONS LLC	701.515(1)(d)	05/03/2021	0.00
128078	MABUHAY CONSTRUCTION LLC	701.515(1)(d)	05/03/2021	0.00
128079	BROWN BUILDING & DESIGNING LLC	701.515(1)(d)	05/03/2021	0.00
128082	SYNERGY RESTORATION & CONSTRUCTION LLC	701.515(1)(d)	05/03/2021	0.00
128083	A KLEENE SWEEP CHIMNEY SERVICE INC	701.515(1)(d)	05/03/2021	0.00
128084	OREGON CITY CONSTRUCTION INC	701.515(1)(d)	05/03/2021	0.00
128085	W2 PAINTERS LLC	701.515(1)(d)	05/03/2021	0.00
128086	BUSCHAUER WOODWORK INC	701.515(1)(d)	05/03/2021	0.00
128087	EL PROGRESO GENERAL CONTRACTORS LLC	701.515(1)(d)	05/03/2021	0.00
128088	OVERHUNG LLC	701.515(1)(d)	05/03/2021	0.00
128095	NEVINS, BARRETT LEE	701.102(2)(a)	05/04/2021	0.00
128096	TAYLORS PLUMBING & CONSTRUCTION INC	701.102(2)(a)	05/04/2021	0.00
128097	PRIORITY ONE HEATING & AIR CONDITIONING INC	701.515(1)(d)	05/04/2021	0.00
128098	KYLE KISHEN CONSTRUCTION LLC	701.515(1)(d)	05/04/2021	0.00
128099	RUTHERFORD CONSTRUCTION LLC	701.515(1)(d)	05/04/2021	0.00
128100	PORTER, JAMES C	701.515(1)(d)	05/04/2021	0.00
128101	BROWN, TIMOTHY JAMES	701.515(1)(d)	05/04/2021	0.00
128104	KOPP CONSTRUCTION COMPANY	701.102(2)(a)	05/05/2021	0.00
128105	RISE SOLUTIONS LLC	701.102(2)(a)	05/05/2021	0.00
128107	OL FELLER RESTORATION AND MANUFACTURING LLC	701.102(2)(a)	05/05/2021	0.00
128108	VINTAGE PRIDE CONSTRUCTION & RESTORATION LLC	701.102(2)(a)	05/05/2021	0.00
128135	CRYSTALRIDGE DEVELOPMENT INC	701.102(2)(a)	05/12/2021	0.00
128136	RAMOS CONSTRUCTION D AJIJC LLC	701.102(2)(a)	05/12/2021	0.00
128139	WESTERN JUNIPER CONSTRUCTION & RENOVATION LLC	701.098(1)(b)	05/12/2021	0.00
128143	INTERSTATE FENCE COMPANY	701.102(2)(a)	05/18/2021	0.00
128144	DSF PROPERTIES LLC	701.102(2)(a)	05/13/2021	0.00
128147	DURITE PAINTING INC	701.515(1)(d)	05/13/2021	0.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

NOTICES OF INTENT (cont.)

7 - SUSPENSIONS (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128148	ALLEN CO DESIGN IT BUILD IT LLC	701.515(1)(d)	05/13/2021	0.00
128149	HAMCON BUILDERS LLC	701.515(1)(d)	05/13/2021	0.00
128150	WRENN, MICHAEL A	701.515(1)(d)	05/13/2021	0.00
128151	BUDD, GARY A	701.515(1)(d)	05/13/2021	0.00
128152	FOUCH BUILDING CO	701.515(1)(d)	05/13/2021	0.00
128163	LOCKLER, JASON HENRY	701.515(1)(d)	05/17/2021	0.00
128164	FOKSHA HOMES INC	701.515(1)(d)	05/17/2021	0.00
128165	LEVEL 3 HOMES & DESIGN LLC	701.515(1)(d)	05/17/2021	0.00
128166	BARTEAUX, JERRY EDWARD	701.515(1)(d)	05/17/2021	0.00
128167	TOM WIRFS ENTERPRISES INC	701.515(1)(d)	05/17/2021	0.00
128168	NL JACOBSEN ENTERPRISES INC	701.515(1)(d)	05/17/2021	0.00
128173	CHITTIM ENTERPRISES I INC	701.515(1)(d)	05/17/2021	0.00
128175	PEPIOT PAINTING INC	701.515(1)(d)	05/17/2021	0.00
128176	SMITH, NORMAN SCOTT	701.515(1)(d)	05/17/2021	0.00
128177	BESAND CUSTOM EXTERIORS INC	701.515(1)(d)	05/17/2021	0.00
128178	GOMES CONSTRUCTION CO	701.515(1)(d)	05/17/2021	0.00
128179	TYLER DEAN CONSTRUCTION INC	701.515(1)(d)	05/17/2021	0.00
128193	NGUYEN, DONG THANH	701.102(2)(a)	05/21/2021	0.00
128195	GEL ENERGY SOLUTIONS LLC	701.102(2)(c)	05/21/2021	0.00
128198	BEACON ENERGY SERVICES INC	701.098(1)(b)	05/21/2021	0.00
128199	VENTURE CONSTRUCTION COMPANY	701.098(1)(b)	05/21/2021	1,000.00
128202	CLEMENS, SEAN PATRICK	701.102(2)(a)	05/21/2021	0.00
128207	GARDINER, JONATHAN DAVID BARRETT	701.102(2)(a)	05/21/2021	0.00
128214	BLUE COLLAR CONSTRUCTION LLC	701.102(2)(a)	05/24/2021	0.00
128215	PDX TOP FINISHES LLC	701.068(6)	05/28/2021	0.00
128254	AMEC FOSTER WHEELER KAMTECH INC	701.098(1)(b)	05/28/2021	1,000.00
128290	COTTAGES AT VILLAGE PARK LLC	701.102(2)(a)	06/10/2021	0.00
128298	ACAR, METIN	701.098(1)(b)	06/11/2021	0.00

8 - OTHER

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127950	R TAYLOR CONSTRUCTION LLC	701.106(1)(j)	04/20/2021	1,000.00
127959	MATTHEWS, DAVID W	701.098(1)(g)	04/14/2021	1,000.00
127970	WING RIDGE CONSTRUCTION LLC	701.098(1)(b)	04/15/2021	100.00
127984	GRIFFIN, THOMAS COLE	701.106(1)(j)	04/19/2021	1,000.00
127997	POWELL BUILDERS INC	701.098(1)(b)	04/21/2021	50.00
128004	MANDERA, JAVIER HORACIO	701.305(1)	04/23/2021	500.00
128010	MICHAEL ANGELO PAINTING LLC	701.106(1)(j)	04/23/2021	1,000.00
128026	MEASURE 37 DEVELOPMENT INC	701.106(1)(j)	04/27/2021	1,000.00
128030	SEABIRD CONCRETE LLC	701.106(1)(j)	04/28/2021	1,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

NOTICES OF INTENT (cont.)

8 - OTHER (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128049	PATRICK A LEDERER III & VINCENT WADE CATRON	701.106(1)(j)	04/30/2021	1,000.00
128056	JBQ QUALITY CONSTRUCTION INC	701.106(1)(j)	05/03/2021	1,000.00
128075	SEA STARR HEATING & MORE INCORPORATED	701.305(2)	05/04/2021	200.00
128080	JENIRAE ANIISE WELCH AND ANTONY ARRIAGA SANDOVAL	701.106(1)(j)	05/04/2021	1,000.00
128103	MASTER TREE CARE INC	701.098(1)(f)	05/05/2021	0.00
128113	MOVING FORWARD RESTORATION LLC	701.098(1)(g)	05/06/2021	1,000.00
128126	JENSEN, MATTHEW REYNOLD	701.305(2)	05/11/2021	200.00
128129	BOBBY RAY SIMMONS & RICHARD EMMITT GOIN	701.098(1)(c)	05/11/2021	1,000.00
128244	SECURITY PLUS 1 LLC	701.106(1)(j)	06/09/2021	1,000.00
128248	SHELTON BUILDERS LLC	701.106(1)(j)	05/31/2021	1,000.00
128263	MIKES PRUNING AND TREE CARE LLC	701.106(1)(j)	06/03/2021	1,000.00
128271	HANDYMANPLUS SERVICES LLC	701.098(1)(g)	06/07/2021	1,000.00
128293	B A R CONTRACTING LLC	701.106(1)(j)	06/10/2021	1,000.00
128307	WELLS, WESLEY ALAN	701.098(1)(b)	06/11/2021	100.00

9 - CRIMINAL / INJUNCTIONS / STOP WORK

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128039	STUMPTOWN HEATING INC	701.098(1)(i)	04/28/2021	0.00
128045	KATHLEEN MAE WILSON & STEVEN LEE BARNES	701.098(1)(i)	04/29/2021	0.00
128115	NICOLA KAY SAMPSON & BART ALLAN WASHBURN	701.098(1)(i)	05/06/2021	0.00
128120	GILBERT JR, JOSEPH JESSE	701.098(1)(i)	05/10/2021	0.00
128286	VALLEY CONCRETE LLC	701.098(1)(i)	06/10/2021	0.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

FINAL ORDERS

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
126861	AG-GRO SYSTEMS LLC	701.021(1)	05/26/2021	5,000.00
127603	OI PROPERTY INVESTMENTS LLC	701.021(1)	05/10/2021	5,000.00
127721	COASTAL RENOVATION & DESIGN INC	701.021(1)	04/14/2021	5,000.00
127737	VEAILA, SEFITA	701.021(1)	04/30/2021	5,000.00
127742	MERRIMAN, JUDD DELANEY	701.021(1)	04/15/2021	1,000.00
127745	SENSIBLE HEATING & REFRIGERATION LLC	701.021(1)	04/16/2021	5,000.00
127748	ROBERTS FAMILY CONSTRUCTION LLC	701.021(1)	04/20/2021	700.00
127752	SEGOVIANO, SONIA	701.021(1)	04/30/2021	3,000.00
127758	SEGOVIANO BUSTAMANTE, OLGA SUSANA	701.021(1)	05/12/2021	3,000.00
127768	BRIDDLE WOOD FACILITY SERVICES	701.021(1)	04/14/2021	1,000.00
127770	MARTINEZ, AUDEN	701.021(1)	04/23/2021	600.00
127771	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127772	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127773	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127774	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127775	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127776	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127777	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127778	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127779	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127780	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127781	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127782	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127783	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127784	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127785	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127786	MAYA INVESTMENTS LLC	701.021(1)	04/28/2021	5,000.00
127787	SONS OF THE NORTH LLC	701.021(1)	04/21/2021	5,000.00
127797	SYMONDS FLAGS AND POLES	701.021(1)	04/15/2021	1,000.00
127817	CURTIS, DWAYNE E	701.021(1)	04/16/2021	5,000.00
127833	KIRSCH, JOSEPH JAMES	701.021(1)	04/16/2021	5,000.00
127842	RADFORD, MICHAEL J	701.021(1)	04/22/2021	5,000.00
127845	DREYER, MARK ANTHONY	701.021(1)	04/20/2021	1,000.00
127848	HOMETOWN SEWER AND DRAIN SERVICES LLC	701.021(1)	04/21/2021	5,000.00
127853	SAUCEDO II, RICHARD RAY	701.021(1)	05/05/2021	700.00
127854	MANNHALTER, CRAIG	701.021(1)	05/05/2021	5,000.00
127876	CLARK, ERIC TAYLOR	701.021(1)	05/27/2021	1,000.00
127879	MCMILLEN, JASON L	701.021(1)	04/15/2021	600.00
127884	ACEVES CAMARENA, JULIO	701.021(1)	05/07/2021	1,000.00
127887	SHEEHAN, MARK DEWITT	701.021(1)	05/04/2021	5,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

FINAL ORDERS (cont.)

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127890	SHEETS, TRAVIS ALLEN	701.021(1)	05/12/2021	5,000.00
127904	RUSSU, EMIL	701.021(1)	05/14/2021	5,000.00
127918	CULBERTSON, WILLIAM E	701.021(1)	04/27/2021	600.00
127920	ALL UNDER 1 ROOF LLC	701.021(1)	04/30/2021	1,000.00
127935	SANCHEZ, SANTIAGO FLORES	701.021(1)	05/13/2021	5,000.00
127940	RODRIGUEZ, SERGIO JAVIER	701.021(1)	04/14/2021	1,000.00
127942	PURVIS, TERRILL EUGENE	701.021(1)	05/06/2021	1,000.00
127958	ACME BUILDING PARTNERS LLC	701.021(1)	05/21/2021	1,000.00
127960	SHARP, DARYN	701.021(1)	06/04/2021	5,000.00
127980	GRIZZLY TREE SERVICE LLC	701.021(1)	06/08/2021	1,000.00
127988	MARTINEZ, RICK WAYNE	701.021(1)	05/20/2021	600.00
127990	HOWELL, JEFFREY SCOTT	701.021(1)	05/10/2021	5,000.00
127999	HERRICK, MICHAEL MCKINNON	701.021(1)	05/17/2021	700.00
128002	TECOCOATZI, JESUS	701.021(1)	06/08/2021	5,000.00
128007	EMM LLC	701.021(1)	06/02/2021	5,000.00
128015	M&M CONSTRUCTION & REPAIR LLC	701.021(1)	05/19/2021	5,000.00
128017	WUTZKE, JOLENE D	701.021(1)	06/02/2021	600.00
128018	RYBACK, JASON M	701.021(1)	05/19/2021	5,000.00
128019	ZAMEDYANSKIY, OLEG	701.021(1)	06/09/2021	5,000.00
128022	THURSTON, ANDREW TUNSTALL	701.021(1)	05/25/2021	700.00
128036	JPM DEMOLITION LLC	701.021(1)	05/21/2021	1,000.00
128038	BESTUCCO, INC	701.021(1)	05/05/2021	1,000.00
128041	RAMONES CONSTRUCTION LLC	701.021(1)	05/25/2021	1,000.00
128048	DEASCENTIS, RICHARD ANTHONY	701.021(1)	05/25/2021	1,000.00
128050	AP BUILDERS LLC	701.021(1)	06/09/2021	5,000.00
128055	MAINLINE DRAIN & CONSTRUCTION LLC	701.021(1)	05/26/2021	5,000.00
128064	GIBSON, ROMAN GENE	701.021(1)	05/26/2021	5,000.00
128066	GIBSON, ROMAN GENE	701.021(1)	05/26/2021	5,000.00
128067	GIBSON, ROMAN GENE	701.021(1)	05/26/2021	5,000.00
128070	MCMANUS, JOHN R	701.021(1)	05/20/2021	1,000.00
128130	DEEGAN PAINTING LLC	701.021(1)	06/14/2021	600.00
128132	RAINLAND CONCRETE & CONSTRUCTION LLC	701.021(1)	06/11/2021	5,000.00
128162	ALEXANDERS HEATING & COOLING LLC	701.021(1)	06/11/2021	5,000.00
128174	A LIST PAINTING LLC	701.021(1)	06/11/2021	600.00
128181	GRANITE PLUS INC	701.021(1)	06/11/2021	1,000.00

2 - EXEMPT CONTRACTOR WITH EMPLOYEES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127557	ROOF ENHANCER INC	701.035(3)	04/26/2021	1,000.00
127652	LAGUNA REMODELING LLC	701.035(3)	04/20/2021	1,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

FINAL ORDERS (cont.)

2 - EXEMPT CONTRACTOR WITH EMPLOYEES (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127708	WC ROOFING LLC	701.035(3)	04/20/2021	1,000.00
127729	4ALL CONSTRUCTION AND REMODELS LLC	701.035(3)	04/14/2021	1,000.00
127739	LPI FRAMING LLC	701.035(3)	04/14/2021	1,000.00
127741	MARIN CONSTRUCTION LLC	701.035(3)	04/20/2021	1,000.00
127792	RG SIDING LLC	701.035(3)	04/15/2021	1,000.00
127793	JHERNANDEZ CONSTRUCTION LLC	701.035(3)	05/17/2021	1,000.00
127892	A&B FLOORS N MORE LLC	701.035(3)	05/05/2021	1,000.00
127941	DOUBLE A PLUMBING LLC	701.035(3)	04/28/2021	1,000.00
127954	SMITH, BROCK ANTHONY	701.035(3)	05/11/2021	1,000.00
127973	COLUMBIA RIVER BUILDERS INC	701.035(3)	06/02/2021	1,000.00
128000	LAVERY, MICHAEL GERALD	701.035(3)	05/11/2021	1,000.00
128042	BERGERON, BRYAN LONGSTEN SANFORD	701.035(3)	05/27/2021	1,000.00
128069	WASATCH FLOORING LLC	701.035(3)	05/13/2021	1,000.00
128081	GREEN PACIFIC CONCRETE LLC	701.035(3)	05/26/2021	1,000.00
128123	BOLONDE, ALEX DANIEL	701.035(3)	06/04/2021	1,000.00
128189	J BROS CONCRETE LLC	701.035(3)	06/09/2021	1,000.00

3 - LEAD BASED PAINT

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127905	LINCOLN GLASS CO INC	701.510(3)	05/07/2021	1,000.00
127974	COLUMBIA RIVER BUILDERS INC	701.510(2)	05/03/2021	1,000.00
127975	JOHNSON, SPENCER BLAKE	701.510(2)	05/18/2021	1,000.00
127981	JD CONSTRUCTION & REMODELING LLC	701.510(2)	05/20/2021	1,000.00
127986	WESTERN AMERICAN GLASS ENTERPRISES INC	701.510(3)	04/30/2021	1,000.00
127995	DUNCAN, KURTIS DALE	701.510(2)	05/21/2021	1,000.00
128001	JEFFREY CRINER CONSTRUCTION INC	701.510(3)	05/18/2021	1,000.00
128031	LANCE, LARRY A	701.510(2)	05/25/2021	1,000.00
128043	J CHEATHAM CONSTRUCTION LLC	701.510(2)	05/27/2021	1,000.00
128128	BOBBY RAY SIMMONS & RICHARD EMMITT GOIN	701.510(2)	06/03/2021	1,000.00
128218	MEYER, NATHAN DAVID	701.510(3)	06/11/2021	1,000.00
128223	PRO HANDYMAN SERVICES OF MCMINNVILLE LLC	701.510(3)	06/03/2021	1,000.00

5 - HIRING AN UNLICENSED SUBCONTRACTOR

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127581	SHAH HOUSING SOLUTIONS LLC	701.026(1)	04/16/2021	1,000.00
128033	BLADE CONTRACTING LLC	701.026(1)	05/14/2021	1,000.00
128040	SLETTEN CONSTRUCTION COMPANY	701.026(1)	05/14/2021	1,000.00
128122	BOLONDE, ALEX DANIEL	701.026(1)	06/04/2021	1,000.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

FINAL ORDERS (cont.)

6 - FAILURE TO DELIVER RESIDENTIAL CONSTRUCTION NOTICES

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127637	ARNOLD CONSTRUCTION & RENOVATION LLC	087.093(2)	04/20/2021	200.00
127846	CALVILLO PAINTING AND REMODELING LLC	087.093(2)	04/21/2021	200.00
127847	CALVILLO PAINTING AND REMODELING LLC	087.093(2)	04/21/2021	200.00
127855	DSF PROPERTIES LLC	087.093(2)	04/21/2021	200.00
128003	HATHAWAY REMODELING AND RENOVATION LLC	087.093(2)	05/19/2021	200.00
128006	ROMERO, DESIREE BETHANI	087.093(2)	05/19/2021	200.00
128027	GENERAL LABOR FORCE LLC	087.093(2)	05/07/2021	200.00
128071	JOHNS REPAIR LLC	087.093(2)	05/26/2021	200.00
128073	JOHNS REPAIR LLC	701.330(4)	05/26/2021	100.00
128074	JOHNS REPAIR LLC	701.330(4)	05/26/2021	100.00
128090	SEA STARR HEATING & MORE INCORPORATED	087.093(2)	05/21/2021	200.00

7 - SUSPENSIONS

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127617	CANYON HEATING & AIR LLC	701.102(2)(b)	05/06/2021	0.00
127621	TIMOTHY EARL MALES & MITCHELL ERNEST BELL	701.102(2)(b)	04/28/2021	0.00
127789	KANSAS CITY TREE CARE LLC	701.102(2)(b)	06/09/2021	0.00
127818	ALPHA PLUMBING & ROOTER SERVICE LLC	701.098(1)(b)	04/16/2021	1,000.00
127860	ALL FUEL INSTALLATION & SERVICE LLC	701.515(1)(d)	04/28/2021	0.00
127861	FORREST, LINZEY JOHN	701.515(1)(d)	04/28/2021	0.00
127863	WILLMAR DEVELOPMENT LLC	701.515(1)(d)	04/28/2021	0.00
127865	CASTLE CONSTRUCTION INC	701.515(1)(d)	04/28/2021	0.00
127866	BRUSH OF COLOR LLC	701.515(1)(d)	04/28/2021	0.00
127867	CONTINENTAL DRYWALL LLC	701.515(1)(d)	04/28/2021	0.00
127868	RIP CITY CONSTRUCTION & REMODELING LLC	701.515(1)(d)	04/28/2021	0.00
127870	LAURA MARIE ELLIS & DEREK STEVEN ELLIS	701.515(1)(d)	04/28/2021	0.00
127871	LENHART BROTHERS & COMPANY LLC	701.515(1)(d)	04/28/2021	0.00
127873	HARTMANN HOLDINGS LLC	701.102(2)(a)	04/27/2021	0.00
127894	EMPIRE ROOFING AND EXTERIORS LLC	701.102(2)(c)	04/28/2021	0.00
127898	SIMMONS CORP	701.102(2)(a)	04/27/2021	0.00
127915	STRAWN, MACKENZIE GLEN	701.102(2)(a)	04/28/2021	0.00
127936	WESTERN SERVICES GROUP LLC	701.106(1)(b)	05/18/2021	0.00
127937	NORTHWEST PAINTING AND DESIGN LLC	701.102(2)(a)	05/04/2021	0.00
127977	PDX TOP FINISHES LLC	701.068(6)	05/11/2021	0.00
127991	PDX TOP FINISHES LLC	701.102(2)(a)	05/11/2021	0.00
128047	BALDWIN CONSTRUCTION LLC	701.091(1)	06/09/2021	1,000.00
128051	ABOVE THE REST ROOFING INC	701.098(1)(b)	05/25/2021	1,000.00
128053	ZASTAVNETCHI CONSTRUCTION LLC	701.091(1)	06/09/2021	1,000.00
128058	CIESLA, ROBERT JACK	701.098(1)(b)	05/27/2021	0.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

FINAL ORDERS (cont.)

7 - SUSPENSIONS (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
128059	DAVE ADAMS DESIGNER BUILDER INC	701.098(1)(b)	05/27/2021	0.00
128095	NEVINS, BARRETT LEE	701.102(2)(a)	05/27/2021	0.00
128105	RISE SOLUTIONS LLC	701.102(2)(a)	05/27/2021	0.00
128107	OL FELLER RESTORATION AND MANUFACTURING LLC	701.102(2)(a)	05/27/2021	0.00
128135	CRYSTALRIDGE DEVELOPMENT INC	701.102(2)(a)	06/03/2021	0.00
128136	RAMOS CONSTRUCTION D AJIJC LLC	701.102(2)(a)	06/08/2021	0.00

8 - OTHER

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127469	TOP FLIGHT ROOFING LLC	701.106(1)(j)	05/04/2021	1,000.00
127744	DLM CONSTRUCTION & SON LLC	701.305(1)	04/14/2021	500.00
127765	MARLON CONSTRUCTION LLC	701.106(1)(j)	05/10/2021	1,000.00
127799	PREFERRED BUILDING CONTRACTORS LLC	701.098(1)(g)	04/16/2021	1,000.00
127858	WELLS, WESLEY ALAN	701.098(1)(b)	04/19/2021	50.00
127875	MODERN HOMECRAFTER LLC	701.106(1)(j)	04/22/2021	1,000.00
127877	DUPONT, CORI	701.098(1)(b)	04/23/2021	50.00
127886	AFFORDABLE ARBOR CARE LLC	701.106(1)(j)	05/06/2021	1,000.00
127897	WEST HILLS CONSTRUCTION LLC	701.098(1)(g)	05/12/2021	1,000.00
127899	TURNBULL ENTERPRISES LLC	701.098(1)(i)	04/28/2021	0.00
127907	J & J STUMP & TREE REMOVAL LLC	701.098(1)(b)	04/14/2021	100.00
127910	NORTHWEST FOUNDATION REPAIR LLC	701.106(1)(j)	04/30/2021	1,000.00
127922	DARRELL THOMPSON TANK & CONSTRUCTION INC	701.098(1)(f)	04/30/2021	0.00
127923	HALDEMAN HOMME INC	701.098(1)(f)	04/30/2021	0.00
127930	VOGEL, MICHAEL JAMES	701.098(1)(g)	05/19/2021	1,000.00
127934	JAMESCO ROOFING LLC	701.106(1)(j)	05/19/2021	1,000.00
127959	MATTHEWS, DAVID W	701.098(1)(g)	05/27/2021	1,000.00
127970	WING RIDGE CONSTRUCTION LLC	701.098(1)(b)	05/10/2021	100.00
127984	GRIFFIN, THOMAS COLE	701.106(1)(j)	05/31/2021	1,000.00
127997	POWELL BUILDERS INC	701.098(1)(b)	05/11/2021	50.00
128004	MANDERA, JAVIER HORACIO	701.305(1)	05/27/2021	500.00
128010	MICHAEL ANGELO PAINTING LLC	701.106(1)(j)	06/02/2021	1,000.00
128026	MEASURE 37 DEVELOPMENT INC	701.106(1)(j)	06/02/2021	1,000.00
128030	SEABIRD CONCRETE LLC	701.106(1)(j)	05/18/2021	1,000.00
128056	JBQ QUALITY CONSTRUCTION INC	701.106(1)(j)	05/27/2021	1,000.00
128075	SEA STARR HEATING & MORE INCORPORATED	701.305(2)	05/21/2021	200.00
128126	JENSEN, MATTHEW REYNOLD	701.305(2)	06/03/2021	200.00

9 - CRIMINAL / INJUNCTIONS / STOP WORK

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127623	ARRINGTON, MICHAEL THOMAS	701.098(1)(i)	04/28/2021	0.00

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

6/14/2021

04/14/2021 - 06/14/2021

FINAL ORDERS (cont.)

9 - CRIMINAL / INJUNCTIONS / STOP WORK (cont.)

<u>File #</u>	<u>Respondent</u>	<u>Cite</u>	<u>Date</u>	<u>Amount</u>
127664	BIOTERRA ENVIRONMENTAL ENGINEERING INC	701.098(1)(i)	05/10/2021	0.00
127764	KLEEN CONSTRUCTION LLC	701.098(1)(i)	05/20/2021	0.00

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621



Memorandum

To: Construction Contractors Board
From: Chris Huntington, CCB Administrator
Date: June 11, 2021
Subject: CCB Pre-license Pilot Project – Clackamas SBDC

Overview

The pre-license education pilot program between CCB and the Clackamas Small Business Development Center has been largely successful based on the metrics articulated at the outset of the program – producing contractors that are better equipped to operate a successful construction business and to improve the understanding of license and regulatory standards among limited English-speaking applicants.

As explained in detail in the attached memo from Clackamas SBDC Director Robert Campbell, the program encountered significant disruption during the pandemic year of 2020. During this period the program cancelled a number of classes before getting a new remote video conference model up and running.

The agency recommends extending the pilot project for two additional years, with the understanding that during this time CCB and Clackamas SBDC will collaborate with a focus on continuing the expansion to other SBDC's in the state, with a focus on ensuring expansion of this service to rural areas of the state.

Recommendation

Direct the agency to return to the August CCB board meeting with an amended Intergovernmental Agreement to extend the term of the initial IGA.

2020 year-end CCB update

Clackamas Small Business Development Center IGA Pilot Project

Pre-Pandemic Review

At the end of 2019 and early 1st quarter 2020, we had successfully expanded our English CCB certification teaching system to 6 other SBDC centers. These classes were taught via Zoom at the same time we were teaching our face-to-face classes. The classes in other centers were facilitated to manage their in-class students. The Clackamas SBDC staff taught and proctored every student regardless of location. We had not been able to replicate this success with the Latino community because most other centers did not have bilingual facilitators with construction experience. In addition to continually improving our Certification teaching system, we had expanded our 'construction guided pathway' to include Start Your Business Now (CCB Application support to include registering business with the State), Business Fundamentals one day class, and a 9month small business management class. Also, we have created a discounted continuing education program for our entrepreneurship (Greenhouse) class. The majority of clients registering for this guided pathway were Latinx. First time pass rates for both English and Spanish clients averaged upper mid 80s for English and low 80s for Spanish.

Pandemic Response

Our last Day in our office was March 21, 2020. Because of our contract partnership with the Small Business Administration (SBA) and the 19center SBDC network, we were designated 'first responders' to the small business (less than 500 employees) community in the State. The Oregon SBDC network has approximately 140 staff located in 43 locations, including rural communities. The SBA District in Portland has only 6 employees. At the time of the lock out, the Clackamas SBDC was over 90% capacity so we were challenged with converting all our education programs to 100% remote plus responding to funding inquires for existing and past clients, referrals from all our trade partnerships (chambers, business alliances, economic development organizations, and lending institutions). Fortunately for us, we had been teaching remotely for several years so the migration to 100% virtual was pretty seamless except for our CCB program, especially Spanish. Prior to the pandemic, we had pretty much overcome all the barriers for our Latino clients with our face-to-face teaching and testing system. We had a controlled learning environment that encouraged learning from each other while teaching business concepts with proven adult learning modalities. We had access to computer labs to proctor the tests with our college online teaching platform, Moodle.

Moving to Zoom

Try to imagine sitting two days, 8 hours a day, in front of a monitor with your camera on at all times. In addition, you might not even have a computer with a web cam and access to high-speed internet. Combine lack of equipment with little or no knowledge about hardware and software use. Align these barriers with lack of education for years and little or no test taking skills. We had to cancel April and May English classes, and cancelled March, April, and May Spanish classes to take time on how to figure out solutions to these barriers.

The team started with the English class and worked with other centers to learn how to access our Moodle platform for testing plus have Zoom trainings prior to the class. Since we could not have these other center classes facilitated like in-class sessions, this pre-qualification technology and Zoom trainings were mandatory.

For the Spanish classes, a similar but more comprehensive advising sessions were incorporated. For example, we have always given our Spanish Certification clients 20 hours instead of 16 to help them with completing the CCB application form. In 2020, we expanded this to 25 hours to include upfront technology training. The team also had to revive a scantron testing process for the Latino clients due to the difficulty teaching how move from multiple IRLs between Zoom and Moodle.

We had two ‘Silver Linings’ the team discovered in this 100% virtual training conversion. Most of these clients had children who were required to attend school remotely. We found our clients were using their kid’s computers to attend our classes. Second, we received some CARES Federal funding to make the transition to 100% remote instruction, the majority of these funds were dedicated to our Construction guided pathway.

2020 year-end results

After cancelling 4 English and 4 Spanish certification classes, we taught 8 English classes for a total of 197 clients. We taught 10 Spanish classes for a total of 174 clients or a year total of 371. As we anticipated, our first time pass rates for both groups declined. Our average English first time pass rate was 78%. Our Spanish first time pass rate was 73.9%.

Observations and 2021 Aspirations

As challenging as 2020 was, we learned so much on how to figure out new ways to support our clients. I think we all agree, the pandemic was a lightning rod change catalyst. We know that face-to-face instruction and business advising is the best learning modality for adult learners, especially construction adults and especially for our Latino community. As a Director, our transition would have not been possible without a dedicated experienced team who worked tirelessly to figure out how to teach and test contractors via Zoom.

In 2021, we have raised our certification price from \$425 to \$450 for both groups, this increase helps offset the increased technology training time, especially for our Latino clients.

In addition to continue our expansion of our English class to other SBDC’s, we want to do the same with our Spanish classes, especially in rural areas. I have requested and been granted a small CARES program budget to help with expansion costs. In 2020, the network created 314 business starts, the Clackamas SBDC created 166 of those – 95% are contractors and 90% of those are Latino clients. Expanding our program state wide will help support the Governor’s and Business Oregon’s BIPOC strategic initiatives as well as our SBDC network objectives.

We envision 3 different education distributions processes in the future that teaches the approved CCB curriculum: offer the class face-to-face; 100% Zoom like we do now; and a Hyflex model that includes video on demand coupled with one-on-one advising between modules and scheduled group testing. Clackamas will teach the curriculum for all three modalities, and we will proctor every client, regardless of location, that meets approved college testing requirements.

Clackamas CCB Team

Kathy Nishimoto- Diana Tourney-Kathleen Lansing-Ofelia Lara – Rob Campbell