



Construction Contractors Board

201 High St SE, Suite 600
PO Box 14140
Salem OR 97309-5052
Phone: (503) 934-2217 Fax: (503) 373-2155
E-mail: julie.t.nadeau@ccb.oregon.gov Web: www.oregon.gov/ccb

State of Oregon
Tina Kotek, Governor

Zoom Meeting Call In: 1 (669) 254-5252, Meeting ID: 161 585 3894 Passcode: 384632

The meeting is accessible to the public by telephone, video conference, or in-person attendance. To request video conference information, please contact Julie Nadeau by email at Julie.t.nadeau@ccb.oregon.gov at least 48 hours prior to the meeting.

DRAFT
11/30/2023

NOTICE OF PUBLIC MEETING
CCB Board Meeting
Zoom Videoconference
Wednesday, December 6, 2023
8:30 a.m. – 11:30 a.m.

| | Page |
|--|----------------------------|
| Meeting Called to Order | |
| Roll Call | |
| Approval of the Agenda | ACTION ITEM (pg 1) |
| Approval of the Minutes 10/25/2023 Board meeting..... | ACTION ITEM (pg 2) |
| Board Calendar: | |
| Next Meeting: February 21, 2024 at 8:30 am | (pg 4) |
| Public Comment | |
| Agency Reports | |
| 1. Agency Update (Chris Huntington) | |
| a. Budget Report..... | (pg 5) |
| b. Data Dashboard 10/2023..... | (pg 6) |
| 2. Licensing (Dana Zeimantz) | |
| a. CCB Licensing Program Update | (pg 18) |
| 3. Information Technology (Noel Magee) | |
| a. IT Update | (pg 19) |
| 4. Education (Leslie Culpepper) | |
| a. Communication and Education Program Update | (pg 21) |
| 5. Enforcement (Vena Swanson) | |
| a. Enforcement Update | (pg 22) |
| Old Business | |
| None | |
| New Business | |
| 1. Enforcement Consent Agenda (Vena Swanson)..... | ACTION ITEM (pg 26) |
| 2. Possible Fee Increases (Chris Huntington) | ACTION ITEM (pg 35) |

Executive Session (closed to the public)
Pursuant to ORS 192.660(2)(f) and (i); ORS 192.355(9) and ORS 40.225 for the Board to review legal advice related to Executive Staff and reporting of conflicts of interest, if any.

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; contact Julie Nadeau by email at Julie.t.nadeau@ccb.oregon.gov or by phone at (503) 934-2217 to make arrangements.

**MINUTES OF THE OCTOBER 25, 2023
CONSTRUCTION CONTRACTORS BOARD MEETING
PUBLIC SESSION**

The Construction Contractors Board (CCB) met on Thursday, October 25, 2023, via Zoom teleconference.

ATTENDEES:

Board members appearing: Chair Dylan Bochsler, Vice Chair Eric Olsen, Deb Flagan, Brent Landels and Sean VanGordon

Board members absent: Rosa Martinez and Abel Carbajal

Staff: Administrator Chris Huntington, Board Secretary Julie Nadeau, Enforcement Manager Vena Swanson, IT Manager Noel Magee, Licensing Manager Dana Zeimantz, and Assistant Attorney General Catriona McCracken

Guests: Christopher Glenn (SBDC), Maggie Gerlicher (AGC), Kirsten Adams (AGC)

MEETING CALLED TO ORDER:

Chair Bochsler called the meeting to order at 8:30 am.

APPROVAL OF AGENDA:

MOTION: Eric Olsen moved to approve the agenda as presented. Brent Landels seconded the motion.

BOARD ACTION: 5 Ayes; Motion to approve carried unanimously.

APPROVAL OF MINUTES:

MOTION: Eric Olsen moved to approve the minutes from September 7, 2023. Deb Flagan seconded the motion.

BOARD ACTION: 5 Ayes; Motion to approve carried unanimously.

DATE OF NEXT REGULARLY SCHEDULED MEETING: The next meeting is scheduled for December 6, 2023 in person from the 1st floor Hearing Room at 201 High Street SE, Salem, Oregon and via Zoom teleconference.

PUBLIC COMMENT:

No public comment

AGENCY REPORTS:

Chris Huntington, Agency Administrator introduced two new board members and the two vacancies still remaining. He also provided a comprehensive update on the board response to legislative actions, a budget update that includes COLA adjustments and annual assessments. The board reviewed the budget and discussed potential options for fee increases to balance the budget over the next two biennia. To allow the board further opportunity for discussion, Administrator Huntington will submit a placeholder letter. The board will need to make a decision at the December meeting. Eric Olsen suggested that a model be prepared to show a larger increase for established contractors with a reduced cost for new applications.

Dana Zeimantz, Licensing Manager discussed call wait times, application processing timelines, and the efficiencies that will be realized with the new program that will launch soon allowing contractors to apply for licensure online. While this program is an interim solution until full license replacement system is in place, both contractors and staff will benefit from the improvements and the process will help prepare both contractors and the agency for the new system. Eric Olsen asked about the timing for application processing, suggesting that the timelines on the website should represent reality.

Noel Magee, IT Manager reported the completion of the recruitment to fill an IT vacancy. There has been a significant improvement in the stability of the contractor search function and the team has been working on statewide security mandates.

Leslie Culpepper, Education Manager shared details of the new courses being offered by her team, including a course in Spanish. They look forward to incorporating this into all of the trainings they offer and continue to look for opportunities to partner with other agencies to the benefit of contractors and homeowners. The team is hoping to prepare additional on-demand courses in 2024. Deb asked for survey results to be provided to the board from the recent presentation provided in Spanish.

Vena Swanson, Enforcement Manager discussed a new electronic warning process being developed that would allow the CCB to post a general warning on social media about using unlicensed contractors. Deb Flagan suggested that OHBA be looped in. In the spirit of increasing efficiencies and providing greater consumer protection with existing resources, her team is also working on a new framework for responding to tips of unlicensed activity on active jobsites based on successful efforts of other agencies.

OLD BUSINESS:

None

NEW BUSINESS:

Enforcement Consent Agenda

Deb Flagan declared a potential conflict related to CCB #132840. She abstained from any discussion, but participated in the vote to facilitate quorum.

MOTION: Eric Olsen made a motion to approve the Notices of Intent on the Enforcement Consent Agenda. Brent Landels seconded the motion.

BOARD ACTION: 5 Ayes; Motion to approve carried unanimously.

MOTION: Eric Olsen made a motion to approve the Final Orders on the Enforcement Consent Agenda. Brent Landels seconded the motion.

BOARD ACTION: 5 Ayes; Motion to approve carried unanimously.

Annual Performance Progress Report (KPM 9)

Chris Huntington asked the board to ratify that KPM was reported accurately to the legislature. He explained how the survey results cross-walked to the KPM report and highlighted some changes that he will pursue in the next legislative session.

MOTION: Eric Olsen made a motion to ratify compliance with KPM 9. Deb Flagan seconded the motion.

BOARD ACTION: 5 Ayes; Motion to approve carried unanimously.

Administrator Conflict of Interest Disclosure

Chris Huntington renewed the procedures in place with relation to his standing Conflict of Interest Disclosure. His wife's business will be applying for a Commercial Contractor license in the near future and he is renewing the direction given to the applicable managers as well as providing notice to the board with respect to the delegation of responsibilities related to licensing or enforcement action for that business.

The meeting adjourned at 10:41 am.

| 2024 CCB Board Meeting Calendar | | |
|---------------------------------|--|---|
| DATE | NOTED ITEMS | LOCATION |
| February 21, 2024 | | 1st Floor Hearings Room or Teleconference via ZoomGov |
| April 24, 2024 | Oregon Government Ethics | 1st Floor Hearings Room or Teleconference via ZoomGov |
| June 26, 2024 | | 1st Floor Hearings Room or Teleconference via ZoomGov |
| August 21, 2024 | KPM Best Practices Survey Finalized | 1st Floor Hearings Room or Teleconference via ZoomGov |
| October 16, 2024 | | 1st Floor Hearings Room or Teleconference via ZoomGov |
| December 4, 2024 | Annual Performance Review of Administrator | 1st Floor Hearings Room or Teleconference via ZoomGov |

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 person (Salem) or via Zoom teleconference.

- January 24, 2024
- March 20, 2024
- May 22, 2024
- July 24, 2024
- September 18, 2024

2023-25 Fiscal Status Report Summary

| | Last Three Mos | | | Thru Oct 2023 ACTUAL to DATE | REMAINING PROJECTED | TOTAL PROJECTED BI 2023-25 | Authorized BUDGET (LAB) | LAB VS. PROJECTED | Salary Pot NOTE (2) |
|-----------------------------------|-------------------|-------------------|-------------------|---------------------------------|------------------------|----------------------------------|----------------------------|-------------------------|--------------------------------------|
| | Aug-23 Actuals | Sep-23 Actuals | Oct-23 Actuals | | | | | | |
| Beginning Cash Balance | | | | 6,193,413 | | 6,193,413 | | | |
| Revenue | 729,564 | 502,678 | 732,795 | 2,711,421 | 14,125,930 | 16,837,351 | 16,681,013 | (156,338) | |
| Personal Services | 677,024 | 575,388 | 582,947 | 2,410,647 | 12,987,734 | 15,398,381 | 14,485,621 | (912,760) | LAB Adjusted up by Est. 1,108,712 |
| Services & Supplies | 124,541 | 242,834 | 341,557 | 750,988 | 2,676,977 | 3,427,966 | 3,566,928 | 138,962 | |
| Capital Outlay | - | - | - | - | - | - | - | - | |
| Expenditures | 801,564 | 818,222 | 924,503 | 3,161,636 | 15,664,711 | 18,826,347 | 18,052,549 | (773,798) | 334,914 |
| Revenue vs. Expenditures NOTE (1) | (72,000) | (315,544) | (191,708) | (450,214) | (1,538,782) | (1,988,996) | | | |
| Ending Cash Balance | 6,250,451 | 5,934,907 | 5,743,199 | 5,743,199 | | 4,204,417 | | | |

TRUE

3-Month Contingency: \$2.35M (Currently 5.36 Months)

Proctor Info

| | | | | | | | | |
|---------------------------------|---------|---------|---------|-----------|------------|------------|------------|-----------|
| Proctor Revenue | 32,520 | 28,620 | 31,140 | 126,480 | 672,406 | 798,886 | 807,550 | 8,664 |
| Total Revenue To LAB | 762,084 | 531,298 | 763,935 | 2,837,901 | 14,798,336 | 17,636,237 | 17,488,563 | (147,674) |
| Proctor Expense Recon | 32,520 | 28,620 | 31,140 | 126,480 | 672,406 | 798,886 | 807,550 | 8,664 |
| Total Expenditures (w/ Proctor) | 834,084 | 846,842 | 955,643 | 3,288,116 | 16,337,117 | 19,625,233 | 18,860,099 | (765,134) |

NOTE (1): Agency revenue is cyclical with declines historically beginning in July and extending through December. Also, many large annual assessments are invoiced August through October. This historically leads to negative revenue vs. expenditure during this period.

Note (2): Cost of Living Adjustments (COLAs) are negotiated after authorization of agency budgets. This means that while the agency has incurred the obligation to pay COLAs, and unique to this cycle the retention bonus, the agency's authorized budget has not yet been adjusted to reflect these additional cost obligations. This generally occurs during the February legislative session. It is referred to as the "salary pot" distribution.

CCB Statistics At-A-Glance

Rate of Renewals

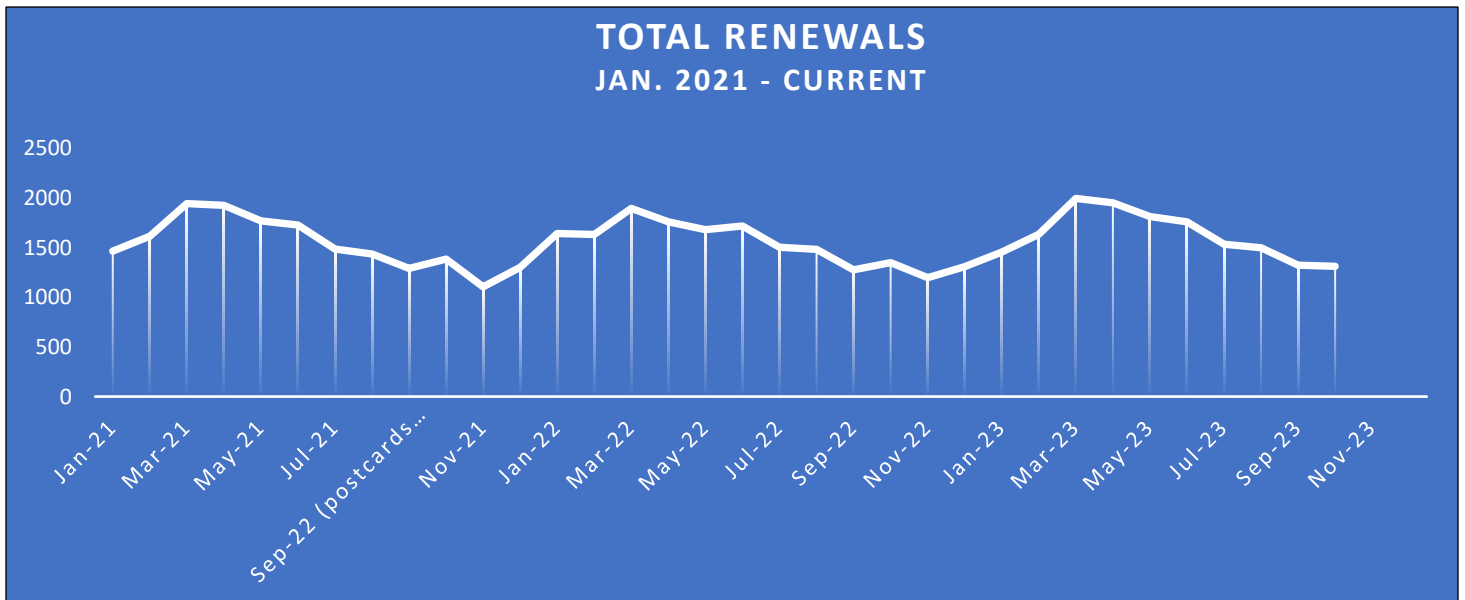
2023

| Month/Yr | Expected Renewal Count | Actual Renewal Count | 2023 Renewal Rate % |
|-------------------|------------------------|----------------------|---------------------|
| Jan-23 | 1795 | 1455 | 81.06% |
| Feb-23 | 1962 | 1634 | 83.28% |
| Mar-23 | 2441 | 1995 | 81.73% |
| Apr-23 | 2418 | 1951 | 80.69% |
| May-23 | 2287 | 1812 | 79.23% |
| Jun-23 | 2235 | 1759 | 78.70% |
| Jul-23 | 1899 | 1534 | 80.78% |
| Aug-23 | 1883 | 1499 | 79.61% |
| Sep-23 | 1725 | 1322 | 76.64% |
| Oct-23 | 1811 | 1311 | 72.39% |
| Nov-23 | | | #DIV/0! |
| Dec-23 | | | #DIV/0! |
| Average from 2022 | | | 80.31% |

2022

| Month/Yr | 2022 Renewal Rate % |
|------------------------|---------------------|
| Jan-22 | 81.80% |
| Feb-22 (eReminders) | 82.38% |
| Mar-22 | 81.57% |
| Apr-22 | 83.60% |
| May-22 | 82.44% |
| Jun-22 | 81.38% |
| Jul-22 | 79.78% |
| Aug-22 | 80.41% |
| Sep-22 | 80.05% |
| Oct-22 | 77.35% |
| Nov-22 | 76.78% |
| Dec-22 | 76.19% |

*Approximate 2-month lag for final renewal rate.



*Includes totals from 2021 for comparison

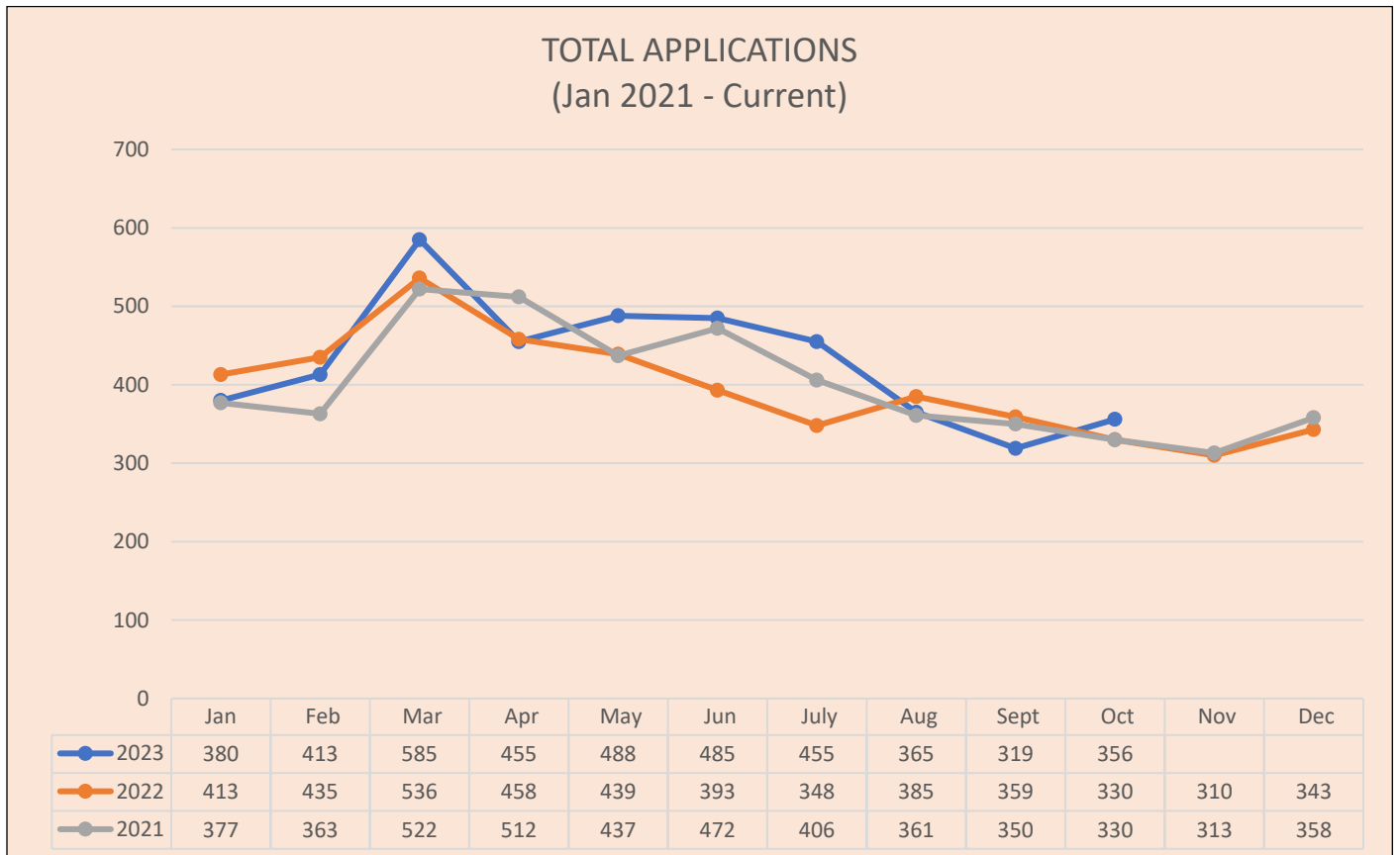
Rate of New Applications

2023

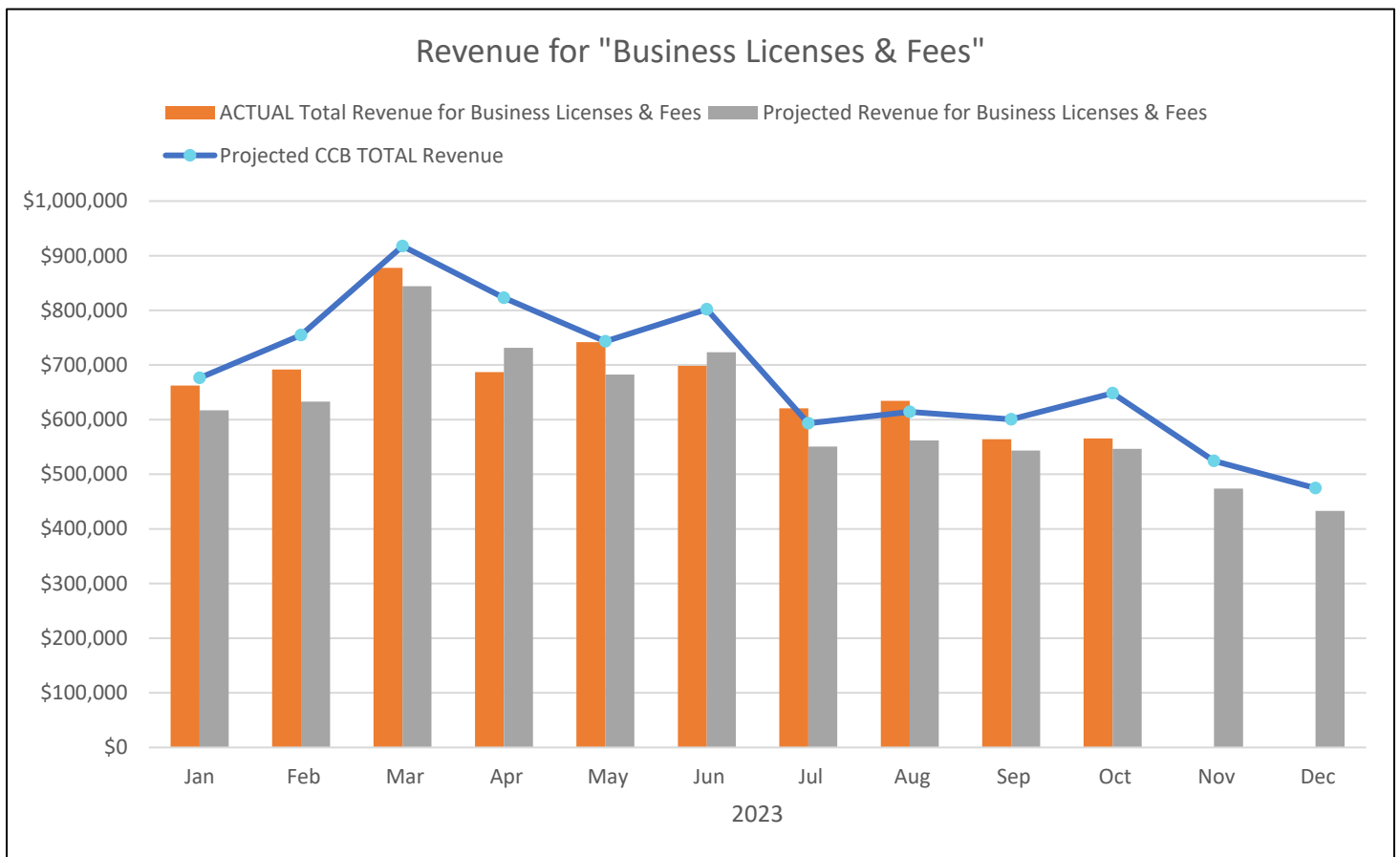
| Month/Yr | New App Count |
|----------|---------------|
| Jan-23 | 380 |
| Feb-23 | 413 |
| Mar-23 | 585 |
| Apr-23 | 455 |
| May-23 | 488 |
| Jun-23 | 485 |
| Jul-23 | 455 |
| Aug-23 | 365 |
| Sep-23 | 319 |
| Oct-23 | 356 |
| Nov-23 | |
| Dec-23 | |

2022

| Month/Yr | New App Count |
|----------|---------------|
| Jan-22 | 413 |
| Feb-22 | 435 |
| Mar-22 | 536 |
| Apr-22 | 458 |
| May-22 | 439 |
| Jun-22 | 393 |
| Jul-22 | 348 |
| Aug-22 | 385 |
| Sep-22 | 359 |
| Oct-22 | 330 |
| Nov-22 | 310 |
| Dec-22 | 343 |



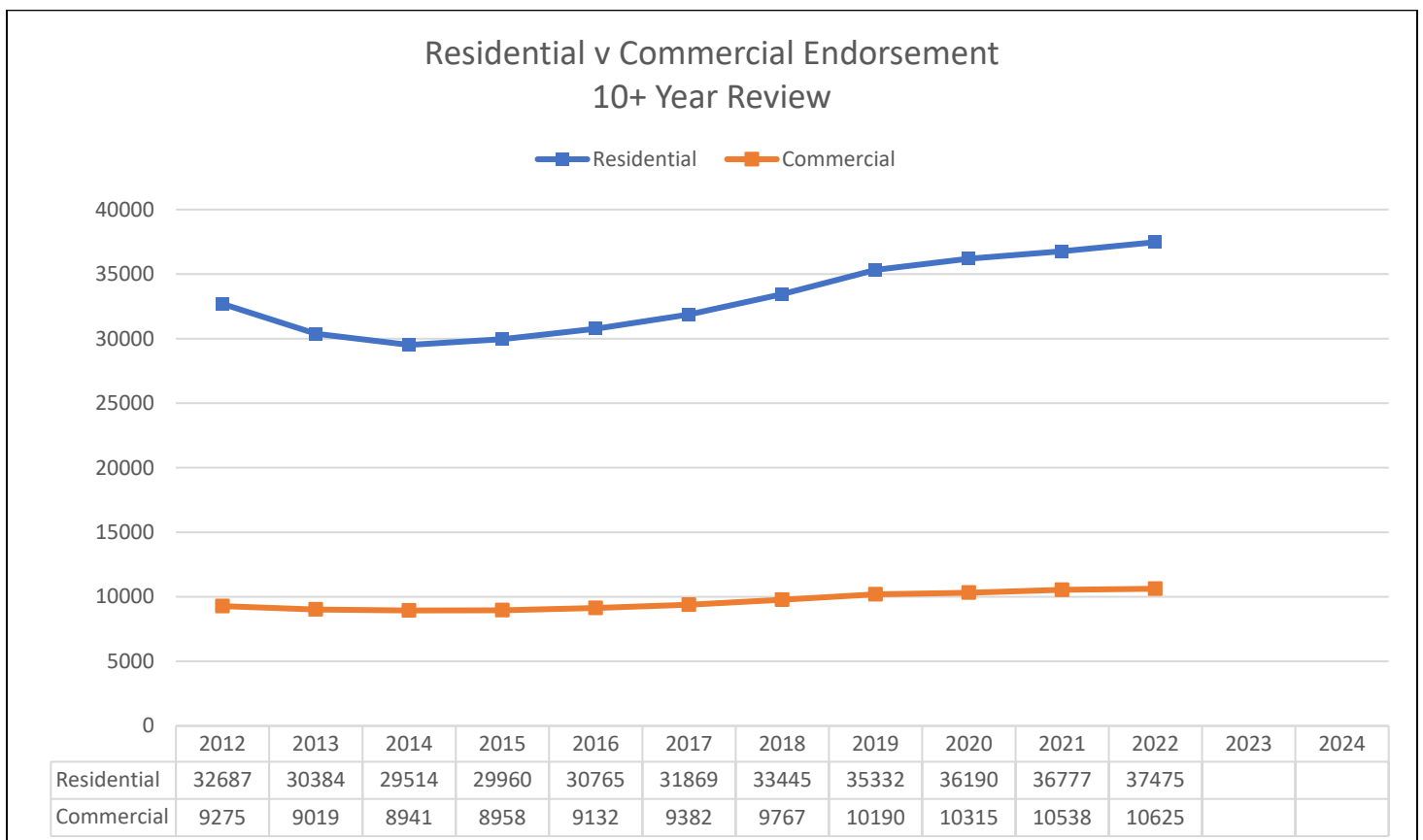
Revenue Stream of New Apps & Renewals Per Month in 2023



**These totals are pulled roughly 1.5 months behind schedule due to late renewals. Due to these factors, the totals are not definitive but are the most accurate at the time this report was created.*

Residential and Commercial Statistics, All Endorsements

| | Total Residential Active + Inactive | Total Commercial Active + Inactive |
|-----|--|---------------------------------------|
| | 2023 | |
| Jan | 37770 | 10602 |
| Feb | 37691 | 10570 |
| Mar | 37989 | 10701 |
| Apr | 38257 | 10792 |
| May | 38049 | 10758 |
| Jun | 37988 | 10681 |
| Jul | 38063 | 10778 |
| Aug | 38140 | 10792 |
| Sep | 38473 | 10887 |
| Oct | 38480 | 10923 |
| Nov | 0 | 0 |
| Dec | 0 | 0 |



PROGRAM WORKLOAD

Enforcement

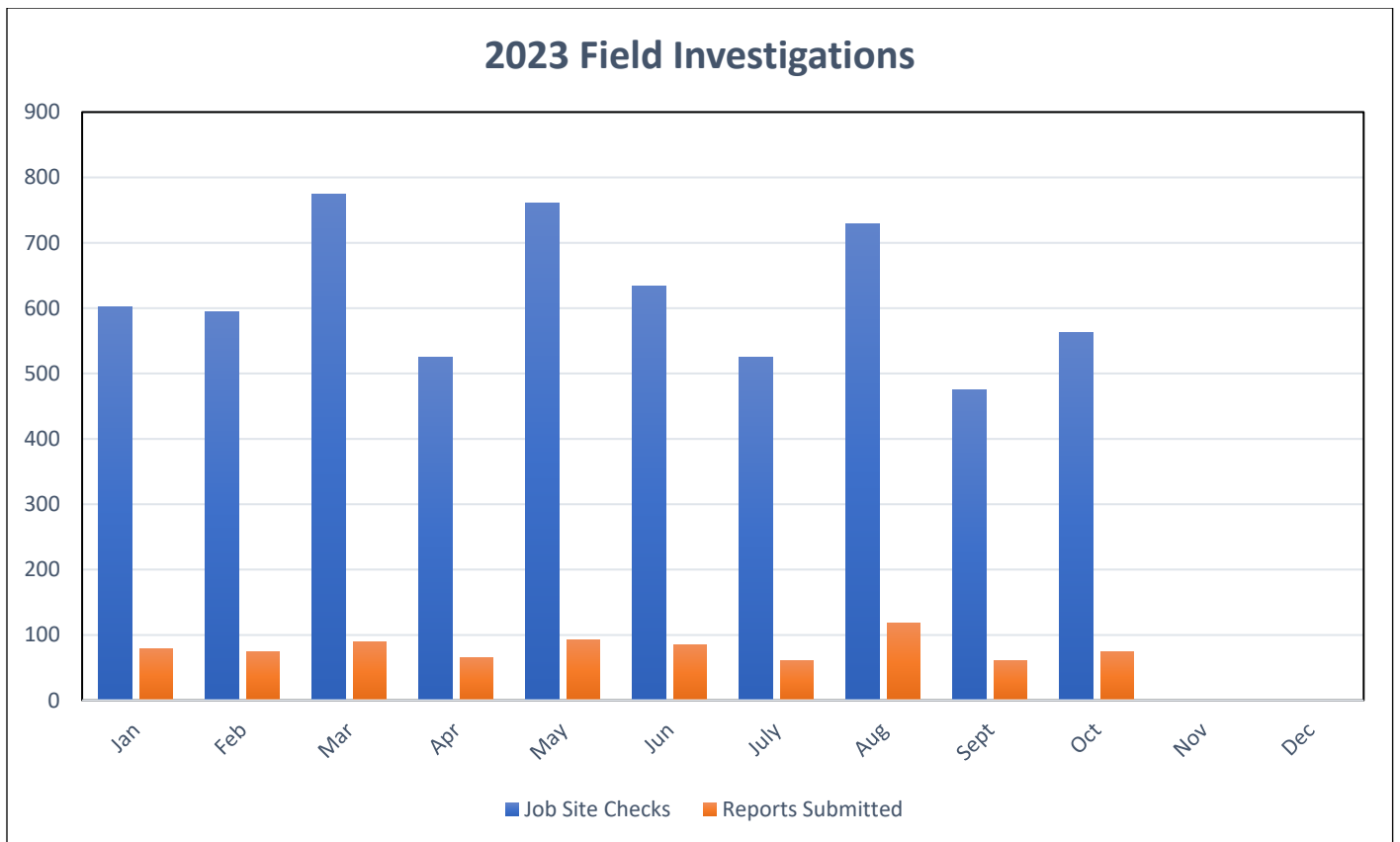
Investigation and Dispute Resolution Files Opened

Job Site Checks Performed

| | |
|--------|-----|
| Jan-23 | 602 |
| Feb-23 | 594 |
| Mar-23 | 774 |
| Apr-23 | 525 |
| May-23 | 761 |
| Jun-23 | 634 |
| Jul-23 | 525 |
| Aug-23 | 729 |
| Sep-23 | 475 |
| Oct-23 | 562 |
| Nov-23 | |
| Dec-23 | |

Field Investigation Reports Submitted

| | |
|--------|-----|
| Jan-23 | 79 |
| Feb-23 | 74 |
| Mar-23 | 89 |
| Apr-23 | 65 |
| May-23 | 93 |
| Jun-23 | 85 |
| Jul-23 | 61 |
| Aug-23 | 118 |
| Sep-23 | 61 |
| Oct-23 | 75 |
| Nov-23 | |
| Dec-23 | |



*There is no set target for field investigations. This area of work is highly driven by the market conditions. Monthly/Yearly stats are used to track this sections productivity and ensure adequate coverage in higher volume areas.

Average Days to Close Compliance and Dispute Resolution Files

Compliance (Target Days to Close is 40)

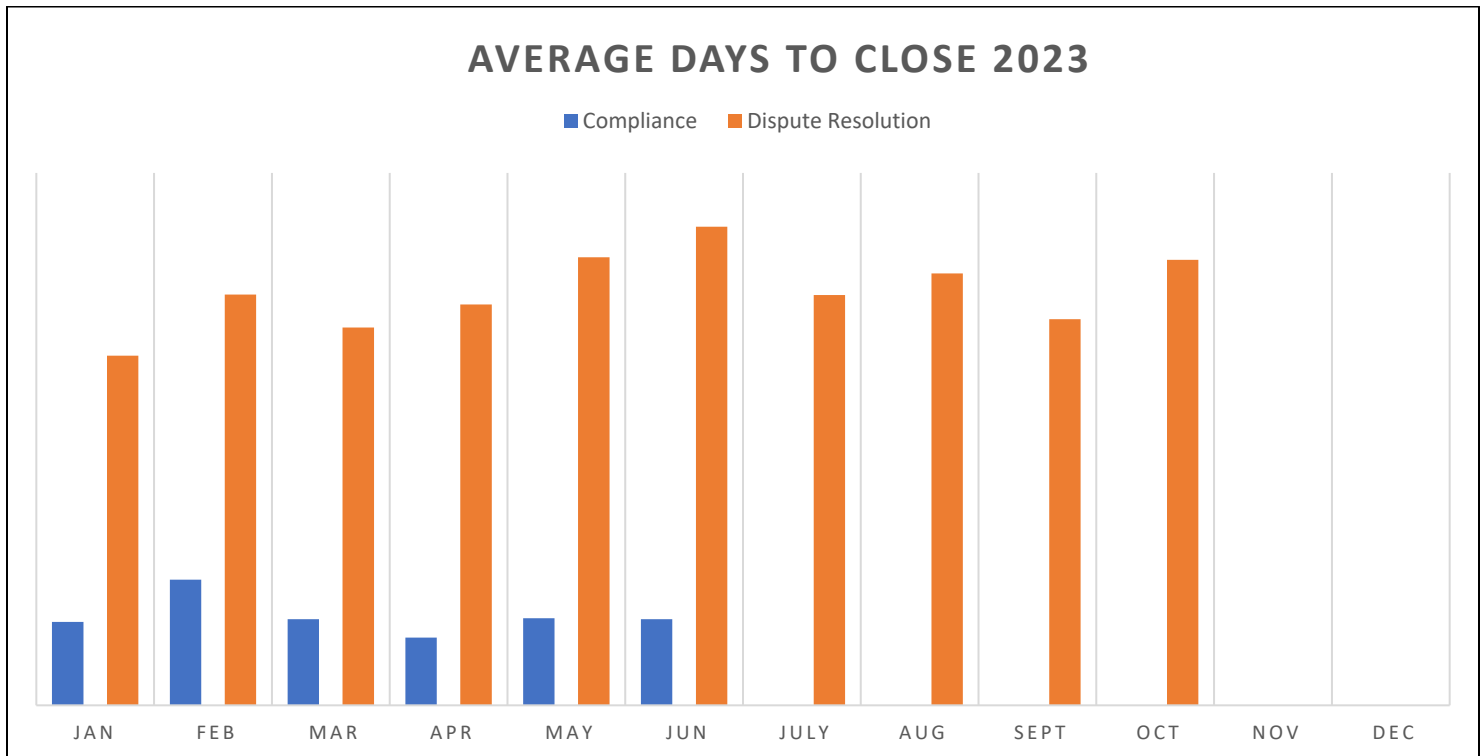
| 2022 Average | 42.35666667 |
|--------------|-------------|
| Jan-23 | 31.32 |
| Feb-23 | 47.23 |
| Mar-23 | 32.35 |
| Apr-23 | 25.44 |
| May-23 | 32.71 |
| Jun-23 | 32.33 |
| Jul-23 | |
| Aug-23 | |
| Sep-23 | |
| Oct-23 | |
| Nov-23 | |
| Dec-23 | |

*Approximately 2-3 month lag for final closure dates.

Dispute Resolution (Target Days to Close is 155)

| 2022 Average | 162.2083333 |
|--------------|-------------|
| Jan-23 | 131.36 |
| Feb-23 | 154.3 |
| Mar-23 | 141.93 |
| Apr-23 | 150.56 |
| May-23 | 168.31 |
| Jun-23 | 179.77 |
| Jul-23 | 154.14 |
| Aug-23 | 162.27 |
| Sep-23 | 145.06 |
| Oct-23 | 167.35 |
| Nov-23 | |
| Dec-23 | |

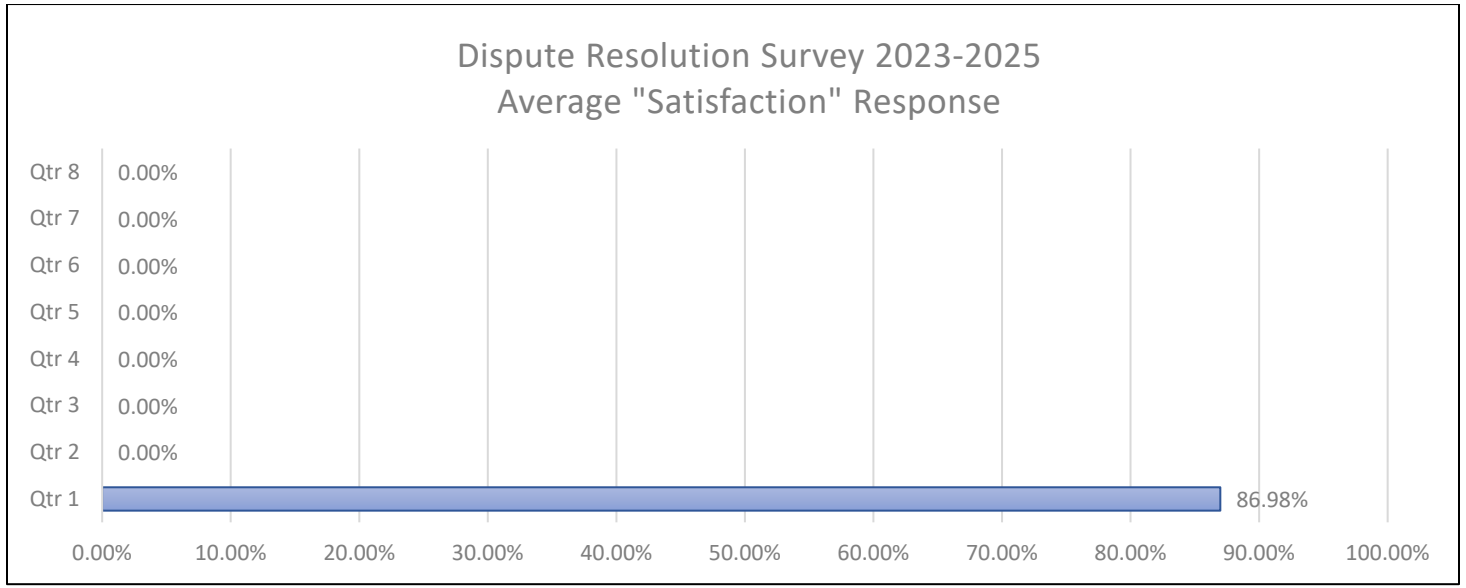
*Approximately 2-3 month lag for final closure dates.



KPM #4: In FY 2022 (7/1/21-6/30/22), the average days to close an enforcement investigation was 41 days. The target goal is 40 days.

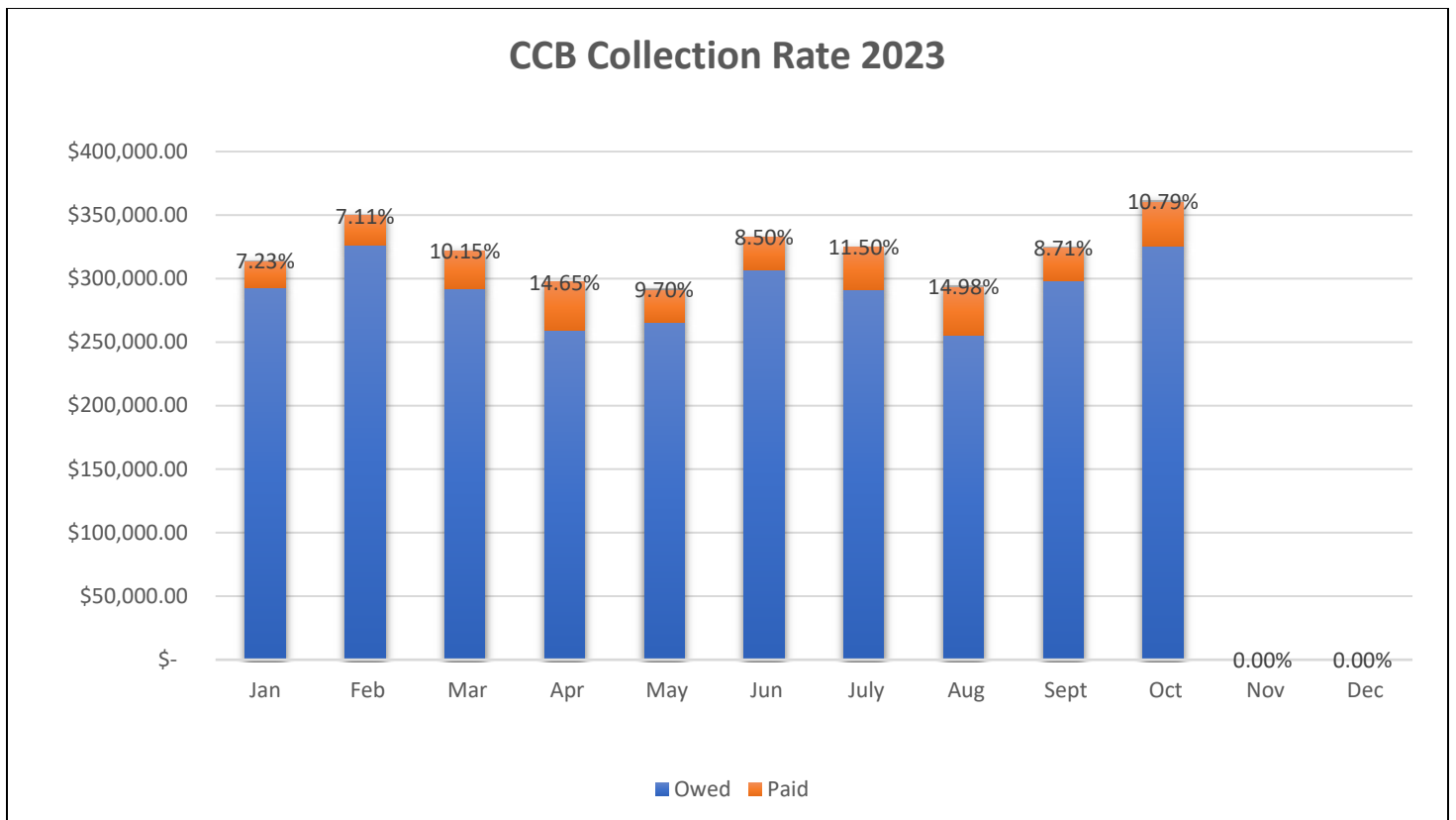
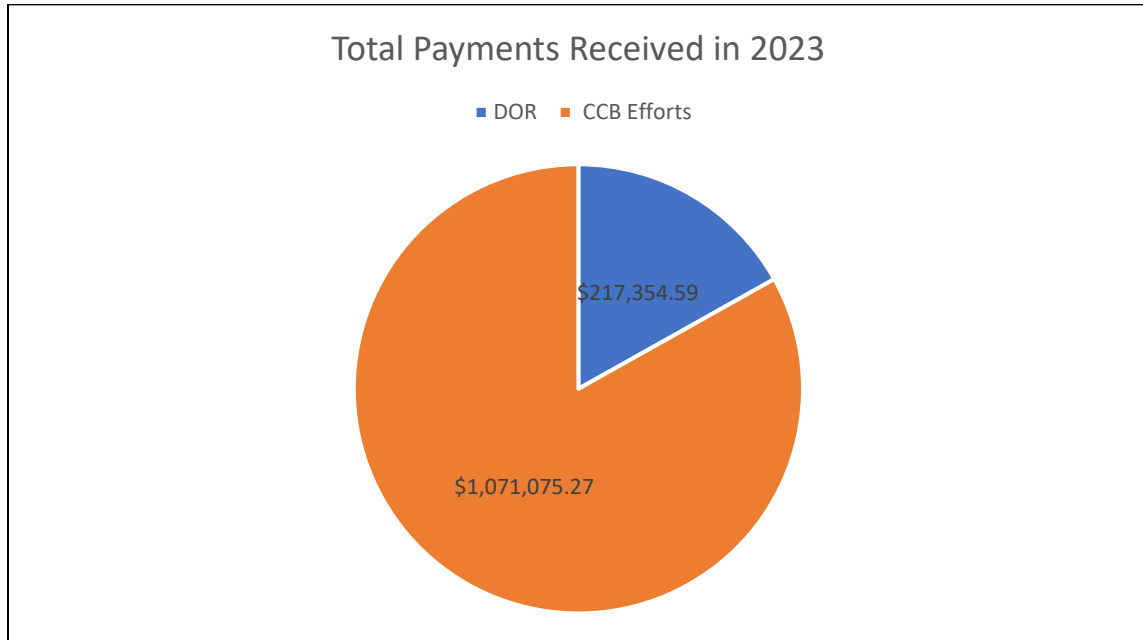
KPM #5: In FY 2022 (7/1/21-6/30/22), the average days to close a disputes claim was 153 days. The target goal is 155 days.

DRS Survey Results



**percent shows the average response of positive feedback given to the agency from contractors and the public that interacted with DRS.*

Collections



**Total Owed v Total Paid is a bit skewed due to the action code PEND08. This is when a licensee pays their penalty before a Final Order is issued. Therefore, the total owed is never entered into Hydra but the payment received is.*

KPM #3: In FY 2022 (7/1/21-6/30/22), the average percent of contractors that failed to pay CCB Final Order was 28%. The target goal is 50%.

Education

| CCB CONTRACTOR CLASSES | | | | | |
|-------------------------------------|-----------------------|---------------|-------------|------------------|----------------------------|
| 2023 | | | | | |
| Class Type | Stakeholder(s) | Where? | Date | Attendees | Qtr Total Attendees |
| CCB Contractor Class | CCB | Virtual | 1/18/23 | 90 | |
| | | Virtual | 1/24/23 | 41 | |
| | | Virtual | 2/15/23 | 209 | |
| | | Virtual | 2/28/23 | 121 | |
| | | Virtual | 3/15/23 | 118 | |
| | | Virtual | 3/21/23 | 56 | |
| Qtr 1 Total | - | - | - | - | 635 |
| CCB Contractor Class | CCB | Virtual | 4/5/23 | 85 | |
| | | Virtual | 4/25/23 | 104 | |
| | | Virtual | 5/10/23 | 54 | |
| | | Virtual | 5/23/23 | 56 | |
| CCB/SBA Contractor Class | CCB/SBA | Virtual | 5/31/23 | 26 | |
| CCB Contractor Class | CCB | Virtual | 6/20/23 | 63 | |
| Qtr 2 Total | - | - | - | - | 388 |
| CCB Contractor Class | CCB | Virtual | 7/19/23 | 73 | |
| | | Virtual | 8/9/23 | 64 | |
| | | Virtual | 9/6/23 | 59 | |
| | | Live | 9/12/23 | 35 | |
| | | Virtual | 9/19/23 | 49 | |
| Qtr 3 Total | - | - | - | - | 280 |
| CCB Contractor Class - Latino Built | CCB | Live | 10/12/23 | 16 | |
| CCB Contractor Class | | Virtual | 10/18/23 | 69 | |

Various Speakers

Department of Environmental Quality (DEQ)
 Oregon Occupational Safety and Health
 Administration (OSHA)

Division of Financial Regulations, DCBS (DFR)
 Workers Compensation Division
 811

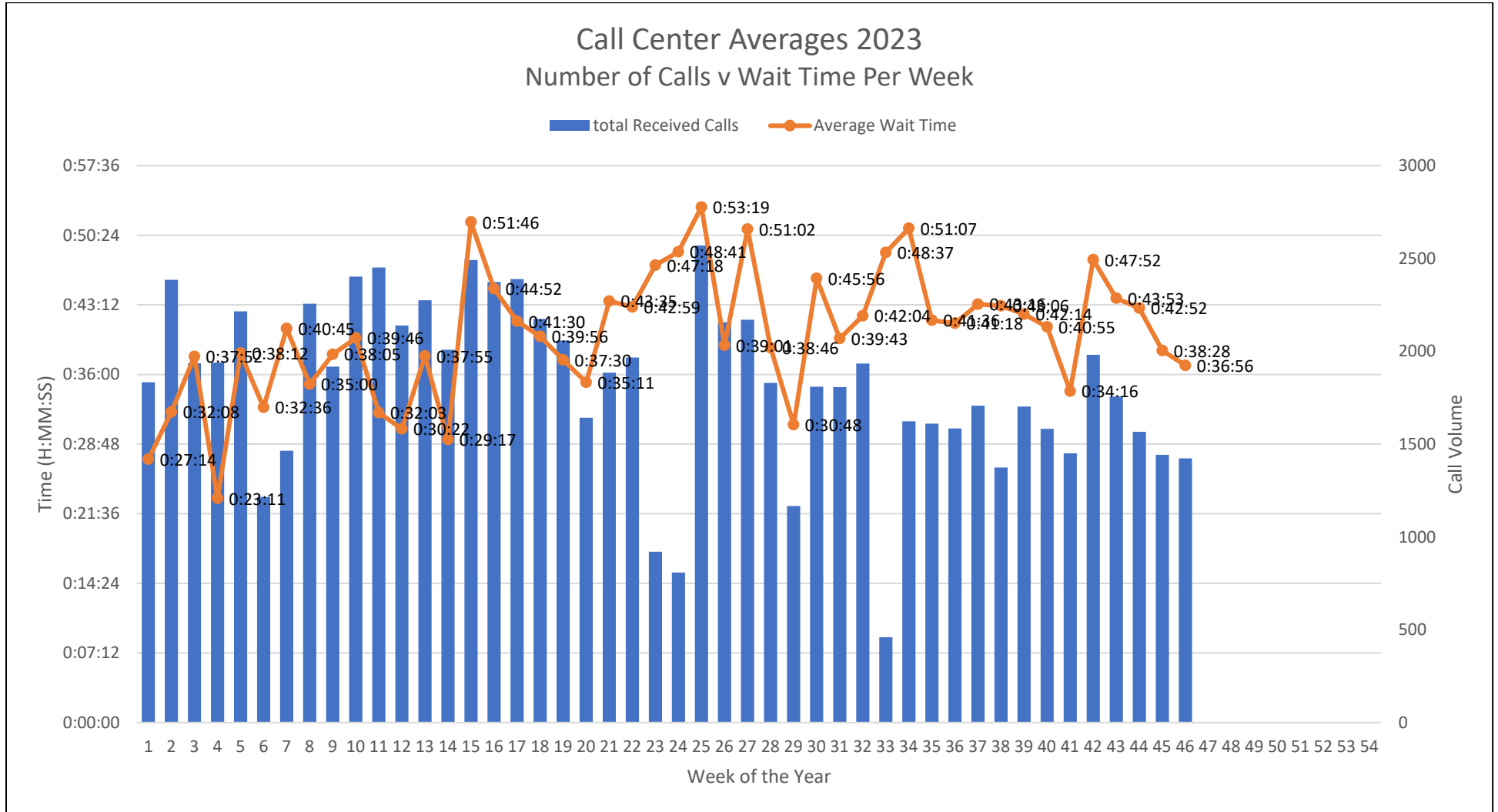
| CONSUMER CLASSES | | | | | |
|----------------------------|---|---------------|--------------|------------------------|----------------------------|
| 2023 | | | | | |
| Class Type | Stakeholder(s) | Where? | Date | Total Attendees | Qtr Total Attendees |
| 812 Safety Fair | City of Medford | Live | 1/24/23 | 100 | 300 |
| GOSH Conference | Oregon OSHA | Live | 3/6-9/23 | 200 | |
| Qtr 1 Total | | | | | |
| Medford Senior Access Show | ACCESS Senior Programs | Live | 4/4/23 | 200 | 1024 |
| CCB Homeowner Class | CCB | Virtual | 4/11/23 | 24 | |
| Scam Jam | CCB, DOJ, & AARP | Live | 4/25/23 | 200 | |
| Bend Home Show | Central Oregon Builders Association | Live | 5/5 - 5/7/23 | 200 | |
| Southern Oregon Home Show | Builders Association of Southern Oregon | Live | 5/5 - 5/7/23 | 200 | |
| Eugene Boomerama | Uplifting Concepts LLC | Live | 5/13/23 | 200 | |
| Qtr 2 Total | | | | | |
| Scam Jam | CCB, DOJ, & AARP | Live | 7/20/23 | 1700 | 1720 |
| Scam Jam | CCB, DOJ, & AARP | Live | 8/4/23 | 20 | |
| Qtr 3 Total | - | - | - | - | |
| Senior Fair Lincoln City | Seniors, CCB | Live | 10/3/23 | 100 | |
| Eugene Home Show | CCB | Live | 10/6-10/8/23 | 300 | |
| Realtor Presentation | CCB | Virtual | 10/13/23 | 5 | |
| Homeowner Webinar | CCB | Virtual | 10/24/23 | 27 | |

Stakeholders

Oregon Home Builders Association
 LatinoBuilt
 Oregon Office of Attorney General
 AARP
 Mid-Valley Association of Realtors
 City of Medford
 Jackson County Community

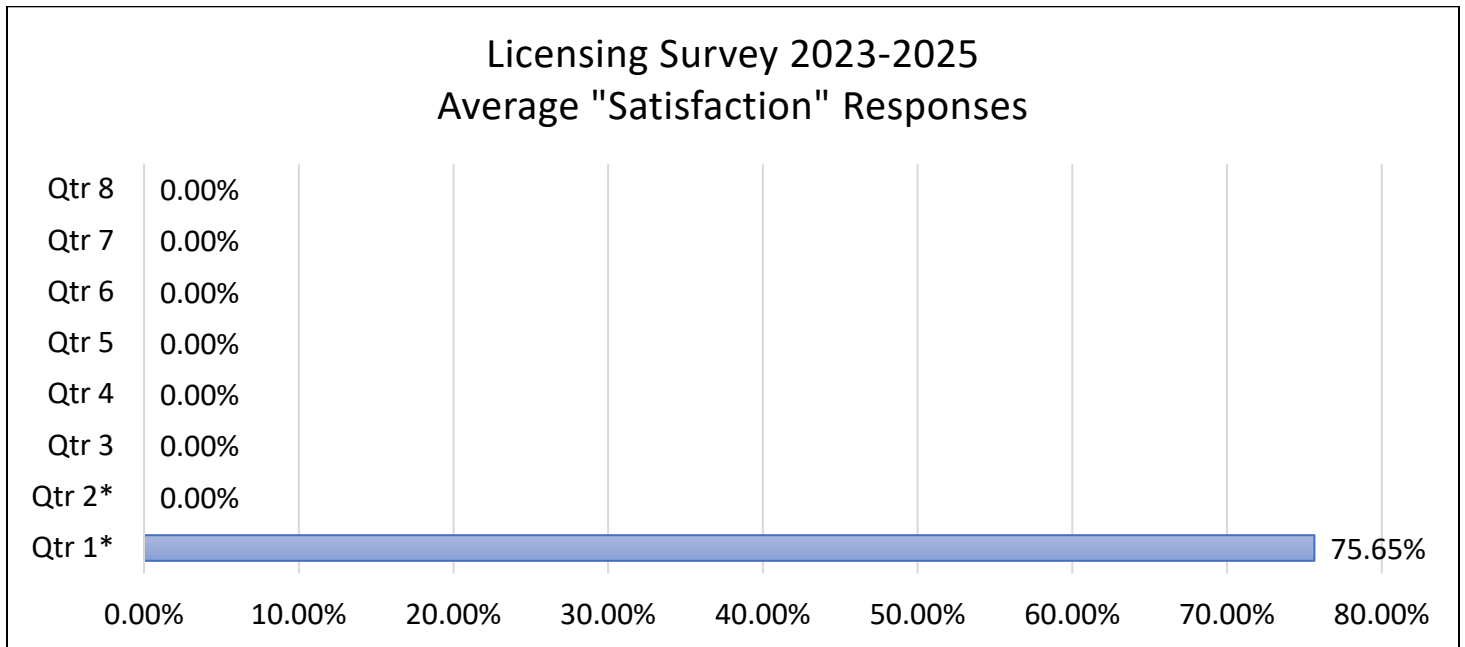
Lane County
 Wallowa Town Hall
 City of Portland
 OEM
 Lincoln City Senior Show
 Eugene Home Show
 Oregon Association of Realtors

Call Center



*The average Wait Time to Answer can vary depending on staff coverage.

Licensing Survey Results



KPM #7: In FY 2023 (7/1/23-6/30/24), the average number of surveys “satisfied” with the processing of their license. The target goal is 96%.

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: Dana Zeimantz, Licensing Manager
Date: December 6, 2023
Subject: Licensing Report

There are no further updates since October 25, 2023 report.

- Licensing is currently participating in gathering requirements to build an online program to accept new applications online. This project has the potential of reducing the new application processing time. If successful, this program will be applied to multiple licensing applications and renewal submissions. In addition, the program may be utilized by other agency sections. Testing began in August and will complete in October, 2023.
- In preparation for a new law passed by the Oregon Legislature (House Bill 2922) which increases all minimum bond amounts for contractors, the Licensing section has been busy coordinating communications to all bond companies, contractors and staff. In addition, the agency has added a link to Frequently Asked Questions on the agency website. At this time contractor inquiries are minimal. The agency is already receiving the bond increases from the bond companies. Other tasks involve coordinating with CCB Information Technology and identifying tools that can be used to manage compliance.
- The section continues to train new hires on document processing and front counter service. The next quarter will involve more intensive training for the call center.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621
503-373-2007 FAX



Memorandum

To: Construction Contractors Board
From: Noel Magee, IT Manager
Date: 06 December 2023
Subject: Information Technology Report

Ongoing Activities

We have formal Stage Gate 1 (SG1) approval for the system replacement project and we've begun updating the Stage Gate 2 (SG2) documents that we have already as well as adding new ones that are needed now.

We are on the Mobile Device Management (MDM) implementation schedule in December of 2023. We did a bit more set up for this during the current period but no major work until December. This change should complete in January and will enable us to use mobile devices (phones, later laptops) in a more effective and secure fashion.

The work on Bond increases per blanket riders will be continuing and will complete at the end of the year. The work for online applications is also ongoing now and looks good.

Prior Period Completed Work

- Captured and reported out all current, active bonds as a basis for the blanket rider changes.
- This basic bond report will also be used to examine bonds for problems on a continuous basis.
- I.T. Strategic Plan was submitted and approved and was the Continuity Of Operations Plan (COOP).

Current Period Changes

- Open Data Annual review – *Fall 2023 – turn in after 1 Jan 24*
- Bond amount increase project
- Tyler Tech Online Application support

Upcoming work

1. Statewide initiatives requiring CCB participation

- a. Mobile Device Management (MDM, think cell phones) initiative – *Stage 3 scheduled, Dec 2023 - Jan 2024*

➤ **Security reported status - Reported monthly by EIS/Enterprise Security Office (ESO)**

- ◆ The state numbers may be confusing. This percentage is arrived at by comparing the number of vulnerabilities found to the number of systems that have a vulnerability. So a single system with 2 critical vulnerabilities would rate 200%. Thus 155% means that, on average each vulnerable system has 1.55 vulnerabilities.
- ◆ During the current period our security numbers fluctuated up significantly over a one week period between the sixth and the thirteenth. This was due to a newly discovered flaw in some software that comes with windows (so it is everywhere). In the case of this problem, Microsoft has advised that we do not fix this immediately but wait for the fix to come through MS patch channels. We are following their advice.

- ◆ **13 Nov 2023**
 - 17% of systems scanned (statewide 91%)
 - 108% have critical vulnerabilities (statewide 74%)
- ◆ **06 Nov 2023**
 - 96% of systems scanned (statewide 91%)
 - 47% have critical vulnerabilities (statewide 55%)
- ◆ **02 October 2023**
 - 95% of systems scanned (statewide 92%)
 - 41% have critical vulnerabilities (statewide 57%)
- ◆ **04 September 2023**
 - 94% of systems scanned (statewide 91%)
 - 78% have critical vulnerabilities (statewide 91%)
- ◆ **05 July 2023**
 - 93% of systems scanned (statewide 90%)
 - 55% have critical vulnerabilities (statewide 69%)
- ◆ **01 May 2023**
 - 97% of systems scanned (statewide 90%)
 - 25% have critical vulnerabilities (statewide 101%)

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: Leslie Culpepper, Communications and Education Manager
Date: November 21, 2023
Subject: Outreach and Education Program update

Education Year In Review:

A quick summary of the highlights for year 2023 in Education section:

- Held 20 3-hour webinars and taught 1,393 students for 4,179 hours of live continuing education
- Attended 13 outreach events in locations around the state, including home shows, scam jams and senior fairs
- Held our first in-person classes since March 2020, including our first ever classes in Spanish
- Held two successful homeowner webinars – a new addition to our outreach program, resulting in a very effective collaboration with DFR. We have since had more requests for similar presentations targeted at focused audiences from around the state.
- Created a “how to get your CCB license presentation” and will turn it into monthly webinars for 2024
- Best-yet homeowner survey showing 78% homeowner engagement – a never number we have never achieved!
- Wrote and designed new “contracts” publication for distribution to homeowners
- Designed art and layout for new subcontractor payments one-pager document for Enforcement
- Updated trifolds with QR codes to make searching the license easier for homeowners
- Added many partner trainers to 3-hour classes, and partnered with many of those same partners for Toolbox articles to bring important information to contractors. New training partners include BOLI, Worker’s Comp, Paid Leave Oregon, among others.

This year has been a highly productive year for the Education section. Education section is looking forward to an exciting 2024, when we will be updating our 3-hour presentation, creating some new LRB 1-hour on-demand classes for contractors to access through their online services account, holding more in-person classes and homeowner webinars, and offering “how to get your CCB license” presentations.

CONSTRUCTION CONTRACTORS BOARD

201 High Street SE, Suite 600
PO Box 14140
Salem, OR 97309-5052
503-378-4621
503-373-2007 FAX



Memorandum

To: Construction Contractors Board
From: Vena Swanson, Enforcement Program Manager
Date: 12/06/2023
Subject: Enforcement Update

Field Operations Highlights:

- + Recruiting
- + New E-Warning (attached)
- + New complaint form (attached)
- + Remote Investigations Progress

Compliance

- + Compliance Trends

Dispute Resolution

- + DRS caseload 722 files
- + Recruiting
- + New SB 228 Initial task workgroup for rules- breach of settlement agreement
- + Contractor public facing claim history

The consent agenda is attached for approval.

UNLICENSED CONTRACTOR COMPLAINT FORM INSTRUCTIONS

The purpose of this form is to record a property owner's written complaint about an unlicensed contractor. This allows the agency to elevate the penalty for a first-time offender from \$1,000 to \$5,000 for the offense of Working While Unlicensed, ORS 701.021(1). The form also acts as a checklist to help obtain as much information and documentation for the Field Investigator's (FI) report. It is not necessary to inform the complainant of the elevated penalty and should be avoided if possible.

If you can, assist the complainant in filling in the information. If they ask to return it to you later, be sure to get a date/time for retrieving it. This form will be included with your report as an attachment, so submitting it later should be avoided. You may fill it out for the complainant in their presence, but they must sign and date the form at the bottom.

For each section, obtain as much information as possible.

Section 1, - This is for recording the complainant's information. It is not necessarily the jobsite location.

Section 2, - Jobsite location information is recorded here. If it is the same as the above, you only need to mark it as such.

Section 3, - This is for the subject offender and should be completed as fully as possible. This is from what the complainant knows, do not use the CCB license database to fill this in. Do not prompt the complainant; it needs to be the most current information available. Vehicle plate and description can help in identification, so if left blank, ask them directly.

If the complainant remembers employees on the job, especially names, this should be reported here.

Section 4, - The complainant records the type of contract utilized, oral or written, dates and times, and specifics to the work either performed or agreed to be performed. Actual work does not have to be performed if the subject agreed to do it and took remuneration even as a down payment. Collect as much corroborating evidence as possible (contract, payment records, canceled checks, etc.) from the reporting party.

This is also where the complainant should record in more detail what was agreed upon by both sides. It will assist them in remembering details otherwise overlooked. Allow them to continue on the back of the page or a separate piece of paper if needed. This is where the actual complaint is best documented.

Finally, they sign and date it before handing it over to the FI. Review the form with them and ask for clarification should anything be out of place or not clearly stated.

Attach this form (not the instructions) to your report as an attachment and *remember* to check the box that a complaint was made when pulling your Field Incident Report (FIR) to alert the compliance officer receiving your finished report.

***** WARNING *****

Oregon law requires businesses that advertise services of a contractor or hold out to be a construction contractor in Oregon, to be actively licensed with the CCB (ORS 701.005). There are **very few** exceptions to this law. The law requires a license for most construction activities, **including** work performed as labor only and work performed on an hourly basis. In addition to being actively licensed, contractors are also required to display their CCB license number in advertisements (OAR 812-003-0120(1)). Violations of these laws may result in civil penalties of up to \$5,000.00.

If you intend to continue working or advertising as a construction contractor, you must be licensed with the CCB. You can contact the CCB Licensing section at 503-378-4621 to establish an active CCB license or you can visit our website. <http://www.oregon.gov/CCB/>

This notice is a **WARNING ONLY**. It is designed to alert you to the possibility that you may be out of compliance with Oregon law, inform you of the consequences of breaking the law, provide you with information about how to comply with the law, and help you understand how compliance with the law may benefit you.

This notice will be maintained in our records and your ad has been flagged as prohibited.

State of Oregon
Construction Contractors Board
503-934-2246
PO BOX 14140
Salem OR 97309-5052

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

11/22/2023

10/11/2023 - 11/21/2023

NOTICES OF INTENT

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|-------------------------------|-------------|-------------|---------------|
| 133392 | YE OLDE BARN CONSTRUCTORS LLC | | 10/24/2023 | 5,000.00 |
| 133530 | ANDERSON, CHRISTOPHER DANIEL | | 11/16/2023 | 1,000.00 |

1 - ADVERTISING, BIDDING OR WORKING WITHOUT A LICENSE

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|--|-------------|-------------|---------------|
| 133193 | HAY, TOBEY | 701.021(1) | 10/11/2023 | 5,000.00 |
| 133221 | VALLEY VIEW PAINTING LLC | 701.021(1) | 11/02/2023 | 5,000.00 |
| 133304 | BUCKELEW, CURTIS JAMES | 701.021(1) | 10/17/2023 | 5,000.00 |
| 133311 | NW CONTRACTING LLC | 701.021(1) | 10/12/2023 | 1,000.00 |
| 133312 | 2A LAND MANAGEMENT LLC | 701.021(1) | 10/12/2023 | 600.00 |
| 133321 | HENDRIX, HAROLD EDMOND | 701.021(1) | 10/23/2023 | 5,000.00 |
| 133325 | E&R HANDY MAN AND CONCRETE SERVICES LLC | 701.021(1) | 10/20/2023 | 600.00 |
| 133327 | JLDOWNS CONSTRUCTION LLC | 701.021(1) | 10/23/2023 | 5,000.00 |
| 133338 | AMPLIFIED PAINTING & CONSTRUCTION LLC | 701.021(1) | 10/16/2023 | 600.00 |
| 133354 | RIVERA, CARLOS JACINTO | 701.021(1) | 10/18/2023 | 5,000.00 |
| 133355 | GABILONDO-CRUZ, EDUARDO | 701.021(1) | 10/18/2023 | 5,000.00 |
| 133356 | MILLENNIAL CONSTRUCTION LLC | 701.021(1) | 10/18/2023 | 5,000.00 |
| 133357 | ELITE TILE & REMODEL LLC | 701.021(1) | 10/24/2023 | 5,000.00 |
| 133362 | GABILONDO-CRUZ, EDUARDO | 701.021(1) | 10/18/2023 | 600.00 |
| 133372 | MCCLOUD, MICHAEL SCOTT | 701.021(1) | 10/20/2023 | 5,000.00 |
| 133378 | FABIANS J DRYWALL LLC | 701.021(1) | 10/20/2023 | 1,000.00 |
| 133385 | MCGINTY, MATTHEW JOHN | 701.021(1) | 10/23/2023 | 1,000.00 |
| 133391 | UNION EXTERIORS LLC | 701.021(1) | 10/23/2023 | 5,000.00 |
| 133393 | SJUE, KEVIN SCOTT | 701.021(1) | 10/24/2023 | 5,000.00 |
| 133394 | SCHMIDT, JOSEPH GERARD | 701.021(1) | 11/02/2023 | 1,000.00 |
| 133394 | SCHMIDT, JOSEPH GERARD | 701.021(1) | 10/24/2023 | 1,000.00 |
| 133403 | GARCIA GARCIA CONSTRUCTION LLC | 701.021(1) | 10/24/2023 | 5,000.00 |
| 133404 | NEW CASTLE INSTALLS LLC | 701.021(1) | 10/24/2023 | 1,000.00 |
| 133420 | VARGAS CONCRETE CONSTRUCTION LLC | 701.021(1) | 10/26/2023 | 5,000.00 |
| 133439 | SANCHEZ-FERNANDEZ, ALBERTO | 701.021(1) | 10/31/2023 | 5,000.00 |
| 133444 | MCFARLANE EXCAVATION INC | 701.021(1) | 10/30/2023 | 1,000.00 |
| 133445 | ROK CUSTOM GRANITE LLC | 701.021(1) | 10/31/2023 | 600.00 |
| 133460 | SHIRLEY JEAN URIBE AND DAVID PAUL REEVES | 701.021(1) | 11/02/2023 | 600.00 |
| 133467 | BUCK, JAMES SCOTT | 701.021(1) | 11/15/2023 | 1,000.00 |
| 133467 | BUCK, JAMES SCOTT | 701.021(1) | 11/03/2023 | 1,000.00 |
| 133471 | G G MECHANICAL INC | 701.021(1) | 11/06/2023 | 1,000.00 |
| 133476 | DALTON, LAWRENCE | 701.021(1) | 11/07/2023 | 5,000.00 |
| 133486 | PRISTINE PROPERTY SERVICES LLC | 701.021(1) | 11/10/2023 | 600.00 |
| 133488 | HERDER, ALEX JORDAN | 701.021(1) | 11/08/2023 | 5,000.00 |
| 133489 | LUTUI, MELEKISETEKI T | 701.021(1) | 11/07/2023 | 5,000.00 |

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

11/22/2023

10/11/2023 - 11/21/2023

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> |
|---------------|---------------------------------|-------------|-------------|---------------|
| 133492 | NW PAC CONSTRUCTION LLC | 701.021(1) | 11/08/2023 | 5,000.00 |
| 133503 | KETCHIKAN DRYWALL SERVICES INC | 701.021(1) | 11/09/2023 | 1,000.00 |
| 133509 | FOX CONSTRUCTION & SERVICES LLC | 701.021(1) | 11/09/2023 | 1,000.00 |
| 133510 | FIRST IMPRESSIONS PAINTING INC | 701.021(1) | 11/09/2023 | 5,000.00 |
| 133513 | KYLE C KOONTZ CONSTRUCTION LLC | 701.021(1) | 11/14/2023 | 600.00 |
| 133523 | MEDINA GARCIA, PEDRO | 701.021(1) | 11/15/2023 | 1,000.00 |
| 133524 | YANEZ HERNANDEZ, FELIPE F | 701.021(1) | 11/15/2023 | 1,000.00 |
| 133546 | MODERN BUILDERS LLC | 701.021(1) | 11/21/2023 | 5,000.00 |

2 - EXEMPT CONTRACTOR WITH EMPLOYEES

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|--|-------------|-------------|---------------|
| 133317 | J & R ROOFING & CONSTRUCTION LLC | 701.035(3) | 10/17/2023 | 1,000.00 |
| 133329 | SEAN MILES CONSTRUCTION LLC | 701.035(3) | 10/18/2023 | 1,000.00 |
| 133337 | EDGEPOINT CONSTRUCTION LLC | 701.035(3) | 10/16/2023 | 1,000.00 |
| 133349 | PETES PAINTING AND REMODELING LLC | 701.035(3) | 10/18/2023 | 1,000.00 |
| 133375 | FLACK JR, ROBERT L | 701.035(3) | 10/19/2023 | 1,000.00 |
| 133379 | 4X4 ROOFING & GENERAL CONTRACTOR LLC | 701.035(3) | 10/20/2023 | 1,000.00 |
| 133387 | PEPES CONSTRUCTION LLC | 701.035(3) | 10/24/2023 | 1,000.00 |
| 133399 | WILLIAMS, DOUGLAS CLYDE | 701.035(3) | 10/24/2023 | 1,000.00 |
| 133447 | TEREK LLC | 701.035(3) | 10/31/2023 | 1,000.00 |
| 133450 | DYLAN'S QUALITY ROOFING & CONSTRUCTION LLC | 701.035(3) | 11/01/2023 | 1,000.00 |
| 133455 | H D PAINTING LLC | 701.035(3) | 11/01/2023 | 1,000.00 |
| 133462 | ESPARZA VELASCO, HECTOR | 701.035(3) | 11/02/2023 | 1,000.00 |
| 133506 | HICKS, MARK EDWARD | 701.035(3) | 11/09/2023 | 1,000.00 |
| 133522 | BULLETPROOF CONSTRUCTION & EXCAVATION LLC | 701.035(3) | 11/15/2023 | 1,000.00 |

3 - LEAD BASED PAINT

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|---|-------------|-------------|---------------|
| 133332 | SORIANO CONSTRUCTION LLC | 701.510(2) | 10/13/2023 | 1,000.00 |
| 133333 | DON LUNAN CONSTRUCTION LLC | 701.510(2) | 10/13/2023 | 1,000.00 |
| 133336 | JJH CONSTRUCTION LLC | 701.510(2) | 10/18/2023 | 1,000.00 |
| 133346 | EDGEPOINT CONSTRUCTION LLC | 701.510(2) | 10/16/2023 | 1,000.00 |
| 133352 | CUSTOM EXTERIOR INNOVATION INCORPORATED | 701.510(2) | 10/18/2023 | 1,000.00 |
| 133363 | J&E GENERAL CONTRACTOR LLC | 701.510(3) | 10/18/2023 | 1,000.00 |
| 133377 | LIGIA CHRISTAN HESEDAHL & WILLIAM JAMES ROPER | 701.510(3) | 10/20/2023 | 1,000.00 |
| 133397 | DSC DESIGN WORKS INC | 701.510(2) | 10/24/2023 | 1,000.00 |
| 133398 | TALL TIMBER CONSTRUCTION LLC | 701.510(2) | 10/24/2023 | 1,000.00 |
| 133400 | STRIDES 4 SUCCESS HOME RENOVATIONS LLC | 701.510(2) | 11/21/2023 | 1,000.00 |
| 133429 | ACUMEN CONSTRUCTION LLC | 701.510(2) | 10/27/2023 | 1,000.00 |
| 133433 | WYSOCKI, MICHAEL ANTHONY | 701.510(2) | 10/27/2023 | 1,000.00 |

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

11/22/2023

10/11/2023 - 11/21/2023

NOTICES OF INTENT (cont.)

3 - LEAD BASED PAINT (cont.)

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|--------------------------------------|-------------|-------------|---------------|
| 133451 | AL STONE REMODELING & DESIGN LLC | 701.510(2) | 11/01/2023 | 1,000.00 |
| 133452 | LYSHAUG, PAUL ERIK | 701.510(2) | 11/01/2023 | 1,000.00 |
| 133453 | DEEP CREEK DESIGN & REMODEL LLC | 701.510(2) | 11/01/2023 | 1,000.00 |
| 133454 | NODINE, DANIEL GORDON | 701.510(2) | 11/01/2023 | 1,000.00 |
| 133461 | SPACEMEN LLC | 701.510(2) | 11/02/2023 | 1,000.00 |
| 133466 | RED FRAMING & REMODELING LLC | 701.510(2) | 11/03/2023 | 1,000.00 |
| 133482 | LINCOLN, STEPHEN EDWARD | 701.510(2) | 11/07/2023 | 1,000.00 |
| 133515 | AFFORDABLE NORTHWEST CONTRACTORS INC | 701.510(2) | 11/10/2023 | 1,000.00 |
| 133541 | T J SIDING LLC | 701.510(2) | 11/20/2023 | 1,000.00 |
| 133545 | LOPEZ, DIEGO Z | 701.510(2) | 11/21/2023 | 1,000.00 |

5 - HIRING AN UNLICENSED SUBCONTRACTOR

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|------------------------------------|-------------|-------------|---------------|
| 133464 | RED FRAMING & REMODELING LLC | 701.026(1) | 11/03/2023 | 1,000.00 |
| 133504 | LANDMARK URBAN CONSTRUCTION OR LLC | 701.026(1) | 11/09/2023 | 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> |
|---------------|----------------------------|-------------|-------------|---------------|
| 133287 | EMM LLC | 087.093(2) | 10/19/2023 | 200.00 |
| 133430 | ACUMEN CONSTRUCTION LLC | 701.330(4) | 10/27/2023 | 100.00 |
| 133431 | ACUMEN CONSTRUCTION LLC | 701.330(4) | 10/27/2023 | 100.00 |
| 133432 | ACUMEN CONSTRUCTION LLC | 087.093(2) | 10/27/2023 | 200.00 |
| 133491 | COOK, MARK ALBERT | 087.093(2) | 11/07/2023 | 200.00 |
| 133533 | ALL ABOUT YOU PAINTING LLC | 087.093(2) | 11/17/2023 | 200.00 |

7 - SUSPENSIONS

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|---|---------------|-------------|---------------|
| 133323 | NEW CASTLE INSTALLS LLC | 701.068(8) | 10/18/2023 | 0.00 |
| 133348 | HEFFNER COASTAL CONSTRUCTION LLC | 701.102(2)(a) | 10/16/2023 | 0.00 |
| 133350 | T OWEN DEVELOPMENT GROUP LLC | 701.102(2)(a) | 10/16/2023 | 0.00 |
| 133351 | BETTER BUILT USA INC | 701.098(1)(b) | 10/17/2023 | 0.00 |
| 133359 | LAMMERS, TREVOR ALAN | 701.068(6) | 10/19/2023 | 0.00 |
| 133360 | GREEN CONSTRUCTION SOLUTIONS LLC | 701.068(8) | 10/18/2023 | 0.00 |
| 133366 | COMPLETE DREAMS LIMITED LIABILITY COMPANY | 701.102(2)(a) | 10/18/2023 | 0.00 |
| 133367 | FOSTERS CUSTOM FABRICATION LLC | 701.102(2)(a) | 10/18/2023 | 0.00 |
| 133368 | RNR TILE AND FLOORING INC | 701.102(2)(a) | 10/18/2023 | 0.00 |
| 133371 | PRO FLEET NW INC | 701.068(6) | 10/19/2023 | 0.00 |
| 133373 | ROK CUSTOM GRANITE LLC | 701.102(2)(a) | 10/19/2023 | 0.00 |
| 133376 | TALLEKPALEK JR, GUSTIE JOE | 701.102(2)(a) | 10/19/2023 | 0.00 |
| 133383 | SECOND CHANCE HOME CREATIONS LLC | 701.102(2)(a) | 10/20/2023 | 0.00 |

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

11/22/2023

10/11/2023 - 11/21/2023

NOTICES OF INTENT (cont.)

7 - SUSPENSIONS (cont.)

| File # | Respondent | Cite | Date | Amount |
|---------------|--|---------------|-------------|---------------|
| 133384 | HURLEY, ANDREW JAMES | 701.102(2)(a) | 10/20/2023 | 0.00 |
| 133388 | CARVER CONSTRUCTION LLC | 701.102(2)(a) | 10/23/2023 | 0.00 |
| 133407 | CANAAN LAND TILE LLC | 701.068(6) | 10/25/2023 | 0.00 |
| 133409 | HAMMERQUIST INC | 701.098(1)(b) | 10/25/2023 | 0.00 |
| 133415 | KIWI FENCE CONTRACTORS LLC | 701.102(2)(a) | 10/25/2023 | 0.00 |
| 133418 | A CLASSIC TOUCH PAINTING LLC | 701.102(2)(a) | 10/25/2023 | 0.00 |
| 133419 | J & J COASTAL ELECTRIC INC | 701.098(1)(b) | 10/26/2023 | 0.00 |
| 133421 | J & L CUSTOM PAINTING INC | 701.098(1)(b) | 10/26/2023 | 0.00 |
| 133423 | SEPPALA ENTERPRISES INC | 701.098(1)(b) | 10/26/2023 | 0.00 |
| 133424 | GEPHART ELECTRICAL CONSTRUCTION COMPANY | 701.098(1)(b) | 10/26/2023 | 0.00 |
| 133427 | FIN BUILDERS CO | 701.068(6) | 10/26/2023 | 0.00 |
| 133428 | GURETZKI, QUENTIN GRANT | 701.102(2)(a) | 10/26/2023 | 0.00 |
| 133438 | LESLIE & CAMPBELL INC | 701.098(1)(b) | 10/30/2023 | 0.00 |
| 133440 | NW FORTUNE DEVELOPMENT LLC | 701.098(1)(b) | 10/30/2023 | 0.00 |
| 133441 | RZ FLOORING SOLUTION LLC | 701.098(1)(b) | 10/30/2023 | 0.00 |
| 133442 | VM CONSTRUCTION LLC | 701.102(2)(a) | 10/30/2023 | 0.00 |
| 133443 | VM CONSTRUCTION LLC | 701.102(2)(a) | 10/30/2023 | 0.00 |
| 133457 | ADALBERTO & BROTHERS LLC | 701.098(1)(b) | 11/01/2023 | 0.00 |
| 133458 | DANNYS HEATING & COOLING INC | 701.098(1)(b) | 11/01/2023 | 0.00 |
| 133469 | BRIDGETOWN REMODEL AND REPAIR LLC | 701.098(1)(b) | 11/03/2023 | 0.00 |
| 133470 | ACKER, VANCE ELLIOTT | 701.098(1)(b) | 11/03/2023 | 0.00 |
| 133473 | PRO FLEET NW INC | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133474 | PRO FLEET NW INC | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133475 | AFFORDABLE NORTHWEST CONTRACTORS INC | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133477 | KEY CONCRETE REVOLUTION LLC | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133478 | JBQ QUALITY CONSTRUCTION INC | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133479 | CONCRETE MASTERY LLC | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133481 | ALL IN CONSTRUCTION REMODELING HANDYMEN LLC | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133483 | HAUGEN, JACOB WADE | 701.102(2)(a) | 11/06/2023 | 0.00 |
| 133495 | HELPING HANDS CONSTRUCTION OF DOUGLAS COUNTY LLC | 701.102(2)(b) | 11/07/2023 | 0.00 |
| 133498 | SAVILLE REMODELING INC | 701.102(2)(b) | 11/07/2023 | 0.00 |
| 133499 | CC HILL CONSTRUCTION LLC | 701.102(2)(a) | 11/07/2023 | 0.00 |
| 133502 | GURETZKI, QUENTIN GRANT | 701.102(2)(a) | 11/07/2023 | 0.00 |
| 133516 | LAMMERS, TREVOR ALAN | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133517 | ALLYBROOKE CUSTOM HOMES INC | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133518 | DURRETT, TERRY ALAN | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133519 | RESURFACE PROS LLC | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133520 | ABC CONCRETE COMPANY LLC | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133521 | TRELEVEN III, WILLIAM RICHARDSON | 701.102(2)(a) | 11/10/2023 | 0.00 |

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

11/22/2023

10/11/2023 - 11/21/2023

NOTICES OF INTENT (cont.)

7 - SUSPENSIONS (cont.)

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|-----------------------|-------------|-------------|---------------|
| 133528 | HARTMANN HOLDINGS LLC | 701.068(8) | 11/16/2023 | 0.00 |

8 - OTHER

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|-------------------------------|---------------|-------------|---------------|
| 133340 | KNIGHT SERVICES LLC | 701.305(1) | 10/18/2023 | 500.00 |
| 133345 | BATHS FOR LESS LLC | 701.106(1)(j) | 10/18/2023 | 1,000.00 |
| 133369 | OSORNIO, SALVADOR | 701.098(1)(b) | 10/19/2023 | 50.00 |
| 133389 | RIGHT NOW HOME SERVICES INC | 701.098(1)(g) | 10/24/2023 | 1,000.00 |
| 133412 | LAMMERS, TREVOR ALAN | 701.305(2) | 10/25/2023 | 200.00 |
| 133459 | AFFORDABLE CONSTRUCTION LLC | 701.106(1)(j) | 11/02/2023 | 1,000.00 |
| 133493 | HITMAN CONSTRUCTION LLC | 701.305(2) | 11/07/2023 | 200.00 |
| 133500 | PRESTONS PAINTING LLC | 701.106(1)(j) | 11/07/2023 | 1,000.00 |
| 133526 | RUBEN JANTES TILE & STONE INC | 701.106(1)(j) | 11/15/2023 | 1,000.00 |
| 133534 | HITMAN CONSTRUCTION LLC | 701.098(1)(g) | 11/17/2023 | 1,000.00 |
| 133538 | LARRABEE ROOFING INC | 701.106(1)(j) | 11/20/2023 | 1,000.00 |
| 133543 | GUTTER SOLUTIONS LLC | 701.106(1)(j) | 11/21/2023 | 1,000.00 |

9 - CRIMINAL / INJUNCTIONS / STOP WORK

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|-------------------------------|---------------|-------------|---------------|
| 133468 | BELLA TURF AND GREENS INC | 701.098(1)(i) | 11/03/2023 | 0.00 |
| 133480 | JACK CONKLIN CONSTRUCTION LLC | 701.098(1)(i) | 11/06/2023 | 0.00 |
| 133496 | C & J REMODELING LLC | 701.098(1)(i) | 11/07/2023 | 0.00 |

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

11/22/2023

10/11/2023 - 11/21/2023

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> |
|---------------|---|-------------|-------------|---------------|
| 131691 | CRYSTALRIDGE DEVELOPMENT INC | 701.021(1) | 10/19/2023 | 0.00 |
| 133097 | WILLETS, KERRY F | 701.021(1) | 10/24/2023 | 5,000.00 |
| 133125 | WEST GHOST ENTERPRISES INCORPORATED | 701.021(1) | 10/19/2023 | 5,000.00 |
| 133153 | TIGER ELECTRIC AND HANDYMAN SERVICES LLC | 701.021(1) | 10/11/2023 | 5,000.00 |
| 133160 | POLIT & SON HANDYMAN SERVICES LLC | 701.021(1) | 10/12/2023 | 5,000.00 |
| 133165 | HERNANDEZ GARCIA, RAUL | 701.021(1) | 10/17/2023 | 1,000.00 |
| 133167 | HERNANDEZ GARCIA, DONALDO | 701.021(1) | 10/17/2023 | 1,000.00 |
| 133169 | JD VALLEY CONSTRUCTION LLC | 701.021(1) | 10/19/2023 | 1,000.00 |
| 133173 | ENRIQUEZ PAINTING LLC | 701.021(1) | 10/13/2023 | 1,000.00 |
| 133183 | CHEADLE, WILLIAM JOSEPH | 701.021(1) | 10/11/2023 | 5,000.00 |
| 133187 | NAS CONSTRUCTION LLC | 701.021(1) | 10/19/2023 | 1,000.00 |
| 133193 | HAY, TOBEY | 701.021(1) | 11/09/2023 | 5,000.00 |
| 133195 | GOODRICK, DARRIN EUGENE | 701.021(1) | 10/19/2023 | 5,000.00 |
| 133203 | NOVA FLOORING CORPORATION | 701.021(1) | 10/19/2023 | 600.00 |
| 133204 | ROGERS CONCRETE LLC | 701.021(1) | 10/24/2023 | 5,000.00 |
| 133210 | ROBERT WARREN TRUCKING AND EXCAVATION LLC | 701.021(1) | 10/11/2023 | 1,000.00 |
| 133213 | WEHRUNG, JEFFREY DONALD | 701.021(1) | 11/01/2023 | 1,000.00 |
| 133219 | MORENO, ART MATTHEW | 701.021(1) | 10/31/2023 | 1,000.00 |
| 133243 | BIG TIMBER CONSTRUCTION INC | 701.021(1) | 10/25/2023 | 1,000.00 |
| 133249 | ORMSBY, STEPHEN E | 701.021(1) | 11/09/2023 | 5,000.00 |
| 133255 | WILLIAMS, WALTER JAMES | 701.021(1) | 10/17/2023 | 1,000.00 |
| 133276 | UNITED PROPERTY IMPROVEMENT INC | 701.021(1) | 11/01/2023 | 1,000.00 |
| 133281 | MGA HIGH QUALITY CONSTRUCTION LLC | 701.021(1) | 11/01/2023 | 1,000.00 |
| 133284 | R HOMES RENOVATIONS LLC | 701.021(1) | 10/27/2023 | 1,000.00 |
| 133285 | VOLAR DESIGN LLC | 701.021(1) | 11/20/2023 | 5,000.00 |
| 133286 | WCI BUILDERS LLC | 701.021(1) | 10/30/2023 | 5,000.00 |
| 133297 | ROMERO, OSCAR P | 701.021(1) | 10/30/2023 | 1,000.00 |
| 133311 | NW CONTRACTING LLC | 701.021(1) | 11/07/2023 | 1,000.00 |
| 133312 | 2A LAND MANAGEMENT LLC | 701.021(1) | 11/16/2023 | 600.00 |
| 133325 | E&R HANDY MAN AND CONCRETE SERVICES LLC | 701.021(1) | 11/15/2023 | 600.00 |
| 133327 | JLDOWNS CONSTRUCTION LLC | 701.021(1) | 11/15/2023 | 5,000.00 |
| 133338 | AMPLIFIED PAINTING & CONSTRUCTION LLC | 701.021(1) | 11/21/2023 | 600.00 |
| 133356 | MILLENNIAL CONSTRUCTION LLC | 701.021(1) | 11/10/2023 | 5,000.00 |
| 133385 | MCGINTY, MATTHEW JOHN | 701.021(1) | 11/17/2023 | 1,000.00 |
| 133391 | UNION EXTERIORS LLC | 701.021(1) | 11/15/2023 | 5,000.00 |
| 133420 | VARGAS CONCRETE CONSTRUCTION LLC | 701.021(1) | 11/20/2023 | 5,000.00 |

2 - EXEMPT CONTRACTOR WITH EMPLOYEES

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|-------------------------|-------------|-------------|---------------|
| 133133 | NW DIAMOND PAINTING LLC | 701.035(3) | 10/12/2023 | 1,000.00 |

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

11/22/2023

10/11/2023 - 11/21/2023

FINAL ORDERS (cont.)

2 - EXEMPT CONTRACTOR WITH EMPLOYEES (cont.)

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|--|-------------|-------------|---------------|
| 133171 | SWAN CONSTRUCTION AND DEVELOPMENT LLC | 701.035(3) | 10/18/2023 | 1,000.00 |
| 133206 | EXTERIOR MASTERS LLC | 701.035(3) | 10/25/2023 | 1,000.00 |
| 133211 | IBANEZ, JUAN FRANCISCO | 701.035(3) | 10/11/2023 | 1,000.00 |
| 133216 | PROHOME ADVISORY LLC | 701.035(3) | 10/12/2023 | 1,000.00 |
| 133217 | BLUE OCEAN CONSTRUCTION LLC | 701.035(3) | 10/18/2023 | 1,000.00 |
| 133222 | METICULOUS INC | 701.035(3) | 10/13/2023 | 1,000.00 |
| 133225 | ESMERS CONSTRUCTION LLC | 701.035(3) | 10/13/2023 | 1,000.00 |
| 133227 | GOLDEN TRIANGLE CONSTRUCTION LLC | 701.035(3) | 10/13/2023 | 1,000.00 |
| 133238 | SWEET HOME PAINTING LLC | 701.035(3) | 10/19/2023 | 1,000.00 |
| 133248 | HORIZON CONTRACTORS LLC | 701.035(3) | 10/24/2023 | 1,000.00 |
| 133253 | HUBERT, CHARLEY COLLINS | 701.035(3) | 11/01/2023 | 1,000.00 |
| 133272 | JOSHUA LEGACY PAINTING & RESTORATION LLC | 701.035(3) | 10/26/2023 | 1,000.00 |
| 133298 | MJ ROWDEN PAINTING LLC | 701.035(3) | 10/26/2023 | 1,000.00 |
| 133329 | SEAN MILES CONSTRUCTION LLC | 701.035(3) | 10/31/2023 | 1,000.00 |
| 133337 | EDGEPOINT CONSTRUCTION LLC | 701.035(3) | 11/09/2023 | 1,000.00 |
| 133349 | PETES PAINTING AND REMODELING LLC | 701.035(3) | 11/10/2023 | 1,000.00 |
| 133375 | FLACK JR, ROBERT L | 701.035(3) | 11/15/2023 | 1,000.00 |

3 - LEAD BASED PAINT

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|--------------------------------------|-------------|-------------|---------------|
| 133080 | JAXON CONSTRUCTION & REMODELING LLC | 701.510(2) | 10/19/2023 | 1,000.00 |
| 133090 | HIGH TECH PROTECTION SYSTEMS LLC | 701.510(2) | 10/17/2023 | 1,000.00 |
| 133132 | PACIFIC CROWN CONTRACTING LLC | 701.510(2) | 10/19/2023 | 1,000.00 |
| 133164 | FELLUCA, RYAN JOSEPH | 701.510(2) | 10/19/2023 | 1,000.00 |
| 133168 | JMJ CONSTRUCTION LLC | 701.510(2) | 10/16/2023 | 1,000.00 |
| 133180 | 4EGO LLC | 701.510(2) | 11/02/2023 | 1,000.00 |
| 133198 | NOTT, RANDY ALLEN | 701.510(2) | 10/23/2023 | 1,000.00 |
| 133200 | PALMAS PAINTING & MISC LLC | 701.510(2) | 11/01/2023 | 1,000.00 |
| 133237 | SWEET HOME PAINTING LLC | 701.510(2) | 10/19/2023 | 1,000.00 |
| 133239 | FITZPATRICK PAINTING INCORPORATED | 701.510(3) | 10/17/2023 | 1,000.00 |
| 133245 | FROM THE GROUND UP CONSTRUCTION LLC | 701.510(2) | 10/20/2023 | 1,000.00 |
| 133246 | GARNICK, CURTIS FRANK | 701.510(2) | 11/08/2023 | 1,000.00 |
| 133254 | BRIGHTWAY PAINTING LLC | 701.510(2) | 11/01/2023 | 1,000.00 |
| 133269 | DDW CONSTRUCTION LLC | 701.510(2) | 10/25/2023 | 1,000.00 |
| 133279 | SUPERIOR FRAMING AND CONTRACTING LLC | 701.510(2) | 11/09/2023 | 1,000.00 |
| 133290 | GISLER, WALTER RUBEN | 701.510(2) | 10/30/2023 | 1,000.00 |
| 133295 | KOVA DEVELOPMENT LLC | 701.510(2) | 10/31/2023 | 3,000.00 |
| 133332 | SORIANO CONSTRUCTION LLC | 701.510(2) | 11/14/2023 | 1,000.00 |
| 133333 | DON LUNAN CONSTRUCTION LLC | 701.510(2) | 11/07/2023 | 1,000.00 |
| 133346 | EDGEPOINT CONSTRUCTION LLC | 701.510(2) | 11/21/2023 | 1,000.00 |

CONSTRUCTION CONTRACTORS BOARD ENFORCEMENT CONSENT AGENDA

11/22/2023

10/11/2023 - 11/21/2023

FINAL ORDERS (cont.)

3 - LEAD BASED PAINT (cont.)

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|------------------------------|-------------|-------------|---------------|
| 133363 | J&E GENERAL CONTRACTOR LLC | 701.510(3) | 10/27/2023 | 1,000.00 |
| 133397 | DSC DESIGN WORKS INC | 701.510(2) | 11/17/2023 | 1,000.00 |
| 133398 | TALL TIMBER CONSTRUCTION LLC | 701.510(2) | 11/07/2023 | 1,000.00 |

5 - HIRING AN UNLICENSED SUBCONTRACTOR

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|----------------------|-------------|-------------|---------------|
| 133292 | GISLER, WALTER RUBEN | 701.026(2) | 10/30/2023 | 1,000.00 |

7 - SUSPENSIONS

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|---|---------------|-------------|---------------|
| 132877 | POLIT & SON HANDYMAN SERVICES LLC | 701.068(6) | 10/12/2023 | 0.00 |
| 133026 | JBQ QUALITY CONSTRUCTION LLC | 701.098(1)(b) | 10/18/2023 | 0.00 |
| 133189 | NW PRESTIGE HEATING & COOLING LLC | 701.102(2)(b) | 11/15/2023 | 0.00 |
| 133259 | KRUWEST LLC | 701.102(2)(a) | 10/23/2023 | 0.00 |
| 133280 | CLACKAMAS CONSTRUCTION INC | 701.102(2)(a) | 11/01/2023 | 0.00 |
| 133294 | MAZZETTIA, MAC | 701.102(2)(a) | 11/01/2023 | 0.00 |
| 133319 | ALL IN ONE CONSTRUCTION LLC | 701.102(2)(a) | 11/01/2023 | 0.00 |
| 133323 | NEW CASTLE INSTALLS LLC | 701.068(8) | 11/17/2023 | 0.00 |
| 133348 | HEFFNER COASTAL CONSTRUCTION LLC | 701.102(2)(a) | 11/07/2023 | 0.00 |
| 133350 | T OWEN DEVELOPMENT GROUP LLC | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133351 | BETTER BUILT USA INC | 701.098(1)(b) | 11/08/2023 | 0.00 |
| 133359 | LAMMERS, TREVOR ALAN | 701.068(6) | 11/14/2023 | 0.00 |
| 133366 | COMPLETE DREAMS LIMITED LIABILITY COMPANY | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133368 | RNR TILE AND FLOORING INC | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133371 | PRO FLEET NW INC | 701.068(6) | 11/14/2023 | 0.00 |
| 133373 | ROK CUSTOM GRANITE LLC | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133376 | TALLEKPALEK JR, GUSTIE JOE | 701.102(2)(a) | 11/10/2023 | 0.00 |
| 133383 | SECOND CHANCE HOME CREATIONS LLC | 701.102(2)(a) | 11/21/2023 | 0.00 |
| 133384 | HURLEY, ANDREW JAMES | 701.102(2)(a) | 11/21/2023 | 0.00 |
| 133415 | KIWI FENCE CONTRACTORS LLC | 701.102(2)(a) | 11/20/2023 | 0.00 |
| 133418 | A CLASSIC TOUCH PAINTING LLC | 701.102(2)(a) | 11/17/2023 | 0.00 |
| 133419 | J & J COASTAL ELECTRIC INC | 701.098(1)(b) | 11/21/2023 | 0.00 |
| 133421 | J & L CUSTOM PAINTING INC | 701.098(1)(b) | 11/21/2023 | 0.00 |
| 133423 | SEPPALA ENTERPRISES INC | 701.098(1)(b) | 11/21/2023 | 0.00 |
| 133424 | GEPHART ELECTRICAL CONSTRUCTION COMPANY | 701.098(1)(b) | 11/17/2023 | 0.00 |
| 133428 | GURETZKI, QUENTIN GRANT | 701.102(2)(a) | 11/20/2023 | 0.00 |
| 133438 | LESLIE & CAMPBELL INC | 701.098(1)(b) | 11/21/2023 | 0.00 |
| 133440 | NW FORTUNE DEVELOPMENT LLC | 701.098(1)(b) | 11/21/2023 | 0.00 |
| 133441 | RZ FLOORING SOLUTION LLC | 701.098(1)(b) | 11/21/2023 | 0.00 |
| 133442 | VM CONSTRUCTION LLC | 701.102(2)(a) | 11/21/2023 | 0.00 |

**CONSTRUCTION CONTRACTORS BOARD
ENFORCEMENT CONSENT AGENDA**

11/22/2023

10/11/2023 - 11/21/2023

FINAL ORDERS (cont.)

7 - SUSPENSIONS (cont.)

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|---------------------|---------------|-------------|---------------|
| 133443 | VM CONSTRUCTION LLC | 701.102(2)(a) | 11/21/2023 | 0.00 |

8 - OTHER

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|----------------------------------|---------------|-------------|---------------|
| 133197 | TILE PROS LLC | 701.106(1)(j) | 10/12/2023 | 1,000.00 |
| 133201 | J & J PREMIER CONSTRUCTION LLC | 701.106(1)(j) | 10/11/2023 | 1,000.00 |
| 133226 | 4EGO LLC | 701.106(1)(j) | 11/02/2023 | 1,000.00 |
| 133252 | COLUMBIA BASIN FENCE COMPANY LLC | 701.098(1)(l) | 10/19/2023 | 1,000.00 |
| 133289 | MCMULLEN CONSTRUCTION LLC | 701.106(1)(j) | 10/30/2023 | 1,000.00 |
| 133309 | HALSTEAD, RICHARD LANE | 701.305(2) | 11/03/2023 | 200.00 |
| 133340 | KNIGHT SERVICES LLC | 701.305(1) | 11/10/2023 | 500.00 |
| 133369 | OSORNIO, SALVADOR | 701.098(1)(b) | 11/21/2023 | 50.00 |
| 133412 | LAMMERS, TREVOR ALAN | 701.305(2) | 11/20/2023 | 200.00 |

9 - CRIMINAL / INJUNCTIONS / STOP WORK

| <u>File #</u> | <u>Respondent</u> | <u>Cite</u> | <u>Date</u> | <u>Amount</u> |
|---------------|-----------------------------------|---------------|-------------|---------------|
| 133018 | ITS HAMMER TIME LLC | 701.098(1)(i) | 10/25/2023 | 0.00 |
| 133019 | MCDERMOTTROE, CHRISTOPHER MICHAEL | 701.098(1)(i) | 10/25/2023 | 0.00 |
| 133020 | ADAPTIVE SOLUTIONS | 701.098(1)(i) | 10/25/2023 | 0.00 |
| 133161 | BLACKTAIL CARPENTRY LLC | 701.098(1)(i) | 11/08/2023 | 0.00 |
| 133163 | HARLESS, DAKOTA WAYNE | 701.098(1)(i) | 11/08/2023 | 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
Date: November, 2023
Subject: Authorize a Public Hearing on Possible Fee Increases

Action Requested

Approve for public hearing one (or more) fee scenarios below to be brought back to the board for final action after public hearing.

Background

Beginning in July of 2023 the board has seen presentations regarding the need for either revenue adjustments or service cuts in order to balance the agency's future budget. A decision is needed on the size and timing of adjustments in advance of submission of the agency's next budget (2025-2027), which begins early next year.

Regardless of whether the board opts to implement fee increases during the current biennium or at the beginning of the next biennium a board decision informed by input through a public rulemaking hearing will provide predictability to the agency and the industry.

During prior meetings the board has provided direction to prioritize increasing revenue through fee increases to support current service levels as opposed to making the steep cuts that would be needed to balance the agency budget without additional revenue. Below the agency presents three scenarios for the board to consider forwarding to public hearing.

Factors Affecting the Proposed Fee Increases

As discussed during prior board meetings there are numerous factors that weigh on the decision:

- **Last fee adjustment:** The agency's currently established fee was last adjusted in 2010, thirteen years ago. That adjustment was \$65. The prior interval between fee increases was just 6 years.
 - **NOTE:** During this interval the board also temporarily reduced fees from \$325 to \$250 during two biennia. This decision reduced reserves and also has some impact on the timing of this current set of proposed actions.
- **Personal services costs:** Costs of staffing have increased for the agency, as they have for almost all industries, including the construction industry.
 - 2017-2019: +12%
 - 2019-2021: +7%
 - 2021-2023: +16%
 - 2023-2025: +10% (estimated)
- **Staffing-to-Contractor Ratio:** While agency staffing has remained static the number of contractors has steadily increased since the end of the prior economic recession. In 2013 agency staffing was adjusted downward to 60 from 80+ at a time when there were approximately 35,000 contractors in the state. Since that time staffing has remained relatively static while the number of contractors has grown.
 - 2017-2019: 60 FTE – 46K* Contractors
 - 2019-2021: 60 FTE – 48K* Contractors
 - 2021-2023: 59 FTE – 49K* Contractors
 - 2023-2025: 59 FTE – 49,403 (October 2023)

CONSTRUCTION CONTRACTORS BOARD

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



- **Critical Investments Needed:** Over the last several years the agency has taken steps to build reserves in support of a critically needed IT investment – replacement of the agency's 30+-year-old license database. Action on fees will allow the agency to protect the reserves that have been set aside for this purpose. The agency estimates the *5-year cost* of the replacement to be \$2.1 million based on written estimates from multiple vendors. Failure to take action to adjust revenue will put the project at risk and set the agency back, limiting our ability to best serve our customers and become a modern and efficient organization.

Proposed Scenarios

During the October meeting the agency presented four fee scenarios summarized in the attached presentation. The data analysis from these scenarios indicated that by the end of the 2025-2027 biennium a \$50 fee increase would likely be inadequate to maintain service levels and ensure adequate reserves while also protecting and protect reserves set aside for the license system replacement. A \$75 fee increase was projected to achieve all three goals whether implemented in 2024 or 2025.

During the October meeting the board also expressed interest in pursuing options that could limit the impact of the needed increases on new businesses. This has resulted in the additional option below.

NOTE: All scenarios assume the entirety of the license system replacement cost being spent during the 23-25 biennium, even though this cost is a five-year estimate that will be spread out over parts of three biennia. This is done only to ensure that these funds are set aside and preserved and for ease of calculation, given that the timing of certain costs is very difficult to predict.

Option 1 -- \$75 License Fee Increase Implemented for Renewal and New licensees July 2024

- Additional Revenue 23-25: \$1.8M
- Additional Revenue 25-27: \$3.6M
- Ending Balance: 23-25: \$4.28M (5.6 months of operating cash)
- Ending Balance: 25-27: \$4.56M (5.4 Months of operating cash)

Option 2 -- \$75 License Fee Increase Implemented for Renewal and New Licenses July 2025

- Additional Revenue 23-25: \$0
- Additional Revenue 25-27: \$3.6M
- Ending Balance 23-25: \$2.49M (3.2 Months of operating cash)
- Ending Balance 25-27: \$2.76M (3.3. Months of operating cash)

Option 3 NEW -- \$75 Renewal Fee Implemented July 2024; \$75 New License Fee Implemented July 2025

- Additional Revenue 23-25: \$1.4M
- Additional Revenue 25-27: \$3.6M
- Ending Balance 23-25: \$3.92M (5.1 Months of operating cash)
- Ending Balance 25-27: \$4.19M (5.0 Months of operating cash)

CONSTRUCTION CONTRACTORS BOARD

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



OPTION 1 Language:

Effective date of July 1, 2024

812-003-0142
License Application Fees

- (1) ~~Except as provided in section (6) of this rule,~~ **Effective July 1, 2024**, the application fee for all new, renewal, or reissued licenses is ~~\$325~~**400**.
- (2) ~~Except as provided in section (6) of this rule, for the period from July 1, 2019, through June 30, 2021, the application fee for all new, renewal, or reissued licenses is \$250.~~ **For all applications received on or before June 30, 2024, the application fee for all new, renewal, or reissued licenses is \$325.**
- (3) Except as provided in section (4) of this rule, application fees will not be refunded.
- (4) If a licensee submits an application to renew a license and the agency cannot renew the license because the applicant has formed a new business entity, the agency may refund the renewal application fee, less a \$40 processing fee.
- (5)(a) Any licensee in the United States armed forces need not pay a license renewal fee if such fee would be due during the licensee's active-duty service.
- (b) A licensee in the United States armed forces shall pay the next license renewal fee that will become due after the licensee is discharged from active-duty service.
- (c) The agency may request that the licensee provide documentation of active-duty status and of discharge.
- (d) Section (5) of this rule applies to licensees that are sole proprietors or partners in a general partnership.
- ~~(6) A new license issued pursuant to HB 4144 (2018) to a sole proprietorship that satisfies the requirements of HB 4144 and OAR 812-006-0162 does not require an initial application fee. This fee exemption expires on January 2, 2022.~~

OPTION 2 Language:

Effective date of July 1, 2025

812-003-0142
License Application Fees

- (1) ~~Except as provided in section (6) of this rule,~~ **Effective July 1, 2025**, the application fee for all new, renewal, or reissued licenses is ~~\$325~~**400**.
- (2) ~~Except as provided in section (6) of this rule, for the period from July 1, 2019, through June 30, 2021, the application fee for all new, renewal, or reissued licenses is \$250.~~ **For all applications received on or before June 30, 2025, the application fee for all new, renewal, or reissued licenses is \$325.**
- (3) Except as provided in section (4) of this rule, application fees will not be refunded.
- (4) If a licensee submits an application to renew a license and the agency cannot renew the license because the applicant has formed a new business entity, the agency may refund the renewal application fee, less a \$40 processing fee.
- (5)(a) Any licensee in the United States armed forces need not pay a license renewal fee if such fee would be due during the licensee's active-duty service.
- (b) A licensee in the United States armed forces shall pay the next license renewal fee that will become due after the licensee is discharged from active-duty service.
- (c) The agency may request that the licensee provide documentation of active-duty status and of discharge.
- (d) Section (5) of this rule applies to licensees that are sole proprietors or partners in a general partnership.
- ~~(6) A new license issued pursuant to HB 4144 (2018) to a sole proprietorship that satisfies the requirements of HB 4144 and OAR 812-006-0162 does not require an initial application fee. This fee exemption expires on January 2, 2022.~~

CONSTRUCTION CONTRACTORS BOARD

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



OPTION 3 Language:

Renewals effective July 2024, new licenses effective July 2025

812-003-0142

License Application Fees

(1) ~~Except as provided in section (6) of this rule,~~ **Effective July 1, 2024,** the application fee for all ~~new,~~ renewal, or reissued licenses is ~~\$325~~**400. For applications received on or before June 30, 2024, the application fee for all renewal or reissued licenses is \$325.**

(2) ~~Except as provided in section (6) of this rule, for the period from July 1, 2019, through June 30, 2021, the application fee for all new, renewal, or reissued licenses is \$250.~~ **Effective July 1, 2025, the application fee for all new licenses is \$400. For applications received on or before June 30, 2025, the application fee for all new licenses is \$325.**

(3) Except as provided in section (4) of this rule, application fees will not be refunded.

(4) If a licensee submits an application to renew a license and the agency cannot renew the license because the applicant has formed a new business entity, the agency may refund the renewal application fee, less a \$40 processing fee.

(5)(a) Any licensee in the United States armed forces need not pay a license renewal fee if such fee would be due during the licensee's active duty service.

(b) A licensee in the United States armed forces shall pay the next license renewal fee that will become due after the licensee is discharged from active duty service.

(c) The agency may request that the licensee provide documentation of active duty status and of discharge.

(d) Section (5) of this rule applies to licensees that are sole proprietors or partners in a general partnership.

~~(6) A new license issued pursuant to HB 4144 (2018) to a sole proprietorship that satisfies the requirements of HB 4144 and OAR 812-006-0162 does not require an initial application fee. This fee exemption expires on January 2, 2022.~~

Construction Contractors Board



October 2023 Meeting
2023 – 2025
Budget Report
(Part III)



Legislative Updates



Senate Bill 228 – Agency Bill

- Consumers – Contractors – Continuous Improvement
 - Tighter Enforcement – Exempt contractors and Repeat Violators
 - New tools – Condition a license
 - Improved Consumer Protection – Penalties for breached settlement

Senate Bill 2922 – Legislator Sponsored

- Increases bond amount for all contractors by \$5K
 - Significant initial outreach to Surety Community on Transition Plan
 - *Blanket Rider* places bulk of work on Surety and CCB – Not Contractor
 - Currently have Commitments from sureties representing +95% of bonds

Rule Update

- Board approved initial packet of rules at September meeting
- Rules have been filed for November public hearing



Budget



2023-25 Fiscal Status Report Summary

| | Last Three Mos | | | Thru Sep 2023 ACTUAL to DATE | REMAINING PROJECTED | TOTAL PROJECTED BI 2023-25 | Authorized BUDGET (LAB) | LAB VS. PROJECTED | Salary Pot (2) Distribution (February) |
|---------------------------------|-------------------|-------------------|-------------------|---------------------------------|------------------------|--|----------------------------|-------------------------|--|
| | Jul-23 Actuals | Aug-23 Actuals | Sep-23 Actuals | | | | | | |
| Beginning Cash Balance | | | | 6,193,606 | | 6,193,606 | | | |
| Revenue | 746,384 | 729,564 | 502,678 | 1,978,626 | 14,788,530 | 16,767,156 | 16,681,013 | (86,143) | |
| Personal Services | 575,289 | 677,024 | 575,388 | 1,827,701 | 13,545,205 | 15,372,906 | 14,485,621 | (887,285) | Est. 919,679 |
| Services & Supplies | 42,057 | 124,541 | 242,834 | 409,432 | 3,041,223 | 3,450,655 | 3,566,928 | 116,273 | |
| Capital Outlay | - | - | - | - | - | - | - | - | |
| Expenditures | 617,346 | 801,564 | 818,222 | 2,237,133 | 16,586,428 | 18,823,561 | 18,052,549 | (771,012) | 148,667 |
| Revenue vs. Expenditures | 129,038 | (72,000) | (315,544) | TRUE (258,506) | (1,797,898) | TRUE (2,056,404) | TRUE | | |
| Ending Cash Balance | 6,322,643 | 6,250,644 | 5,935,100 | 5,935,100 | | 4,137,202 | | | |
| | | | | TRUE | | 3-Month Contingency: \$2,357,512 (5.17 Mos.) | | | |
| Proctor Info | | | | | | | | | |
| Proctor Revenue | 34,200 | 32,520 | 28,620 | 95,340 | 706,054 | 801,394 | 807,550 | 6,156 | |
| Total Revenue To LAB | 780,584 | 762,084 | 531,298 | 2,073,966 | 15,494,584 | 17,568,550 | 17,488,563 | (79,987) | |
| Proctor Expense Recon | 34,200 | 32,520 | 28,620 | 95,340 | 706,054 | 801,394 | 807,550 | 6,156 | |
| Total Expenditures (w/ Proctor) | 651,546 | 834,084 | 846,842 | 2,332,473 | 17,292,482 | 19,624,955 | 18,860,099 | (764,856) | |

NOTE (1): Agency revenue is cyclical with declines historically beginning in July and extending through December. Also, many large annual assessments are invoiced August through October. This historically leads to negative revenue vs. expenditure during this period.

Note (2): Cost of Living Adjustments (COLAs) are negotiated after authorization of agency budgets. This means that while the agency has incurred the obligation to pay COLAs, and unique to this cycle the retention bonus, the agency's authorized budget has not yet been adjusted to reflect these additional cost obligations. This generally occurs during the February legislative session. It is referred to as the "salary pot" distribution.



Overview



2023-2025 Budget: \$19.8 (After COLAs)

- Background:
 - 3.6% increase from 2021-2023 Legislatively Adopted Budget (LAB)
 - Retains all existing positions (59 FTE)
 - With COLAs and other adjustments -- **-\$2.07 reserves or -34%**
- Moving Forward
 - Action needed by next budget to address *structural budget deficit*
 - Schedule needs to be adopted no later than early 2024
- Critical Priorities:
 - Maintain existing service levels
 - Continue to improve services through efficiency and streamlining
 - Protect License System Replacement funding -- \$2.1M (five-year cost)



Key Budget Drivers



- **Increase in Labor costs:** (Total PS increase from prior biennium)
 - 2017-2019: +12%
 - 2019-2021: +7%
 - 2021-2023: +16%
 - 2023-2025: +10% estimated
- **Staffing Static; Industry Growing** (As end of biennium)(*Rounded values)
 - 2017-2019: 60 FTE – 46K* Contractors
 - 2019-2021: 60 FTE – 48K* Contractors
 - 2021-2023: 59 FTE – 49K* Contractors
 - 2023-2025: 59 FTE – 49,360 (Sept. 2023)
- **Critical need for IT investment – costs have gone up as well**
 - 2019 Average 5-year cost estimate: \$750 - \$1.2M
 - 2023 Average 5-year cost estimate: \$1.8M - \$2.1M



4 Fee Scenarios: Assumptions



- Assumed two flat fee scenarios (new application and renewal)
 - \$50 flat fee
 - \$75 flat fee
- Two implementation dates:
 - July 2024 – Mid-Biennia
 - July 2025 – Beginning next biennia
- Modeled impact analysis out over two biennia ending 6/30/27
- 2023-2025 includes targeted vacancy “Holds” – (\$500K)
- 2025-2027 Made standard assumptions (6%) cost increases
- Project spending \$2.1 for license system during 2023-2025
 - Easier to calculate
 - Protects that funding as “Spoken for”
- Project straight-line revenue based on last several biennia



Timing: It's Complicated



Not about if, but when:

- Going Earlier – 2024
 - Speaking strictly financially – Earlier is better
 - Mid-biennium adjustments not as verboten for fee-driven agencies*
 - The case is there
 - Last increase was 2010
 - From \$260 to \$325 -- \$65 Increase
 - Cost increases over that period are real
- But there are rational reasons for pushing it out -- 2025
 - Housing investment is a key priority for both Governor and Legislature
 - Driving up costs during the ramp up could be viewed as counter to efforts
 - Possible downturn in 2024 makes it harder to sell
 - Predictability and more time to plan is a huge asset
 - Impact of “unknowns” is lessened with time to plan
 - This is an appropriate use for the fund balance that we've built



Fee Scenario #1



- **\$50 Flat Fee – Implemented July 2024**
 - Additional Revenue:
 - 2023-2025: \$1.19M
 - 2025-2027: \$2.39M
 - Fund Balance:
 - 2023-2025: w/ targeted vacancy holds
 - End Balance: \$5.78M
 - (minus LSR \$2.1M)
 - **Final End Balance \$3.6M – 4.8 Months**
 - 2025-2027: Full personal services AND 6% inflation PS and SS
 - **\$2.76M – 3.3 Months (\$900K deficit)**
- Analysis
 - Mid-biennium fee adjustment – addtl. trip through political process
 - Ensures completion of license project
 - Ongoing structural deficit in out years
 - Brass Tacks: Timing is bad and may be insufficient



Fee Scenario #2



- **\$75 Flat Fee – Implemented July 2024 (mid-biennium)**
 - Additional Revenue:
 - 2023-2025: \$1.8M
 - 2025-2027: \$3.6M
 - Fund Balance:
 - 2023-2025: w/ targeted vacancy holds
 - End Balance: \$6.38M
 - (minus LSR \$2.1M)
 - **Final End Balance \$4.28M – 5.6 Months**
 - 2025-2027: Full personal services AND 6% inflation PS and SS
 - **\$4.56M – 5.4 Months (+\$270K)**
- **Analysis:**
 - Mid-biennium fee adjustment – addtl. trip through political process
 - Ensures completion of license project
 - Addresses structural deficit
 - Brass Tacks: Timing may be bad – ramping fees as housing investment surges



Fee Scenario #3



- **\$50 Flat Fee – Implemented July 2025**
 - Additional Revenue:
 - 2023-2025: \$0
 - 2025-2027: \$2.39M
 - Fund Balance:
 - 2023-2025: w/ targeted vacancy holds
 - End Balance: \$4.5M
 - (minus LSR \$2.1M)
 - **Final End Balance \$2.49M – 3.2 Months**
 - 2025-2027: Full personal services AND 6% inflation PS and SS
 - **\$1.56M – 1.9 Months (\$900K Deficit)**
- **Analysis**
 - Avoids mid-biennium fee adjustment – addtl. trip through political process
 - Delays or scuttles license replacement
 - Continues deficit
 - Brass Tacks: insufficient to long-term needs



Fee Scenario #4



- **\$75 Flat Fee – Implemented July 2025**
 - Additional Revenue:
 - 2023-2025: \$0
 - 2025-2027: \$3.6M
 - Fund Balance:
 - 2023-2025: w/ targeted vacancy holds
 - End Balance: \$4.5M
 - (minus LSR \$2.1M)
 - **Final End Balance \$2.49M – 3.2 Months**
 - 2025-2027: Full personal services AND 6% inflation PS and SS
 - **\$2.76 – 3.3 Months (+\$270K)**
- **Analysis**
 - Avoids mid-biennium fee adjustment – addtl. trip through political process
 - Keeps license system replacement on track
 - Addresses deficit
 - Brass Tacks: Provides stability and protects needed investments



Conclusion



Fee Scenario Recap

| | Fee Scenario #1 | Fee Scenario #2 | Fee Scenario #3 | Fee Scenario #4 |
|--------------------------|-----------------|-----------------|-----------------|-----------------|
| Implementation | July 2024 | July 2024 | July 2025 | July 2025 |
| Fee Increase | \$50 | \$75 | \$50 | \$75 |
| Add'l Revenue | | | | |
| 23-25 | \$1.19M | \$1.8M | \$0 | \$0 |
| 25-27 | \$2.39M | \$3.6M | \$2.39M | \$3.6M |
| Ending Balance | | | | |
| 23-25* | \$3.6M | \$4.28M | \$2.49M | \$2.49M |
| 25-27 | \$2.76M | \$4.56M | \$1.56M | \$2.76M |
| Months of Reserve | | | | |
| 23-25 | 4.8 | 5.6 | 3.2 | 3.2 |
| 25-27 | 3.3 | 5.4 | 1.9 | 3.3 |