**IDAHO BUILDING CODE BOARD**

Agenda Item No. 01

**PRESENTER:** Andrew Bick, Chairman

<table>
<thead>
<tr>
<th><strong>OBJECTIVE:</strong></th>
<th>Approve agenda for the February 18, 2014 Idaho Building Code Board meeting.</th>
</tr>
</thead>
</table>

**ACTION:** Consent

<table>
<thead>
<tr>
<th><strong>BACKGROUND:</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>PROCEDURAL HISTORY:</strong></th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th><strong>ATTACHMENTS:</strong></th>
<th>Tentative agenda</th>
</tr>
</thead>
</table>
TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

IDAHO BUILDING CODE BOARD
VIDEOCONFERENCE MEETING

Division of Building Safety
1090 East Watertower Street, Suite 150, Meridian, Idaho
1250 Ironwood Drive, Suite 220, Coeur d’Alene, Idaho
2055 Garrett Way, Building 1, Suite 4, Pocatello, Idaho
dbs.idaho.gov – (208) 332-7137

Tuesday, February 18, 2014
9:30 a.m.–12:30 p.m. (MT)
(Note: North Idaho - Meeting Commences @ 8:30 a.m. PT)

9:30 a.m. CALL TO ORDER – Andrew Bick, Chairman
o Roll Call & Introductions
o Open Forum

CONSENT AGENDA
1. Approval of the February 18, 2014 Agenda
2. Approval of the October 15, 2013 Board Meeting Minutes

ACTION AGENDA
3. Election of Officers – Andrew Bick

INFORMATIONAL AGENDA
5. Legislative Update – Steve Keys
6. Program Manager Report – Arlan Smith
7. Operational Report – Steve Keys
8. Administrator Report
   b. Administrator – C. Kelly Pearce

12:30 p.m. ADJOURN

All times, other than beginning, are approximate and are scheduled according to Mountain Time (MT), unless otherwise noted. Agenda items may shift depending on Board preference. 02/05/14r
<table>
<thead>
<tr>
<th>Agenda Item No. 02</th>
<th>Minutes</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>Andrew Bick, Chairman</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Approve minutes from the October 15, 2013 Idaho Building Code Board meeting.</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Consent</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td></td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>Draft minutes</td>
</tr>
</tbody>
</table>
Chairman Andrew Bick called the meeting to order at 9:32 a.m. (MT).

**Board Members Present:**
- Andrew Bick, Chairman
- Chuck Bleth
- Scott Buck
- Dennis Schaffner
- Michael Arrington
- Dan Hunter
- Jan Welch, P.E.
- Jason Blais
- Travis Beck

**DBS Staff Members Present:**
- C. Kelly Pearce, Administrator
- Steve Keys, Deputy Administrator-Operations
- Patrick Grace, Deputy Attorney General
- Kathleen Watkins, Financial Manager
- Arlan Smith, Program Manager
- Rod Freligh, Regional Manager, Region 1
- Chris Jensen, Regional Manager, Region 3
- Terry Blessing, Regional Supervisor, Region 1
- Bill Hatch, Public Information Officer
- Renee Bryant, Administrative Assistant 2/Board Secretary

**Board Members Absent:**
- Mike Tracy

♦ **Recognition**
Jason Blais, City Building Official, and Travis Beck, Disabled Representative, were welcomed as the newest members of the Board.

♦ **Remembrance**
Board Member Jeff Garro was fondly remembered.

♦ **Open Forum**

State Building Code – Dave Yorgason, Idaho Building Contractors Association (IBCA) Representative, read a letter from IBCA President Steve Martinez with regard to potential legislation of a “state” building code for the 2014 legislative session.

IBCA continues to endorse the proposed amendments to the 2012 International Residential Code and 2012 International Energy Conservation Code as agreed upon by the Collaborative Committee.

♦ **Approval of the October 15, 2013 Agenda**

*MOTION:* Dan Hunter made a motion to approve the agenda as presented. Scott Buck seconded. All in favor, motion carried.
 Approval of the June 18, 2013 Board Meeting Minutes
MOTION: Scott Buck made a motion to approve the minutes as written. Dennis Schaffner seconded. All in favor, motion carried.

 Schedule 2014 Meetings
The 2014 Idaho Building Code Board meeting dates are as follows: February 18th, April 15th, June 17th, and October 21st.

MOTION: Dan Hunter made a motion to accept the 2014 Idaho Building Code Board meeting dates as presented. Scott Buck seconded. All in favor, motion carried.

 Passive House Designs
Rod Stucker, RM Enterprises, is in the process of building a Passive House Model home using the Building Energy Optimization program. The program’s software has the capabilities to evaluate residential building designs and identify cost-optimal efficiency packages at various levels of whole-house energy savings along the path to zero-net energy.

 Mr. Stucker briefly addressed the efficiency of the 2012 International Energy Conservation Code (IECC) versus the 2009 IECC; asking the Board to not revert back to the 2009 IECC.

 Legislative Update
There is no new legislation, only administrative rule dockets for submission to the 2014 legislature. The revisions consist primarily of building, electrical, and mechanical code updates. There are a few minor changes to the public works licensing requirements as well.

 Program Manager Report
Permits – DBS has issued approximately 80 building permits on state-owned buildings. The majority of projects are small remodels.

 Plan Reviews – The University of Idaho is designing a $15,000,000± lab building. DBS anticipates it will provide plan review services in the summer of 2014.

 Project DOX – The Division’s electronic plans submittal program, Project DOX, is in the process of being updated. The biggest complaint with the current system has been the inability to interact with other operating systems.

 Operational Report
No further information was provided as the current activities of the building program and agency were provided by the administrator and program manager under their respective reports.

 Administrator Report

 Statewide Projects – The Division has been intricately involved in the following major projects: The Village at Meridian; Shoshone-Bannock Hotel and Event Center, Fort Hall; and Melaleuca headquarters, Idaho Falls.
Revenue – DBS closed FY 2013 with a 22% increase over the previous year.

Proposed Budget – A new proposed budget, with a slight increase of over 2% from last year, has been submitted to the governor’s office.

Employees – DBS has an authorized strength of 121 full-time personnel. As of today, there are 108 employees.

♦ Adjournment

**MOTION:** Chuck Bleth made a motion to adjourn the meeting. Jan Welch seconded. All in favor, motion carried.

The meeting adjourned at 10:55 a.m. (MT).

______________________________
ANDREW BICK, CHAIRMAN
IDAHO BUILDING CODE BOARD

______________________________
C. KELLY PEARCE, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the Idaho Building Code Board. 11/15/13rb
<table>
<thead>
<tr>
<th>Agenda Item No. 03</th>
<th>Election of Officers</th>
</tr>
</thead>
<tbody>
<tr>
<td>PRESENTER:</td>
<td>Andrew Bick, Chairman</td>
</tr>
<tr>
<td>OBJECTIVE:</td>
<td>Appoint a chairman and vice-chairman to the Idaho Building Code Board from the active board members.</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Consent</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td>Idaho Code 39-4106 (2) states in part, “…elect by majority vote of the members of the board, a chairman shall preside at meetings of the board.”</td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>No documentation</td>
</tr>
</tbody>
</table>
## Agenda Item No. 04

### Idaho Residential Building Code

**PRESENTER:** Steve Martinez, Idaho Building Contractors Association (IBCA)

**OBJECTIVE:** Update the Board on the current status of the “Idaho Residential Building Code” proposal.

**ACTION:** Informational

**BACKGROUND:** At the October 15, 2013 meeting, it was stated IBCA would more than likely present proposed legislation on a “state” building code at the 2014 legislative session.

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** No documentation
<table>
<thead>
<tr>
<th><strong>Agenda Item No. 05</strong></th>
<th><strong>Legislative Update</strong></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTER:</strong></td>
<td>Steve Keys, Deputy Administrator-Operations</td>
</tr>
<tr>
<td><strong>OBJECTIVE:</strong></td>
<td>Inform the Board on the status of pending legislation.</td>
</tr>
<tr>
<td><strong>ACTION:</strong></td>
<td>Informational</td>
</tr>
<tr>
<td><strong>BACKGROUND:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>PROCEDURAL HISTORY:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ATTACHMENTS:</strong></td>
<td>No documentation</td>
</tr>
</tbody>
</table>
**Agenda Item No. 06**

**Program Manager Report**

**PRESENTER:** Arlan Smith, Building Safety Program Manager

**OBJECTIVE:** Update the Board on the Building program’s current activities.

**ACTION:** Informational

**BACKGROUND:** This topic is addressed at all regularly scheduled Idaho Building Code Board meetings.

**PROCEDURAL HISTORY:**

**ATTACHMENTS:** No documentation
**IDaho Building Code Board**

<table>
<thead>
<tr>
<th>Agenda Item No. 07</th>
<th>Operational Report</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>PRESENTER:</strong></td>
<td>Steve Keys, Deputy Administrator-Operations</td>
</tr>
<tr>
<td><strong>OBJECTIVE:</strong></td>
<td>Update the Board on the operations of the Building program and Division.</td>
</tr>
<tr>
<td><strong>ACTION:</strong></td>
<td>Informational</td>
</tr>
<tr>
<td><strong>BACKGROUND:</strong></td>
<td>This topic is addressed at all regularly scheduled Idaho Building Code Board meetings.</td>
</tr>
<tr>
<td><strong>PROCEDURAL HISTORY:</strong></td>
<td></td>
</tr>
<tr>
<td><strong>ATTACHMENTS:</strong></td>
<td>No documentation</td>
</tr>
</tbody>
</table>
### IDAHO BUILDING CODE BOARD

**Agenda Item No. 08a**  
**Financial Report**

<table>
<thead>
<tr>
<th>PRESENTER:</th>
<th>C. Kelly Pearce, Administrator and Kathleen Watkins, Financial Manager</th>
</tr>
</thead>
<tbody>
<tr>
<td>OBJECTIVE:</td>
<td>Review the Idaho Building Code Board’s financial report</td>
</tr>
<tr>
<td>ACTION:</td>
<td>Informational</td>
</tr>
<tr>
<td>BACKGROUND:</td>
<td>This topic is addressed at all regularly scheduled Idaho Building Code Board meetings.</td>
</tr>
<tr>
<td>PROCEDURAL HISTORY:</td>
<td></td>
</tr>
<tr>
<td>ATTACHMENTS:</td>
<td>Financial Report</td>
</tr>
</tbody>
</table>
## Statement of Revenues and Expenditures

<table>
<thead>
<tr>
<th>Class</th>
<th>Budget</th>
<th>Fiscal Year To Date</th>
<th>YTD as a % of Budget</th>
<th>Remaining Budget</th>
<th>Projected for Remainder of Year</th>
<th>Projected Year End Totals</th>
<th>Projected Total as a % of Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>Revenues:</td>
<td>759,000</td>
<td>366,615</td>
<td>48.3%</td>
<td>392,385</td>
<td>417,041</td>
<td>783,656</td>
<td>103.2%</td>
</tr>
<tr>
<td>Expenditures:</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Personnel:</td>
<td>526,000</td>
<td>306,758</td>
<td>58.3%</td>
<td>219,242</td>
<td>191,723</td>
<td>498,481</td>
<td>94.8%</td>
</tr>
<tr>
<td>Operating:</td>
<td>139,000</td>
<td>106,686</td>
<td>76.8%</td>
<td>32,314</td>
<td>84,234</td>
<td>190,920</td>
<td>137.4%</td>
</tr>
<tr>
<td>Capital:</td>
<td>30,000</td>
<td>12,638</td>
<td>42.1%</td>
<td>17,362</td>
<td>17,362</td>
<td>30,000</td>
<td>100.0%</td>
</tr>
<tr>
<td>Total Expenditures</td>
<td>695,000</td>
<td>426,081</td>
<td>61.3%</td>
<td>268,919</td>
<td>293,320</td>
<td>719,401</td>
<td>103.5%</td>
</tr>
<tr>
<td>Net for FY 2014</td>
<td>64,000</td>
<td>(59,466)</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

## Statement of Cash Balance

<table>
<thead>
<tr>
<th>July 1, 2013 Beginning Cash Available</th>
<th>Fiscal Year to Date Revenues</th>
<th>Fiscal Year to Date Expenditures and Encumbrances</th>
<th>Other Changes in Cash</th>
<th>Available Cash as of January 31, 2014</th>
<th>Projected Change in Cash for Remainder of Year</th>
<th>Projected Year End Available Cash</th>
</tr>
</thead>
<tbody>
<tr>
<td>1,005,440</td>
<td>366,615</td>
<td>(426,081)</td>
<td>(725)</td>
<td>945,249</td>
<td>123,721</td>
<td>1,068,970</td>
</tr>
</tbody>
</table>
Agenda Item No. 08b  

Administrator Report

PRESENTER: C. Kelly Pearce, Administrator

OBJECTIVE: Provide the Board with an overview of the Division’s current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Idaho Building Code Board meetings.

PROCEDURAL HISTORY:

ATTACHMENTS: No documentation