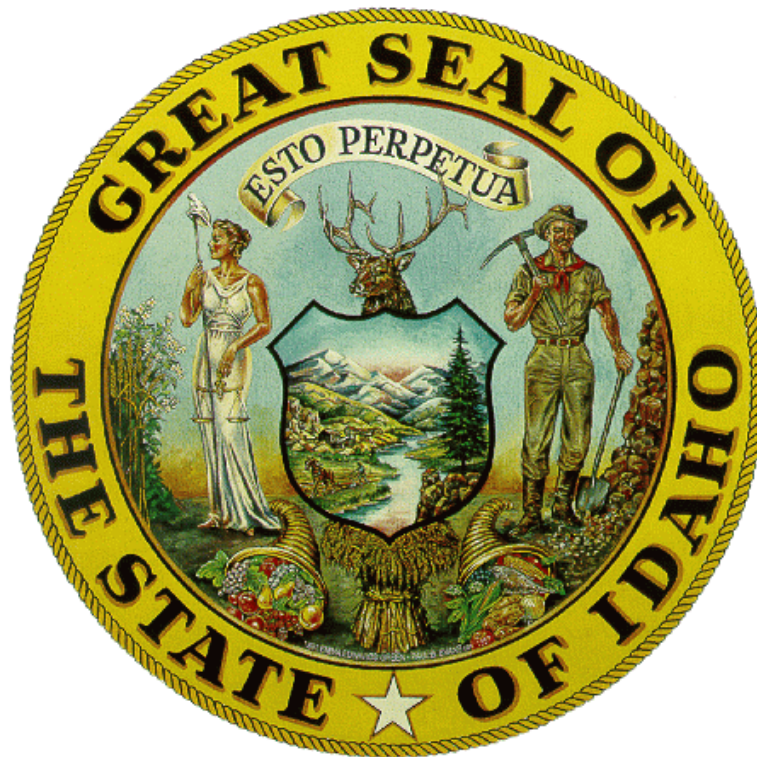


DIVISION OF BUILDING SAFETY
FACTORY BUILT STRUCTURES
ADVISORY BOARD
VIDEOCONFERENCE MEETING

FEBRUARY 7, 2017



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 01

Agenda

PRESENTER: Markus Alley, Chairman

OBJECTIVE: Approve agenda for the February 7, 2017 Factory Built Structures Advisory Board meeting.

ACTION: Consent

BACKGROUND:

**PROCEDURAL
HISTORY:**

ATTACHMENTS: Tentative agenda



TENTATIVE AGENDA

NOTICE OF PUBLIC MEETING

FACTORY BUILT STRUCTURES ADVISORY BOARD VIDEOCONFERENCE MEETING

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

Tuesday, February 7, 2017
9:30 a.m. - 12:00 p.m. (MST)

(Note: North Idaho - Meeting Commences @ 8:30 a.m. PST)

9:30 a.m. CALL TO ORDER – Markus Alley, Chairman

- Roll Call & Introductions
- Open Forum

CONSENT AGENDA

1. Approval of the February 7, 2017 Agenda – Markus Alley, Chairman
2. Approval of the November 15, 2016 Draft Minutes – Markus Alley, Chairman

INFORMATIONAL AGENDA

3. Manual Update – Teri Ottens, Idaho Housing Alliance
4. Rule Change--Continuing Education – Teri Ottens, Idaho Housing Alliance
5. Administrator Report – Chris Jensen, Administrator
 - a. Financial Report

12:00 p.m. ADJOURN

All times, other than beginning, are approximate and scheduled in accordance to Mountain Standard Time (MST), unless otherwise noted. Agenda items may shift depending on the Factory Built Structures Board preference. 1/19/2017rb

FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 02

Minutes

PRESENTER: Markus Alley, Chairman

OBJECTIVE: Approve minutes from the November 15, 2016 Factory Built Structures Advisory Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Draft minutes



FACTORY BUILT STRUCTURES ADVISORY BOARD
VIDEOCONFERENCE MEETING

Tuesday – November 15, 2016 – 9:30 a.m. (MST)

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

***DRAFT MINUTES OF THE NOVEMBER 15, 2016 MEETING**

NOTE: The following report is not intended to be a verbatim transcript of the discussions at the meeting, rather to record the significant features of those discussions.

Chairman Markus Alley called the meeting to order at 9:30 a.m. (MST).

Board Members Present:

Markus Alley, Chairman
Jeff Chrisman, Vice-Chairman
Mike Jensen
Ken Clay
Ken Roche
Michael Hampton
Brian Mattson

DBS Staff Members Present:

C. Kelly Pearce, Administrator
Steve Keys, Deputy Administrator-Operations
Ron Whitney, Deputy Administrator-Administration
Patrick Grace, Deputy Attorney General
Fred Sisneros, Financial Manager
Bill Hatch, Public Information Officer
Larry Jeffres, Regional Manager, Region 1
Shelly Farris, Regional Supervisor, Region 3
Renee Bryant, Administrative Assistant 2/Board Support

◆ **Open Forum**

Teri Ottens, Idaho House Alliance (IHA) Representative, addressed the following topics:

Manual Update – The last update of the Idaho Manufactured Home Installation Standard Manual was in 2004. IHA, DBS, installers and building inspectors have been working together to update. The manual is the criteria for relocating and installing used manufactured homes. Copies of the draft manual will be provided to the Board at the February 7, 2017 Board meeting. IHA would like the Board to consider a rule change to adopt the revised manual.

Continuing Education Unit (CEU) – IHA is an approved CEU provider. Manufactured home installers and inspectors are required to obtain four hours of CEUs every year. Over the last year, IHA has trained 51 installers and 64 inspectors. Attendees evaluate the course with five being the highest score (excellence). On an average, IHA received a score of four. The primary complaint is the information provided is repetitious and a waste of time and money.

Rule Change--Continuing Education – HUD requires installers and inspectors to attend eight hours of continuing education every three years. Idaho's rule requires four hours every year for a total of 12 hours every three years. IHA asked the Board to consider changing the rule

from four hours a year to eight hours every three years. IHA would like to teach a two-hour refresher course two of the three years with a four-hour class every third year.

Deputy Administrator-Operations Steve Keys stated HUD is currently in the process of auditing all of the state installation programs and anticipates they will have some demands on the installation program in order to qualify for renewal.

IHA offered, and the Board agreed, to present a proposed rule change at the February 7, 2017 Board meeting.

Park Model Definition – The only definition for park model recreational vehicles is in the Manufactured Home Residency Act and it is inconsistent with current industry standards and HUD requirements. Jack Lyman, IHA Representative, stated IHA is going to create a definition in the Transportation section of the statute and then refer it elsewhere in the code. With a definition, park model recreational vehicle owners will be able to register their unit.

◆ **Approval of the November 15, 2016 Agenda**

MOTION: Jeff Chrisman made a motion to approve the agenda as presented. Ken Clay seconded. Vote called. All in favor, motion carried.

◆ **Approval of the September 20, 2016 Board Meeting Minutes**

MOTION: Ken Roche made a motion to approve the minutes as written. Jeff Chrisman seconded. Vote called. All in favor, motion carried.

◆ **Operational Report**

Citizen Complaint – Addressed was a citizen complaint on the purchase and installation of a modular home. The Board nor Division has any jurisdiction over the integrity of dealers, retailers and installers of modular structures. The way the Board is currently structured, a complaint would go through the Idaho Bureau of Occupational License's Idaho Contractors Board; same as a complaint relative to a stick built home. The Deputy Administrator-Operations suggested the Board consider expending its authority liken to the manufactured home side where there is some oversight of the industry.

Tri-State Agreement/Licensing – An Oregon representative with the Tri-State Commission called the Division. Oregon and Washington have put forth a proposal where buildings destined to their jurisdictions, or with their tags, would require licensed individuals to install electrical and plumbing fixtures. Essentially, this is the same requirement Idaho already has for modular buildings built in Idaho.

◆ **Administrator Report**

Financial Report – Addressed was the Factory Built Structures Fund FY 2017 financial statements, as of September 30, 2016 and October 31, 2016.

A Tale of Two Cities – The Administrator compared fiscal years (FY) 2008 and 2018 budgets. The approved budget in FY 2008, and the requested budget for FY 2018, was/is a

little over \$14 million dollars. Compared to 2008, the Division is doing more with less employees.

Budget – The following items have been included in the FY 2018 budget: 1) Electronic license renewal program, 2) Videoconference system replacement, 3) 21 vehicles and 4) Nine full-time employees (3 electrical inspectors, 2 building plan reviewers, 2 customer resource team members, 1 administrative assistant and 1 compliance officer).

Inspections – Today, the total number of mechanical, electrical and plumbing inspections statewide, to include the Hailey and Ketchum building programs and electrical/HVAC programs for Meridian, is at a historic high of approximately 600 inspections.

Solar Projects – There have been several major solar facilities built, or being built, in Idaho. They are located in or near Grandview, Kuna, Blackfoot and American Falls.

◆ **Adjournment**

MOTION: Ken Roche made a motion to adjourn the meeting. Jeff Chrisman seconded. Vote called. All in favor, motion carried.

The meeting adjourned at 11:17 a.m. (MST)

MARKUS ALLEY, CHAIRMAN
FACTORY BUILT STRUCTURES
ADVISORY BOARD

CHRIS JENSEN, ADMINISTRATOR
DIVISION OF BUILDING SAFETY

DATE

DATE

*These DRAFT minutes are subject to possible correction and final approval by the Factory Built Structures Advisory Board. 01/23/2017rb

FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 03

Manual Update

PRESENTER: Teri Ottens, Idaho Housing Alliance

OBJECTIVE: Adopt the revised Idaho Manufactured Home Installation Standard Manual.

ACTION: Informational

BACKGROUND: The last update of the Idaho Manufactured Home Installation Standard manual was in 2004. IHA, DBS, installers and building inspectors have been working together to revise it. The manual is the criterion for relocating and installing used manufactured homes. Copies of the draft manual will be provided to the Board at the February 7, 2017 Board meeting.

PROCEDURAL HISTORY:

ATTACHMENTS: Documentation to be provided at meeting.



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 04

Rule Change--Continuing Education

PRESENTER: Teri Ottens, Idaho Housing Alliance

OBJECTIVE: Change the rule from four-hours of CEU every three years to a two-hour refresher course two of the three years with a four-hour class every third year.

ACTION: Informational

BACKGROUND: HUD requires installers and inspectors to attend eight hours of continuing education every three years. Idaho's rule requires four hours every year for a total of 12 hours every three years. IHA asked the Board to consider changing the rule from four hours a year to eight hours every three years. IHA would like to teach a two-hour refresher course two of the three years with a four-hour class every third year.

PROCEDURAL HISTORY:

ATTACHMENTS: Documentation to be provided at meeting.



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 05

Administrator Report

PRESENTER: Chris Jensen, Administrator

OBJECTIVE: Provide an overview of the Division's current activities.

ACTION: Informational

BACKGROUND: This topic is addressed at all regularly scheduled Factory Built Structures Advisory Board meetings.

**PROCEDURAL
HISTORY:**

ATTACHMENTS: No documentation



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 05a

Financial Report

PRESENTER: Chris Jensen, Administrator

OBJECTIVE: Review financial report for the Factory Built Structures Advisory Board Fund.

ACTION: Informational

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Financial report





Division of Building Safety
FACTORY BUILT STRUCTURES - 0229-28
 Fiscal Year 2017 Financial Statements
 As of 12/31/2016

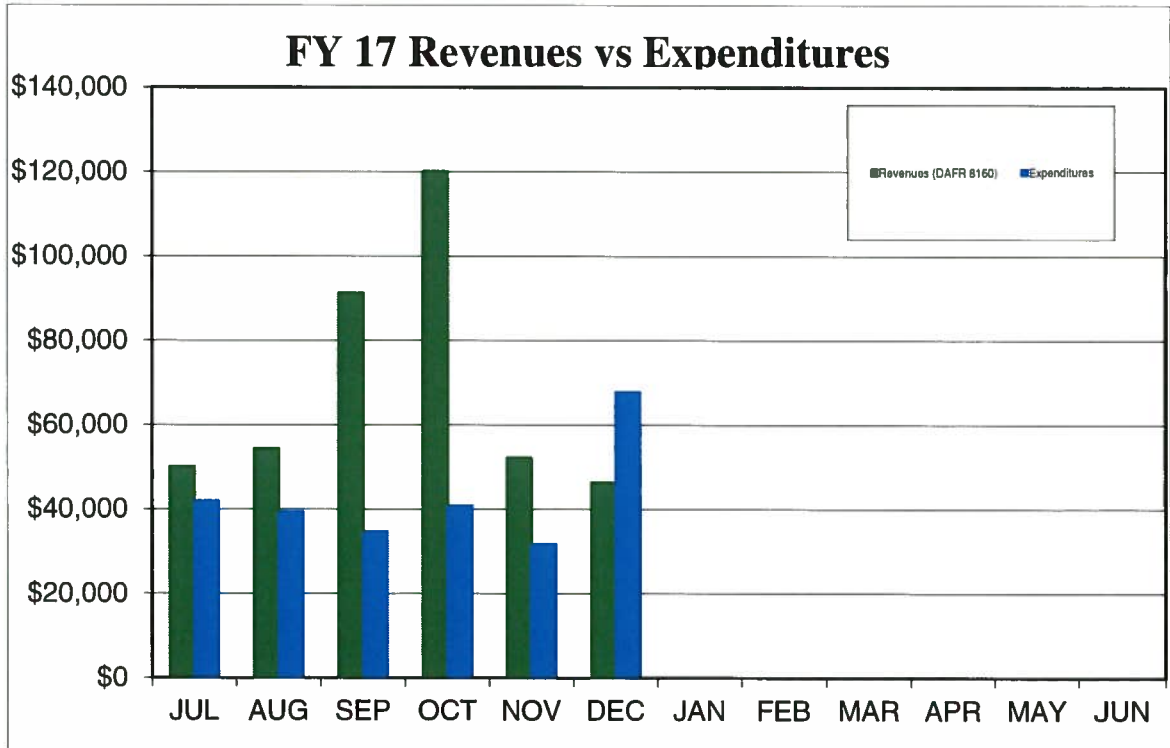
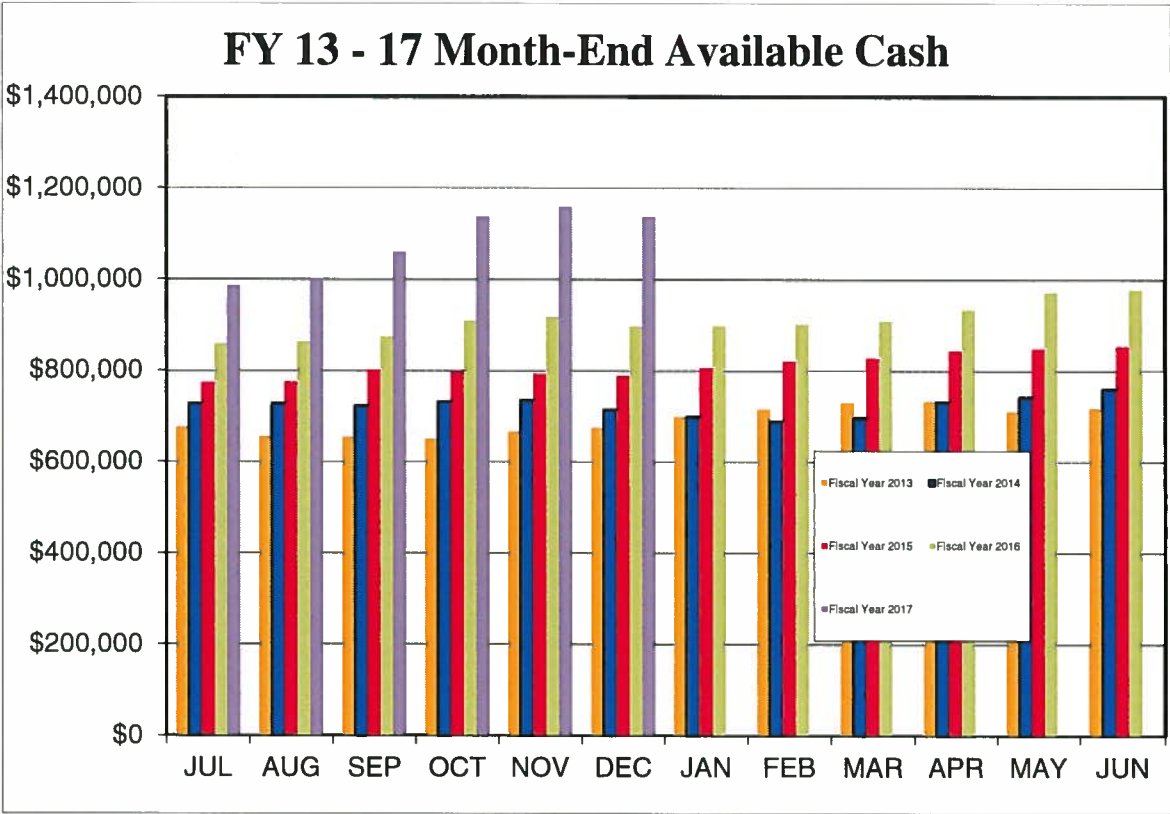
Statement of Revenues and Expenditures

Class	Budget	Fiscal Year To Date	YTD as a % of Budget	Remaining Budget	Projected for Remainder of Year	Projected Year End Totals	Projected Total as a % of Budget
Revenues:	550,200	413,910	75.2%	136,290	289,316	703,226	127.8%
Expenditures							
Personnel:	416,400	178,745	42.9%	237,655	165,977	344,722	82.8%
Operating:	96,500	43,488	45.1%	53,012	21,402	64,889	67.2%
Capital:	37,300	33,842	90.7%	3,458	3,458	37,300	100.0%
Total Expenditures	550,200	256,074	46.5%	294,126	190,837	446,911	81.2%
Net for FY 2017	-	157,836			98,479	256,315	

Statement of Cash Balance

July 1, 2016 Beginning Cash Available	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of Dec 31, 2016	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
977,144	413,910	(256,074)	230	1,135,210	98,479	1,233,689

FACTORY BUILT STRUCTURES - 0229-28



FACTORY BUILT STRUCTURES - 0229-28

