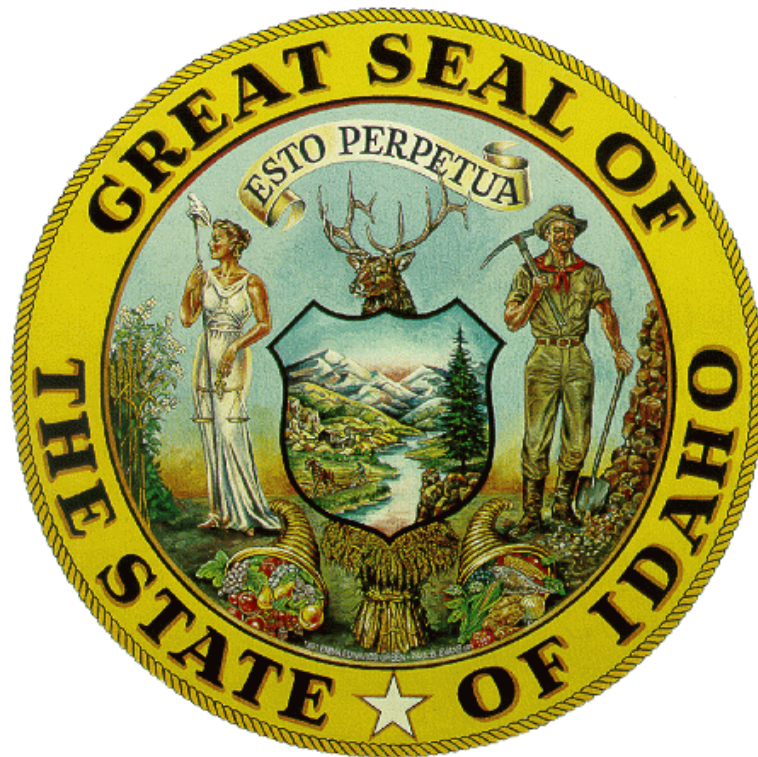


DIVISION OF BUILDING SAFETY
FACTORY BUILT STRUCTURES
ADVISORY BOARD
VIDEOCONFERENCE MEETING

JULY 10, 2018



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 01

Agenda

PRESENTER: Markus Alley, Chairman

OBJECTIVE: Approve agenda for the July 10, 2018 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, July 10, 2018
9:30 a.m. – 11:30 a.m. (MDT)**

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

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

- Roll Call & Introductions
- Open Forum

CONSENT AGENDA

1. Approval of the July 10, 2018 Agenda – Markus Alley
2. Approval of the May 8, 2018 Draft Minutes – Markus Alley

ACTION AGENDA

3. Election of Officers – Markus Alley
4. Schedule 2019 Board Meetings – Markus Alley

INFORMATIONAL AGENDA

5. Limited Plumbing License for Installers – Mike Jensen, Board Member
6. Reduction of Fees – Ron Whitney, Deputy Administrator
7. Administrator Report – Chris L. Jensen, Administrator
 - a. Financial Report

11:30 a.m. ADJOURN

For additional agenda information, refer to the packet, available one week prior to this meeting, at the DBS's central and regional offices and <https://dbs.idaho.gov/boards/fbsboard/fbsmeetings.html>.

All times, other than beginning, are approximate and scheduled in accordance to Mountain Standard Time (MDT), unless otherwise noted. Agenda items may shift depending on the Factory Built Structures Advisory Board preference. 07/03/2018rb

FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 02

Minutes

PRESENTER: Markus Alley, Chairman

OBJECTIVE: Approve minutes from the May 8, 2018 Factory Built Structures Advisory Board meeting.

ACTION: Consent

BACKGROUND:

PROCEDURAL HISTORY:

ATTACHMENTS: Draft Minutes



**FACTORY BUILT STRUCTURES ADVISORY BOARD
VIDEOCONFERENCE MEETING**

Tuesday – May 8, 2018 – 9:30 a.m. (MDT)

**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 MAY 8, 2018 MEETING**

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

Chairman Markus Alley called the meeting to order at 9:34 a.m. (MDT)

Board Members Present:

Markus Alley, Chairman
Kenna Draper
Brian Mattson
Michael Hampton
Spencer McLean
Mike Jensen
Ken Roche

DBS Staff Members Present:

Chris L. Jensen, Administrator
Ron Whitney, Deputy Administrator
Spencer Holm, Deputy Attorney General
Arlan Smith, Building Program Manager
Larry Jeffres, Regional Manager, Region 1
Patrick J. Grace, Regional Manager, Region 2
Jeff Egan, Regional Manager, Region 3
Renee Bryant, Administrative Assistant 2

◆ **Open Forum**

Reduction in Fees – Paid into the factory built structures account is modular and manufactured home fees. Chairman Alley has discussed with DBS the reduction in fees regarding the cost for plan reviews, inspections, etc.

To modify the fee schedule requires a rule change. In the past, the Division has made amendments for other programs on a temporary basis. If not working, the temporary rule ceases and reverts to the original fee schedule. If the Board wants to move forward with the change, the temporary rule can become permanent.

Deputy Administrator Ron Whitney offered to do an analysis on the costs for the modular program versus manufactured home program; reporting his findings at the July Board meeting.

ACTION: The topic *Reduction in Fees* will be added to the agenda for the July meeting as an informational item.

◆ **Approval of the May 8, 2018 Agenda**

MOTION: Ken Roche made a motion to approve the agenda as presented. Spencer McLean seconded. All in favor, motion carried.

◆ **Approval of the February 13, 2018 Board Meeting Minutes**

MOTION: Spencer McLean made a motion to approve the minutes as written. Ken Roche seconded. All in favor, motion carried.

◆ **IHA Education**

Teri Ottens, Idaho Housing Alliance (IHA) Representative, reviewed IHA’s annual report on the installer/inspector training. Installers and inspectors are required to take the four-hour course to install or inspect installations.

ITD Meeting Update – In February 2018, IHA representatives met with the Idaho Transportation Department (ITD) to discuss transportation issues; i.e., road restrictions, inadequate notices, etc. These issues not only forced manufacturers to go way out of the state to deliver units but also added additional costs to the home. ITD will issue a construction schedule for the entire year, add current and further lane restrictions and closures to its website, and provide project manager phone numbers for every project.

◆ **Licensing Freedom Executive Order**

As mentioned in the February 2018 Board meeting, Regional Manager Patrick J. Grace addressed a report on manufactured and mobile home licensing he will provide to the Governor’s office by July 1, 2018.

◆ **Administrator Report**

Financial Report – Relative to the budget, there is a good cash balance.

City of Meridian – For several years, DBS has been under contract with the city of Meridian; providing building plan reviews and inspections, as well as services to the electrical program. Although the Division has given a 60-day notice to terminate the contract, it will work through the end of the original three-year contract, September 30, 2018.

Statistics – The Administrator provided an overview of the Division’s activities in 2017.

◆ **Adjournment**

MOTION: Ken Roche made a motion to adjourn the meeting. Mike Hansen seconded. All in favor, motion carried.

The meeting adjourned at 10:50 a.m. (MDT)

MARKUS ALLEY, CHAIRMAN
FACTORY BUILT STRUCTURES
ADVISORY BOARD

CHRIS L. 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. 06/22/2018rb*

FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 03

Election of Officers

PRESENTER: Markus Alley, Chairman

OBJECTIVE: Appoint officers to the Factory Built Structures Advisory Board from the active members.

ACTION: Elect a chairman, vice-chairman and secretary.

BACKGROUND:

PROCEDURAL HISTORY: In accordance with Idaho Code § 39-4302, the Board shall, on the first day of July or as soon as thereafter as practicable, elect a chairman, vice-chairman and secretary from among its members and these officers shall hold office until their successors are elected.

ATTACHMENTS: No Documentation



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 04

Schedule 2019 Board Meetings

PRESENTER: Markus Alley, Chairman

OBJECTIVE: Schedule board meetings.

ACTION: Vote to accept, reject or modify the 2019 meeting dates as addressed under *Background*.

BACKGROUND: Selected were the following 2019 dates, 2nd Tuesday of each month, for the Board's consideration:

February 12th, May 14th, and July 9th

PROCEDURAL HISTORY: Based on Idaho Code § 39-4302, the Board is only required to hold one meeting a year, which is on the first day of each July or as soon thereafter.

ATTACHMENTS: 2019 Board Meeting Calendar



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 05

Limited Plumbing License for Installers

PRESENTER: Mike Jensen, Board Member

OBJECTIVE: Change the exam/study material to coincide with the actual work allowed under the license.

ACTION: Informational

BACKGROUND: DBS has a Limited Plumbing License -- Manufactured Housing, and the license exam / study material may not accurately match the activities allowed by the license. (i.e., it is an 80(?) -question exam over much of the general plumbing code but the only activities allowed are simple connections under the home, from the house to the utilities provided.)

Board Member Jensen spoke with Tara and she was going to do some asking around from the Plumbing side of DBS. Mr. Jensen wants to start the discussion from the Factory Structures side since DBS inspects, with a plumbing permit, 100% of the connections.

PROCEDURAL HISTORY:

ATTACHMENTS: No Documentation



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 06

Reduction of Fees

PRESENTER: Ron Whitney, Deputy Administrator

OBJECTIVE: Reduce the cost for plan reviews, inspections, etc.

ACTION: Informational

BACKGROUND: May 2018 – Paid into the factory built structures account is modular and manufactured home fees. To modify the fee schedule requires a rule change. In the past, the Division has made amendments for other programs on a temporary basis. If not working, the temporary rule ceases and reverts to the original fee schedule. If the Board wants to move forward with the change, the temporary rule can become permanent.

Deputy Administrator Ron Whitney offered to do an analysis on the costs for the modular program versus manufactured home program; reporting his findings at the July Board meeting.

PROCEDURAL HISTORY:

ATTACHMENTS: No Documentation



FACTORY BUILT STRUCTURES ADVISORY BOARD

Agenda Item No. 07

Administrator Report

PRESENTER: Chris L. 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. 07a

Financial Report

PRESENTER: Chris L. 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 05/31/2018

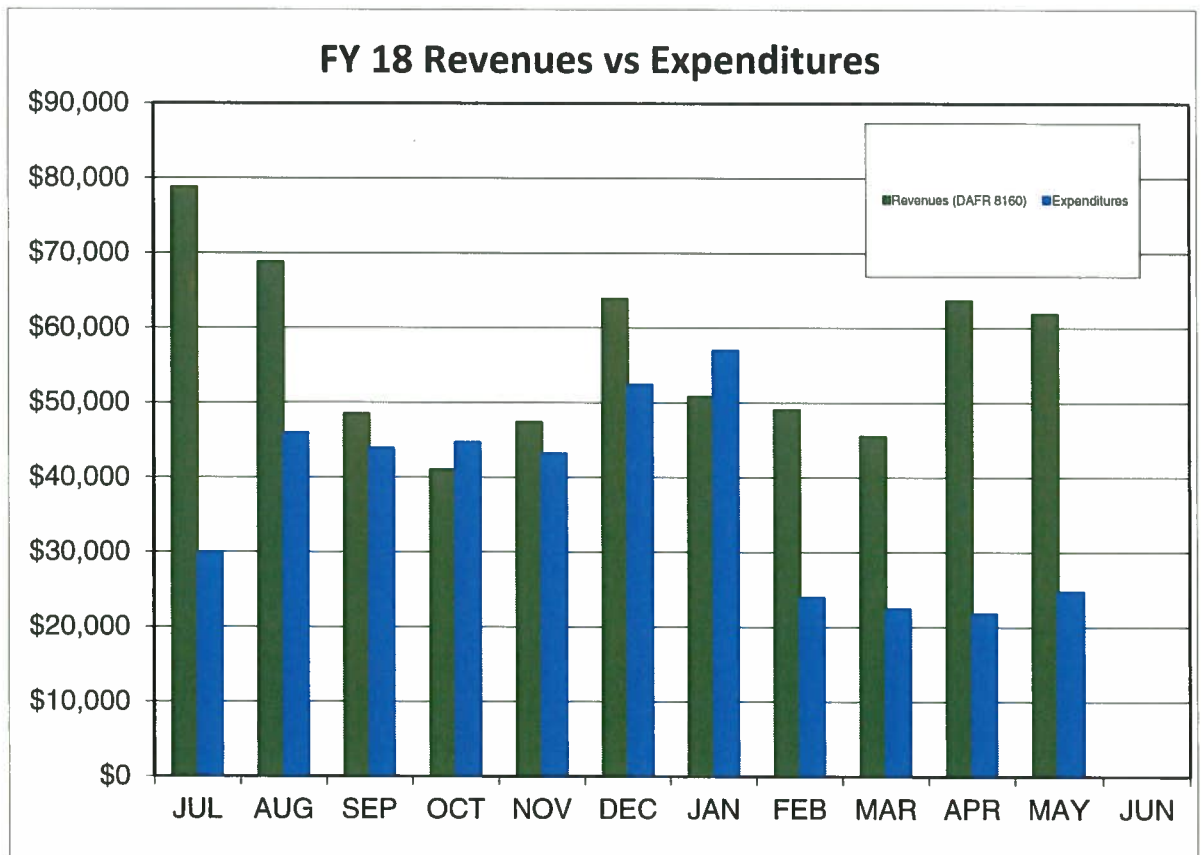
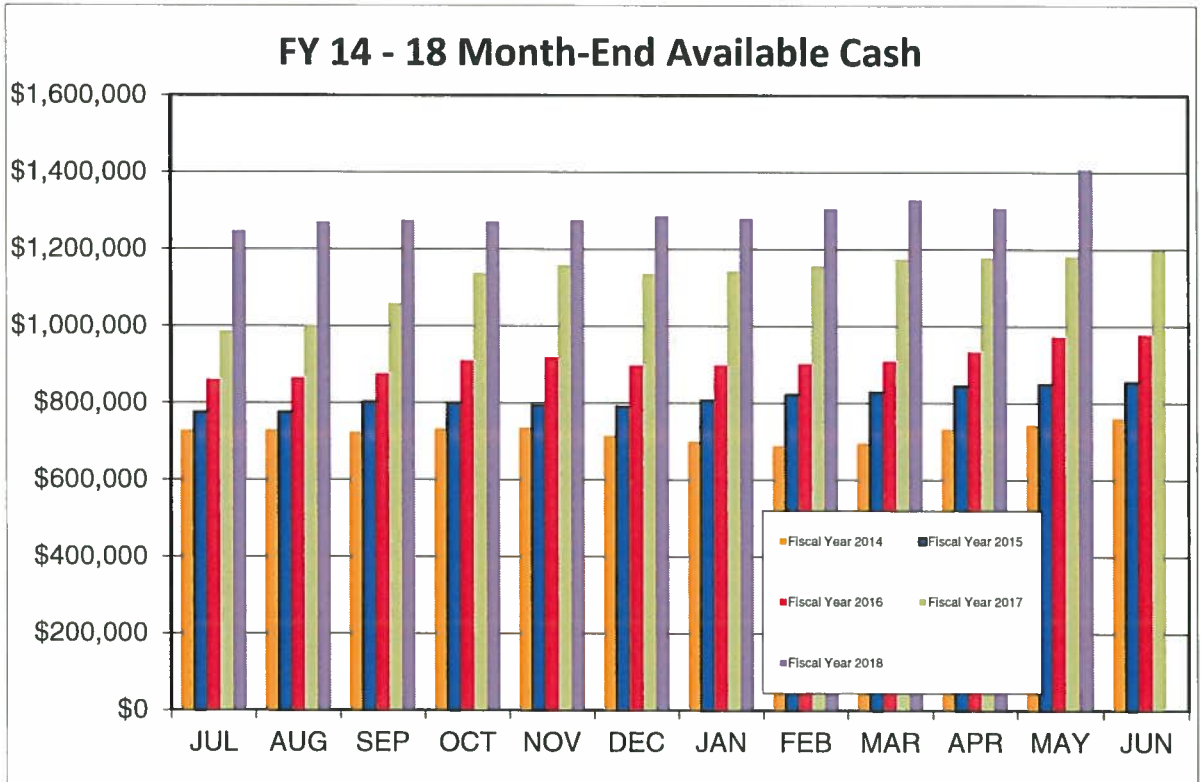
Statement of Revenues and Expenditures

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:	554,400	618,637	111.6%	(64,237)	51,428	670,064	120.9%
Expenditures							
Personnel:	420,800	317,327	75.4%	103,473	41,391	358,718	85.2%
Operating:	92,300	66,902	72.5%	25,398	5,476	72,378	78.4%
Capital:	41,300	25,277	61.2%	16,023	16,023	41,300	100.0%
Total Expenditures	554,400	409,506	73.9%	144,894	62,890	472,396	85.2%
Net for FY 2018	0	209,131			(11,462)	197,669	

Statement of Cash Balance

	Fiscal Year to Date Revenues	Fiscal Year to Date Expenditures and Encumbrances	Other Changes in Cash	Available Cash as of May 31, 2018	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
July 1, 2017 Beginning Cash Available	618,637	(409,506)	0	1,406,402	(11,462)	1,394,939

FACTORY BUILT STRUCTURES - 0229-28



FACTORY BUILT STRUCTURES - 0229-28

