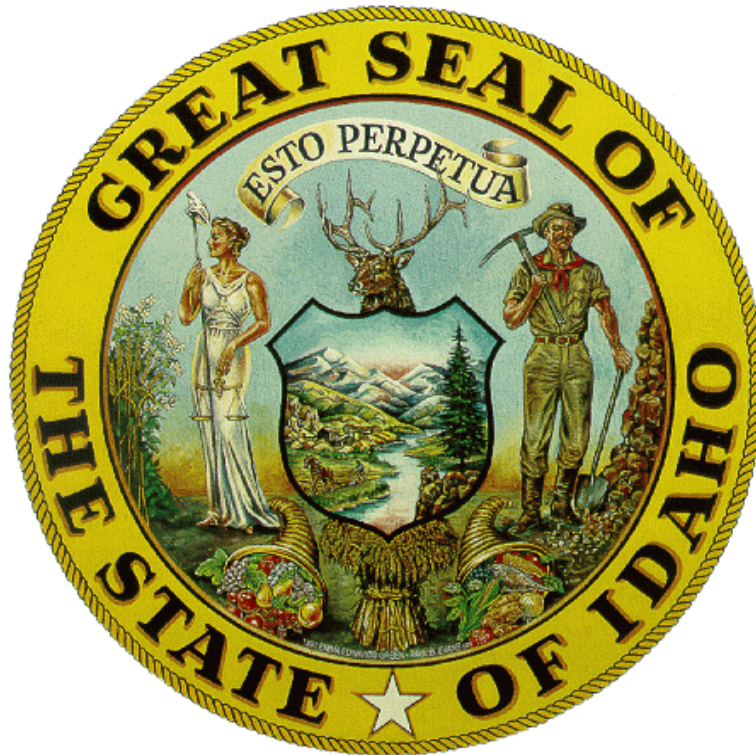


DIVISION OF BUILDING SAFETY  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD  
VIDEOCONFERENCE MEETING

NOVEMBER 15, 2016



# FACTORY BUILT STRUCTURES ADVISORY BOARD

## Agenda Item No. 01

## Agenda

**PRESENTER:** Markus Alley, Chairman

---

**OBJECTIVE:** Approve agenda for the November 15, 2016 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, November 15, 2016  
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 November 15, 2016 Agenda – Markus Alley, Chairman
2. Approval of the September 20, 2016 Draft Minutes – Markus Alley, Chairman

#### **INFORMATIONAL AGENDA**

3. Operational Report – Steve Keys, Deputy Administrator-Operations
4. Administrator Report – C. Kelly Pearce, Administrator
  - a. Financial Report – Fred Sisneros, Financial Manager

**12:00 p.m. ADJOURN**

*All times, other than beginning, are approximate and are scheduled according to Mountain Standard Time (MST), unless otherwise noted. Agenda items may shift depending on the Factory Built Structures Board preference. 10/31/2016*

# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 02**

**Minutes**

**PRESENTER:** Markus Alley, Chairman

---

**OBJECTIVE:** Approve minutes from the September 20, 2016 Factory Built Structures Advisory Board meeting.

---

**ACTION:** Consent

---

**BACKGROUND:**

---

**PROCEDURAL  
HISTORY:**

---

**ATTACHMENTS:** Draft minutes

---



**FACTORY BUILT STRUCTURES ADVISORY BOARD  
VIDEOCONFERENCE MEETING**

**Tuesday – September 20, 2016 – 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 SEPTEMBER 20, 2016 MEETING**

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

Administrator C. Kelly Pearce called the meeting to order at 9:30 a.m. (MDT).

**Board Members Present:**

Markus Alley, Chairman  
Jeff Chrisman, Vice-Chairman  
Spencer McLean, Secretary  
Ken Clay  
Ken Roche  
Michael Hampton  
Mike Jensen  
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  
Larry Jeffres, Regional Manager, Region 1  
Bill Hatch, Public Information Officer  
Lisa Stover, Building Program Supervisor  
Renee Bryant, Administrative Assistant 2/Board Support

**DBS Staff Members Absent:**

Chris Jensen, Regional Manager, Region 3

◆ **Welcome and Introductions**

Administrator Pearce welcomed the newly appointed members of the Factory Built Structures Advisory Board.

The Division has the capability to videoconference the meetings among its three offices in Coeur d'Alene, Meridian and Pocatello.

This board is one of eight under the DBS. The new Damage Prevention and School Safety and Security Boards were also approved by the 2016 legislature.

◆ **'See-Tell-Now!' Campaign**

The "See, Tell, Now!" campaign, through the Office of School Safety and Security, focuses on the importance of being watchful and reporting unusual activity that could be a security threat in public schools.

In August, First Lady Lori Otter helped launch the campaign at the Cecil D. Andrus Elementary School in Boise. On September 21, 2016, the campaign will be presented at the Borah Elementary School in Coeur d'Alene.

◆ **Inspections**

The Division has the ability to review every DBS inspector's workload on any given day. With the exclusion of industrial safety inspections, there are close to 600 inspections scheduled today.

◆ **Recognitions**

The following past board members were recognized for their years of service on the Manufactured Housing and Modular Building Advisory Boards with commemorative plaques:

- Karyn Felix Brown – Manufactured Housing Board
- Kelly Gates II – Manufactured Housing Board
- Don Hutchison – Modular Building Advisory Board
- Don Kiehl – Manufactured Housing Board
- Rick Murdock – Modular Building Advisory Board
- Larry Skinner – Manufactured Housing Board

◆ **Election of Officers**

The Administrator moved *Election of Officers* in front of *Open Forum* to allow the newly appointed chairman to oversee the remainder of the meeting.

Chairman

**MOTION:** Jeff Chrisman made a motion to nominate Markus Alley as chairman. Ken Roche seconded. Vote called. All in favor, motion carried.

Vice-Chairman

**MOTION:** Markus Alley made a motion to nominate Jeff Chrisman as vice-chairman. Ken Roche seconded. Vote called. All in favor, motion carried.

Secretary

**MOTION:** Ken Roche made a motion to nominate Spencer McLean as secretary. Ken Clay seconded. Vote called. All in favor, motion carried.

◆ **Open Forum**

This topic allows individuals to address matters not on the agenda and is informational only.

◆ **Approval of the September 20, 2016 Agenda**

**MOTION:** Ken Roche made a motion to approve the agenda with the noted change. Spencer McLean seconded. Vote called. All in favor, motion carried.

◆ **Approval of the July 7, 2015 Modular Building Advisory Board Meeting Minutes AND August 12, 2015 Modular Building Advisory and Manufactured Housing Boards Joint Meeting Minutes**

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

◆ **Schedule 2017 Board Meeting Dates**

The Board agreed to hold its meetings on Tuesdays. It was recommended another meeting be held this year since this is a new board. The suggested date was Tuesday, November 15, 2016, at 9:30 a.m. Mountain Standard Time (MST).

**MOTION:** Ken Roche made a motion for the Board to hold its next meeting on Tuesday, November 15, 2016. Spencer McLean seconded. Vote called. All in favor, motion carried.

**ACTION:** The November 15, 2016 Board meeting will be placed on the 2016 Board Meeting calendar, and posted to the Division's website.

In the packet, the only proposed meeting date for 2017 was Wednesday, July 12th. Other boards under the DBS have meetings on a quarterly basis. It was suggested this board do the same. The following dates were proposed: February 7th, May 9th and July 12th.

**MOTION:** Jeff Chrisman made a motion to schedule meetings on February 7, 2017 and May 9, 2017. The meetings would begin at 9:30 a.m. Ken Roche seconded.

To be consistent with Tuesday meetings, it was suggested the July meeting be changed from the 12th to the 11th.

**AMENDED MOTION:** Jeff Chrisman amended his motion to schedule the 2017 board meetings for February 7th, May 9th, and July 11th with each meeting beginning at 9:30 a.m. (MT). Ken Roche seconded. Vote called. All in favor, motion carried.

**ACTION:** The above dates will be placed on the 2017 Board Meeting calendar and posted to the Division's website.

◆ **Tiny Homes and Park Models**

A brochure titled *Tiny Houses, Manufactured Homes, Modular Buildings and Recreational Vehicles* was distributed. The brochure is a means to explain what the Division regulates.

An e-mail by Teri Ottens, Idaho Housing Alliance (IHA) Representative, was provided. The IHA would like to discuss rule change on the U.S. Department of Housing and Urban Development (HUD) installer/inspector training requirements, progress report on educational offerings, installation standards update and park models.

Deputy Administrator-Operations Steve Keys has met with Doug Strunk, Owner of Strunk Enterprises and IHA Representative, on updates to IHA training for installation standards of manufactured homes, educational offerings and a potential rule change on the requirements of HUD's installer inspector training.

◆ **HUD Update**

As the State Administrative Agency, the Division looked into the issue it has with maintaining the In-Plant Inspection program with HUD. After working with plants, and recognizing the inner-relationship between the Manufactured Housing and Modular programs, it was decided to continue with the two programs; maintaining status quo.

The Division has established the concept of a one-hat inspector for the Modular program. Currently, there are two full-time and two half-time (retired) inspectors with one new inspector recently hired. It is the desire of the Division to decrease the workload of the retired inspectors; using them on an as-needed basis.

◆ **Process for Out-of-State Manufacturers**

The Board was provided with the Factory Built Structures Board (Manufactured Housing and Modular Building) Idaho Statutes and Administrative Rules.

At the July 5, 2015 Modular Building Advisory Board meeting, the Board agreed with the Division's approach for a quality assurance (QA) certification/inspection program for out-of-state manufacturing plants; using Colorado as a model. As requested, the following documentation was provided to this Board: 1) State of Colorado forms and checklists, 2) Colorado's Code of Colorado Regulations – Resolutions #34 *Factory Built Housing and Resolution* and #35 *Factory Built Nonresidential Structures*, 3) *Manufactured Homes and Factory Built Housing Installation handbook* by Colorado Department of Local Affairs, and 4) Generic Quality Control manual.

All handouts will be mailed to board members not in attendance at the DBS Meridian office for today's meeting.

**ACTION:** The Division will mail documentation presented at the meeting to board members unable to attend from the Division's Meridian office.

Colorado's QA inspection process was briefly explained. Idaho's process for plant and third-party inspections was also discussed.

◆ **Operational Report**

There were no new topics to address since issues, as they pertain to the operations of the program, were discussed throughout the meeting.

Process for Out-of-State Manufacturers (Cont'd) – Board Member Roche asked for clarification on the direction of this issue. Basically, the statute requires the Division to inspect and out-of-state manufacturers to pay for the cost involved in the inspections. It is the industry and Board's decision on what is the best methodology to use. One suggestion was for the DBS to certify a plant by putting it through a certification process. Once certified, the plant and inspections would be limited as long as the plant produces a quality product when inspected by the Division.

◆ **Administrator Report**

Financial Report – The Factory Built Structures fund FY2017 financial statement, as of August 31, 2016, was addressed. The statement is a combination of the Manufactured Housing and Modular Building Advisory Boards' financials.

Dedicated Versus General Funds – The Division is a dedicated fund agency. The Administrator explained the difference between dedicated and general funds.



Budget – A budget presentation will be made to the Division of Financial Management the week of September 26th. Requested in the budget is 11 new positions.

City of Meridian – The city of Meridian is the ninth fastest growing city in the United States. There are two major projects being built within the city limits. They are: 1) I-84/Ten Mile Interchange project. It will take approximately 2.5 years to build and will include two hotels as well as retail/office space and 2), The Village of Meridian. The owners are expanding another 235,000 square feet of retail and commercial space to Eagle Road.

Solar Projects – Upon completion, Kuna’s solar project will have over 360,000 4x8 panels and generate 40 megawatts. Also being built is an 80-megawatt complex in the Grandview area.

Construction Projects – New and/or existing projects are being built in Hailey, Bellevue and Fort Hall.

◆ **Adjournment**

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

The meeting adjourned at 11:37 a.m. (MDT)

\_\_\_\_\_  
MARKUS ALLEY, CHAIRMAN  
FACTORY BUILT STRUCTURES  
ADVISORY BOARD

\_\_\_\_\_  
C. KELLY PEARCE, 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.  
10/27/2016rb

# FACTORY BUILT STRUCTURES ADVISORY BOARD

**Agenda Item No. 03**

**Operational Report**

**PRESENTER:** Steve Keys, Deputy Administrator-Operations

---

**OBJECTIVE:** Provide an update on the daily operations of the Factory Built Structures Program and Division.

---

**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. 04**

**Administrator Report**

**PRESENTER:** C. Kelly Pearce, 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. 04a**

**Financial Report**

**PRESENTER:** Fred Sisneros, Financial Manager

---

**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 09/30/2016

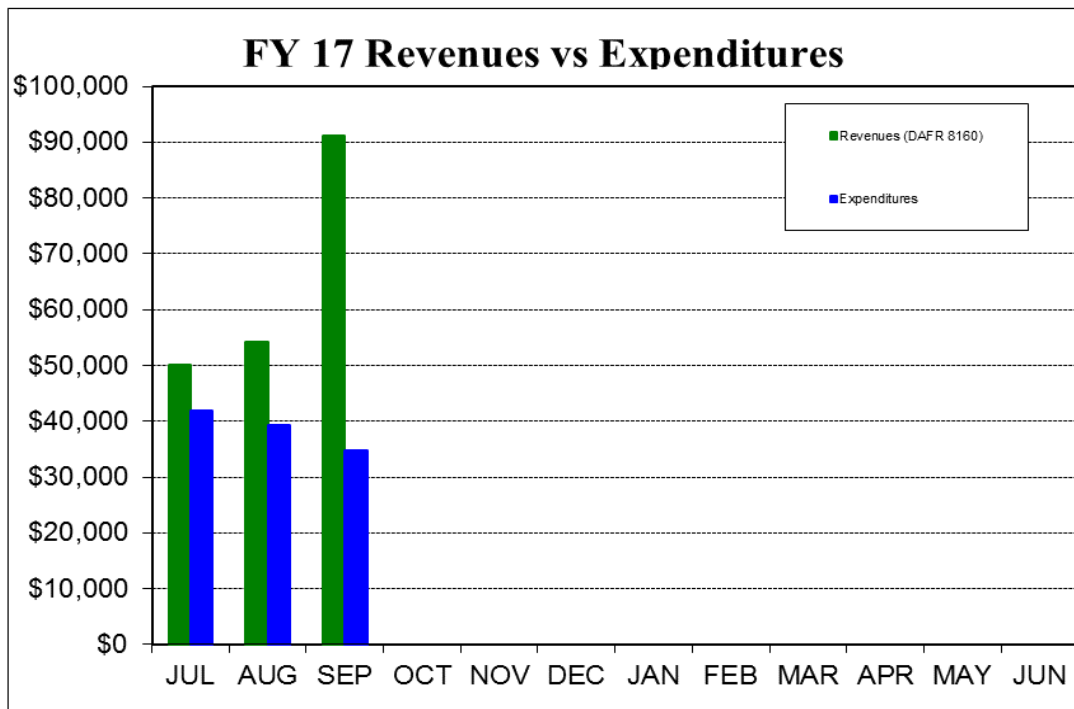
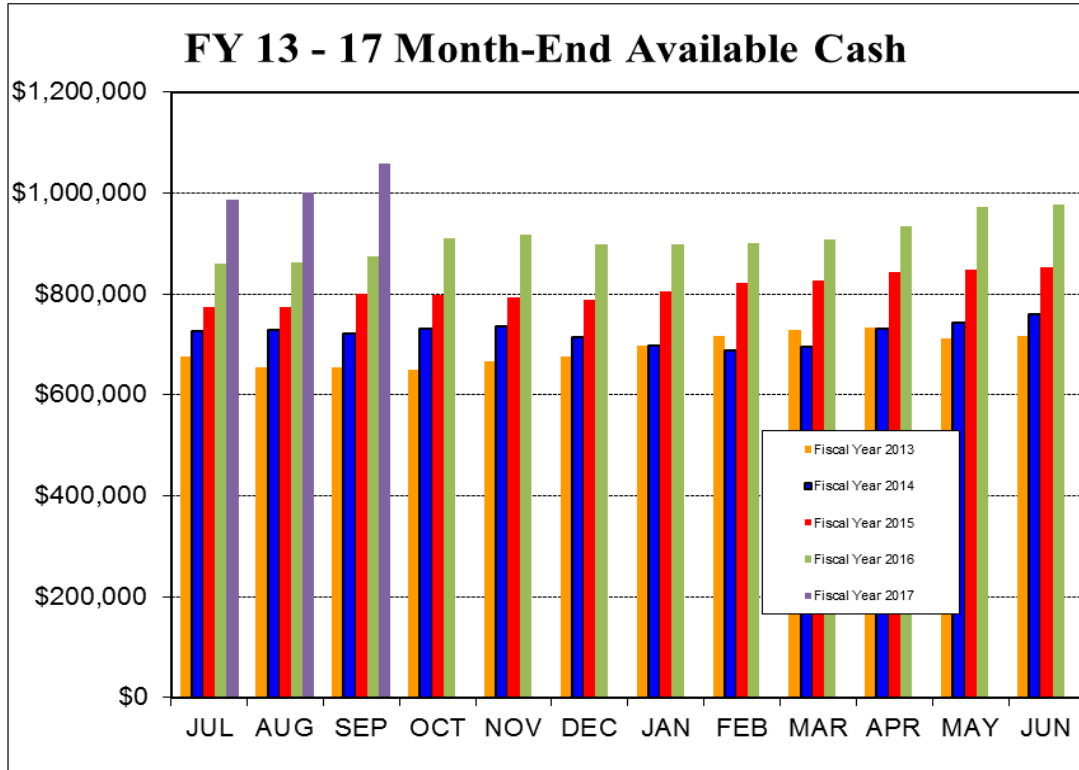
Statement of Revenues and Expenditures

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:	549,100	195,497	35.6%	353,603	273,621	469,119	85.4%
Expenditures							
Personnel:	416,200	79,720	19.2%	336,480	227,773	307,493	73.9%
Operating:	110,900	27,627	24.9%	83,273	31,855	59,482	53.6%
Capital:	22,000	8,559	38.9%	13,441	13,441	22,000	100.0%
Total Expenditures	549,100	115,907	21.1%	433,193	273,069	388,975	70.8%
Net for FY 2017	-	79,591			553	80,143	

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 Sep 30, 2016	Projected Change in Cash for Remainder of Year	Projected Year End Available Cash
977,144	195,497	(115,907)	1,117	1,057,851	553	1,058,404

# FACTORY BUILT STRUCTURES - 0229-28



# FACTORY BUILT STRUCTURES - 0229-28

