



EXECUTIVE BOARD MEETING

May 07, 2024
Zoom Conferencing

Agenda

1. 1:00 p.m. – Call to Order
2. Roll Call – Officers and Standing Committee Chairs
3. Consent Agenda
 - Agenda Approval – May 07, 2024
 - Minutes Approval – February 05, 2024
4. President’s Report – Ray Cockerham
5. Business/Action Items
 1. ICC Issues
 - a. ICC Candidate Support (Spencer) – Ray Cockerham
 - b. ICC ABM – Tara Jenkins
 2. WABO Business
 - a. Summer QBM – Tara Jenkins
 - i. Giveaways
 - ii. Professional Development
 - b. Program Fee Schedules – Tara Jenkins
 - c. Legacy Scholarship – Stacy Criswell
 - d. Lobbyist Contract – Tara Jenkins
 - e. Government Relations Update – Tim Woodard
 - f. Committee Charter Reviews – Tara Jenkins
 - g. WSEC Plans Examiner Program Update – Brian Smith
 - h. Sound Transit - Letter – Ray C
 - i. Other Business

Announcements:

Summer Business Meeting: July 18-19, 2024 – Tacoma, WA
Executive Board Retreat: August 22-23, 2024 – Union, WA (Alderbrook Resort)
ICC ABM & CAH Group A#2: October 20-31, 2024 – Long Beach, CA
Fall Business Meeting: October 17-18, 2024 – Vancouver, WA

Adjourn



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
"Leading the way to excellence in building and life safety"

Proposed Minutes

WABO Executive Board Meeting – February 05, 2024

1. Call to Order

The WABO Executive Board was called to order by President Andy Higgins at 12:05 p.m. via Zoom Conferencing.

2. Roll Call

The following officers were present:

Andy Higgins	-	President
Ray Cockerham	-	1st Vice President
Todd Blevins	-	2 nd Vice President
Kurt Aldworth	-	Immediate Past President

The following Directors were present:

Brian Smith	-	Certification & Registration
Micah Chappell	-	Technical Code Development
Tim Woodard	-	Government Relations
Angela Haupt	-	Finance
Stacy Criswell	-	Outreach
Ryan Mumma	-	Emergency Management
James Tumelson	-	Accreditation
C. Ray Allshouse	-	Past President
Trace Justice	-	Past President

The following Director has resigned from the Board:

Max Booth	-	Education
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The following management personnel were present:

Tara Jenkins	-	Executive Director
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3. Consent Agenda

Agenda Approval as modified – February 05, 2024. Approved unanimously.
Minutes Approval – December 06, 2023. Approved unanimously.

4. **President Report.** President Andy Higgins reported that ICC Leadership Academy and Committee Action Hearings are coming up in April.

5. **Business / Action Items –**

1. **WABO Business –**

a. **Action Between Meetings –** Andy Higgins reported that action occurred in between the last board meeting: the board reviewed TCD committee’s request to submit public comment to the SBCC relating to the proposed changes for the Technical Advisory Group (TAG) member positions. WABO was not in support of combining the Building Official and Cities/Counties position on any TAG. WABO provided options that would allow the continued separate positions for Building Official and Cities/Counties.

The following motion needs to be reflected in the minutes:

MOTION: It was moved and seconded to approve the public comments to the SBCC relating to the proposed changes for the Technical Advisory Group (TAG) member positions. Motion passed.

b. **Legislative Update –** Tim Woodard provided an update on the following bills: HB2071 Multiplex Housing, ESB6120 Wildland-Urban Interface, ESB 6089 Electrical Inspector Requirements, SHB 2275 Senior Independent Housing, and ESSB6291 State Building Code Council.

c. **Annual Business Meeting –**

i. Professional Development – Tara Jenkins announced that Edward Cilurso from ICC will be providing the ABM Professional Development on AI Navigator to include interactive ‘work’ to engage members to find code answers using AI.

ii. Awards – A discussion was held regarding the awards for the Annual Business meeting. Online submissions received were presented to the Board for consideration.

MOTION: It was moved and seconded to award the Jurisdictional Outreach Award to the City of Stanwood, Lake Stevens, and Monroe. Motion passed unanimously.

MOTION: It was moved and seconded to award the Outstanding Education Achievement Award to Chris Jensen of UL. Motion passed unanimously.

MOTION: It was moved and seconded to award the Associate of the Year Award to Michelle Yee of Simpson Strong-Tie. Motion passed unanimously.

MOTION: It was moved and seconded to award the Code Official of the Year Award to Ardel Jala. Motion passed unanimously.

iii. Incentives – A WABO tote bag with red logo and ship pin was selected as the 2024 ABM meeting giveaways.

iv. Elections – The board was reminded that elections will be held at the next meeting and to turn in their nomination forms.

- d. **Legacy & Memorial Scholarships** – Stacy Criswell shared the draft Legacy Scholarship Application Guidelines. A discussion was held regarding eligibility, limiting WABO educational events, scoring criteria for Education or Outreach committee to review, award amount based on percentage, and testimonials. Stacy will revise the application based on feedback and bring it back to Board for further review.
- e. **COAP Program Fee Schedule** –Tara Jenkins presented a COAP fee schedule increase to adjust for the dues & fees schedule increase policy.

MOTION: It was moved and seconded to increase the COAP fees as revised. Motion passed unanimously.

- f. **ICC ABM** – Trace Justice led the discussion about ways to bolster attendance for this year's ICC ABM so WABO members can be present to support David Spencer's ICC Presidential run.
- g. **Adult Family Homes** – Brian Smith and Ray Cockerham informed the Board that they have been working on updating the Adult Family Home Checklist and discussing the 6-8 bed requirements. A meeting has been scheduled to finalize the checklist with DSHS.
- h. **Other Business** –
Tara Jenkins announced that Tom Maloney, President of WA Association of Fire Marshals, requested to meet with WABO's Board. A discussion was held and a virtual meet and greet to introduce both sides was agreed upon. A request was made to invite President Maloney to our Annual Business Meeting and speak during our guest reports.

2. ICC Business –

- a. ICC Leadership Academy –** Andy Higgins announced that Ray Cockerham and Todd Blevins will be attending the Leadership Academy, along with himself as the Building Membership Council (BMC) is taking place during the same time.

Meeting recessed at 3:10 p.m.

The Executive Director prepared the proposed Minutes. Written documents or reports referred to in the Minutes are on file in the association office.



2024 ABM Giveaway Ideas

Stadium Seat Cushion (\$8.11 ea.)



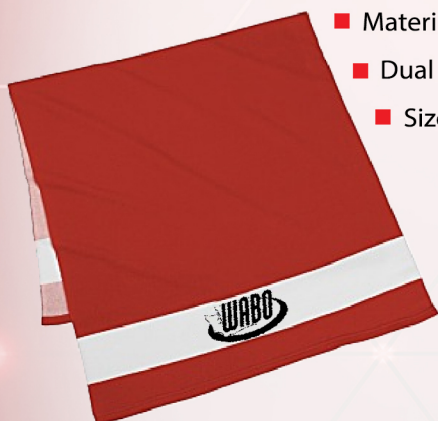
- Sit comfortably on this resilient on-the-go seat cushion. Carrying handle for easy travel and a large slip pocket.
- 70D polyester with foam cushion
- Size: 14" H x 14"W x 1 1/2" D

Tube of Colored Golf Balls (\$5.65 ea.)



- These colorful golf balls feature a 2-piece construction good for distance and long-lasting. Their symmetrical dimple design increases lift and decreases drag for higher longer shots. Handy for any golf outing!
- 2 layer construction
- Dupont lithium surlyn cover
- 90 compression for increased distance
- Conforms to USGA rules
- Three golf balls per tube

Colorblock Microfiber Beach Towel (\$11.30 ea.)



- Take these quick drying towels to the beach, on a boat trip, & more!
- Material: Polyester microfiber
- Dual 3-3/4" white accent stripes
- Size: 55" H x 30-1/2" W

Luster Tone Beach Ball (\$1.92 ea.) & Cotton Wash Twill Visor (\$9.15 ea.)

- This inflatable beach ball has alternating silver & bright, translucent-colored panels. Perfect for fun in the sun activities like summer festivals, concerts, or company picnics.
- Beach ball measures 16"



- This Port Authority® Beach wash visor is made from cotton twill. Each visor features a pre-curved brim and a broad front.
- Hook-and-loop closure

Carhartt Acrylic Watch Hat (\$21.50 ea.) or Columbia Whirlbird Watch Cap (\$17.50 ea.)

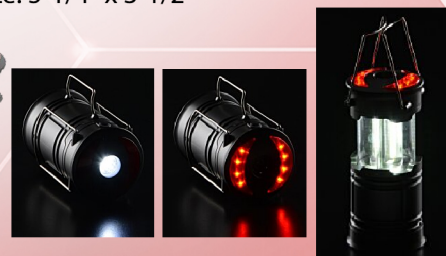


- This Carhartt® hat is made of 100% acrylic rib-knit material. Knit design & adjustable cuff provide a snug, comfortable fit. Carhartt® label sewn on left side folded over top of cuff.
- Advertise your logo on this Columbia® beanie. Add an extra layer of warmth while promoting your organization.

Emergency Pop Up Lantern (\$11.03 ea.)



- Lantern has 3 extra-bright, white COB light strips. Includes a flashlight top with flashing safety lights. Complete with 3 AA batteries, a magnetic base, and a removable flip-up carrying handle.
- Automatically activates when opened
- Adjustable brightness
- Size: 5-1/4" x 3-1/2"



2024-2025 WABO Fee Schedule

Effective July 2024

<u>CATEGORY</u>	<u>Member/Nonmember</u>	<u>Proposed</u>	<u>Update Year</u>
<u>Annual Dues:</u>			
Population under 50,000	\$105.00	<u>\$109.00</u>	<u>2023</u>
Population 50,000 – 100,000	\$205.00	<u>\$212.00</u>	<u>2023</u>
Population over 100,000	\$305.00	<u>\$315.00</u>	<u>2023</u>
Associate Member	\$215.00	<u>\$222.00</u>	<u>2023</u>
Government Employee (2 nd Voting	\$50.00	<u>\$52.00</u>	<u>2023</u>
<u>Sponsor Annual Dues:</u>			
<u>Bronze Sponsor</u>	<u>\$250.00</u>	<u>\$258.00</u>	<u>N/A</u>
<u>Silver Sponsor</u>	<u>\$500.00</u>	<u>\$515.00</u>	<u>N/A</u>
<u>Gold Sponsor</u>	<u>\$800.00</u>	<u>\$824.00</u>	<u>N/A</u>
<u>Diamond Sponsor</u>	<u>\$1200.00</u>	<u>\$1236.00</u>	<u>N/A</u>
<u>Platinum Sponsor</u>	<u>\$1600.00</u>	<u>\$1648.00</u>	<u>N/A</u>
<u>Quarterly Meetings:</u>			
Includes lunch, coffee & pastries, meeting room fees, AV equipment and professional development	\$70.00	<u>\$73.00</u>	<u>2023</u>
<u>Annual Meeting:</u>			
Includes the same as above plus awards and banquet	\$115.00/\$135.00 <u>\$45.00 Banquet Guest</u>	<u>\$119.00/\$140.00</u> <u>\$47.00 Banquet Guest</u>	<u>2023</u> <u>N/A</u>

Education Seminars:

Includes instructor, lunch, coffee & pastries, meeting room fees, AV \$165.00/~~member~~ \$170.00/\$227.00 2023
\$220.00/~~nonmember~~

Annual Education Institute:

Includes instructors, lunch, coffee & pastries, meeting room fees, AV equipment, CEUs \$140.00/\$165.00 Late \$145.00/\$170.00 Late 2023
\$200.00/\$220.00 Late \$206.00/\$227.00 Late 2023
(nonmember) (nonmember)

AEI Trade Show Fees (per day) \$305.00 \$315.00 2023

Accreditation

ACO Application/Renewal \$55.00 \$57.00 2023
ACO Honorary Member Renewal \$0.00 \$0.00 N/A
COAP Tuition Fee \$372.00 2024
COAP Administrative Fee \$26.00 2024
COAP Technology Fee \$26.00 2024
Self-Guided Training \$165.00/\$220.00 \$170.00/\$227.00 2023

Welder Program

See program 2022
~~Certification—New \$60~~
~~Welder renewal \$60~~
~~Late fee/replacement card \$20~~

Special Inspections Program See program 2022

Fabricator Program See program 2022

Job Ads on WABO website \$55.00./~~member~~ \$57.00/\$88.00 2023
\$85.00/~~nonmember~~



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

**WELDER PROGRAM
FEE SCHEDULE**

Effective July 1, ~~2023~~2024

AGENCY INITIAL REGISTRATION

Proposed

Registration Application – includes 2-hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate

\$300

\$309

Registration Audit/Inspection – includes one audit/inspection/deficiency processing up to 2-hours total. Additional deficiency processing time will be charged the prevailing hourly rate

\$300
plus expenses

\$309
plus expenses

AGENCY REGISTRATION RENEWAL (every three years)

Renewal Application Processing – includes 1-hour application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate

\$150
plus expenses

\$155
plus expenses

Registration Renewal Audit/Inspection – includes one audit/inspection/deficiency processing up to 2-hours total. Additional deficiency processing time will be charged the prevailing hourly rate

\$300
plus expenses

\$309
plus expenses

WELDER EXAMINER REGISTRATION

Welder Examiner Application and Exam Fee

\$135

\$140

Annual Certificate Renewal

\$60
per certificate

\$62
per certificate

Certificate Reinstatement – not to exceed 60 days after expiration date

\$80
per certificate

\$83
per certificate

Certificate Replacement

\$20

\$21

Certificate Transfer

\$55
per certificate

\$57
per certificate

WELDER REGISTRATION

Registration Application Processing

\$60

\$62

Annual Certificate Renewal

\$60

\$62

Certificate Reinstatement – not to exceed 60 days after expiration date

\$80

\$83

Certificate Replacement

\$20

\$21

Performance Qualification Test Record Copies

\$10

\$11

Note: Expenses include WABO consultant travel time, transportation, meals and lodging when necessary. WABO attempts to coordinate audits to allow agencies to share expenses.

Current prevailing hourly rate is \$149.145.



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
**SPECIAL INSPECTION REGISTRATION PROGRAM
FEE SCHEDULE**

Effective July 1, ~~2022~~2024

AGENCY INITIAL REGISTRATION

Proposed

Audit/Inspection Preparation – optional service of assistance in preparation of application and/or audit/inspection	\$140 per hour plus expenses	<u>\$145 per hour plus expenses</u>
	\$350	<u>\$361</u>
Registration Application – includes 3-hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate		
	\$700 plus expenses	<u>\$721 plus expenses</u>
Registration Audit/Inspection – includes one audit/inspection/deficiency processing up to 4 1/2 -hours total. Additional deficiency processing time will be charged the prevailing hourly rate		

AGENCY ADDITIONAL TYPES OF WORK REGISTRATION

Registration Application – includes ½-hour application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate	\$135 per type of work	<u>\$140 per type of work</u>
Registration Audit/Inspection	\$140 per hour plus expenses	<u>\$145 per hour plus expenses</u>

AGENCY REGISTRATION RENEWAL (every three years)

Renewal Application Processing – includes 2-hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate	\$350 plus expenses	<u>\$361 plus expenses</u>
Registration Audit/Inspection – includes one audit/inspection/deficiency processing up to 3 ½-hours total. Additional deficiency processing time will be charged the prevailing hourly rate	\$525 plus expenses	<u>\$541 plus expenses</u>

KEY PERSONNEL REGISTRATION

Technical Director Application	\$160	<u>\$165</u>
Supervising Laboratory Technician Application	\$160	<u>\$165</u>
Special Inspection Field Supervisor Application	\$160 1 st category plus \$55 each additional	<u>\$165 1st category plus \$57 each additional</u>
Annual Certificate Renewal	\$60 per certificate	<u>\$62 per certificate</u>
Certificate Reinstatement	\$80 per certificate	<u>\$83 per certificate</u>
Certificate Replacement	\$30	<u>\$31</u>
Certificate Transfer	\$65 per certificate	<u>\$67 per certificate</u>
Interview – approximately 1 hour per category	\$140 per hour	<u>\$145 per hour</u>

	plus expenses	<u>plus expenses</u>
Interview No Show	\$140	<u>\$145</u>
<u>SPECIAL INSPECTOR REGISTRATION</u>		
Special Inspector Application	\$160 1 st category plus \$55 each additional	<u>\$165 1st category plus</u> <u>\$57 each additional</u>
Special Inspector Post-Installed Anchor Application	\$160	<u>\$165</u>
Placement Inspector Application	\$160	<u>\$165</u>
Exam Application – Shotcrete/Structural Wood/Mass Timber/Cold-Formed Steel Framing/Fire-Resistant Penetration & Joints – applicants must submit initial application and exam application at the same time	\$135 per exam	<u>\$140</u> <u>per exam</u>
Annual Certificate Renewal	\$60 per certificate	<u>\$62</u> <u>per certificate</u>
Reciprocal and/or WABO Categories Certificate Renewal – renewed every 3 years on January 1, 2018, 2021, 2024, etc. Includes Shotcrete, Structural Wood, Cold-Formed Steel Framing, Post-Installed Anchor, and Fire-Resistant Penetrations and Joints	\$60 per category	<u>\$62</u> <u>per category</u>
Certificate Reinstatement	\$80 per certificate	<u>\$83</u> <u>per certificate</u>
Certificate Replacement	\$30	<u>\$31</u>
Interview – approximately 1 hour per category	\$140 per hour plus expenses	<u>\$145 per hour</u> <u>plus expenses</u>
Interview No Show	\$140	<u>\$145</u>

Note: Expenses include WABO consultant travel time, transportation, meals and lodging when necessary. WABO attempts to coordinate interviews and audits to allow agencies to share expenses.

Current prevailing hourly rate is ~~\$140~~\$145.



WASHINGTON ASSOCIATION OF BUILDING OFFICIALS
**STEEL FABRICATOR REGISTRATION PROGRAM
FEE SCHEDULE**

Effective July 1, ~~2023~~2024

FABRICATOR INITIAL REGISTRATION

Proposed

Registration Application – includes 3-hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate.	\$500	<u>\$515</u>
Registration Audit/Inspection – includes one audit/inspection/deficiency processing up to 6-hours total. Additional deficiency processing time will be charged the prevailing hourly rate.	\$750 plus expenses	<u>\$773</u> <u>plus expenses</u>
Verification of welder qualification procedures and process in conformance with WABO Standard 27-13 up to 2-hours total. Additional deficiency processing time will be charged the prevailing hourly rate.	\$250	<u>\$258</u>
Lead Key Quality Control Inspector Interview and Exam Application – includes individual oral interview and written exam, up to 3 -hours total. Additional processing time will be charged the prevailing hourly rate.	\$400 plus expenses	<u>\$412</u> <u>plus expenses</u>
Backup Key Quality Control Inspector Interview and Exam Application – includes individual oral interview and written exam, up to 3-hours total. Additional processing time will be charged the prevailing hourly rate.	\$400 plus expenses	<u>\$412</u> <u>plus expenses</u>

FABRICATOR REGISTRATION RENEWAL

Annual Renewal (occurs year one & two) – includes 1-hour application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate.	\$150	<u>\$155</u>
Audit Renewal Application Processing (every three years) – includes 2-hours application and deficiency processing time. Additional processing time will be charged the prevailing hourly rate.	\$350	<u>\$361</u>
Registration Audit/Inspection (every three years) – includes one audit/inspection/deficiency processing up to 4-hours total. Additional deficiency processing time will be charged the prevailing hourly rate.	\$600 plus expenses	<u>\$618</u> <u>plus expenses</u>
Verification of welder qualification procedures and process in conformance with WABO Standard 27-13 up to 2-hours total. Additional deficiency processing time will be charged the prevailing hourly rate.	\$250	<u>\$258</u>

ADDITIONAL FABRICATOR KEY QUALITY CONTROL PERSONNEL

Key Quality Control Inspector Exam Application	\$200	<u>\$206</u>
Key Quality Control Inspector Interview Application	\$200	<u>\$206</u>
Administration of interview/exam will only incur WABO consultant expenses.		

Note: Expenses include WABO consultant travel time, transportation, meals and lodging when necessary. WABO attempts to coordinate audits to allow Fabricators to share expenses.

| Current prevailing hourly rate is ~~\$140~~145.



Legacy

PO Box 7310
Olympia, WA 98507
(360) 628-8669
Email: admin@wabo.org
www.wabo.org

Legacy Scholarship Application Guidelines

Legacy Scholarships at WABO are designed to foster a strong community of building department professionals who contribute to the growth and improvement of the industry. We recognize the invaluable efforts of individuals within our organization who dedicate themselves to enhancing codes, educating the public, mentoring new professionals, and engaging with legislators and officials.

In order to nurture industry leaders, WABO is pleased to offer the Legacy Scholarship to individuals in their first five years as an active member of WABO. This scholarship focuses on supporting educational pursuits offered by WABO, such as our Annual Educational Institute (AEI).

To provide equitable assistance, the following structure has been established:

- For members currently employed and receiving partial funding from their employer, WABO will reimburse up to one-third of the training fee.
- For members currently employed without financial support from their employer, WABO will reimburse up to 100% of the training fee.
- The Legacy Scholarship may only be awarded one time for each successful candidate.

To apply for the scholarship, interested individuals must complete this Scholarship Application Form and submit it to the WABO Administration Office no later than the specified deadline. After careful review, all applicants will be notified of the committee's decision via email for any training reimbursement accordingly.

Please note that the availability of scholarships is subject to the funds allocated at the time of application. The awarded scholarship amount may be less than the maximum listed. We encourage all eligible individuals to apply for this scholarship as we look forward to supporting their educational endeavors for the betterment of our industry.

WASHINGTON ASSOCIATION OF BUILDING OFFICIALS

Legacy Scholarship Application Form

2024

Maximum Award up to \$400.00 (thinking of 2 classes)

Scholarship is subject to fund availability at the time application is received. Scholarship awarded may be less than the maximum amount listed.

Submission Deadline:

February 2, 2024

Award Notifications Begin:

February 16, 2024

Eligibility for Scholarship:

- I am an active member in good standing, or work for a jurisdiction who is an active member of WABO in good standing within the last 5 years.
- I will successfully complete the training hours and will sign the class attendance for verification.

Applicant's Name _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Email _____

Employer/Supervisor's Name _____

Organization _____ Title _____

Address _____

City _____ State _____ Zip _____

Phone # _____ Email _____

Applicant Signature (Required) Date

Jurisdiction Supervisor Signature (If Applicable) Date



WABO WSEC Plans Examiner Certification Scope of Work

1. Submit memo to C&R Committee outlining the program for approval to proceed.
2. Jurisdiction survey for the following information to determine interest:
 - a. Interest in a SPE program
 - b. Experience with an SPE program (does the jurisdiction already require it?)
 - c. Interest in contributing to the development of a SPE program (provide recommendations, review draft program content)
3. Memo to third party review agencies announcing development of program is in process.
4. Develop WSEC Plans Examiner Certification Program Policies and Procedure Handbook
 - a. Introduction
 - b. General Information
 - i. Overview
 - c. Program
 - i. Duties and responsibilities
 1. Building Official
 2. Applicant
 3. Special Plans Examiner
 - d. Definitions
 - e. Qualifications
 1. Minimum Education / Work Experience requirements

The evaluation of each applicant's education and work experience, related to the type of work in which they are seeking registration, must cumulatively total **35-50 points**.

Education – ~~5-30~~ points minimum but not more than 30

- | | |
|-------------------------------|--|
| _____ 5 points | WABO approved courses, seminars, classes, workshops in the type of work for which registration is being sought – 7 hours minimum. |
| _____ XX-5 points | ICC Commercial Energy Plans Examiner Certification |
| _____ XX-10 points | Certified Commissioning Professional as defined by current WA Energy Code |
| _____ 15 points | Community college, junior college, or vocational-technical institute degree in building inspection, building technology or engineering technology. |

~~20~~ 20 points Energy Code Certificate Program or Building Performance Institute association or RESNET HERS rater

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~~20-15~~ 20-15 points University or college degree in: construction technology, Bachelor of Science (130 semester hours minimum)

~~25-20~~ 25-20 points University or college degree in: mechanical or electrical engineering, architecture or other energy efficiency related field.

Work Experience – 5 points minimum but not more than 30 points.

(Work experience must be directly related to the type of work for which registration is being sought, unless otherwise specified.)

(1 to 2 tbd) points Each year of employment, within the past four years, performing commercial or residential inspections.

~~2.5~~ 2.5 points . Each year of employment, within the past five years, performing installation of systems or building elements regulated by the energy code. (Maximum 5 Points)

~~5~~ 5 points Each year of employment, within the past five years, as design professional proficient in energy code submittals (provide an energy code summary as an example) (maximum 10 points)

~~7~~ 7 points Each year of employment, within the past five years, as a plans examiner performing WSEC **commercial** plan reviews. (maximum 14 points)

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~~10-5~~ 10-5 points Each year of employment, with in the past 5 years, performing WSEC **commercial** inspections.

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2. Written Exam – Must successfully pass WABO written exam.

3. Oral Interview – Must successfully pass WABO oral interview. (Safeguards put in place to ensure implicit bias does not occur)

4. Renewal requirements –

- i. CEU's – Determine renewal course requirements (curriculum requirements and 10 training hours) Refresher course(s) as approved by WSEC Subcommittee
- ii. Determine renewal period – Recommend 3 years to fall in line with other WABO programs.

- f. Appendix A – Sample Plan Review Checklists for Envelope, Mechanical, Service Water Heating, Lighting & Electrical Provisions [\(TBD\)](#)
- g. Appendix B – Sample Output Reports from WSEC Compliance Documentation for Envelope, Mechanical, Service Water Heating, Lighting & Electrical Provisions [\(TBD\)](#)
- h. Appendix C – List of Applicable Codes and Standards - Current WSEC – C & WSEC - R

6. Develop Written Examination (Commercial & Residential) – [Use Duane’s Top 10 Checklist to identify test Q’s – straight WA State](#)

- a. Identify Question Groups
- b. Submit questions in each category for vetting by group:
 1. Commercial New Construction Provisions - General plan review, building envelope, mechanical systems, service water heating systems, electrical power and lighting systems
 2. Residential New Construction Provisions – General plan review, building envelope, mechanical systems, service water heating systems, electrical power and lighting systems
 3. Existing Building Provisions – Additions, Alterations, Change of Space Conditioning or Occupancy
- c. Questions – agree on amount of questions per exam (70 ? Commercial 50? Residential)
- d. Time Limit – agree on length of examination time (3 ½ hours ? Commercial 2 hours ? Residential)
- e. Test format – Open book

7. Develop oral interview questions for program

8. Memo to jurisdictions announcing program

9. Education developed by 3rd party to assist program – [bullet points if education meets WABO standards - curriculum is reviewed \(instructor qualifications / robust content\) - A & E Firms have internal experts - SBCC Energy Code TAG Members – Commerce \(Luke Howard\) – Kjell Anderson – Allan Montpelier PAE Engineer \(Mechanical Engineer\)](#)

10. Technical Consultant Support - To expediate Program rollout, suggest subcontracting for the following services:

- f. Evergreen Technology Consulting (ETC)
 1. Development of certification exam content & oral interview
 2. Provide plan review example including energy code forms as part of certification exam (partially filled out energy code form with several blanks and applicant expected to complete)
 3. Attend client meetings and provide technical support to the client
- g. WA State University Energy Extension
 1. Development of certification exam content & oral interview
 2. Provide plan review example including energy code forms as part of certification exam (partially filled out energy code form with several blanks and applicant expected to complete)
 3. Attend client meetings and provide technical support to the client



WABO WSEC Plans Examiner Certification Scope of Work

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- | | |
|-------------------------------|--|
| _____ 5 points | WABO approved courses, seminars, classes, workshops in the type of work for which registration is being sought – 7 hours minimum. |
| _____ XX-5 points | ICC Residential Plans Examiner Certification |
| _____ XX-5 points | ICC Residential Energy Inspector |
| _____ XX-10 points | Certified Commissioning Professional as defined by current WA Energy Code |
| _____ 15 points | Community college, junior college, or vocational-technical institute degree in building inspection, building technology or engineering technology. |

20 points Energy Code Certificate Program or Building Performance Institute association or RESNET HERS rater

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____ 20-15 points University or college degree in: construction technology, Bachelor of Science (130 semester hours minimum)

____ 25-20 points University or college degree in: mechanical or electrical engineering, architecture or other energy efficiency related field.

Work Experience – 5 points minimum but not more than 30 points.

(Work experience must be directly related to the type of work for which registration is being sought, unless otherwise specified.)

(1 to 2 tbd) points Each year of employment, within the past four years, performing commercial or residential inspections.

____ 2.5 points . Each year of employment, within the past five years, performing installation of systems or building elements regulated by the energy code. (Maximum 5 Points)

____ 5 points Each year of employment, within the past five years, as design professional proficient in energy code submittals (provide an energy code summary as an example) (maximum 10 points)

____ 3-7 points Each year of employment, within the past five years, as a plans examiner performing WSEC **residential** plan reviews (maximum 5-14 points)

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____ 5 points Each year of employment, with in the past 5 years, performing WSEC **residential** inspections.

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2. Written Exam – Must successfully pass WABO written exam.

3. Oral Interview – Must successfully pass WABO oral interview. (Safeguards put in place to ensure implicit bias does not occur)

4. Renewal requirements –

- i. CEU's – Determine renewal course requirements (curriculum requirements and 10 training hours) Refresher course(s) as approved by WSEC Subcommittee
- ii. Determine renewal period – Recommend 3 years to fall in line with other WABO programs.

- f. Appendix A – Sample Plan Review Checklists for Envelope, Mechanical, Service Water Heating, Lighting & Electrical Provisions [\(TBD\)](#)
- g. Appendix B – Sample Output Reports from WSEC Compliance Documentation for Envelope, Mechanical, Service Water Heating, Lighting & Electrical Provisions [\(TBD\)](#)
- h. Appendix C – List of Applicable Codes and Standards - Current WSEC – C & WSEC - R

6. Develop Written Examination (Commercial & Residential) – [Use Duane’s Top 10 Checklist to identify test Q’s – straight WA State](#)

- a. Identify Question Groups
- b. Submit questions in each category for vetting by group:
 1. Commercial New Construction Provisions - General plan review, building envelope, mechanical systems, service water heating systems, electrical power and lighting systems
 2. Residential New Construction Provisions – General plan review, building envelope, mechanical systems, service water heating systems, electrical power and lighting systems
 3. Existing Building Provisions – Additions, Alterations, Change of Space Conditioning or Occupancy
- c. Questions – agree on amount of questions per exam (70 ? Commercial 50? Residential)
- d. Time Limit – agree on length of examination time (3 ½ hours ? Commercial 2 hours ? Residential)
- e. Test format – Open book

7. Develop oral interview questions for program

8. Memo to jurisdictions announcing program

9. Education developed by 3rd party to assist program – [bullet points if education meets WABO standards - curriculum is reviewed \(instructor qualifications / robust content\) - A & E Firms have internal experts - SBCC Energy Code TAG Members – Commerce \(Luke Howard\) – Kjell Anderson – Allan Montpelier PAE Engineer \(Mechanical Engineer\)](#)

10. Technical Consultant Support - To expediate Program rollout, suggest subcontracting for the following services:

- f. Evergreen Technology Consulting (ETC)
 1. Development of certification exam content & oral interview
 2. Provide plan review example including energy code forms as part of certification exam (partially filled out energy code form with several blanks and applicant expected to complete)
 3. Attend client meetings and provide technical support to the client
- g. WA State University Energy Extension
 1. Development of certification exam content & oral interview
 2. Provide plan review example including energy code forms as part of certification exam (partially filled out energy code form with several blanks and applicant expected to complete)
 3. Attend client meetings and provide technical support to the client



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January 29, 2024

Andy Higgins
Engineering Services Director, SDCI
Seattle Department of Construction and Inspections
701 5th Ave, Suite 2000
Seattle, WA 98104

Subject: Sound Transit/WABO Partnering Proposal

Dear Mr. Higgins,

Sound Transit (ST) respectfully requests a dialogue with WABO Executive Leadership to discuss a partnering proposal between our organizations. Our capital expansion program Sound Transit 3 (ST3) places enormous burden on our agency regulatory partners as well as strains the agency's resources and capacity. As we're looking internally at ways to streamline our light rail station designs for better consistency we believe there is an opportunity to invite our regulatory partners into this conversation.

Problem Statement:

Light rail stations are the vertical, publicly accessible portion of an otherwise linear transportation system, making them uniquely complex structures with features that are generally uncommon relative to conventional vertical structures. These features may vary based on station type, location and built environment. As most occupied structures as defined by the building code are generally regarded as destinations, light rail stations in particular are inherently transitional in nature, accommodating both high volumes and high turnover of people. Additionally, depending on station type, the station's building envelope may not be fully enclosed and in general may be directly bisected by the train itself, challenging conventional applications of code, including but not limited to fire/life/safety, heating & cooling, ventilation, and structural.

Locally, code officials struggle with how to apply the building code to a light rail station and are less likely to be as familiar with other industry specific standards or specialty governing codes that impact station design. When multiplied by numerous jurisdictions simultaneously it creates an extraordinarily challenging regulatory scenario for both agency and regulatory partner. To date, projects have managed these unique challenges jurisdiction by jurisdiction. The outcome is a patch of "one-off" solutions that in the past have been resolved by agreement but not necessarily bound by code, saddling the agency with uncertain asset management and O&M risks and possibility of substantial upgrade to future code standards by regulatory agencies and outcomes that are asynchronous to long-term asset management.

As of this writing, ST has begun a station standardization design effort to deliver its remaining ST3 capital program. This will affect up to 30 future stations of various station types throughout the Puget Sound region. The goal of this effort is to create design consistency, stability and application of required codes, while also helping to establish a more uniform asset management and O & M process. Parallel to this effort should be a pre-examined station design effort with local regulatory agencies to help fast-track approval of building permits. Specifically, this memo proposes a partnering with the Washington

Association of Building Officials (WABO) and either the Washington Fire Chief Association or the Washington State Association of Fire Marshals (referenced in this memo as “Partnership”) to vet, endorse and utilize this solution for use with local AHJ’s. This memo will attempt to explain at a high level this approach, its benefits, challenges, timing, and interim next steps.

Solution:

This memo advocates a two-step solution. One is an independent plans examination consultant selected by the Partnership for plans examination services to review the proposed standardized stations for code compliance. This firm would collaborate with the station design firm to validate the designs and identify discipline areas where the code is either insufficient, silent, or does not contemplate. New code language or recommendations to reference industry specific codes/standards can be recommended to the Washington State Building Code Council for adoption into the State Building Code. The Partnership will establish criteria, goals, and outcomes it wishes to achieve via this effort and weigh in on the process at key points.

Building on the first step, the next would be to use the selected plans examination consultant to “pre-approve” station permit applications (i.e., station designs as integrated into proposed station environments) before submittal to AHJ’s. The plans examination consultant would review the station submittal for compliance with local AHJ’s code requirements across all technical disciplines and issue initial corrections notices. Once corrections are reconciled between project and consultant the pre-examined station submittal would be submitted to the AHJ for potential fast-tracking, or in the case of smaller jurisdictions continue review until the plan is ready to issue, subject to a final plan check and verification with the local jurisdiction. This would require consent from affected AHJ’s participating in the Partnership but could offer significant benefits to capital project teams, including time and cost, by making the plans examination consultant the clearinghouse for initial plans examination at minimum. This would reduce most of the heavy lift the AHJ is ordinarily expected to perform while relieving pressure on the AHJ to process and turn over permits as they face potentially multiple light rail submittals simultaneously under difficult to improbable time limits.

When completed there are a few pathways the Partnership could pursue to mainstream this product. AHJ’s could include this within their local standard plan program though this may be a challenge with smaller jurisdictions as to whether they have one. Work with Washington State L&I to add the station standard plan designs as a gold sealed document or equivalent, though as station designs are not factory assembled structures this path may not be viable. The most viable plan so far appears to be to keep the pre-examined standard design with WABO, though it is unclear if they have the required authority to do so. The plans examination consultant would remain on-call to review station building permit applications headed for AHJ approval for permit pre-approval.

Benefits:

There are two goals this solution potentially achieves. One is a minimum baseline 80% pre-examined design that can be globally utilized throughout the agency’s capital program regardless of city. Second is a fast-track proposal that if successful will include pre-approval of technical code requirements related to the station building and environment to be performed by the plans examination consultant on behalf of the local AHJ. This would also extend to reviewing station ancillary structures, such as garages, etc., and/or potentially specialty structures like TPSS’s, where local AHJ’s may lack the code knowledge or expertise to review and approve. Authority to approve the project for permit would remain with the local jurisdiction.

There are many potential benefits to this approach. There will be distinctions between station types when considering the future stations being delivered under the capital program. This includes elevated, at-grade, retained cut and underground stations. Chief amongst these benefits for the agency are consistent code interpretation, potential cost savings, and improved schedule certainty. For our partners it would mean a better informed local regulatory environment with code officials having shared specialty knowledge of a light rail station design and a trusted, independent plans examination consultant endorsed by the agency and the regulatory community.

Application of these benefits at the local level may help the agency increase certainty in delivering its capital program by increasing knowledge and application of code by AHJ's, reducing frustration from lack of understanding while helping the agency avoid significant delays in schedule and substantial project costs via the permitting process. Code solutions produced through this design review can be elevated to new code language to be enacted at the state level. This provides station designs a pathway to review and approval outright, mitigating, if not eliminating the need for project letters of concurrence or other project specific agreements to reach compliance. These code solutions may also extend retroactively to the existing system in operation, leaving the overall system better capable of maintaining code compliance through future improvements or modernization over the asset lifecycle.

Challenges:

This solution would only directly apply to building and technical code reviews of the station and station environment. Challenges to implementing this proposal may include:

- Possible legal or procedural hurdles in creating a fast-track process with local AHJ's. This may require local councilmanic action resulting in possible changes to entitlements, modification of transit way agreements, or both.
- Integrating local land use/zoning requirements, environmental requirements, and ROW/Public Works standards that would remain the responsibility of the local AHJ.
- Cases where modification or deviation from the standard plan is necessary for integration into the built environment at the local level, based on site conditions, constraints, etc., that make the standard design difficult to fully implement without compromising building or public safety.
- As non-profit organizations, WABO and Fire Associations are unlikely to have the means to directly fund this proposal.
- Can WABO enter into an agreement on behalf of the affected jurisdictions? Is a governing authority required to certify these pre-examined designs, would the partnering jurisdictions agree to consent to such an authority, and if so which authority.
- Lastly, long-term this proposal would require periodic monitoring of changes to state and local codes as well as periodic review of ST design criteria to ensure long-term stability to deliver the remaining capital program and maintain stable asset management.

Timing:

This proposal, if authorized to proceed is projected to take up to two years to organize, including but not limited to partnering agreements, scope development, consultant selection, design review, comment resolution and final deliverables.

Options:

ST would need to assess the relative cost and benefit of entering into this partnership as both a financial impact to its capital program in the short term and opportunities to create consistencies as these future assets transition from design and construction to asset lifecycle and O&M needs over the long term. A reasonable solution may be that projects within the capital program can proportionately fund this effort with the added benefit that each project stands to benefit from the Partnership in its respective represented cities.

Next Steps:

Outreach to the partner groups 1st Quarter 2024 to gauge level of interest. If the partner groups demonstrate interest, follow up in 2nd Quarter with a high-level proposal highlighting a preliminary strategy, partnering and agency goals for consideration. Engage agency internal stakeholders and executive's 1st Quarter 2024 to gauge level of interest. If agency demonstrates interest, follow up in 2nd Quarter with agency internal strategy, agency goals and preliminary scope development.