



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

Minutes

WABO Executive Board Meeting – August 10, 2023

1. Call to Order

The WABO Executive Board was called to order by President Andy Higgins at 8:00 a.m. at the Sun Mountain Lodge in Winthrop, WA.

2. Roll Call

The following officers were present:

Andy Higgins	-	President
Ray Cockerham	-	1st Vice President
Kurt Aldworth	-	Immediate Past President

The following officers were absent:

Todd Blevins	-	2 nd Vice President
--------------	---	--------------------------------

The following Directors were present:

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

The following Directors were absent:

Max Booth	-	Education
Ryan Mumma	-	Emergency Management

The following management personnel were present:

Tara Jenkins	-	Executive Director
Troy Jenkins	-	T. Jenkins Management Solutions

3. Consent Agenda

Agenda Approval – August 10-11, 2023. Approved unanimously.
Minutes Approval – June 7, 2023. Approved unanimously.

4. **President Report.** Andy reported on the 2023 Ocean Shores meeting. He also reported that work has started on the SB 5290 workgroup and that he, along with Brian Smith and Ray Cockerham, attended the first meeting representing WABO. Andy reported that there was good representation on the workgroup and that Commerce has been directed to look at best practices. Andy also stated that the TCD Committee is kicking off the 2027 code development.
5. **Executive Director Report –** Tara Jenkins provided a presentation to address the roles and responsibilities of Board members as well as informed the board of their updated 2023-2024 operations manual located on the website.
6. **Business / Action Items –**
 1. **ICC Issues –**
 - a. **ICC Board Candidates –** Andy Higgins reported that WABO has received a number of requests which will be reviewed at the WPLBO Candidates forum being held August 24-25, 2023 in Portland OR. Andy announced that he, along with Trace Justice, Kurt Aldworth, and Gary Schenk, will be attending the WPLBO Candidates Forum.
 - b. **Ron Burton –** Andy Higgins presented the ICC request for the Ron Burton Golf Outing. Tara Jenkins shared some statistics that were provided from ICC Past President Cash Olszowy regarding money raised, expenses, and support from other chapters. The Board has elected not to support this event.
 - c. **2023 Day of Service Donation –** Brian Smith led a discussion regarding the Permit Tech Nation and Women in Code Enforcement and Development who partner each year at the ICC Annual Conference with the local Habitat for Humanity of Veterans' Residential village doing rehab. A motion for a donation for the 2023 event was tabled for further investigation on the event need. Brian reached out to the event coordinator and reported his findings to the board.

MOTION: It was moved and seconded to support the 2023 Days of Service Event at a \$1,200 sponsorship level. Motion passed unanimously.
 2. **WABO Business –**
 - a. **WABO Fall QBM Incentive –** A discussion was held on the items to giveaway at the Fall business meeting.

MOTION: It was moved and seconded to select a Double Wine Cooler Bag. Motion passed – 1 abstention.

- b. 2025 WABO Meeting Locations** – Tara Jenkins led discussion regarding meeting locations for 2025. The Annual Business meeting is already confirmed at the Icicle Resort in Leavenworth. WABO will try to secure meetings at the following locations: Summer Business Meeting: Mukilteo, Fall Quarterly Business Meeting: Chelan
 - i. Executive Board Retreat Location/Date** – The 2025 Retreat will be held at Skamania, if able, and McMenamins Anderson School (Bothell) will be an alternate location. August 14-15, 2025 or August 21-22, 2025 will be acceptable retreat dates.
- c. SBCC Outreach Letter** – Kurt Aldworth wanted thoughts from the Board Members on drafting correspondence to the SBCC regarding maintaining the codes. A letter will be drafted to the SBCC addressing the need for the SBCC to review their bylaws process to maintain the codes more efficiently. Kurt Aldworth, Micah Chappell, Tim Woodard and Andy Higgins will work on drafting the letter.
- d. Dues & Fees Increase Policy** – Tara Jenkins presented a draft Dues & Fees Policy based on Max Booth’s suggestion at the last Executive Board meeting to have a set policy to go off each year as a base line.

MOTION: It was moved and seconded to utilize the dues and fees policy but amending to every 3% rounded up to the next dollar every two years based on the WABO presidential cycle with an implementation date effective July 1, 2024. Motion passed unanimously.

- e. TCD Succession Planning** – Angela Haupt led the discussion regarding the TCD Technical Consultant after Jon Siu retires. The position will look different after Jon Siu retires and the Board may consider requesting Jenkins Management Solutions to add an additional staff member to cover the administrative needs of the TCD Committee.
- f. Government Relations Update** – Tim Woodard announced that every bill that was introduced last session is going to be reintroduced. Tim reported that the committee will try to head off the kit housing bill and try to support HB 1167. The TCD Committee has already started working on the multiplex work group. Micah Chappell asked for a status update on the IWUIC bill, and since it did not receive stakeholder support last legislative session, it was not pursued.

- g. SBCC Representative** – Micah Chappell brought up the possibility of trying to expand the SBCC to 2 code officials (one representative on the eastside and 1 representative from the westside) and approach the fire official to see if they are interested in getting their roles expanded as well. Tim Woodard will work with Marian Dacca to propose legislation to get this as a possible option. Micah also reported his term on the Council is up January 2024 and asked the Board if they want him to re-run or if there is another individual that is interested in serving. Angela Haupt will move forward with the SBCC application appointment process.
- h. WSEC Plans Examiner Program Update** – Brian Smith reported that he asked Lisa Rosenow and Jonathan Jones to move forward with drafting questions for the WSEC Plans Examiner program exams. Lisa Rosenow reported there are certain areas in the Energy Code that she will need to hold off on until the TAG committee has completed their revisions due to the litigation, but she will begin working on the areas not affected. Jonathan Jones has not yet responded to Brian. Brian reported the delay of the code has had the subcommittee put the brakes on a little bit until there is a clear pathway forward.
- i. Minimum Code Timelines** – Micah asked the board that with the continued delay of this code and the delay of the last code – What is the minimum time a code should be used for? Is 1 ½ to 2 years enough (cost benefit)? The Board will have to wait until we officially know when the code is adopted and then can gauge at that time. The Board has a consensus that two years is a good starting point.
- j. Strategic Planning** – Ray Cockerham requested the board review the suggested updates to the strategic plan and send any feedback to him so he can relay it to the subcommittee.
- k. SIRP Consultant Request** –

MOTION: It was moved and seconded to move the SIRP Consultant Request discussion into Executive Session. Motion passed unanimously.

- l. WABO Liaisons Review** – Andy Higgins led the discussion regarding WABO Liaisons and asked Board members to review the list. Andy requested an update from MaryKate McGee on the Underground Economy Committee to see if she has been able to attend. A discussion was held on succession planning for members.

 - i. Liaison Consultant** - Micah Chappell led the discussion on the need for WABO to have a fully paid position to represent WABO

around the state. Micah stated the individual would have to be a specialized staff member and likened the position to that of a public information officer. Outreach Chair, Stacy Criswell, will research the effort with assistance from Andy Higgins.

- m. Committee Charter Reviews** - Tara Jenkins asked committee chairs to review their committee charters and provide any updates or revisions to the WABO office. Tara will provide the current charters to committee chairs for review.
- n. Management Review** - The Board of Directors held a discussion on the services provided by the management company.
- o. Other Business** -
A discussion was held regarding the COAP Consultant Contracts.

MOTION: It was moved and seconded to create a COAP Consultant Cost of Living Adjustment Policy to adjust the COAP Consultant hourly fees based on the June Consumer Price Index with a 2-4% cap yearly and round to the nearest dollar. This policy will be revisited every two years. Motion passed – 1 Abstention.

Meeting recessed at 2:15 p.m.

WABO Executive Board Meeting – August 11, 2023

Friday, August 11, 2023 at 10:00 a.m. – Meeting reconvened

O. Other –

Tim Woodard notified the Board that Mark Sniffen’s wife passed away.

MOTION: It was moved and seconded to donate \$250 to the LA area Youth Arts Program per the wishes of the Sniffen family. Motion passed unanimously.

Meeting adjourned at 10:20 a.m.

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