



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

Minutes

WABO Executive Board Meeting – August 3, 2017

1. Call to Order

The WABO Executive Board was called to order by President Tom Phillips at 1:00 p.m. at Alderbrook Resort, in Union, WA.

2. Roll Call

The following officers were present:

Tom Phillips	-	President
C. Ray Allshouse	-	1st Vice President
Kurt Aldworth	-	2 nd Vice President
Jon Siu	-	Immediate Past President

The following Directors were present:

Angela Haupt	-	Finance
Lee Kranz	-	Technical Code Development
Pete Rambow	-	Certification & Registration
Rick Prosser	-	Education
Todd Blevins	-	Outreach
Andy Higgins	-	Apprenticeship
Ray Cockerham	-	Emergency Management
Trace Justice	-	Past President
Gary Schenk	-	Past President

The following Directors were absent:

Jim Tinner	-	State Building Code Council
Mark Sniffen	-	Government Relations

The following management personnel were present:

Tara Jenkins	-	Executive Director
Troy Jenkins	-	Jenkins Management Solutions, LLC

3. Consent Agenda

Agenda Approval – August 3, 2017. Agenda approved unanimously.

Minutes Approval – May 19, 2017. Minutes approved unanimously.

4. **Report from the President.** President Phillips announced that Government Relations Committee chair, Mark Sniffen, could not fulfil the position. A special election will be held at the Fall 2017 Meeting to fill the vacancy. Tom has scheduled a meeting with WABO lobbyist, Amy Brackenbury, to discuss and prepare possible legislative items for 2018 and invited Board members to attend or send him items for discussion.
5. **Executive Director Report.** Tara Jenkins discussed the new Board Handbook and provided a powerpoint presentation to address the roles and responsibilities of Board members.
6. **Business /Action Items**

1. **ICC Issues**

- a. **ICC Board Candidates.** Tom Phillips announced that the Western Pacific League of Building Officials (WPLBO) held an ICC Candidates Forum on July 21, 2017. WPLBO has formally endorsed:
 - President - Jay Elbettar, City of Mission Viejo, California
 - Vice President - William “Bill” Bryant, County of Anne Arundel, Maryland
 - Secretary/Treasurer - Greg Wheeler, City of Thornton, Colorado
 - Re-Election (At Large) - James Morganson, Town of North Elba, New York
 - Re-Election (At Large) - Donny Phipps, County of Richland, South Carolina
 - Re-Election (Section A) - Stuart Tom, City of Yorba Linda, California
 - First Term (At Large) - Michael Boso, City of Grove City, Ohio
 - First Term (At Large) - Dave Spencer, City of North Bend, Washington

MOTION: It was moved and seconded that WABO supports the WPLBO candidates with the exception of Donny Phipps. Motion passed unanimously.

- b. **ICC Dignitary Visit.** ICC President, Dwayne Garriss, and Chief Executive Officer, Dominic Sims, held a NW Tour and traveled to Bellevue, WA on July 20, 2017. WABO Board of Directors met with President Garriss and CEO Sims to discuss issues with the current practice of Executive Board meetings. Tom Phillips stated that ICC made a commitment to make the minutes and agendas available in a timely manner. The ICC President will also review the agenda more thoroughly. The President’s Report and CEO’s Report will also be divided up so the non-executive sections can be released.

2. WABO Business

- a. **Registration Fee Waivers.** Tom Phillips led the discussion on registration fee waivers to attend the WABO Meetings. Non-WABO members who have been invited to attend will be granted a registration fee waiver.
- b. **2019 WABO Meeting Locations.** The Board decided to hold the 2019 ABM at Semiahmoo Resort in Blaine and the fall meeting will be held in Vancouver. The 2018 Executive Board Retreat will be held around the second week of August and with possible bookings at: SunCadia, Skamania, or Sun Mountain Lodge.
- c. **Social Events.** Tom Phillips announced the Social Events which have been hosted by WABO Sponsors on Wednesday night have been successful. If a quarterly meeting does not have a hosted Wednesday night social event planned, WABO will host the event.
- d. **WABO Fall Quarterly Business Meeting.**
 - i. **Fall Meeting Invites.** Tom Phillips would like to continue new member participation. A call list was distributed to all Board members to contact a month prior to the meeting. A script was distributed to the Board members with the following talking points: scholarships, networking/social events, and professional development. Todd Blevins was tasked with creating a survey that will give an overview of what programs/services WABO is already providing and asking jurisdictions what other programs/services they would like to see added.
 - ii. **Professional Development.** Kurt Aldworth asked for Professional Development ideas for the upcoming Fall Meeting. Suggested class ideas included: legal aspects, ethics, personal/professional development, inspection matrix, and leadership/ management skills. Board members were encouraged to submit ideas to Kurt.
 - iii. **Tim Nogler's Retirement.** Tim Nogler from the State Building Code Council will retire on November 1, 2017. Tom Phillips will present a President's Award plaque and a gift up to \$500 to Tim at the Fall 2017 Business Meeting.
 - iv. **Fall Incentives.** A discussion was held regarding meeting incentive frequency. Meeting incentives will be offered at the

three business meetings held each year. The legislative/committee meeting will not have incentives offered. Tara Jenkins will send incentive ideas to the Board for the Fall 2017 selection.

- e. **Executive Board Retreat.** Tom Phillips led the discussion regarding the Executive Board Retreat Meeting duration. The current Executive Board meeting starts on Thursday afternoons and finish Friday afternoon.

MOTION: It was moved and seconded that WABO Executive Board Retreat Meeting will go to a full day and a half event. Motion passed unanimously.

- f. **Board of Director Voting Records.** Tom Phillips discussed the Executive Board Voting Records and asked how the Board would like to see them recorded.

MOTION: It was moved and seconded that minutes reflect vote counts on motions in Officer and Executive Board Meetings. Motion passed unanimously.

Recess until Friday morning.

Friday, August 4, 2017

Meeting reconvened at 8:00 a.m.

- g. **2018 I-Codes with WA State Amendments.** Lee Kranz announced that a conference call with Mark Johnson, Suzanne Olmos, Tim Nogler, Tom Phillips, Tara Jenkins and himself was held to discuss incorporating the 2018 WA State Amendments in the 2018 I-Code Family. Lee stated the code vetting will require a large amount of time and suggested WABO hire a consultant. The current timeline for the State Building Code Council to release the 2018 WA State Amendments will be December of 2019. ICC feels they can release the finished 2018 codes in May of 2020. The current legislation will have a code effect date of July 1, 2020 which does not leave enough time for jurisdictions to train before the codes go into effect. Discussions were held regarding alternatives such as purchasing the raw documents and using an outside printer. Gary Schenk suggested working with our legislators to extend the code effect date to January 1, 2021, which would alleviate the timeline issue. Tom Phillips and Lee Kranz will work with Amy Brackenbury and our legislators on the code effect date.

- h. **AEI 2019 Venue & Location.** Tara Jenkins presented the top three venue choices for the Annual Education Institute (AEI) that were recommended by the Education Committee. The venue locations are: Seattle Airport Marriott, Tulalip Conference Center and the Lynnwood Convention Center. Estimates were presented to show the costs associated with each venue along with a geographic snapshot of the 2017 AEI attendees.

MOTION: It was moved and seconded that the Annual Education Institute moves to the Lynnwood Convention Center for 2019 and 2020. Motion passed unanimously.

Gary Schenk raised an issue that was discussed from the past Education Committee regarding the costs to attend training.

MOTION: It was moved and seconded to reduce the Annual Education Institute rates to \$125 member / \$175 non-member for early registration and \$150 member / \$200 non-member for late registration. Motion passed unanimously.

Tara Jenkins discussed the AEI event duration. The Board wants the training to remain a four day event on non-code cycle years and a five day event on code cycle years.

- i. **Prioritized Initiatives Strategic Plan.** Kurt Aldworth requested Committee Chairs look at the mark ups provided by Kurt Latimore's Strategic Planning Session that was held at the 2016 Annual Business Meeting. Chairs were directed to let Kurt know if there is anything needing revision to the prioritized initiatives as it pertains to their committee. A discussion was held regarding the WABO Strategic Plan layout. A sub-committee was created to revamp the Strategic Plan, the sub-committee members are: Chair Kurt Aldworth, Ray Allshouse, Lee Kranz and Gary Schenk.
- j. **WABO Bylaw Amendments.** Jon Siu led the discussion regarding the WABO Bylaws and possible proposed changes to present to the WABO voting representatives. The Accreditation Committee is currently a special committee and the question was asked if there is a need to add the committee as a standing committee in the bylaws or if the committee duties can fall under the Education Committee.

MOTION: It was moved and seconded that the Accreditation Committee should be added to the list of standing committees in the bylaws and the amendment will be presented to the voting representatives for discussion at the next quarterly business meeting. Motion passed unanimously.

A sub-committee was created to review the bylaws and to present proposed amendments to the voting representatives for discussion at the next quarterly business meeting. The bylaw sub-committee is: Chair Jon Siu, Trace Justice, Ray Cockerham and Gary Schenk.

- k. Committee Description Review.** Jon Siu presented the Committee Descriptions that were last updated in 2012. Each committee chair was tasked with reviewing the document and revise as necessary. The revisions will be due to Tara at the WABO office one week after the Fall 2017 Business Meeting. The Committee Descriptions will be discussed at the next Executive Board Meeting.
- l. SBCC Funding.** Tom Phillips presented Jim Tinner's agenda item on the State Building Code Council Funding. Department of Enterprise Services (DES) wanted to eliminate Joanne McCaughan's position off the books after she retired. Jim Tinner convinced DES to keep the position on the books, but DES does not want the reserves to drop down any further than what it is now. Jim Tinner wants to know if WABO has the resources to look at guaranteeing some funding for the position. The Board cannot gift money to the State Building Code Council, the money would have to go into General Funds and the State can use the money as they see fit. WABO will support Legislation to fund the SBCC and will work with the Cities and County Associations to help support the effort.
- m. SBCC TAG Representatives.** Lee Kranz presented the State Building Code Technical Advisory Group Representative recommendations as follows:
- Angela Haupt, City of Kirkland, IRC primary
 - Dave Spencer, Safebuilt, IRC alternate
 - Mike Barth, CodePros LLC, IBC primary
 - Hoyt Jeter, City of Tacoma, IBC alternate
 - Dave Cantrell, Retired from Seattle-King County Public Health, UPC Primary
 - Todd Blevins, Walla Walla County, IECC primary

Lee Kranz did not receive volunteers for the Fire or Mechanical Code TAG positions.

MOTION: It was moved and seconded to approve the positions to the State Building Code Council Technical Advisory Group as presented by Lee Kranz. Fire & Mechanical Code representatives will be recruited. Motion passed unanimously.

n. Cross Laminated Timber. Deferred to the next Executive Board Meeting.

o. Other Business.

Ray Allshouse announced that he, along with Gary Schenk and Andy Higgins, all attended the OBOA Annual Business Meeting July 27-28, in Gleneden Beach, Oregon. Ray reported the meeting was good and felt it useful to send representation to OR and welcome OBOA members to attend WABO meetings. Andy Higgins highlighted a voluntary fee study survey as well as their Round Table discussions. Gary Schenk announced that OBOA Special Inspection Program will now operate as a registration program only.

Andy Higgins reported that the COAP second year curriculum is in development. Instructors have been setup for the 1st and 2nd quarters. The COAP Committee will revisit the idea of whether an individual needs to complete all 3 years to complete the program.

Lee Kranz announced that Jon Siu sent out the ICC report from the Board of Directors regarding feedback received on the code development process. TCD will review the report and send communications back to the ICC Board. Lee encouraged everyone to review the report on the ICC website and make comments by August 21, 2017.

Meeting adjourned at 11:35 a.m.

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