



STATE OF WASHINGTON

## STATE BUILDING CODE COUNCIL

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### SUMMARY COUNCIL MEETING MINUTES

**LOCATION:** DES Building, Room 2320  
1500 Jefferson Street  
Olympia, WA 98501

**MEETING DATE:** July 19, 2017

Agenda Items	Committee Actions/Discussion
1. Welcome and Introductions	<p><b><u>Members in Attendance:</u></b> Steve Simpson, Chair; Dave DeWitte, Vice Chair; Diane Glenn; Leanne Guier; Traci Harvey; Andrew Klein; Phil Lemley; Doug Orth; Jim Tinner; Eric Vander Mey</p> <p><b><u>Members Absent:</u></b> Al French, Robert Graper, Duane Jonlin, , Kevin Shuttu</p> <p><b><u>Staff In Attendance:</u></b> Tim Nogler, Managing Director; Krista Braaksma; Farrell Presnell (DES CPRM), Michael Diaz (DES Finance)</p> <p><b><u>Visitors Present:</u></b> Al Audette, Chuck Murray, Jan Rohila</p> <p>Meeting called to order at 11:00 a.m. by Steve Simpson. Everyone was welcomed and introductions were made.</p>
2. Review & Approve Agenda	The <a href="#">agenda</a> was approved as modified—adding a staff report after the budget review.
3. Review & Approve Minutes	The minutes from the <a href="#">June 9</a> and <a href="#">June 30</a> Council meetings were approved as written.
4. SBCC 17-19 Biennial <a href="#">Budget</a>	<p>Tim Nogler noted the statute requires the Council to propose a budget to be submitted to OFM. Tim has been working with DES on preparing those documents. The summary presented shows revenue projections that may be a bit optimistic; the actual revenue received in FY 2017 was around \$520,000. The budget also reflects leaving the secretary senior position unfilled and a temporary hire, for about nine months, of a second codes specialist in FY 2018. FY 2019 then drops back down to a single code specialist.</p> <p>Tim said it would be advantageous to eliminate the secretary senior position. As it stands now, DES staff can “bump” into the vacant position. DES staff recommends delimiting the position.</p> <p>Council members expressed concerns regarding the elimination of one of the codes specialist positions during the code adoption period. Tim said the work plan may need to be reviewed and reconsidered. It may involve looking only at certain codes and/or pushing out the adoption date. Another possibility is working with consultants to help with the workload. There was some discussion over the cost of working with consultants versus hiring staff. There was also discussion of what exactly falls under internal and external costs.</p>

<p><i>Public Comment</i></p> <p><i>Motion:</i></p>	<p>Members also voiced confidence in the revenue projection figures, given there is a lot of construction activity right now.</p> <p>Steve asked what the minimum fund balance would be before action would need to be taken. Tim said it is usually two months operating budget, or about \$90,000.</p> <p>Jim Tinner expressed concerns regarding pushing out the adoption dates. That would affect the insurance rates for all cities and counties. He recommends moving forward with a permanent hire for the vacant codes specialist position and hoping for the best. Tim noted that may result in going slightly into the negative for the second fiscal year. Dave DeWitte felt that was necessary to get the adoption work done properly.</p> <p>Doug Orth asked for an update on the managing director recruitment. Tim said there were six applicants under review. He, Steve and Farrell would be getting together this afternoon to review the applications. There was some discussion on the salary level for this position.</p> <p>None offered.</p> <p><b>Jim Tinner</b> moved to <b>approve the budget</b> leaving the second codes specialist position in the budget and looking at when it is appropriate to fill that position. <b>Dave DeWitte</b> seconded the motion. The motion carried with no opposing votes.</p> <p>Tim noted the adjustments would be made and DES will submit the budget to OFM. Steve asked if there was enough direction on eliminating the secretary position. Tim felt the motion provided clear direction to delimit the position as discussed.</p>
<p>5. Staff Report</p>	<p>Tim said the Council’s Assistant Attorney General and DES’s public records attorney are both strongly advising that all the Council members get a state email account. They are in the process of setting that up. More information will be sent to members as that happens.</p>
<p>6. Adjourn</p>	<p>There being no further business, the meeting was adjourned at 11:40 a.m.</p>