

Pikes Peak Regional Building Department

2880 International Circle
Colorado Springs, Colorado 80910

ADVISORY BOARD MINUTES

January 23, 2019

12:30 p.m.

MEMBERS PRESENT: Vice Chairman Richard Applegate, City of Fountain
Vince Colarelli, Citizen-at-Large
Edward Pine, Building A, B or C Contractor
Tom McDonald, Building A or B Contractor
Jim Nakai, Architect
Robert Todd, City of Manitou Springs
Kelly Elliott, Town of Monument
Chris Quinn, Town of Green Mountain Falls
David Wilson, Town of Palmer Lake

MEMBERS ABSENT: Chairman Darin Tiffany, Engineer

OTHERS PRESENT: Roger Lovell, Regional Building Official
Virginia Koulchitzka, Regional Building Counsel
Ryan Johanson, Director of Finance
Matt Matzen, Front Counter Supervisor
Linda Gardner, Executive Administrative Assistant

PROCEEDINGS:

Vice Chairman Richard Applegate called the meeting to order at 12:31 p.m.

1. ELECTION OF OFFICERS

A motion was made by Vince Colarelli to re-elect Darin Tiffany as the Chairman of the Advisory Board, seconded by Tom McDonald; the motion carried unanimously.

A motion was made by Vince Colarelli to re-elect Richard Applegate as the Vice Chairman of the Advisory Board, seconded by Tom McDonald; the motion carried unanimously.

2. CONSIDERATION OF THE OCTOBER 17, 2018 MINUTES

A motion was made by Edward Pine to **APPROVE** the October 17, 2018 Advisory Board Minutes as written, seconded by Vince Colarelli; the motion carried unanimously.

3. PUBLIC COMMENTS ON ITEMS NOT SCHEDULED ON THE AGENDA

Public comments on items not scheduled on the agenda shall be limited to three (3) minutes.

There were no public comments.

4. NEW BUSINESS

- a) HBA Cares, Inc.'s Request under the Participation with External Organizations Resolution of Intent

George Hess, Chairman of the Housing & Building Association of Colorado Springs (HBA) Workforce Development Committee, appeared and stated the HBA's Careers in Construction Program (CIC) operates under HBA Cares, Inc., which was a nonprofit 501(c)(3) entity. He stated HBA Cares, Inc. had all of the requested documentation required under the Resolution of Intent for Participation with External Organizations, with the exception of the Federal tax exempt determination letter for CIC.

Mr. Hess gave a brief overview of the school home build program. He stated the program was in ten high schools with 500 students participating in the program.

Mr. Hess stated the applicant was requesting a participation from RBD in the amount of \$250,000 for the CIC program. He stated CIC would have its own 501(c)(3) status, which would make it easier for companies making donations to the program. He stated the schools were required to have a shop facility in order to participate in this program. He stated HBA and the applicant also hoped to receive grants from other entities, although not of this magnitude.

Mr. Hess stated the applicant was HBA Cares, Inc., because they were waiting for the government shut down to end in order to complete the 501(c)(3) for CIC. He stated the revenue received from the sale of the homes would go back into the CIC 501(c)(3) to support the schools to build future homes.

Robert Todd joined the meeting at 1:05 p.m.

Mr. Colarelli asked if the HBA or the applicant had requested grants from corporate sponsorships within the construction industry for the CIC. Mr. Ruebenson appeared and stated the HBA was in the process of preparing requests for grants to its membership for the CIC program.

Answering a question from the Board with regard to whether RBD had funds to participate on this request in accordance with the Resolution of Intent, Ryan Johanson

stated RBD was currently able to accommodate this request. Roger Lovell stated that an amount of this size would limit future consideration of other applicants. Mr. Colarelli asked Mr. Hess if the applicant might consider a request of a more moderate amount; and Mr. Hess stated a request for less than \$250,000 would limit CIC in how the program could assist the schools. Mr. Ruebenson stated the home build program would not be able to go forward for CIC without the requested funding from RBD. Mr. Ruebenson stated there were five schools that were ready to start building in 2019, two in the spring semester, and three in the fall semester, so a participation of less than \$250,000 would greatly hinder the commencement of these homes. Mr. Lovell reminded the Board that while funds might be available this month, such may not be available for the remainder of the year due to RBD's need for sustainability and certain economic factors; as a result, the Board was not in a position to discuss availability of funds for any other or supplemental requests.

Joe Loidolt, Classic Homes, appeared and stated it could take two years to build and sell these houses, and the completion date could not be determined to presell these homes. Specifically addressing sustainability concerns for the CIC program, as such were raised by Vince Colarelli and David Wilson, Mr. Loidolt stated there were a number of large home builders involved in this program, so they would see that the homes were sold within a short time after completion.

Vince Colarelli left the meeting at 1:38 p.m. and a quorum was maintained.

Answering a question from Jim Nakai inquiring whether RBD had initially determined the request to be in compliance with the Resolution of Intent criteria, Roger Lovell stated RBD staff had determined that this request, as submitted in writing to RBD, met the criteria within the Resolution of Intent to move the request forward to the Advisory Board and Regional Building Commission for review. He stated, while the request was made by HBA Cares, Inc., the representations given today were that the funding would be distributed to CIC. Renee Zentz, Chief Executive Officer of the HBA, stated the HBA Care, Inc., could retain the funds, or ask for permission to have the funds transferred to CIC once CIC receives its 501(c)(3).

Jina Koulchitzka stated the Resolution of Intent had one element that may be applicable to the subject request under exclusions or exceptions, which states "Other nonprofits that distribute money to recipients of their own selection. Funds shall only be expended to the recipient which the funds were awarded. Failure to comply with this requirement shall be considered to be a misappropriation of funds and shall result in forfeiture of unexpended funds. The recipient shall repay any funds determined by the Department to have been inappropriately expended." She stated this was an issue that this Board should consider. She stated a contingency was not built in the Resolution of Intent disqualifiers with one general exception, as follows: "In the event the recommendation is in favor of the applicant for the full or partial amount of the requested funds, the request will be placed on the agenda for the following Building Commission meeting. Upon presentation from the applicant

and input from the administrative staff of the Department, the Commission shall render a final decision on the request. Both the Advisory Board and the Building Commission shall verify the required criteria has been met and either, or both, may impose requirements, conditions, or restrictions.”

Robert Todd stated he would propose a participation of \$100,000 now, keeping \$150,000 in reserves; and having two contingencies, i.e. completion of the 501(c)(3) process for CIC, and that additional funding be raised to offset the \$150,000 target.

A motion was made by David Wilson to recommend to the Regional Building Commission **APPROVAL** of the \$250,000 participation to HBA Cares, Inc., contingent upon: a written request from HBA Cares, Inc., for permission to transfer the funds to CIC Inc. upon receipt of its 501(c)(3) exempt determination letter from the Internal Revenue Service, seconded by Tom McDonald; the motion carried 6:2. Robert Todd and Jim Nakai opposed.

Chris Quinn, Kelly Elliott and Robert Todd left the meeting at 1:49 p.m., a quorum was no longer maintained.

Jina Koulchitzka stated Item 4(b) was **POSTPONED** for 30 days due to lack of a quorum.

b) Sunshine Act Requirement

To be read on the record, except the text in bold which requires the person making the motion to state his/her name, and the same of the person who seconds the motion.

Pursuant to the Colorado Sunshine Act, I, _____ **[state your name]**, move that the Advisory Board meeting be held on the third Wednesday of each month at 12:30 p.m. at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14, that the Advisory Board Meeting Agendas and Minutes for each meeting be posted on the website of the Pikes Peak Regional Building Department at www.pprbd.org, and that the meeting Agendas and Minutes be maintained by the Executive Administrative Assistant in the records of the Pikes Peak Regional Building Department, seconded by _____ **[state the name of another member of the committee]**; the motion carried unanimously.

5. **BUILDING OFFICIAL REPORTS**

a) Financial Statement through December 31, 2018

Ryan Johanson presented the financial statement for the month of December 2018. He said the operating cash balance was \$12,678,706. He said the cash balance was 77% as a percent of budget. Mr. Johanson said the monthly revenue was \$912,010, and the year-

to-date revenue was \$18,598,992. He said the expenditures were \$1,246,637, which resulted in a loss of \$334,627 for the month of December, and the year-to-date expenditures were \$14,997,941, which resulted in a year-to-date gain of \$3,601,061. Mr. Johanson stated the Licensing Rewards Program had been very successful, and RBD gave discounts for license renewals in the amount of \$18,750 in December, and \$1,041,905 had been discounted year-to-date through the Permit Fee Discount and Licensing Reward Program.

b) Building Report through December 31, 2018

Matt Matzen presented the Building Report for the month of December 2018. He said there were 108 single-family houses permitted in December, which was 63.39 percent less than this time last year; and 17 commercial building permits. Mr. Matzen said the total valuation of permits issued in December was \$115,959,915, which was 53.49 percent less than this same time last year; and the total valuation of permits issued in 2018 was \$3,515,393,919, which was an increase of 13.06 percent over this same time last year. He stated the front counter was averaging 348 phone calls per day and 98 walk-in customers per day.

c) Plan Report through December 31, 2018

Matt Matzen presented the Plan Review Report for the month of December 2018. He said there were 192 single family plans, which was a 28 percent decrease from December 2017; 50 new commercial plans, which was an increase of 150 percent; and a total of 644 plans for the month of December, which was an increase of 7 percent compared to December 2017. Year to date, 10,535 plans were submitted, an increase of 23 percent from 2017. He stated there were 94 Commercial Plans submitted electronically in December 2018, or an 84 percent increase compared to December 2017; and 187 Residential Plans submitted electronically, which was an increase of 217 percent; for a total of 315 E-Plans in December 2018, a 24 percent increase from December 2017. Year to date, approximately 49 percent of all plans submitted had been submitted electronically. Mr. Matzen stated the Plan Review Department performed 1,860 Solo Reviews in December, and 2,128 Walk-through reviews, for a total of 3,988 logged reviews for December 2018, and 45,946 logged reviews year-to-date, which was an increase of 24 percent from the previous year.

d) Inspection Report through December 31, 2018

Matt Matzen presented the Inspection Report for the month of December 2018. He said the inspectors in all departments did a total of 21,999 inspections in December, with a total of 59 field inspectors. He said each inspector averaged 20.6 inspections per day, and the average available time per inspection was 17.2 minutes. Mr. Matzen stated year-to-date, the inspectors in all departments did a total of 300,651 inspections, with a total of 63 inspectors.

6. UNFINISHED BUSINESS

Mr. Lovell introduced Greg Dingrando, RBD's new Public Information Officer. Mr. Dingrando stated he recently did an interview for Channel 5 regarding the dangers of carbon monoxide. He stated he sent out a press release today regarding the remapping of the flood plain area in the Security Widefield area, which would save homeowners in that area approximately \$1 million.

Keith Curtis, RBD's Flood Plain Administrator, appeared and stated this map change became effective on January 15, 2019. He stated this map change would take a number of homes out of the flood plain reducing their insurance rates.

7. EXECUTIVE SESSION REQUESTS

There were no Executive Session Requests.

8. ADJOURN

The meeting adjourned at 2:03 p.m.

Respectfully submitted,



Roger N. Lovell
Regional Building Official
RNL/lfg