

# **Pikes Peak Regional Building Department**

2880 International Circle  
Colorado Springs, Colorado 80910

## **ADVISORY BOARD MEETING MINUTES**

September 18, 2019

12:30 p.m.

**MEMBERS PRESENT:** Chairman Darin Tiffany, Engineer  
Vice Chairman Richard Applegate, City of Fountain  
Jim Nakai, Architect  
Edward Pine, Building A, B or C Contractor  
Vince Colarelli, Building A or B Contractor  
Robert Todd, City of Manitou Springs  
Kelly Elliott, Town of Monument  
Chris Quinn, Town of Green Mountain Falls

**MEMBERS ABSENT:** Jeff Finn, Citizen-at-Large  
David Wilson, Town of Palmer Lake

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

### **1. CALL TO ORDER**

Chairman Darin Tiffany called the meeting to order at 12:31 p.m.

### **2. CONSIDERATION OF THE AUGUST 21, 2019 MINUTES**

A motion was made by Vince Colarelli to **APPROVE** the August 21, 2019 Advisory Board Minutes as written, seconded by Edward Pine; the motion carried unanimously.

### **3. CHANGES/POSTPONEMENTS/NOTICE OF NEXT MEETING**

October Advisory Board meeting date and time: Wednesday, October 16, 2019, beginning at 12:30 p.m. at the Pikes Peak Regional Development Center, 2880 International Circle, Colorado Springs, Colorado 80910, Room 100-14.

### **4. 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.

## 5. BUILDING OFFICIAL REPORTS/NON ACTION ITEMS

### a) Financial Statement through August 31, 2019

Mr. Johanson presented the financial statement for the month of August 2019. He said the operating cash balance was \$12,763,491. He said the cash balance was 72% as a percent of budget. Mr. Johanson said the monthly revenue was \$1,410,456. He said the expenditures were \$1,342,945, which resulted in a gain of \$67,511 for the month of August. He stated year-to-date, the Department had a net gain of \$567,043. He stated the Department does not anticipate doing an Amended Budget for 2019.

### b) Building Report through August 31, 2019

Matt Matzen presented the Building Report for the month of August 2019. He said there were 332 single-family houses permitted in August, which was 1.22 percent more than this time last year, and 25 commercial building permits. He stated there was one multi-family permit. Mr. Matzen said the total valuation of permits issued in August for residential homes was \$118,455,119, which was 6.73 percent less than this same time last year; and the total valuation of commercial permits issued was \$20,387,220, which was a decrease of 13.79 percent over this same time last year. Mr. Matzen stated that the total valuation year-to-date across all permits was \$2,608,522,001 which is an increase of 16.48%. He said there was one permit with a valuation over \$3 million in August. Mr. Matzen stated the front counter was averaging 388 phone calls per day and 126 walk-in customers per day.

### c) Plan Report through August 31, 2019

Jay Eenhuis presented the Plan Review Report for the month of August 2019. He said in August 2019, there were 379 single family plans, which was an increase of 16 percent over the previous year; 54 new commercial plans, which was an increase of 116 percent; and a total of 1,054 plans for the month of August, which was an increase of 13 percent compared to August 2018. Year-to-date, 7,197 plans were submitted, an increase of 1 percent from 2018. He stated there were 99 commercial plans submitted electronically in August 2019, or a 2 percent decrease compared to August 2018; and 137 residential plans submitted electronically, which was a decrease of 3 percent; for a total of 433 e-plans in August 2019, an 11 percent increase from August 2018. Year-to-date, approximately 45 percent of all plans submitted had been submitted electronically. Mr. Eenhuis stated the Plan Review Department performed 1,667 solo reviews in August, and 2,904 walk-through reviews, for a total of 4,571 logged reviews for August 2019, and 35,594 logged reviews year-to-date, which was an increase of 21 percent from the previous year.

d) Inspection Report through August 31, 2019

Matt Matzen presented the Inspection Report for the month of August 2019. He said the inspectors in all departments did a total of 32,450 inspections in August, with a total of 68 field inspectors. He said each inspector averaged 22.8 inspections per day, and the average available time per inspection was 15.6 minutes. Mr. Matzen stated August was the highest number of inspections performed since 2015.

6. **UNFINISHED BUSINESS**

a) 2020 Budget

Roger Lovell stated the 2020 Budget anticipates \$19,261,244 in revenue, an increase of 18.3% over the 2019 Budget and an increase of 3.6% over the 2018 Budget. This balanced Budget anticipates \$19,261,244 in expenses, an increase of 7.9% over the 2019 Budget. A motion was made by Vince Colarelli to recommend to the Building Commission **APPROVAL** of the 2020 Budget, seconded by Edward Pine; the motion carried unanimously.

7. **EXECUTIVE SESSION REQUEST(S)**

Pursuant to C.R.S. 24-6-402(4)(a), (b) and (e)(I), the attorney for Pikes Peak Regional Building Department is requesting an Executive Session with the Advisory Board regarding a conference and consultation with the attorney for Pikes Peak Regional Building Department for the purpose(s) of discussing a satellite office construction matter, determining positions relative to matters that may be subject to negotiations, developing strategy for negotiations, and instructing negotiators; and receiving legal advice on specific legal questions, including, but not limited to, processes and procedures surrounding the satellite office construction matter.

(Virginia V. Koulchitzka, Regional Building Attorney; Roger N. Lovell, Regional Building Official; Jay Eenhuis, Deputy Building Official)

A motion was made by Vince Colarelli to move into Executive Session at 12:45 p.m., seconded by Edward Pine. *Jim Nakai stated he would like to recuse himself from the Executive Session.* Jina Koulchitzka stated with Mr. Nakai's recusal, a quorum is still maintained. The motion carried unanimously.

A motion was made by Vince Colarelli to come out of Executive Session at 1:24 p.m., seconded by Edward Pine; the motion carried unanimously. Edward Pine stated no decisions were made during the Executive Session; however, in consideration of Agenda Item Nos. 8.a. and 8.b., the Advisory Board will take the following action now on record: Terminate Jim Nakai to release him from his volunteer position as a member of this Advisory Board, which

will also have the effect of removing him from the Board of Review as a volunteer, effective upon sufficient vote by this Advisory Board.

Mr. Pine stated the termination is the result of a conflict of interest, which this Advisory Board must address because of the Department's retention of Mr. Nakai's architectural firm as an Owner Representative for the contemplated construction project. He stated it is in the best interests of the Department to retain James Nakai & Associates, P.C.

A motion was made by Edward Pine that Jim Nakai's position on the Advisory Board be terminated, seconded by Vince Colarelli; the motion carried unanimously. Jim Nakai stated he enjoyed the past three years on the Advisory Board and the Board of Review, but because of his involvement in this exciting new project with the Department, he is willing to step down.

## 8. **NEW BUSINESS**

- a) Consent Resolution for Construction of Satellite Facility for Pikes Peak Regional Building Department and Authority to Negotiate and Enter into a Construction Contract for Purposes Thereof.

A motion was made by Edward Pine to **APPROVE** the Consent Resolution for Construction of Satellite Facility for Pikes Peak Regional Building Department and Authority to Negotiate and Enter into a Construction Contract for Purposes Thereof, seconded by Richard Applegate; the motion carried unanimously.

- b) Retention of an Owner Representative for the Contemplated Construction Project in Item No. 8.a) above.

Jina Koulchitzka stated the Department, upon instructions and recommendation by this Advisory Board to retain an Owner Representative, has entered into a Consulting Agreement with Jim Nakai & Assoc., P.C., to act as the Owner Representative for the contemplated construction project in Resolution No. 2019-2 noted in Item 8.a. above. The Department has entered into a Confidentiality and Nondisclosure Agreement with Mr. Nakai's firm.

## 9. **BOARD REPORT(S) OR COMMENT(S)**

There were no Board reports or comments.

## 10. **FUTURE AGENDA ITEM REQUESTS**

There were no future agenda item requests.

11. **ADJOURN**

The meeting adjourned at 1:31 p.m.

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Roger N. Lovell".

Roger N. Lovell  
Regional Building Official  
RNL/lfg

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