Board Members Present: Steve Malone, Michelle Seaman, Steve Struble, David Asbridge, and Myron Tatum

Staff Present: Ken Young, Curt Bechtel, Jeff Larus, Mark Brodrick, and Serenna Zeisler

Others Present: None

Meeting opened at 7:30

1. Set Agenda

Struble made a motion to set the agenda, Seaman seconded, motion passed 4-0.

2. Discussion on Electrical Fee’s Due to Audit

Bechtel began by explaining why this item is on the agenda. Bechtel stated in June he had received an email from Dave, in Finance, and he wanted to know how they figured the electrical fee for the Assent Innovation Building. Bechtel then had Mark Brodrick re-calculate the fee based on the State Wiring Bulletin. When Brodrick refigured the electrical fee, they came up with a difference in cost. The audit representatives sent a response that this would not happen again. Bechtel added, this was the first audit Building Services had in 28 years. Finance advised that we would be audited again, so we needed to fix the electrical fees. Bechtel stated, when we figure electrical fee’s it is based on the stamped drawings/quality of the plans. However, you could have five different people look at the plans and have five different amounts calculated. Bechtel stated he is proposing to the audit and to the Board that on commercial projects like the Assent Building, instead of using the State Wiring Bulletin to figure the fee, we base it off Table 100c, which is based off of a pure dollar valuation. He added, plumbing, mechanical, and building, also get charged based off of this table as well. Struble, brought that State fee table and added how confusing it is, Brodrick agreed. Bechtel stated, this change would be for commercial projects only. Asbridge stated the residential and commercial are completely different. Bechtel and Brodrick explained how they create and figure their fees. Struble explained that based on the state calculations, it is very confusing and difficult to follow their instructions. Discussion followed. Asbridge asked how other jurisdictions are calculating fees. Larus replied, in Sioux Falls they do it by a valuation. Struble broke down the percentages on projects. Bechtel added, in all his years of experience that the electrical is 10-15% higher than mechanical and plumbing. Struble agreed. Bechtel stated, in the case that we get audited again and they ask how we came up with that fee, we can reply from our fee resolution table, and avoid a potential issue. Discussion continued.
Struble made a motion to approve using Table 100c, out of the fee resolution, on the electrical portion on commercial projects, seconded by Asbridge, motion passed 5-0.

3. **Approval of the July 14th, 2020, BBOA Meeting Minutes**

   Struble Made a motion to approve the meeting minutes, seconded by Seaman, motion passed 5-0.

4. **Adjourned**

   8:27