



NOTICE OF AGENDA

PUBLIC MEETING

**Twin Falls City Building Advisory Board
March 18, 2010 3:00 PM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301**

BUILDING ADVISORY BOARD MEMBERS

Gary Bond Dan Brizee Darren Hall Sean Knutz Roger Laughlin Scott McClure James Ray
Jay Reis Scott Standley

- I. **CALL MEETING TO ORDER:**
 1. Confirmation of quorum
 2. Introduction of staff

- II. **ELECTION OF OFFICERS:**
 1. Introduction of Board Members
 2. Election of Officers

- III. **CONSENT CALENDAR:**
 1. Approval of Minutes from the following meeting(s): May 3, 2006

- IV. **ITEMS FOR DISCUSSION:**
 1. Advisory Board Guidelines (Purpose)
 2. Building Department Update (Personnel, Permits, & Inspections)
 3. Temporary Occupancy Permits (Fees & Code Issues)

- V. **INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD**

- VI. **UPCOMING MEETINGS/SCHEDULE:**

- VII. **ADJOURN MEETING:**

Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lisa A. Jones at (208) 735-7267 at least two (2) working days before the meeting.



Building Department Advisory Board Meeting Minutes
May 3, 2006
City Hall Conference Room

ATTENDANCE

Present:

Brad Wills, Jim Renaldi, Harald Gerber, Larren Novak, Dwaine Thomson, Marianne Barker

Absent:

Darren Hall & Scott McClure

- Meeting was called to order at 12:20 p.m. by Building Official Marianne Barker
- Topic of discussion was the City's adoption of the 2006 International Codes. Marianne reviewed state law with the Board and the recent DBS rule adopting the 2006 IBC, IRC and IECC.
- Moved and Harald & seconded by Larren that the City not adopt until January 1, 2007, if at all possible.
- Marianne said she would discuss with Fritz.
- Only other item of business was the election of a chairman for the Board. Brad Wills was elected unanimously.
- Meeting adjourned at 1:30 p.m.

Building Advisory Board

Item IV-1

03-18-10

Advisory Board Guidelines (Purpose)

In assisting with code issues it has proven to be beneficial to allow the code to be read with the individual(s) seeking relief from a correction. To work together and understand the intent of the code has resulted in numerous occasions where an issue has been brought to an agreeable solution. It is preferable to have issues solved in house.

2006 International Building Code.

I.B.C. 112.1 General. In order to hear and decide appeals of orders, decisions or determinations made by the building official relative to the application and interpretation of this code, there shall be and is hereby created a board of appeals. The board of appeals shall be appointed by the governing body and shall hold office at its pleasure. The board shall adopt rules of procedure for conducting its business.

112.2 Limitations on Authority. An application for appeal shall be based on a claim that the true intent of this code or the rules legally adopted hereunder have been incorrectly interpreted, the provisions of this code do not fully apply or an equally good or better form of construction is proposed. The board shall have no authority to waive requirements of this code.

112.3 Qualifications. The board of appeals shall consist of members who are qualified by experience and training to pass on matters pertaining to building construction and are not employees of the jurisdiction. City Code ordinance No. 2968

Duties and purposes:

- (A) To make suggestions and recommendations to the Twin Falls Building Inspection department on issues relating to the International Building Code, other city adopted building codes, such as the fire, plumbing, mechanical, and electrical codes, and other related matters as requested by the Building official of the building inspection department or the applicant for a building permit.
- (B) To hear and decide appeals of orders, decisions, or determinations made by the Building Official relative to the application and interpretation of the international Building Code and other city adopted building codes, such as the fire. Plumbing, mechanical, and electrical codes.
 - 1. An application for appeal shall be based on a claim that the true intent of the building codes (s) do not fully apply, or an equally good or better form of construction is proposed.
 - 2. This committee shall have no authority to waive requirements of the building code(s)."

Building Advisory Board

Item IV-2

03-18-10

Building department Update (Personnel, Permits, and Inspections)

BUILDING DEPARTMENT LONG TERM PLANNING STRATEGIES

Basic History of past 5 year work Load

Building Permits
Issued

Year	*2009	2008	2007	2006	2005
Building	800	794	863	1110	1143
Electrical	753	888	1070		
Mechanical	776	619	897		
Plumbing	555	650	792	63	
TOTAL	2884	2951	3622	1173	1143

*2009 January through November

January through December

permits per month	262	245	301	92	95
Revenue**	\$986,741	\$1,413,599	\$1,140,664	\$1,026,025	\$910,787
Dept. budget amnt.	\$455,738	\$425,199	\$582,171	\$351,999	\$303,898

** Fees include Plan review, W/S taps, waste water cap.etc. associated with bldg permit.

CURRENT STAFF		*2009	2008	2007	2006	2005
Bldg Ofc	Dwaine Thomson	1	1	1	1	1
Plans Examiner	Jon Victor	1	1	1	1	1
Bldg. Inspector	Rick Kirsch	1	1	2	3	2
Mech. Inspector*	Jarrold Bordi	1	1	1		
Elect. Inspector*	Raub Owens	1	1.5	1		
Plbg Inspector*	Stephen Harr	1	1	1		
Dept. Specialist	Nikki Miller	1	1	1	1	1
TOTAL		8	8.5	8	6	5.5

Permits:

Overall building permits have decreased aprox 20%
 *Commercial building permits in 2006= 123, 2009= 321 (162% increase)
 Elect., mech, and plumbing permits 2007. Aprox increase 250%

work load/ staff

Entering permits 250% increase

	2009	2008	2007	2006	2005
Inspections done					2025
Dwaine, building (S. Condon)	180	135	270	1890	2655
Rick, building	2076	2340	2520	2205	630
Jarrold, mechanical/ building	1890	2430	2250	1620	
Raub, electrical (T Schmidt)	1530	*1170	1620		
Stephen, plbg (M Cooper)	1110	1300	1584	126	
Unable to retrieve plumbing inspection docs. Have taken permits issued X2 =insp.					
TOTAL	6126	6075	6660	5841	4680

Building Advisory Board

Item IV-2

03-18-10

* Commercial inspections & plan reviews are more time consuming than Residential

* Jarrod performs all commercial HVAC plan review.

Within the year:

Establish divisional lead personnell positions.

Retain temporary help for filing.

Crosstrain for HVAC plan review and HVAC inspector

Create daily work procedure manuals

Check out online permitting possibilities

Seek information on Building dept. computer software

5 years:

Hire part time building, plumbing and electrical inspectors and possible permit tech part time position.

Provide online permits for electrical, plumbing and HVAC.

Building Advisory Board

Item IV-3

03-18-10

Temporary Occupancy Permits

Temporary Occupancy permits are allowed if all life safety items are in place.

A \$1000 Refundable fee has been required to insure remaining work will be completed.

Building permits expire 180 days after work ceases.

A list of 143 permits yet to have occupancy certificates are still on the books. Most of these permits have expired. Some have not request final inspections and are occupied. Some have corrections that yet to have been corrected and re- inspected. Some but not all have been issued temporary occupancy.

We have sent letters of notification.

In cases where there has been a long time period the possibility of a building becoming non-compliant increases. The Certificate of Occupancy states the structure meets code at the time of inspection. It is not in the best interest of the building department to issue certificates years after a previous inspection was made.

We can close a permit after 180 days work stops. A certificate of Occupancy is difficult to obtain once the permit has been closed.

C. of O.'s are valuable when selling and buying. Not just at time of construction.

At a minimum, the following items must be completed before consideration of a temporary certificate of occupancy:

- Life safety items both inside and outside the building
- Frost protection of the foundation
- Sufficient site grading to prevent water from accumulating next to the home

A temporary certificate of occupancy will be issued for a time period not to exceed 6 months.



NOTICE OF AGENDA

PUBLIC MEETING

**Twin Falls City Building Advisory Board
May 13, 2010 11:30AM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301**

BUILDING ADVISORY BOARD MEMBERS

Gary Bond Dan Brizee Darren Hall Sean Knutz Roger Laughlin Scott McClure James Ray
Jay Reis Scott Standley
 Vice-Chairman
 Chairman

I. CALL MEETING TO ORDER:

1. Confirmation of quorum
2. Introduction of staff

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): [March 18, 2010](#)

III. ITEMS FOR DISCUSSION:

1. Design Pressure Drop -Natural Gas (Corrugated Stainless Steel Tubing).- (CSST)
2. Temporary Occupancy Permits

IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD

V. UPCOMING MEETINGS/SCHEDULE:

VI. ADJOURN MEETING:

Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lisa A. Jones at (208) 735-7267 at least two (2) working days before the meeting.

Building Advisory Board Meeting

May 13, 2010

I. CALL MEETING TO ORDER:

Chairman Standley called the confirmed a quorum and called the meeting to order at 11:30a.m.

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): [March 18, 2010](#)

Member XXXX made a motion to approve the minutes. Member XXXX seconded the motion.

[UNANIMOUSLY APPROVED](#)

III. ITEMS FOR DISCUSSION:

1. Design Pressure Drop -Natural Gas (Corrugated Stainless Steel Tubing).- (CSST)

PRESENTATION:

The International Fuel Gas Code is incorrect concerning the BTU loads when using stainless steel tubing. Each manufacturer sizing table should be used. Our gas company delivers 7 inches of water column on a low pressure system.

DISCUSSION:

2. Temporary Occupancy Permits

PRESENTATION:

Temporary occupancy permits are issued when weather, scheduling conflicts, etc. effect completion of non-safety items such as landscaping, drainage, are held back. A refundable \$1000.00 fee is charged. Occasionally, a temporary is sought and the issue causing a TCO is never completed or corrected.

After an extended period of time (180 days) the City should not issue a Certificate of Occupancy as the permit passes the expiration date and possible uncontrolled modifications or alterations. Some issues to deal with are: occupancy without certificate being issued, Loaning institutions requesting a copy of the certificate after the permit has expired.

DISCUSSION:

IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD

V. UPCOMING MEETINGS/SCHEDULE:

VI. ADJOURN MEETING:

Building Advisory Board Meeting

August 12, 2010

I. CALL MEETING TO ORDER:

Vice Chairman Hall called meeting to order at 11:40 pm and confirmed a quorum.

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): [May 13, 2010](#)

Member Brizee made a motion to approve the minutes. Member Hall seconded the motion. All members present voted in favor of the motion.

UNANIMOUSLY APPROVED

III. ITEMS FOR DISCUSSION:

1. Design Pressure Drop -Natural Gas (Corrugated Stainless Steel Tubing).- (CSST)

PRESENTATION:

Board Member McClure stated that the reason he wanted to discuss this item is because he was requested to do an investigation in the Ketchum area for a residence where there was a concern regarding the natural gas piping systems capacity. The equipment didn't seem to operate correctly for the home owner. During the investigation it was found that the stainless steel tubing was substantially undersized. They were following the guidelines set by Intermountain Gas which was that they are to use the chart for ½" pressure drop for hundred foot of piping, which lead to undersized piping. He was bringing this issue up to discuss the policies here at the City and to see if establishing a maximum pressure drop would be a way to prevent this from occurring.

STAFF PRESENTATION:

Inspector Brodi explained that typically he encourages everyone to size to the ½" and use the 7" bar column delivery and a minimum of a 5" inlet on all appliances. If someone wants to deviate from the ½" drop therefore it only allows them to go to the 2" drop table and they have to provide proof that this will work with the system being installed. He also stated he doesn't let anyone go over the 7" delivery and by default they can't go higher than the 2" drop.

DISCUSSION:

The Board felt like the policies and enforcement procedures used currently by the City Inspectors was appropriate.

CONCLUSION:

Board Member Hall made a motion to approve the current policies and procedures for meeting the code requirements and enforcement of the code by City staff. Board Member Brizee seconded the motion. All members present voted in favor of the motion.

Chairman Standley continued conducting the meeting.

2. Temporary Occupancy Permits

STAFF PRESENTATION:

Building Official Thomson thanked the Board for their recommendations regarding occupancy permits and explained that he did some follow-up with the City Attorney as to what his enforcement allowances are for contractors that are not finalizing their occupancy permits. According to the City

Building Advisory Board Meeting

August 12, 2010

Attorney the Building Official has the ability to turn off water at a job site unit the situation is resolved and is also allowed to deny the issuance of additional building permits.

DISCUSSION:

The Board felt like this was an appropriate method for handling compliance issues and were in support of these methods.

3. Reconditioning Guidelines

PRESENTATION:

Board Member Brizee requested that this item be put on the next agenda. He stated he has not had time to research this issue and will make sure to bring the information he finds to the next meeting.

IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD

- Electrical permit requirements for low voltage jobs.
- January 2011 the State will be adopting the 2009 updated codes and training will be available.

V. UPCOMING MEETINGS/SCHEDULE:

The next Building Advisory Meeting is scheduled for **November 4, 2010 (11:30 -1:00)**

VI. ADJOURN MEETING:

Chairman Standley adjourned the meeting at 1:10pm



NOTICE OF AGENDA

PUBLIC MEETING

**Twin Falls City Building Advisory Board
November 4, 2010 11:30AM
City Council Chambers
305 3rd Avenue East Twin Falls, ID 83301**

BUILDING ADVISORY BOARD MEMBERS

Gary Bond Dan Brizee Darren Hall Sean Knutz Roger Laughlin Scott McClure James Ray
Jay Reis Scott Standley
 Chairman
 Vice-Chairman

- I. **CALL MEETING TO ORDER:**
 1. Confirmation of quorum
 2. Introduction of staff

- II. **CONSENT CALENDAR:**
 1. Approval of Minutes from the following meeting(s): [August 12, 2010](#)

- III. **ITEMS FOR DISCUSSION:**
 1. Reconditioning Guidelines for used equipment
 2. Electrical Permit requirements for low voltage jobs

- IV. **INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD**

- V. **UPCOMING MEETINGS/SCHEDULE:**

- VI. **ADJOURN MEETING:**

Any person(s) needing special accommodations to participate in the above noticed meeting should contact Lisa A. Jones at (208) 735-7267 at least two (2) working days before the meeting.

Building Advisory Board Meeting

November 4, 2010

I. CALL MEETING TO ORDER:

Chairman Standley called meeting to order at 12:00 pm and confirmed a quorum.

II. CONSENT CALENDAR:

1. Approval of Minutes from the following meeting(s): [August 12, 2010](#)

Member Brizee made a motion to approve the minutes. Member Bond seconded the motion. All members present voted in favor of the motion.

[UNANIMOUSLY APPROVED](#)

Motions to amend the current agenda were made as follows:

MOTION 1:

Member Brizee made a motion to add an item of discuss related to Federal Government Projects for Schools and Solar Energy. Member Ray seconded the motion.

[UNANIMOUSLY APPROVED](#)

MOTION 2:

Member Bond made a motion to add an item of discuss related to 2009 Energy Code updates to be adopted by the State in January 2011. Member McClure seconded the motion.

[UNANIMOUSLY APPROVED](#)

III. ITEMS FOR DISCUSSION:

1. Reconditioning Guidelines for used equipment

PRESENTATION:

Member Brizee explained currently the code that we live by will not allow or provide guidelines to allow used equipment to be reinstalled. For example there was a project here in Twin that was for a new building and the original heating system was installed in 2005. This year the system was removed and updated and the old system was donated to the habitat for humanity and later purchased by a local business that could use the equipment. However, because of the way the code is written it could not be installed. There is nothing wrong with the equipment but it isn't allowed to be re-used. He spoke with people at the state and the president of the HVAC Board and found that the code has to be enforced but the issue has never been addressed. The question is should this committee recommend to the City Council a code change that would allow for this type of equipment to be reused.

DISCUSSION:

- Member McClure stated the issue that comes up related to the recycling of used equipment is the rating and energy efficiency requirements. The second concern is the condition of the equipment.
- Member Brizee stated the efficiency has to do with what can be manufactured. The manufacturers have to produce products that meet a certain efficiency. He currently has new equipment in stock that has never been installed that can be sold that is less efficient than what the manufacturers are allowed to currently produce.

Building Advisory Board Meeting

November 4, 2010

- Member Ray stated in a brand new building that new equipment should be installed however for a remodel a piece of used equipment that has been inspected and approved by an HVAC specialist should be allowed.
- Member Hall stated that replacement of a heating unit can also be a financial hardship for people that are on a fixed income and if recycling a unit could be done it would provide another option for people that can't afford a new piece of equipment.
- Member Brizee stated that there are currently businesses here in Twin Falls that are removing used equipment cleaning it up and selling them as new.
- Member McClure stated he thinks that the first factor that should be considered if reinstallation is allowed is the efficiency rating. There is a major difference in reinstalling a piece of equipment with an efficiency of 11 versus 6. Maybe there would be some latitude that could be given to define the parameters for recycling equipment. The other issue to consider is the procedure for certifying that the equipment is in good condition without making it the responsibility of the inspector to decide if the equipment is acceptable. The vendor should have to provide proof that the equipment meets a certain efficiency level and that it is certified to be in good working condition.
- Community Development Director Humble stated that as the City there can be local amendments made to the code, however there doesn't seem to be enough information to address the concerns that will need to be resolved in order to move forward with a code change. The suggestion would be to decide if this is an item worth pursuing and if so have a subcommittee gather more information to help the committee move forward with a recommendation.

MOTION:

Member Standley made a motion that a subcommittee comprised of Member McClure and Member Brizee, with Member McClure as Chairman, research this item and bring back recommendations to this Committee. Member Hall seconded the motion. All members present voted in favor of the motion.

[RECONDITIONING SUBCOMMITTEE FORMED 11-04-10](#)

2. Electrical permit requirements for low voltage jobs

PRESENTATION:

- Building Official Thomson is the way city code is written it has to do with amp volts and life safety equipment being installed that didn't require a permit for installation and it was discovered by the City's Electrical Inspector that the fire alarm system for a school had been wired incorrectly. The staff would like to request that if the wiring is for telephones, computers and other communication type systems a permit would not be necessary, however a life safety item being installed would require a permit.
- Community Development Manager Humble explained that the state adopted the electrical code with the verbiage that would exclude permitting for communications systems. When the electrical code was adopted for the City of Twin an additional statement was added to the code that excluded permitting for systems with less than 100 volt amps which eliminates systems such as fire alarms, security systems etc. from inspection. City Code requires that they be in compliance with electrical code but no inspection is required. The verbiage in the City Code doesn't match the state which may or may not be an issue however, the state requires permits for such things as alarm systems and the City's Electrical Inspector thinks a permit should be required otherwise there is no way of knowing the system is being installed and no one to verify that it has been installed correctly.

Building Advisory Board Meeting

November 4, 2010

DISCUSSION:

- Member McClure explained that to install a fire sprinkler system requires licensing and training for installation. Anyone can install a smoke alarm system for home, school or business without any kind of licensure requirements. Safety as far as alarm systems is fairly questionable.
- Member Hall stated that he had a security system installed in his house a couple years ago but he has no way of knowing that it was installed correctly.
- Member Knutz explained that his company has a low voltage department and the issue his employees are seeing is that the people that are installing these alarm systems are running low voltage wire in with high voltage wire which is not allowed and the electricians have to go back and fix the problem. The other issue is that none of these guys have any training and they are in ceilings knocking holes into fire walls and without an inspection of these types of installations there are building code issues not getting addressed.
- Building Official Thomson stated that what he would like to see happen is that the Committee recommend that the verbiage of less than 100 volt amps be removed.
- Community Development Director Humble explained that the code requires compliance but the code does not require inspection to verify compliance because a permit is not required. The verbiage change would require a permit for low voltage installations but not require permits for public utilities or communication system installations.
- Member Brizee asked if there is low voltage wiring needed for a heating & air conditioning system would that require an electrical permit if the change is made as recommended.
- Community Development Director Humble stated with his current understanding the change would require an electrical permit for low voltage wiring. The question was then asked how a job is handled that is being inspected by the state under the same circumstances just described.
- Member Brizee stated an electrical permit is not required by the state for him to install heating & air conditioning systems.
- Community Development Director Humble then stated the change the staff is requesting would mirror the verbiage in the state code and he would therefore presume that there is some time of verbiage that allows HVAC to install and wire their systems without electrical permits.
- Building Official Thomson explained that the Building Department is not looking to add additional permitting to the process that is already in place for mechanical permits.
- Member Brizee stated he just brought up the point so that the facts could be understood before a recommendation is made and finalized.
- Community Development Director Humble stated the recommendation from staff could include verbiage that policy will allow low voltage wiring to be covered under the mechanical permits for HVAC systems.
- Chairman Standley also stated he would like more information for how this change would impact the small companies that install security systems that electricians don't currently install.
- Community Development Director Humble explained currently Twin Falls is the only local entity that doesn't require permitting.

MOTION:

Member Hall made a motion to table this item for the next meeting when more information is available. Member Standley seconded the motion. All members present voted in favor of the motion.

3. Solar Energy and Federal Government School Projects

PRESENTATION:

Building Advisory Board Meeting

November 4, 2010

Member Knutz explained that his business is starting to see a lot more people that want to install solar panels and other forms of alternative energy at their homes and businesses. His question in regards to this topic is what requires a building permit and are electrical permits required and if so how are the costs established for the permits.

DISCUSSION:

Building Official Thomson explained that this is an issue that has not come up at the building department as of yet however he is aware that it may become an issue soon. Typically when there is an alternative method or materials used for installation the building department would request spec. plans and manufacturing information for installation and other procedures for installation. In this case he would most likely request the same information.

MOTION:

Member Hall made a motion to table this item until the next meeting so that the building department can provide more information to the Committee. Member Ray seconded the motion. All members present voted in favor of the motion.

4. 2009 Energy Code Update Information

PRESENTATION:

Member Brizee stated he has learned about some of the changes that are going to take place in the 2009 Energy Code Update to be adopted by the state in January of 2011; an it is purely informational. According to the information he has reviewed all new homes will have to have the duct work tested to make sure that it is sealed adequately as well as a blower door test. The code also requires a mechanical calculation and duct design submitted to the inspecting municipality. He thought he would bring this information to the City's attention so that procedures for enforcement can be developed.

DISCUSSION:

- Building Official Thomson stated that on December 7th & 8th at La Quinta Inn & Suites the Idaho High Desert Chapter of the Idaho Chapter Building Officials will be providing HVAC Training related to the new Energy Code. On December 16th this group will also be presenting a 2009 IBC Update Training Seminar at the City of Twin Falls Council Chamber. Informational flyers will be mailed out to the local builders, contractors and designers.
- Community Development Director Humble asked the committee if there are any preferences as to when the HVAC design plans for residential should be submitted. Currently the City only requires plans for commercial construction however with the new changes taking place in January 2011, residential plans will also be required for HVAC systems.

MOTION:

Member McClure made a motion to recommend that the plans for residential HVAC Systems be submitted prior to installation. Member Knutz seconded the motion. Members Bond, Knutz, Laughlin, McClure, Ray, Reis & Standley voted for the motion. Members Brizee and Hall voted against the motion.

Community Development Director Humble explained that once the code is adopted staff will follow-up with this recommendation and any other procedure or code changes that need to be made, with this change it sounds as though mechanical permits will not be allowed to be issued over the counter anymore and staff will have to have plans in place to accommodate this change.

Building Advisory Board Meeting

November 4, 2010

IV. INPUT AND/OR ITEMS FROM THE BUILDING ADVISORY BOARD

- Member Standley asked that the next agenda include 2009 IBC update information that will impact the permitting procedure.
- Member Brizee would like to add online permitting and payment to the process.
- Community Development Director Humble explained training is going to begin on credit card processing at the counter within the next couple of weeks. This process will then be available with an extra 4% charge added to the total by credit card processing company. Online payment will not be available because currently the software system used by the building department is not compatible with online processing of permits or payment. Administration is currently looking at this issue and considering options.
- Member Brizee stated the City should contact Customer Access Systems with the state because they are currently looking for municipalities through a pilot program that wants to have permitting available online.

V. UPCOMING MEETINGS/SCHEDULE:

The next Building Advisory Meeting is scheduled for **February 17, 2011 (11:30 -1:00)**

VI. ADJOURN MEETING:

Chairman Standley adjourned the meeting at 12:45 pm