

Final minutes

State of Oregon

Manufactured Structures and Parks Advisory Board

Regular meeting minutes

November 8, 2006

- Member present:** Bill Eames, chairman
John Caul
Sandi Kadash (teleconference)
Bob Netter
Jeff Payne
Bob Schriever
- Members absent:** Bill Peterson, vice-chairman
Michael Erb
Wallace Fort
Charles Lynch
- Staff present:** Twyla Knowles, policy and technical services assistant manager
Mark Campion, board secretary
Albert Endres, manufactured structures chief
Barry Jones, SB 468 program manager
Richard Baumann, policy analyst
Tamara Brickman, manager of legislative and public affairs
Debi Barnes-Woods, boards coordinator
- Guests present:** Don Miner, Oregon Manufactured Housing Association (OMHA)
Steven McKinley, McKinley Service Company

I. Board business

A. Call to order.

Chairman Bill Eames called the Manufactured Structures and Parks Advisory Board to order at 9:30 a.m. The meeting was held at Building Codes Division, Conference Room "A," 1535 Edgewater Street NW, Salem, Oregon.

B. Roll call.

Vice-chair Bill Peterson, Wallace Fort and Charles Lynch were absent, unexcused. Michael Erb was absent, excused.

C. Approval of agenda and order of business.

Additions to Agenda Item III., were as follows:

- Agenda Item III.C., Update on atmospheric corrosion of metal piers.
- Agenda Item III.D., Update on the LOIS system.

Chairman Eames **RULED** the agenda approved as amended.

D. Approval of the regular meeting minutes of September 15, 2005.

Chairman Eames **RULED** the minutes of September 15, 2005 approved.

E. Date of the next regularly scheduled meeting.

March 8, 2007.

F. Review of the 2007 board meeting dates.

II. Public comment

Steve McKinley, an installer, discussed irregular enforcement of code by a building inspector in Lincoln County. He said that the inspector is enforcing code ventilation requirements differently from other jurisdictions. The issue was brought to the attention of the building department in Lincoln County. Mr. McKinley asked the board or the division to assist in the inspection of ventilation. He noted that there are issues with the drainage as well.

Albert Endres manufactured structures chief agreed with Lincoln County Building Department about receiving the complaint form prior to investigation.

Chairman Eames asked if documented failures were reported in relation to the lack of ventilation. No failures have been reported and Mr. Endres noted that the division errs on the side of the manufacturers manual for the ventilation requirements.

III. Reports

A. Building Code Division administrator's report.

Twyla Knowles, policy and technical services assistant manager, gave the administrator's report in his absence. She discussed and distributed [BCD update](#).

The following items were discussed from the packet of information:

BCD's organizational chart: Ms. Knowles focused on the enforcement and licensing service section. The manager of that section, Martin Pittioni, is establishing processes for prioritizing investigations when receiving complaints.

BCD's contact sheet: The division developed a contact sheet to distribute at industry meetings and division board meetings detailing whom to contact for specific program-related questions.

BCD budget: Ms. Knowles noted that the ending fund balance for the manufactured structures and parks program is steady. Don Miner, Oregon Manufactured Housing Association (OMHA), noted that the balance from the ending fund balance are fees paid by consumers and industry and if there is not an

intended use for the large balance, the funds should be given back. Mr. Miner specifically asked what is the intention of the division in regards to the large ending balances.

Proposed legislation for the 2007 session: The division is proposing four bills. The first is a follow-up to HB 2181 that would further standardize administrative and procedural requirements for the licensing program. The second bill would allow BCD to suspend a license for egregious violations prior to going through the hearings process. The last two concepts are placeholders for the boiler inspection process and the Construction Claims Task Force.

E-permitting: A statewide interoperable e-permitting system is being studied by a firm hired by the division researching options and the progress of [e-permitting](#).

The division received a federal grant to increase existing service delivery and for planned projects, such as electronic submission of plans, tracking of inspections, and notifications.

Ms. Knowles discussed the recent [press release](#) concerning the division's statewide online permitting service. She noted the project underscores the governor's commitment to streamline state regulatory processes.

Ms. Knowles advised the board to address any questions related to online permitting to Joanie Stevens-Schwenger Tri-County Service Center manager and manager for the statewide process.

Construction Claims Task Force: The task force will continue to meet regularly. Meeting dates, contact and updated information is posted to the division's web site, <http://egov.oregon.gov/DCBS/CCTF/>.

B. Program update.

Albert Endres, program chief for manufactured structures and parks, provided a brief update on the transfer of dealer licenses from the Building Codes Division to the Department of Finance & Corporate Security (DFCS). He is unsure of the details related to the transfer at this time.

Don Miner commented that he was unaware of the dealer license transfer. SB 468 transferred the regulation of manufactured homes and the responsibility of titling manufactured homes from the Department of Motor Vehicle to Building Codes Division during last legislative session.

Mr. Miner noted that the reason this occurred was to keep all manufactured home issues in one area. He noted that this transfer was without the support of industry. Dealers will now be regulated at the Construction Contractors Board and the Department of Finance & Corporate Security. This transfer may cause inefficient

regulation of the industry. Mr. Miner said he was disappointed that the transfer was done without a public process and without the involvement of the Manufactured Structures and Parks Advisory Board.

Code review: The Oregon Manufactured Structures and Parks Specialty Code was effective April 1, 2002, which is on a four-year cycle. The code was scheduled for review April 1, 2006. Because of the division's focus on SB 468, the review was not completed. The code is now scheduled for review April 1, 2007 with an expected effective date of April 1, 2008.

The national installation dispute resolution program: Oregon's program will be used as a model nationwide. The expected effective date for the program was delayed by HUD.

(Item III.C was added to the agenda.)

- C. Oregon Coast and atmospheric corrosion of metal piers study:** This study was requested during public comment from the March 9 meeting. At that meeting Steve McKinley, an installer, brought an example of a badly rusted steel support stand from a manufactured home located at the coast. A field study was conducted over several days on homes within several hundred yards from the ocean at Gleneden Beach, Depoe Bay, Netarts, and Rockaway. Mark Campion, who conducted the study, found that rust is an issue with the metal piers, although none had failed. The documented results were distributed, *Exhibit "A."* Mr. Campion said that the homes set within ¼ mile were the homes that suffered the worst corrosion.

Mr. Campion suggested that if the board wanted to pursue the issue, a code submittal may be submitted during the 2007 code review.

(Item III.D was added to the agenda.)

D. Update on the LOIS system.

Barry Jones, SB 468 program manager, reported to the board on the system. He reported that the system was updated April 1 2005 to include supplemental information requested by counties. A survey was conducted for all LOIS users to find that the system is user-friendly. Request for changes, updates, and enhancements are being gathered for the Ownership Advisory Committee's review to implement yearly.

Currently the LOIS system has over 200,000 documents stored. Because the law requires historic records to be retained for the life of the home or 50 years, which ever is longer, the division is researching a document-imaging project, which is a priority that is expected to take two to three months to implement.

IV. Communications

New employee:

- Tamara Brickman, manager of legislative and public affairs.

V. Appeals - None

VI. Unfinished business – None

VII. New business

Board review and approve Division 040 administration rules and bylaws.

Policy and Technical Services Assistant Manager Twyla Knowles noted that this item should have been placed on the agenda under communications. What should have been requested was input from the board on the administrative rules and bylaws.

Division 040 addresses the agenda development process, public comment protocol and adopted code of parliamentary procedure. The bylaws outline each board's statutory membership and meeting requirements, the process for taking action, public participation at board meetings and the conduct of executive sessions.

It was suggested by chairman Eames that the election of the chair and vice-chair be placed on the next board meeting agenda after agreeing with the bylaws.

Some members questioned the replacement of expired terms on the Manufactured Structures and Parks Advisory Board. Ms. Knowles noted that an active [recruitment](#) for expired terms and vacant positions is listed on the division's Web site.

VIII. Announcements – None

IX. Adjournment

Chairman Bill Eames adjourned the meeting at 12:55 a.m.

Debi Barnes-Woods
Boards Coordinator

Exhibits:

- A. Oregon Coast and atmospheric corrosion of metal piers study, *Agenda Item III.C., page 4.*