

# FINAL

## State of Oregon

### MANUFACTURED STRUCTURES AND PARKS ADVISORY BOARD

Regular Meeting Minutes

January 16, 2003

**MEMBERS PRESENT:** Bill Eames, Chairman  
Bill Peterson, Vice-Chairman  
John Caul  
Michael Erb  
Wallace Fort *(telephone connection)*  
Sandi Kadash  
Charles Lynch  
Bob Netter  
Jeff Payne

**MEMBERS ABSENT:** Al Laver  
Bob Schriever  
Phillip Sterling *(excused)*

**STAFF PRESENT:** Mark Long, Administrator of Building Codes Division  
Larry Iverson, Chief of Manufactured Structures and Parks, and  
Board Secretary  
Dana Roberts, Manager of Statewide Services  
Andrea Simmons, Manager of Policy and Technical Services  
Al Rust, Mfd Homes Training Coordinator  
Monte Taylor, Leadworker RV Inspector  
Richard Baumann, Project Coordinator  
Debi Barnes-Woods, Division Board Coordinator/Recorder

**GUESTS PRESENT:** Don Miner, Oregon Manufactured Housing Association (OMHA)

#### **I. BOARD BUSINESS**

##### **I.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 the Building Codes Division, Conference Room "A", 1535 Edgewater NW, Salem, Oregon.

##### **I.B. Roll Call**

Phillip Sterling was absent, (excused). Al Laver and Bob Schriever were absent, (not excused). Wallace Fort was connected through telephone.

##### **I.C. Approval of Agenda and Order of Business**

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

##### **I.D. Approval of the July 11, 2002, regular meeting minutes**

Chairman Eames **RULED** the minutes approved as submitted.

**I.E. Approval of the 2003 Calendar Board Meeting Dates**  
Chairman Earmes **RULED** 2003 calendar board meeting dates approved as submitted.

**I.E. Date of the Next Meeting**  
April 10, 2003

## **II. PUBLIC COMMENT – None**

## **III. REPORT**

### **A. Introduction of New Building Codes Division Administrator, Mark Long.**

Chief Iverson introduced Mr. Long as the newly appointed Administrator of Building Codes Division. Administrator Long gave a brief update on his employment with the division. In addition, Administrator Long said while his brief employment at the Department of Administrative Services on the Regulatory Streamlining Project, he shared that other agencies are lacking in industry and stakeholder involvement. Administrator Long expressed his sincere thanks and gratitude to this board as well as all other BCD boards for their work and input.

Administrator Long discussed the 25 positions currently vacant within the division. He said with the current vacancies, a strain on the rest of the staff is inevitable. Stabilizing the attrition of staff is a priority.

Outreach is a concern. Codes, policy, process, and operational issues that BCD deals with daily is the topic of discussion with stakeholders and industry. The division is in the process of re-evaluating how regulatory services is charged with keeping life safety as a priority. Due to that, a relationship with the Construction Contractors Board has been developed to help manage those violators who choose not to be in compliant. Workers Compensation Board was also discussed in reference to a partnering relationship.

Regulatory streamlining was discussed by explaining the work completed by a task force made up of several state agencies. Copies of the Regulatory Streamlining Task Force Report, *Exhibit "A"*, were distributed. Administrator Long said that directors and staff of the participating agencies interviewed individuals, business people, and organizations who interact with the state agencies. Particular attention was paid to issues that affect a customer's ability to accomplish their goals, such as building a home, establishing a new business or industrial facility, replacing a septic system, and obtaining a critical permit. Regulatory agencies need to respect the fact that they exist to support and protect the people of Oregon, as well as the specific industries or activities they regulate. Their activities should, in balance, promote both economic success and environmental well-being.

“Smart permitting” was a focus. Reducing the duplication of submissions to various agencies may expedite the process. Administrator Long said that the division is the lead on carrying out this project.

**B. Legislative Update**

Andrea Simmons, Interim Manager of Policy and Technical Services, briefed the board on a new streamlining process related to all BCD boards. She explained the board packets are now available electronically and are posted to the Division’s web page for easy access. Once the packet is approved for distribution, an e-mail link will be sent to board members as well as interested parties. A paper copy will be mailed to board members only.

Charles Lynch expressed his acceptance with the new process. He urged the division to expand this new process by sending all information electronically, which will ultimately save money and time.

Manager Simmons also spoke about the legislative session. She said that the division has already received several bills to date. Copies of Senate Bill 198, introduced by BCD, was distributed, *Exhibit “B”*. She explained that this bill follows suit with a bill introduced the previous session. That bill created a provision for the Construction Contractors Board to take action to revoke, suspend, or deny a CCB registration based on building code violations. This bill will expand the boards’ authority and BCD’s ability to take action to revoke, suspend, or deny a licensed individual if they continue to violate Rule and Law.

**C. Federal HUD Activities (Consensus Committee):**

**Report of recent National HUD Consensus Committee activities.**

Dana Roberts, Manager of Statewide Services, distributed copies of the draft minutes from December 4 and 5, 2002, HUD Manufactured Housing Consensus Committee at Washington, D.C., *Exhibit “C”*. He reported on the committee’s operation. Manager Roberts said that the committee proposed a new regulation. The proposal would prohibit a landowner from placing restrictions on his/her land, prohibiting homes built to federal manufactured home construction and safety standards when the landowner allows other forms of residential construction. The proposal was amended to insert “single family” before residential so that the provision would only apply to landowners that permit single family residential construction. The amended proposal was approved unanimously to submit the recommendation to HUD. The department has 180 days to respond to the recommendation. Manager Roberts said that for any proposed changes to standards, HUD has 30-days to respond. There are currently 158 proposals to change standards.

Manager Roberts brought to the Board’s attention another item for the Manufactured Housing Consensus Committee. The final proposal was distributed, *Exhibit “D”*. That item was the consumer assistance program, which needs 2/3 approval from the committee to be put into effect.

**D. Joint Code Clarification from the Electrical Chief and the Manufactured Structures and Parks Chief.**

Chief Iverson explained that the Oregon Electrical Specialty Code in Section 918-305-0030(8) has modified Article 250 by requiring concrete encased electrodes for grounding purposes in new installations. This is specifically clarified in Section 918-305-0160(4), that if steel reinforcement is used in the footing, it shall be used as a concrete encased electrode for grounding purposes. Section 4-3.5 of the Oregon Manufactured Dwelling and Park Specialty Code requires that grounding for service equipment shall follow the requirements of NEC section 250.50 when the manufactured dwelling is supported by a poured-in-place concrete footing or slab. The Chief Electrical Inspector and the Manufactured Dwelling Chief developed a joint interpretive ruling. Manufactured dwelling installations may be made with or without a steel-reinforced concrete footing or slab.

**E. Proposed State Legislation Task Group Updates:**

**1. Dealer and Salesperson licensing proposals.**

Manager Roberts reported that the legislative draft was forwarded to Legislative Counsel to be finalized.

**2. DMV and manufactured dwelling ownership document proposal.**

Manager Roberts distributed copies of "Customer Interface Group", *Exhibit "E"*. He explained that he met with the County Assessor to hear a discussion regarding potential legislation to transfer manufacturer dwelling titling from DMV to BCD. The title would become an ownership document. If the proposal passes, the effective date would begin January 1, 2004, and implemented July 1, 2004.

**F. Oregon Installation Monitoring & Training update.**

Al Rust, Manufactured Homes Training Coordinator, briefed the board on the on-site installation monitoring program. Copies of the update were distributed, *Exhibit "F"*. He said that during the last quarter of 2002, areas of concerns with homes were:

Perimeter piers missing	13 percent
Belly holes, MDI	18 percent
Water supply shutoff not accessible	12 percent
Water supply not supported	14 percent
DWV line, grade incorrect	16 percent
DWV, green tracer line missing	13 percent
DWV, not supported	13 percent
No frame bonding	14 percent
Feeder protection	14 percent
MDI certification tag missing	22 percent

Mr. Rust said that out of 122 jurisdictions, he has, to date, visited 75 jurisdictions for training issues, code questions answered, and to resolve potential problems.

**G. Update on the FlexFlow Elbow**

Chief Iverson completed research on the FlexFlow product that Chairman Eames questioned at a previous meeting. The design is for the purpose of converting the flex duct into a 90 degree turn that allows free flow air to pass along the critical bend of the elbow without the duct collapsing or kinking. The product has met the testing requirements outlined in UL 2043. Chief Iverson suggested that a code interpretation might be appropriate. Information on FlexFlow Elbow was distributed, *Exhibit "G"*.

**H. New product report:**

**Under-floor furnace duct elbow.**

The new product report was concerning the FlexFlow Elbow.

**IV. COMMUNICATIONS - None**

**V. APPEALS – None**

**VI. UNFINISHED BUSINESS – None**

**VII. NEW BUSINESS - None**

**VIII. ADJOURNMENT**

Chairman Bill Eames adjourned the meeting at 11:50 a.m.

Debi Barnes-Woods  
Division Boards Coordinator

*Exhibits:*

- A. Regulatory Streamlining Task Force Report, *Agenda Item III.A.*
- B. Senate Bill 198, *Agenda Item III.B.*
- C. Draft minutes from December 4 and 5, 2002, HUD Manufactured Housing Consensus Committee at Washington, D.C., *Agenda Item III.C.*
- D. Manufactured Housing Consensus Committee's final report, *Agenda Item III.C.*
- E. "Customer Interface Group", *Agenda Item III.E.2.*
- F. On-site installation monitoring program, *Agenda Item III.F.*
- G. FlexFlow Elbow, *Agenda Item III.G.*