

**DRAFT**  
**State of Oregon**

**Residential Structures Board**

**Regular Meeting Minutes**

**October 26, 2006**

**Members present:** Ray Miller, S.E., P.E., chairman  
David DeHarpport, P.E., vice-chairman  
Darryl Bishop  
Mike Goodrich  
Kathryn Gray

**Members absent:** Scott Caufield  
Phil Damiano  
Douglas Lethin  
Kathleen Poole

**Staff present:** Twyla Knowles, policy and technical services assistant manager  
Ravi Mahajan, P.E., board secretary and code facilities engineer  
Michael Ewert, mechanical code specialist  
Shane Sumption, ADA and fire-life safety code specialist  
Richard Blackwell, policy analyst  
Celina Patterson, policy analyst  
Martin Pittioni, enforcement and licensing manager  
Roseanne Nelson, enforcement and licensing assistant manager  
Heath Lawson, enforcement officer  
Mat Brady, enforcement officer  
Brent Griffiths, enforcement officer  
Anthony Guidone, enforcement officer  
Marianne Manning, boards coordinator

**Guests present:** James Bela, Oregon Earthquake Awareness  
Alan Seymour, Oregon Department of Energy (ODOE)  
Patrick Bridges, Oregon Home Building Industry  
Association (OHBIA)

**I. Board Business**

**A. Call to order.**

Chairman Ray Miller, called the Residential Structures Board meeting to order at 9:30 a.m. The meeting was held at Building Codes Division, Conference Room "A," 1535 Edgewater NW, Salem, Oregon.

**B. Roll call.**

Scott Caufield, Phil Damiano, Douglas Lethin and Kathleen Poole were absent, excused.

**C. Approval of agenda and order of business.**

Chairman Miller **RULED** the agenda approved as submitted.

**D. Approval of the August 8, 2006 board meeting draft minutes.**

Chairman Miller **RULED** the August 8, 2006 board meeting minutes approved.

**E. Date of the next regularly scheduled meeting.**

Teleconference meeting scheduled Friday, December 1, 2006 at 9:30 a.m.

**F. Review the 2007 board meeting dates.**

Proposed meeting dates for 2007 were reviewed and agreed to by the board members.

**II. Public Comment**

James Bela, Oregon Earthquake Awareness, presented his opinion that the mud-sill anchor bolt washer plate in the current residential code is inadequate.

**III. Reports**

**A. Building Codes Division administrator's report.**

Twyla Knowles, policy and technical services assistant manager, introduced new employees:

- Marianne Manning, boards coordinator
- Martin Pittioni, enforcement and licensing manager
- Celina Patterson, policy analyst
- Mat Brady, enforcement officer

Ms. Knowles noted that new employee Tamara Brickman, manager of legislative and public affairs, will be in attendance at upcoming board meetings.

Ms. Knowles discussed the [news release](#) for Oregon's online permitting service.

**B. Summary of enforcement actions previously taken by the division for cases 1 through 6 outlined on the enforcement board report. (No board action required.)**

Enforcement officer Heath Lawson was present to answer questions for cases previously taken action on by the division. Board members had no questions for Mr. Lawson.

**C. Program update.**

Richard Blackwell, policy analyst, updated the board on work in progress by the Construction Claims Task Force. He noted some of the recommendations moving forward for inclusion in the draft legislative report: building envelope certification for supervisory personnel and graduated standards for worker training, record keeping, and work verification check lists. Mr. Blackwell reported that the task force also moved to recommend continuing education, including code change training, for responsible managing individuals under a Construction Contractors Board contractor license. Mr. Blackwell also reported that construction contracts, claim filing, residential certificates of occupancy and 1<sup>st</sup> and 3<sup>rd</sup> party warranties are also among the concepts voted on by the taskforce for inclusion in the draft legislative report. Mr. Blackwell noted that the work of the task force will be

refined in upcoming meetings scheduled through January 2007. He encouraged interested parties to register for meeting notices through the [task force website](#).

Board member Goodrich asked for information about the detail of the task completion checklist and wondered who would be provided the list. Board member DeHarpport indicated that the CCTF was working on broad-based concepts at this point and had not yet addressed the details of any of these concepts. Mr. Blackwell noted there had been some discussion of a standardized statewide minimum standard inspection checklist. Ravi Mahajan, code facilities engineer, indicated that an inspector would use a checklist based on building code inspection requirements. Board member Goodrich expressed concern about the creation of detailed design and installation check lists.

#### **IV. Communications**

##### **Update on hearing for [moving Appendix N of the 2005 ORSC](#).**

Shane Sumption, ADA and fire life safety code specialist, was the hearing officer for the recently held public hearing concerning the relocation of the appendix chapter N from the 2005 Oregon Residential Specialty Code to the 2007 Oregon Structural Specialty Code. He reported one person offered testimony in favor of moving the appendix, there was no other testimony given in person or in writing.

#### **V. Appeals – None.**

#### **VI. Unfinished Business – None.**

#### **VII. New Business**

##### **Board review Division 040 administration rules and bylaws.**

Ms. Knowles offered historical information about the rules and bylaws created with the assistance of the board chair/vice chair group to address consistency across all the seven advisory boards.

Mr. Bela stated that the bylaws draft should set forth specific steps that can remove a board member from service. He also questioned when he could provide public comment to the Residential Structures Board regarding the Construction Claims Task Force.

Chair Miller requested that Ms. Knowles respond to Mr. Bela's questions.

Ms. Knowles reported the process of board member removal is controlled by statute and is under the purview of the governor's office. Ms. Knowles related that task force meetings are still ongoing and its recommendations will be drafted for consideration by the legislature. If any legislative bill affects the Residential Structures Board duties, then Mr. Bela could make public comment to the board at that time.

**MOTION by Ray Miller** to approve the proposed board administration rules, repeal existing rules, and concur with the proposed board bylaws.  
**MOTION CARRIED UNANIMOUSLY.**

**VIII. Announcements – None.**

**XI. Adjournment**

Chairman Ray Miller adjourned the meeting at 10:22 a.m.

Respectfully submitted by,

Marianne Manning  
Boards Coordinator