

Final

**STATE OF OREGON
Department of Consumer and Business Services
Building Codes Division**

TRI-COUNTY BUILDING INDUSTRY SERVICE BOARD

Regular Meeting Minutes

October 9, 2002

MEMBERS PRESENT: Jim Chapman, Legend Homes Corporation
Michael Cliburn, Clackamas County
Jim Ferris, Red's Electric
Jeffery Grunewald, Tualatin Valley Fire & Rescue
Ray Kerridge, City of Portland
John Lape, John Lape Architects (arrived at 9:45)
John Leeper, Washington County
Ronald Murray, Plumbers & Steamfitters
Forrest Soth, City of Beaverton
Rob Yorke, Yorke & Curtis Inc.

MEMBERS ABSENT: Terry Dieter, Intel Corporation, Chair

STAFF PRESENT: Joanie Stevens-Schwenger, Tri-County Service Center
Manager and Board Secretary
Cindy Smith, Tri-County Board Coordinator/Recorder

GUESTS PRESENT: Jim Muir, Washington County
Dave Davies, City of West Linn

I. BOARD BUSINESS

A. Call to Order

Vice Chairman Jeffery Grunewald called the Tri-County Building Industry Service Board to order at 9:30a.m. The meeting was held at NECA, 601 NE Everett Portland, OR.

B. Roll Call

The position of Public Member is vacant.
The position of Plumbing/Mechanical Member is vacant.
Terry Dieter, excused.

C. Approval of Agenda and Order of Business

MOTION by Jeffery Grunewald to move agenda item number five, unfinished business, to the end of the agenda.

MOTION PASSED UNANIMOUSLY

Jeffery Grunewald **RULED** the agenda approved as changed.

D. Approval of the Minutes

Jeffery Grunewald **RULED** the minutes approved as submitted.

E. Next Regularly Scheduled Meeting

December 11, 2002

9:30 a.m.

NECA

601 NE Everett

Portland, OR

F. Approval of Board Schedule and Location of Meetings 2003

MOTION by Michael Cliburn to meet bi-monthly through June and quarterly thereafter.

MOTION PASSED UNANIMOUSLY

MOTION by Jim Ferris to hold the scheduled meetings at NECA 601 NE Everett Portland, OR.

MOTION PASSED UNANIMOUSLY

II. PUBLIC COMMENT

None.

III. STAFF REPORTS

A. BCD Update

Joan Stevens-Schwenger provided a staff report on behalf of Building Codes Division. Ms. Stevens-Schwenger reported that the recruitment for Building Codes Division administrator has been placed on hold because the Director's Office's objective to include stakeholders had not been met. She promised to update the board on future developments.

Ms. Stevens-Schwenger provided an overview the minor label program, noting that the Tri-County office has sold 47,000 minor labels to date. She also gave a quarterly budget report that shows a \$300,000 carry over at the end of the biennium.

Mr. Murray stated that there is a perception that the 1% training surcharge funds that are transferred to Tri-County, are earmarked for training. Ms. Stevens-Schwenger noted that she is aware of this misperception. She referred to ORS 455.210 (6) and ORS 455.220 (4) (a) that authorize funding for the Center. ORS 455.220 (4) (a) appropriates "an amount

not to exceed one-half of the biennial appropriation to the Tri-County account.” The statute authorizes transfer of funds from the “1 %” fund, but does not stipulate the use. The legislative intent of using these funds was to provide funding for Center administration. She noted that the confusion could stem from the training function mandated by SB 512 and carried out by the center. Mr. Murray said that he would like information on training provided by the Center and if it is done in-house or contracted out. He noted that there is a task force established to investigate the 1% training fund and the perception exists that the 1% training revenue is earmarked for training, not administrative purposes. He noted that if the 1 % funds are not being used for training as per the 1 % statute, then proposed legislation to eliminate the 1% funds will have a substantial impact on the Center’s budget.

Some members said that they would be interested in more detailed answers about the budget. The Center’s budget is not structured as a program budget. Mr. Cliburn added for the record, that he does not feel that the board has any legal authority to manage the funds of the Tri-County Service Center. He affirmed that “this board was established to establish policies and procedures.” Forrest Soth added that the board is not, and should not, assume the roll of a budget committee. Mr. Ferris said that he is not concerned with every detail of the budget but is concerned that the 1% training money is going to be under assault at the legislature this year. The board needs to be able to justify that the 1% surcharge is being used properly in order to defend it. Ms. Stevens-Schwenger restated the 1% training surcharge is allocated for administrative costs, not training and again referred the board to Senate Bill 512 for their review. Ms. Stevens-Schwenger asked the board for direction regarding the budget report and what the board would like covered. She offered to break down the various minor label programs, transfers out, and expenditures and a statement reflecting personnel, office supplies, and expenses. Members concluded that the Center should provide the board with a document that is somewhere between the current document and what the state provides to the service center.

B. Public Outreach Committee Update:

Jim Muir updated the board on recent activities of the Public Outreach Committee. The committee has developed a logo that local jurisdictions and industry partners are beginning to use. For example, many inspectors and jurisdictions are now wearing shirts sporting the Permits Protect logo and some contractors are publishing brochures using the logo and text provided by the Center. The committee will continue to pursue public service announcement opportunities and web site campaign. The Home and Garden Show booth was a success and the committee will have a booth at the Home Remodeling Show.

C. Processes and Forms Committee Update:

Jim Muir updated the board on the activities of the Processes and Forms Committee. The committee is aided by a task force of local jurisdiction employees who have made recommendations to improve the permit application forms for building, mechanical, plumbing and electrical. Gresham and Tigard have tested the new applications with positive results. The committee is committed to working to improve and standardize

office procedures that directly interface with customers, and has a number of projects pending including a reroofing permit application form and a restricted energy permit application form and procedure.

IV. COMMUNICATIONS

Ms. Stevens-Schwenger reported to the board the Tri-County Service Center recent publications: News Site and News Line, September to November, 2002 editions.

V. UNFINISHED BUSINESS

Tabled until December 11, 2002.

VI. NEW BUSINESS

MOTION by John Lape to approve the revised building, mechanical, plumbing, and electrical permit application forms. The forms may be used immediately by jurisdictions with an implementation date of no later than July 1, 2003.

MOTION APPROVED UNANIMOUSLY

VII. ANNOUNCEMENTS

Committee Meetings:

Public Outreach

October 11, 2002

9:30 a.m. To 11:30 a.m.

123 NE 3rd Suite 440

Portland, OR

Processes and Forms

November 15, 2002

9:30 a.m. To 11:30 a.m.

123 NE 3rd 1st floor conference room

Portland, OR

Code Forums:

One and Two Family Code Forum

October 10, 2002 4-7 p.m.

Local 290 Meeting Hall

20210 SW Teton Ave.

Tualatin, OR

Plumbing Code Forum

October 17, 2002 4-7 p.m.

Sunnybrook Service Center

9101 SE Sunnybrook Blvd.

Clackamas, OR

Electrical Code Forum

November 7, 2002 4-7 p.m.
Oregon Building Room 120 C
800 NE Oregon
Portland, OR

Mechanical Code Forum

November 14, 2002 4-7 p.m.
Multnomah Building
Board Room 100
501 SE Hawthorne Blvd.
Portland, OR

Building Code Forum

December 5, 2002 4-7 p.m.
Oregon Building
800 NE Oregon
Portland, OR

VIII. ADJOURNMENT

Vice Chairman Grunewald adjourned the meeting at 11:30 a.m.

Respectfully submitted,

Cindy Smith
Boards Coordinator/Recorder

Exhibits:

- A. Comparison of revenues and expenditures
- B. Evaluation of the revised application formats