

## Factory Assembled Structures Advisory Board Meeting

Labor & Industries  
August 16, 2018  
10 a.m. – 12 p.m.  
S130

### Attendees

**Board Members Present:** Joan Brown- Chair, Don Carlson, Mike Lubliner, Alan Duer, Wade Elliott, Mike Szramek, Craig Hillis, and Gary Stoskopf

**Absent:** Steve Hart

**L&I Staff:** Craig Sedlacek, Ken Knutson, Alicia Curry

### PROCEDURAL:

- Meeting called to order by Joan Brown.
- Approval of Minutes –
  - Minutes were amended to show Craig Hillis was not at the May 17<sup>th</sup> board meeting.
  - Approved and seconded the minutes from the May 17, 2018 board meeting as amended.
- Attendance sheet passed around with member info to update if needed.

### PROGRAM UPDATE:

- The program has been approved by the State of Oregon to provide “Site Construction” (SC) Inspections on HUD Code Manufactured Homes shipped from Oregon into Washington. It would be up to the Oregon Manufacturer to request this service from the FAS program.
- The board was provided with basic budget information for the program.
- Overseas inspections – We have finished our inspections in Poland. This prefabricated hotel has arrived at the port of Everett and will be installed in Seattle over the next several months. Two FAS inspectors leave on Sunday for China to inspect the prototype for the Bremerton apartment building. They will be there all week. The current production schedule has the factory finishing up the production run just before Thanksgiving. We have no other overseas projects in the pipeline.
- Last year’s agency requested legislation to allow us to contract with third party inspection agencies will be reintroduced in the upcoming legislative session. The program plans to use this only as a last resort when resources are not sufficient to allow program staff to perform this work.
- We have added two new plans examiners to the staff. We are in the process to add new inspectors in Bellingham, Tacoma and Spokane. We can add a fourth inspector in the Tri-Cities in January.
- Plan backlogs. Modular plans are at 4 weeks for start of review, RV plans are at 6 to 7 weeks and food trucks still have a large backlog of several months’ worth of plans to review. The program goal is to start review within two weeks of date of receipt.

- Fee increases: The CR101 notice of intent to make rules was filed with the code revisers office on July 7<sup>th</sup>. Prior to filing, stakeholders were notified of our intentions to increase fees by 4% on January 1, 2019. The CR102 proposing fee increases will be filed at the end of September. Stakeholders will have until the public hearing in November to make comments. We will file the CR103 with the final rules in December with the new fees becoming effective on January 1<sup>st</sup>, 2019. More information can be found on our web page for FAS rules development.

### **By-laws:**

The board has been working to adopt by-laws. Members have been provided with binders containing the “Open Public Meetings Act” (42.30 RCW), L&I Rules for the FAS Board (WAC 296-49A), The “Governors Handbook for Boards and Commissions”, draft by-laws for the FAS Board, “Robert Rules of Order” and 43.22 RCW “Department of Labor and Industries” which authorizes the creation of the FAS Advisory Board.

Discussion of the proposed by-laws identified several changes that should be considered. Provide for periodic review of the by-laws. Provide for periodic election of the chair and vice-chair with limits as to how many terms can be served in the position. Provide for remote participation and address whether this can provide a quorum. Provide for proxy voting and/or remote voting. Provide requirement for minimum attendance.

Members decided to continue work on the by-laws at the November meeting with the goal of having by-laws adopted by sometime in 2019.

### **ROUND TABLE; NEW ITEMS**

- General discussion of current energy code construction practices in the Northwest manufactured housing industry.
- Discussion of HUD energy standards for manufactured homes that have been put on hold by the current administration.
- General discussion of changes in NEC articles 545, 550, 551 and 552. Particularly involving relocatable buildings. Public comments on changes to NFPA 70 can be made until the end of the month.

Meeting adjourned at 12:00 noon.

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Joan Brown, Chair

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Craig Sedlacek, Secretary to the Board