

**NORTH DAKOTA STATE PLUMBING BOARD
SPECIAL MEETING MINUTES
September 3, 2021**

The North Dakota State Plumbing Board met on September 3, 2021 at 1:00 p.m., at 1120 College Drive Suite 105, Bismarck, ND. President Heather Jones presided.

Board members present were David Bruschwein – Department of Environmental Quality, Jason Dirk – Journeyman Plumber, Jim Fristad (via Google Meet) and Heather Jones – Consumer Member.

Secretary's note: The Board did not have a Master Plumber appointed by the Governor's Office until September 8, 2021.

Staff members present were Brent Beechie – Chief Inspector and Kimberley Tomanek – Business Manager.

Also present was Alan Peltz and Sannon Norick – Prominent.

NEW BUSINESS

Content Management System and Website

President Jones called on Ms. Tomanek to discuss the Content Management System and Website.

Ms. Tomanek explained that the office was notified that as of December 31, 2021, Agency MABU will no longer provide maintain and provide support for the Content Management System and Website and would like to give the North Dakota State Plumbing Board the TodayMade Platform. She said that Agency MABU has decided to get out of custom software industry to focus on other areas of their business. Ms. Tomanek went on to say at the meeting with Agency MABU, they offered to seek out other companies who could and would be willing to take on the North Dakota State Plumbing Board as a client in a maintenance and support capacity. It was also suggested that the Board consider having a new Content Management System and Website built because the language that the current platform eventually will not be supported. She stated that Agency MABU's recommendation was Prominent, an approved state vendor. Several meetings were held with Prominent and it was determined that a solutions road map would be a beneficial first step in having the Content Management System and Website rewritten.

Alan Peltz presented the current risks to the current Content Management System and Website and outlined several options for the North Dakota State Plumbing Board. He did recommend to have Prominent complete a solutions road map which includes analyzing the Boards needs and values, wireframe solution concepts, collaborate with the Board staff to define a minimally viable product, present multiple solution options, and make a recommendation to move forward that includes rough order of magnitude budget and timeline.

There was discussion among the board members, staff and Prominent about the various options and the proper steps to proceed. It was the general consensus of the Board to have the solutions

road map completed as a first step in the process to have the Content Management System and Website rewritten.

MOTION: Mr. Dirk made a motion to approve Prominent to complete Solutions Road Map in the amount of \$15,000.00. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Dirk, Fristad and Jones voting in favor.

(Secretary's note: On September 9, 2021, Agency MABU has agreed to continue support of the current Content Management System until March 31, 2022 to allow the Board time to have the system rewritten.)

ADJOURNMENT

MOTION: Mr. Fristad made a motion to adjourn the meeting. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Dirk, Fristad and Jones voting in favor.

The meeting adjourned at 2:01 p.m., to meet again on September 30, 2021 for a regular meeting.

Attest Kimberly St. Tomaszek

[Signature]
Mechanical Engineer

[Signature]
Department of Environmental
Quality

Master Plumber

Journeyman Plumber

[Signature]
Consumer Member