

**NORTH DAKOTA STATE PLUMBING BOARD**  
**MEETING MINUTES**  
**June 28, 2022**

The North Dakota State Plumbing Board met on June 28, 2022 at 1:00 p.m., at the North Dakota Heritage Center, 612 E Boulevard, Bismarck, ND. President Heather Jones presided.

Board members present were David Bruschwein – Department of Environmental Quality, Jim Fristad – Professional Engineer (via Teams), Heather Jones – Consumer Member, and Luke Tillema – Master Plumber.

Board member Jason Dirk – Journeyman Plumber was absent.

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

Also present were Brady Blaskowski – City of Bismarck, Jordan Singer – City of Mandan, Carl Karpinski – North Dakota Attorney General’s Office, and Caleb Bulow – Prairie Engineering, PC (via Teams).

**MINUTES**

President Jones called for the consideration of the minutes of the February 1, 2022 and March 4, 2022 board meetings.

**MOTION:** Mr. Bruschwein made a motion to approve the minutes of the February 1, 2022 meeting as received. Mr. Fristad seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, and Jones voting in favor.

**MOTION:** Mr. Bruschwein made a motion to approve the minutes of the March 4, 2022 meeting as received. Mr. Fristad seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, and Jones voting in favor.

**YEAR-TO-DATE FINANCIAL STATEMENTS AND BUDGET**

President Jones called on Ms. Tomanek to review the financial statements and amended budget.

Ms. Tomanek reviewed the financial statements and amended budget.

**MOTION:** Mr. Fristad made a motion to approve the financial statements and amended budget as presented. Mr. Bruschwein seconded the motion and

it was unanimously approved with board members Bruschwein, Fristad, and Jones voting in favor.

## **OLD BUSINESS**

### **Sewer and Water Contractor Application**

President Jones called on Ms. Tomanek to discuss the Sewer and Water Contractor application.

Ms. Tomanek explained that Robert Schueller submitted a Sewer and Water Contractor application on July 1, 2021. The application indicated that Mr. Schueller had been convicted of Threats Transmitted by Interstate Communication in 2015. She went on to say that there was a brief outline submitted with the application. Further factual information regarding the felony was requested, along with a letter of support from Mr. Schueller's parole officer and employer. Ms. Tomanek said that only the letter from Mr. Schueller's employer was received. The Board continued the item to the February meeting to allow Mr. Schueller time to submit a letter of explanation and a letter of support from his parole officer. She stated that a letter was mailed and emailed to Mr. Schueller on October 7, 2021 and again on January 30, 2022 requesting the information. Ms. Tomanek continued by saying that Mr. Schueller's employer indicated that a letter has been requested from the parole officer and asked if the agenda item could be revisited at the June 2022 meeting. She added that a letter from Mr. Schuller's parole officer was received on March 30, 2022 that indicated that Mr. Schuller's supervision ends on May 23, 2022. Ms. Tomanek ended by saying that a detailed letter of explanation from Mr. Schuller was received on June 21, 2022.

**MOTION:** Mr. Fristad made a motion to approve the Sewer and Water Contractor application with the condition that any future criminal offenses be reported by the employer to the North Dakota State Plumbing Board. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, and Jones voting in favor.

*(Secretary's Note: Board member Luke Tillema arrived at 1:25 p.m.)*

## **NEW BUSINESS**

### **Master Plumber License Renewal**

President Jones called on Mr. Beechie to go over the Master Plumber License Renewal.

Mr. Beechie said that David Bauch registered as an Apprentice Plumber in January of 1976, became a Journeyman Plumber in February of 1981 and a Master Plumber in February of 1998. He continued by saying that Mr. Bauch's employer, submitted his 2022 license renewal on January 28, 2022 with the felony question marked "no". The renewal form was returned to Mr. Bauch's employer to be revised and a felony explanation letter

provided. Mr. Beechie explained that Mr. Bauch was convicted of Conspiracy to Deliver CS-Methamphetamine; Possession of a Controlled Substance (2nd Offense); and Possession of Drug Paraphernalia (2nd Offense) in February 2021. The revised renewal form was received on March 22, 2022. He went on to say that a letter was mailed to Mr. Bauch on April 8, 2022 and May 2, 2022 requesting an explanation letter and letters of support from Mr. Bauch's employer and probation officer. Mr. Beechie indicated that the explanation letter was received from Mr. Bauch June 21, 2022 and a letter of support was received from Mr. Bauch's probation officer on June 27, 2022.

There was some discussion among the board members about the license renewal.

**MOTION:** Mr. Fristad made a motion to approve the Master Plumber license renewal, with the condition that any future criminal offenses be reported by the employer and probation officer to the North Dakota State Plumbing Board. Mr. Bruschwein seconded the motion with board members Bruschwein, Fristad and Jones voting in favor. Board member Tillema opposed the motion. The motion passed 3 to 1.

### **Journeyman Plumber License Renewal**

President Jones called on Ms. Tomanek to talk about the Journeyman Plumber License Renewal.

Ms. Tomanek stated that Taylor Roberson registered as an Apprentice Plumber in November of 2015 and became a Journeyman Plumber in February 2021. She went on to say that Mr. Roberson submitted his 2022 license renewal online and selected "yes" to the felony question. He was convicted of two felonies counts of Concealment within Vehicle and one felony count of Theft of Property November 2021. She added that Mr. Roberson spent 172 days in jail, which is when he was charged with Possession of a Weapon by Inmate and Terrorizing an Adult Victim in May 2021 and convicted of the same in February 2022. Ms. Tomanek said that Mr. Roberson is scheduled to complete probation in February of 2025, but will most likely be sooner. She ended by saying letters of support were received from Mr. Roberson's probation officer and employer in a timely manner.

There was some discussion among the board members about the license renewal.

**MOTION:** Mr. Fristad made a motion to approve the Journeyman Plumber license renewal, with the condition that any future criminal offenses be reported by the employer and probation officer to the North Dakota State Plumbing Board. Mr. Tillema seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, Jones, and Tillema voting in favor.

## **Approval of New Applications and License Renewals**

President Jones called on Ms. Tomanek to review the list of new applications and license renewals.

Ms. Tomanek said that the first list contains new licenses that have been issued between January 1, 2021 and May 31, 2022 and the second list contains licenses that have been renewed between January 1, 2021 and May 31, 2022.

**MOTION:** Mr. Tillema made a motion to approve the new applications and license renewals between January 1, 2021 and May 31, 2022. Mr. Fristad seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, Jones, and Tillema voting in favor.

## **2022-2023 FISCAL YEAR BUDGET**

President Jones called on Ms. Tomanek to present the Fiscal Year Budget from July 1, 2022 to June 30, 2023.

Ms. Tomanek presented the Fiscal Year Budget from July 1, 2022 to June 30, 2023 for approval with the proposed salary increase of 2% for all board staff.

There was discussion in regards to the overall budget and salary increases for board staff.

**MOTION:** Mr. Fristad made a motion to approve 2022-2023 Fiscal Year Budget as presented with a 2% salary increase for all board staff. Mr. Tillema seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, Jones, and Tillema voting in favor.

## **REPORTS**

### **Board Member Terms**

President Jones called on Ms. Tomanek to go over board member terms.

Ms. Tomanek stated that Ms. Jones' term expires in June 30, 2023, Mr. Tillema's term expires in June 30, 2024, Mr. Dirk's term expires in June 30, 2025 and Mr. Fristad's term expires on June 30, 2022. Mr. Caleb Bulow was recently appointed as the professional engineer starting on July 1, 2022, whose term will expire on June 30, 2026.

### **Certificates of Deposit**

President Jones called on Ms. Tomanek to go over the Certificates of Deposit.

Ms. Tomanek stated that there is one CD at Dakota Community Bank in the amount of \$100,000 which expires on October 28, 2022 and the other one is at First Western Bank & Trust in the amount of \$100,000 which matures on February 23, 2023.

### **Administrative Rules Update**

President Jones called on Ms. Tomanek to discuss the administrative rule changes.

Ms. Tomanek mentioned that she appeared before the Administrative Rules Committee on June 1, 2022 and the amendments should be effective July 1, 2022.

### **Content Management System Update**

President Jones called on Ms. Tomanek to talk about the Content Management and Website rewrite.

Ms. Tomanek indicated that the new Content Management System and Website deployed on April 22, 2022. The final step in the project is to switch credit card vendors from Stripe to Paymentus, which should be completed in July 2022.

### **Online Continuing Education Providers Update**

President Jones called on Mr. Beechie to provide an update about Online Continuing Education Providers.

Mr. Beechie noted that there is currently one approved online continuing education provider available on the Board's website. He added that there are a few other companies that plan to submit updated courses to include the North Dakota Amendments which will be reviewed as they are submitted.

### **Inspectors and Attendees from Local Jurisdictions**

President Jones called on Brady Blaskowski – City of Bismarck, Jordan Singer – City of Mandan, and Scott Samuelson and Brent Beechie – North Dakota State Plumbing Board to report on work or any plumbing issues within their jurisdictions. A brief discussion was held and President Jones thanked the inspectors and attendees.

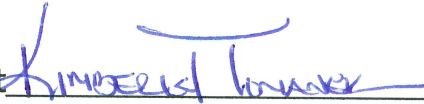
## **ANNOUNCEMENTS**

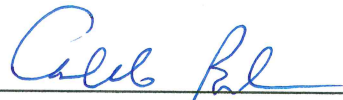
### **Fall Board Meeting**


President Jones announced the next board meeting will be held on September 22, 2022 at 10:00 a.m., in conjunction with the North Dakota Association of Plumbing, Heating & Mechanical Contractors, Inc.

**ADJOURNMENT**

The meeting adjourned at 2:41 p.m., to meet again on September 22, 2022 for a regular meeting.

Attest 

  
Professional Engineer

  
Department of Environmental  
Quality

\_\_\_\_\_  
Master Plumber

  
Journeyman Plumber

  
Consumer Member