

**NORTH DAKOTA STATE PLUMBING BOARD
MEETING MINUTES
September 22, 2022**

The North Dakota State Plumbing Board met on September 22, 2022 at 10:00 a.m., at the Ramada by Wyndham Bismarck, 1400 E Interchange Avenue, Bismarck, ND. President Heather Jones presided.

Board members present were David Bruschwein – Department of Environmental Quality, Caleb Bulow – Professional Engineer, Jason Dirk – Journeyman Plumber, Heather Jones – Consumer Member, and Luke Tillema – Master Plumber.

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

Also present were Ivan Maas & Tanner Oliphant – North Dakota State College of Science, Leonard Schwindt – City of Dickinson, Dustin Hillman – City of Fargo, Duran Bischof & Gage DeGroot – City of Minot, Clarence Kuntz – Northwest Pipe Fittings, Travis Greff – H.A. Thompson & Sons, and Ty Lainhart, Brian Michalenko, Caleb Cross, Mason Hoffer & Collin McIntee – Mowbray & Son.

INTRODUCTION OF NEW BOARD MEMBER

Ms. Jones introduced and welcomed the new Board member, Caleb Bulow. Mr. Bulow will serve as the Professional Engineer on the North Dakota State Plumbing Board.

MINUTES

President Jones called for the consideration of the minutes of the June 28, 2022 board meeting.

MOTION: Mr. Tillema made a motion to approve the minutes of the June 28, 2022 meeting as received. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Dirk, Tillema, and Jones voting in favor.

YEAR-TO-DATE FINANCIAL STATEMENTS AND BUDGET

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

Ms. Tomanek reviewed the financial statements and budget. She pointed out that the project completion for the Content Management System and Website was not finalized or billed in the prior fiscal year and questioned whether the current budget should be amended to account for the \$41,000 invoice. Ms. Tomanek added that there is also

an \$1,800 invoice for a necessary change request. The change request was for the final steps Prominent completed to implement Paymentus.

MOTION: Mr. Bruschwein made a motion to amend the budget to increase the IT Support & Maintenance line item from \$20,000 to \$62,800.00. Mr. Tillema seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Dirk, Tillema, and Jones voting in favor.

MOTION: Mr. Tillema made a motion to approve the financial statements as presented and amended budget. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Dirk, Tillema, and Jones voting in favor.

NEW BUSINESS

Apprentice Plumber License Application

President Jones called on Ms. Tomanek to talk about the Apprentice Plumber Application.

Ms. Tomanek stated that Derek Fredericksen's Apprentice Plumber Application was received on August 8th, which indicated that he was convicted of a felony count of Terrorizing Adult Victim Domestic Violence. She said a letter was mailed to Mr. Fredericksen and his employer Bradley Fredericksen at ASAP Plumbing & Remodeling, requesting an explanation of the Terrorizing conviction in 2020, as well as the convictions of Aggravated Assault – Domestic Violence in 2017 and Child Neglect in 2019. Ms. Tomanek indicated that Mr. Fredericksen provided copies of all of the case charges for each conviction and a letter of support from Mr. Fredericksen's probation officer, which indicates that the term of probation ends on December 2022. She concluded by saying that a letter was also received from the Domestic Violence & Abuse Center, Inc. stating that Mr. Fredericksen completed a Men's Non-Violence Program.

There was some discussion among the board members about the application.

MOTION: Mr. Bruschwein made a motion to table the Apprentice Plumber Application to the February 2023 board meeting to allow Mr. Fredericksen time to submit a letter of support from his employer. Mr. Dirk seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Dirk, Tillema, and Jones voting in favor.

Master Plumber License Renewal

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

Mr. Beechie said that Shawn Ellingson was registered as an Apprentice Plumber in 2001, received a Journeyman Plumber license in February 2006 and a Master Plumber license in November 2007. He continued by saying that Mr. Ellingson reported felony charges of

Disorderly Conduct, closed as a Misdemeanor in 2015; Terrorizing and Felonious Restraint in 2017 and the conditions included a chemical dependency evaluation; violate no criminal laws; three years of supervised probation; and two years of confinement with 364 days suspended which was reported on his 2018 renewal form. Mr. Beechie stated that the license was renewed in February 2018. The office received Mr. Ellingson's 2019 renewal form in November 2019, which indicated that in September of 2018, Mr. Ellingson was convicted of Escape with conditions that included 18 months concurrent supervised probation and no violation of criminal laws. He went on to say that that Mr. Ellingson was then convicted of Unlawful possession of Drug Paraphernalia in March 2019 while on probation and subsequently Mr. Ellingson was sentenced to 18 months of incarceration, with credit of one year and 45 days of time served. Mr. Beechie added that Mr. Ellingson was at the James River Corrections Center in Jamestown at the time the 2019 renewal form was received, therefore a letter was mailed to Mr. Ellingson advising the late renewal would be reviewed by the Board at its next regularly scheduled meeting on February 6, 2020. He reported that the Board tabled the agenda item to the June 30, 2020 meeting to allow time for Mr. Ellingson's release from prison. No communication was received from Mr. Ellingson or a parole officer. Consequently, the Board denied the late renewal of the Master Plumber license, with the option of reapplying once all items have been submitted. Mr. Beechie explained that in September 2022, the office received an application to reinstate Mr. Ellingson's Master Plumber license, a felony explanation letter from Mr. Ellingson, and a letter of support from the employer, Anytime Plumbing. He ended by saying that Mr. Ellingson is no longer on parole or probation.

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

MOTION: Mr. Tillema made a motion to issue a 5th Year Apprentice Plumber license, with the condition that there not be further criminal offenses for three years and any future criminal offenses be reported by the employer and probation officer to the North Dakota State Plumbing Board. Mr. Ellingson is eligible to take the Journeyman or Master Plumber exam. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Dirk, Tillema, and Jones 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 June 1, 2022 and August 31, 2022 and the second list contains licenses that have been renewed between June 1, 2022 and August 31, 2022.

MOTION: Mr. Tillema made a motion to approve the new applications and license renewals between June 1, 2022 and August 31, 2022. Mr. Dirk seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Dirk, Tillema, and Jones voting in favor.

Certificates of Deposit

President Jones called on Mr. Beechie to review the Certificates of Deposit.

Mr. Beechie stated that there is one CD at Dakota Community Bank in the amount of \$100,000 which matures 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. He requested direction on how the Board would like to proceed with the funds from the CD maturing on October 28, 2022.

MOTION: Mr. Bruschwein made a motion to reinvest \$100,000 at the banking institution that offers the best return on the investment. Mr. Bulow seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Dirk, Tillema, and Jones voting in favor.

REPORTS

Content Management System Update

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

Ms. Tomanek indicated that the Content Management System and Website deployed on April 22, 2022. The final step in the project was the switch for credit card vendors from Stripe to Paymentus, which has finally been completed. She said that she is working with Procurement, Information Technology Department and Prominent on the completion of a Maintenance Service Agreement.

Inspectors and Attendees from Local Jurisdictions

President Jones called on Leonard Schwindt – City of Dickinson, Dustin Hillman – City of Fargo, Duran Bischof & Gage DeGroot – City of Minot, and Scott Samuelson, Brent Beechie, & Aaron Kasper – 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.

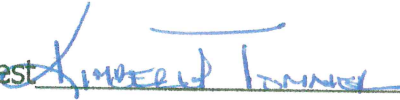
ANNOUNCEMENTS


2023 Board Meeting Dates

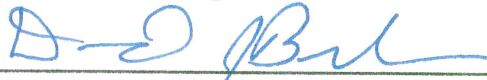
President Jones announced the 2023 board meeting dates will tentatively be scheduled for February 28, June 27 and September TBD, 2023. The dates will be posted on the Board's website.


ADJOURNMENT

The meeting adjourned at 10:50 a.m., to meet again on in February 2023 for a regular meeting.

Attest 


Professional Engineer


Department of Environmental
Quality


Master Plumber


Journeyman Plumber


Consumer Member