

NORTH DAKOTA STATE PLUMBING BOARD
MEETING MINUTES
September 21, 2023

The North Dakota State Plumbing Board met on September 21, 2023 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, Heather Jones – Consumer Member, and Luke Tillema – Master Plumber.

Jason Dirk – Journeyman Plumber was absent.

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

Also present were Jerry Hoffarth – Lunseth Plumbing & Heating, Travis Greff – H.A. Thompson & Sons, Chris Plante – City of Grand Forks, Tom Schimelfenig – Schimelfenig Excavating, Duran Bischof – City of Minot, Gage DeGroot – City of Minot, William O’Connell – Lunseth Plumbing & Heating, Rachel Babe – Mowbray & Sons, Mason Hoffer – Mowbray & Sons, Jeff Klemetsrud – Klemetsrud Plumbing & Heating, and Brian Michalenko – Mowbray & Sons.

MINUTES

President Jones called for the consideration of the minutes of the June 27, 2023 board meeting.

MOTION: Mr. Tillema made a motion to approve the minutes of the June 27, 2023 meeting with the correction of the typo on page seven. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, 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 explained that with the recent increase to the North Dakota Public Employees Retirement System Retirement Plan Employer Contribution from 7.12% to 8.12% and an update to Policy 505 Reimbursement for Meals and Lodging to increase the meal allowance from \$35.00 to \$45.00 per day, will cause an additional \$4,176.33 for expenditures. Ms. Tomanek asked the Board if the salaries/benefits expenditures section of the budget should be amended to reflect the increases.

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

MOTION: Mr. Tillema made a motion approve the budget with the amendment to increase the salaries/benefits expenditures section of the budget by \$4,176.63. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Tillema, and Jones voting in favor.

NEW BUSINESS

Sewer and Water Apprentice Application

President Jones called on Ms. Tomanek to present the Sewer and Water Apprentice Application.

Ms. Tomanek said Austin Tompkin's Sewer and Water Apprentice Under 3400 Hours Application was received on September 6, 2023, which indicated that he was charged with Possession of a Controlled Substance Meth in May of 2013; Prohibited/Possess Firearm in May of 2013; Aggravated Assault – Domestic Violence Disorderly Conduct in February 2019; Possession of Drug Paraphernalia, Possession of Drug Paraphernalia – 2nd Offense, Possession of Drug Paraphernalia, Criminal Mischief in July 2019; and Possession of a Controlled Substance Schedule II – 2nd Offense, Possession of Drug Paraphernalia – 2nd Offense in November 2021. She went on to say that a letter was mailed and emailed to Mr. Tompkins and his employer on September 7, 2023 requesting a letter of explanation from Mr. Tompkins and letters of support from his employer and probation officer. Ms. Tomanek concluded by saying that Mr. Tompkins and his employer both provided the requested letters. No letter was received from a parole officer because Mr. Tompkins was incarcerated for eighteen months and completed parole on June 16, 2023.

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

MOTION: Mr. Bruschwein made a motion to issue a Sewer and Water Apprentice Under 3400 hours license, with the condition any future criminal offenses be reported by the applicant and employer to the North Dakota State Plumbing Board; and Mr. Tompkins must not be charged or convicted of any further criminal offenses for at least five years. Mr. Tillema seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Tillema, and Jones voting in favor.

Certificates of Deposit

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

Ms. Tomanek stated that there are two CDs at Edward Jones Investments. The first is in the amount of \$100,000 at a rate of 4.55%, which matures on November 3, 2023. The other CD is in the amount of \$100,000 at a rate of 5.00%, which matures on March 3, 2024. She

requested direction on how the Board would like to proceed with the funds from the CD maturing on November 3, 2023.

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

(Secretary's Note: The funds were reinvested at Edward Jones at a rate of 5.45% for 12 months)

Approval of New Applications and License Renewals

President Jones called on Ms. Tomanek to go over 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, 2023 and August 31, 2023 and the second list contains licenses that have been renewed between June 1, 2023 and August 31, 2023.

MOTION: Mr. Tillema made a motion to approve the new applications and license renewals between June 1, 2023 and August 31, 2023. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Bulow, Tillema, and Jones voting in favor.

REPORTS

Legislative Updates

President Jones called on Mr. Beechie to discuss legislative updates.

Mr. Beechie talked about Senate Bill 2170, which relates to minors working in hazardous occupations; and to provide for a legislative management study and Senate Bill 2249, which relates to the efficiency of administration of occupational boards; to provide for a report to the legislative management; and to provide an effective date.

Inspectors and Attendees from Local Jurisdictions

President Jones called on Brent Beechie – North Dakota State Plumbing Board, Aaron Kasper - North Dakota State Plumbing Board, Scott Samuelson – North Dakota State Plumbing Board, Dean Staska – North Dakota State Plumbing Board, Chris Plante – City of Grand Forks, Duran Bischof – City of Minot, and Gage DeGroot – City of Minot to report on work or any plumbing issues within their jurisdictions. A brief discussion was held and President Jones thanked the inspectors and attendees.

ADJOURNMENT

The meeting adjourned at 10:58 a.m., to meet again on February 6, 2024 for a regular meeting.

Attest Kimberly Thompson

Calvin Pelt
Professional Engineer

D. D. B...
Department of Environmental
Quality

John ...
Master Plumber

[Signature]
Journeyman Plumber

[Signature]
Consumer Member