

**NORTH DAKOTA STATE PLUMBING BOARD
MEETING MINUTES
September 30, 2021**

The North Dakota State Plumbing Board met on September 30, 2021 at 1:00 p.m., in conjunction with the North Dakota Association of Plumbing, Heating and Mechanical Contractors Convention, at the Ramada by Wyndham Bismarck, 1400 East Interchange Avenue, Bismarck, ND. President Heather Jones presided.

Board members present were David Bruschwein – Department of Environmental Quality, Jim Fristad – Mechanical Engineer and Heather Jones – Consumer Member.

Board members Jason Dirk – Journeyman Plumber and Luke Tillema – Master Plumber were absent.

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

Also present was Tanner Oliphant – North Dakota State College of Science, Mark Thompson – H.A. Thompson and Sons, Inc., John Cook – Williston, Travis Greff – H.A. Thompson & Sons, Inc., and Greg Zenker – Northern Plains Plumbing, Heating & Air.

MINUTES

President Jones called for the consideration of the minutes of the June 29, 2021 and September 3, 2021 board meetings.

MOTION: Mr. Bruschwein made a motion to approve the minutes of the June 29, 2021 and September 3, 2021 meetings. 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 budget.

Ms. Tomanek reviewed the financial statements and budget.

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

NEW BUSINESS

Sewer and Water Contractor Application

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

Ms. Tomanek said that Robert Schueller submitted a Sewer and Water Contractor application on July 1, 2021. The application indicated that he had been convicted of Threats Transmitted by Interstate Communication in 2015 and a brief explanation was submitted with the application. Ms. Tomanek explained that further factual information regarding the felony was requested, along with a letter of support from his parole or probation officer and employer, but only the letter from his employer was received. She went on to say that in the email on page 41 of the packet, an individual with Mr. Schuller's company stated that a letter will not be provided by Robert Schueller or his probation officer. Ms. Tomanek ended by saying Mr. Schueller is employed by S.J. Louis Construction Inc.

There was a brief discussion among the board members about the application.

MOTION: Mr. Fristad made a motion to table making a decision on the Sewer and Water Contractor application to the February 2022 meeting to allow Mr. Schueller time to submit a letter of explanation and to request a letter from his parole/probation officer. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, and Jones voting in favor.

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 indicated that the first list contains new licenses that have been issued between June 1, 2021 and August 31, 2021 and the second list contains licenses that have been renewed between June 1, 2021 and August 31, 2021.

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

Certificates of Deposit

President Jones called on Ms. Tomanek to report on the certificates of deposit.

Ms. Tomanek stated that there are two CDs at Plains Commerce Bank, both in the amount of \$102,935.13, that mature on October 5, 2021. She continued by saying that there is also one at First Western Bank & Trust in the amount of \$100,000.00 that matures in February 2022 and requested direction on how the Board would like to proceed with the funds at Plains Commerce Bank.

MOTION: Mr. Bruschwein made a motion to reinvest \$100,000 at the banking institution that offers the best return on the investment and to deposit the remaining funds in the Board's money market account which will be addressed at a future meeting. Mr. Fristad seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, and Jones voting in favor.

AnytimeCE Online Continuing Education Course

President Jones called on Mr. Beechie to present the Online Continuing Education Course that was submitted.

Mr. Beechie stated that AnytimeCE submitted a request to provide online continuing education courses for North Dakota. The curriculum does not include the North Dakota amendments, but includes Washington and Montana Amendments. He added that the material used appears to be outdated, with some photos of illegal plumbing, and the fee for each course is \$59.50. Mr. Beechie offered to work with AnytimeCE to assist them in a curriculum that would be acceptable.

There was a brief discussion among the board members about whether or not the online continuing education courses should include the North Dakota Amendments in the curriculum and an application be created for online continuing education providers.

MOTION: Mr. Fristad made a motion to deny AnytimeCE's proposal to provide online continuing education for North Dakota, with the option of working with Mr. Beechie to create an acceptable curriculum before they can reapply. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Fristad, and Jones voting in favor.

REPORTS

Content Management System and Website

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

Ms. Tomanek said that she has been meeting with staff from Prominent as part of the Solutions Road Map, which will be complete by the end of October 2021. She said that

Prominent would like to present their findings around October 15th, so a special meeting will need to be scheduled. Prominent has offered to hold the meeting at their office.

Administrative Rules Update

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

Ms. Tomanek explained that the administrative rule changes are being drafted and the public hearing will be held within the next few months. She learned from Allyson Hicks, with the Attorney General's Office, that the Board does not have to hold a board meeting in order to hold the public hearing so she and Mr. Beechie may hold the public hearing instead of waiting for the next board meeting.

North Dakota State College of Science Update

President Jones called on Mr. Beechie to discuss the Plumbing Instruction vacancy at the North Dakota State College of Science.

Mr. Beechie was pleased to introduce Tanner Oliphant, the new Plumbing Instructor with the North Dakota State College of Science.

Board Member Terms

President Jones called on Ms. Tomanek to review board member terms.

Ms. Tomanek indicated that Jason Dirk was reappointed for another term, which expires in June 2025. Luke Tillema was appointed as the Master Plumber on September 8, 2021 to serve the rest of Dean Eman's term, which expires in 2024. She ended by saying that Jim Fristad's term expires in June 2022.

Inspectors and Attendees from Local Jurisdictions

President Jones called on Scott Samuelson, Dean Staska 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

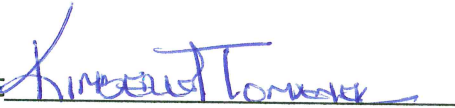
Winter Board Meeting

President Jones announced that the board meetings for 2022 will be scheduled and posted on the Board's website.

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, Fristad, and Jones voting in favor.


The meeting adjourned at 1:59 p.m., to meet again in February 2022 for a regular meeting.

Attest 

Mechanical Engineer



Department of Environmental
Quality



Master Plumber



Journeyman Plumber



Consumer Member