

NORTH DAKOTA STATE PLUMBING BOARD
MEETING MINUTES
June 29, 2015

The North Dakota State Plumbing Board met on June 29, 2015, at 1:00 p.m., at the Bank of North Dakota, 1200 Memorial Highway, Room 201 - Leadership Hall, Bismarck, ND, President Lon Drevecky presided.

Board members present were Jason Dirk – Journeyman Plumber, Lon Drevecky – President/Mechanical Engineer, Heather Jones – Consumer Member and Howard Wrigley – Master Plumber.

Board member Wayne Kern – Vice President/State Health Department was absent.

Staff members present were Brent Beechie – Secretary/Chief Inspector, Kimberley Tomanek – Business Manager, Scott Samuelson – Plumbing Inspector, Aaron Kasper – Plumbing Inspector and Laurie Walcker – Administrative Assistant.

Others present were Lon Lessard – North Dakota State College of Science, Leonard Schwindt and Jim Thorpe – City of Dickinson, Chris Plante – City of Grand Forks and Chad Finken and Luke Tillema – City of Minot.

REAPPOINTMENT OF CONSUMER BOARD MEMBER

President Drevecky congratulated Heather Jones on her reappointment for another four year term with the North Dakota State Plumbing Board.

INTRODUCTION OF NEW STAFF

President Drevecky introduced and welcomed the new Plumbing Inspector, Aaron Kasper. Mr. Kasper will be conducting inspections in western North Dakota.

MINUTES

President Drevecky called for the consideration of the minutes of the March 9, 2015 meeting.

MOTION: Heather Jones made a motion to approve the minutes of the March 9, 2015 meeting as received. Jason Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones and Wrigley voting in favor.

YEAR-TO-DATE FINANCIAL STATEMENTS AND BUDGET

President Drevecky called on Ms. Tomanek to review the Financial Statements and Fiscal Year-to-Date Budget.

Ms. Tomanek presented the Financial Statements and Fiscal Year-to-Date Budget.

MOTION: Jason Dirk made a motion to approve the Financial Statements as presented. Howard Wrigley seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones and Wrigley voting in favor.

APPROVAL OF 2015-2016 BUDGET

President Drevecky called on Ms. Tomanek to present Fiscal Budget from July 1, 2015 to June 30, 2016.

Ms. Tomanek presented the Fiscal Year Budget from July 1, 2015 through June 30, 2016 for approval. She indicated that the proposed salary increases are included in the budget for staff. Ms. Tomanek proposed a 4% salary increase for Dean Staska, Scott Samuelson, Laurie Walcker and herself; and at his request, a 3% increase for Brent Beechie.

MOTION: Heather Jones made a motion to approve the Fiscal Year Budget from July 1, 2015 to June 30, 2016 as presented. Jason Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones and Wrigley voting in favor.

NEW BUSINESS

North Dakota State Plumbing Board Credit Card

President Drevecky called on Ms. Tomanek to discuss the North Dakota State Plumbing Board credit card.

Ms. Tomanek requested approval from the Board to procure a credit card to be used by the board staff. Currently staff is making the purchases with a personal credit card and being reimbursed.

MOTION: Howard Wrigley made a motion to approve the request to procure a credit card to be used by the board staff. Jason Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones and Wrigley voting in favor.

OLD BUSINESS

Revocation of License

President Drevecky called on Mr. Beechie to talk about the Revocation of License of Chad Gourneau.

Mr. Beechie explained that at the last meeting the Board approved Edward Erickson to proceed with disciplinary action with intent to revoke Chad Gourneau's plumbing license. He said that since Mr. Gourneau is still in prison and will be for some time, Mr. Erickson has not started the process yet, but should do it soon.

Background Checks

President Drevecky called on Mr. Beechie to discuss background checks.

Mr. Beechie stated that Edward Erickson requested an emergency bill for criminal history background checks through the Delayed Bills Committee; however, no response was received. He ended by saying this item will be added to the agenda for the fall meeting in 2016, to discuss whether it will be pursued during the 2017 Legislative Session.

Reciprocity with Minnesota

President Drevecky called on Mr. Beechie to provide an update about reciprocity with Minnesota.

Mr. Beechie indicated that after meeting with John Parizek, the Chairman for the Minnesota State Plumbing Board at the PHCC Conference in February, the Minnesota State Plumbing Board is still having discussions on how they would like to proceed. He said, as it stands, North Dakota plumbers must complete eight hours of continuing education per year in order to keep their Minnesota plumbing license current. Mr. Beechie added that in May he received an email from Mr. Parizek that explained the Minnesota State Plumbing Board is in the final stages of code adoption and then will be opening up rulemaking regarding reciprocity. He concluded by saying he will provide an update at the next meeting.

REPORTS

Administrative Rules

Chapter 62-03-01-02-02 Plumbing Fixtures and Chapter 62-03.1-03-01 Administrative Authority

President Drevecky called on Ms. Tomanek to provide an update about the proposed Administrative Rules amendments.

Ms. Tomanek explained that the public hearing was held at the last board meeting on March 9, 2015 and the required 10-day public comment period ended on March 19, 2015. She said that at that time the correspondence was sent to the Attorney General's Office and an approval letter was received on April 17, 2015. Ms. Tomanek went on to say that she and Mr. Beechie attended the Administrative Rules Committee meeting on June 10, 2015 and since that time has not heard from the Committee. She stated that the amendments will become effective July 1, 2015 and the changes will be reflected in the Rules, Laws and Plumbing Installation Standards of North Dakota, which will be printed in the month of July.

Board Terms

President Drevecky called on Ms. Tomanek to discuss Board terms.

Ms. Tomanek said that with Ms. Jones reappointment, her term will run to June 30, 2019. She added that Mr. Wrigley's term is the next to expire on June 30, 2016.

(Secretary's Note: Howard Wrigley passed away on July 11, 2015. Mr. Wrigley served on the Board for three years and his expertise and professionalism will be missed).

Audit of Fiscal Years 2013-2014 and 2014-2015

President Drevecky called on Ms. Tomanek to provide an update about the audit of fiscal years 2013-2014 and 2014-2015.

Ms. Tomanek said that the audit is scheduled for the week of September 14, 2015 and upon completion the reports will be forwarded to the board members.

Website/Content Management System

President Drevecky called on Ms. Tomanek to provide an update about the website/Content Management System (CMS).

Ms. Tomanek indicated that on November 1, 2014, the office began accepting credit and debit cards and as of May 1, 2015 all receipts are now being processed through Quickbooks instead of Microsoft Access. She went on to say that these changes have led up to making the switch to the new system and Todaymade transferred all of the content from Microsoft Access to the new Content Management System (CMS) on June 1st. Ms. Tomanek stated that both systems will be maintained through the 2016 plumber renewals. After staff is comfortable and confident that the new CMS is working properly, the plumber portion of the CMS will be activated and inspectors will be trained on how to use the new system. She said at that time, certificates, applications and renewals can be processed online and the plumbers will be notified.

Inspectors from Local Jurisdictions

President Drevecky called on attendees, Lon Lessard – North Dakota State College of Science, Chris Plante – City of Grand Forks, Leonard Schwindt and Jim Thorpe – City of Dickinson, Scott Samuelson – North Dakota State Plumbing Board, Chad Finken and Luke Tillema – City of Minot and Aaron Kasper – North Dakota State Plumbing Board to report on plumbing issues and work within their jurisdictions. A brief discussion was held and President Drevecky thanked the attendees.

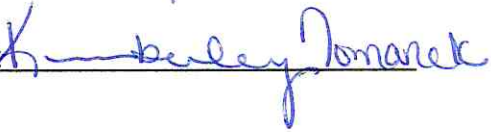
ANNOUNCEMENTS

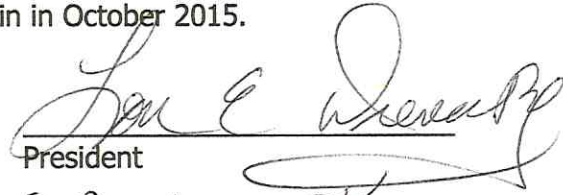
There were no announcements.

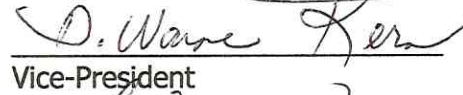
ADJOURNMENT

MOTION: Howard Wrigley made a motion to adjourn the meeting. Heather Jones seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones and Wrigley voting in favor.

The meeting adjourned at 1:50 p.m., to meet again in October 2015.

Attest 


President


Vice-President


Master Plumber

Journeyman Plumber

Consumer Member