

**NORTH DAKOTA STATE PLUMBING BOARD  
MEETING MINUTES**

February 11, 2016

The North Dakota State Plumbing Board met on February 11, 2016, at 1:15 p.m., in conjunction with the North Dakota Association of Plumbing, Heating and Mechanical Contractors Convention at the Grand Hotel, 1505 North Broadway, Candlelite II, Minot, ND, President Lon Drevecky presided.

Board members present were Lon Drevecky – President/Mechanical Engineer, Dean Eman – Master Plumber and Heather Jones – Consumer Member.

Board members Wayne Kern – Vice President/State Health Department and Jason Dirk – Journeyman Plumber were absent.

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

Others present were Lon Lessard – North Dakota State College of Science (NDSCS), Matthew Marciniak - International Association of Plumbing and Mechanical Officials (IAPMO), Bill Mowbray – Mowbray & Son, Dave Romine – North Dakota Association of Plumbing, Heating and Mechanical Contractors, Mark Thompson – H.A. Thompson & Sons, John Cook – Ray Company, Travis Greff – H.A. Thompson & Sons, Jeff Klemetsrud – Klemetsrud Plumbing & Heating – Rob Warnke and Dan Dietz – Mulcahy Co., Joe Twigg, Greg Zenker and Khris Walz – Ferguson.

**MINUTES**

President Drevecky called for the consideration of the minutes of the October 28, 2015 meeting.

**MOTION:** Heather Jones made a motion to approve the minutes of the October 28, 2015 meeting as received. Dean Eman seconded the motion and it was unanimously approved with board members Drevecky, Eman and Jones 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:** Heather Jones made a motion to approve the financial statements as presented. Dean Eman seconded the motion and it was unanimously approved with board members Drevecky, Eman and Jones voting in favor.

## **NEW BUSINESS**

### **North Dakota State College Science (NDSCS) Recruitment**

President Drevecky called on Mr. Lessard to talk about recruitment for the plumbing program at NDSCS.

Mr. Lessard shared the video and handouts that he and others at NDSCS prepared to aid in the recruitment and sponsorships for the plumbing program to be shown at the upcoming North Dakota State Plumbing Board continuing education sessions.

There was a brief discussion among the board members, staff and attendees about recruitment, sponsorships, high school job fairs and tuition reimbursement.

### **2015 Uniform Plumbing Code**

President Drevecky called on Mr. Beechie to discuss the adoption of the 2015 Uniform Plumbing Code.

Mr. Beechie indicated that people are starting to ask when the North Dakota State Plumbing Board is going to adopt the 2015 Uniform Plumbing Code. He said the process of reviewing the 2015 Uniform Plumbing Code will be started soon and the expected adoption completion date should be in 2017 or 2018.

## **OLD BUSINESS**

### **Revocation of License**

President Drevecky called on Mr. Beechie to talk about the Revocation of Chad Gourneau's license.

Mr. Beechie explained that Edward Erickson, Office of the Attorney General, turned the file over to Douglas Bahr, Office of the Attorney General to proceed with the revocation of Mr. Gourneau's Journeyman plumbing license. He went on to say that Mr. Gourneau will be served with the Summons and Complaint in February and if no response is received, Mr. Bahr will proceed with filing a Notice of Default and Order of Default. The revocation of Mr. Gourneau's license should be completed in March 2016.

### **Reciprocity with Minnesota**

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

Mr. Beechie stated that nothing has changed with the Minnesota State Plumbing Board yet and he is waiting on a response from John Parizek, the Chairman for the Minnesota State Plumbing Board.



Matt Marciniak said that the Minnesota State Plumbing Board is having discussions about reciprocity between the surrounding states. He indicated that the Minnesota State Plumbing Board members and the Department of Labor and Industry are split on how to address the issues with reciprocity and in order to make any changes the rule making process has to be opened and it could take up to three years. Mr. Marciniak concluded by saying that he is confident that some sort of compromise will be reached.

## **REPORTS**

### **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 auditors from Brady Martz & Associates were in the office the week of September 14, 2015 and the audit reports were mailed to the board members in December. She stated that Brady Martz & Associates Independent Auditor's Report includes an opinion on whether the financial statements are presented fairly, in all material respects, in accordance with US Generally Accepted Accounting Principles (GAAP). GAAP requires the accrual method of accounting. Ms. Tomanek went on to say that internally, the Board's financials were being maintained on a cash basis meaning revenue was recognized when collected and expenses recorded when paid. This is why Brady Martz & Associates proposed several audit adjustments to record the Board's financial information on the accrual basis of accounting. She explained that the accrual basis of accounting requires expenses to be recognized in the period in which it was incurred, not necessarily when paid. This is why there is an adjustment for accounts payable. Ms. Tomanek added that the accrual basis also requires revenue to be recognized when earned, not necessarily when received. This is why there is deferred revenue; although it was collected within the audit period, the period the member paid for extends past the year end, which is why a portion is deferred.

### **Content Management System**

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

Ms. Tomanek stated that the website has been complete for quite some time; however, the Content Management System (CMS) has not been finalized. Since June 1, 2015, the old system and the new system have been maintained and this will be done through the 2016 plumber renewal season. She continued by saying that shortly after the last board meeting, a request was sent for the final changes to be made to the CMS and she was told that TodayMade was going to be acquired by Agency MABU and the process had already started. Ms. Tomanek explained that Agency MABU is a Bismarck based full-service marketing, management and multimedia company. She went on to say that after many phone calls and emails to TodayMade, she convinced them to finish the North Dakota State Plumbing Board project as it was so close to nearing completion. Ms. Tomanek continued by saying that less than a week later, she was told that the software engineer that was working on the project would be out of the office for several weeks because his father passed away. She indicated that TodayMade did not finish the project as promised and passed the work off to Agency MABU. She said that she

and Mr. Beechie met with Agency MABU in January to discuss the details of what needs to be finished. Ms. Tomanek concluded by saying that as it turns out TodayMade left many items unfinished that were believed to have been completed and now it will cost an additional 90-110 hours or \$8,550-\$10,450 to complete the project.

**MOTION:** Dean Eman made a motion to approve the finalizations to the Content Management System and to amend the IT Support line item from \$5,000.00 to \$18,000.00. Heather Jones seconded the motion and it was unanimously approved with board members Drevecky, Eman and Jones voting in favor.

### **Update on Mechanical Contractor Licensure**

President Drevecky called on Mr. Beechie to discuss Mechanical Contractor licensure.

Mr. Beechie deferred to Dave Romine to provide an update about Mechanical Contractor licensure.

Mr. Romine said that several cities within the state of North Dakota have been working together to prepare a standardized exam that if taken would be the only mechanical contractor licensure exam that would have to be taken. He stated that by having only one exam, there will be reciprocity between the different cities within the state.

### **Inspectors from Local Jurisdictions**

President Drevecky called on inspectors Dean Staska, Scott Samuelson, Aaron Kasper 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 Drevecky thanked the attendees.

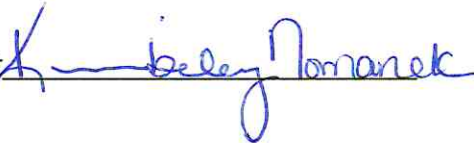
### **ANNOUNCEMENTS**

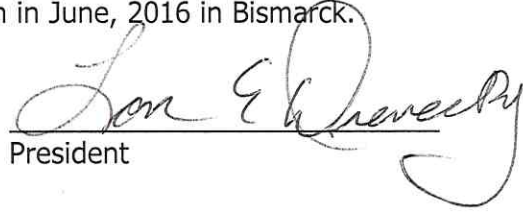
Continuing Education will begin on March 1, 2016 in Devils Lake and the complete schedule is listed on the North Dakota State Plumbing Board website.

**ADJOURNMENT**

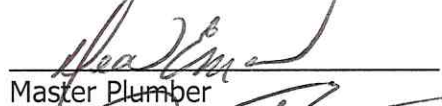
**MOTION:** Dean Eman made a motion to adjourn the meeting. Heather Jones seconded the motion and it was unanimously approved with board members Drevecky, Eman and Jones voting in favor.

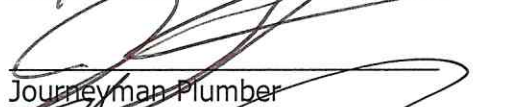
The meeting adjourned at 2:30 p.m., to meet again in June, 2016 in Bismarck.

Attest 

  
President

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Vice-President

  
Master Plumber

  
Journeyman Plumber

  
Consumer Member