

**NORTH DAKOTA STATE PLUMBING BOARD
MEETING MINUTES**

June 15, 2016

The North Dakota State Plumbing Board met on June 15, 2016, 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, Dean Eman – Master Plumber and Heather Jones – Consumer Member.

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

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

Others present were Jim Thorpe – City of Dickinson, Chad Finken, Luke Tillema and Darrell Zaback – City of Minot, Troy Bormann – City of Fargo and Scott Thompson – MN Plumbing Training.

MINUTES

President Drevecky called for the consideration of the minutes of the February 11, 2016 meeting.

MOTION: Ms. Jones made a motion to approve the minutes of the February 11, 2016 meeting as received. Mr. Eman seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman and Jones voting in favor.

President Drevecky called for the consideration of the minutes of the March 22, 2016 meeting.

MOTION: Mr. Dirk made a motion to approve the minutes of the March 22, 2016 meeting as received. Ms. Jones seconded the motion and it was unanimously approved with board members Dirk, 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 the Fiscal Year-to-Date Budget.

Ms. Tomanek presented the financial statements and the Fiscal Year-to-Date Budget.

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

NEW BUSINESS

Sewer and Water Apprentice Application

President Drevecky called on Ms. Tomanek to discuss the Sewer and Water Apprentice application.

Ms. Tomanek explained that an application for Sewer and Water Apprentice was received on June 8, 2016 and the applicant, Steven Bonderud, listed felony convictions of burglary, arson and criminal mischief from December of 2013. Mr. Bonderud also indicated on the application that he is currently on probation for the convictions until 2017. Ms. Tomanek stated that she is requesting the Board's input on whether or not the application should be approved.

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

MOTION: Mr. Dirk made a motion to consider approval of the Sewer and Water Apprentice application. Ms. Jones seconded the motion for discussion.

There was more discussion between the board members about the application and the general consensus was to approve the application with conditions.

MOTION: Mr. Dirk withdrew his motion to consider approval of the Sewer and Water Apprentice application. Ms. Jones seconded the motion to withdraw the motion.

MOTION: Mr. Eman made a motion to approve the Sewer and Water Apprentice application with the condition that if Mr. Bonderud is convicted of another felony, his license will be revoked. Mr. Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman and Jones voting in favor.

A letter signed by President Drevecky will be mailed to Mr. Bonderud along with his license which will explain the condition with his licensure.

Plumbing Installation Certificate Fees

President Drevecky called on Mr. Beechie to talk about Plumbing Installation Certificate fees.

Mr. Beechie stated that he is proposing that the Plumbing Installation Certificate fees be increased. He explained that fees have not been raised since 2008 and raising the fees will help offset the proposed budget deficit while bringing the Board proportional to the neighboring states' fees. Mr. Beechie provided a detailed spreadsheet of what the fees are in Idaho, Minnesota, Montana and South Dakota. He concluded by saying the Board does not have to go through legislation or the administrative rules process to raise fees, it is based upon Board approval.

The board members discussed different options and scenarios for Plumbing Installation Certificate fees.

MOTION: Mr. Eman made a motion to increase the issuing certificate fee from \$35.00 to \$100.00 and to add an additional line item to charge \$200.00 for multi-units with eight units or more. Mr. Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman and Jones voting in favor.

MOTION: Ms. Jones made a motion to increase the plumbing fixture fee from \$4.00 per fixture to \$10.00 per fixture. Mr. Eman seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman and Jones voting in favor.

Legislation and Fees

President Drevecky called on Mr. Beechie to discuss legislation and fees.

Mr. Beechie said that he is proposing to go through legislation to increase license fees for plumbers and sewer and water individuals. He went on to say that the last time that license fees were increased was approximately 24 years ago. Mr. Beechie added that he is proposing that exam fees be increased as well.

This agenda item will be researched further and added to the next meeting agenda for further discussion and consideration.

(Secretary's Note: This agenda item was added at the beginning of the meeting by Mr. Beechie).

At 2:15 p.m., the Board recessed for a short break.

At 2:30 p.m., the Board reconvened.

2016-2017 FISCAL YEAR BUDGET

President Drevecky called on Ms. Tomanek to present the Fiscal Year Budget from July 1, 2016 to June 30, 2017.

Ms. Tomanek presented the Fiscal Year Budget from July 1, 2016 through June 30, 2017 for approval. She indicated that proposed salary increases of 3% for all staff are included in the budget.

The Plumbing Installation Certificate fees line item for the 2016-2017 Fiscal Year Budget will be revised to reflect the increase from \$100,000.00 to \$220,000.00.

MOTION: Ms. Jones made a motion to approve the financial statements with the revision to the Plumbing Installation Certificate fees line item to reflect the increase. Mr. Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman and Jones voting in favor.

OLD BUSINESS

Revocation of License

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

Mr. Beechie reported that the revocation is complete and Mr. Gourneau's license has been revoked.

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.

Certificates of Deposit (CD)

President Drevecky called on Ms. Tomanek to discuss the Certificates of Deposit.

Ms. Tomanek stated that there are two CDs at Plains Commerce Bank which mature in June of 2017. She went on to say that one of the two CDs at Cornerstone Bank matured in May of 2016 and the other one matures on August of 2016. Ms. Tomanek requested direction from the Board on whether or not to invest in an additional CD.

MOTION: Ms. Jones made a motion to approve the Certificate of Deposit investment of \$100,000.00 in August at the financial institution that offers the highest rate, not to exceed a term of 24 months. Mr. Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman and Jones voting in favor.

Background Checks

President Drevecky called on Ms. Tomanek to provide information about background checks.

Ms. Tomanek said that at the March 9, 2015 board meeting a motion was made to give Edward Erickson with the Office of the Attorney General, the authority to request an emergency bill for criminal background checks through the delayed bills committee. Mr. Erickson submitted said bill but it was denied. She added that if the Board would like to proceed with pursuing a bill for requiring background checks the deadline to submit the bill to the legislature is December 8th. Ms. Tomanek stated that Mr. Erickson would prefer to start working on the bill right away, rather than October which is why this is an agenda item at this meeting. She explained that Mr. Erickson would submit the bill and once it is approved in April, then staff would work with the North Dakota Bureau of Criminal (BCI) Investigations for all the training involved and to register with the Federal Bureau of Investigation (FBI). Ms. Tomanek was told that process

could take a couple months and when everything is in place, the process would be to send out a background check packet to each applicant as the applications are received. She went on to say that the applicant would be responsible to provide the requested information, fingerprints and the fee directly to BCI. BCI would then perform the federal background check and send the results to the office within two weeks. Ms. Tomanek concluded by saying that the cost to the Board would be approximately two to three hours of Mr. Erickson's time to prepare the bill and some additional printing and postage fees that would be budgeted for 2017-2018, since June or July of 2017 will be the earliest that background checks could be implemented.

There was a brief discussion among the board members about background checks and the general consensus is to discuss it further and to schedule a special meeting so that Mr. Erickson may attend to answer questions and provide his recommendations.

REPORTS

Board Member Appointment

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

Ms. Tomanek explained that Mr. Eman was appointed to the Board to fill Mr. Wrigley's existing term that expires on June 30, 2016. Mr. Eman was recently reappointed for a full four year term and his term expires on June 30, 2020.

Content Management System

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

Ms. Tomanek stated that Agency MABU was given final approval to proceed with work on the Website and CMS edits, updates and security fixes on May 3rd 2016. The completion date should be the end of August or beginning of September. As of last week, Mr. Erickson is still researching whether or not the North Dakota State Plumbing Board will have legal recourse against TodayMade.

North Dakota State College of Science Enrollment

President Drevecky called on Ms. Tomanek to talk about the North Dakota State College of Science Enrollment.

Ms. Tomanek indicated that she spoke with Lon Lessard and he reported that he already has 10 students registered for the plumbing program for this fall and one more that he is waiting to register.

Procurement Procedures

President Drevecky called on Ms. Tomanek to discuss Procurement Procedures.

Ms. Tomanek said that after meeting with Mr. Erickson about the issues with TodayMade and review of Agency MABU's contracts, she learned that the state has procurement procedures that all boards and agencies are required to follow. Subsequently, Ms. Tomanek completed Level 1 and Level 2 Procurement Training and will attend Level 3 in September. She continued by saying that anyone who makes purchases on behalf of any boards or commissions are required to attend training sessions to become certified. Ms. Tomanek stated that Mr. Beechie has already completed Level 1 and Ms. Walcker will be completing it shortly. Level 1 allows purchasing of goods and services up to \$2,500. Level two for goods or services up to \$25,000. Level three is for anything over \$25,000. She added that with the procurement training, she was told that the Board should be utilizing the State's purchasing card program (P-card) instead of the credit cards that the Board is using now, so the application process has been started. Ms. Tomanek concluded by saying that once the P-card is in place, the two current credit card accounts will be closed.

Inspectors and Attendees from Local Jurisdictions

President Drevecky called on inspectors Mr. Staska, Mr. Samuelson, Mr. Kasper, and Mr. Beechie – North Dakota State Plumbing Board, Mr. Thorpe – City of Dickinson and Mr. Bormann – City of Fargo and attendee Mr. Thompson – MN Plumbing Training to report on work or any plumbing issues within their jurisdictions. A brief discussion was held and President Drevecky thanked the attendees.

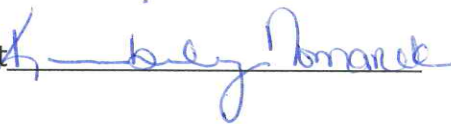
ANNOUNCEMENTS

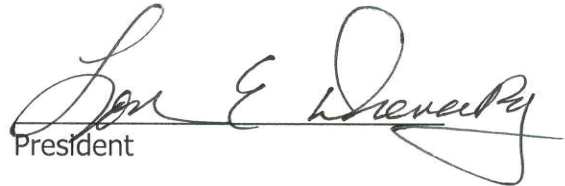
The fall Inspector meeting will be held in conjunction with the fall Board meeting.

ADJOURNMENT

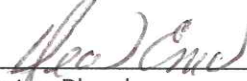
MOTION: Mr. Dirk made a motion to adjourn the meeting. Mr. Eman seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman and Jones voting in favor.

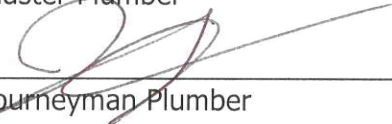
The meeting adjourned at 3:44 p.m., to meet again on October 5, 2016 in Bismarck for a regular meeting.

Attest 


President

Vice-President


Master Plumber


Journeyman Plumber

Consumer Member