

**NORTH DAKOTA STATE PLUMBING BOARD  
MEETING MINUTES  
October 29, 2019**

The North Dakota State Plumbing Board met on October 29, 2019, at 1:00 p.m., at the Bank of North Dakota, 1200 Memorial Highway, Room 201 – Leadership Hall, Bismarck, ND, President Heather Jones presided.

Board members present were David Bruschwein – Department of Environmental Quality, Jason Dirk – Journeyman Plumber, Dean Eman – Master Plumber, Jim Fristad – Mechanical Engineer and Heather Jones – Consumer Member.

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

Others present were Mindy Piatz – Brady Martz & Associates, Dustin Hillman – City of Fargo and Ryan Meisch – North Dakota State College of Science.

**PRESENTATION OF THE 2018 AND 2019 AUDIT**

President Jones called on Mindy Piatz from Brady Martz & Associates to present the 2018 and 2019 audit.

Ms. Piatz presented the findings and reports of the 2018 and 2019 North Dakota State Plumbing Board audit.

**MINUTES**

President Jones called for the consideration of the minutes of the June 25, 2019.

**MOTION:** Mr. Dirk made a motion to approve the minutes of the June 25, 2019 meeting as received. Mr. Bruschwein seconded the motion and it was unanimously approved with board members Bruschwein, Dirk, Eman, 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 the amended budget.

Ms. Tomanek reviewed the financial statements and the amended budget.

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

## **NEW BUSINESS**

### **Sewer and Water Installer Application**

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

Ms. Tomanek explained that Antonio Anderson registered as a Sewer Water Apprentice in June of 2010. He accumulated 2243 hours before the license expired June 30, 2012. She said that the board office received a Sewer and Water Installer application along with verification that he completed the Minnesota Utility Contractors Association, Certified Pipe Layer course. A Sewer and Water Installer license can be issued without an exam through NDCC 43-51-06, Licensure Without Examination, which is what is done when an applicant has a current pipe layer certification from Minnesota Utility Contractor Association (MUCA), University of Minnesota or Associated Builders and Contractors. Ms. Tomanek continued by saying that on the application, Mr. Anderson indicated that he has felonies. He was convicted of Manufacture, Deliver, or Possession with the Intent to Deliver, a Controlled Substance in July of 2012; Unlawful Entry into a Vehicle in December of 2015; Reckless Endangerment, Prohibited Possession of a Firearm and Theft of Property also in December 2015. She went on to say that Mr. Anderson served time in prison and was on supervised probation until September of this year when he completed probation early, which was confirmed with Lisa Clower from North Dakota Probation and Parole. Ms. Tomanek ended by saying that included in the agenda packet is an explanation letter from Mr. Anderson and a letter of support from Mr. Anderson's employer, Agassiz Underground.

There was discussion among the board members about the application.

**MOTION:** Mr. Eman made a motion to approve Antonio Anderson's Sewer and Water Installer application. Mr. Dirk seconded the motion and it was unanimously approved with board members Brusche, Dirk, Eman, Fristad and Jones voting in favor.

### **Plumbing Installation Certificate Late Fee**

President Jones called on Ms. Tomanek to talk about a Plumbing Installation Certificate late fee.

Ms. Tomanek indicated that when plumbers request plumbing installation certificates online, they are given the option to pay for them immediately with a card, pay later online with a card or they can mail a check or money order to pay for one or multiple certificates. She stated that when plumbers set up with an online account to request certificates, they are told that if they choose to mail a check or money order for payment, that payment must be received within 30 days of when the certificate is requested. Ms. Tomanek explained that the process has been working well, except with a few plumbers that do not pay for their certificates until 60 to 120 days have passed. She added that the board's attorney indicated that some kind of fee for late payments could be implemented under 62-03.1-01-05 Application for plumbing installation certificate. Ms. Tomanek said that the request would have to go through the administrative rules process for approval. She ended by saying that the Content Management System offers the ability to determine who has the ability to request certificates online, without going through the administrative rules process.



After some discussion about implementing a fee for late payments, it was the general consensus of the Board to revisit the topic for discussion the next time there is an administrative rule amendment.

### **Certified Training Institute Online Continuing Education**

President Jones called on Mr. Beechie to present the proposal for Certified Training Institute Online Continuing Education.

Mr. Beechie presented the online continuing education course outlines from the Certified Training Institute and indicated that after review, the courses do meet the requirements for continuing education. He said that the fee would be competitive with the four other approved online providers.

**MOTION:** Mr. Bruschwein made a motion to approve the online continuing education courses from Certified Training Institute. Mr. Eman seconded the motion and it was unanimously approved with board members Bruschwein, Dirk, Eman, Fristad and Jones voting in favor.

### **REPORTS**

#### **Certificates of Deposit**

President Jones called on Ms. Tomanek to discuss certificates of deposit.

Ms. Tomanek stated that there are two \$100,000.00 CDs at Plains Commerce Bank which mature on August 5, 2020. There is also another \$100,000.00 CD at Horizon Financial Bank that will mature on February 20, 2021.

#### **Board Member Appointments**

President Jones called on Ms. Tomanek to review the current board member appointments.

Ms. Tomanek shared that Ms. Jones was reappointed for another four-year term with the North Dakota State Plumbing Board. She added that Mr. Eman's appointment will be the next to expire on June 30, 2020.

#### **Legislative Update**

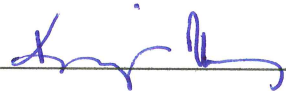
President Jones called on Mr. Beechie to provide a legislative update.

Mr. Beechie said that all of the applications and renewal forms have been revised to add the two military questions in accordance with SB 2306. He then explained that he attended an October 9, 2019 Commerce Committee meeting in regards to sewage treatments systems. Mr. Beechie concluded by saying the study will mostly likely turn into a bill for the Department of Environmental Quality which may result in two full-time employees to implement the program.

**ADJOURNMENT**

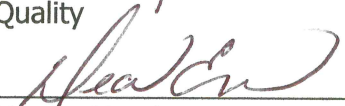
**MOTION:** Mr. Dirk made a motion to adjourn the meeting. Mr. Eman seconded the motion and it was unanimously approved with board members Bruschwein, Dirk, Eman, Fristad and Jones voting in favor.


The meeting adjourned at 2:37 p.m., to meet again on February 6, 2020 in Bismarck for a regular meeting.

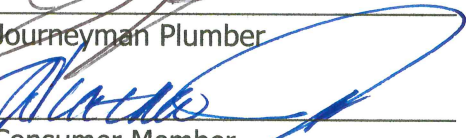
Attest  \_\_\_\_\_

\_\_\_\_\_  
Mechanical Engineer

  
\_\_\_\_\_  
Department of Environmental  
Quality

  
\_\_\_\_\_  
Master Plumber

  
\_\_\_\_\_  
Journeyman Plumber

  
\_\_\_\_\_  
Consumer Member