

**NORTH DAKOTA STATE PLUMBING BOARD
MEETING MINUTES**

June 18, 2013

The North Dakota State Plumbing Board met on June 18, 2013 at 1:15 p.m., in the Suncrest Office Park Conference Room, 1120 College Drive, Room 115, Bismarck, ND, President Lon Drevecky presided.

Board members present were Jason Dirk - Journeyman Plumber, Lon Drevecky - President, Heather Jones - Consumer Member, Wayne Kern - Vice-President/State Health Department and Howard Wrigley - Master Plumber.

Staff members present were Brent Beechie - Secretary/Chief Inspector and Kimberley Tomanek - Business Manager.

Others present were Lon Lessard - North Dakota State School of Science and Joe Kalenze - City of Grand Forks.

MINUTES

President Drevecky called for the consideration of the minutes of the February 14, 2013 meeting.

MOTION: Howard Wrigley made a motion to approve the minutes of the February 14, 2013 meeting as received. Heather Jones seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones, Kern 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: Heather Jones made a motion to approve the Financial Statements and Fiscal Year to Date Budget as presented. Howard Wrigley seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones, Kern and Wrigley voting in favor.

OLD BUSINESS

Roy Brooks

President Drevecky called on Mr. Beechie to provide an update on the application for Roy Brooks.

Mr. Beechie said that in July of 2012, Mr. Brooks was on the agenda because he applied for a Journeyman Plumber license, but subsequently the board denied that application because of Mr. Brooks' criminal history. Mr. Beechie went on to say that Mr. Brooks recently submitted an application for an Apprentice Plumber license and would like the board to decide whether or not to approve the application. Mr. Beechie indicated that he corresponded via email with the Assistant Attorney General, Edward Erickson, and asked Mr. Erickson to provide a letter outlining his professional opinion on whether or not Mr. Brooks should be licensed as an Apprentice Plumber and if the board would have any liabilities in doing so or not doing so. Mr. Beechie explained that Mr. Erickson was on vacation when the request was sent, so a letter was not provided before the board meeting. After a brief discussion, the general consensus of the board was to delay making a decision until a response has been received from Mr. Erickson.

MOTION: Howard Wrigley made a motion to delay making a decision until a response has been received from Mr. Erickson. Jason Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones, Kern and Wrigley voting in favor.

NEW BUSINESS

Website/Content Management System

President Drevecky called on Ms. Tomanek to present the Website/Content Management System options.

Ms. Tomanek indicated that she sent a request for proposals to five companies, however only four were received. The companies that provided proposals were Data Imagery, Big Picture Software, Todaymade and Pc-Services (Dan Haakenson). Ms. Tomanek presented a summary and a spreadsheet detailing the total cost, yearly fees, per hour charges and contract requirements for each company.

MOTION: Heather Jones made a motion to approve hiring Todaymade to build the Website and Content Management System. Jason Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones, Kern and Wrigley voting in favor.

REPORTS

Department of Health Lead Ban Update

President Drevecky called on Mr. Beechie to provide an update on the Lead Ban.

Mr. Beechie stated that as part of lead ban changes to the Administrative Rules, there will be a public hearing, which will be held at the next board meeting. He said that the notice of the public hearing will be published in the county newspapers. Mr. Beechie concluded by

saying that in order to make the change effective by January 2014, the proposed changes must be submitted to Legislative Council no later than November 1, 2013.

Auditor

President Drevecky called on Ms. Tomanek to review the information regarding the auditor.

Ms. Tomanek said that Brady Martz and Associates was selected to complete the audit for the North Dakota State Plumbing Board for the fiscal years ending in 2012 and 2013. The audit will be completed in mid to late September.

Inspectors from Local Jurisdictions

President Drevecky called on attendees, Mr. Joe Kalenze - City of Grand Forks to report on plumbing issues and work within their jurisdictions. Mr. Lon Lessard - North Dakota State College of Science, shared information on the schools program. Mr. Drevecky thanked Mr. Kalenze and Mr. Lessard for the information provided.

APPROVAL OF THE FISCAL BUDGET FROM JULY 1, 2013 TO JUNE 30, 2014

President Drevecky called on Ms. Tomanek to present Fiscal Budget from July 1, 2013 to June 30, 2014.

Ms. Tomanek presented the Fiscal Year Budget from July 1, 2013 through June 30, 2014 for approval. She explained that salary increases are included in the budget for board employees. Ms. Tomanek indicated that state employees will receive a 4% salary increase as of July 1, 2013 and is proposing the same for all full-time and part-time board employees. In January of 2014, there will be a 1% increase in the employee contribution to retirement, essentially giving everyone a 3% salary increase. Discussion followed.

MOTION: Howard Wrigley made a motion to approve the Fiscal Year Budget from July 1, 2013 to June 30, 2014 as presented. Heather Jones seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Jones, Kern and Wrigley voting in favor.

ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

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

The meeting adjourned at 2:52 p.m., to meet again on October 8, 2013.

Attest _____

President

Vice-President

Master Plumber

Journeyman Plumber

Consumer Member