

NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES

Wednesday, November 15, 2017

The North Dakota State Electrical Board meeting was called to order at 8:30 a.m. by President Rodney Mayer at the office of the North Dakota State Electrical Board, 1929 N. Washington Street, Suite A-1, Bismarck, N.D. Members present: Tom Paulson, Mark Christopher, Brad Sylliaasen and Ben Koppelman. Also present: James Schmidt, Executive Director; Ashley Windhorst, Administrative Assistant; Curt Kasper, NECA; Cody Serr, IBEW 714; and twenty-one other attendees interested in the “maintenance electrical work” agenda item.

President Mayer asked for further Agenda items to appear at this meeting. Mr. Mayer indicated to add City of Minot.

President Mayer asked for any comments on the Consent Agenda items. Motioned by Tom Paulson and seconded by Brad Sylliaasen to approve the Consent Agenda items. Motion carried.

Mr. Schmidt gave an update on the reporting system. It has been implemented and is working well. Staff will continue to work with Joel Aslakson for any maintenance issues.

Mr. Schmidt informed the Board that NDSEB no longer has an apartment in Williston.

Mr. Schmidt reviewed ND IA EI membership expirations with the Board members.

At 8:35 a.m., Doug Grinde, Director of Inspections, entered the meeting.

Doug Grinde reviewed district reports and the number of incoming vs. outgoing certificates. The new district map was also reviewed.

At 8:45 a.m., Scott Porsborg, Special Assistant Attorney General, entered the meeting. Doug Grinde left the meeting.

The Board reviewed the 2018 Calendar. Motioned by Tom Paulson and seconded by Brad Sylliaasen to approve the 2018 Calendar. Motion carried.

At 8:50 a.m., Doug Grinde, Paula Glass, Office Manager, and Dan Cebulla entered the meeting.

The Board reviewed maintenance electrical work. Ben Koppelman reviewed the current administrative rule 24.1-03-01-06(6), which he feels doesn't clearly identify this type of work. Mr. Koppelman reviewed this with Legislative Counsel and it appears this has been covered since the 1950s and the current language has been in effect since approximately 1983. Mr. Koppelman also received input from various maintenance personnel. Feedback and additional information was also received from some of the audience members in

attendance which included maintenance personnel from various companies and various rental property owners.

At 9:40 a.m., the twenty-one attendees in the audience left the meeting.

Dan Cebulla appeared before the Board to discuss the outstanding certificates and past due corrections. Paula reviewed the nine past due corrections Mr. Cebulla had outstanding. As of today (11/15/17) eight of the nine have been cleared up. Fourteen of Mr. Cebulla's certificates are over a year old. Mr. Cebulla will close out those certificates for now and pull new certificates if the building resumes.

At 9:50 a.m., Dan Cebulla left the meeting. Mindy Piatz and Derek Schaff with Brady Martz entered the meeting.

The Board discussed past due corrections and how to handle all the different situations. Paula reviewed the current procedures and timeline of events for corrections being sent, past due corrections being sent, and invoicing for past due corrections. Motioned by Ben Koppelman and seconded by Tom Paulson to rescind the Board policy from the September 21, 2017 meeting regarding past due corrections and leave it to the Executive Director's discretion on how to handle each situation. Discussion on how critical corrections are currently being handled and also if it's appropriate to contact homeowners regarding outstanding corrections. Motion carried.

Mr. Schmidt is to come up with a guideline for contacting a homeowner for the January, 2018 meeting. More discussion was had related to contacting homeowners.

At 10:30 a.m., Doug Grinde left the meeting. The Board recessed for a short break.

At 10:40 a.m., the Board reconvened.

Mindy Piatz and Derek Schaff with Brady Martz and Associates reviewed the recent audit. An audit was performed for 2015-2016 and 2016-2017.

At 11:00 a.m., Mindy Piatz and Derek Schaff left the meeting.

Paula Glass reviewed the twelve 2016 expired contractors. All twelve of these contractors have received a letter notifying them to hire a North Dakota Contractor to finish their jobs and/or corrections and the homeowners were carbon copied. After thirty days, the homeowners will receive a letter asking them to hire an electrical contractor and if not a disconnect letter may go out. Discussion was had about notifying property owners as soon as cease and desist letters are sent to expired contractors. Motioned by Tom Paulson and seconded by Mark Christopher that the following unlicensed contractors must appear before the Board at a regular meeting before their Master license can be renewed: Joseph Headley (M 3245)/JMH Electric; David Bester (M 2666)/Bester Electric; George Stage (M 2301)/Edge Electric; Carl Martin (M 2695)/AEC LLC; Ryan Hubbard (M 2765)/Direct Electric; Mark Latour (M 2945)/L & M Electric (Board Revoked License 7/20/16); Robert Gardner (M 3131)/Rage Electric; George Bavolak (M 3234)/R & S Heating; Duane

Lobbestael (M 2832)/State Electric; David Cunnien (M 2968)/DMC Electric; Brett Whitlow (M 2851)/Edison Electric; and Matthew Larson (M 3394)/Kota Electric. Motion carried.

Mr. Schmidt informed the Board that moving over to the ITD Service is on hold until the reporting system is closer to one hundred percent. A payment portal is also being worked on for things such as self-wire payments and skid manufacturers.

Mr. Schmidt updated the Board on the administrative rules. They've been approved by the Attorney General and are being reviewed by Legislative Counsel.

Mr. Schmidt reviewed the significant changes to the Employee Handbook. Motioned by Ben Koppelman and seconded by Brad Sylliaasen to approve the Employee Handbook.

Mr. Schmidt provided an update on the Power Limited Technician. A survey was sent out in the last newsletter. Mr. Schmidt provided a handout of survey results for the Board to review. Discussion was had on low voltage installations, permits, and inspections. This topic will be placed on the January, 2018 agenda for further review and discussion.

At 12:35 p.m., the Board recessed for a short break. Paula Glass and Cody Serr left the meeting.

At 12:50 p.m., the Board reconvened.

Mr. Schmidt indicated the City of Minot notified him they are working on adopting the 2017 NEC and ND Wiring Standards.

The Board reviewed the Board's Code of Ethics which will be presented for approval at the January, 2018 meeting.

At 1:00 p.m., Scott Halle, Training and Compliance Administrator, entered the meeting.

Scott Halle provided an update on the 2017 CEU classes. Class numbers continue to be consistent with the prior year's attendance. Scott continues to review continuing education classes for approval.

At 1:06 p.m., Scott Halle left the meeting.

The next regular meeting of the Board will be January 24, 2018.

There being no further business, it was motioned by Tom Paulson and seconded by Brad Sylliaasen to adjourn the meeting. The meeting was adjourned at 1:07 p.m.

Date

Date

Rodney Mayer, PRESIDENT

Tom Paulson, SECRETARY