

# **NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES**

Wednesday, March 16, 2016

The North Dakota State Electrical Board meeting was called to order at 8:40 a.m. by President Earl Scherer at the office of the North Dakota State Electrical Board, 1929 N. Washington Street, Suite A-1, Bismarck, N.D. Members present: Rodney Mayer, Kyle Miller, Ben Koppelman and Tom Paulson. Also present: James Schmidt, Executive Director; Ashley Windhorst, Administrative Assistant; and Scott Porsborg, Special Assistant Attorney General.

President Scherer asked for further Agenda items to appear at this meeting. James Schmidt indicated Mark Latour would be attending via phone, Steven Patneaud would be appearing in person, Scott Halle will be absent today, Kathy Ibach is unable to attend and Joshua Martinez registration was returned for additional information prior to Board review. Rodney Mayer asked that utilities doing electrical work be added. Kyle Miller asked that home inspectors be added. There being no further Agenda items, it was motioned by Ben Koppelman and seconded by Tom Paulson that the Agenda be approved as amended. Motion carried.

President Scherer asked for any comments on the Consent Agenda items. Motioned by Rodney Mayer and seconded by Ben Koppelman to approve the Consent Agenda items. Motion carried.

The Director of Inspections interviews and candidates were discussed, along with the duties of this position. The Board agreed to hire Doug Grinde for the Director of Inspections position.

At 10:00 a.m., Marshall Loney entered the meeting.

Employee wages were discussed. Motioned by Rodney Mayer and seconded by Ben Koppelman to approve the wages. Motion carried.

At 10:40 a.m. the Board recessed for a short break.

At 10:50 a.m., the Board reconvened. Paula Glass, Office Manager, entered the meeting.

Marshall Loney appeared to request his Master license be reinstated. Mr. Loney had allowed his license to lapse April 30, 2015. As a result, the Board addressed the corrections through the rogue contractor process.

At 11:08 a.m., it was motioned by Ben Koppelman and seconded by Tom Paulson to enter executive session. Mr. Loney left the meeting.

At 11:36 a.m., Marshall Loney and Steven Patneaud entered the meeting. Motioned by Ben Koppelman and seconded by Tom Paulson to exit executive session.

Motioned by Ben Koppelman to put Mr. Loney on one year probation, require him to take the administrative rules test, complete contractor orientation, pay estimated fees back to the undertaking fund, correct any incorrect job costs on past certificates, go on e-Cert system, and pay licensing fees to reinstate. Motion was seconded by Tom Paulson. During discussion, Rodney Mayer asked about the jobs and corrections. More discussion was held with Mr. Loney regarding the job costs and fees. Motion carried 3:1.

At 11:50 a.m., Marshall Loney left the meeting.

Steven Patneaud's Application for an Electrician's (Journeyman) License was presented to the Board. Motioned by Ben Koppelman and seconded by Tom Paulson to allow Mr. Patneaud to take the Journeyman exam. Motion carried 3:2.

At 12:08 p.m., the Board recessed for a short break.

At 12:13 p.m., the Board reconvened.

The Board called Mark Latour to discuss the outstanding corrections and certificates. Mr. Latour confirmed all corrections are now complete. James Schmidt informed Mr. Latour that re-inspections would be made on all jobs and if any corrections are found to be outstanding his North Dakota Master license will be revoked.

Mr. Schmidt discussed foreign country experience. An email was received questioning if we'd accept time from Canada. Due to our current administrative rules, we cannot accept this foreign experience.

Paula Glass updated the Board on contractors currently on hold. This process is helping to clean up old certificates, past due corrections, and expired insurance certificates. Attorney Porsborg stated after April 30, 2016 non-renewal letters and cease & desists can be mailed out. If anyone calls after the letters are sent, Attorney Porsborg needs to be involved.

Mr. Schmidt informed the Board the process of making changes and reorganizing the N.D. Laws, Rules & Wiring Standards is complete. The next step is to have it reviewed. The proposal deadline has now passed and all proposals will be reviewed at the May meeting. Discussion was had about the process of making amendments to the NEC if necessary. The Board also discussed having Tim McClintock come after the Western Section IAEI meeting to review the changes to the NEC prior to its adoption. Rodney Mayer suggested having a special meeting to have Mr. McClintock review the changes with the inspectors present.

Paula Glass updated the Board on rouge contractors. Additional letters were sent to homeowners giving a deadline of three weeks to submit a bid to be considered for reimbursement. Discussion was had about the deadline to use the funds in the undertaking fund and how many additional jobs are left from rouge contractors.

At 1:30 p.m., Paula Glass and Scott Porsborg, Special Assistant Attorney General, left the meeting.

Mr. Schmidt reviewed the district reports. Inspectors are continuing to help in other districts with higher numbers. Mark Moderow is currently working in District 2. Tom Crawford is currently in City of Minot trying to clean up old certificates.

Kyle Miller was asked about home inspectors and what qualifies them to report electrical violations. Ben Koppelman reported that home inspectors aren't currently required to be licensed. Home inspections are more so used as a negotiating factor in a home purchase between the buyer and seller.

Mr. Schmidt presented the budget to the Board. Motioned by Rodney Mayer and seconded by Kyle Miller to approve the budget. Motion carried.

Rodney Mayer asked about utilities doing electrical work and what's considered part for part. Mr. Schmidt said if the utility company owns it they can replace the parts, otherwise a license is required.

Mr. Schmidt updated the Board on the new reporting system. The testing process has been put on hold during the license renewal period.

Mr. Schmidt updated the Board on the monitors AVI installed in the conference room.

At 2:40 p.m., Kyle Miller left the meeting.

Mr. Schmidt presented Frederick Burton's Application for an Electrician's (Journeyman) License. Motioned by Rodney Mayer and seconded by Ben Koppelman to approve Mr. Burton for the Journeyman Placement exam.

Mr. Schmidt discussed segregation of duties with the Board. As of January 1, 2016, Janel Redinger, Administrative Assistant, is now doing all bank reconciliations. Mr. Schmidt informed the Board the QuickBooks administrator login has also been changed. The Board wants the Executive Director, the Board's attorney, and the accounting firm to be the only holders of the administrator password to the QuickBooks program.

At 3:00 p.m., the Board recessed for a short break.

At 3:10 p.m., the Board reconvened. Lyle Wergeland entered the meeting.

Lyle Wergeland gave updates on his outreach visits and discussed some concerns he's heard. Further discussion was had about survey results of these visits, the scheduling process, and contacts including power companies.

Mr. Schmidt provided an education update. The contracts for the continuing education classes have been signed and online registration is now open. Scott Halle has also been reviewing continuing education applications for approval or denial.

The next Board meeting will resume on May 11, 2016.

There being no further business, it was motioned by Ben Koppelman and seconded by Tom Paulson to adjourn the meeting. The meeting was adjourned at 3:50 p.m.

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Date

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Date

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Earl Scherer, PRESIDENT

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Kyle Miller, SECRETARY