

# **NORTH DAKOTA STATE ELECTRICAL BOARD MINUTES**

Wednesday, March 21, 2018

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, and Ben Koppelman. Also present: James Schmidt, Executive Director; Ashley Windhorst, Administrative Assistant; Austin Lafferty, Special Assistant Attorney General; and Curt Kasper, NECA.

President Mayer asked for further Agenda items to appear at this meeting. Mr. Schmidt added newsletter article, ergonomics report and letter from Loren Winters.

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

Mr. Schmidt informed the Board he has visited with Joel Aslakson about a reporting system app being created for contractors. There will need to be further discussion with Joel and other companies to create an app for the State Electrical Board. The Board agreed this is something that should be pursued.

The Board reviewed and discussed the 2018-2019 budget. Motioned by Ben Koppelman and seconded by Mark Christopher to approve the budget. During discussion, Ben Koppelman rescinded his motion and Mark Christopher concurred.

At 9:20 a.m., Timothy Olson and Todd Ringstrom entered the meeting.

Timothy Olson appeared before the Board with Todd Ringstrom to discuss past due corrections and outstanding invoices. Mr. Schmidt had visited with Timothy Olson in January and February and the corrections still aren't satisfied. Mr. Schmidt stressed the need to communicate with the inspectors and office for extensions.

At 9:25 a.m., Mike Lund, David Paul, Rich Krause, and Doug Grinde entered meeting.

Discussion continued with what corrections have been completed as of today. Timothy Olson indicated two of the three outstanding jobs with corrections have been completed and the third will be completed by the end of today.

Motioned by Ben Koppelman and seconded by Tom Paulson to move into Executive Session for attorney consultation. Motion carried.

At 9:49 a.m., Timothy Olson, Todd Ringstrom, and Curt Kasper left the meeting.

At 10:09 a.m., it was motioned by Ben Koppelman and seconded by Mark Christopher to end Executive Session. Timothy Olson, Todd Ringstrom, Curt Kasper, and Jason Parsons entered the meeting.

Andrew Lafferty, Special Assistant Attorney General informed Timothy Olson that he needs to complete all corrections, verify by sending pictures to the inspector, pay the certificate inspection fee, invoice fees, and enter into a voluntary one (1) year probation agreement. If any items are not completed or if probation is violated, the Board will move to formal proceedings. Motioned by Ben Koppelman and seconded by Tom Paulson to accept Timothy Olson's conditions explained by Attorney Lafferty.

At 10:16 a.m., Timothy Olson and Todd Ringstrom left the meeting. Troy Lees entered the meeting. The Board recessed for a short break.

At 10:22 a.m., the Board reconvened.

Jason Parsons appeared before the Board to discuss past due corrections and outstanding invoices. Mr. Schmidt had contacted Jason in January and February about the seven (7) outstanding correction reports. As of March 9, 2018, five (5) have been submitted as complete. Jason claims he was unaware that extensions could be granted on corrections and stated that's why he submitted them as complete even though they were not. Rich Krause and Doug Grinde discussed the periodic inspections done on these jobs and having talked to Jason that day.

Motioned by Tom Paulson and seconded by Ben Koppelman to enter Executive Session for attorney consultation. Motion carried.

At 10:38 a.m., Jason Parsons, Troy Lees, and Curt Kasper left the meeting, and the Board entered into Executive Session.

At 11:00 a.m., it was motioned by Ben Koppelman and seconded by Tom Paulson to end Executive Session. Jason Parsons, Troy Lees and Curt Kasper entered the meeting.

Andrew Lafferty, Special Assistant Attorney General, informed Jason Parsons all corrections must be done by April 15, 2018 as re-inspections will be performed, pay outstanding invoices totaling \$2,300.00 by April 15, 2018, and re-appear at the May 23, 2018 Board meeting.

At 11:01 a.m., Jason Parsons and Rich Krause left the meeting.

Troy Lees appeared before the Board. Troy apologized for being here and explained he let things get out of hand due to health issues over the past year. Mr. Schmidt asked Troy why he would ever submit a correction report without completing it. Troy discussed a few of his jobs and the corrections. The corrections remain uncompleted but he will take care of two of them by this Friday, March 23, 2018. Troy also owes \$1,200.00 in administrative late fees and is to work with Mr. Schmidt on paying the outstanding fees by April 15, 2018.

At 11:21 a.m., Troy Lees and Doug Grinde left the meeting. The Board recessed for a short break.

At 11:35 a.m., the Board reconvened.

Mr. Shawn Olson did not show up for his 9:00 a.m. appearance with the Board. Mr. Schmidt and David Paul discussed Shawn Olson with the Board. Shawn had previously appeared at the March 29, 2017 meeting. Mr. Schmidt has left several voicemails for Shawn with no response and now Shawn failed to appear at today's meeting. Shawn currently has one outstanding correction and owes \$1,150.00 in administrative fees. David Paul also hasn't had communication with Shawn since the end of February 2018. After much discussion it was motioned by Mark Christopher and seconded by Tom Paulson to start the process to revoke Shawn Olson's North Dakota Master license. Motion carried.

Tom Paulson made the suggestion to look into purchasing State Electrical Board Inspector hats for the inspectors in the field.

At 12:20 p.m., David Paul left the meeting.

Mr. Schmidt indicated there is no update to the ITD Server.

The Board reviewed the Code of Ethics. Motioned by Ben Koppelman to approve the NDSEB Board Code of Ethics, but to strike paragraph two. Motion died due to lack of a second. After much discussion it was decided to table this agenda item until the May meeting.

Mr. Schmidt provided the Board with a list of policies.

The Board reviewed the Contractor Issues Policy. The policy now includes the property owner being carbon copied by regular mail of all correspondence after the contractor has received four notices and is invited to the Board meeting. All Board members were in favor of the new policy adding the homeowners.

Mr. Schmidt reviewed the article that could be placed in the next newsletter allowing an open forum regarding PLT Licensing. The Board decided to place the article in the next newsletter and have an open forum the day prior to the May Board meeting.

Mr. Schmidt reviewed the ergonomics report.

Mr. Schmidt shared the letter received from Master electrician Loren Winters.

At 1:55 p.m., Austin Lafferty left the meeting, and Doug Grinde entered the meeting.

Doug Grinde discussed old self-wires being completed and finishing inspector evaluations. Also, he reviewed the reports on incoming/outgoing certificates, along with active certificates by county.

At 2:15 p.m., Doug Grinde left the meeting.

The Board resumed review of the 2018-2019 budget and employee wage adjustments.

At 2:26 p.m., Ben Koppelman left the meeting.

Mr. Schmidt reviewed the employee evaluation process. After a lengthy discussion, motioned by Tom Paulson and seconded by Mark Christopher to approve the 2018-2019 budget with wage adjustments. Motion carried

At 3:05 p.m., Scott Halle entered the meeting.

Scott Halle's topic for the 2019 classes will be services and short circuit calculations. He also provided dates for the 2019 CEU classes. Scott continues to review and approve CEU classes from other providers.

At 3:14 p.m., Scott Halle left the meeting.

At 3:16 p.m., Ben Koppelman re-entered the meeting.

The next regular meeting of the Board will be May 23, 2018. With a special Board meeting to be scheduled May 22, 2018 @ 2:00 p.m. with the place to be determined for the PLT open forum.

There being no further business, it was motioned by Tom Paulson and seconded by Mark Christopher to adjourn the meeting. The meeting was adjourned at 3:17 p.m.

\_\_\_\_\_

Date

\_\_\_\_\_

Date

\_\_\_\_\_

Rodney Mayer, PRESIDENT

\_\_\_\_\_

Tom Paulson, SECRETARY