

**NORTH DAKOTA STATE PLUMBING BOARD
SPECIAL MEETING MINUTES**

March 22, 2016

The North Dakota State Plumbing Board met on March 22, 2016, at 3:00 p.m., at 1110 College Drive Suite 209, Bismarck, ND, Vice President Wayne Kern presided.

Board members present were Lon Drevecky – President/Mechanical Engineer (telephonically), Wayne Kern – Vice President/State Health Department, Dean Eman – Master Plumber (telephonically), Jason Dirk – Journeyman Plumber and Heather Jones – Consumer Member.

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

NEW BUSINESS

Certificate of Deposits

Vice President Kern called on Ms. Tomanek to talk about certificate of deposits (CDs).

Ms. Tomanek indicated that the two CDs at Plains Commerce Bank will mature on April 3, 2016 and the one at Cornerstone Bank will mature on May 9, 2016. She presented a spreadsheet of all of the area banks that offer CDs along with the current options and rates and requested direction from the board members with what should be done with the CDs.

After review and discussion about the current rates and available options, it was the general consensus of the Board to reinvest the two CDs at Plains Commerce Bank and address the CD at Cornerstone Bank at the June meeting.

MOTION: Lon Drevecky made a motion to reinvest the two CDs at Plains Commerce Bank for another 14 month term at the rate of .77%. Dean Eman seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman, Jones and Kern voting in favor.

MOTION: Lon Drevecky made a motion to continue the discussion about the CD at Cornerstone Bank that matures on May 9, 2016 to the June meeting and to deposit the funds into the Board's savings account upon maturity. Jason Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman, Jones and Kern voting in favor.

Website/Content Management System

Vice President Kern called on Ms. Tomanek to discuss the website and content management system.

Ms. Tomanek said that after the Board meeting in February, approval was given to Agency MABU to proceed with the finalizations of the website and content management system. She went on to say that Agency MABU started working on the project and security issues were

discovered, so she and Mr. Beechie attended a meeting at Agency MABU on February 16, 2016 to review the issues. Ms. Tomanek stated that on February 19th, Agency MABU requested an additional 5-10 hours to research all the code in the website and content management system to better evaluate the security issues and to provide an accurate proposal to fix all of the issues. Subsequently, that request was approved. She explained that she and Mr. Beechie met with Agency MABU on March 4th to review the list of the security issues that were identified and the approximate time to make the required fixes. Ms. Tomanek indicated that there are 15 critical security issues that will need to be resolved and based on the estimate provided by Agency MABU, it could take anywhere from 315 to 340 hours and three to four months to complete. She concluded by saying that fixed fee proposals were requested from Agency MABU for the finalization of the website and content management system and to fix all of the security issues. The total amount for both fixed fee proposals is \$34,000.00, which is \$8,000.00 for the finalizations and \$26,000.00 for the security issues.

The Board discussed the details of each proposal and it was agreed that the budget should be amended to allow for the additional costs and that finalizations and security fixes should be completed.

MOTION: Heather Jones made a motion to amend the IT Support line item from \$18,000.00 to \$44,000.00. Lon Drevecky seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman, Jones and Kern voting in favor.

MOTION: Jason Dirk made a motion to approve the finalizations and security fixes to the Content Management System contingent upon approval from the Office of the Attorney General. Dean Eman seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman, Jones and Kern voting in favor.

REPORTS

Plumbing Installation Certificate Fees


Vice President Kern called on Mr. Beechie to talk about plumbing installation certificate fees.

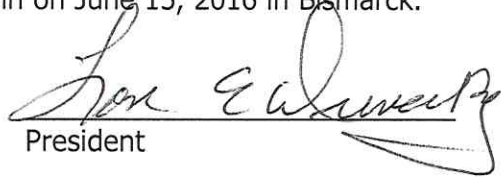
Mr. Beechie explained that plumbing installation certificate fees have not been raised for at least 10 years and suggested that this would be the appropriate time to look at increasing the fees. He indicated that he will present the proposed fees at the June board meeting.

ADJOURNMENT

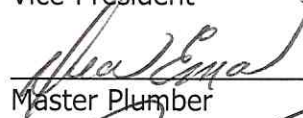
MOTION: Heather Jones made a motion to adjourn the meeting. Jason Dirk seconded the motion and it was unanimously approved with board members Dirk, Drevecky, Eman, Jones and Kern voting in favor.

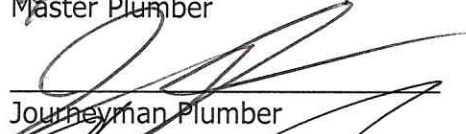
The meeting adjourned at 3:50 p.m., to meet again on June 15, 2016 in Bismarck.

Attest 


President

Vice-President


Master Plumber


Journeyman Plumber


Consumer Member