

**Board High Pressure Piping System
Minutes
Thursday, October 13, 2011**

Members:

Chris Savage
David Carlson
James Andrie
Larry Jordan
Larry Stevens, Jr
Mark Geisenhoff
Mark Kincs
Mary Des Jarlais
Maureen Hanson
Robert Bastianelli
Vicki Sandberg
Todd Green

Members Absent:

Therese Larson

DLI Staff & Visitors:

A/C Jessica Looman
Bill Bierman
Bryan Priem
Carey Demaris
Kevin Wilkins
Phil Raines

I. Call to Order

The meeting was called to order at 10:05 a.m. by Chair Larry Stevens, Jr. Housekeeping announcements were given. Attendance was taken and a quorum was met.

II. Approval of Meeting Agenda

There was a change to the agenda presented. Under item IV Regular Business: adding item b. Presentation on Changes to the Licensing Process – Kevin Wilkins, Adding item c. On-line Application – Bryan Priem. Also under VIII Board Discussion: moving item c. up to IV changing to item d. On-Line Permitting System: E-Trakit. **A motion made by Bastianelli to approve the agenda with the changes, seconded by Jordan. The vote was unanimous. The motion carried.**

III. Approval of Previous Meeting Minutes

Bill Bierman noted an error on page 1 under Special Business regarding the amendment to the by-laws. It should read: *The annual meeting of the board shall be the first meeting of each state fiscal year.* **A motion to accept the minutes with the change was made by Sandberg, seconded by Savage. The vote was unanimous. The motion carried.**

IV. Regular Business

- a) Minnesota High Pressure Piping Code – None

- b) Kevin Wilkins addressed the board with the changes to license process schedule and the fees of contractor licenses and registration fees, and exam fees. These changes will take effect January 1, 2012. The CCLD License fee table was reviewed as well analyzing the new fees vs. the old fees.

- c) CCLD On-line application – Brian Priem with the ITS division demonstrated 3 new applications DLI website as follows:
1. License Look-Up – <https://secure.doli.state.mn.us/lookup/licensing.aspx>
 2. Schedule an Exam – <https://secure.doli.state.mn.us/CCLDExams/default.aspx>
 3. License Renewal – <http://www.dli.mn.gov/BoeMembers.asp>
- d) On-Line Permitting System: E-Trakit – Todd Green reviewed the online permit system for HPP contractors. E-Trakit allows contractors to create and pay for permits online and can be found at http://www.dli.mn.gov/CCLD/etrakit_hpp.asp

V. Special Business

None brought forth

VI. Complaints

None brought forth

VII. Open Forum

None brought forth

VIII. Board Discussion

The 2012 meeting schedule was reviewed, these meeting will be held on 1//12, 4/12, 7/12, and 10/11 of 2012.

IX. Announcements

The memo regarding expiring terms on the board was discussed. Those interested in reapplying/applying should submit application to the Secretary of State.

X. Adjournment

A motion made by Bastianelli, seconded by Sandberg to adjourn at 11:00 a.m. The vote was unanimous, the motion carried.

Respectfully Submitted,

Robert Bastianelli

Robert Bastianelli, Secretary