

Plumbing Board Executive Committee Meeting Minutes
December 5, 2007
Minnesota Department of Labor and Industry
443 Lafayette Road North
St. Paul, MN 55155

Call to Order

1. Introductions

- Attending: John Parizek, Larry Justin, Jim Gander, Cathy Tran, Randy Ellingboe, Annette Trnka

2. Select a date and time for next meeting of the Plumbing Board

- January 10, 2008 at 9:30 a.m. It was also decided that for now it should be monthly meetings.
- Hold 3rd Tuesday of the month through April. January 10th, February 19, March 18, April 15th, also July 15th and October 21st.
 - Possible Sub-Committee meeting dates also, although this may be a bit difficult if the Sub-Committees must report the same day as regular Board meetings.

3. Agenda for next meeting of the Plumbing Board

- Additional dates for Plumbing Board meetings
- Process for accepting requests for code change, interpretation, and complaints discussed. Discuss how to work on code language with private parties. Sub-Committees discussed.
 - Resources – do a white paper with proposed code wording with SONAR and then put before Board Members.
 - How much of the responsibility is on the “Proposer” and how much is on staff for making code changes? The Executive Committee feels it is up to the Proposer to do all the legwork and have the proposal ready to present to the Board, as suggested by Justin.
- Creation of Sub-Committee (Advisory to Board) recommended on Code Proposal changes (new products and rule/code revision requests (including those that the Advisory Committee already looked at)). Cathy Tran would like to see this, concurred by John Parizek. Steps in request process:
 - Request for action form submitted by Proposer electronically. Code language needs to be in good order for review by Board.
 - Preliminary Review done by Staff.
 - Sub-Committee review. Sub-Committee should review and edit proposed language and SONAR, then put to review by Legal Service.
 - Put Sub-Committee reviewed work before the Board.
 - Board-approved language goes into the formal rules process (Revisor, etc.).
 - May also wish to review national model code adoption issues as time goes on. The Board also has authority to adopt the

code that will be followed by the State. Ellingboe stated the Board doesn't have to do anything additional to adopt the MN code – that's already in effect.

- Creation of Sub-Committee for Code interpretation and complaints recommended.
 - Have Wendy Legge do the PowerPoint presentation of the “Open Meeting Law” at January meeting.
 - E-Mail communication between Board Members – cc to Annette on all for Record Keeping.
 - Record Keeping and Record Retention – need to discuss at Board meeting.
4. Draft minutes of November 13 meeting corrections:
 - Executive Committee vote not on there.
 5. Plumbing Board Meeting process details:
 - Mailings
 - Board receives agenda, minutes, and items for review electronically in advance of the meeting
 - Interested parties should receive the agenda and minutes electronically in advance of the meeting
 6. Open discussion
 - Reciprocity Agreements – provide Board members with language of North Dakota and South Dakota reciprocity agreements.
 - MN Water Well Association has asked to speak to the Board about well vs. plumbing licensure and code. They should meet with the interpretations committee first, then meet with the Board at the February meeting.
 7. Adjourn
 - The Committee adjourned at 11:55 a.m.

Respectfully Submitted,

Jim Gander

Jim Gander