

## North Dakota State Electrical Board Minutes

April 8, 2026, Special Meeting

The North Dakota State Electrical Board meeting was called to order at 9:00 a.m. by President Rodney Mayer at the Electrical Board office at 1929 N. Washington St., Ste A-1, Bismarck, North Dakota. Members Present: Rodney Mayer, Jon Hoffman, Jesse Larson, James Brandenburg, and Members present via phone: Gerald "Poke" Buck and Christina Roemmich. Also Present: James Schmidt, Executive Director; Scott Porsborg, Special Assistant Attorney General; Anna Jellesed; Janel Redinger, and Ed Christian (NECA).

Mayer describes the agenda and states that nothing more will be added at this time.

Schmidt tells the Board that the original budgeted amount for the reporting system was too low. Schmidt explains the budget changes. Schmidt also describes the new reporting software he is proposing. Buck talks about raising the software budget another 30-40% because you don't know what you need until you start implementing it. The Board discusses numbers.

Schmidt also talks about IT and office technology. Schmidt would like to transition computers at the same time as the operating system upgrade. Schmidt talks about NDSEB's current work with ITD and the local server. Brandenburg asks about the computer budget and whether that needs an increase. Janel tells the Board about their daily work in the office and how this will help alleviate workload.

Buck makes a Motion to increase the reporting system software budget line item to \$1.2M. Brandenburg seconds. Roll call vote taken by Mayer– all in favor. Motion passed unanimously.

Vance Bradshaw enters meeting via phone.

Schmidt introduces Bradshaw to the Board. Schmidt asks Bradshaw to give an overview on the software. Bradshaw tells the Board about the operating software and compares the system install for the NDSEB to the one installed in MN. The software will automate a lot of the work and the system handles elevator data for MN currently. IMS will handle electronic payments and keep Contractor's profiles on the system. Bradshaw talks about continuing ed sponsors, courses and attendees. Sponsors handle entering their continuing ed courses and attendees into the system – relieving NDSEB from manually inputting the information. Schmidt asks about applying continuing ed to multiple license renewals and the hiccup in the current operating system - Bradshaw talks about IMS' workaround. Schmidt asks about IMS' support down the road and what that looks like in the annual fee for support and questions. Mayer asks Bradshaw for an overview of himself. Mayer asks about the timeframe for getting the system up and running and when the first-year contract timeline begins. Bradshaw thinks 9 months from signing will be when the system will go live. Mayer asks about an hourly rate and Bradshaw states the rates change with the work needed, roughly \$125-200. Mayer asks about site visits that are included and the fees for extending stays. Mayer asks for confirmation on IMS being available to the NDSEB to get this system up and running smoothly until the bitter end. Mayer states that he has concern with the year warranty not being a full year, technically

only 3 months after “go-live”. Buck asks about IMS’ server failure and how that would look. Bradshaw confirms the quick reset. The Board asks about IMS’ cyber security. Brandenburg asks about internet speed and internet provider and whether that needs to be upgraded in addition. Mayer talks about leaving staff involvement to a minimum. Brandenburg asks about system training for staff members and contractors. Bradshaw states that help will be needed from the website host to get an explanation posted to the website and a short training video for users. Bradshaw confirms that staff training will be in-person right before “go live”. Mayer asks about IMS’ progress billing – 70% being billed before go-live. Janel asks about sponsor’s continuing ed courses and a “catch” for attendees so they cannot do the same course twice per ND electrical code.

Vance Bradhsaw leaves meeting.

The Board discusses the new operating system and the information from Bradshaw. Schmidt talks about the Notice (RFP) NDSEB will post on NDBuys for operating system bids and the procurement training they are requesting the NDSEB to do before posting its Notice.

Buck talks about a software that would help put together training videos for IMS, if needed.

Buck makes a Motion to give the NDSEB Director the authority to accept the most qualified operating system company. Brandenburg seconds. Mayer calls for discussion. Buck amends the Motion to add “...not to exceed budget”. Brandenburg seconds. Mayer takes a roll call vote- all in favor. Motion passed unanimously.

Mayer states the next Board meeting is May 20th. Brandenburg makes a Motion to adjourn. Buck seconded. Motion passed unanimously.

The Board adjourned at 10:28 a.m.

Date \_\_\_\_\_

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Rodney Mayer, President

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James Brandenburg, Secretary