

**Meeting Minutes**  
**SOUTH DAKOTA PLUMBING COMMISSION**  
**Meeting via Microsoft Teams**  
July 31, 2025, 1:30 p.m. CDT

Chair Duane Levanen called the meeting to order at 1:35 pm. Program Director Nielsen called the roll. A quorum was present.

**Board Members present:** Duane Levanen, Jim Bailey, Jon Kist, and Jeff Leuning.

**Board Members present via Teams:** Brian Cooper.

**Others Present electronically:** Mandy Nielsen, Program Director; Carol Ames, Senior Secretary; Jennifer Doubleddee, Attorney; Daryl Aston, Inspector; Corey Foster, Inspector; Ron Healy, Inspector; Joe Vermeulen, Inspector; and Kristie Brunick, Executive Vice President of South Dakota Association of Plumbing, Heating, and Cooling Contractors.

Bailey moved to approve the agenda. Leuning seconded. **MOTION PASSED.**

Leuning nominated Jon Kist for chair. Bailey nominated Leuning for vice chair. Bailey moved to approve nominations. Levanen seconded. **MOTION PASSED.** Kist nominated Nielsen for secretary-treasurer. Bailey seconded. **MOTION PASSED.**

Levanen moved to approve the May 29, 2025, meeting minutes. Bailey seconded. **MOTION PASSED.**

Chair Kist opened the floor to public comment. Kristie Brunick with the SD PHCC spoke.

Inspectors presented reports on their districts to the Commission.

The Commission reviewed the Quarterly financial reports.

The Commission reviewed the Quarterly applications received report.

The Commission reviewed the Quarterly inspection report.

The Commission discussed application timelines. Bailey moved that deficiencies are sent when application is reviewed, and applicants will have 30 days to respond or their application will expire. Leuning seconded. **MOTION PASSED.**

The Commission discussed the examination process. Levanen moved to keep the process as it currently in Administrative Rule that applications for exam expire 6 months after approval and if the applicants do not pass or take the exam in that time they will need to reapply. Bailey seconded. **MOTION PASSED.**

Program Manager Nielsen presented her report to the commission.

Levanen moved to set the next quarterly meeting for October 23, 2025 at 10 am via Teams. Cooper seconded. **MOTION PASSED.**

Bailey moved to adjourn. Leuning seconded. **MOTION PASSED.**

Chair Kist adjourned the meeting at 3:02 pm.

DRAFT