Nevada Board for the Regulation of Liquefied Petroleum Gas
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Board Meeting Minutes
October 19, 2018

Board Member	1st	2nd	Aye	Nay	Abs	Reason
Mike Eriksen			NK			
Lacey Parrott						Not Present
Bryan Milton						Not Present
Karl Hahn		X				Telephone
David Klein	X					Telephone
Jennifer Herz			X			Telephone

NOTE: This meeting was digitally recorded. The digital file will be maintained in the Board office for a period of one year after the meeting was adjourned.

Minutes recorded by: Katie Bavaro

1) Call to order

The meeting was called to order at 10:05 am by Mike Eriksen, Chairman

2) Self introduction. (Members, staff and guests, including persons on the telephone)

Board members:
Mike Eriksen – representing Industry
Karl Hahn - representing propane consumers of Nevada
Bryan Milton – representing Industry
David Klein - representing City Fire Service
Jennifer Herz – representing propane consumers of Nevada - *telephone*
Lacey Parrott – representing Rural Fire Service - *telephone*

Staff:
Rick Drake – Chief Inspector
Eric Smith – Director of Education and Code Development
Mark Orr – Field Inspector - *telephone*
Katie Bavaro – Office Manager
Peter Keegan – Deputy Attorney General

Audience: Rudy Forster – Granite Propane
Dave Sarantopoulos – Hunt Propane
Joel Nelson – Hunt Propane
Paul McGuire – Nevada Public Utilities Commission

3) Public comments. The Board may discuss the matters, but may not act on the matters at this meeting. If the Board desires, the matters may be placed on a future agenda for action. **Public comments will be limited to 5 minutes per person at the discretion of the Chairman.**

There were none.

Item #10 was taken out of order.

10) Discussion regarding operators of PUC jurisdictional systems being allowed to interrupt service to that system for repair or supplier change.

Mr. Drake opened the discussion with past history of this item on the agenda. Mr. McGuire relayed that there is good news this year. It appears that the education being relayed to suppliers by the Board regarding the jurisdictional systems is getting out there. One of the changes that has occurred is using the odorometer vs the sniff test for propane. Both can be used. The sniff test needs to be done periodically (minimum of quarterly). Mr. McGuire gave an overview of the problems with the furnaces/appliances which contributed to the explosion in Massachusetts and noted that new rules will be coming. The PUC does not discourage anyone becoming a jurisdictional operator but noted that the rules are onerous and expensive. Mr. Smith brought up when areas such as Mesquite and Spring Creek go to natural gas, there will be propane tanks that will need to be disconnected. The Board is concerned with whether or not qualified operators will be disconnecting the propane tanks and securing them correctly. Mr. McGuire noted that Southwest Gas typically does not work on someone else's equipment and we will just have to see how things play out especially in Spring Creek as it is more of a conversion project. Mr. McGuire will discuss the Board's concerns with Southwest Gas and stated that the suppliers can always call the PUC with questions. Mr. McGuire voiced that the PUC and the Board can put their heads together when the conversions begin. Mr. McGuire would like to come to a meeting next year and give the Board an update and invited Board Staff to come and speak at the PUC meetings. There was some discussion on the rules regarding sniff tests, using railcar tests and pipeline tests and having to buy the odorometer. There was some discussion on the disconnection of meters.

Mr. McGuire left the meeting at 10:43 am

4) *For possible action the approval/disapproval/changes of the minutes of the 9/21/2018/2018 Board meeting.

Motion:	Bryan Milton: Motioned to approve minutes of the 09-21-2018 Board meeting.
Second:	Karl Hahn
Discussion:	None
In Favor:	Karl Hahn, David Klein, Bryan Milton, Lacey Parrott, Jennifer Herz and Mike Eriksen
Opposed:	None

5) *For possible action CONSENT AGENDA ITEMS: The following license applications will be presented to the Board for consideration and approval as a consent item. Any Board member or member of the public may request that an application be removed from the consent agenda and discussed and voted on individually.

A) Class 1 Licenses

There were none.

B) Class 2B Licenses

Mr. Drake reported that there are 3 new installations; 2 in Las Vegas, 1 in Laughlin and 1 modification in Elko. Staff has reviewed the applications. All appear to be in order. Staff recommends approval.

Motion:	Karl Hahn: Motioned to approve item #5B Class 2 licenses items #1-4.
Second:	Bryan Milton
Discussion:	None
In Favor:	Karl Hahn, David Klein, Bryan Milton, Lacey Parrott, Jennifer Herz and Mike Eriksen
Opposed:	None

1. Speedee Mart, Inc. dba: **Speedee Mart #126**; 6625 Speedway Blvd., Las Vegas NV 89115
2. RB Properties, Inc. dba: **South Pointe Market**; 3675 Needles Hwy, Laughlin NV 89029
3. Platinum Management Group 2, LLC dba: **Z Mart #4**; 1220 S Atlantic Ave, Las Vegas NV 89104
4. Maverik, Inc dba **Maverik #509**; 2320 Mountain City Hwy, Elko NV 89801

C) Class 3 Licenses

There were none.

D) Class 4 Licenses

Mr. Drake commented that there are 3 applications; Ridley's in Winnemucca is installing a vertical tank, all plans have been received and approved. There is also an application for a new Costco and an ownership change in Winnemucca of an existing installation which is up to code. Staff has reviewed the applications, all appear to be in order and Staff recommends approval.

Motion:	Bryan Milton: Motioned to approve item #5D Class 4 licenses items #1-3.
Second:	Karl Hahn
Discussion:	Mr. Smith commented (heard from Mr. Drake) that Costco has set up a computer terminal to fill cylinders and if the cylinder is out of date the pump will not turn on; registers the date and cylinders are filled by weight.
In Favor:	Karl Hahn, David Klein, Bryan Milton, Lacey Parrott, Jennifer Herz and Mike Eriksen
Opposed:	None

1. Ridley's Family Markets, Inc. dba: **Ridley's #1135**; 1125 Winnemucca Blvd., Winnemucca NV 89445
2. Costco Wholesale Corporation dba: **Costco #1320**; 3411 Saint Rose Pkwy, Henderson NV 89052
3. Silver State RV Park, LLC dba: **Silver State RV Park**; 5575 E Winnemucca Blvd., Winnemucca NV 89445

E) Class 5 Licenses

Mr. Drake relayed that there is one application for a transporter. Mr. Orr contacted this company and helped them through the licensing process. Staff has reviewed the application and recommends approval.

Motion:	Karl Hahn: Motioned to approve item #5E Class 5 license item #1.
Second:	David Klein
Discussion:	None
In Favor:	Karl Hahn, David Klein, Bryan Milton, Lacey Parrott, Jennifer Herz and Mike Eriksen
Opposed:	None

1. **Mountain States L.P. Gas Company**; 2927 American Way, Ogden UT 84401

Ms. Parrott left the meeting at 10:50 am.

6) Board member comments.

Karl Hahn – commented that he is hopeful of a great winter and inquired about the snow load information that Board has available. It was determined that PERC has a better information flyer than what the Board had and so it will be directing anyone requesting that information to PERC. It was suggested that a memo go out to all Class 1 dealers noting the link to get the information.

David Klein – no comment

Bryan Milton – commented whether inspectors were randomly checking the expiration dates on cylinders inside the cages. Mr. Drake mentioned that the Board recently received a complaint regarding expired cylinders at a local retail store. The cages in question were checked out and found in compliance. Mr. Drake responded to the complaint. Mr. Smith noted that per the code, the sleeve on the cylinder is supposed to be removed when being filled. This led to a discussion on different types of material that wouldn't cause rust to accumulate on the cylinders.

Jennifer Herz – no comment

Mike Eriksen – commented that he appreciated Mr. McGuire coming to the meeting and would like a member of the Commission to come and explain how they determine how the rates are set for the new developments.

7) Deputy Attorney General's comments.

Mr. Keegan commented that setting the rates is a very complicated process in state government. Mr. Keegan offered to ask one of the assistant general counsel to come to a meeting. Mr. Keegan gave an overview of the changes of commissioners on the PUC. Mr. Keegan also commented on the safety information for cylinders should be more permanent and stamped on the container.

8) Staff Reports (Report on inspections, investigations, training, Certificate of Competency exams, vehicles, Governor's Office, NRS, NAC, and P & P changes in progress.)

Chief Inspector – Mr. Drake read his report and noted that he will be finished with the year's inspections within the next few weeks. Mr. Drake reported that he has received the proposed regulations from Mr. Keegan as well as a meeting both he and Mr. Smith attended with the Department of Agriculture (AG). Progress was made with some of the issues plaguing the Board in the past and relationships are being re-built.

Director of ECD – Mr. Smith relayed that Ms. Parrott is on scene at an incident involving a carbon monoxide meter going off. Mr. Smith relayed his schedule for the NFPA meetings he will be attending and for the draft codes. Mr. Smith gave an overview of some of the changes being reviewed by the committee. Mr. Smith elaborated on the meeting with Department of AG and the proposal and terms of the Board Staff taking over the proving of the propane meters. Board members and Mr. Keegan voiced their support for this idea. Once details are worked out Staff will come back to the Board.

Ms. Herz left the meeting 11:15am

Field Inspector – Mr. Orr gave his report and elaborated on the training he provided to supplier. There were 4 COC exams administered since the last meeting.

Office Manager – Ms. Bavaro gave her report and let the Board know that she has been signed up for the CETS training class November 27-28, 2018.

9) *For possible action the review of the financial reports (profit and loss, budget, audit, etc.), the Oversight Committee report, the movement of funds between the Board's existing and/or new accounts and other items related to the Board's finances.

Mr. Hahn gave his report and noted that the Board is doing great. There are no accounts over 30 days. Mr. Hahn entertained any questions.

Motion:	David Klein: Motioned to approve the Oversight Committee Report for this month.
Second:	Bryan Milton
Discussion:	None
In Favor:	Karl Hahn, David Klein, Bryan Milton, and Mike Eriksen
Opposed:	None

Ms. Parrott returned to the meeting at 11:30 am

Mr. Klein read the financial reports and noted that the <29,331.28 > for the month is due to a different billing cycle and that the A/R expected matches the deficit. With 25% of the year expired income is on track at 24.12% and expenses are under budget at 22.35% with a $7,158.11 net income for the year to date. Mr. Drake explained the change/reasoning for the billing change.

Motion:	Karl Hahn: Motioned to approve the financial reports.
Second:	Lacey Parrott
Discussion:	None
In Favor:	Karl Hahn, David Klein, Bryan Milton, Lacey Parrott and Mike Eriksen
Opposed:	None

Item #10 was taken out of order.

11) *For possible action review and approval of the policy for the Board's Travel policy for the Policy & Procedures Manual.

Mr. Smith explained that he encountered some problems with the travel reimbursement form which led to the policy being revised.

Motion:	David Klein: Motioned to approve item # 11 4.1.20.2.1 and 4.1.20.2.2.
Second:	Bryan Milton
Discussion:	None
In Favor:	Karl Hahn, David Klein, Bryan Milton, Lacey Parrott and Mike Eriksen
Opposed:	None

12) *For possible action review and approval of the lobbyist contract between the Board and Platt Law Group for services from July 1, 2018 through June 30, 2020.

There was nothing new to report on this item and will remain on the agenda for next month.

13) *For possible action – Purchasing new software for the Board's licensing and inspection database to enable remote access to all Staff.

Mr. Smith explained that the current database is 16 years old and he has been looking around for a new system and Staff has previewed a portal-based system offered by a Reno based company. Mr. Klein weighed in with his opinion and use of this type of software. This software is in use by other State Boards and it was determined that further discussion is warranted.

14) * For possible action – Scheduling of the public workshop for the Board's regulation changes.

Ms. Parrott had a comment on the cost for the NFPA codes books in that if a price was set in the regulations when the price of the code book changed the Board would also have to change their regulations. Mr. Smith noted that there may be access to free on line viewing and the Board may not have to keep putting the price in the regulation. Mr. Keegan said the price has to stay in the regulation. The workshop was scheduled for Friday November 16, 2018 at 10:00am and the Board meeting would immediately follow the meeting. Mr. Keegan will provide a draft of the agenda and emailing copies of the agenda and proposed regulations need to be emailed to the dealers.

15) Chairman's request for items to be included on the next agenda.

Update on item #12 and #13 will remain on the agenda.

16) *For possible action the approval of Board members' compensation, Per Diem and travel expenses.

Motion:	Karl Hahn: Motioned to approve travel and per diem expenses for all Board members.
Second:	David Klein
Discussion:	None
In Favor:	Karl Hahn, David Klein, Bryan Milton, and Mike Eriksen
Opposed:	None

17) Public comment. The Board may discuss the matters, but may not act on the matters at this meeting. If the Board desires, the matters may be placed on a future agenda for action. **Public comments will be limited to 5 minutes per person at the discretion of the Chairman.**

There were none.

18) *Adjourn

Meeting was adjourned at 12:15 pm.