



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

MAY 10, 2023

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Melisa Rodriguez, PE, Board Chair

SUBJECT: **MAY 10, 2023 BOARD MEETING MINUTES**
Golden Rule Building, Suite 120
11:01 AM

The Board held its regularly scheduled meeting on the above-mentioned date, time, and location.

- 1) **QUORUM CALL**
- | | |
|---|---------------------------------|
| Paul Vogel, LS, Chair | Scott Holm, M. Ed, CBO, PM |
| Keith Rapp, PG, Vice Chair | Alan Johnson, PE |
| Daniel Kelsey, PE, Secretary | Denise Kazmierczak, PE |
| Melisa Rodriguez, PE, Treasurer - Absent | Erica Larson, CID |
| Jason Amberg, LA | Jami Neiber, PM - Absent |
| Dan Baar, LS | Meg Parsons, FAIA |
| Paul Brandt, PSS | Claudia Reichert, CID |
| Rachel Dwyer, PM | Graham Sones, LA |
| Eric Friske, JD, PM - Absent | David Stenseth, CPA, PM |
| Sally Grans Korsh, FAIA | Travis Thul, D. Eng., PE |

OTHERS:

Doreen Johnson, Executive Director
Kay Weiss, Assistant Executive Director
Stephen Melchionne, Assistant Attorney General
Jordynn Pofertl, Investigator
James Birr, OAS-I
Allison Desmond, OAS-I

Guests:

Philip E. Raines, Prevailing Wisdom, LLC
Ernie Rud, Retired Land Surveyor
Patrick Callahan

- 2) INTRODUCTIONS
- 3) READING AND APPROVAL OF FEBRUARY 9, 2023 BOARD MEETING MINUTES
MSP: To approve the February 9, 2023 Board Meeting Minutes
- 4) COMPLAINT COMMITTEE REPORT (J. Amberg, Acting Committee Chair)
 - A) The Complaint Committee requested a closed session to deal with disciplinary matters.
MSP: To go into closed session
MSP: To return to open sessionThe Board issued Orders for the following:
 - B) Woodrow Matthew Brown, LS (expired)
 - C) Douglas B. Sharbono, PE
 - D) Timothy Joseph Gustafson, PE
 - E) Brian C Berg, Architect**MSP: To accept the Complaint Committee Report**
- 5) RULES COMMITTEE REPORT (C. Reichert, Committee Chair)
 - A) Rules package status update – Discussed.
 - B) Continuing Education audits – Reviewed.**MSP: To accept the Rules Committee Report**
- 6) CREDENTIALING COMMITTEE REPORT (E. Larson, Committee Chair)
 - A) Outreach Reports: “The Path to Licensure” – Discussed.
 - B) NCARB presentation at Dunwoody Institute – Discussed.
 - C) Continuing education audits
 - i) Over 30 audits reviewed.
 - ii) As the Board’s Investigator is leaving, CPE audits have been concluded for the foreseeable future.**MSP: To accept the Credentialing Committee Report**
- 7) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (S. Holm, Section Chair)
 - A) NCARB Regional Summit – Discussed. Sally Grans Korsh, FAIA, stressed the importance of the Board’s community outreach and strategic planning initiatives.
 - B) NCARB elimination of ARE rolling clock policy – Discussed.
 - C) CLARB/ASLA Joint Licensure Summit (virtual), June 21 – FYI.
 - D) CLARB Annual Meeting – Request for authorization to attend approved by committee.
MP: To authorize travel for one staff member, two Landscape Architects and one additional Board member.**MSP: To accept the ALACID Section Report**

- 8) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT (D. Kazmierczak, Section Chair)
- A) MAPSS comment on Minnesota Rules – Discussed.
 - B) Minnesota Water Well Association (MWWA) presentation regarding proposed change to statute – Discussed.
 - C) Presentation to MNDOT Technical Conference regarding path to licensure – Discussed.
 - D) Geology Exam Candidate Summary – Discussed.
 - E) NCEES Central Zone Meeting in Houston, TX April 27-29 – Board members in attendance reported on the meeting.
 - F) NCEES Annual Meeting in Boston, MA on August 15-18 – Request for authorization to attend.
- MP: To authorize travel for four Board members, two Land Surveyors, and the Executive Director.**
- MSP: To accept the ELSGEO Section Report**
- 9) EXECUTIVE COMMITTEE REPORT (P. Vogel, Chair)
- No committee meeting held.**
- 10) TREASURER’S REPORT (D. Johnson, Executive Director)
- A) Budget and Revenue Reports – Discussed.
- MSP: To accept the Treasurer’s Report**
- 11) EXECUTIVE DIRECTOR’S REPORT (D. Johnson, Executive Director)
- A) Staffing update – Discussed.
 - B) Board member Open Appointments – Discussed.
- MSP: To accept the Executive Director’s Report**
- 12) UNFINISHED BUSINESS
- A) Rules package status update – Discussed.
 - B) Updates to proposed Bylaws changes – Discussed.
- MSP: To approve changes to Bylaws, with all members voting to approve.**
- C) Legislative Action Team (S. Grans Korsh reporting)
 - i) The statutory changes approved in January by the Board passed through the House but did not have a Senate counterpart. As a result, the changes will be tabled until the next legislative session in 2024.
 - ii) Board members are encouraged to join the Legislative Action Team to continue work at the Capitol.
- 13) NEW BUSINESS
- A) Budget Presentation to the House of Representatives – Discussed. The Board awaits final approval from the legislature on the next biennial budget.

- B) Licensee Report
MSP: To approve the Licensee Report
- C) Variance Requests:
i) Request 1
MSP: To approve the request.
ii) Request 2
MSP: To approve the request.
- D) Election of Board Officers for 2023.
 - Melisa Rodriguez, PE, for Chair; elected by vote
 - Daniel Kelsey, PE, for Vice Chair; elected by vote
 - Scott Holm, M. Ed, CBO, PM, for Secretary; elected by vote
 - Jason Amberg, LA, for Treasurer by acclamation**MSP: To elect by acclamation**
- E) Presentation of awards to outgoing Board Members. Dan Baar, LS, Jamie Neiber, PM, and Keith Rapp, PG, were thanked for their years of service to the Board.

14) PUBLIC COMMENT – None

15) ADJOURN
MP: To adjourn at 1:12 p.m.

Next Meeting: July 20, 2023

See the Board's website for the times and locations of all meetings.



MINNESOTA BOARD OF
ARCHITECTURE ■ ENGINEERING ■ LAND SURVEYING
LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

MAY 10, 2023

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Scott Holm, M.Ed., CBO, PM, Chair	Meg Parsons, FAIA
Jason Amberg, LA	Claudia Reichert, CID
Eric Friske, JD, PM	Graham Sones, LA
Sally Grans Korsh, FAIA	David Stenseth, CPA, PM
Erica Larson, CID	

FROM: Scott Holm, M.Ed., CBO, PM, Chair

SUBJECT: MAY 10, 2023 ALACID SECTION MEETING MINUTES
Golden Rule Building, STE 120
9:00 AM

1) ROLL CALL/CALL TO ORDER

Scott Holm, M.Ed., CBO, PM, Chair	Meg Parsons, FAIA
Jason Amberg, LA	Claudia Reichert, CID
Eric Friske, JD, PM - Absent	Graham Sones, LA
Sally Grans Korsh, FAIA	David Stenseth, CPA, PM
Erica Larson, CID – Absent	

OTHERS:

Kay Weiss, Assistant Executive Director
James Birr, OAS-I

2) APPROVAL OF THE MAY 10, 2023, ALACID SECTION MEETING MINUTES
MSP: To approve the May 10, 2023 ALACID Section Meeting Minutes

3) UNFINISHED BUSINESS

A) None

4) NEW BUSINESS

- A) NCARB Regional Summit, March 3-4, virtual – Discussed.
 - i) Region 4 Feedback on Governance Resolution – Discussed.
 - ii) Notes from the Regional Summit – Discussed.
- B) CLARB/ASLA Joint Licensure Summit (virtual), June 21 – Discussed.
- C) CLARB Annual Meeting September 20-22, 2023, Henderson, NV – Request for authorization to attend
MSP: To authorize travel for one staff member, two Landscape Architects and one general Board member.
- D) NCARB eliminates ARE rolling clock policy – Discussed.

5) ADJOURN

MSP: To adjourn at 9:41 AM

Next meeting: July 20, 2023



MINNESOTA BOARD OF
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LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

MAY 10, 2023

TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Denise Kazmierczak, PE, Chair	Jami Neiber, PM
Daniel Baar, LS	Keith Rapp, PG
Paul Brandt, PSS	Melisa Rodriguez, PE
Rachel Dwyer, PM	Travis Thul, PE
Alan Johnson, PE	Paul Vogel, LS
Daniel Kelsey, PE	

FROM: Denise Kazmierczak, PE, Chair

SUBJECT: MAY 10, 2023 ELSGEO SECTION MEETING MINUTES

Golden Rule Building, STE 295
9:02 am

1) ROLL CALL/CALL TO ORDER

Denise Kazmierczak, PE, Chair	Jami Neiber, PM - Absent
Daniel Baar, LS	Keith Rapp, PG
Paul Brandt, PSS	Melisa Rodriguez, PE - Absent
Rachel Dwyer, PM	Travis Thul, PE
Alan Johnson, PE	Paul Vogel, LS
Daniel Kelsey, PE	

OTHERS:

Doreen Johnson, Executive Director
Christie Vereide, OASI

GUESTS:

David Henrich, Minnesota Water Well Association (MWWA)
Phil Raines, Minnesota Society of Professional Surveyors (MSPS)

2) APPROVAL OF THE FEBRUARY 9, 2023 ELSGEO SECTION MEETING MINUTES

A) MSP: To approve the February 9, 2023 ELSGEO Section meeting minutes

- 3) UNFINISHED BUSINESS
- A) MAPSS comment regarding Minnesota Rules, part 1800.3910, subpart 6 and current rule text – Discussed. The Section recommended against proposing the change to the Rules Committee.
- 4) NEW BUSINESS
- A) Minnesota Water Well Association (MWWA) and Minnesota Statutes, Section 326.02 – MWWA presented on a proposed change to the statute. **(ATTACH. 4A)**
- B) Outreach report: “The Path to Licensure” presentation, MnDOT Tech Conference, March 30 – D. Baar reported.
- C) Geology Exam Candidate Summary – Discussed.
- D) NCEES Central Zone Meeting, Houston, TX April 27-29 (D. Baar, A. Johnson, D. Kazmierczak, D. Kelsey, D. Stenseth, P. Vogel) – Attending members reported on proposed changes to the land surveyor examination and on the defensibility of various engineering disciplines exams.
- E) Request for Authorization to attend 2023 NCEES Annual Meeting, August 15-18 in Boston, MA – **(ATTACH. 4E)**
MSP: Approval for up to six Board members and Executive Director to attend, pending funding.
- F) Proposed revisions to NCEES Bylaws – Discussed.
- G) Association of Minnesota Counties and Minnesota County Engineers Association letter in support for PLSS remonumentation bill – Carried forward.
- H) Rulemaking Notice 2023 National Electrical Code – Carried forward.
- I) Nevada Board of Professional Engineers and Land Surveyors (BPELS) proposal to eliminate their state-specific land surveyor exam – Carried forward.
- 5) ADJOURN
- MSP: To adjourn at 9:45 am**
- Next meeting: July 20, 2023**



MINNESOTA WATER WELL ASSOCIATION

Representing Minnesota's Water Well Drilling Industry

601 Dempsey Road • Westerville, OH 43081-8978

Phone (800) 332-2104 • Fax (614) 898-7786

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May 10, 2023

The MWWA is working on a recent issue brought to light through an inter-agency review of how water supply lines for non-community water systems are designed and reviewed during the water well permitting process. We are being told by the Department of Labor of Industry and Department of Health, that even though our trade is clearly a licensed through state statute 103I and rules 4725, we are not authorized to conduct our own designs for plan review for water supply lines for non-community water systems based on language in section 326.02. DOLI has specifically called this out and will not recognize the MDH plan review process. This has become quite a confusing topic for a trade that has been installing water lines from water wells for over 100 years.

103I clearly gives us authority to install water lines to the water tank and main control valve as part of the water well system. We would like to meet with the AELSLAGID board to discuss the inclusion of our trade in the exemptions listed in section 326.02 Subd. 5. To be clear, this issue is largely confined to small non-community water systems for applications such as trailer parks, businesses and other water systems that regularly provide water for at least 25 people in a place other than their home. Our industry has been installing this work in conjunction with a MDH plan review per guidelines in 4725 for a very long time. We would like to see if the board has any objections or concerns over making the following modification to 326.02 Subd. 5.

Here is our proposed modification to 326.02 listed below in red:

Subd. 5. **Limitation.**

The provisions of sections [326.02](#) to [326.15](#) shall not apply to the preparation of plans and specifications for the erection, enlargement, or alteration of any building or other structure by any person, for that person's exclusive occupancy or use, unless such occupancy or use involves the public health or safety or the health or safety of the employees of said person, or of the buildings listed in section [326.03, subdivision 2](#), nor to any detailed or shop plans required to be furnished by a contractor to a registered engineer, landscape architect, architect, or certified interior designer, nor to any standardized manufactured product, nor to any construction superintendent supervising the execution of work designed by an architect, landscape architect, engineer, or certified interior designer licensed or certified in accordance with section [326.03](#), nor to the planning for and supervision of the construction and installation of work by an electrical or elevator contractor or master plumber as defined in and licensed pursuant to chapter 326B, nor to the planning and supervision of the construction and installation of work by a licensed water well contractor as defined and licensed pursuant to 103I, where such work is within the scope of such licensed activity and not within the practice of professional engineering, or architecture, or where the person does not claim to be a certified interior designer as defined in subdivision 2, 3, or 4b.



Minnesota Water Well Association

Applying knowledge and experience to provide safe, sustainable groundwater

Who we are:

1. **MWWA members are your neighbors** – Members of the MWWA are very active in their local community. The following list of activities highlights the various levels of participation our members have within their local community: Active in Local Church - Local chapter of Knight of Columbus - County Water Resource Task Force Member - County Concert Association Director - Serve on Advisor Council on Wells and Borings - Coach football at the High School level - Referee Wrestling at the High School level - County Commissioner – Member of the Township Board - County Storm Spotter, Mayor.
2. **MWWA members Protect Groundwater.** – Involvement in protecting Minnesota's Groundwater takes involvement on many different levels. Members of the MWWA stay involved by:
 - Participating on State Ground Water Management Areas Groups
 - Active participation in the NGWA Certification test writing sessions
 - Writing white papers on groundwater topics
 - Active on the MDH Advisory Council on Wells and Borings
 - Create and actively test/troubleshoot new products that protect and help sustain our aquifers
 - Active participants on DNR Roundtable events focusing on groundwater.
3. **Number of water wells sealed to MN Statute 4725 and MDH Code in the State of Minnesota** – The MDH (Minnesota Department of Health) began active record keeping on the sealing of wells and borings in 1990. Since that time, 284,084 wells and borings have been sealed in the State of Minnesota. Prior to that, records show that 11,489 wells and borings had been sealed, for a grand total of 295,573 wells and borings sealed in Minnesota.
4. **MWWA members continually expand their knowledge** - 25 licensed contractors in the State of Minnesota have obtained further Certification from the National Ground Water Association, 22 of whom are members of the Minnesota Water Well Association. Of these members, 7 of them have received the highest certification offered, that of Master Ground Water Contractor (MGWC).
5. **MWWA members receive continual training** - Members of the MWWA actively participate on Minnesota Department of Health Advisory Board of Wells and Borings. MWWA members host factory schools focusing on grout, pumps and other industry related mechanics. In addition, each licensed contractor obtains a set number of Continuing Education hours each year to maintain his/her license.

Individual contractors and certified representatives for well contractors and monitoring well contractors must obtain six contact hours of MDH-approved continuing education annually. Two of the six contact hours must be from an MDH-presented or MDH-sponsored program.



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MEMORANDUM

TO: Doreen Johnson
 FROM: Leama Sather
 DATE: Friday, March 03, 2023
 RE: 2023 NCEES Annual Business Meeting Funding Summary

National Council of Examiners of Engineers and Surveyors (NCEES) is hosting their 2023 Annual Business Meeting in Boston, MA, on August 15-18, 2023. Below is a summary of the funding and costs to send attendees.

The estimated cost per NCEES funded attendee is \$880.00

The estimated cost per additional attendee \$3,581.92

Those eligible for NCEES funding:

- 3 Voting Delegates – Board Members
- Member Board Administrator: Doreen Johnson
- First Time Attendees – Board Members who qualify are:
 - Jason Amberg, LA
 - Alan Johnson, PE
 - Individuals yet to be appointed this year

NOTE: To qualify for first-time funding, the members must

- be currently serving on the board,
- have never attended an NCEES annual meeting in person,
- have been appointed to the board since August 16, 2021, and
- attend the First-Time Attendee Luncheon on Tuesday, August 15 and all business sessions on Wednesday, August 16 and Thursday, August 17.

Expenses covered by NCEES funding:

- Event registration fees (and meals included therein)
- Travel fares (round trip)
- Hotel/Lodging for five (5) nights