



THE MINNESOTA BOARD OF ARCHITECTURE, ENGINEERING, LAND SURVEYING,  
LANDSCAPE ARCHITECTURE, GEOSCIENCE AND INTERIOR DESIGN

BOARD MEMORANDUM

December 4, 2015

TO: All Board Members  
Christopher Kaisershot, Assistant Attorney General

FROM: Mary Deeg, CID, Board Chair

SUBJECT: **DECEMBER 4, 2015 BOARD MEETING MINUTES  
GOLDEN RULE BUILDING, Ste 295 (2<sup>nd</sup> floor)  
8:00 AM**

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

- 1) A) QUORUM CALL
  - Mary Deeg, CID, Chair
  - Robert Gunderson, LA, Vice Chair **(Absent)**
  - Dennis Martenson, PE, Secretary
  - Peter Miller, PSS, Treasurer
  - Carl Peterson, CPA, PM, Immediate Past Chair
  - Lyn Berglund, CID
  - Tanya Digiovanni, CAP-OM, PM
  - David Fisher, CBO, PM
  - Terry Groshong, Architect
  - James Grube, PE
  - Wayne Hilbert, Architect **(Absent)**
  - Nirmal Jain, PE
  - David Krech, PE
  - William Kuretsky, BS, MME, JD, PM
  - David Landecker, LS
  - Robin Mathews, LS
  - Paul May, Architect
  - Daniel Murphy, PE
  - Marjorie Pitz, LA
  - Keith Rapp, PG
  - John Swanson, Deputy State Fire Marshal, PM

OTHERS:

Christopher Kaisershott, Assistant Attorney General  
Doreen Frost, Executive Director  
Andrea Barker, Assistant Executive Director  
Lynette DuFresne, Investigator  
Laurie Nistl, OASI  
Kay Weiss, Communications Specialist

GUESTS:

Charlie Petersen, Senior Management Consultant, Minnesota Management and Budget  
Erin Heydinger  
Kent Harbison, Fredrickson & Bryon  
Jim Bradburn

- 2) INTRODUCTIONS
- 3) READING AND APPROVAL OF OCTOBER 9, 2015 BOARD MEETING MINUTES  
**MSP: To approve the October 9, 2015 Board meeting minutes.**
- 4) CREDENTIALING COMMITTEE REPORT (N. JAIN, Committee Chair)  
A) No Meeting.
- 5) RULES COMMITTEE REPORT (P. MAY, Committee Chair)  
A) No Meeting.

- 6) ALACID SECTION REPORT (J. SWANSON, Committee Chair)
  - A) No Meeting.
- 7) ELSGEO SECTION REPORT (D. LANDECKER, Committee Chair)
  - A) No Meeting.
- 8) EXECUTIVE COMMITTEE REPORT (M. DEEG, Chair)
  - A) Will meet after the Board meeting.
- 9) TREASURER'S REPORT (P. MILLER, Treasurer)
  - A) Budget and Revenue Reports – Contact the Executive Director with any questions.
- 10) STRATEGIC PLANNING INITIATIVE - Discussion facilitated by Charlie Petersen, Senior Management Consultant at Minnesota Management and Budget (MMB).
  - A) Discussion documents (**ATTACH. 10A**)
- 11) COMPLAINT COMMITTEE REPORT (T. GROSHONG, Committee Chair)
  - A) The Complaint Committee requested a closed session to deal with disciplinary matters.
- 12) CLOSED SESSION
  - A) Disciplinary Matters
    - 1) In the matter of Douglas Nordstog, PE, License #40989, the Board issued a Stipulation and Order.
    - 2) In the matter of Merlyn Jenkins, Unlicensed, the Board issued a Settlement Agreement and Cease and Desist Order.
  - B) Petition for Variance:
    - 1) Petition for Variance #1 – Discussed and carried over to the next Board meeting.  
**William Kuretsky recused himself from the discussion.**
    - 2) Petition for Variance #2 – Discussed and carried over to the next Board meeting.
- 13) EXECUTIVE DIRECTOR REPORT (D. FROST, Executive Director)
  - A) Board Open appointments in January, 2016, are for an Architect, Certified Interior Designer, Land Surveyor, Professional Engineer, and Landscape Architect.
  - B) Staffing Update: Sue Lick has been hired. She is working with Landscape Architects, the Fundamentals of Engineering applicants, and as receptionist for both Boards.
  - C) The Land Surveyor Exam Writing workshop was held this past week.
- 14) UNFINISHED BUSINESS
  - A) None
- 15) NEW BUSINESS
  - A) NCARB MBE Meeting, March 10-12, 2016; and NCARB Regional Summit, March 11-12, 2016, Savannah, GA. Authorization of attendance of up to three Board members and the Executive Director.  
**MSP: To authorize the attendance of up to three Board members and the Executive Director.**

- B) Overhauled IDP Rule Change (A. Barker) – **Carried Over.**
- C) Rule Package – Modifications to R-4374 (A. Barker) – **Carried Over.**
- D) Authorization to Begin Rule Writing (A. Barker) – **Carried Over.**
- E) ASBOG Annual Meeting Report (K. Rapp) – **(ATTACH. 15E)**
- F) CIDQ Annual Meeting Report (M. Deeg, L. Berglund) – **Carried Over.**
- G) NCARB Region 4 Member Board/Educator’s Symposium Report (T. Groshong) – **Carried Over.**
- H) EPA Rule Regarding Disposal of Coal Combustion Residue from Electric Plants (K. Rapp) – **Carried Over.**
- I) ABET Engineering Accreditation Commission (EAC) Criteria Changes. Request for Comments – **Carried Over.**
- J) Request for Newsletter Content – **Carried Over.**
- K) Summary of ABET Visit to Minnesota (FYI Only)
- L) Land Surveying Outreach Initiatives (FYI Only)
- M) Obsolete Rules (FYI Only)
- N) New Licensee Report (FYI Only)
- O) Outreach:
  - 1) November 12, 2015 – Andrea Barker presented information on licensure to emerging professionals at Meyer Borgman Johnson.
- P) Recognition of outgoing Board members David Landecker and Lyn Berglund.

15) PUBLIC COMMENT

- A) None

17) ADJOURN: **MSP: to Adjourn.** Next meeting: Friday, January 22, 2016.

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Dennis Martenson, PE, Board Secretary