



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

BOARD MEMORANDUM

DECEMBER 7, 2017

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Dennis Martenson, PE, Board Chair

SUBJECT: **DECEMBER 7, 2017 BOARD MEETING MINUTES**
GOLDEN RULE BUILDING, Suite 295 (Second Floor)
10:30 – 1:21 PM

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

1) QUORUM CALL

Dennis Martenson, PE, Chair	Daniel Murphy, PE (ABSENT)
Terry Groshong, Architect, Vice Chair	Meg Parsons, Architect
Robert Gunderson, LA, Secretary	Marjorie Pitz, LA
Nirmal Jain, PE, Treasurer	Keith Rapp, PG
Dave Blume, PE	Claudia Reichert, CID
Rachel Dwyer, PM	Jody Rooney, PM
Eric Friske, JD, PM (ABSENT)	David Stenseth, CPA, PM
Darcy Hield, CID	Paul Vogel, LS
Wayne Hilbert, Architect	Robert Whitmyer, PSS
David Krech, PE	
William Kuretsky, MME, JD, PM (ABSENT)	

Others Attending:

Doreen Frost, Executive Director
Andrea Barker, Assistant Executive Director
Emily Grimm, Investigator
Leama Sather, Board Staff

Guests:

None

2) INTRODUCTIONS

3) READING AND APPROVAL OF OCTOBER 12, 2017 BOARD MEETING MINUTES

MSP: To approve the October 12, 2017 Board meeting minutes.

- 4) COMPLAINT COMMITTEE REPORT (K. Rapp, Committee Chair)
 - A) The Complaint Committee requested a closed session.
MSP: To close the meeting to review disciplinary matters
- 5) CLOSED SESSION
 - A) Disciplinary Matters
 - i) In the matter of Brian T. Hayden, Geologist, License #30230, the Board issued an Order for Suspension. **(ATTACH. 5Ai – distributed at meeting)**
 - B) Request to open the meeting
MSP: To open the meeting.
- 6) JOINT CREDENTIALING AND RULES COMMITTEE REPORT (D. Hield and D. Krech, Committee Chairs)
 - A) The Committees reviewed comments sent to the Board.

The Committees recommended amendments to the Board on proposed MN Rule 1800.4200

MP: To accept the Committee's recommendations.
- 7) ALACID SECTION REPORT (M. Parsons, Section Chair)
 - A) NCARB 2018 Regional Summit, March 9-10, 2018.
MP: To authorize up to two (2) Board members to attend the NCARB 2018 Regional Summit.
 - B) FY18 NCARB/CLARB New Board Member Orientation, Washington, D.C., February 8-10, 2018
MP: To authorize up to two (2) Board members to attend the FY18 NCARB/CLARB New Board Member Orientation
 - C) Rule Comments

The Section reviewed comments related to architecture and landscape architecture.

MP: To make no changes to the proposed rules.

- 8) ELSGEO SECTION REPORT (P. Vogel, Section Chair)
- A) The section reviewed the comments received regarding education requirements for Land Surveyors.
- MP: To make no changes to the proposed rules.**
- 9) EXECUTIVE COMMITTEE REPORT (D. Martenson, Chair)
- A) The Committee will be meeting January 8, 2018
- B) The Committee discussed comments on electronic signatures in the proposed rule 1800.4200.
- MF: To make no changes to the proposed rules.**
- 10) TREASURER'S REPORT (N. Jain, Treasurer)
- A) Budget and Revenue Reports - reviewed.
- MSP: To accept the Treasurer's report.**
- 11) EXECUTIVE DIRECTOR REPORT (D. Frost, Executive Director)
- A) Update on the open Board Land Surveyor Position
- 12) UNFINISHED BUSINESS
- A) Rule Comments
- i) Review and discussion of comments received on proposed rules regarding geology education requirements.
- MSP: To make no change to the proposed rules regarding education requirements for geology licensure.**
- MSP: To authorize Keith Rapp, PG, to work with staff to draft a response to comments on licensure for professional geology.**
- ii) Review and discussion of comments received on proposed rules regarding soil science education requirements.
- MSP: To amend the proposed rules:**
- 1800.3910 EDUCATION AND EXPERIENCE.**

[For text of subparts 1 to 4, see proposed rules]

Subp. 5. **Approved geoscience education.** A curriculum approved by the board must meet the following criteria.

[For text of item A, see proposed rules]

B. For applicants seeking licensure as a professional soil scientist, the applicant shall present evidence of meeting the criteria in subitems (1), (2), and (3).

(1) A baccalaureate or higher degree from an accredited institution of higher learning;

(2) A minimum of 16 semester or 24 quarter credits in soil science.

Soil science courses include a minimum of two semester or three quarter credits in each of the following four soil science areas:

(a) soil physical properties, soil biophysical environment, or soil water relations including:

i. soil physics;

~~ii. soil and water conservation;~~

~~iii. soil conservation and land use management;~~

iv. environmental biophysics;

v. microclimatology;

vi. applied climatology;

vii. soil mechanics; or

viii. soil irrigation or soil drainage;

(b) soil chemical properties, or soil chemical processes, ~~or soil fertility~~ including:

i. soil chemistry and mineralogy;

ii. soil clay mineralogy;

iii. soil fertility;

~~iv. soil biology and soil fertility;~~

~~v. soil chemistry laboratory;~~

~~vi. soil fertility laboratory;~~

- vii. plant nutrients in the environment;
 - viii. micronutrients in agriculture; or
 - ix. sodic and saline soils;
- c) soil biological properties, soil biochemical process, environmental ecology, or soil microbial ecology including:
- i. soil microbiology;
 - ii. soil biology;
 - ~~iii. soil biology and soil fertility;~~
 - iv. soil microbial ecology;
 - v. soil fertility; or
 - vi. environmental biophysics;
- d) soil genesis, soil classification, pedology, or soil morphology including:
- ~~i. introduction to soil science;~~
 - ii. soil geography;
 - iii. soil classification, genesis, or morphology;
 - iv. wetland soils;
 - ~~v. forest soils;~~
 - ~~vi. peatlands;~~
 - vii. field study of soils; or
 - ~~viii. introduction of land resources;~~

(3) A minimum of 14 semester or 21 quarter credits in closely related geoscience courses including any of the following categories:

[For text of units (a) to (o), see proposed rules]

[For text of items C and D, see proposed rules]

[For text of subparts 6 and 7, see proposed rules]

iii) Discussion held on the remaining comments received about MN Rule 1800.4200

MSP: To make the following amendments to the proposed rules for 1800.4200:

1800.4200 CERTIFICATION AND SIGNATURE.

Subpart 1. **Requirement; generally.** The certification and signature on plans, drawings, specifications, plats, reports, and other documents that require a signature is mandatory, as provided by Minnesota Statutes, section 326.12, subdivision 3. The certification and signature may be electronic, facsimile, or digital. A person in direct supervision of work as referred to in the foregoing subdivision is construed to mean the person whose professional skill and judgment are embodied in the document signed, and who assumes responsibility for the accuracy and adequacy thereof.

Subp. 1a. **Licensee or certificate holder duties.**

A. A licensee or certificate holder shall sign and certify ~~only these~~ documents and surveys that safeguard the health, safety, and welfare of the public.

[For text of items A to E, see proposed rules]

[For text of subparts 2, see proposed rules]

[For text of subpart 3, see page 7 of this document]

[For text of subpart 4, see proposed rules]

Subp. 4a. **Documents requiring signature and certification.** ~~Documents required to be signed and certified including the following~~ The following documents must be signed and certified:

A. ~~any~~ documents submitted to a public agency ~~or private client~~ for approval, ~~including preliminary plats, site plans, and developmental plans;~~

B. each drawing sheet of a set of ~~construction documents~~ plans or drawings;

C. the cover sheet, index page, or certification page of a set of specifications;

D. the certification page of each ~~technical~~ report;

E. legal descriptions;

F. ~~addenda~~ revisions that alter previously signed and certified documents; and

G. ~~change orders~~ other documents that require a signature according to Minnesota Statutes, section 326.12, subdivision 3.

Subp. 4b. **Electronic or digital signature.** A licensee or certificate holder may use an electronic or digital signature if the signature meets all of the following requirements:

A. unique to the licensee or certificate holder using it;

B. able to be verified by the licensee or certificate holder; and

C. under the ~~sole~~ direct control of the licensee or certificate holder using it.

[For text of subp 5, see M.R.]

~~—Subp. 6. **Certified document revisions.** Each revision to a certified document must be identified and certified by the licensee or certificate holder responsible for the revision and must include the revision date.~~

Subp. 7. **Succession.** A successor licensee or certificate holder must assume direct supervision by performing all professional services, including developing a complete design file with work or design criteria, calculations, code research, and any necessary and appropriate changes to the work, under either of the following conditions:

A. a licensee or certificate holder providing direct supervision of the work is unable to complete the work; or

B. the work is a site-specific adaptation of a standard design plan.

Subp. 7a. **Document revision certification.** Each revision to a certified document made by a successor licensee or certificate holder must be identified and certified by the successor licensee or certificate holder responsible for the revisions and must include the revision date.

2) NEW BUSINESS

A) Rule Hearing will be held on January 17, 2018

B) New Licensee Report

MSP: To approve the New Licensee Report.

3) PUBLIC COMMENT

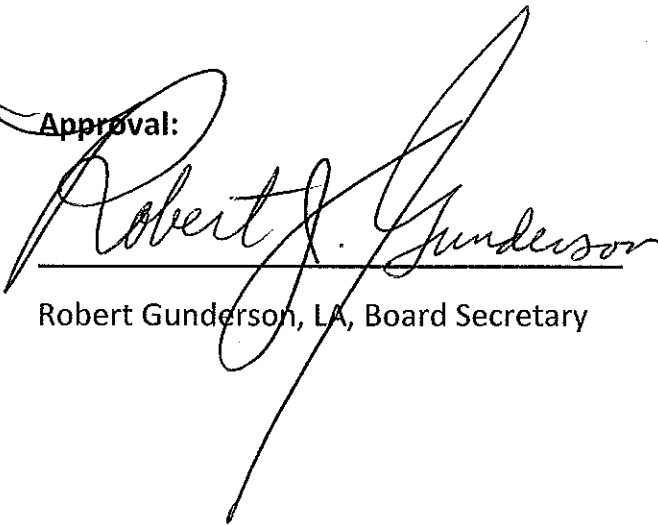
A) NONE

4) ADJOURN

MSP: To adjourn 1:21 PM

cc: Professional Societies and Interested Parties

Approval:

A large, stylized handwritten signature in black ink, reading "Robert J. Gunderson". The signature is written over a horizontal line.

Robert Gunderson, LA, Board Secretary



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

BOARD MEMORANDUM

DECEMBER 7, 2017

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Meg Parsons, Architect, Chair	Darcy Hield, CID
Rachel Dwyer, PM	Wayne Hilbert, Architect
Eric Friske, JD, PM (ABSENT)	Marjorie Pitz, LA
Terry Groshong, Architect	Claudia Reichert, CID
Bob Gunderson, LA	David Stenseth, CPA, PM

FROM: Meg Parsons, Architect, Chair

SUBJECT: DECEMBER 7, 2017 ALACID SECTION MEETING MINUTES

Golden Rule Building, Board Office, Suite: 160
9:15 AM – 10:15 AM

Others Present:

Doreen Frost, Executive Director

Andrea Barker, Assistant Executive Director

Leama Sather, Board Staff

- 1) CALL TO ORDER
- 2) APPROVAL OF OCTOBER 12, 2017 SECTION MEETING MINUTES
 - A) **MSP: To approve the October 12, 2017 ALACID meeting minutes.**
- 3) UNFINISHED BUSINESS
 - A) Rule Comments
 - i) Architecture Rules – discussion held on accepting NCARB Education Alternative
MSP: To recommend no changes to the proposed rules.
 - ii) Landscape Architecture Rules – discussion held on creating a path to licensure for individuals without an LAAB-accredited degree and

to reduce the number of years of experience required under the direct supervision of a licensed landscape architect.

MSP: To recommend no changes to the proposed rules. (1 opposed)

- B) FY18 NCARB/CLARB New Board Member Orientation, Washington, D.C., February 8-10, 2018

Estimated cost per attendee: \$695.00.

MSP: To recommend to the full Board to authorize up to two (2) Board members to attend the FY18 NCARB/CLARB New Board Member Orientation

- C) Board proactivity in a national deregulatory climate **(carried over)**

4) NEW BUSINESS

- A) NCIDQ Annual Meeting report (D. Hield, C. Reichert) **(carried over)**

- B) NCARB Bylaws **(carried over)**

- C) Authorization for Attendance to the NCARB 2018 Regional Summit, Wichita, KS, March 9-10, 2018.

Estimated cost per attendee: \$1,300.00

MSP: To recommend to the full Board to authorize up to two (2) Board members and the Assistant Director to attend the NCARB 2018 Regional Summit

5) ADJOURN



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TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION

Paul Vogel, LS, Chair	Dennis Martenson, PE
Dave Blume, PE	Dan Murphy, PE (ABSENT)
Nirmal Jain, PE	Keith Rapp, PG
David Krech, PE	Jody Rooney, PM
Bill Kuretsky, MME, JD, PM (ABSENT)	Robert Whitmyer, PSS

FROM: Paul Vogel, LS, Chair

SUBJECT: DECEMBER 7, 2017 ELSGEO SECTION MEETING MINUTES
Golden Rule Building, Suite 295 (2nd floor)
9:15 AM – 10:15 AM

Others Present:

Doreen Frost, Executive Director
Andrea Barker, Assistant Executive Director
Leama Sather, Board Staff
Emily Grimm, Board Investigator

- 1) CALL TO ORDER
- 2) APPROVAL OF OCTOBER 12, 2017 SECTION MEETING MINUTES (**ENCL. 2**)

MSP: To approve the October 12, 2017 Section meeting minutes.

- 3) UNFINISHED BUSINESS

A) Rules Comments

- i) Land Surveying Rules – discussion held regarding education requirement

MSP: To recommend no changes to the proposed rules regarding education required for land surveying licensure.

4) NEW BUSINESS

- A) Report from staff on inquiry to other state administrators' interest to encourage NCEES to consider becoming a member of Federal Association of Regulatory Boards (FARB) **(carried over)**
- B) ASBOG Annual meeting report (K. Rapp) **(carried over)**
- C) Demo of online applications **(carried over)**
- D) Strategic Plan: Charges from Executive Committee **(carried over)**
- E) Survey Exam report (FYI)
- F) Geology Exam report (FYI)
- G) Engineer Exam summary (FYI) **(ATTACH. 4F – distributed at meeting)**

5) ADJOURN