



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

**BOARD MEMORANDUM**

**NOVEMBER 21, 2019**

**TO:** All Board Members  
Christopher Kaisershot, Assistant Attorney General

**FROM:** Meg Parsons, Architect, Board Chair

**SUBJECT:** **NOVEMBER 21, 2019 BOARD MEETING MINUTES**  
Golden Rule Building, Suite 295 (Second Floor)  
**9:15 AM**

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

1) QUORUM CALL

Meg Parsons, Architect, Chair  
Paul Vogel, LS, Vice Chair  
Dave Blume, PE, Secretary  
Keith Rapp, PG, Treasurer  
Nirmal Jain, PE, Immediate Past Chair  
Daniel Baar, LS  
Rachel Dwyer, PM  
Eric Friske, JD, PM **(Absent)**  
Robert Gunderson, LA  
Darcy Hield, CID  
Wayne Hilbert, Architect **(Absent)**

Scott Holm, M.Ed., CBO, PM  
Denise Kazmierczak, PE **(Absent)**  
Daniel Murphy, PE  
Jami Neiber, PM  
Teri Rayala, Architect  
Claudia Reichert, CID  
Scott Robinson, LA  
Melisa Rodriguez, PE  
David Stenseth, CPA, PM **(Absent)**  
Robert Whitmyer, PSS

OTHERS ATTENDING:

Christopher Kaisershot, Assistant Attorney General  
Doreen Johnson, Executive Director  
Kay Weiss, Assistant Executive Director  
Matt Kaehler, Investigator  
Laurie Nistl, Office and Administrative Specialist Intermediate

GUESTS:

Michael Armstrong, Chief Executive Officer; National Council of  
Architectural Registration Boards (NCARB)  
Joshua Batkin, Vice President of Council Relations, NCARB  
Terry Allers, AIA, President/Board Chair, NCARB  
Mary Detloff, Executive Director, Minnesota Society of Professional  
Engineers (MSPE)

2) INTRODUCTIONS

3) READING AND APPROVAL OF SEPTEMBER 24, 2019 BOARD MEETING MINUTES

**MSP: To approve the September, 2019 Board meeting minutes.**

4) COMPLAINT COMMITTEE REPORT (K. Rapp, Acting Committee Chair)

A) The Complaint Committee requested a closed session.

**MSP: To close the meeting to review disciplinary matters and for deliberations.**

5) CLOSED SESSION

A) Disciplinary Matters

**MSP: To open the meeting.**

i) In the matter of Daryoush Allaei, Professional Engineer license number 22690, the Board issued a Settlement Agreement and Cease and Desist Order for holding out as a Professional Engineer when his license expired June 30, 2016. The Order states Mr. Allaei shall cease and desist from practicing professional engineering in Minnesota until such time as he reinstates his Professional Engineer license in the State of Minnesota and included a \$1,000 civil penalty.

**(ATTACH. 5Ai)**

ii) In the matter of Amy Steege, Professional Engineer license number 25859, the Board issued a Stipulation and Order for failing to complete continuing education requirements. The Order included a censure and reprimand and a \$500 civil penalty. **Dan Murphy recused himself from the deliberations and vote.**

**(ATTACH. 5Aii)**

iii) In the matter of Calvin Coatsworth, Architect license number 23251, the Board issued a Stipulation and Order for failing to complete continuing education requirements. The Order included a censure and reprimand and a \$500 civil penalty. **(ATTACH. 5Aiii)**

iv) In the matter of Stephen Maslan, Professional Engineer license number 18371, the Board issued a Findings of Fact, Conclusions of Law, and Order which revoked Mr. Maslan's Minnesota Professional Engineer license effective November 21, 2019. **(ATTACH. 5Aiv)**

6) RULES COMMITTEE REPORT (D. Blume, Committee Chair)

A) No Meeting Held.

- 7) CREDENTIALING COMMITTEE REPORT (C. Reichert, Committee Chair)
- A) No Meeting Held.
- 8) ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER “ALACID” SECTION REPORT (D. Hield, Section Chair)
- A) CLARB Annual Meeting report by Bob Gunderson and Scott Robinson.
- B) CIDQ Annual Meeting report by Claudia Reichert and Doreen Johnson.
- C) NCARB Model Law Task Force was discussed.
- D) NCARB Member Board Executive Workshop and Regional Meeting, March 5-7, 2020, authorization of attendance. **MP: to authorize the attendance of two Architect Board members, one public Board member and one Member Board Executive (MBE) or representative for MBE.**
- MSP: To accept the Architect/Landscape Architect/Certified Interior Designer “ALACID” Section report.**
- 9) ENGINEER/LAND SURVEYOR/GEOSCIENCE “ELSGEO” SECTION REPORT (D. Baar, Section Chair)
- A) National Council of Examiners for Engineering and Surveying (NCEES) Annual Meeting (August 14-17, 2019) report.
- B) Minnesota Land Surveyor Exam Writing Workshop report.
- C) Minnesota Association of County Surveyors (MACS) Land Surveying Seminar held on October 31, 2019 at St. Cloud State University, 90 students in attendance.
- D) ASBOG Annual meeting report.
- E) Minnesota Land Surveying (MNLS) Exam Score Results – Discussed. **MP: to reduce Minnesota Land Surveying (MNLS) exam fee from \$400 to \$250. This fee reduction will be effective immediately.**
- MSP: To accept the Engineer/Land Surveyor/Geoscience “ELSGEO” Section report.**
- 10) EXECUTIVE COMMITTEE REPORT (M. Parsons, Chair)

- A) Office of Legislative Auditor, Financial Audit Division Report.
- B) Internal Controls – Cyber Security Training held October 8, 2019.
- C) Annual Internal Controls Certification Feedback was reviewed.
- D) Obsolete Rules report was discussed.
- E) Proposed Reduction of Fees. **(ATTACH. 10E). MSP: to accept the proposed fees reduction.**

**MSP: To accept the Executive Committee report.**

11) TREASURER’S REPORT (K. Rapp, Treasurer)

- A) Budget and Revenue Reports - reviewed and discussed.

**MSP: To accept the Treasurer’s report.**

12) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)

- A) Office of the Legislative Auditor (OLA) Report: Legislative Audit Commission testimony, November 13, 2019 – discussed.
- B) Staffing updated – discussed.

**MSP: To accept the Executive Director report.**

13) UNFINISHED BUSINESS

- A) Strategic Planning Update – the Board will be reaching out to NCARB for planning.
- B) Rules of Professional conduct changes effective October 21, 2019 – discussed.
- C) Rule Package R-4579:
  - i) Revisor’s Draft. **MSP: to approve and accept the Revisor’s Draft.**
  - ii) Authorizing Resolution.
- D) 2020 Draft Board Meeting Calendar for approval. **MSP: to approve the 2020 calendar.**
- E) Office of the Legislative Auditor (OLA). Letter to the OLA and financial audit Division Report previously discussed.

14) NEW BUSINESS

- A) National Council of Architectural Registration Boards (NCARB) presentation and discussion on current issues: Michael Armstrong, Chief Executive Officer; Joshua Batkin, Vice President of Council Relations; Terry Allers, AIA, President/Board Chair
- B) Board Member Open Appointments, terms ending in 2020:
  - Second terms ending: Bob Gunderson, LA; Dan Murphy, PE.
  - First terms ending: Darcy Hield, CID; Meg Parsons, AR; Paul Vogel, LS
- C) New Licensee Report  
**MSP: To approve the New Licensee Report.**
- D) Court of Appeals Opinion, In the Matter of Virginia Carlson, Unlicensed – discussed.
- E) Court of Appeals Opinion, Minnesota Board of Psychology – discussed.
- F) Notice published October 9, 2019: Proposed Amendment to and Repeal of Rules Governing the Adoption of the *International Mechanical Code* and *International Fuel Gas Code, Minnesota Rules, Chapter 1346.* (FYI Only)
- G) Outreach Report (All FYI Only)
  - i) Doreen Johnson, Executive Director, will present to the Northern AIA Chapter in Duluth, on enforcement, changes in state regulation and other matters relating to licensure on December 3, 2019
  - ii) Nirmal Jain, PE, Outreach to University of Minnesota Students on November 21, 2019

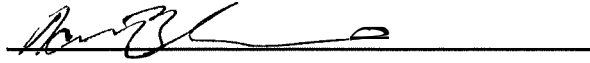
15) PUBLIC COMMENT

- A) Mary Detloff, Executive Director, Minnesota Society of Professional Engineers (MSPE) – Effective January 2020, the Minnesota Society of Professional Engineers will change its name to Engineering Alliance Minnesota. The Minnesota Professional Engineers Foundation will be changed to Engineering Alliance Foundation Minnesota.

16) ADJOURN – 11:35 AM

**MSP: To adjourn.**

**Approval:**

A handwritten signature in black ink, appearing to read "Dave Blume", is written over a solid horizontal line.

Dave Blume, PE, Board Secretary

cc: Professional Societies and Interested Parties



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LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

**BOARD MEMORANDUM**

**NOVEMBER 21, 2019**

**TO: EXECUTIVE COMMITTEE**  
Meg Parsons, Architect, Chair  
Paul Vogel, LS, Vice Chair  
Dave Blume, PE, Secretary  
Keith Rapp, PG, Treasurer  
Nirmal Jain, PE, Immediate Past Chair

**FROM:** Meg Parsons, Architect, Chair

**SUBJECT: NOVEMBER 21, 2019 EXECUTIVE COMMITTEE MEETING MINUTES**  
Golden Rule Building, Board Office, Suite 160  
**7:15 – 8:00am**

- 1) Call to Order
  - A) Others Present:
    - i) Doreen Johnson, Executive Director
- 2) APPROVAL OF SEPTEMBER 24, 2019 EXECUTIVE COMMITTEE MEETING MINUTES  
**MSP: To approve the September 24, 2019 Committee minutes.**
- 3) UNFINISHED BUSINESS
  - A) Internal Controls – Cyber Security Training held October 8, 2019 – Discussed.
  - B) Office of Legislative Auditor, Financial Audit Division Report – Discussed along with the hearing before the Legislative Audit Commission on November 13, 2019.
- 4) NEW BUSINESS
  - A) Annual Internal Controls Certification Feedback – Discussed.
  - B) Proposed Reduction of Fees - Discussed need to address this legislative session.  
**(ATTACH. 4B)**
  - C) Obsolete Rules Report – Discussed.
  - D) Litigation in Ramsey County – Discussed.

5) ADJOURN

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**NOVEMBER 21, 2019**

**TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER  
“ALACID” SECTION**

Darcy Hield, CID, Chair	Meg Parsons, Architect
Eric Friske, JD, PM (Absent)	Tari Rayala, Architect
Robert Gunderson, LA	Claudia Reichert, CID
Wayne Hilbert, Architect (Absent)	Scott Robinson, LA
Scott Holm, M.Ed., CBO, PM	David Stenseth, CPA, PM (Absent)

**FROM: Darcy Hield, CID, Chair**

**SUBJECT: NOVEMBER 21, 2019 ALACID SECTION MEETING MINUTES**  
Golden Rule Building, Board Office, Suite 160  
**8:00 AM – 9:00 AM**

- 1) CALL TO ORDER
  - A) Others Present:
    - i) Michael Armstrong, CEO, National Council of Architectural Registration Boards (NCARB)
    - ii) Joshua Batkin, Vice President of Council Relations, NCARB
    - iii) Terry Allers, AIA, President/Board Chair, NCARB
    - iv) Kay Weiss, Assistant Executive Director
    - v) Laurie Nistl, Office and Administrative Specialist Intermediate
- 2) APPROVAL OF AUGUST 6, 2019 SECTION MEETING MINUTES  
**MSP: To approve the March 22, 2019 Section meeting minutes.**
- 3) UNFINISHED BUSINESS
  - A) NONE
- 4) NEW BUSINESS
  - A) National Council of Architectural Registration Boards (NCARB) Member Board

Executive Workshop and Regional Meeting, March 5-7, 2020, Authorization of Attendance.

**MSP: to authorize the attendance of two Architect Board members, one public Board member and one Member Board Executive (MBE) or representative for MBE.**

B) Council of Landscape Architecture Registration Boards (CLARB) Annual Meeting report by Bob Gunderson and Scott Robinson.

C) CIDQ Annual Meeting Report by Claudia Reichert.

D) NCARB Model Law Task Force Overview – Discussed and updates from Michael Armstrong and Josh Batkin, NCARB.

E) *Architectural Record* Article: “Minneapolis and the End of the American Dream House” – Discussed.

F) NCARB Annual Meeting’s *One New Idea* Minnesota Worksheet Poster – Reported and discussed by Meg Parsons and Michael Armstrong, CEO, NCARB.

Discussion categories included:

- Board Functions – Ideas to improve the board functions and solutions to challenges that could make volunteer work more effective.
- Stakeholder Education & Outreach – Ideas to improve the board’s communication with its audience. Which groups are important and how to reach them.
- Systems, Tools, & Resources – Ideas that would improve the board’s day-to-day work. What assets or capabilities would help make the MBE and their teams’ work easier?

G) Recent AIA Conference attended and reported by Meg Parsons.

5) Trends in the professions represented by this Section that may affect the Board’s mission.

6) PUBLIC COMMENT: News and updates from NCARB: Terry Allers, Michael

Armstrong and Joshua Batkin of NCARB reported.

7) ADJOURN

**MSP: To adjourn at 8:56 AM.**



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**NOVEMBER 21, 2019**

**TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION**

Daniel Baar, LS, Chair	Jami Neiber, PM
Dave Blume, PE,	Keith Rapp, PG
Rachel Dwyer, PM	Melisa Rodriguez, PE
Nirmal Jain, PE	Paul Vogel, LS
Denise Kazmierczak, PE	Robert Whitmyer, PSS
(Absent)	
Dan Murphy, PE	

**FROM:** Daniel Baar, LS, Chair

**SUBJECT: NOVEMBER 21, 2019 ENGINEER/LAND SURVEYOR/GEOSCIENCE  
(ELSGEO) SECTION MEETING MINUTES**

Golden Rule Building, Suite 295 (2nd floor)

**8:00 – 9:00 AM**

1) CALL TO ORDER

Others Present

Doreen Johnson, Executive Director

2) APPROVAL OF THE AUGUST 6, 2019 SECTION MEETING MINUTES

**MSP: To approve the August 6, 2019 Section meeting minutes.**

3) UNFINISHED BUSINESS

A) Trends in the professions represented by this Section that may affect the Board's mission.

4) NEW BUSINESS

A) National Council of Examiners for Engineering and Surveying (NCEES) Annual Meeting (August 14-17, 2019) report by Dan Baar, Dave Blume, Denise Kazmierczak, Dan Murphy, Scott Robinson, Paul Vogel, Doreen Johnson.

B) Minnesota Land Surveyor Exam Writing Workshop report – Discussed.

- C) Minnesota Association of County Surveyors (MACS) Land Surveying Seminar held on October 31, 2019 at St. Cloud State University, 90 students in attendance - Report by Dan Baar.
  - D) 2020 ASBOG Annual Meeting, November 4-8, 2019, held in Minneapolis. Report by Keith Rapp, Paul Vogel, Rachel Dwyer and Doreen Johnson.
  - E) Minnesota Land Surveying (MNLS) Exam Score Results – Discussed. **MSP: to reduce Minnesota Land Surveying (MNLS) exam fee from \$400 to \$250. This fee reduction will be effective immediately if the Board accepts motion.**
  - F) New National Transportation Safety Board (NTSB) Safety Recommendation P-19-16 to the 31 states that allow exemptions to professional engineer approval and stamping for natural gas infrastructure projects. The State of Minnesota does not have an industrial or pipeline exemption.
- 5) ADJOURN