



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

**BOARD MEMORANDUM**

**MARCH 12, 2020**

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

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

**SUBJECT:** **MARCH 12, 2020 BOARD MEETING MINUTES**  
Golden Rule Building, Suite 295 (Second Floor)  
**10:30 AM**

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

1) QUORUM CALL

Meg Parsons, FAIA, Architect, Chair	Scott Holm, M.Ed., CBO, PM
Paul Vogel, LS, Vice Chair	Denise Kazmierczak, PE
Dave Blume, PE, Secretary	Daniel Murphy, PE
Keith Rapp, PG, Treasurer	Jami Neiber, PM
Nirmal Jain, PE, Immediate Past Chair (Absent)	Tari Rayala, Architect
Daniel Baar, LS (Absent)	Claudia Reichert, CID
Rachel Dwyer, PM (Absent)	Scott Robinson, LA
Eric Friske, JD, PM	Melisa Rodriguez, PE (Absent)
Robert Gunderson, LA	David Stenseth, CPA, PM (Absent)
Darcy Hield, CID	Robert Whitmyer, PSS (Absent)
Wayne Hilbert, Architect	

OTHERS ATTENDING:

Christopher Kaisershot, Assistant Attorney General  
Doreen Johnson, Executive Director  
Kay Weiss, Assistant Executive Director  
Peng Her, Investigator  
Laurie Nistl, Board Staff  
Leama Sather, Board Staff

GUESTS:

Stephen Bellairs  
Mark Deady

2) WELCOME AND INTRODUCTIONS

3) READING AND APPROVAL OF JANUARY 9, 2020, BOARD MEETING MINUTES

**MSP: To approve the January 9, 2020 Board meeting minutes.**

4) COMPLAINT COMMITTEE REPORT (W. Hilbert, 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

**MSP: To open the meeting.**

- 1) In the matter of Zeyn Uzman, Professional Engineer number 43510, the Board issued a Stipulation and Consent Order for failing to report disciplinary actions taken in other jurisdiction to the Board. The Order included censure and reprimand and a \$1,000 penalty.
- 2) In the matter of Craig Beddow, Architect number 15109 (Expired), the Board issued a Settlement Agreement and Cease and Desist Order for holding out as an Architect when his license expired June 30, 2008. The Order states Mr. Beddow shall cease and desist from holding himself out as an Architect in Minnesota and until such time as he becomes licensed as an Architect in Minnesota and included a \$1,000 civil penalty.
- 3) In the matter of Brian Smith, Professional Engineer number 26715, The Board issued an Order Granting Summary Disposition for engaging in deceptive or dishonest behavior conduct and made material misrepresentation to the Board when he certified his compliance with PDH requirements when, in fact, he was out of compliance at the time he renewed his license. The Order states Mr. Smith is censured and reprimanded and shall pay a \$2,000 civil penalty to the State of Minnesota. Mr. Smith is notified that this shall become a final civil penalty unless he request a hearing form the Board on the civil penalty within thirty days.
- 4) In the matter of Kyle Wallaker, Unlicensed, the Board issued a Settlement Agreement and Consent Order for unauthorized land surveying by preparing and providing plat drawings for properties, locating artificial features for preparing and perpetuating maps, and

determining or establishing property boundaries. The Order states Mr. Wallaker shall cease from using “Kyle’s Plat Service,” or any other name for his business that conveys the impression that Respondent is a license land surveyor, or offers land surveying services, mark his drawings as “Property Inspection Reports, remove direction markers, coordinates and corner points from his drawings, indicate on his drawings that all distances are approximate, and included a \$500 civil penalty.

- 6) RULES COMMITTEE REPORT (D. Blume, Committee Chair)
  - A) No meeting was held.
- 7) CREDENTIALING COMMITTEE REPORT (C. Reichert, Committee Chair)
  - A) No meeting was held.
- 8) ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER “ALACID” SECTION REPORT (D. Hield, Section Chair)
  - A) NCARB Regional Summit report by M. Parsons, W. Hilbert, and K. Weiss. Meg Parsons was elected to the position of Chair for NCARB’s Region 4.
  - B) Draft Resolutions for the 2020 NCARB Annual Business meeting were Discussed.
  - C) NCARB Request for Comments: Modifications to the NCARB Education Standard – Discussed.
  - D) Report from Bob Gunderson on the CLARB Quarterly meeting, March 6-7, 2020.

**MSP: to adopt the ALACID Section Report.**
- 9) ENGINEER/LAND SURVEYOR/GEOSCIENCE “ELSGEO” SECTION REPORT (D. Baar, Section Chair)

- A) Trends in the Sections professions were discussed, including: standards of care, technology for problem solving, multiple offices, designer of record, responsible charge and working on success instead of failure.
- B) 2020 NCEES Annual Meeting, August 26-29, 2020. Authorization of Attendance. **MP: to authorize the attendance of the number of Board members eligible to attend with NCEES funding, up to three additional Board members, and the Executive Director.**
- C) NCEES Bylaws 2020 proposed Changes – discussed and no changes were recommended.
- D) PE Exam Plumbing Option – Discussed. The Board will not support the addition of a plumbing option to the Professional Engineer Examination until the need can be identified by the American Society of Plumbing Engineers (ASPE).
- E) Dennis Martenson NCEES Central Zone Distinguished Service Award Nomination Letter - Dennis Martenson has been awarded the NCEES Central Zone Distinguished Service Award.
- F) NCEES PS Exam Restructuring Survey – Discussed.

**MSP: to adopt the ELSGEO Section Report.**

- 10) EXECUTIVE COMMITTEE REPORT (M. Parsons, Chair)
  - A) OFFICE of the Legislative Auditor (OLA) and Budget Reduction: Request submitted for Governor’s Supplemental Budget and Executive Budget Officer (EBO)
  - B) 2019 Internal Control System Certification Assessment Update - Discussed
  - C) National Transportation Safety Board (NTSB) Safety Recommendation: Industrial Exemption, Governor’s Office has made no response.
  - D) Barns Changing Occupancy from A-2/A-3 Mixed Occupancy, i.e. Wedding Venues were discussed.

**MSP: to adopt the Executive Committee Report.**

- 11) TREASURER'S REPORT (K. Rapp, Treasurer)
  - A) Budget and Revenue Reports - reviewed and discussed.
  - B) Agency Source Codes and Application Fees – discussed.

**MSP: to adopt the Treasurer's Report.**

- 12) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
  - A) Possible changes to travel for national conferences, will keep Board members posted.
  - B) Introduction of Peng Her, the new Board investigator.

**MSP: to adopt the Executive Director's Report.**

- 13) UNFINISHED BUSINESS

- A) NONE

- 14) NEW BUSINESS

- A) Requests for Continuing Education Exemptions:

- i) Applicant #1 – **MSP: to accept the request for exemption**
    - i) Applicant #2 – **MSP: to accept the request for exemption**
    - ii) Applicant #3 – **MSP: to accept the request for exemption**
    - iii) Applicant #4 – **MSP: to accept the request for exemption**
    - iv) Applicant #5 – **MSP: to accept the request for exemption**

- B) Request for Rule Variance:

- i) In the matter of Stephen Bellairs, the Board has granted an Order Granting Variance from Board Rules. The Order states upon consideration of the foregoing, and based upon all the files, records, and proceeding herein, the Board hereby GRANTS the petitioner a variance from the rules governing examination and experience.

- C) In the matter of Mark A. Deady:
  - i) In the matter of Mark Deady, Professional Engineer number 21375, The Board granted an Order for reinstatement under the following conditions. The Order states Mr. Deady's license shall be reinstated upon the submission of satisfactory proof to the Board that he has completed an additional qualifying 16 PDH. Mr. Deady shall further comply with all PDH required to renew his license by June 30, 2020 and, moreover, none of the PDH completed to date and none of the additional 16 PDH required in Paragraph A for reinstatement may be used as part of the renewal process.
- D) In the matter of Dilip Khatri, PE: Discussed.
- E) Delegation of Authority Resolution: PE exam – Discussed.  
**MSP: to approved the resolution.**
- F) New Licensee Report  
**MSP: to approve the New Licensee Report.**
- G) Board Elections Process and Committee Interest Questionnaire – Discussed.
- H) License Renewal Postcard - Discussed
- I) Notice of Intent to Adopt Rules: Department of Labor and Industry, Construction Codes and Licensing Division: Proposed Amendment to and Repeal of Rules Governing Elevators and Related Devices, *Minnesota Rules*, Chapter 1307 **(FYI Only)(ENCL. 14I)**
- J) OUTREACH **(All FYI Only)**
  - i) Keith Rapp, PG, presented “The Path to Geology Licensure” to 65 students (all majors) and professors at Winona State University on February 17, 2020.

- ii) Nirmal Jain, PE, gave a presentation on the Fundamentals of Engineering examination and Career Pathway of a Professional Engineer to students at the University of Minnesota, Duluth, on March 5, 2020.

15) PUBLIC COMMENT

A) NONE

16) ADJOURN

**MSP: To adjourn.**

**Approval:**

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Dave Blume, PE, Board Secretary

cc: Professional Societies and Interested Parties





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LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

**BOARD MEMORANDUM**

**MARCH 12, 2020**

**TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION**  
Darcy Hield, CID, Chair  
Eric Friske, JD, PM  
Robert Gunderson, LA  
Wayne Hilbert, Architect  
Scott Holm, M.Ed., CBO, PM  
Meg Parsons, FAIA, Architect  
Tari Rayala, Architect  
Claudia Reichert, CID  
Scott Robinson, LA  
David Stenseth, CPA, PM (Absent)

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

**SUBJECT: MARCH 12, 2020 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) Kay Weiss, Assistant Executive Director
- 2) APPROVAL OF JANUARY 9, 2020 SECTION MEETING MINUTES  
**MSP: To approve the January 9, 2020 Section meeting minutes.**
- 3) UNFINISHED BUSINESS
  - A) NONE
- 4) NEW BUSINESS
  - A) NCARB Regional Summit report by M. Parsons, W. Hilbert, and K. Weiss – Meg Parsons was elected to the position of Chair for NCARB’s Region 4.
  - B) Draft Resolutions for 2020 Annual Business Meeting – Resolutions discussed.
  - C) NCARB Request for Comments: Modifications to the NCARB Education Standard – Discussed.
  - D) New Jersey Climate Change article – Discussed.

- E) CLARB Quarterly meeting, March 6-7, 2020, report by Bob Gunderson.
- 5) Trends in the professions represented by this Section that may affect the Board's mission.
- A) The Council for Interior Design Qualification (CIDQ) has launched videos on the value and impact of Interior Design on the health, safety, and welfare of the public.
  - B)
- 6) ADJOURN



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

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

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

**SUBJECT: MARCH 12, 2020 ELSGEO SECTION MEETING MINUTES**

Golden Rule Building, Suite 295 (2nd floor)  
**8:05 AM – 9:05 AM**

1) CALL TO ORDER

A) Others Attending:

- i) Doreen Johnson, Executive Director
- ii) Laurie Nistl, Board Staff

2) APPROVAL OF JANUARY 9, 2020, SECTION MEETING MINUTES

**MSP: To approve the January 9, 2020, Section meeting minutes.**

3) UNFINISHED BUSINESS

A) Trends in the professions represented by this Section that may affect the Board's mission. Discussion items included: the shifting standards of care, use of technology for problem solving, staffing with multiple offices, paper and work spaces shrinking because of technology, designer of record, working on success instead of failure, promises to not sue each other, what is responsible charge.

4) NEW BUSINESS

- A) 2020 NCEES Annual Meeting, August 26-29, 2020. Authorization of Attendance.  
**MSP: to authorize the attendance of the number of Board members eligible to attend with NCEES funding, up to three additional Board members, and the Executive Director.**
  - B) NCEES Bylaws 2020 proposed Changes – to be voted on at the annual meeting.  
Discussed and no changes were recommended.
  - C) PE Exam Plumbing Option – Discussed. The Board will not support the addition of a plumbing option to the Professional Engineer Examination until the need can be identified by the American Society of Plumbing Engineers (ASPE).
  - D) Dennis Martenson NCEES Central Zone Distinguished Service Award Nomination Letter - Dennis Martenson has been awarded the NCEES Central Zone Distinguished Service Award.
  - E) NCEES PS Exam Restructuring Survey – Discussed.
  - F) Nomination for NCEES Central Zone Officer (FYI)
  - G) New Jersey Climate Change article (FYI)
- 5) ADJOURN



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**MARCH 12, 2020**

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

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

**SUBJECT: MARCH 12, 2020 EXECUTIVE COMMITTEE MEETING MINUTES**  
Golden Rule Building, Board Office, Suite 160  
**7:30 – 8:00am**

- 1) Call to Order
  - A) Others Present:
    - i) Doreen Johnson, Executive Director
- 2) APPROVAL OF JANUARY 9, 2020 EXECUTIVE COMMITTEE MEETING MINUTES  
**MSP: To approve the January 9, 2020  
Committee minutes.**
- 3) UNFINISHED BUSINESS
  - A) Strategic Plan – Will schedule in the fall of 2020 - Discussed
  - B) Office of the Legislative Auditor (OLA) and Budget Reduction: Request submitted for Governor’s Supplemental Budget and Executive Budget Officer (EBO) – Discussed.
- 4) NEW BUSINESS
  - A) 2019 Internal Control System Certification Assessment Update – Discussed.
  - B) National Transportation Safety Board (NTSB) Safety Recommendation: Industrial Exemption, Governor’s Office has made no response. Discussed.

C) Barns Changing Occupancy from A-2/A-3 Mixed Occupancy, i.e. Wedding Venues.  
The Board will work with the Department of Labor and Industry on this important issue.

D) COVID-19 – Discussed keeping Board members and staff safe.

5) ADJOURN