



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

BOARD MEMORANDUM

SEPTEMBER 13, 2023

TO: All Board Members
Stephen Melchionne, Assistant Attorney General

FROM: Melisa Rodriguez, PE, Board Chair

SUBJECT: **SEPTEMBER 13, 2023, BOARD MEETING MINUTES**
Golden Rule Building, STE 120
11:03 AM

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

- 1) **QUORUM CALL**
- | | |
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| Melisa Rodriguez, PE, Chair | Alan Johnson, PE |
| Daniel Kelsey, PE, Vice Chair | Denise Kazmierczak, PE |
| Erica Larson, CID, Secretary - Absent | Daniel McAninch, LS |
| Jason Amberg, LA, Treasurer | Timothy Meyer, Architect, CID |
| Paul Brandt, PSS | Meg Parsons, FAIA |
| Daniel Cermak, PM - Absent | Claudia Reichert, CID |
| Rachel Dwyer, PM | Graham Sones, LA |
| Christian Faste, PM | David Stenseth, CPA, PM - Absent |
| Eric Friske, JD, PM - Absent | Travis Thul, D. Eng., PE - Absent |
| Sally Grans Korsh, FAIA | Paul Vogel, LS |
| Daniel Hunter, PG | |

OTHERS:

Doreen Johnson, Executive Director
Kay Weiss, Assistant Executive Director
Holly Salmela, Investigator
Christine Vereide, Licensing Supervisor
Rena Edwards, OAS-I

Guests:

Philip E. Raines, Minnesota Society of Professional Surveyors (MSPS)

Ethan Seaberg, Goodhue Co.

Beth Scheffer, MNDOT

Scott Holm, Braun Institute

Kyle Klasen, USB

2) INTRODUCTIONS AND PRESENTATION TO PAUL VOGEL LS, FORMER BOARD CHAIR, AND SCOTT HOLMS, M. Ed, CBO, PM, FORMER BOARD MEMBER

3) READING AND APPROVAL OF JULY 20, 2023, BOARD MEETING MINUTES

A) July 20, 2023, Board Meeting minutes

MSP: To approve the July 20, 2023, Board Meeting Minutes

4) COMPLAINT COMMITTEE REPORT (P. Vogel on behalf of E. Friske, Committee Chair)

A) The Complaint Committee requests a closed session to address enforcement actions.

B) Reopened the meeting.

The Board issued Orders for the following orders:

C) In the matter of Scott C. Meland, Architect, a Stipulation and Consent Order was issued.

D) In the matter of Jon Harald Haukaas, Professional Engineer, a Stipulation and Consent Order was issued.

E) In the matter of Eric Andrew Nybeck, Land Surveyor, a Stipulation and Consent Order was issued.

F) In the matter of Douglas Paul Jackson, Professional Engineer, a Stipulation and Consent Order was issued.

G) In the matter of Rick Dingmann, a Settlement Agreement and Cease and Desist Order was issued.

MSP: To accept the Complaint Committee Report

5) RULES COMMITTEE REPORT

A) Committee requests that the Chair send an email to the professional societies requesting letters of support for the Board's proposed Statute changes.

B) Two options for getting the bill introduced: Governor's Omnibus bill or a separate bill with a legislative author. S. Grans Korsh and P. Brandt to inquire into steps related to both options prior to November 30, 2023, Committee meeting.

- C) Board members encouraged to contact their own legislative representatives to ask for support for the proposed statute changes.

MSP: To accept the Rules Committee Report

6) CREDENTIALING COMMITTEE REPORT

- A) No meeting was held.

7) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (C. Reichert, Section Chair)

- A) CIDQ bylaws change – Discussed.
- B) CLARB regional meeting – Discussed. Of note is suggestion that outreach be made to those as young as middle schoolers.

MSP: To accept the ALACID Section Report

8) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT (D. Kazmierczak, Section Chair)

- A) NCEES Exam: Nuclear Discipline Specific Examination – Discussed: NCEES will continue to offer the Nuclear Discipline Specific Examination
- B) Minnesota Association of County Surveyors 40th Annual Meeting (D. McAninch, D. Johnson) – Discussed
- C) NCEES Annual Meeting, August 15-18, Boston, MA Report (M. Rodriguez, A. Johnson, P. Vogel, D. Kelsey, D. Johnson) – Discussed
- D) Geology Exam Candidate Summary (FYI) – Discussed
- E) Council of Soil Science Examiners (CSSE) Update on Changes to Soil Science Exams Administration – Discussed

MSP: To accept the ELSGEO Section Report

9) EXECUTIVE COMMITTEE REPORT (M. Rodriguez, Chair)

- A) Motion to accept the Board agenda – The next meeting will include a motion to accept the Board meeting agenda at the start of the meeting.

MSP: To accept the Executive Committee Report

10) TREASURER’S REPORT (J. Amberg, Treasurer)

- A) Budget and Revenue Reports – Discussed

MSP: To accept the Treasurer’s Report

- 11) EXECUTIVE DIRECTOR REPORT (D. Johnson, Executive Director)
 - A) Small Agencies and Commissions Study – Board members may see a survey from MMB; asked to complete.
 - B) Staffing updates – Discussed.

MSP: To accept the Executive Director’s Report
- 12) UNFINISHED BUSINESS
 - A) Rules Package Update (K. Weiss) – Awaiting final approvals. The package should be adopted sometime in December. Staff working now on changes necessary for implementation.
- 13) NEW BUSINESS
 - A) MnDOT presented on digital 3D plan modeling and related digital signing of plans, discussing a MnDOT pilot and how some states have digital plan signing in rule and statute.
 - B) Variance request by applicant to have their land surveying education, if successfully completed, equivalent to the requirements in Minnesota Rules 180.3505, Subp 2(A) – Discussed.

MSP: To approve the Variance Request
 - C) Licensee Report – Discussed.

MSP: To accept the Licensee Report
 - D) Proposed 2024 Board meeting calendar – Any requested changes should be sent to the Executive Director. The final calendar will be voted on in November.
 - E) AGO Board Member Legal Handbook 2023 – Discussed.
- 14) PUBLIC COMMENT – None.
- 15) ADJOURN

MSP: To adjourn at 1:01 PM

Next Meeting: November 30, 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

SEPTEMBER 13, 2023

TO: EXECUTIVE COMMITTEE
Melisa Rodriguez, PE, Chair
Dan Kelsey, PE, Vice Chair
Erica Larson, CID, Secretary
Jason Amberg, LA, Treasurer

FROM: Melisa Rodriguez, PE, Chair

SUBJECT: SEPTEMBER 13, 2023, EXECUTIVE COMMITTEE MEETING MINUTES
Golden Rule Building, Suite 295
8:30 AM

- 1) CALL TO ORDER – ROLL CALL
Melisa Rodriguez, PE, Chair
Dan Kelsey, PE, Vice Chair
Erica Larson, CID, Secretary – **Absent**
Jason Amberg, LA, Treasurer

OTHERS:
Doreen Johnson, Executive Director

GUESTS: None

- 2) APPROVAL of the SEPTEMBER 13, 2023, EXECUTIVE COMMITTEE MEETING MINUTES
 - A) September 13, 2023, Executive Committee meeting minutes
MSP: To approve the September 13, 2023, Executive Committee Meeting Minutes
- 3) UNFINISHED BUSINESS
 - A) Internal Controls
 - i) Yearly Control System Assessment Report – Discussed.

- 4) NEW BUSINESS
 - A) July 2023 SOC report – Discussed.
 - B) A1A Request on education standards – Discussed.
 - C) Personnel update – Discussed.
 - D) Format change to Board agenda – Discussed.

- 5) ADJOURN
 - MSP to adjourn at 9:00 AM**

Next meeting: November 30, 2023



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

BOARD MEMORANDUM

SEPTEMBER 13, 2023

TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION

Claudia Reichert, CID, Chair	Erica Larson, CID
Jason Amberg, LA	Timothy Meyer, Architect, CID
Daniel Cermak, PM	Meg Parsons, FAIA
Eric Friske, JD, PM	Graham Sones, LA
Sally Grans Korsh, FAIA	David Stenseth, CPA, PM

FROM: Claudia Reichert, CID, Chair

SUBJECT: SEPTEMBER 13, 2023, ALACID SECTION MEETING MINUTES
 Golden Rule Building, STE 120
9:05 AM

1) ROLL CALL/CALL TO ORDER

Claudia Reichert, CID, Chair	Erica Larson, CID - Absent
Jason Amberg, LA	Timothy Meyer, Architect, CID
Daniel Cermak, PM - Absent	Meg Parsons, FAIA
Eric Friske, JD, PM - Absent	Graham Sones, LA
Sally Grans Korsh, FAIA	David Stenseth, CPA, PM - Absent

OTHERS:

Kay Weiss, Assistant Executive Director
 Christie Vereide, Licensing Supervisor
 Renae Edwards, OAS-I

2) APPROVAL OF THE JULY 20, 2023, SECTION MEETING MINUTES
MSP: To approve the July 20, 2023, ALACID Section meeting minutes

3) UNFINISHED BUSINESS – None.

- 4) NEW BUSINESS
 - A) CIDQ Proposed Revisions to Their Board Structure
 - i) CIDQ bylaws change – Discussed.
 - ii) Motion to Modify CIDQ Structure and Eligibility Requirements – Discussed. The voting delegate who attends will cast the vote then.
 - B) CLARB Regional Meeting Report (J. Amberg) – Topics included legislative changes, stakeholder engagement, adoption of the uniform standards, outreach to middle schoolers, and the revised LARE.
 - C) Outreach Opportunities:
 - i) C. Reichert to present at an event sponsored by FRAME magazine – Discussed.
 - ii) The NCARB Region 4 education meeting – Discussed.

- 5) ADJOURN
MSP: To adjourn at 09:38 AM

Next meeting: November 30, 2023



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

BOARD MEMORANDUM**SEPTEMBER 13, 2023****TO: ENGINEER/LAND SURVEYOR/GEOSCIENCE SECTION**

Denise Kazmierczak, PE, Chair	Daniel Kelsey, PE
Paul Brandt, PSS	Daniel McAninch, LS
Rachel Dwyer, PM	Melisa Rodriguez, PE
Christian Faste, PM	Travis Thul, PE
Daniel Hunter, PG	Paul Vogel, LS
Alan Johnson, PE	

FROM: Denise Kazmierczak, PE, Chair

SUBJECT: SEPTEMBER 13, 2023, ELSGEO SECTION MEETING Minutes
 Golden Rule Building, STE 295
9:04 AM

1) **ROLL CALL/CALL TO ORDER**

Denise Kazmierczak, PE, Chair	Daniel Kelsey, PE
Paul Brandt, PSS	Daniel McAninch, LS
Rachel Dwyer, PM	Melisa Rodriguez, PE
Christian Faste, PM	Travis Thul, PE - Absent
Daniel Hunter, PG	Paul Vogel, LS
Alan Johnson, PE	

OTHERS:

Doreen Johnson, Executive Director
 Allison Desmond, OAS-I

GUESTS:

Phil Raines, Minnesota Society of Professional Surveyors (MSPS)

2) **APPROVAL OF THE JULY 20, 2023, ELSGEO SECTION MEETING MINUTES**
MSP: To approve the July 20, 2023, ELSGEO Section meeting minutes

3) UNFINISHED BUSINESS

- A) NCEES Exam: Nuclear Discipline Specific Examination – Discussed. NCEES will continue to offer the Nuclear Discipline Specific Examination.
- B) Minnesota Association of County Surveyors 40th Annual Meeting (D. McAninch, D. Johnson) – Discussed.

4) NEW BUSINESS

- A) NCEES Annual Meeting Report (M. Rodriguez, A. Johnson, P. Vogel, D. Kelsey, D. Johnson) – Discussed.
- B) Geology Exam Candidate Summary (FYI) – Discussed.
- C) Council of Soil Science Examiners (CSSE) Update on Changes to Soil Science Exams Administration – Discussed.

5) ADJOURN

MSP: To adjourn at 9:30

Next Meeting: November 30, 2023



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BOARD MEMORANDUM

SEPTEMBER 13, 2023

TO: RULES COMMITTEE

Sally Grans Korsh, FAIA, Chair	Daniel Kelsey, PE
Paul Brandt, PSS	Claudia Reichert, CID
Christian Faste, PM	David Stenseth, PM
Denise Kazmierczak, PE	Travis Thul, PhD, PE

FROM: Claudia Reichert, CID, Chair

SUBJECT: SEPTEMBER 13, 2023, RULES COMMITTEE MEETING MINUTES
Golden Rule Building, STE 120
9:54 AM

1) INTRODUCTIONS/CALL TO ORDER

Sally Grans Korsh, FAIA, Chair	Daniel Kelsey, PE
Paul Brandt, PSS	Claudia Reichert, CID
Christian Faste, PM	David Stenseth, PM - Absent
Denise Kazmierczak, PE	Travis Thul, PhD, PE - Absent

OTHERS:

Doreen Johnson, Executive Director
Kay Weiss, Assistant Executive Director
Christie Vereide, Licensing Supervisor
Rena Edwards, OAS-I

GUESTS:

Philip E. Raines, Prevailing Wisdom, LLC

- 2) APPROVAL OF MINUTES
 - A) APPROVAL OF THE MAY 10, 2023, RULES COMMITTEE MEETING MINUTES
MSP: To approve the May 10, 2023, Rules Committee Meeting Minutes
 - B) APPROVAL OF THE FEBRUARY 2, 2023, LEGISLATIVE ACTION TEAM MEETING MINUTES
MSP: To approve the February 2, 2023, Legislative Action Team Meeting Minutes
- 3) UNFINISHED BUSINESS
 - i) Rules package status update – Discussed. Now awaiting final approval steps prior to publication, which will be in December.
- 4) NEW BUSINESS
 - A) Statute Changes – LAT Initiatives Assigned to Rules
 - i) How a Bill Becomes a Law – Discussed.
 - ii) Board-Approved Proposed Statute Changes – Discussed.
 - iii) Discuss of Bill’s Status/Previous Steps– Discussed.
 - ii) Action Plan – Discussed.
 - (a) Committee to ask the Board Chair to send email to the professional societies requesting a letter of support for the proposed statute changes.
 - (b) Compare to determine best option to get bill passed.
- 5) ADJOURN
MSP: to Adjourn at 10:14 AM

Next Meeting: November 30, 2023