



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

**BOARD MEMORANDUM**

**OCTOBER 9, 2024**

**TO:** All Board Members  
Stephen Melchionne, Assistant Attorney General

**FROM:** Melisa Rodriguez, PE, Board Chair

**SUBJECT:** **OCTOBER 9, 2024, BOARD MEETING MINUTES**  
Golden Rule Building, STE 120  
**11:00 AM**

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

- 1) QUORUM CALL
- |   |  |
|---|--|
| Melisa Rodriguez, PE, Chair – <b>Absent</b> | Alan Johnson, PE                         |
| Daniel Kelsey, PE, Vice Chair               | Gerald Jones, PM                         |
| Erica Larson, CID, Secretary                | Laura Kamin-Lyndgaard, LA                |
| Jason Amberg, LA, Treasurer – <b>Absent</b> | Denise Kazmierczak, PE                   |
| Paul Brandt, PSS                            | Daniel McAninch, LS                      |
| Rachel Dwyer, PM – <b>Absent</b>            | Timothy Meyer, Architect, CID            |
| Christian Faste, PM                         | Andrew Portis, Architect                 |
| Eric Friske, JD, PM                         | Claudia Reichert, CID                    |
| Sally Grans Korsh, FAIA                     | David Stenseth, CPA, PM                  |
| Marcus Hampton, LS                          | Travis Thul, D. Eng., PE – <b>Absent</b> |
| Daniel Hunter, PG                           |  |
- OTHERS:
- Kay Weiss, Assistant Executive Director  
Stephen Melchionne, Assistant Attorney General  
Holly Salmela, Investigator  
Brenna Boytim, Complaint Specialist  
Matthew Lingren, OAS-I

GUESTS:

Cole Baessler, Architect, CID

Sheri Hansen, AIA Minnesota

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

- 2) INTRODUCTIONS
- 3) READING AND APPROVAL OF AUGUST 7, 2024, BOARD MEETING MINUTES  
**MSP: To approve the August 7, 2024, meeting minutes**
- 4) COMPLAINT COMMITTEE REPORT (E. Friske, Committee Chair)
  - A) The Complaint Committee requests a closed session  
**MSP: To request a closed session**
  - B) Closed Session  
**MSP: To open the session**
  - C) Disciplinary Matters
    - i) In the matter of Andrea Swan, the Board issued a Stipulation and Consent Order.  
**MSP: To accept the Complaint Committee report**
- 5) INVESTIGATOR'S REPORT (H. Salmela, Investigator)
  - A) Staff have 95 open files.  
**MSP: To accept the Investigator's report**
- 6) RULES COMMITTEE REPORT (D. Kelsey, Committee Chair)
  - A) Rules process – Discussed.
  - B) Statute process – Discussed.  
**MP: To authorize the Board Chair to solicit letters of support for the Statute changes from the various professional societies**  
**MSP: To accept the Rules Committee report**
- 7) CREDENTIALING COMMITTEE REPORT (A. Johnson, Committee Chair)
  - A) Audit process, travel, and Board member expense reports - Discussed.  
**MSP: To accept the Credentialing Committee report**
- 8) ARCHITECT, LANDSCAPE ARCHITECT AND CERTIFIED INTERIOR DESIGNER (ALACID) SECTION REPORT (T. Meyer, Section Chair)
  - A) NCARB Higher Education Symposium in Chicago - Discussed.

- B) NCARB Regional Summit and MBE Workshop, February 28-March 1, 2025, Philadelphia – Discussed.  
**MP: To authorize up to three Architect members—but if only one Architect member can attend, then one Landscape Architect or Certified Interior Designer member—plus one Public member, and the Executive Director or Assistant Executive Director to attend**
  - C) CLARB annual meeting – Discussed.  
**MSP: To accept the ALACID Section report**
- 9) ENGINEER, LAND SURVEYOR AND GEOSCIENCE (ELSGEO) SECTION REPORT  
(D. Kazmierczak, Section Chair)
- A) ETAC degree requirements – Discussed and carried over to next meeting.
  - B) PE decoupling rules changes – Referred to Rules Committee.
  - C) Possible changes to Land Surveying Examination, Education and Experience – Discussed and referred to Rules Committee.
- MSP: To accept the ELSGEO Section report**
- 10) EXECUTIVE COMMITTEE REPORT (D. Kelsey, Vice-Chair, reporting)
- A) Executive Director position – Discussed.
- 11) TREASURER’S REPORT (J. Amberg, Treasurer)
- None.
- 12) EXECUTIVE DIRECTOR’S REPORT (K. Weiss, Assistant Executive Director, reporting)
- A) 2022-2024 Biennial Report – Submitted to the Governor’s office by October 1 as required.
  - B) Staffing Update – Working to fill open OAS-I position.
  - C) FY25 Budget and Revenue Reports – Discussed.
  - D) Open Appointments – Window for applications for open Board seats begins on November 1, 2024, through the Secretary of State’s website. First-term members are encouraged to re-apply, and all are encouraged to refer potential applicants.
- MSP: To accept the Executive Director’s report**
- 13) UNFINISHED BUSINESS
- None.

- 14) NEW BUSINESS
  - A) Variance Requests
    - i) Hurley  
**MSP: To approve a variance from MN Rules 1800.3910 Subp. 6**
  - B) CE Exemption request
    - i) Licensee 53110  
**MSP: To deny**
  - C) 2025 Board Meeting Calendar  
**MSP: To approve**
  - D) New Licensee Report  
**MSP: To accept the New Licensee report**
  
- 15) PUBLIC COMMENT  
None.
  
- 16) ADJOURN  
**MSP: To adjourn at 12:21 PM**



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**TO: ARCHITECT/LANDSCAPE ARCHITECT/CERTIFIED INTERIOR DESIGNER SECTION**

Timothy Meyer, Architect, CID, Section Chair	Laura Kamin-Lyndgaard, LA Erica Larson, CID
Jason Amberg, LA	Andrew Portis, Architect
Eric Friske, JD, PM	Claudia Reichert, CID
Sally Grans Korsh, FAIA	David Stenseth, CPA, PM
Gerald Jones, PM	

**FROM:** Timothy Meyer, Architect, CID, Section Chair

**SUBJECT: OCTOBER 9, 2024, ALACID SECTION MEETING MINUTES**

Golden Rule Building, STE 120

**9:05 AM**

- 1) ROLL CALL/CALL TO ORDER  
Timothy Meyer, Architect, CID, Section Chair  
Jason Amberg, LA – **Absent**  
Eric Friske, JD, PM  
Sally Grans Korsh, FAIA  
Gerald Jones, PM  
Laura Kamin-Lyndgaard, LA  
Erica Larson, CID – **Absent**  
Andrew Portis, Architect  
Claudia Reichert, CID  
David Stenseth, CPA, PM – **Absent**

**OTHERS:**

Brenna Boytim, Complaint Specialist

**GUESTS:**

Cole Baessler, Architect, CID  
Sheri Hansen, AIA Minnesota

- 2) APPROVAL OF THE AUGUST 7, 2024, ALACID SECTION MEETING MINUTES  
**MSP: To approve the August 7, 2024, meeting minutes**
  
- 3) UNFINISHED BUSINESS
  - A) Higher Education Symposium to be held October 26, 2024, at the IIT College of Architecture, Chicago – Discussed. The symposium will focus on finding ways to bring diversity into the profession, particularly for those from lower- or middle-income backgrounds.
  
- 4) NEW BUSINESS
  - A) NCARB Regional Summit and MBE Workshop, February 28, 2025 – March 1, 2025, Philadelphia, PA  
**MSP: To authorize up to three Architect members—but if only one Architect member can attend, then one Landscape Architect or Certified Interior Designer member – plus one Public member, and the Executive Director or Assistant Executive Director to attend**
  - B) Possible Rule Changes – Discussed the Path Alternatives for Architect Initial Licensure as well as Experience Requirements for Architect Initial Licensure for Non-MN ARE Exam Candidates.
  - C) CLARB Annual Meeting Report – L. Kamin-Lyndgaard reported on the CLARB Annual Meeting and the ASLA CLARB Licensure Summit. Overlapping practice and deregulation were major points of discussion.
  
- 5) ADJOURN  
**MSP: To adjourn at 9:41 AM**



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

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

**FROM:** Denise Kazmierczak, PE, Section Chair

**SUBJECT: OCTOBER 9, 2024, ELSGEO SECTION MEETING MINUTES**  
Golden Rule Building, STE 295  
**9:00 AM**

- 1) ROLL CALL/CALL TO ORDER  
Denise Kazmierczak, PE, Chair  
Paul Brandt, PSS  
Rachel Dwyer, PM – **Absent**  
Christian Faste, PM  
Marcus Hampton, LS  
Daniel Hunter, PG  
Alan Johnson, PE  
Daniel Kelsey, PE  
Daniel McAninch, LS  
Melisa Rodriguez, PE – **Absent**  
Travis Thul, PE – **Absent**

Others:

Kay Weiss, Assistant Executive Director  
Matthew Linggren, OAS-I

GUESTS:

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

- 2) APPROVAL OF THE AUGUST 7, 2024, ELSGEO SECTION MEETING MINUTES  
**MSP: To approve the August 7, 2024, meeting minutes**
  
- 3) UNFINISHED BUSINESS  
None.
  
- 4) NEW BUSINESS
  - A) Possible Rule Changes
    - i) Professional Engineer Decoupling and ETAC Degree: Education and Experience – Discussed ETAC degree requirements; carried over to next meeting for further discussion. PE decoupling rules changes referred to Rules Committee.
    - ii) Land Surveying Examination, Education and Experience – Discussed. Referred to Rules Committee.
  - B) NCEES Status of State Boards and Decoupling (PE and LS) - FYI
  - C) Observation on Hydrogeologist Licensure - FYI
  - D) NCEES Annual Meeting Report – D. Kazmierczak, A. Johnson and K. Weiss reported on the NCEES Annual Meeting. ETAC and changes to the PLSS were major topics at the meeting.
  
- 5) PUBLIC COMMENT  
Phil Gaines from MSPS raised the issue of continuing education as it might relate to the new PLSS module.
  
- 6) ADJOURN  
**MSP: To adjourn at 9:59 AM**





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**TO: CREDENTIALING COMMITTEE**

Alan Johnson, PE, Committee Chair	Laura Kamin-Lyndgaard, LA
Rachel Dwyer, PM	Denise Kazmierczak, PE
Marcus Hampton, LS	Daniel McAninch, LS
Gerald Jones, PM	Timothy Meyer, Architect, CID

**FROM:** Alan Johnson, PE, Committee Chair

**SUBJECT: OCTOBER 9, 2024, CREDENTIALING COMMITTEE MEETING MINUTES**  
Golden Rule Building, STE 295  
**10:03 AM**

1) ROLL CALL/CALL TO ORDER

Alan Johnson, PE, Committee Chair	Laura Kamin-Lyndgaard, LA
Rachel Dwyer, PM - <b>Absent</b>	Denise Kazmierczak, PE
Marcus Hampton, LS	Daniel McAninch, LS
Gerald Jones, PM	Timothy Meyer, Architect, CID

OTHERS:

Matthew Linngren, OAS-I  
Leama Sather, Continuing Education Coordinator

2) APPROVAL OF THE AUGUST 7, 2024, CREDENTIALING COMMITTEE MEETING MINUTES

**MSP: To approve the August 7, 2024, meeting minutes**

3) UNFINISHED BUSINESS

None.

4) NEW BUSINESS

- A) CE Audit Update – Of the four pending audits, three have been resolved and one is in remedy.
- B) Travel Related to Conference Attendance Policy Overview – L. Sather provided an overview of conference attendance policy.

C) Board Member Expense Report Overview – M. Linngren provided an overview of the Board member expense report process.

5) ADJOURN

**MSP: To adjourn at 10:18 AM**



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**OCTOBER 9, 2024**

**TO: RULES COMMITTEE**

Daniel Kelsey, PE, Chair

Paul Brandt, PSS

Christian Faste, PM

Sally Grans Korsh, Architect

Andrew Portis, Architect

Claudia Reichert, CID

David Stenseth, PM

Travis Thul, PE

**FROM:** Daniel Kelsey, PE, Chair

**SUBJECT: OCTOBER 9, 2024, RULES COMMITTEE MEETING MINUTES**

Golden Rule Building, STE 120

**10:05 AM**

1) ROLL CALL/CALL TO ORDER

Daniel Kelsey, PE, Chair

Paul Brandt, PSS

Christian Faste, PM

Sally Grans Korsh, Architect

Andrew Portis, Architect

Claudia Reichert, CID

David Stenseth, PM

Travis Thul, PE – **Absent**

OTHERS:

Kay Weiss, Assistant Executive Director

2) APPROVAL of AUGUST 7, 2024, RULES COMMITTEE MEETING MINUTES

**MSP: To approve the August 7, 2024, meeting minutes**

- 3) UNFINISHED BUSINESS
  - A) Statute Change Process Update – Discussed. Too early for much detail, but the language is with the Revisor and it is anticipated to find legislative authors.
  
- 4) NEW BUSINESS
  - A) Possible Rule Changes
    - i) Professional Engineer Rules – Discussed. ETAC is currently tabled, but language around decoupling is to proceed as quickly as possible.
    - ii) Land Surveying Rules – Discussed. Fundamentals of Land Surveying direct registration is to proceed, as is adding necessary language related to the PLSS module. Staff will work closely with the land surveying members regarding whether the education needs more specific “core curriculum” changes as well as if there is a way to handle direct registration for the professional exam (keeping in mind applicants must come to the board for the MNLS exam).
    - iii) Architect Rules – Discussed. The ALACID section is focusing on educating itself on different tacks NCARB has taken and where other states are at in determining minimum competency paths. Architect members plan to meet with staff between now and the next Board meeting for general discussion on the above (no specific rules drafting).
  
- 5) ADJOURN
  - MSP: To adjourn at 10:33 AM**