



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

BOARD MEMORANDUM

SEPTEMBER 24, 2019

TO: All Board Members
Christopher Kaisershot, Assistant Attorney General

FROM: Meg Parsons, Architect, Board Chair

SUBJECT: **SEPTEMBER 24, 2019 BOARD MEETING MINUTES**
Golden Rule Building, Suite 295 (Second Floor)
8:12 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 **(Absent)**

Daniel Baar, LS

Rachel Dwyer, PM

Eric Friske, JD, PM **(Absent)**

Robert Gunderson, LA **(Absent)**

Darcy Hield, CID

Wayne Hilbert, Architect

Scott Holm, M.Ed., CBO, PM **(Absent)**

Denise Kazmierczak, PE

Daniel Murphy, PE

Jami Neiber, PM **(Absent)**

Teri Rayala, Architect

Claudia Reichert, CID

Scott Robinson, LA **(Absent)**

Melisa Rodriguez, PE

David Stenseth, CPA, PM

Robert Whitmyer, PSS

OTHERS ATTENDING:

Christopher Kaisershot, Assistant Attorney General

Anthony Sam de Lazzaro, Assistant Attorney General

Doreen Johnson, Executive Director

Kay Weiss, Assistant Executive Director

Matt Kaehler, Investigator

Laurie Nistl, Office and Administrative Specialist Intermediate

Allison Desmond, Office and Administrative Specialist Intermediate

Susan Lick, Office and Administrative Specialist Intermediate

Leama Sather, Office and Administrative Specialist Intermediate

GUESTS:

Marlon Vogt, PE, National Council of Examiners for Engineering and
Surveying (NCEES) Central Zone Vice President

Mary Detloff, Executive Director, Minnesota Society of Professional
Engineers (MnSPE)

2) INTRODUCTIONS

3) READING AND APPROVAL OF AUGUST 6, 2019 BOARD MEETING MINUTES

MSP: To approve the August 6, 2019 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 and for deliberations.

5) CLOSED SESSION

A) Disciplinary Matters

MSP: To open the meeting.

- i) In the matter of Todd Reyling, Professional Engineer license number 50973, the Board issued a Stipulation and Order for engaging in acts that are deceptive, dishonest, negligent, and that reflect adversely on his ability or fitness to engage in the practice of engineering; having his right to practice revoked, suspended, cancelled, limited, or not renewed in another jurisdiction; and failing to report to the Board disciplinary action taken in another jurisdiction within 60 days. The Order suspends Mr. Reyling's license through June 30, 2020; Mr. Reyling cannot apply to reinstate his Minnesota license until July 1, 2021; and included a \$2,000 civil penalty. **(ATTACH. 5Ai)**
- ii) In the matter of Dale Ek-Pangerl, Professional Engineer #15399, the Board issued an order to remand the case back to the Office of Administrative Hearings.

Wayne Hilbert, Paul Vogel and Keith Rapp, members of the Complaint Committee that addressed the file, recused themselves and left the room for the deliberations on the Dale Ek-Pangerl matter. Also leaving the room were Doreen Johnson, Anthony Sam de Lazzaro, and Matt Kaehler. (ATTACH. 5Aii)

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) ALACID SECTION REPORT (D. Hield, Section Chair)
 - A) Report from meeting of August 6, 2019: Report by Meg Parsons on the National Council of Architectural Registration Boards (NCARB) Licensing Advisors Summit held August 1-3, 2019. Council of Landscape Architecture Registration Boards (CLARB) Regional Meeting Recaps + Governance recommendation was discussed. Indiana's proposed changes to the CLARB bylaws were discussed. The memo of motions for resolutions and annual meetings was reviewed and discussed.

MSP: To accept the ALACID Section report.

- 9) ELSGEO SECTION REPORT (D. Baar, Section Chair)
 - A) Report from meeting of August 6, 2019: The memo of motions for resolutions and annual meetings was reviewed and discussed. 2019 National Council of Examiners for Engineering and Surveying (NCEES) Summary of Motions was reviewed and discussed. Discussion of the Minnesota Land Surveying exam writing workshop that will be held on October 24, 2019.

MSP: To accept the ELSGEO Section report.

- 10) EXECUTIVE COMMITTEE REPORT (M. Parsons, Chair)
 - A) Report from meeting of August 6, 2019: Discussion items included internal controls update; Office of the Legislative Auditor status is on-going; and the new Board member orientation held on September 17, 2019.
 - B) Report from today's meeting: Minnesota Management and Budget Audit memo was discuss. Office of Legislative Auditor update.
Update on the Administrative Rule Packages.

MSP: To accept the Executive Committee report.

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

- A) Budget and Revenue Reports for Fiscal Years 2019 and 2020 - reviewed and discussed.

MSP: To accept the Treasurer's report.

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

- A) Legislative Auditor Report update and Internal Controls update.
B) Welcome to Kay Weiss, new Assistant Executive Director.
C) Rule writing update and discussion.

MSP: To accept the Executive Director report.

13) UNFINISHED BUSINESS

- A) Rules update: Rules Governing Definitions, Engineering Examination and Experience, Land Surveying Education and Experience, and Geoscience Education and Experience (R-04579) – **(ATTACH. 13A – handed out at meeting)**. Discussed and amended as follows:

- i) Motion to amend: On page 10, line 10.10, delete "30" and insert "20", delete "45" and insert "30". **MSP: The motion passed.**
- ii) Motion to amend: On page 13,
a) On line 13.1, delete "40" and insert "30", delete "60" and insert "45", and
b) After line 13.5, insert:
"(n) medical geology;
(o) geostatistical database;
(p) a blend of two or more of the areas of study in a-o,
as long as they comprise 100% of the course content."
MSP: The motion passed.
- iii) Motion to amend and adopt "Topic: 1800.3505 Subp. 2 Admission to FS" to read as follows:

“A. graduation from a four-year land surveying curriculum as specified in subpart 4 from an accredited institution of higher learning ~~that meets the statutory requirements in place at the time of graduation~~ or being within 32 semester credits or 48 quarter credits of graduation from such a curriculum ~~from a four-year land surveying curriculum that is approved by the board~~; or

B. graduation ~~from~~ with a bachelor’s curriculum ~~that meets the statutory requirements in place at the time of graduation~~, degree from an accredited institution of higher learning or being within 32 semester credits or 48 quarter credits of obtaining a bachelor’s degree ~~under a curriculum that is approved by the board with, and completion of~~ a minimum of ~~22~~ 11 semester credits or ~~32~~ 16 quarter credits from the land surveying categories specified in subpart 4, items A-K.”

MSP: The motion passed.

B) Rules update: Rules of Professional Conduct (R-04449) – Discussed.

14) NEW BUSINESS

A) Marlon Vogt, PE, NCEES Central Zone Vice President, NCEES overview presentation to the Board. **(ATTACH. 14A)**

B) Draft 2020 Board Meeting Calendar for review **(ATTACH. 14B)**

C) Authorization for attendance to the 2020 CIDQ CLARB NCARB and NCEES Joint New Board Members and Executives/Administrators Orientation. Washington DC, February 12-14, 2020. Estimated cost per attendee: \$1,100.00.

MSP: To authorize attendance of four (4) Board members and the Assistant Executive Director.

D) New Licensee Report

MSP: To approve the New Licensee Report.

- E) Board Members' Handbook of Legal Issues (FYI) – Discussed. **(ATTACH. 14E – previously emailed)**
- F) NCEES Summary of Actions from the 2019 Annual Meeting (FYI Only).
- G) Board Welcome Letter for the ASBOG Annual Meeting (FYI Only) – Discussed.
- H) St. Cloud Technical and Community College Flier (FYI Only).
- I) Dual Notice Published September 16, 2019: Adoption of the 2018 International Energy Conservation Code, Commercial Provisions, Chapter 1323, Minnesota Commercial Energy Code (FYI Only).
- J) Dual Notice Published September 16, 2019: Adoption of the 2018 International Residential Code, Chapter 1309, Minnesota Residential Code (FYI Only).
- K) Outreach Report (All FYI Only)
 - i) Doreen Johnson, Executive Director, to present at the AIA Minnesota Annual Meeting, Minneapolis Convention Center, November 12, 2019. (FYI Only)
- 15) PUBLIC COMMENT
- L) NONE
- 16) ADJOURN – 11:50

MSP: To adjourn.

Approval:



Dave Blume, PE, Board Secretary

cc: Professional Societies and Interested Parties



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

BOARD MEMORANDUM

August 6, 2019

**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, Architect
Tari Rayala, Architect
Claudia Reichert, CID
Scott Robinson, LA
David Stenseth, CPA, PM (Absent)

FROM: Darcy Hield, CID, Chair

SUBJECT: AUGUST 6, 2019 ALACID SECTION MEETING MINUTES
Golden Rule Building, Board Office, Suite 160
9:15 AM – 10:15 AM

- 1) CALL TO ORDER
 - A) Others Present:
 - i) Sue Lick, Office and Administrative Specialist Intermediate
- 2) APPROVAL OF March 22, 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) Licensing Advisors Summit, August 1-3, 2019, report by Meg Parsons.
 - B) Memo: Motions for Resolutions at Annual Meetings – reviewed and discussed.
 - C) Council of Landscape Architecture Registration Boards (CLARB) Regional Meeting Recaps + Governance Recommendation – reviewed and discussed.
 - D) CLARB Bylaws: Indiana Proposed Changes – reviewed and discussed.

- 5) Trends in the professions represented by this Section that may affect the Board's mission – reviewed and discussed.

- 6) ADJOURN

MSP: To adjourn at 10:15 AM.



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

BOARD MEMORANDUM

AUGUST 6, 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
Dan Murphy, PE	

FROM: Daniel Baar, LS, Chair

SUBJECT: AUGUST 6, 2019 ELSGEO SECTION MEETING MINUTES
Golden Rule Building, Suite 295 (2nd floor)
9:15 – 10:07 AM

1) CALL TO ORDER

Others Present

Doreen Johnson, Executive Director

Kay Weiss, Communications Specialist

Leama Sather, Office and Administrative Specialist Intermediate

2) APPROVAL OF THE MARCH 22, 2019 SECTION MEETING MINUTES

MSP: To approve the March 22, 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) Memo: Motions for Resolutions at Annual Meetings – reviewed and discussed.

B) 2019 National Council of Examiners for Engineering and Surveying (NCEES)
Summary of Motions – reviewed and discussed.

- C) *PE Report* July/August 2019 Articles **(FYI)**
 - D) Minnesota Land Surveying Exam Writing Workshop – October 24, 2019 – discussed.
- 5) ADJOURN (10:07 AM)



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LANDSCAPE ARCHITECTURE ■ GEOSCIENCE ■ INTERIOR DESIGN

BOARD MEMORANDUM

SEPTEMBER 24, 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 (ABSENT)

FROM: Meg Parsons, Architect, Chair

SUBJECT: SEPTEMBER 24, 2019 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
- ii) Kay Weiss, Assistant Executive Director
- iii) Robert Whitmyer, PSS, Board Member

2) APPROVAL OF AUGUST 6, 2019 EXECUTIVE COMMITTEE MEETING MINUTES

MSP: To approve the August 6, 2019 Committee minutes.

3) UNFINISHED BUSINESS

- A) Internal Controls – Minnesota Management and Budget Audit Memo – Discussed.
- B) Strategic Planning – Discussed adding a meeting to 2020 schedule to have a working meeting.
- C) Office of the Legislative Auditor update – Anticipate November release of report.
- D) Committee Charges – Carried over.
- E) New Member Orientation – Discussed.
- F) Administrative Rule Packages – Discussed.

4) NEW BUSINESS

A) NONE

5) ADJOURN