**Board of Registration for Professional Soil Classifiers of North Dakota**

**Fall Board Meeting**

**Monday November 21, 2022. 10:30am, CST**

**Bismarck Public Library (meeting room 1)**

**515 North 5th Street, Bismarck, ND 58501**

**Members Present:**

Perry Sullivan

Matt Retka

Lance Loken

Bruce Bogenrief

**Members Absent:**

None (1 vacant seat)

**Others Present:**

None

**Call to Order**

The Meeting was called to order by Perry at 10:33 am.

**Minutes of last Meeting**

The previously distributed Minutes of the last meeting from April 14, 2022 were reviewed. Perry summarized the minutes to the board, with attention to interpretation on PSC law. Lance motioned to approve the minutes as written, Bruce seconded. All in favor of approving the minutes, none opposed. Minutes approved.

**Secretary/Treasurer’s reports**

Treasure report was distributed. Reviewed deposits and withdrawals of the fiscal year and current account balances. Also provided auditor report.

Perry motioned to approve the secretary treasurer report. Bruce seconded. All in favor, none opposed, motion carried.

**Old Business:**

**Report on PSC law and Assistant Attorney General meetings**

Perry summarized previous discussion with AG office and the primary take-away that our law doesn’t say what we do, but who meets qualifications for registration. The subordinate clause is an option at board discretion.

NDDOT contacted Lance and Perry and they both met with NDDOT staff on Nov 1st to discuss the Soil Classifier law. Currently there are as many classifiers now as in 2015, and Perry explained there is not currently a shortage of registered soil classifiers. NDDOT has guidance documents that state PSC’s are required to be in the field for wetland delineation projects, and NDACEC group has asked NDDOT to consider changing this requirement. NDDOT said during the meeting that they are not planning on changing their guidance documents related to soil classifiers, as they do not want to be in danger of violating state law. NDDOT expressed concern for classifiers not being in the field on all NDDOT projects, and PSC board is considering how this is interpreted within the current law. Perry explained to NDDOT that PSC’s bring soil expertise critical to 1 of the 3 wetland components. Lance provided schematic of typical NDDOT wetland delineation while at the meeting.

**Fundamentals Exam continuous testing option.**

Matt approved continuous testing for Fundamentals exam with SSSA on April 14th, 2022. Lance had questions about Professional vs. Fundamentals exam and further discussion ensued.

**Records disposal and management policy**

Matt provided update on requirements for record retention and disposal, Matt mentioned he has not yet assessed the old records inherited from pervious secretary entirely and the online NDIT Records Coordination Responsibilities are time consuming. Perry, Lance and Bruce offered to help with the disposal process. Someone will plan to meet with Matt after the new years to assist with record disposal. Matt will notify the Board when the next annual disposal period request comes up.

Matt stated a new secretary should be appointed before his time on the Board expires to acclimate a replacement while Matt is still on the Board.

**Report of ND ACEC regarding law changes.**

Perry had correspondence with ND ACEC president (Holy Beck) in October and ND ACEC is unsure if they are submitting a bill during the current legislative session. Lance mentioned he has attorney contacts that can represent PSC Board and could register as a lobbyist himself if needed. Board to contact AG or someone from legislative counsel to see if any PSC bill changes have been proposed yet. No further action needed until it is determined if a bill has been submitted for this session.

**New Business:**

**New inquiries/applicants for registration**

No current applicants-Matt recommended new member registration needs to be a priority this next year. Perry mentioned that there has been an increase in Practicing registered classifiers in the last few years. One individual passed fundamental exam earlier this year.

**Board membership to fill vacancy:**

Perry had one nomination that declined. Matt coordinated with Jay’s replacement at BNI and a Health district employee. Lance has one contact to reach out to that has been at PSCAND meetings before and may be interested. No nominations have been provided yet. Bruce mentioned other landfills and pipeline companies may have interested individuals. Unsure if NDDOT or other State employees are eligible to serve on the Board.

**Select Board Officers for 2023**

Lance moved Perry for chairman and Matt as Secretary/Treasurer. Bruce seconded. Members will retain current positions for 2023.

**2022 Financial Report Form**

Matt provided the June 2021-2022 fiscal year financial report to the Board for review. Perry and Matt signed and Matt will submit to the State Auditor Office.

**2023 Dues**

Lance moved to keep same as 2022. No opposition nor further discussion. Matt to send due notice before end of the year.

**Website Updates**

Perry mentioned that PSCAND website may need to find new host in the future and NDBPSC likely the same. Perry offered to replace Alan for registration contact (p52sully@icloud.com) on the website.

**Red Tape Reduction Working Group**

Matt summarized concern about the agenda of this group pertaining to our board. Perry to respond to most recent email from Deputy Director on this topic.

**Additional Non-Agenda Items**

Lance expressed concern about NDSU not offering an “accredited Soil Curriculum” which has recently been incorporated under their Natural Resources Management program. Bruce mentioned this topic has been discussed at prior meetings. Lance thought this warranted further investigation and Perry thought this could be a future law change.

Perry mentioned PSCAND is offering $500 scholarship and inquired if NDBPSC would match their scholarship. Matt mentioned NDBSPC had done scholarships in the past and Perry described the PSCAND scholarship process. Lance moved to match scholarship application, and Matt seconded-none opposed. Perry will inform PSCAND of Board’s willingness to match a soil student scholarship.

**Next Meeting**

Tentatively set for April 10th. Location TBD.

**Meeting adjourned at 12:00pm**