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

**Fall Board Meeting**

**Monday November 1, 2023. 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

Jason Frye

**Members Absent:**

None

**Others Present:**

None

**Call to Order**

The Meeting was called to order by Chairmen Perry at 10:37 am.

**Minutes of last Meeting**

The Minutes of the last meeting from April 5, 2023 were reviewed. Matt had emailed agenda packet with copy of minutes to the Board the day prior. Perry summarized the minutes to the board. 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 emailed to the board the day prior by Matt. Reviewed deposits and withdrawals of the fiscal year and current account balances from bank statements. Money market account was moved to a higher yielding interest rate account in April 2023. Matt mentioned Bank of the West became BMO on September 5th, 2023 and shared letter from BMO about bank transition. BMO is now charging ~$6 surcharge for checking account, but Board only has one months statement showing this.

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

2023 Financial Audit Report for the June fiscal year was emailed out to board in excel format. Matt said it is a new report format and asked that someone on the Board review before it needs to be submitted by year end.

**Old Business:**

**Red Tape Reduction Working Group**

Perry summarized understanding that the State is looking into ways to make board registration process easier. Phase I is collecting data and Phase II will include a meeting with the Board this February or March. Perry mentioned he’s unsure how to streamline our registration process. Discussion ensued on history of the Board and legislation in the State. Matt inquired if the Phase II meeting could be conducted in conjunction with the next board meeting in the spring. Matt mentioned the SSA Fundamentals exam is back to window testing during certain timeframes. Discussions ensued on registration requirements and issue with less universities offering Bachelors in Soil Science degrees.

Perry summarized recent test he administered this summer. PSC Professional exam takes a full day and requires 70% passing. It is open book. Discussion on wetland delineation requirements and NDDOT role in requiring registered ND PSCs. Lance mentioned continuing education requirements that the board had previously pursued including into the law.

**Records Disposal and Management**

Matt still has some older records needing review, mostly hard copies in the safe in his possession. It is a heavy safe to move. Perry offered to help review documents over the winter. Older records will need either disposal or archiving. Matt explained the annual on-line process for this, which he has found to be time-consuming.

**New Business:**

**New inquiries/applicants for registration**

Zachary Bartsch, Fargo resident, was registered in August. He is ND PSC number 78. No other applications have been received and no new notifications for pre-requisite fundamentals exam.

**Professional Exam Study Guide**

Matt thinks Board should post a study guide to our website. Perry said he has one drafted from last test applicant. Lance offered he may have an old one to provide as an example. Perry will lead effort to finalize a study guide for review at the Spring Board meeting.

**Alternative Web Development and Hosting Platform**

Current website hosted by NDSU will likely be obsolete soon. Perry said he saw website options range from $10 to over $250 per month. Bruce asked if the State could host a website. Matt mentioned Square Space is one company he heard of that accepts on-line payments and asked if the Registration Board could team with the Association for a new website. Perry said he will reach out to the president of the Association regarding teaming on website. Jason inquired if other Boards are included on State website platform. Lance commented on his company website and use of Square for payments. Matt estimated Board currently spends approximately $50 per year on web update services with Nathan Derby. Any new platform needs to allow for posting of documents for public meeting notices including agendas and minutes. Jason mentioned a free website option through Weebly.

**Banking Options for Digital Payments.**

Matt mentioned we currently only make and receive payments via checks and believes it’s time to have checkless options. Lance motioned to request a debit card for the checking account. Bruce seconded, none opposed, motioned passed. Discussion on potential payments tied through website platform. Matt will request a debit card and inquire about wire deposits at bank.

**Board Duties and Reimbursement**

The current test fee for professional exam is $200 and wondering if that should go directly to the test Proctor. Matt motioned that a minimum $200 reimbursement be provided to professional exam proctor. Lance seconded. All in favor. Zach paid $200 cash that Perry received, which will be document on an expense voucher.

Current century code 43-36-04 allows $62.50 reimbursement for board meetings plus travel expenses. Unsure what the reimbursement amount for other state boards is currently. Matt commented that secretary/treasurer duties continue to increase with records disposal process and financial responsibilities. Perry motioned Secretary/Treasurer be allowed reimbursement of 2 additional days ($125), for pre and post meeting responsibilities, in addition to normal board travel reimbursement. Bruce seconded. All in favor, motion passed.

**2024 Dues**

Last year dues were $180 for practicing and $20 for non-practicing registration. Bruce recommended increasing these by 5% to cover potential additional transaction fees. Board dues have not been increased the last few years. Bruce moved for 2024 dues to be $200 and $25. Lance seconded. None opposed, motion carried.

**Board Officers Elections for 2024**

Matt mentioned his Board appointment is through June 2025 and feels comfortable doing one more year as secretary treasurer if needed, but would prefer to start the transition process toward the end of next year to a potential replacement. Lance nominated Matt for Secretary/Treasurer. Matt nominated Perry for Chairmen. Jason seconded both nominations. All in favor with no objections, nominees so moved.

Bruce’s last meeting will be spring 2024, as his term expires next year. Board will need nomination for non-classifier to fill Bruces seat.

Jason received official certificate and oath, his term being July 20 to June 30, 2028. Lance curious if members have to re-apply for second term and Bruce said he did online.

Matt mentioned it would be advantageous to identify nominee for secretary/treasure early next year, as it will take some time to transition a new secretary. Perry recommended Dave Brecker might be interested to fill the registered classifier seat in 2025. Bruce mentioned he’d reach out to colleagues for non-registered nominations. Discussion on industry use of classifiers and topsoil ensued.

**Next Meeting-Tentative Dates**

Perry may reach out to Mr. Svihovec regarding Phase II meeting dates. A May meeting seemed like it would work, but not on the 1st, as the first day of the month is busy for some. Earlier time, possibly 10am, may be more advantageous for Jason. Next meeting potentially set for May 2nd, 10am in Bismarck.

**Non-Agenda**

No non-agenda items.

Lance moved to adjourn, Jason seconded.

**Meeting adjourned at 12:36pm**