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

**Spring Board Meeting**

**Wednesday, April 5th, 2023 10:30 am**

**Virtual Meeting due to Winter Weather**

**Call-in info:**

(833) 266-3861,943895013#   Canada (Toll-free)

Phone Conference ID: 943 895 013#

**Members Present:**

Perry Sullivan

Matt Retka

Bruce Bogenrief

Lance Loken

**Members Absent:**

None

**Others Present:**

Jason Frye

**Call to Order**

Perry called the meeting to order at 10:33am. Lance was not present yet. Jason Frye gave introduction. Jason works for Falkirk mine doing mainly environmental permitting, with prior career at the Health Dept. and lives in Mandan, where he is originally from.

**Minutes of last meeting**

Matt provided minutes to Board via email prior to meeting. Perry summarized the minutes to the Board. Lance joined the meeting at 10:40am. Bruce motioned to approve the minutes, Lance seconded. All in favor, motion passed.

**Secretary/Treasurer’s reports**

Matt provided treasury report to the board. $13,402.75 in checking and $29,646.06 in Money Market. Lance moved to approve the treasury report, Perry seconded. All in favor, motion passed.

**Bank Account Options**

Matt shared options for savings accounts and CD’s with better interest rates. Perry mentioned he liked the penalty free option. Bruce offered some money could be split between accounts. Lance agreed. Jason mentioned Vanguard has money market account options, but potentially less secure. Only a few times has the board had to pull money from its saving accounts. Lance moved to assess option to move all savings account funds to the 2.25% APY account at current bank if allowed, and if not, split half into the higher APY CD. Perry seconded. All in favor, motion passed.

**Old Business:**

**Records disposal and management policy**

Lance mentioned getting together to review old records. Perry had a surgery that interrupted any plans to get together. Matt summarized the record retention and disposal process required for all state boards/agencies and need to archive some of the old board files in the cabinet to be in compliance. Perry motioned to have the files brought to Bismarck for the Fall meeting for review, disposal and archiving.

**Update with ND ACEC group regarding potential changes to Soil Classifier law.**

Perry summarized previous correspondence with NDACEC and AG. There were no changes to the Soil Classifiers Law brought up in the current legislation session.

**2022 Financial Report Form**

Matt submitted the report after the Fall 2022 meeting and it has been approved by the auditor.

**New Business:**

**New inquiries/applicants for registration**

One new applicant for registration: Zachary Bartsch. Perry assumed he is interested in testing this summer. Lance asked if he had enough soil classification experience. Matt mentioned he works with Zach at Stantec and would recuse himself from further application review. Perry asked if Zach had passed fundamental exam and unsure about college transcripts. Perry thought that based on years’ experience and graduate degree, Zach would meet the requirements for testing. Perry mentioned there could be options for field test in conjunction with the Soil Survey Summer Tour in Bismarck.

Lance moved to continue processing Zach’s application; Bruce seconded. All in favor, motion passed.

**Board Nominations to fill vacant Board seat.**

Perry moved to nominate Jason Frye for the vacant seat. Lance asked Jason to repeat a description of his current position at Falkirk and Jason gave background on his career. Lance seconded nomination. None opposed. Board to forward nomination to the governor. There were some issues with State website in the past. Perry to send Jason the link for official State registration process.

**2023 National Cooperative Soi Survey Summer Tour, Bismarck ND, July 10th -14th**

Perry summarized the upcoming tour to include 200-300 people. PSCAND asked if the registration Board would be a sponsor of the tour. Some expenses to be paid by public entities, but they can’t cover all the costs. Lance mentioned Dave Hopkins called asking for roughly $2,000. Matt mentioned we have funds and this would be a good cause for the Board. Conference to include international attendees. Matt inquired if registration fees include hotels or not. Matt motioned to approved $1,500 for sponsorship of the event, Lance seconded. All in favor, motion carried.

Perry will coordinate payment with Matt. Lance mentioned PSCAND has potential need for additional private sponsors.

**Website Updates**

Perry mentioned our current website service, same as PSCAND, may be decommissioned in the future. Matt sent out proposed text changes to the website. Perry reviewed and was in support of changes. Lance motioned to make changes, Perry seconded. None opposed, motion passed. Matt to send update out to Nate for changes, and to include Jason Fry as a pending Board member.

**Additional Non-Agenda Items?**

Matt stated he has copy of written Professional Exam to provide to Perry. Matt also has “study guide” to share with the Board for future distribution to examinees. Matt will recuse himself from further testing coordination with Mr. Bartsch. Some further discussion on the test ensued.

Matt inquired about board member meeting payments. Also mentioned test examiners can be reimbursed. Lance mentioned increasing meeting payments to $75 and secretary payment to $125. Matt mentioned the meeting reimbursements may be written in statute or administrative code. Perry recommended delaying reimbursements for current spring meeting until the Fall meeting. Discussion tabled until fall meeting.

**Next meeting – tentative date(s)**

Lance moved to meet October 5th at 10:30am as tentative date, with the 12th as an alternate. Perry seconded. All in favor, motion passed. Matt would plan to bring the file cabinet to Bismarck for records review.

**Lance moved to adjourn at 11:47, Bruce seconded. All in favor, meeting adjourned.**