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

**Spring Board Meeting**

**Wednesday May 8, 2024 9:00am, CST**

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

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

**Members Present:**

Perry Sullivan

Matt Retka

Bruce Bogenrief

Jason Frye

**Members Absent:**

Lance Loken

**Others Present:**

Carolyn Laird (virtually) & Nathan Svihovec with the Labor Commission

**Call to Order**

The Meeting was called to order by Chairmen Perry at 9:09 am.

**ND Labor Commission Legislative Study**

Nathan provided background on the legislation study the labor commission is doing. The Board members discussed their role and background for the profession along with citation of NDAC rule for registration. Carolyn and Nathan had some question regarding our responses to prior questionnaire.

Q#9: Board confirmed applicants only need to take ND practical exam regardless of if SSSA exam taken elsewhere and applicants meets other requirements.

Q#12: Board confirmed ND practical exam requires knowledge of local soils and stressed the potential financial and environmental ramifications related to the profession of soil classifying in ND.

Q#20: Discussed options applicants have to gain required 4-years experience. Board confirmed applicants can get experience out of state.

Q#30: Board confirmed there were only 4 new applicants in last 5 years.

Q#35: Discussed reciprocity amongst States. ND practical exam is alike to a “specialty” exam. Board would have reservations about blanket reciprocity without an applicant demonstrating skills with classifying soils specific to the region.

Q#52: Board was curious about options to update some areas of the law, specifically use of “approved soil curriculum” and discussion on legislation process ensued.

Nathan than summarized next steps for the labor commission study and said he would provide a draft narrative for our Board to review ahead of final legislative report.

**Minutes of last Meeting**

The Minutes of the Nov. 1, 2023 regular fall meeting and special Jan 2, 2024 were reviewed. Matt had emailed agenda packet with copy of minutes to the Board the week prior. Perry summarized the minutes from each. Bruce motioned to approve the minutes as written, Jason seconded. All in favor of approving the minutes, none opposed. Minutes approved.

**Secretary/Treasurer’s reports**

Treasure report was emailed to the board. Reviewed deposits and withdrawals of the fiscal year and current account balances from bank statements. Jason inquired about interest rates, which are currently ~1% in the Money market account. Matt explained other BMO higher yielding accounts have stipulations to use of funds. BMO is now charging ~$6 surcharge for checking account, which could be refunded with electronic-only bank statements.

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

**Electronic Banking**

Matt mentioned he obtained a BMO debit card for the Board, but has not used it yet. BMO also shared option for a ~$15/month service to receive on-line payments. He thought the demo seemed simple but might not be worth the expense for the few dozen payments the Board receives annually. However, some people do not use checks anymore, so obtaining dues via mailed checks likely to become more challenging in the future. Board decided to table this discussion in-light of upcoming needed website updates.

**Old Business:**

**Records Disposal and Management Update**

Perry and Matt met in Fargo and reviewed old paper records in the Board’s fire safe Matt inherited when he was appointed as secretary. Many records were properly disposed, some archived at the capital, and a few saved. Matt needs follow-up from State archives office and than will finalize the online disposal report.

Matt said safe is now empty and asked what can be done with it. Perry motioned Matt can donate or give safe to whomever he sees fit. Jason seconded, none opposed, motion passed.

**New Business:**

**New inquiries/applicants for registration**

There were no official applicants to the Board. Perry had one new inquiry from KLJ reach-out and Perry encouraged the individual to submit an application.

**Board Nominations to fill upcoming Board Seat**

Perry reached out to an individual at NRCS and Matt talked to co-worker about serving on the Board. Matt shared recent email from Boards and Commissions Manager Dustin Assel and lack of 2-term limit in the law. Board discussed options to have policy or guidance regarding 2-term limits. Board also needs to re-adjust member terms to stagger per law. Bruce offered to stay on the board until a replacement is nominated. Perry willing to serve another term. Matt motioned to extend Bruce’s term to fill gap and realign staggered term expirations & nominated Perry for re-appointment. Jason seconded, no objections. Motioned passed. Matt will follow-up with Dustin.

**Website Updates and Hosting Platform**

Matt shared email from NDSU web-host stating current web-server will be obsolete by end of the year. Matt recommended hiring someone to transition to new website and thought Association would be interested in combining resources between the groups to have a shared website. Bruce mentioned he may know somebody in tech industry willing to help. Perry motioned to establish a website committee to transfer website that would include a minimum 1 individual from the registration board and 1 individual from the association. Matt seconded & nominated Perry to service on the website committee and to allow Board to invest up to $2,000 to establish a new website. Bruce inquired about potential annual fees and State IT officials. Perry motioned to keep annual website fees under $200. Jason seconded the motion. None opposed, website committee motion passed.

**Professional Exam Study Guide**

Perry provided an update to his previously distributed draft Study Guide. Matt mentioned SSSA has independent study guide already, so focus could be solely on ND practical exam. Discussion on references to include professional test info only. Perry will make additional edits ahead of next Fall meeting.

**Next Meeting-Tentative Dates**

Next meeting tentatively set for November 6th, 10am in Bismarck.

**Non-Agenda**

No non-agenda items.

Bruce moved to adjourn, Jason seconded.

**Meeting adjourned at 11:34pm**