

BOARD FOR PROFESSIONAL SOIL SCIENTISTS

MEETING MINUTES

The Board for Professional Soil Scientists met on July 16, 2003 at the Department of Professional and Occupational Regulation (DPOR), 3600 West Broad Street, Richmond, Virginia, with the following members present:

Alice L. Coles
David L. Davis
Ann F. Jennings
Carl D. Peacock, Jr.
William F. Sledjeski

Board members W. Lee Daniels and Donald R. Young were not present at the meeting.

Staff present for all or part of the meeting were:

Louise Fontaine Ware, Director
Karen W. O'Neal, Deputy Director of Regulatory Programs
Mark N. Courtney, Executive Director
Marian H. Brooks, Program Administrator
Steven L. Arthur, Deputy Director of Administration and Finance
Sharon Sweet, Director, Office of Education and Examination

No representative from the Office of the Attorney General was present.

Finding a quorum of the Board present, Mr. Sledjeski, Chair, called the meeting to order at 10:07 a.m. **Call to Order**

Ms. Jennings moved to approve the agenda as written. Mr. Peacock seconded the motion which was unanimously approved by members: Coles, Davis, Jennings, Peacock, and Sledjeski. **Approval of Agenda**

Mr. Davis moved to approve the minutes from the January 8, 2003, Board meeting as amended. Ms. Coles seconded the motion which was unanimously approved by members: Coles, Davis, Jennings, Peacock, and Sledjeski. **Approval of Minutes**

Leo Snead, Jr., introduced himself to the Board members as the President of the Virginia Association of Wetland Professionals (VAWP). Mr. Snead stated that the VAWP was ready to assist the Board in any way possible. **Public Comment**

Ms. Sweet spoke to the Board regarding the examination for the wetland delineator certification program. Ms. Sweet informed the Board that the VIMS/EPA grant proposal was not successful due to a lack of available funds. Ms. Sweet proposed to hire a vendor to assist the Board and staff in developing the examination and then staff would administer and grade the examination.

Discussion of Wetland Delineator Examination

After discussion, Mr. Peacock moved that Ms. Sweet move ahead with her proposal and that a committee comprised of the three wetland professionals of the Board, and subject matter experts as needed, work with Ms. Sweet in the development of the examination. Further, Mr. Peacock moved that the committee be delegated the authority to make decisions on behalf of the Board concerning the development of the wetland delineator certification examination. Mr. Sledjeski seconded the motion which was unanimously approved by members: Coles, Davis, Jennings, Peacock, and Sledjeski.

Board member training was conducted by Mr. Arthur of the Administration and Finance Division. Mr. Arthur provided information related to the Administration and Finance Division, such as the Division's organization, responsibilities, and budgetary process.

Board Member Training

The Board members discussed the proposed fees for soil scientists. After discussion, Ms. Jennings moved to adopt "Proposal B" which includes the following fee structure and to authorize Mr. Courtney, in conjunction with the Chair, to make any minor changes as necessary, on behalf of the Board, so that the regulations can be approved:

Review and Discuss Fees: Professional Soil Scientist Fees

<u>Fee Type</u>	<u>Proposal B</u>
Application	\$ 300
Renewal	260
Late Renewal	25
Reinstatement	300
Examination	150
Re-Examination (per part)	75

Mr. Peacock seconded the motion which was unanimously approved by members: Coles, Davis, Jennings, Peacock, and Sledjeski.

Mr. Courtney informed the Board members that the Department of Planning and Budget (DPB) had not approved the proposed regulations

Discussion of Wetland Delineator Regulations

previously adopted by the Board for the wetland delineator certification program due to concerns over the requirements contained in the Code of Virginia. Mr. Courtney also informed the Board members that the office of the Secretary of Commerce and Trade had approved the proposed regulations and that he was waiting on approval from the Governor's office before filing the proposed regulations with the *Register of Regulations* for public comment.

Mr. Courtney informed the Board members that the Department had entered into a Memorandum of Agreement with the Virginia Department of Health regarding the sharing of disciplinary information regarding Authorized On-Site Soil Evaluators.

**Update on Coordination
with VDH Regarding the
AOSE Program**

Ms. Jennings moved to elect Mr. Sledjeski as Chair through June 30, 2004. Mr. Peacock seconded the motion which was unanimously approved by members: Coles, Davis, Jennings, Peacock, and Sledjeski.

Election of Officers

Mr. David moved to elect Ms. Jennings as Vice-Chair through June 30, 2004. Mr. Sledjeski seconded the motion which was unanimously approved by members: Coles, Davis, Jennings, Peacock, and Sledjeski.

Mr. Sledjeski indicated that the Virginia Association of Professional Soil Scientists had inquired whether wall certificates could be made available for certified professional soil scientists. Mr. Courtney stated that he would research the matter and report back to the Board at its next meeting.

Other Business

Mr. Courtney informed the Board members that the Board Member Training Manual was now available on CD and provided CD's to all members present.

After discussion, the Board members agreed to receive only an agenda and then obtain the agenda materials from the Department's website.

Mr. Courtney informed the Board members that the Department would start accepting renewal payments on-line via the Department's website beginning with those regulants whose license, certificate or registration expire on August 31, 2003.

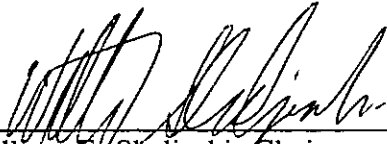
By consensus, the Board agreed to move the next scheduled meeting date from Wednesday, October 15, 2003, to Friday, October 10, 2003.

Conflict of Interest forms were completed by all members present.

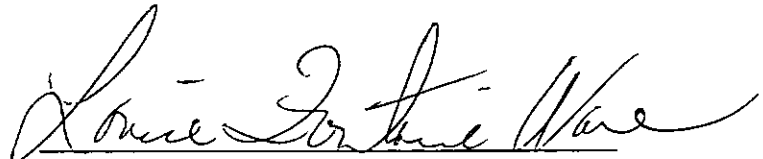
Conflict of Interest

There being no further business, the meeting was adjourned at 12:20
p.m.

Adjournment



William F. Sledjeski, Chair



Louise Fontaine Ware, Secretary

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Custodian of Records