

Nebraska Board of Geologists

**Board Meeting Minutes**

**January 31, 2013**

**215 Centennial Mall South, Large Conference Room, Lincoln, NE**

**CALL TO ORDER**

The meeting was held at 215 Centennial Mall South, 5<sup>th</sup> Floor, Lincoln, Nebraska. Chairperson Anderson called the meeting to order at 1:10pm and noted the location of the Public Meeting Statutes. Notice of the meeting was published on the Board's website and in the Lincoln Journal Star in compliance with the Open Meetings Act.

**Roll Call:** Dennis Anderson, Chairperson; Martha Link, Vice-Chairperson; Ralph Martin, Secretary; Thomas Correll; Andrew Grimm; Absent: Harmon Maher, David Svingen

**Staff Present:** Sandra Weaver, Administrator (AD); Jean Lais, Administrative Assistant (AA); Lisa Mathews, Compliance Officer (CO)

**Open Meetings Act Overview**

Notes taken at an Independent Agency Meeting on the Open Meetings Act provided for review.

**Public Comment/Appointments**

1:30 Char Scott -State Treasurer's Office - Online Renewal Processing (Section F, pages 21-23)

No other members of the public were present

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**A Consent Agenda**

**Meeting Minutes** – October 11, 2012 meeting minutes approved as presented

**Organizational Practice** – Certificates of Authorization

**Approved:** Weegar-Eide & Associates – Austin, TX (CAG0068); Marshall Miller & Associates Inc – Bluefield, VA (CAG0069); Adaptive Resources Inc – Scottsbluff, NE (CAG0070); WSP USA Corp – New York, NY (CAG0071)

**Action** Motion by Correll, second by Link to approve the Consent Agenda as presented. Voting Yes: Correll, Grimm, Link, Martin, Anderson; Voting No: None; Absent: Maher, Svingen

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**B Financial Matters**

**Budget Status Report** – October, November, December 2012

Personnel & Financial Center reports were provided for review. AD Weaver provided a copy of the Governor's proposed budget for Biennium 13/15. He is recommending the full request be granted. The Board's Budget Analyst, Doug Gibbs, suggested the Board write a letter of support for the proposed amount instead of making an appearance at the Budget hearing currently scheduled for February 26, 2013.

**Fund Summary Report** – October, November, December 2012

Personnel & Financial Center reports were provided for review. AD Weaver pointed out that the Cash Fund is at its highest point for this time of the year.

**MTD General Ledger Detail Report** – October, November, December 2012

Personnel & Financial Center reports were provided for review.

**Financial Profile FY 2010/2011** – October, November, December 2012

Graph was provided for review.

**Other Financial Matters**

**Memorandum of Understanding with Administrative Services** - The MOU states that each agency will have and maintain an internal control plan over financial reporting. The plan shall be implemented, tested and monitored by the agency.

**Administrative Service Contract with the Nebraska Board of Engineers and Architects**

Time and cost worksheets were provided to the board for review. The proposed new weighted hourly rate for FY13/14 is \$17.67. The proposed contract amount for FY13/14 is \$13,817 or \$3,454.25 per quarter. The contract was approved by the Nebraska Board of Engineers and Architects at their January 11, 2012, meeting. This is a decrease of \$633.00 from the previous contract.

**Mileage Change Notice from State Accounting** - Memo received from State Accounting

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stating the mileage rate will be increased to 56.5 cents as of January 1, 2013. The Board decided to start claiming mileage to and from board meetings.

**Review of Contract for Exam Proctor with Steve Sirek**

Steve Sirek has inquired about the possibility of increasing the hourly rate in the FY13/14 contract. The Board approved an increase to the same rate that NCEES pays their head proctors which is believed to be approximately \$17.00 per hour. AA Lais will inquire and find out the rate and then inform Sirek of the Board's proposal. If agreeable, the new contract will be reviewed and approved at the April board meeting.

**Action** Motion by Correll, second by Link to approve the Financial Matters as presented and discussed. Voting Yes: Correll, Grimm, Link, Martin, Anderson; Voting No: None; Absent: Maher, Svingen

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**C Applications**

Core Course Equivalency Chart, Rational for Core Courses and Course Equivalents were provided for review

**Applications for Licensure by Reciprocity**

**Approved:** Bruce McKenzie, OK; Robert Allbaugh, NE

**Applications for Licensure Reinstatement – None**

**Applications for Geologist Intern by ASBOG FG Exam – None**

**Applications for Licensure by FG/PG ASBOG Exams – None**

**Applications for Licensure by PG ASBOG Exam – None**

**Action** Motion by Martin, second by Link to approve the applications as reviewed and discussed. Voting Yes: Correll, Grimm, Link, Martin, Anderson; Voting No: None; Absent: Maher, Svingen

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**D Compliance**

**New Cases - None**

**Pending Cases - None**

**Compliance Issues**

**Future case assistance from the Attorney General's office (AG) –** At the Board's October meeting, the Board inquired about the costs associated with future compliance cases when an order or further assistance is needed. After consulting with the AG's office, CO Mathews reported she would be the one who drew up any future orders, therefore, any billable hours would be incorporated into the next year's administrative service contract.

Mathews left the meeting at 1:17p

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**E Committee Reports**

Officers Report – *None*

ASBOG – *None*

Office/Staff - *None*

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**F Old Business**

**Governance Issues**

**Statutes -** The final draft of the proposed statute revisions was provided for review. The bill was introduced on January 10, 2013, as Legislative Bill 91 (LB91).

The Nebraska Board of Engineers and Architects (NBEA) have also introduced LB7 with revisions to be made with regards to "electronic seal revision" systems and the physical signing of plans. After the bill was introduced, it was determined that this Board has the same language in statutes. It was proposed and agreed to proceed in adding an amendment to LB 91 to have the same revisions made. Copies of LB7 along with the hearing testimony from the

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NBEA Board's executive director were provided for reference.

**Action** Motion by Link, second by Correll to proceed to add the same language of LB7 into the LB91. Voting Yes: Correll, Grimm, Link, Martin, Anderson; Voting No: None; Absent: Maher, Svingen

### **Geologist Items**

**E-Commerce discussion with Treasurer's Office regarding online renewal processing**  
Char Scott, Sheri Nelsen, and Michelle Raphael from the State Treasures' (Treasurers) Office were present to answer any questions with regards to offering license renewals online. The Treasures' office contracts with Official Payments (OP) for the online payment portal. Discussions were held between OP, the Treasures' Office, and Board staff in December with regards to the Board's requirements for such a service. A summary of those discussions along with a price quote from OP were provided for review. All development costs are built into the per transaction cost.

The Board discussed who would pay the transaction fee. It was agreed that the fee would be passed onto the licensee if the statutes and rules allowed it. If not, the Board would pay the fee until a revision could be added to the statutes and/or rules. AD Weaver will check with the AG's office on the Board's authority over costs.

**Action** Motion by Link, second by Martin to move forward with the Treasurer's office and Official Payments to begin the development of the online renewal system. Voting Yes: Correll, Grimm, Link, Martin, Anderson; Voting No: None; Absent: Maher, Svingen

Weaver left the meeting at 1:25p

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## **G New Business**

### **Governance Issues**

Board Policies - *None*

Rules and Regulations - *None*

Statutes - *None*

### **Geologist Items**

**ASBOG Spring COE Workshop, April 5-6, 2013, Richmond, VA** – appointment of delegate  
No Board member was able to commit to attending the meeting at this time. It was approved to authorize up to two members to attend the workshop. Any interested person should contact Chairperson Anderson for approval prior to making any arrangements.

**Action** Motion by Link, second by Martin to send up to two members to the ASBOG Spring COE Workshop. Voting Yes: Correll, Grimm, Link, Martin, Anderson; Voting No: None; Absent: Maher, Svingen

Chairperson Anderson left the meeting at 1:27pm. The remaining agenda items were reviewed, but no action was taken for lack of a quorum.

**Revised Application Drafts** – AA Lais requested approval from the Board's officers to reformat the current Board applications and present them to the whole Board for approval. Draft copies of all applicable application were provided for review. Though discussion was held as to the revisions made and the reasoning behind the revisions, no action was taken and the item was tabled until the April 2013 meeting.

**Strategic Plan** – No discussion or action taken

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## **H General Information**

**Public Notice publication** – January 3, 2013 – Cancelled – No Quorum

**Public Notice publication** – January 31, 2013 – A public notice request was sent to the Lincoln Journal Star to publicize the January meeting.

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**Board meetings and schedule** – Maher has notified AA Lais that he cannot attend on Thursdays for this semester. Svingen has also notified AA Lais that he will be unavailable for the July meeting. It was suggested an email be sent and the conference room be checked for availability of changing the April 18<sup>th</sup> meeting to April 19<sup>th</sup>.

**Roster of Board members** – A roster of current members was provided

**Letter of Thanks** from ASBOG Executive Committee to the Board for hosting the 2012 Annual Meeting was provided.

**Reappointment Letter and Certificate for Harmon Maher** – A copy was provided. He was appointed to a full five year term.

**Licensing Trends (as of December 26, 2012)** – The Trends in Licensure and Fiscal Reports were provided.

**Other**

**October 2012 ASBOG Exam results** – A copy of the exam results was provided.

**Approved Board Policies & Record of Board Action to Change Statutes and Rules & Regulations** provided for review.

**Travel Policy** provided for review.

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**Meeting was adjourned at 2:10pm**

The next Board of Geologist board meeting will be held on April 18, 2013, at 1:00pm at 215 Centennial Mall South, Lincoln, Nebraska, fifth floor, large conference room.



Board Member



Date