



**VIRTUAL/TELECONFERENCE  
PROFESSIONAL HYDROLOGIST SECTION  
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS,  
HYDROLOGISTS, AND SOIL SCIENTISTS  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Brad Wojciechowski (608) 266-2112  
August 7, 2024**

*The following agenda describes the issues that the Section plans to consider at the meeting. At the time of the meeting, items may be removed from the agenda. Please consult the meeting minutes for a record of the actions of the Section.*

**AGENDA**

**9:00 A.M.**

**(OR IMMEDIATELY FOLLOWING THE PROFESSIONAL SOIL SCIENTIST  
SECTION MEETING)**

**OPEN SESSION – CALL TO ORDER – ROLL CALL**

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of May 1, 2024 (4)**
- C. Introductions, Announcements and Recognition
- D. Administrative Matters**
  - 1) Department, Staff and Section Updates
  - 2) Appointment of Liaisons and Delegation of Authorities
  - 3) Board Members – Term Expiration Dates:
    - a. Hirekatur, Ann D. – 7/1/2024
    - b. Hunt, Randall J. – 7/1/2012
    - c. Small, John – 7/1/2026
- E. Legislative and Policy Matters – Discussion and Consideration
- F. Administrative Rule Matters – Discussion and Consideration (5)**
  - 1) Preliminary Rule Draft of GHSS 1 and 3 **(6-13)**
  - 2) Pending or Possible Rulemaking Projects **(14)**
- G. Deliberation on Items Added After Preparation of Agenda:
  - 1) Introductions, Announcements and Recognition
  - 2) Administrative Matters
  - 3) Election of Officers
  - 4) Appointment of Liaisons and Alternates
  - 5) Delegation of Authorities

- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Public health Emergencies
- 11) Administrative Rule Matters
- 12) Liaison Reports
- 13) Board Liaison Training and Appointment of Mentors
- 14) Informational Items
- 15) Division of Legal Services and Compliance (DLSC) Matters
- 16) Presentations of Petitions for Summary Suspension
- 17) Petitions for Designation of Hearing Examiner
- 18) Presentation of Stipulations, Final Decisions and Orders
- 19) Presentation of Proposed Final Decisions and Orders
- 20) Presentation of Interim Orders
- 21) Petitions for Re-Hearing
- 22) Petitions for Assessments
- 23) Petitions to Vacate Orders
- 24) Requests for Disciplinary Proceeding Presentations
- 25) Motions
- 26) Petitions
- 27) Appearances from Requests Received or Renewed
- 28) Speaking Engagements, Travel, or Public Relation Requests, and Reports

#### H. Public Comments

**CONVENE TO CLOSED SESSION to deliberate on cases following hearing (s. 19.85(1)(a), Stats.); to consider licensure or certification of individuals (s. 19.85(1)(b), Stats.); to consider closing disciplinary investigations with administrative warnings (ss. 19.85(1)(b), and 440.205, Stats.); to consider individual histories or disciplinary data (s. 19.85(1)(f), Stats.); and to confer with legal counsel (s. 19.85(1)(g), Stats.).**

#### I. Deliberation of Items Added After Preparation of the Agenda

- 1) Education and Examination Matters
- 2) Credentialing Matters
- 3) DLSC Matters
- 4) Monitoring Matters
- 5) Professional Assistance Procedure (PAP) Matters
- 6) Petitions for Summary Suspensions
- 7) Petitions for Designation of Hearing Examiner
- 8) Proposed Stipulations, Final Decisions and Order
- 9) Proposed Interim Orders
- 10) Administrative Warnings
- 11) Review of Administrative Warnings
- 12) Proposed Final Decisions and Orders
- 13) Matters Relating to Costs/Orders Fixing Costs
- 14) Case Closings
- 15) Board Liaison Training
- 16) Petitions for Assessments and Evaluations
- 17) Petitions to Vacate Orders
- 18) Remedial Education Cases
- 19) Motions

- 20) Petitions for Re-Hearing
- 21) Appearances from Requests Received or Renewed

J. Consulting with Legal Counsel

**RECONVENE TO OPEN SESSION IMMEDIATELY FOLLOWING CLOSED SESSION**

K. Vote on Items Considered or Deliberated Upon in Closed Session, if Voting is Appropriate

L. Open Session Items Noticed Above Not Completed in the Initial Open Session

**ADJOURNMENT**

**NEXT MEETING: 2024 (TO BE DETERMINED)**

\*\*\*\*\*  
MEETINGS AND HEARINGS ARE OPEN TO THE PUBLIC, AND MAY BE CANCELLED WITHOUT NOTICE.

Times listed for meeting items are approximate and depend on the length of discussion and voting. All meetings are held virtually unless otherwise indicated. In-person meetings are typically conducted at 4822 Madison Yards Way, Madison, Wisconsin, unless an alternative location is listed on the meeting notice. In order to confirm a meeting or to request a complete copy of the board's agenda, please visit the Department website at <https://dsps.wi.gov>. The board may also consider materials or items filed after the transmission of this notice. Times listed for the commencement of disciplinary hearings may be changed by the examiner for the convenience of the parties. Requests for interpreters for the hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, or reach the Meeting Staff by calling 608-267-7213.

**VIRTUAL/TELECONFERENCE  
PROFESSIONAL HYDROLOGIST SECTION  
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS, AND  
SOIL SCIENTISTS  
MEETING MINUTES  
MAY 1, 2024**

**PRESENT:** Ann Hirekatur, Randall Hunt, John Small

**STAFF:** Brad Wojciechowski, Executive Director; Whitney DeVoe, Legal Counsel; Jacob Pelegrin, Administrative Rule Coordinator; Dialah Azam, Board Administration Specialist; and other Department staff.

**CALL TO ORDER**

Ann Hirekatur, Chairperson, called the meeting to order at 9:11 a.m. A quorum was confirmed with three (3) members present.

**ADOPTION OF AGENDA**

**MOTION:** Randall Hunt moved, seconded by John Small, to adopt the Agenda as published. Motion carried unanimously.

**APPROVAL OF MINUTES OF JANUARY 31, 2024**

**MOTION:** Randall Hunt moved, seconded by John Small, to approve the Minutes of January 31, 2024 as published. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** John Small moved, seconded by Randall Hunt, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 9:24 a.m.

**State of Wisconsin  
Department of Safety & Professional Services**

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Jake Pelegrin Administrative Rules Coordinator		<b>2) Date when request submitted:</b> 7/24/24 Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting																					
<b>3) Name of Board, Committee, Council, Sections:</b> Hydrologists Section																							
<b>4) Meeting Date:</b> 8/7/24	<b>5) Attachments:</b> <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b> <b>Administrative Rule Matters – Discussion and Consideration</b>  1. Preliminary Rule Draft of GHSS 1 and 3 (the Section already did a motion to recommend approval by the Joint Board) 2. Pending or possible rulemaking projects																					
<b>7) Place Item in:</b> <input checked="" type="checkbox"/> Open Session <input type="checkbox"/> Closed Session	<b>8) Is an appearance before the Board being scheduled?</b> <i>(If yes, please complete <a href="#">Appearance Request</a> for Non-DSPS Staff)</i>  <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>  N/A																					
<b>10) Describe the issue and action that should be addressed:</b>  Attachments: -Preliminary Rule Draft of GHSS 1 and 3  -Rule Projects Chart																							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><b>11)</b></td> <td style="width: 50%; text-align: center;"><b>Authorization</b></td> <td style="width: 20%;"></td> <td style="width: 20%;"></td> </tr> <tr> <td></td> <td style="text-align: center;"><i>Jake Pelegrin</i></td> <td></td> <td style="text-align: center;">7/24/24</td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>Signature of person making this request</b></td> <td colspan="2" style="border-top: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>Supervisor (if required)</b></td> <td colspan="2" style="border-top: 1px solid black; text-align: right;"><b>Date</b></td> </tr> <tr> <td colspan="2" style="border-top: 1px solid black;"><b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b></td> <td colspan="2" style="border-top: 1px solid black; text-align: right;"><b>Date</b></td> </tr> </table>				<b>11)</b>	<b>Authorization</b>				<i>Jake Pelegrin</i>		7/24/24	<b>Signature of person making this request</b>		<b>Date</b>		<b>Supervisor (if required)</b>		<b>Date</b>		<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>		<b>Date</b>	
<b>11)</b>	<b>Authorization</b>																						
	<i>Jake Pelegrin</i>		7/24/24																				
<b>Signature of person making this request</b>		<b>Date</b>																					
<b>Supervisor (if required)</b>		<b>Date</b>																					
<b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b>		<b>Date</b>																					
<b>Directions for including supporting documents:</b> 1. This form should be attached to any documents submitted to the agenda. 2. Post Agenda Deadline items must be authorized by a Supervisor and the Policy Development Executive Director. 3. If necessary, provide original documents needing Board Chairperson signature to the Bureau Assistant prior to the start of a meeting.																							

STATE OF WISCONSIN  
EXAMINING BOARD OF PROFESSIONAL GEOLOGISTS, HYDROLOGISTS AND  
SOIL SCIENTISTS

---

IN THE MATTER OF RULEMAKING	:	PROPOSED ORDER OF THE
PROCEEDINGS BEFORE THE	:	EXAMINING BOARD OF
EXAMINING BOARD OF PROFESSIONAL	:	PROFESSIONAL GEOLOGISTS,
GEOLOGISTS, HYDROLOGISTS AND	:	HYDROLOGISTS AND SOIL
SOIL SCIENTISTS	:	SCIENTISTS
	:	(CLEARINGHOUSE RULE )

---

PROPOSED ORDER

An order of the Examining Board of Professional Geologists, Hydrologists, and Soil Scientists to **amend** Chapter GHSS 3 (title) and GHSS 3.01; and to **create** GHSS 1.05 (4) and GHSS 3.07 to 3.14 relating to Professional Development for Professional Hydrologists.

Analysis prepared by the Department of Safety and Professional Services.

---

ANALYSIS

**Statutes interpreted:**

Sections 470.03 (2) and 470.07, Stats.

**Statutory authority:**

Sections 15.08 (5) (b), 227.11 (2) (a), 470.03 (1) (b), and 470.03 (2), Stats.

**Explanation of agency authority:**

Section 15.08 (5) (b), Stats., provides that each examining board “[s]hall promulgate rules for its own guidance and for the guidance of the trade or profession to which it pertains, and define and enforce professional conduct and unethical practices not inconsistent with the law relating to the particular trade or profession.”

Section 227.11 (2) (a), Stats., provides that “Each agency may promulgate rules interpreting the provisions of any statute enforced or administered by the agency, if the agency considers it necessary to effectuate the purpose of the statute, but a rule is not valid if the rule exceeds the bounds of correct interpretation.”

Section 470.03 (1) (b), Stats., states that the examining board shall “Upon the advice of the professional hydrologist section, promulgate rules establishing requirements and standards for the practice of professional hydrology by a person who is licensed as a

professional hydrologist under this chapter, including a code of ethics that governs the practice of professional hydrology.”

Section 470.03 (2), Stats., states that “Upon the advice of the appropriate section of the examining board, the examining board may promulgate rules that establish continuing education requirements that a person must satisfy to be eligible to renew a license that is issued under this chapter.”

**Related statute or rule:**

Rule in progress GHSS 1 and 2, relating to Professional Development for Professional Geologists (scope statement SS 043-23).

**Plain language analysis:**

The objective of the proposed rule is to add requirements for continuing education for professional hydrologists by creating additional renewal requirements in GHSS 1 and 3.

**Summary of, and comparison with, existing or proposed federal regulation:**

None.

**Comparison with rules in adjacent states:**

**Illinois:**

Illinois does not require licensure or registration of professional hydrologists.

**Iowa:**

Iowa does not require licensure or registration of professional hydrologists.

**Michigan:**

Michigan does not require licensure or registration of professional hydrologists.

**Minnesota:**

Minnesota does not require licensure or registration of professional hydrologists.

**Summary of factual data and analytical methodologies:**

The proposed rule was developed, in consultation with the GHSS Examining Board, by reviewing Wisconsin Administrative Code chapters GHSS 1 and 3, and making amendments and additions based on current professional hydrology practice.

**Analysis and supporting documents used to determine effect on small business or in preparation of economic impact analysis:**

The proposed rules will be posted for a period of 14 days to solicit public comment on economic impact, including how the proposed rules may affect businesses, local government units, and individuals.

**Fiscal Estimate and Economic Impact Analysis:**

The Fiscal Estimate and Economic Impact Analysis will be attached upon completion.

**Effect on small business:**

These proposed rules do not have an economic impact on small businesses, as defined in s. 227.114 (1), Stats. The Department’s Regulatory Review Coordinator may be contacted at [Jennifer.Garrett@wisconsin.gov](mailto:Jennifer.Garrett@wisconsin.gov) or (608) 266-2112.

**Agency contact person:**

Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53708-8366; telephone 608-267-0989; email at [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov).

**Place where comments are to be submitted and deadline for submission:**

Comments may be submitted to Jake Pelegrin, Administrative Rules Coordinator, Department of Safety and Professional Services, Division of Policy Development, 4822 Madison Yards Way, P.O. Box 8366, Madison, Wisconsin 53708-8366, or by email to [DSPSAdminRules@wisconsin.gov](mailto:DSPSAdminRules@wisconsin.gov). Comments must be received on or before the public hearing to be included in the record of rule-making proceedings.

---

TEXT OF RULE

SECTION 1. GHSS 1.05 (4) is created to read:

**GHSS 1.05 (4)** Except for as specified in s. 470.07, Stats., professional hydrologists shall comply with the continuing education requirements specified in ch. GHSS 3. For late renewal of a license or reinstatement of a license, further requirements for continuing education are listed in s. GHSS 3.13.

SECTION 2. Chapter GHSS 3 (title) is amended to read:

**Chapter GHSS 3**



PROFESSIONAL HYDROLOGIST LICENSE LICENSURE AND CONTINUING  
EDUCATION

SECTION 3. GHSS 3.01 is amended to read:

**GHSS 3.01 Authority and purpose.** The rules in this chapter are adopted under authority in ss. 15.08 (5) (b), 227.11 (2), 470.03 (1) (a), 470.03 (2), and 470.04, and 470.07, Stats. The purpose of the rules in this chapter is to interpret basic education, experience and examination requirements for licensure as a professional hydrologist as specified in ss. 470.04 and 470.05, Stats., and to govern biennial continuing education of professional hydrologists.

SECTION 4. GHSS 3.07 to 3.14 is created to read:

**GHSS 3.07 Continuing education requirements. (1)** Except as outlined in par. (a) or if granted a waiver under s. GHSS 3.12, beginning with the August 2026 biennial license renewal period, every licensee shall complete at least 4 hours of approved contact hours pertinent to the practice of professional hydrology which may include scientific, technical, ethical, or relevant managerial content.

(a) Between the initial license and the first renewal period, a new licensee shall not be required to comply with the continuing education requirements for the first renewal period.

(2) Approved continuing education programs and activities offered by acceptable sponsors or providers where continuing education credit may be obtained include any of the following:

(a) Successful completion of hydrology, natural science, or environmental science-related courses, presented by correspondence, internet, television, video or audio, and ending with examination or other verification processes. These may be worth a varying number of contact hours depending on the course provider.

(b) Successful completion of a college or university course in the area of hydrology, natural sciences, environmental sciences, or ethics. One semester credit hour of course work is equivalent to 15 contact hours and one quarter credit hour of course work is equivalent to 13.5 contact hours.

(c) Successful completion of professional hydrology, natural science, or environmental science coursework or programs offering contact hours on those topics.

(d) Active participation and successful completion of professional hydrology, natural science, or environmental science programs, seminars, tutorials, workshops, short courses, or in-house courses.

(e) Attending program presentations at related technical or professional meetings at which at least 50 minutes is spent discussing professional hydrology, natural science, or environmental science issues or attending a lecture on those topics, or both. Each approved meeting will be awarded one contact hour.

(f) Teaching or instructing courses or programs on a professional hydrology, natural science, or environmental science topic. Teaching credit is counted for teaching a course or seminar for the first time only and does not apply to faculty in the performance of their regularly assigned duties. Two contact hours will be awarded for every 50 minutes of teaching or presentation.

(g) Authoring professional hydrology, natural science, or environmental science-related papers, articles, or maps that appear in circulated journals or trade magazines or in published textbooks. Credit is earned in the biennium of publication.

(h) Field trips organized and run by professional or technical societies or in conjunction with meetings, conventions, or conferences shall be awarded one contact hour for each hour of duration.

(3) Continuing education requirements shall be completed within the preceding biennium and approved at the time of renewal under this section.

**GHSS 3.08 Compliance. (1)** Continuing education shall be completed within the preceding biennium.

(2) A licensee who fails to meet the continuing education requirements by the renewal date, as specified in s. 470.07, Stats., may not engage in the practice of professional hydrology until the license is renewed based upon proof of compliance with the continuing education requirements.

**GHSS 3.09 Standards for approval. (1)** To be approved for credit, a continuing education program shall meet all of the following criteria:

(a) The program includes instruction in an organized method of learning contributing directly to the professional competency of the licensee and pertains to subject matters which integrally relate to the practice of the profession.

(b) The program is conducted by individuals who have specialized education, training, or experience and are considered qualified concerning the subject matter of the program.

(c) The program provides proof of attendance or certificate of completion, which may include course completion examination, by the licensees and fulfills pre-established goals and objectives.

(2) The section may approve sponsors or providers for continuing education programs and activities including the following:

- (a) Courses sponsored by a technical or professional society or similar organization devoted to hydrologic, natural, or environmental sciences and education.
- (b) Accredited colleges, universities, or other educational institutions and schools of higher education.
- (c) Courses sponsored by a governmental unit.
- (d) Courses from any other provider approved by the section or its designee.
- (3) The section or its designee may make recommendations as to approval of courses, credit, contact hour value for courses, and other methods of earning credit.
- (4) Credit for college or technical school courses approved by a section shall be based upon course credit established by the college or technical school.

**GHSS 3.10 Certificate of completion, proof of attendance.** (1) Each licensee shall certify on the renewal application their full compliance with the continuing education requirements set forth in this chapter.

- (2) The section may require additional evidence demonstrating compliance with the continuing education requirements, including a certificate of attendance or documentation of completion or credit for the courses completed.
- (3) If there appears to be a lack of compliance with the continuing education requirements, the section shall notify a licensee in writing and request submission of evidence of compliance within 30 days of the notice.
- (4) The section may require a licensee to appear for an interview to address any deficiency or lack of compliance with the continuing education requirements.
- (5) A licensee may be subject to discipline by the board for failure to comply with subs. (2) to (4).

**GHSS 3.11 Recordkeeping.** It shall be the responsibility of the licensee to maintain records of continuing education hours for at least 2 biennia from the date on the certificate or statement of attendance is signed. A minimum of at least one contact hour is required for recordkeeping purposes, with increments of one-quarter contact hour allowed thereafter. The recordkeeping shall include all of the following:

- (1) The name and address of the sponsor or provider.
- (2) The title of the program or activity and a brief statement of the subject matter.

(3) Printed program schedules, registration confirmations or receipts, certificates of attendance or completion, examination scores, or other proof of participation.

(4) The number of hours attended by program or activity and the date and place of the program or activity.

**GHSS 3.12 Waiver of continuing education. (1)** A licensee may apply to the section for a postponement or waiver of the requirements of this chapter on grounds of prolonged illness or disability, or on other grounds constituting extreme hardship. The section shall consider each application individually on its merits, and the section may grant a postponement, partial waiver, or total waiver as deemed appropriate in the circumstances.

(2) A renewal applicant seeking renewal of license without having fully complied with the continuing education requirements shall file a renewal application along with the required fee, and a statement setting forth the facts concerning non-compliance and requesting a waiver of the requirements. The request for a waiver shall be made prior to the renewal date. Extreme hardship shall be determined on an individual basis by the hydrologist section. If the hydrologist section finds from the affidavit or any other evidence submitted that extreme hardship has been shown, the hydrologist section shall waive enforcement of the continuing education requirements for the applicable renewal period.

(3) A renewal applicant who requests a waiver of the continuing education requirements for extreme hardship shall file a renewal application along with the required registration fee and submit an affidavit which describes the circumstances of the hardship and provide any supporting documentation. The request for a waiver shall be submitted prior to the renewal date.

(4) A licensee who receives a waiver for continuing education on the basis of extreme hardship due to an incapacitating disability, medical illness, active military duty or other extenuating circumstance may be required to complete continuing education upon his or her return to the active practice of professional hydrology as determined necessary by the section to ensure the ability of the licensee to practice professional hydrology in a safe and competent manner.

**GHSS 3.13 Late renewal. (1)** Continuing education hours shall apply only to the biennium in which the hours are acquired. A licensee who applies for renewal after the renewal date specified in s. 440.08 (2) (a), Stats., shall submit proof to the section that the licensee has completed at least 4 continuing education hours during the 2 years immediately preceding the date of application for renewal and meet the requirements for late renewal specified in s. 440.08 (2) (a), Stats.

(2) Continuing education hours submitted to satisfy this requirement for late renewal shall not be used to satisfy continuing education requirements for a subsequent renewal.

(3) Subs. (1) and (2) pertain to a licensee applying for renewal of their license less than 5 years after its expiration, as stated in s. GHSS 1.05 (1). A licensee who applies for renewal more than 5 years after the expiration date must still comply with subs. (1) and (2), and go through the process for reinstatement as described in s. 440.08 (3) (b), Stats., and ss. GHSS 1.05 (2) (a) and (b).

**GHSS 3.14 Reciprocity.** An applicant for licensure from another state or jurisdiction who applies for license to practice as a professional hydrologist shall, in addition to the information required under s. GHSS 3.06, submit proof of completion of continuing education obtained in another jurisdiction within the 2 years prior to application.

SECTION 5. EFFECTIVE DATE. The rules adopted in this order shall take effect on the first day of the month following publication in the Wisconsin Administrative Register, pursuant to s. 227.22 (2) (intro), Stats.

---

(END OF TEXT OF RULE)

---

**Examining Board of Professional Geologists, Hydrologists and Soil Scientists**

Clearinghouse Rule Number	Scope #	Scope Expiration	Code Chapter Affected	Relating clause/ Summary	Current Stage	Next Step
	043-23	12/26/25	GHSS 1 and 2	<b>Professional Development - Geologists.</b> Review and update rules for continuing education and professional development for geologists.	Geologists section has done a motion to recommend approval of preliminary rule draft.	Board approval of preliminary rule draft for posting for EIA comments and submittal to Clearinghouse.
	063-23	2/28/2026	GHSS 1 and 3	<b>Professional Development - Hydrologists.</b> Review and update rules for continuing education and professional development for hydrologists.	Hydrologists section has done a motion to recommend approval of preliminary rule draft.	Board approval of preliminary rule draft for posting for EIA comments and submittal to Clearinghouse.