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**VIRTUAL/TELECONFERENCE  
PROFESSIONAL LAND SURVEYOR SECTION  
Virtual, 4822 Madison Yards Way, Madison  
Contact: Adam Barr (608) 266-2112  
March 31, 2022**

*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.**

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

- A. Adoption of Agenda (1-3)**
- B. Approval of Minutes of January 6, 2022 (4-8)**
- C. Introductions, Announcements and Recognition**
- D. Reminders: Conflicts of Interest, Scheduling Concerns**
- E. Administrative Matters**
  - 1) Department, Staff and Section Updates
  - 2) Board Members – Term Expiration Dates
    - a. Fedderly, Daniel – 7/1/2013
    - b. Martin, Christina C. – 7/1/2019
    - c. Myers, Dennis – 7/1/2025
    - d. Vaughn, Nathan A. – 7/1/2024
- F. Board Chair Meeting and Options for Addressing Department Resources – Discussion and Consideration**
- G. Legislative and Policy Matters – Discussion and Consideration**
  - 1) 2021 Wisconsin Senate Bill 232
- H. Administrative Rule Matters – Discussion and Consideration**
  - 1) Pending and Possible Rulemaking Projects (9-10)
- I. Credentialing Matters – Discussion and Consideration**
  - 1) Licenses Issued Between Meetings (11)
- J. Speaking Engagement(s), Travel, or Public Relation Request(s), and Reports – Discussion and Consideration**

- 1) Consideration of Attendance: National Council of Examiners for Engineers and Surveying (NCEES) Annual Meeting on August 23-26, 2022 in Carlsbad, CA

## **K. COVID-19 – Discussion and Consideration**

### **L. Discussion and Consideration of Items Added After Preparation of Agenda:**

- 1) Introductions, Announcements and Recognition
- 2) Election of Officers
- 3) Appointment of Liaison(s)
- 4) Delegation of Authorities
- 5) Administrative Matters
- 6) Education and Examination Matters
- 7) Credentialing Matters
- 8) Practice Matters
- 9) Legislative and Policy Matters
- 10) Administrative Rule Matters
- 11) Liaison Reports
- 12) Board Liaison Training and Appointment of Mentors
- 13) Informational Items
- 14) Disciplinary Matters
- 15) Presentations of Petitions for Summary Suspension
- 16) Petitions for Designation of Hearing Examiner
- 17) Presentation of Stipulations, Final Decisions and Orders
- 18) Presentation of Stipulations and Interim Orders
- 19) Presentation of Proposed Final Decision 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 Engagement(s), Travel, or Public Relation Request(s), and Reports

### **M. 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.).**

### **N. Deliberation on Division of Legal Services and Compliance (DLSC) Matters**

- 1) **Case Closings**
  - a. 20 LSR 005 – C.H. **(12-18)**
  - b. 20 LSR 006 – L.V. **(19-48)**
- 2) **Stipulations, Final Decisions and Orders**
  - a. 20 LSR 002 – James M. Gardner **(49-55)**

### **O. Deliberation of Items Added After Preparation of the Agenda**

- 1) Education and Examination Matters

- 2) Disciplinary Matters
- 3) Monitoring Matters
- 4) Professional Assistance Procedure (PAP) Matters
- 5) Petitions for Summary Suspensions
- 6) Petitions for Designation of Hearing Examiner
- 7) Stipulations, Final Decisions and Order
- 8) Stipulations and Interim Orders
- 9) Administrative Warnings
- 10) Review of Administrative Warnings
- 11) Proposed Final Decision and Orders
- 12) Matters Relating to Costs/Orders Fixing Costs
- 13) Case Closings
- 14) Board Liaison Training
- 15) Proposed Interim Orders
- 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

P. Consulting with Legal Counsel

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

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

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

**ADJOURNMENT**

**NEXT MEETING: JULY 14, 2022**

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 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 at 4822 Madison Yards Way, Madison, Wisconsin, unless otherwise noted. In order to confirm a meeting or to request a complete copy of the board's agenda, please call the listed contact person. 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 deaf or hard of hearing, or other accommodations, are considered upon request by contacting the Affirmative Action Officer, 608-266-2112, or the Meeting Staff at 608-266-5439.

**VIRTUAL/TELECONFERENCE  
PROFESSIONAL LAND SURVEYORS SECTION  
EXAMINING BOARD OF ARCHITECTS, LANDSCAPE ARCHITECTS,  
PROFESSIONAL ENGINEERS, DESIGNERS AND PROFESSIONAL LAND  
SURVEYORS  
JANUARY 6, 2022**

**PRESENT:** Daniel Fedderly, Christina Martin, Dennis Myers (*excused at 9:29 a.m., arrived at 9:30 a.m.; excused at 9:59 a.m., arrived at 10:00 a.m.*), Nathan Vaughn

**STAFF:** Adam Barr, Executive Director; Jon Derenne, Legal Counsel; Sophia Anderson, Administrative Rules Coordinator; Megan Glaeser, Bureau Assistant; and other Department Staff

**CALL TO ORDER**

Daniel Fedderly, Chairperson, called the meeting to order at 9:08 a.m. A quorum was confirmed with four (4) members present.

**ADOPTION OF AGENDA**

**Amendments to the Agenda**

- Closed Session: **REMOVE** item “M. Deliberation on Division of Legal Services and Compliance (DLSC) Matters; 1) Case Closings; a. 20 LSR 006 – L.V.”

**MOTION:** Dennis Meyers moved, seconded by Christina Martin, to adopt the Agenda as amended. Motion carried unanimously.

**APPROVAL OF MINUTES OF NOVEMBER 4, 2021**

**MOTION:** Christina Martin moved, seconded by Nathan Vaughn, to approve the Minutes of November 4, 2021 as published. Motion carried unanimously.

**ADMINISTRATIVE UPDATES**

**Election of Officers**

*Slate of Officers*

**NOMINATION:** Christina Martin nominated the 2021 slate of officers to continue in 2022.

Adam Barr, Executive Director, called for nominations three (3) times.

The Slate of Officers were elected by unanimous voice vote.

<b>ELECTION RESULTS</b>	
<b>Chairperson</b>	Daniel Fedderly
<b>Vice Chairperson</b>	Christina Martin

Secretary	Dennis Myers
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**Appointment of Liaisons and Alternates**

LIAISON APPOINTMENTS	
<b>Credentialing Liaison</b>	Daniel Fedderly <i>Alternate: Nathan Vaughn</i>
<b>Continuing Education Liaison</b>	Christina Martin, <del>Nathan Vaughn</del> <i>Alternate: Nathan Vaughn</i>
<b>Monitoring Liaison</b>	Christina Martin <i>Alternate: Dennis Myers</i>
<b>Professional Assistance Procedure (PAP) Liaison</b>	Christina Martin <i>Alternate: Dennis Myers</i>
<b>Travel Authorization Liaison</b>	Christina Martin, <del>Nathan Vaughn</del> <i>Alternate: Nathan Vaughn</i>
<b>A-E Rules Committee</b>	<del>Christina Martin</del> , Daniel Fedderly <i>Alternate: Christina Martin</i>
<b>Screening Panel</b>	Christina Martin, Nathan Vaughn <i>Alternate: Daniel Fedderly</i>

**Delegation of Authorities**

***Document Signature Delegations***

**MOTION:** Christina Martin moved, seconded by Dennis Myers, to delegate authority to the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to sign documents on behalf of the Section in order to carry out its duties. Motion carried unanimously.

**MOTION:** Christina Martin moved, seconded by Dennis Myers, in order to carry out duties of the Section, the Chairperson (or in absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) has the ability to delegate signature authority for purposes of facilitating the completion of assignments during or between meetings. The members of the Section hereby delegate to the Executive Director or

DPD Division Administrator, the authority to sign on behalf of a section member as necessary. Motion carried unanimously.

*(Dennis Myers was excused at 9:29 a.m.)*

#### ***Delegated Authority for Urgent Matters***

**MOTION:** Christina moved, seconded by Nathan, that in order to facilitate the completion of urgent matters between meetings, the Section delegates its authority to the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession), to appoint liaisons to the Department to act in urgent matters. Motion carried unanimously.

*(Dennis Myers arrived at 9:30 a.m.)*

#### ***Delegation to Chief Legal Counsel Due to Loss of Quorum***

**MOTION:** Christina moved, seconded by Nathan, to delegate the review and authority to act on disciplinary cases to the Department's Chief Legal Counsel due to lack of/loss of quorum after two (2) consecutive meetings. Motion carried unanimously.

#### ***Monitoring Delegations***

##### **Delegation of Authorities for Monitoring**

**MOTION:** Nathan Vaughn moved, seconded by Dennis Myers, to adopt the "Roles and Authorities Delegated for Monitoring" document as presented in the January 6, 2022 agenda materials on pages 15-16. Motion carried unanimously.

##### **Delegation of Authorities for Legal Counsel to Sign Monitoring Orders**

**MOTION:** Christina Martin moved, seconded by Nathan Vaughn, to delegate to Legal Counsel the authority to sign Monitoring orders that result from Section meetings on behalf of the Section Chairperson. Motion carried unanimously.

#### ***Credentialing Authority Delegations***

##### **Delegation of Authority to Credentialing Liaison (Denial Decisions)**

**MOTION:** Dennis Myers moved, seconded by Nathan Vaughn, to delegate authority to the Credentialing Liaison(s) to serve as a liaison between the Department and the Section and to act on behalf of the Section in regard to credentialing applications or questions presented to them, including the signing of documents related to applications, except that potential denial decisions shall be referred to the full Section for final determination. Motion carried unanimously.

**Delegation of Authority for Predetermination Reviews**

**MOTION:** Christina Martin moved, seconded by Nathan Vaughn, to delegate authority to the Department Attorneys to make decisions regarding predetermination applications pursuant to Wis. Stat. § 111.335(4)(f). Motion carried unanimously.

**Delegation of Authority for Conviction Reviews**

**MOTION:** Dennis Myers moved, seconded by Nathan Vaughn, to delegate authority to the Department Attorneys to review and approve applications with convictions which are not substantially related to the practice of professional land surveying. Motion carried unanimously.

**Delegation of Authority for Reciprocity/Endorsement Reviews**

**MOTION:** Nathan Vaughn moved, seconded by Christina Martin, to delegate authority to the Department Attorneys to review and approve reciprocity/endorsement applications in which the out of state license requirements meet or exceed the Section's requirements for licensure. Motion carried unanimously.

***Delegated Authority for Application Denial Reviews***

**MOTION:** Dennis Myers moved, seconded by Christina Martin, to delegate authority to the Department's Attorney Supervisors to serve as the Section's designee for purposes of reviewing and acting on requests for hearing as a result of a denial of a credential. Motion carried unanimously.

***Voluntary Surrenders***

**MOTION:** Nathan Vaughn moved, seconded by Christina Martin, to delegate authority to the assigned case advisor to accept or refuse a request for voluntary surrender pursuant to Wis. Stat. § 440.19 for a credential holder who has a pending complaint or disciplinary matter. Motion carried unanimously.

***Continuing Education Liaison Delegation(s)***

**MOTION:** Christina Martin moved, seconded by Nathan Vaughn, to delegate authority to the Continuing Education Liaison(s) to address all issues related to continuing education. Motion carried unanimously.

***Authorization for DSPS to Provide Section Member Contact Information to National Regulatory Related Bodies***

**MOTION:** Christina Martin moved, seconded by Dennis Myers, to authorize the Department staff to provide national regulatory related bodies with all

Section member contact information that the Department retains on file.  
Motion carried unanimously.

*(Dennis Myers was excused at 9:59 a.m.)*

***Optional Renewal Notice Insert Delegation***

**MOTION:** Christina Martin moved, seconded by Nathan Vaughn to designate the Chairperson (or, in the absence of the Chairperson, the highest-ranking officer or longest serving section member in that succession) to provide a brief statement or link relating to section-related business within the license renewal notice at the Section's or Section designee's request. Motion carried unanimously.

*(Dennis Myers arrived at 10:00 a.m.)*

***Travel Authorization Liaison Delegation***

**MOTION:** Christina Martin moved, seconded by Nathan Vaughn, to delegate authority to the Travel Authorization Liaison to approve any Section member travel to and/or participation in events germane to the Section, and to designate representatives from the Section to speak and/or act on the Section's behalf at such events. Motion carried unanimously.

**ADJOURNMENT**

**MOTION:** Dennis Myers moved, seconded by Nathan Vaughn, to adjourn the meeting. Motion carried unanimously.

The meeting adjourned at 10:26 a.m.



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

**AGENDA REQUEST FORM**

<b>1) Name and title of person submitting the request:</b> Dana Denny		<b>2) Date when request submitted:</b> 03/21/2022 <small>Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting</small>																						
<b>3) Name of Board, Committee, Council, Sections:</b> Professional Land Surveyor Section of the Examining Board of Architects, Landscape Architects, Professional Engineers, Designers and Professional Land Surveyors																								
<b>4) Meeting Date:</b> 03/31/2022	<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> Administrative Rule Matters – Discussion and Consideration 1. Rule Projects Chart 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>  Attachment: <ul style="list-style-type: none"> <li>• Rule Projects Chart</li> </ul> Copies of current Board Rule Projects Can be Viewed Here: <a href="https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx">https://dsps.wi.gov/Pages/RulesStatutes/PendingRules.aspx</a>																								
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 10%;"><b>11)</b></td> <td style="width: 60%; text-align: center;"><b>Authorization</b></td> <td style="width: 30%;"></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"><i>Dana Denny</i></td> <td style="border-bottom: 1px solid black; text-align: right;">03/21/22</td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Signature of person making this request</b></td> <td style="text-align: right;"><b>Date</b></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black; text-align: right;"> </td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Supervisor (if required)</b></td> <td style="text-align: right;"><b>Date</b></td> </tr> <tr> <td></td> <td style="border-bottom: 1px solid black;"> </td> <td style="border-bottom: 1px solid black; text-align: right;"> </td> </tr> <tr> <td></td> <td style="text-align: right;"><b>Executive Director signature (indicates approval to add post agenda deadline item to agenda)</b></td> <td style="text-align: right;"><b>Date</b></td> </tr> </table>				<b>11)</b>	<b>Authorization</b>			<i>Dana Denny</i>	03/21/22		<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>
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<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.																								

**Land Surveyor Section of the A-E Examining Board  
Rule Projects (updated 03/21/22)**

<b>Clearing house Rule Number</b>	<b>Scope #</b>	<b>Scope Expiration</b>	<b>Code Chapter Affected</b>	<b>Relating clause/ Summary</b>	<b>Current Stage</b>	<b>Next Step</b>
21-020	080-19	2/19/2022	A-E 2	General requirements and procedures. Amendments to ensure requirements are current with standards of practice and consistent with Statutes. Update to ensure compliance with 2017 Act 108.	Legislative Review. Adoption Order ready for 4/12/22 A-E Rules Meeting.	After Legislative Review is over, if there are no objections, we can adopt the rule.
21-019	082-19	2/19/2022	A-E 8	Professional Conduct Update to ensure compliance with 2017 Act 108.	Legislative Review. Adoption Order ready for 4/12/22 A-E Rules Meeting.	After Legislative Review is over, if there are no objections, we can adopt the rule.
	112-24	6/20/2024	A-E 4 and 13	Engineer in training credential. Provide more clarity as to the required education and review acceptable credentialing agencies for continuing education.	Published on 11/01/21. JCRAR requested a Preliminary Public Hearing on the Scope, scheduled for April 12, 2022. Implementation is on hold until after the Public Hearing.	Public Hearing on 4/12/22.
	112-21	6/20/24	A-E 2, 7, and 8	Clarification on definitions of seal and stamps, requirements for electronic signatures, and clean up redundant words or sentences.	Scope implemented on 1/18/22. Currently drafting rule.	Chair will need to sign for implementation.

## AGENDA REQUEST FORM

<b>1) Name and Title of Person Submitting the Request:</b>  Erin Doyle – LPPA – DPCP	<b>2) Date When Request Submitted:</b>  <b>03/08/2022</b> Items will be considered late if submitted after 12:00 p.m. on the deadline date which is 8 business days before the meeting
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**3) Name of Board, Committee, Council, Sections:**  
 Professional Land Surveyor

<b>4) Meeting Date:</b> 03/31/2022	<b>5) Attachments:</b> <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No	<b>6) How should the item be titled on the agenda page?</b>  Licenses granted since last meeting 01/06/2022
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<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>  <input type="checkbox"/> Yes (Fill out Board Appearance Request) <input checked="" type="checkbox"/> No	<b>9) Name of Case Advisor(s), if required:</b>
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**10) Describe the issue and action that should be addressed:**  
  
 Licenses granted since last meeting 01/06/2022

PROFESSION NAME	METHOD	METHOD DESCRIPTION	AUTHORITY NAME	COUNT
Professional Land Surveyor(8)	ASSOC & 4 YR EXP	Associate Degree and 4 Years Experience	Professional Land Surveyor Section	4
Professional Land Surveyor(8)	BACH & 2 YR EXP	Bachelors Degree and 2 Years Experience	Professional Land Surveyor Section	1
Professional Land Surveyor(8)	COMITY	By Comity	Professional Land Surveyor Section	1
Professional Land Surveyor(8)	COMTYNCEES	By Comity - NCEES	Professional Land Surveyor Section	2

**11) Authorization**

Signature of person making this request  Erin Doyle	Date  03/08/2022
Supervisor (if required)	Date
Executive Director signature (indicates approval to add post agenda deadline item to agenda)	Date

**Directions for including supporting documents:**

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.