

ECI Board of Directors Meeting Minutes

These Minutes have been prepared based on the published Agenda Items of the Board of Directors conducted in Open Session in accordance with the ECI By-Laws. Items discussed were listed on this Agenda noticed on the date below. Where indicated, the Items were not taken in the same order as shown on the meeting notice. The ECI Board took actions were indicated in these Minutes, and these Minutes accurately reflect a summary of those Actions. Each Motion was set forth and voted on. The Motion as worded herein, is the accurate and true record. Where adopted, the vote was a majority (or as specified in the By-Laws). Where rejected and deferred, the Minutes so indicate.

Notice Date:	7 March 2023	Called by: BOD		
Meeting Date:	24 March 2023	Location: Zoom		
Meeting Type:	Zoom Teleconferenc	Notes: L. Holland		
Attendees:	Board of Directors	President Robert Anderson Vice President Mark Goldsmith Past President John Peterson Treasurer Mike Chase Secretary Jim O'Tousa Director Francisco Urueta Director Jeremiah Walker Director Melissa McKinney		
Item Presenter				
ltem 1:	ROLL CALL & OPENIN	NG COMMENTS	RWA	
Summary:	Roll call			
Actions:	-			
ltem 2:	MEETING MINUTE A	PPROVAL	LH	
	-	ary 2023 Minutes. ector Goldsmith, Second by Director Peterson to tes as presented. Nay: 0 Abstain: 0	approve previous	



EnviroCert International, Inc. BOD Meeting Minutes – 24 March 2023

MEETING ITEMS

Item

Presenter

MM

Item 3: REVIEW OF NEW POLICY STATEMENTS

Summary:

i. Proposed Statement 1:

ECI staff who meet the above defined certification requirements will be permitted to obtain the certification through application, training, and passing the examination.

Addition to Policies:	NGICP Policy Manual	
	ECI Application Policy	

Action Item: Motion by Director Peterson, Second by Director Goldsmith to approve the statement above as presented. Ayes: 8 Nay: 0 Abstain: 0

Motion 1122-23.10

ii. Proposed Statement 2:

In the event of a perceived or actual security breach, Prometric must stop the examination immediately and are to notify ECI within twenty-four (24) hours. All details, including video recording of examination, are to be provided to ECI for review. ECI staff will review all information, and if it is determined a breach by the examinee has taken place, staff will begin an ethics complaint as outlined in PS 6013 Code of Ethics and Professional Conduct Policy. The candidate will not be allowed to re-test or move forward with certification until the ethics complaint and determination have been completed.

Addition to Policies/Documents: ECI/Prometric Proctoring Procedures ECI Exam Proctors Policies Pro-Proctor Client Practice Document

Action Item: Motion by Director Peterson, Second by Director Goldsmith to approve the statement above as presented.

Motion by Director Peterson, Second by O'Tousa to approve the amended statement (above).

Ayes: 8 Nay: 0 Abstain: 0

Motion 1123-23.10



MEETING ITEMS

Item		Presenter
ltem 4:	NGICP TRAINING HOURS REQUIREMENTS	RWA
Summary: i.	General discussion – Staff memo	
,, Education		
Colleg	School or GED le Diploma red Total Professional Experience / Education Credit (min)	Not required Not required See below
Education C	redit	
Associate Associate No Degre Bachelor's Bachelor's	ool or GED degree in science, planning, or construction management * degree in a non-related field ** e but Professional License (PE, LA, PG, PH) * s Degree in science, planning, or construction management s Degree in a non-related field ** degree in all above areas or Law ***	0.25 years 1.25 years

Professional Experience / Education Requirements

Category B: 0 to 1.99 years

Thirty-five (35) minimum hours of training. This can be completed either In-Person or Virtual or through Hybrid (nineteen (19) hours LMS and sixteen (16) hours In-Person or Virtual or on-line training prepared by ECI. This training shall have a field or video component that shows construction, inspection, and maintenance techniques and practices for GI practices.

Category B: 2 years to 4.99 years

Minimum of nineteen (19) hours of training through LMS with a signed self-declaration of completion, or a minimum of sixteen (16) hours of In-Person or Virtual training. This training shall include a field or video component that shows construction, inspection, and maintenance techniques and practices.

If the candidate fails the exam more than 2 times, the candidate will be required to re-take and recertify the review or have a letter from an approved trainer that the candidate has been provided with the appropriate training.



5 years or greater

Signed self-declaration including a description and photographs of Green Infrastructure projects that you have personally been involved in installation, inspection, and/or maintenance.

If the candidate fails the exam more than 2 times, the candidate will be required to take the LMS training and recertify the review or have a letter from an approved trainer that the candidate has been provided the appropriate training.

Notes

* ECI reserves the right to review various State licensing not listed to determine applicability

** Not all science, planning, and construction management degrees apply to every certification. Non-related degrees will be given half-credit

*** Graduate degrees not in the sciences will not receive any additional credit above a Bachelor's

Action Item: Motion by Director Peterson, Second by Director Urueta to adopt the NGIC				
Training Hours Requirements as presented.				
Ayes: 8	Nay: 0	Abstain: 0		

Motion 1124-23.10

Item 5: TECHNICAL EXECUTIVE COUNCIL (TEC) FORMATION RWA

Summary:

- *i.* General discussion
 - Summary: **TEC will establish and approve formal technical policy for ECI.**

Action Item:Motion by Director Peterson, Second by Director Goldsmith to approve.the Technical Executive Council (TEC) Formation.Ayes:8Nay:0Abstain:0

Motion 1125-23.10

<u>Board Direction</u>: President Anderson shall prepare a letter for the Certification Committee Chairs to explain this policy.



ltem	MEETING ITEMS	
nem		Presenter
ltem 6:	NEW BUSINESS AND QUESTIONS	RWA
Summary:	None	
Action Item:	-	
ltem 7:	SCHEDULE FOR NEXT BOD MEETING	RWA
Summary:	None	
Action Item:	TBD	
ltem 8:	MEETING DISMISSAL	
Summary:	Adjourned at 8:29 am PST	
Action Item:	-	
	Recorded Board Actions	

Motions: 1122-23.10 through Motion 1125-23.10