

**MINUTES**  
**SC Soil Classifiers Advisory Council Meeting**  
**September 13, 2022 at 10 a.m. by Virtual Video/Teleconference**

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**Call to Order and Introduction of Council Members and All Other Persons Attending**

Chairman Thorp called the meeting to order at 10:02 a.m.

Other members participating included Chris Fincham, Vice-Chairman and M. Lance Brewington.

Staff attending included Emily Farr, Agency Director; Patrick Jarvis, Director of Finance; Lauren Wright, Finance Manager; Katie Phillips, Director of Governmental Affairs; Joseph Epting, Esq., Office of Advice Counsel; Pam Dunkin, Administrator; Johnnie Rose, Program Coordinator; and Sherri Moorner, Program Assistant.

Others attending included David Vaughan, SC Department of Health and Environmental Control (DHEC); Britt Bugey; Ty Hawkins; Tyler Sgro; and Katherine Boone (Creel Court Reporting).

**Statement of Public Notice**

Mr. Thorp stated that Public notice of this meeting was properly posted at the S.C. Soil Classifiers Advisory Council office, Synergy Business Park, Kingstree Building, and provided to all requesting persons, organizations, and news media in compliance with Section 30-4-80 of the South Carolina Freedom of Information Act. The meeting is being held via video and teleconference. Members of the public who wish to attend may do so by telephone or the Internet. For login information, please call (803)896-4580 or email [Contact.Soil@lir.sc.gov](mailto:Contact.Soil@lir.sc.gov).

**Approval of Agenda**

**MOTION:** To approve the agenda.  
DeFrancesco/Brewington/approved.

**Approval of Excused Absences**

**MOTION:** To excuse Randall Fowler from the meeting.  
DeFrancesco/Fincham/approved

**License Fee Analysis and Consideration of Amendment to Regulation 10-40**

Director Farr said the Council generates an average of \$9,000 per year, but expenses are \$13,000 - \$14,000 per year. The Council had \$200,000 transferred into their account and voted for a 25% fee increase in 2019. The fee increase was withdrawn in the 2020 session due to COVID, so another vote is required for proposal in the 2023 Legislative Session. She presented Council with two scenarios: the first is the original 25% increase they approved in 2019, and the second is a 50% increase that shows better results in the budget projections.

**MOTION:** To adopt the 50% fee increase.  
DeFrancesco/Thorp/approved

**Chairman's Remarks**

Mr. Thorp said the professional soil classifiers are in a high business cycle. The DHEC backlog generates a

lot of business in the private sector. It is important for the soil profession to work with DHEC to help reduce this backlog.

### **Approval of Minutes**

Mr. Thorp asked a motion to approve the minutes of the March 15, 2022, meeting.

**MOTION:** To approve the minutes of the March 15, 2022, meeting.  
Fincham/DeFrancesco/approved

### **Administrative Report**

Mrs. Dunkin gave the Administrative Report:

- Mrs. Dunkin introduced Joseph Epting as the new Advice Counsel.
- The Council currently has 44 licensed soil classifiers and 1 certified Soil Classifier-in-Training.
- The Council had a cash balance of \$51,834.94 as of July 31, 2022.
- Document 5103 with proposed changes to Onsite Wastewater Systems were approved by Ratification No. 1132 on April 25, 2022 and went into effect on May 27, 2022.
- Mrs. Moorer has contacted the Council members with terms ending in the next year with instructions to submit that information. They should send a letter of intent to the Director's office if they are interested in serving another term.
- Staff are working on a newsletter to post on the website in October. Suggestions for content are due by close of business on September 23, 2022.
- License renewals will open on November 1, 2022. Email validations will be sent to all active licensees in September, with additional information to follow with instructions to renew when license renewals are open. Renewals are due by January 31, 2023. There is a two-month grace period for renewals with a late penalty fee through March 31, 2023.
- The next Council meeting will be on March 14, 2023.

### **Office of Investigations and Enforcement Report**

Mrs. Dunkin said there are no cases in the Office of Investigations and Enforcement.

### **Investigative Review Committee Report**

Mrs. Dunkin said there is no Investigative Review Committee report.

### **Office of Disciplinary Counsel Report**

Mrs. Dunkin said there are no cases in the Office of Disciplinary Counsel.

### **Council Member Reports**

There were no Council member reports.

## **DHEC Permitting**

Mr. Vaughan said the Department of Health and Environmental Control is carrying a 3,000-application backlog. Applications that require a soil classifier or engineer come through the central office in Columbia, which will expedite these applications and reduce the workload in the regional offices. He has submitted an email to request that soil classifiers to notify DHEC if a customer who has applied for a permit hires them. This will prevent duplication of services and additional costs to customers. DHEC is also working on emergency procurement contracts. The contracts are geographically based and have a 30-45 day turnaround time. The purpose is to find a fair sales pitch without undercutting the market. Mr. Vaughan encouraged collaboration between the soil classifiers and DHEC to reduce the backlog and return to an ideal model of doing more oversight and auditing processes. DHEC is also transferring to an electronic processing form, which should expedite processing. This will be in place in October or November.

## **Old Business**

### **1. Regulatory Review of Chapter 108.**

Mr. Epting told the Council they are required to do a review of the regulations every five years to determine if there are any regulations they want to remove, add, or amend. They began this discussion at the last meeting, but asked for additional time to review the regulations.

**MOTION:** That there are no changes, amendments, or deletions to the regulations, and to authorize the Chairman to sign any agreements to this effect.  
DeFrancesco/Fincham/approved

### **1. Update on CE Broker.**

Mrs. Dunkin said the agency would like to allow the Boards to decide if CE Broker is mandatory for licensees. Deb Carter gave a presentation to the Board at the March 15, 2022, meeting to describe the services they provide to assist with continuing education documentation, tracking, and audits.

**MOTION:** To adopt CE Broker as the mandatory CE tracker.  
DeFrancesco/Brewington/approved with three "aye" votes and one "nay" vote

## **New Business**

### **1. Professional Soil Classifiers and DHEC.**

Mrs. Dunkin provided the Council members with the email Mr. Vaughan provided to send to the Professional Soil Classifiers in regards to notifying DHEC of taking on clients who have applied for a standard perk test. Council reviewed the email and determined it was acceptable to send to all licensees by email.

### **2. Licensure Parameters for Application Reviews.**

Mrs. Dunkin said there was a discussion about streamlining the application review process at the last meeting. Currently, all five Council members have to review applications for licensure. She asked if they would like to establish parameters to expedite the process.

**MOTION:** To move forward on application processing based on a quorum vote.  
Fincham/DeFrancesco/approved

**3. 2023 Meeting Dates.**

**MOTION:** To adopt March 14, 2023, and September 12, 2023 as meeting dates.  
DeFrancesco/Fincham/approved

Meetings will be held by WebEx Webinar and teleconference.

**4. Election of Officers.**

**MOTION:** For continuation of the Chairman and Vice-Chairman.  
DeFrancesco/Fincham/approved

**Public Comments**

There were no public comments.

**Notice of Next Meeting**

The next meeting of the SC Soil Classifiers Advisory Council will be held on Tuesday, March 14, 2023, and will begin at 10 a.m.

There being no further business:

**MOTION:** To adjourn.  
Fincham/DeFrancesco/approved

The meeting adjourned at 12:31 p.m.

Respectfully Submitted,

*Sherri F. Moorer*

Sherri F. Moorer, Program Assistant