



Annual Board Meeting

June 17, 2025

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Meeting number: 2555 386 3556

Annual Board Meeting

Tab 1

Call to Order

- 1.1 Roll Call
- 1.2. Order of Agenda

OPEN SESSION RECONVENES: Approximately 9:30 am



Annual Board Meeting Agenda

DATE & TIME: June 17, 2025 9:00 am

LOCATION: Seattle Airport Marriott
Olympia Suite
3201 S. 176th St
Seattle, WA, 98188

and Or

WebEx Link
[WebEx Link](#)

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US Toll

ATTENTION: All meetings are open to the public except when business calls for Executive Session. During the Executive Session all guests will be excused. Start times are subject to change by the Board or Committee Chair.

OPEN SESSION

1. Call to Order

- 1.1. Roll Call
- 1.2. Order of Agenda

EXECUTIVE SESSION: The chair will announce the purpose and estimated duration for Executive Session. No formal actions will be taken during the Executive Session. Once the Executive Session concludes, the Board will take a break to announce and invite visitors to the Open Session.

OPEN SESSION RECONVENES: Approximately 9:30 am

2. Call to Order Continued

- 2.1. Approval of April 17, 2025 Meeting Minutes
- 2.2. Public Comment Opportunity

3. Disciplinary Action

- 3.1. Case Deliberation
- 3.2. Disciplinary Report

4. Committee Reports

- 4.1. Exam Qualifications Committee
- 4.2. Executive Committee
- 4.3. Practice Committee
- 4.4. Structural Committee
- 4.5. Survey Committee
- 4.6. On-Site Wastewater Ad-Hoc Committee

BREAK APPROXIMATELY 12:00 PM – 12:30 PM

5. New Business

- 5.1. Approval of Draft Language and CR102 for WAC 196-25 *(PC)*
- 5.2. Approval of CR101 for WAC 196-09 *(PC)*
- 5.3. Approval of Draft Language and CR102 for WAC 196-16 *(SC)*
- 5.4. RCW 18.43 Changes *(PC/EQC)*
 - 5.4.1. Discussion of Legislative Presentation *(EC)*
 - 5.4.2. Approval of Board Position
- 5.5. Changes to Work Experience Verification Forms *(EQC/SE)*
- 5.6. Outreach Strategic Plan *(EC)*
- 5.7. NCEES Western Zone Meeting Update
- 5.8. Nominating Committee Recommendation for 25-26 Board Chair/Vice Chair & Voting
- 5.9. Director's Compensation

6. Director's Report

- 6.1. Financial Report
- 6.2. Agency Operations
- 6.3. Other Items

7. Other Business

- 7.1. Additional Public Comment
- 7.2. Upcoming Outreach and Events
- 7.3. Board/Staff Affiliate Involvement
- 7.4. Action Items from This Meeting
- 7.5. Agenda Items for Next Meeting

8. Adjourn Meeting

Annual Board Meeting

Tab 2

Call to Order Continued

- 2.1. Approval of April 17, 2025 Meeting Minutes
- 2.2. Public Comment Opportunity



STATE OF WASHINGTON
**BOARD OF REGISTRATION FOR
PROFESSIONAL ENGINEERS
AND LAND SURVEYORS**
P.O. Box 9025, Olympia, WA 98507-9025
360.664.1575
brpels.wa.gov

SPECIAL BOARD MEETING MINUTES

DATE: April 17, 2025
TIME: 8:30 a.m.
LOCATION: 7122 W Okanogan Place, Building E, Room 303
Commissioners' Hearing Room, 3rd Floor
Kennewick, WA, 99336

ATTENDANCE:

Board Members

Marjorie Lund, PE, SE, Chair
Doug Hendrickson, PE, Vice Chair
Aaron Blaisdell, PLS
Dave Peden, PE, SE
Mike Harney, PE
Maureen Jackson, PE
Matt Rasmussen, PE, PLS

Staff Members

Ken Fuller, PE, Director
Kristina Horton, PLS, Deputy Director
Mackenzie Wherrett, Executive Assistant
Bryce Dickison, Administrative Assistant
Greg Schieferstein, Communication Manager (via WebEx)
Kevin Ballard, Internal Control Manager (via WebEx)
Shanan Gillespie, Regulatory Program (via WebEx)
Vonna Cramer, Licensing Lead (via WebEx)
Jill Short, Investigations & Compliance (via WebEx)
Randy Garcia, Investigations & Compliance (via WebEx)
Elizabeth Lagerberg, Advising AAG (via WebEx)
Ian Shelley, DES, Sr Financial Advisor (via WebEx)

1. Call to Order at 8:30 a.m.

1.1. Roll Call

Ms. Lund took roll call.

1.2. Order of Agenda

A motion was made by Mr. Blaisdell, second by Mr. Peden, to accept the agenda as written. Motion approved.

Executive Session

Ms. Lund, Board Chair, announced the board would go into executive session to consult with the board attorney, discuss matters related to enforcement, and cases in current or potential litigation. It was estimated executive session would last from 8:32 a.m. until 9:30 a.m.

Open Session Reconvened – 9:30 a.m.

Executive Session

Ms. Lund announced additional time was needed and the executive session was extended from 9:30 a.m. to 10:00 a.m.

Open Session Reconvened – 10:00 a.m.

Executive Session

Ms. Lund announced additional time was needed and the executive session was extended from 10:00 a.m. to 10:10 a.m.

Open Session Reconvened – 10:10 a.m.

2. Call to Order Continued

2.1. Approval of February 13, 2025 Meeting Minutes

A motion was made by Mr. Hendrickson, seconded by Ms. Jackson, to accept the February 13, 2025 Meeting Minutes as written. Mr. Blaisdell and Mr. Peden asked to be listed as absent. Motion carried.

2.2. Public Comment Opportunity

No public comment

3. Disciplinary Action

3.1. Case Deliberation

2024-03-0530-00LSV

Mr. Rasmussen recommended the case be closed with no further action. A motion was made by Ms. Jackson, second by Mr. Blaisdell, to accept the Case Manager's recommendation for closure. Motion approved. Mr. Rasmussen abstained.

2024-08-2200-00ENG

Ms. Jackson recommended the case be closed with no further action. A motion was made by Mr. Peden, second by Mr. Harney, to accept the Case Manager's recommendation for closure. Mr. Peden and Mr. Harney were in favor. Mr. Hendrickson, Mr. Blaisdell, and Mr. Rasmussen were opposed. Ms. Jackson abstained. Motion did not pass.

2024-12-3615-00ENG

Mr. Hendrickson recommended the case be closed with no further action. A motion was made by Mr. Rasmussen, second by Ms. Jackson, to accept the Case Manager's recommendation for closure. Motion approved. Mr. Hendrickson abstained.

ACTION ITEM: Practice Committee to consider enforcement actions for companies that bid on projects and don't have a Designated Engineer/Land Surveyor or Certificate of Authorization in Washington State

3.2. Disciplinary Report

Ms. Short provided a summary of the Disciplinary Report included in the [board packet](#).

ACTION ITEM: Ms. Short to add Mr. Rasmussen to the disciplinary report.

4. Committee Reports

4.1. Exam Qualifications Committee (EQC)

The board received the committee's reports as delivered by Mr. Harney.

- [3/12/2025 EQC Report](#)
- [4/16/2025 EQC Report](#)

4.2. Executive Committee (EC)

The board received the committee's report as delivered by Mr. Hendrickson.

- [4/16/2025 EC Report](#)

4.3. Practice Committee (PC)

The board received the committee's report as delivered by Mr. Hendrickson.

- [4/16/2025 PC Report](#)

4.4. Structural Committee (SE)

The board received the committee's report as delivered by Ms. Lund.

- [4/11/2025 SE Report](#)

4.5. Survey Committee (SC)

The board received the committee's report as delivered by Mr. Hendrickson.

- [4/14/2025 SC Report](#)

5. New Business

5.1. NCEES

5.1.1. Western Zone Update

Mr. Blaisdell reminded the board of the upcoming NCEES Western Zone (WZ) meeting in May which is anticipated to have lengthy discussions within the engineering and surveying forums. Mr. Blaisdell also reminded board members to complete the NCEES committee preference questionnaire sent to them via email.

Mr. Blaisdell attended the NCEES Northeast Zone meeting which had many of the same discussions that are planned for the WZ meeting. Additionally, Mr. Peden was announced by NCEES as a candidate for reelection to the Secretary Treasurer position.

5.1.2. Western Zone Motions & Voting Instructions

The board discussed presenting a motion at the NCEES WZ meeting regarding issues with the NCEES SE exam. The board considered the possibility of a task force addressing specific issues and discussed seeking support from other boards. The SE exam issues will be a topic within the engineering forum.

Mr. Hendrickson moved that the Board Chair, Marjorie Lund, represent the Washington State board at the NCEES WZ meeting as the official voting member. The motion was seconded by Ms. Jackson. Mr. Blaisdell abstained. Motion approved.

Mr. Peden motioned, seconded by Mr. Hendrickson, for Ms. Lund to address the topic of issues with the new SE exam at the NCEES WZ Engineering Forum and seek support from other boards.

ACTION ITEM: Ms. Lund to represent Washington State as the official voting member at the 2025 NCEES Western Zone Meeting.

ACTION ITEM: Ms. Lund to address the topic of issues with the new SE exam at the NCEES WZ engineering forum and see support from other boards.

5.1.3. 2025 Annual Meeting Funded Delegate Selection

Ms. Wherrett provided a list of possible delegates. Ms. Lund directed board staff to submit Mr. Hendrickson and Ms. Lund as NCEES funded delegates. Mr. Fuller, Mr. Blaisdell, and Mr. Peden will attend, also funded by NCEES. Mr. Rasmussen will review the calendar and let Ms. Wherrett know if he can attend. Ms. Jackson will not attend.

ACTION ITEM: Mr. Fuller, as MBA, to submit Ms. Lund and Mr. Hendrickson as NCEES funded delegates for the 2025 NCEES annual meeting.

5.2. PLS & On-Site State Exam Cutscores

The board reviewed the PLS and On-Site state exam cutscores from the March 2025 exam administration.

Mr. Peden motioned to approve the On-Site exam cutscore of 81/99, second by Mr. Hendrickson. Motion approved.

Ms. Jackson moved to approve the PLS exam cutscore of 28/40, second by Mr. Hendrickson. Motion approved.

One question from the On-Site exam was thrown out because of a misprint. That question will be corrected for future exams.

Ms. Horton explained the new exam form used in the March 2025 exam administration had a higher passing rate than other forms. The new exam form passing rates will be closely monitored and tracked with future use.

ACTION ITEM: Board staff to release the March 2025 state exam results

5.3. Possible Changes to Work Experience Verification Forms

Ms. Lund requested the SE and PE application forms be consistent. Board staff will make final changes and present to EQC at the June committee meeting.

5.4. Draft Attestations

Ms. Lund introduced the latest version of a draft attestation which was reviewed by the SE committee. The committee asked if the board's current language is sufficient or if an attestation should be included in all application forms. Mr. Hendrickson suggested that WAC 196-27A-020 (2)(d) meets the board's intent of ensuring registrants are competent and knowledgeable of the codes, technology, and regulations applicable to the services they perform.

Mr. Peden made a motion not to include the attestation on application forms. Mr.

Hendrickson seconded the motion. Motion carried.

5.5. Approval of CR101 for WAC 196-25

Ms. Gillespie gave an overview of the possible language changes. The changes will include adding language to WAC 196-25 that was repealed from WAC 196-26A.

Mr. Hendrickson motioned to advance CR101 for WAC 196-25 Business practices, second by Mr. Harney. Motion carried.

ACTION ITEM: Ms. Gillespie to advance CR101 for WAC 196-25 Business Practices

6. Director's Report

6.1. Financial Report

Mr. Shelley summarized the agency Financial Report presented to the Executive Committee and in the [board packet](#). Mr. Shelley was available for questions about the report and the current legislative session ending April 27, 2025.

6.2. Agency Operations

Ms. Horton gave an overview of the agency's current operations.

- The 2026-2031 office space lease has been executed.
- Work on the case management tracker with Vorsite concluded.
- The licensing program is undergoing a Lean process that includes changes to the law review format, POLARIS modifications, and how applications are reviewed.

Ms. Lund suggested the law reviews should be reviewed for applicability within a 10-year cycle or similar

6.3. Other Items

No other items discussed.

7. Other Business

7.1. Additional Public Comment

No comments provided.

7.2. Upcoming Outreach and Events

Mr. Schieferstein informed the Board of the following outreach events:

- April 23 & 24, 2025 | APWA Spring Conference | Tacoma, WA
- May 7, 2025 | State Employee Appreciation Event | Olympia, WA
- May 15 – 19, 2025 | NCEES Western Zone Meeting | Albuquerque, NM

Mr. Harney recommended the agency and board members engage with the ASCE national convention in Seattle, October 8-11, 2025.

7.3. Board/Staff Affiliate Involvement

Mr. Hendrickson informed the board of his work with the National Society of

Professional Engineers' (NSPE) policy review committee. The board of directors subcommittee is working on outreach to state societies and other associations. Mr. Hendrickson was selected as the NSPE Washington State delegate but will be unable to attend the NSPE convention in person.

Mr. Blaisdell added that the board should engage more with LSAW for the upcoming changes to the PLSS exam.

Ms. Horton regularly attends the Survey Advisory Board (SAB) meetings and a Washington State group specific to land surveyors in state government. Ms. Horton suggested others should attend and will provide more information to those interested.

7.4. Action Items from This Meeting

- Practice Committee to consider enforcement actions for companies that bid on projects and don't have a Designated Engineer/Land Surveyor or Certificate of Authorization in Washington State
- Ms. Short to add Mr. Rasmussen to the disciplinary report
- Ms. Lund to represent Washington State as the official voting member at the 2025 NCEES Western Zone Meeting
- Ms. Lund to address the topic of issues with the new SE exam at the NCEES WZ engineering forum and seek support from other boards.
- Board staff to release the March 2025 state exam results
- Mr. Fuller, as MBA, submit Ms. Lund and Mr. Hendrickson as NCEES funded delegates for the 2025 NCEES annual meeting.
- Ms. Gillespie to advance CR101 for WAC 196-25 Business Practices

7.5. Agenda Items for Next Meeting

- Nominating Committee Recommendation for 25-26 Board Chair & Voting
- Changes to Work Experience Verification Forms (EQC)
- NCEES Western Zone Meeting Update
- Approval of draft language and CR102 for WAC 196-25 Business Practices (PC)
- RCW 18.43 changes (PC/EQC)
- Outreach Strategic Plan (EC)

8. Adjourn Meeting

A motion was made by Mr. Harney, and seconded by Ms. Jackson, to adjourn the meeting at 1:48 p.m. Motion approved. Meeting adjourned.

Next Meeting: June 17, 2025 – Annual Board Meeting –Marriott Hotel, SeaTac, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director

Annual Board Meeting

Tab 3

Disciplinary Action

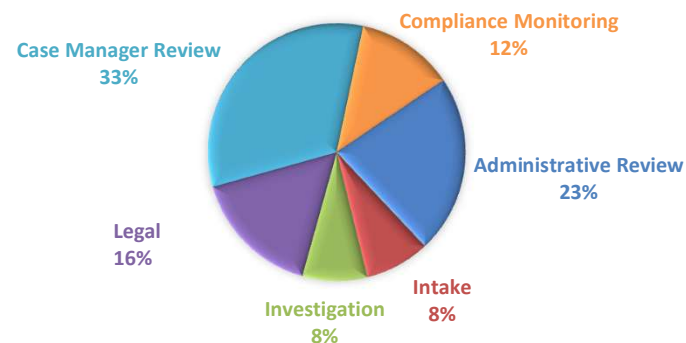
- 3.1. Case Deliberation
- 3.2. Disciplinary Report

Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - June 2025

Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	0	11	0	11
Intake	3	1	0	4
Investigation	2	1	1	4
Legal	2	6	0	8
Case Manager Review	9	7	0	16
Compliance Monitoring	3	3	0	6
Total	19	29	1	49

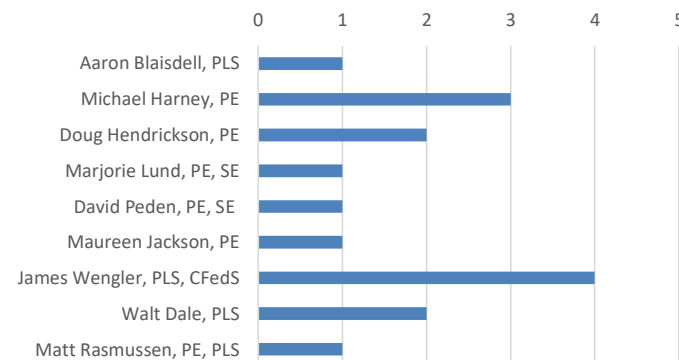
Open Complaint Status



Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	1	1
Michael Harney, PE	3	0	3
Doug Hendrickson, PE	2	0	2
Marjorie Lund, PE, SE	1	0	1
David Peden, PE, SE	1	0	1
Maureen Jackson, PE	1	0	1
James Wengler, PLS, CFedS	0	4	4
Walt Dale, PLS	0	2	2
Matt Rasmussen, PE, PLS		1	1
Total	8	8	16

Case Manager Open Complaints



Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	0	0	0	0
Kristina Horton, PLS	0	11	0	11
Total	0	11	0	11

Annual Board Meeting

Tab 4

Committee Reports

- 4.1. Exam Qualifications Committee
- 4.2. Executive Committee
- 4.3. Practice Committee
- 4.4. Structural Committee
- 4.5. Survey Committee
- 4.6. On-Site Wastewater Ad-Hoc Committee

BREAK APPROXIMATELY 12:00 PM – 12:30 PM

Annual Board Meeting

Tab 5

New Business

- 5.1. Approval of Draft Language and CR102 for WAC 196-25 (*PC*)
- 5.2. Approval of CR101 for WAC 196-09 (*PC*)
- 5.3. Approval of Draft Language and CR102 for WAC 196-16 (*SC*)
- 5.4. RCW 18.43 Changes (*PC/EQC*)
 - 5.4.1. Discussion of Legislative Presentation (*EC*)
 - 5.4.2. Approval of Board Position
- 5.5. Changes to Work Experience Verification Forms (*EQC/SE*)
- 5.6. Outreach Strategic Plan (*EC*)
- 5.7. NCEES Western Zone Meeting Update
- 5.8. Nominating Committee Recommendation for 25-26 Board Chair/Vice Chair & Voting
- 5.9. Director's Compensation

WAC 196-25-010 Applications for certificates of authorization. All applications by corporations and LLCs for certificates of authorization must be completed on forms provided by the board and submitted to the offices of the board. A complete application requires the following: Payment of the appropriate fee as listed in chapter 196-26A WAC; a current license with the secretary of state and the department of revenue; affidavit of designated professional engineer and/or land surveyor; and, a copy of resolution naming the designated engineer, or land surveyor, or both.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-010, filed 12/14/22, effective 1/14/23. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-25-010, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035 and 18.43.130. WSR 98-12-053, § 196-25-010, filed 5/29/98, effective 7/1/98.]

WAC 196-25-045 Changes and renewals. (1) If the business changes its name with the secretary of state, the business must notify the board within 30 days of the name change.

(2) At the time of renewal, the corporation or limited liability company must have a current license with the secretary of state and the department of revenue.

(3) The filing of the resolution shall not relieve the business of any responsibility or liability imposed upon it by law or by contract.

(4) If a completed application for renewal has not been received by the board by the date of expiration (postmarked before the date of expiration if mailed or transacted online before the date of expiration), the license is invalid.

Any corporation or LLC that is certified under chapter 18.43 RCW and this chapter is subject to the authority of the board as provided in RCW 18.43.035, 18.43.105, 18.43.110, and 18.43.120.

[Statutory Authority: RCW 18.43.035. WSR 23-01-052, § 196-25-045, filed 12/14/22, effective 1/14/23.]



Strategic Planning Outreach Follow-Up

Greg Schieferstein
Communication Manager

Kristina Horton, PLS
Deputy Director

Kevin Ballard
Internal Control Manager

Sea-Tac
June 16, 2025

Defining 3 Goals

PUBLIC SAFETY

Educate the public on the importance of hiring licensed professionals to ensure the safety and integrity of engineering, land surveying, and on-site wastewater work, while enforcing compliance with industry standards

PROMOTE PROFESSIONS

Foster growth and development of our professions by promoting their value, ensuring legislative support and attracting skilled professionals to serve the public

BRAND MANAGEMENT

Strengthen and protect the agency's reputation by effectively communicating our mission, ensuring transparency, and building trust with stakeholders, including professionals, partner agencies and the public

Goal Details

OUTREACH

Goal 1: Public Safety



Goal 2: Promote Professions



Goal 3: Brand Management



Details

AGENDA ITEM 5.6.
Outreach Strategic Plan (EC)

Desired Results:

- Hire a Professional
- Recognition of Professionals

Supporting Events:

- Social Media (Videos)
- FYI Articles
- Interviews
- Event Speakers

Desired Results:

- Skills Development & Ethics
- Improve understanding to encourage licensure

Supporting Events:

- Engage Professors
- Student Associations
- Ethics Social Media Video
- Association Meetings
- Other Regulatory Board MTGs

Desired Results:

- Increase Agency Visibility
- Trusted Advisor to Legislature

Supporting Events:

- Public & Professional Events
- Website
- Journal
- Day on the Hill



Name: _____

BRPELS OUTREACH PLANNING WORKSHEET

Notify Greg at least 6 weeks prior to the event.

Event Name: _____

Location: _____ Event Date: _____

Event Contact Name: _____ Email: _____

Website: _____ Phone #: _____

Outreach Goals	Desired Results	Supporting Events
<input type="checkbox"/> Public Safety	<input type="checkbox"/> Hire a Professional <input type="checkbox"/> Recognition of Professionals	<input type="checkbox"/> Social Media <input type="checkbox"/> FYI Articles <input type="checkbox"/> Interview <input type="checkbox"/> Event Speaker
<input type="checkbox"/> Promote Professions	<input type="checkbox"/> Skills Development & Ethics <input type="checkbox"/> Improve understanding to encourage licensure	<input type="checkbox"/> Engage Professors <input type="checkbox"/> Student Associations <input type="checkbox"/> Ethics Social Media Video <input type="checkbox"/> Association Meetings <input type="checkbox"/> Other Regulatory Board MTGs
<input type="checkbox"/> Brand Management	<input type="checkbox"/> Increase Agency Visibility <input type="checkbox"/> Trusted Advisor to Legislature	<input type="checkbox"/> Public & Professional <input type="checkbox"/> Events <input type="checkbox"/> Website <input type="checkbox"/> Journal <input type="checkbox"/> Day on the Hill

Do you need staff support? ☐ YES ☐ NO

Associated Costs:

☐ Travel/airfare ☐ Lodging ☐ Per diem meals ☐ Registration fees

Who's the audience? Size? _____

Event Notes:

Questions? Contact Greg.Schieferstein@brpels.wa.gov

Outreach Selection

Viability Score Card

SCORE	QUANTITY	COST	TIME	QUALITY
1	501- and up	\$0-\$500	0-10	Very Valuable
2	201-500	\$501-\$1000	11-50	Valuable
3	101-200	\$1001-\$2000	51-100	Somewhat Valuable
4	51-100	\$2001-\$5000	101-150	Probably Valuable
5	0-50	\$5001-and up	151-200	Uncertain
Score:				

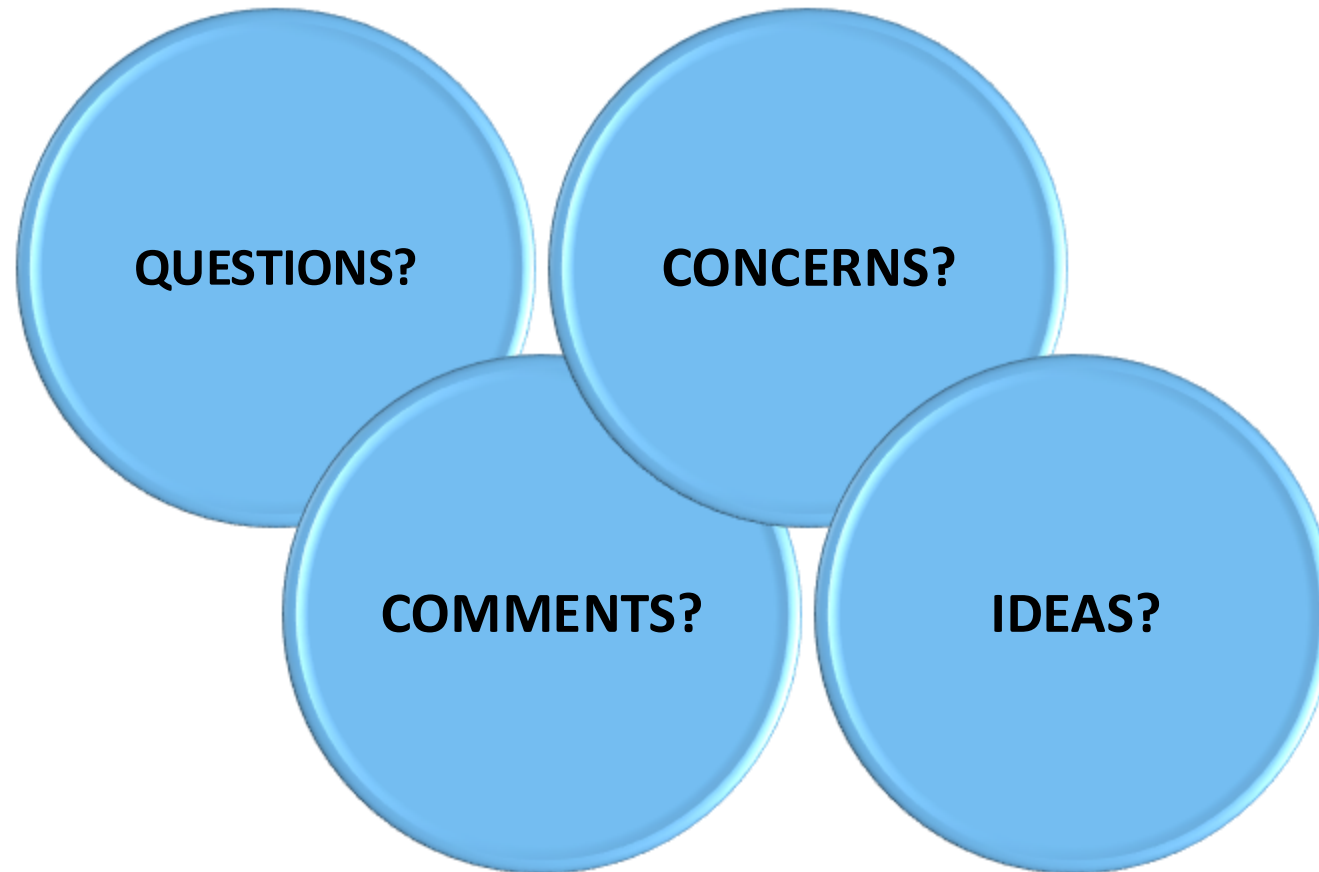
Total Score: **9/20**

- If the event scores a 10 or below BRPELS conducts the outreach event.



Board of Registration

Discussion





Strategic Planning Outreach Follow-Up

Thank You!

Greg Schieferstein
Communication Manager

Kristina Horton, PLS
Deputy Director

Kevin Ballard
Internal Control Manager

Sea-Tac
June 16, 2025

Annual Board Meeting

Tab 6

Director's Report

- 6.1. Financial Report
- 6.2. Agency Operations
- 6.3. Other Items



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

May 29, 2025

TO: Ken Fuller, Executive Director
Kristina Horton, Deputy Director
Mackenzie Wherrett, Executive Assistant
Kevin Ballard, Internal Control Manager
Board of Registration for Professional Engineers and Land Surveyors

FROM: Ian Shelley, Senior Financial Consultant – DES Small Agency Financial Services

SUBJECT: April 2025 FINANCIAL REPORT

April highlights

- \$204k revenues
- \$184k expenses
- Fund 024 balance: \$1.794 million – an increase of \$20,000 from March.

Biennium to date highlights

- Revenues:
 - \$3.941 million from July 2023 to April 2025
- Expenses:
 - \$3.692 million in expense from July 2023 to April 2025. This is a \$595k underspend against allotments year to date. Underspend largely composed of:
 - CA Dainis/Vorsite: \$35k less than planned BTD
 - EL WaTech: \$112k less than planned BTD
 - EM Attorney General: \$73k less than planned BTD
 - ER Other contracts: \$155k less than planned BTD
 - EY Software: \$176k less than planned BTD
 - Travel: \$21k less than planned BTD
- Fund balance:
 - Current balance is \$1.796 million, an increase from BI25 beginning balance of \$1.540 million.

Projected BI25 end highlights

- Revenue projected to reach \$4.328 million by June 2025. BI23 ended at \$4.34 million.
- Expenses projected to reach \$4.149 million.



STATE OF WASHINGTON
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

- Fund 024 balance projected at \$1.719 million. This is an increase from the BI25 starting balance of \$1.540 million.

Changes from last month

- Revenue projection increase approx. \$15,000 for biennium.
- Expense projection decrease approx. \$14,000 for biennium. Adjusted for expected DOL refund.
- Open Gate consulting moved from EG expense category to CJ expense category.

Biennium 25-27 Considerations (July 2025 – June 2027)

Revenues

- Biennium 25-27 revenues are estimated to reach approx. \$4.7 - \$4.9 million (vs. current biennium estimated \$4.328 million).

Expenses

- Biennium 25-27 expenses are estimated to reach approx. \$4.5 million (vs. current biennium estimated \$4.15 million).

[illegible]

			Biennium 23-25	Actual	Projected		Projected	Projected	
			Expense Allotments	Expenses through FM22 Apr-2025	FM 23 May-2025	FM 24 Jun-2025	Expenditure Total	Variance	
Expenses Detail Category									
Salaries and Wages			1,745,616	1,626,263	99,997	99,997	1,826,257	(80,641)	
	A	Salaries and Wages	24,000	0			0	24,000	
	AA	State Classified	1,371,000	1,317,974	74,000	74,000	1,465,974	(94,974)	Assumes current staff raises 7/1/24. Assumes Inv 4 double fill starting 11/1/24. Assumes new MA4 starting 2/1/24.
	AC	State Exempt	288,000	239,333	10,833	10,833	260,999	27,001	
	AE	State Special	14,616	14,663	696	696	16,055	(1,439)	
	AS	Sick Leave Buy-Out	12,000	0	6,000	6,000	12,000	0	assumes agency spends entire allotment for sick leave buyout
	AT	Terminal Leave	12,000	0	6,000	6,000	12,000	0	assumes agency spends entire allotment for vacation leave buyout
	AU	Overtime and Call-Back	24,000	54,293	2,468	2,468	59,229	(35,229)	Assumes OT expenses continue at BTD average
Employee Benefits			584,008	536,278	29,192	29,192	594,662	(10,654)	
	BA	Old Age and Survivors Insurance	99,525	96,667	5,183	5,183	107,033	(7,508)	Assumes benefit increased corresponding to above salary changes.
	BB	Retirement and Pensions	165,270	149,570	7,929	7,929	165,428	(158)	Assumes benefit increased corresponding to above salary changes.
	BC	Medical Aid & Industrial Insurance	15,616	6,999	400	400	7,799	7,817	Assumes benefit increased corresponding to above salary changes.
	BD	Health, Life & Disability Insurance	280,320	256,915	14,292	14,292	285,499	(5,179)	Assumes benefit increased corresponding to above salary changes.
	BH	Hospital Insurance (Medicare)	23,277	22,608	1,212	1,212	25,032	(1,755)	Assumes benefit increased corresponding to above salary changes.
	BK	Paid Family and Medical Leave		293	176	176	645	(645)	
	BV	Shared Leave Provided Annual Leave		3,164					
	BZ	Other Employee Benefits		62					
Professional Service Contracts			72,000	30,925	2,850	2,850	36,625	35,375	
	CA	Management and Organizational Services	72,000	30,925	1,500	1,500	33,925	38,075	Assumes Dainis contract finished. Assumes \$1,500/mo remaining for Vorsite.
	CJ	Training Services	0	0	1,350	1,350	2,700	(2,700)	Open Gate Consulting / training moved here instead of EG category.
	CZ	Other Professional Services		0			0	0	
Goods and Other Services			2,092,776	1,381,245	81,138	98,671	1,561,054	531,722	
	E	Goods and Other Services	72,000	0			0	72,000	
	EA	Supplies and Materials	30,000	57,561	2,616	2,616	62,794	(32,794)	Projection assumes spend continues at BTD average.
	EB	Communications/Telecommunications	19,200	15,088	580	580	16,248	2,952	WaTech CTS \$154/mo. Verizon \$426/mo. PO box \$2000/year in Sept-Nov (2024 already paid).
	EC	Utilities	1,200	721	33	33	786	414	Projection assumes FY25 spends at BTD average.
	ED	Rentals and Leases - Land & Buildings	60,000	42,632	1,938	1,938	46,508	13,492	\$1,938/mo firefighter's building rent costs
	EE	Repairs, Alterations & Maintenance	24,000	(0)	3,000	3,000	6,000	18,000	Projection assumes 25% of allotment will be spent, as expenditures have been low this biennium. Possible alteration costs for setting up new space for new FTE.
	EF	Printing and Reproduction	30,000	24,598	1,118	1,118	26,834	3,166	Projection assumes spend continues at BTD average.
	EG	Employee Prof Dev & Training	36,000	70,633	2,438	2,438	75,509	(39,509)	EG projection assumes agency will continue average ~\$2.5k per month, and \$17k on one time Leading Organizations training.
	EH	Rental & Leases - Furn & Equipment	30,000	25,664	1,167	1,167	27,997	2,003	EH projection based on BTD monthly avg.
	EJ	Subscriptions	2,400	1,316			1,316	1,084	LobbyGov only routine expense here. \$650/yr each December.
									\$2,943/mo SAFS \$2150/mo CMS \$144/mo DES Office Facilities \$175/mo DES Real Estate Services \$84/mo campus security
	EK	Facilities and Services	120,000	122,514	5,496	5,496	133,506	(13,506)	\$6,792/mo CTS Allocations \$170/mo CTS Services (July/Aug 2024 average) \$2,697/qtr avg OFM Core Financials \$1,184/qtr avg OFM Enterprise Systems Fee \$32/mo DES Information Systems \$4/mo (est) OFM Warrants
									Projection assumes spend continues at BTD average.
	EL	Data Processing Services (Interagency)	390,000	241,761	6,998	6,998	255,757	134,243	\$1,808/mo Small Agency HR \$46/mo DES Personnel Svcs \$351/qtr OFM Personnel Services
	EM	Attorney General Services	360,008	256,676	11,667	11,667	280,010	79,998	\$87/mo DES Risk Management \$1,018/yr Self Insurance Premium \$25/year Crime Fidelity Bond \$471/yr Physical Auot Policy Renewal
									DOL \$6368/mo + 637/mo 10% buffer (based on new contract) (assumes no catch up costs from Q1 FY24 invoice being approx zero) \$2,250/mo estimated misc other costs \$400/mo for BI in janitorial
	EN	Personnel Services	42,000	43,920	1,854	1,854	47,628	(5,628)	Projection assumes spend continues at BTD average.
									Projection assumes BRPELS spends entire allotment for audit
	EP	Insurance	4,070	5,055	87	87	5,229	(1,159)	\$280/qtr Office of Equity
	ER	Other Contractual Services	360,000	175,380	11,802	17,670	204,852	155,148	
	ES	Vehicle Maintenance & Operating Cst		3,490	159	159	3,807	(3,807)	
	ET	Audit Services	28,000	27,000			27,000	1,000	
	EU	Office of Equity		2,397	319		2,716	(2,716)	

	EW	Archives & Records Management Svcs	1,416	1,181	148		1,329	87	\$148/qtr archives
									DOL at \$13166/mo POLARIS FY24 + 1316/mo 10% buffer (based on new contract) (assumes no catch up costs from Q1 FY24 invoice being approx zero)
	EY	Software Licenses and Maintenance	480,000	264,350	29,750	41,882	335,982	144,018	\$300/mo CTS Services \$33/mo Adobe \$1,500/mo (est) misc other
	EZ	Other Goods and Services	2,482	(689)	(31)	(31)	(752)	3,234	Assumes BTD average. Negative due to US Bank P-card rebates.
Travel			129,600	98,159	7,291	4,462	109,912	19,688	Travel projection based on BITD monthly avg spending.
	GA	In-State Subsistence & Lodging	48,000	59,762	4,200	2,716	66,678	(18,678)	Projection assumes spend continues at BTD average.
	GB	In-State Air Transportation	16,800	8,246	1,720	375	10,341	6,459	Projection assumes spend continues at BTD average.
	GC	Private Automobile Mileage	16,800	10,924	497	497	11,918	4,882	Projection assumes spend continues at BTD average.
	GD	Other Travel Expenses	9,600	6,209	282	282	6,774	2,826	Projection assumes spend continues at BTD average.
	GF	Out-Of-State Subsistence & Lodging	14,400	5,008	228	228	5,463	8,937	Projection assumes spend continues at BTD average.
	GG	Out-Of-State Air Transportation	21,600	6,440	293	293	7,025	14,575	Projection assumes spend continues at BTD average.
	GN	Motor Pool Services	2,400	1,570	71	71	1,713	687	Projection assumes spend continues at BTD average.
Capital Outlays			60,000	13,442	611	611	14,664	45,336	
	JA	Noncapitalized Assets	60,000	13,442	611	611	14,664	45,336	Projection assumes FY25 spends at BTD average.
Grants, Benefits & Client Services			0	5,900	0	0	5,900	(5,900)	
	NZ	Other Grants and Benefits	0	5,900			5,900	(5,900)	\$5000 in June for ICSEW sponsorship.
Total Dollars			4,684,000	3,692,212	221,079	235,783	4,149,073	534,927	

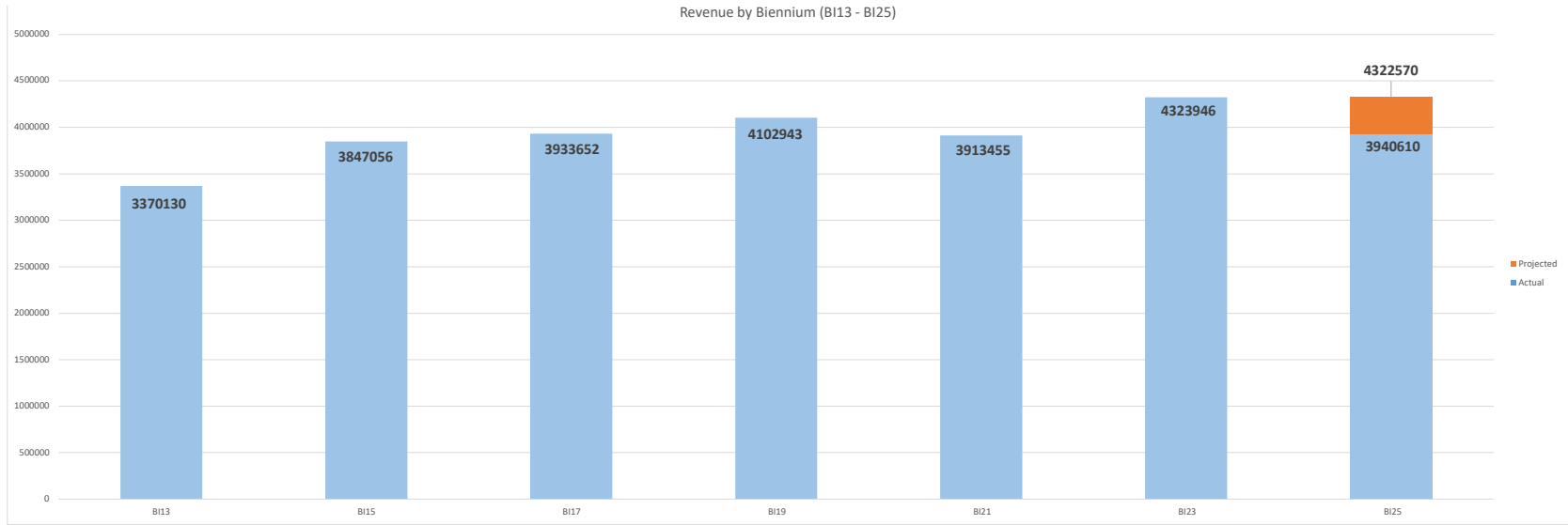
Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of April 2025

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Capital Outlays	60,000	55,000	13,442	41,558	46,558
Employee Benefits	584,008	534,584	536,278	(1,694)	47,730
Goods and Services	2,092,776	1,916,883	1,381,245	535,638	711,531
Grants, Benefits & Client Services	0	0	5,900	(5,900)	(5,900)
Professional Service Contracts	72,000	66,000	30,925	35,075	41,075
Salaries and Wages	1,745,616	1,596,398	1,626,263	(29,865)	119,353
Travel	129,600	118,800	98,159	20,641	31,441
Sum:	4,684,000	4,287,665	3,692,212	595,453	991,788

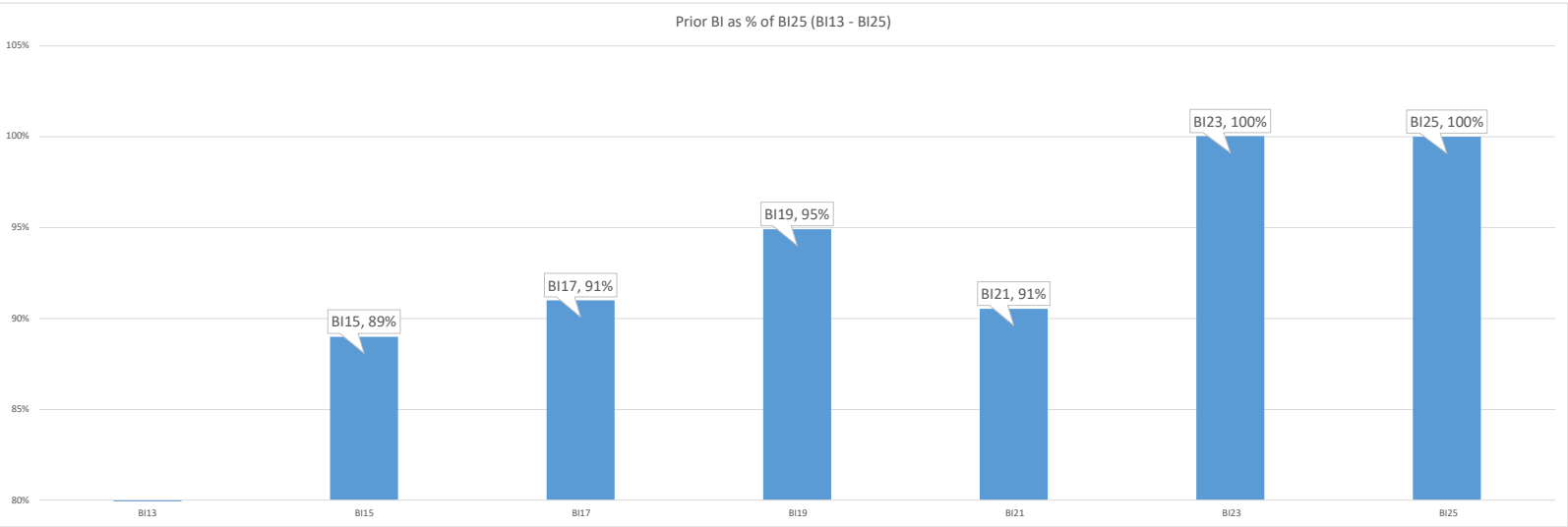
<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	
Salaries and Wages	74,609	88,547	(13,938)	1,596,398	1,626,263	(29,865)	
A Salaries and Wages	1,000	0	1,000	22,000	0	22,000	
AA State Classified	59,000	74,614	(15,614)	1,253,000	1,317,974	(64,974)	Overspend (new position, double fill, reallocations)
AC State Exempt	12,000	10,833	1,167	264,000	239,333	24,667	Underspend
AE State Special	609	675	(66)	13,398	14,663	(1,265)	
AS Sick Leave Buy-Out	500	0	500	11,000	0	11,000	
AT Terminal Leave	500	0	500	11,000	0	11,000	
AU Overtime and Call-Back	1,000	2,424	(1,424)	22,000	54,293	(32,293)	April overspend, BTD overspend. April OT aprox equal to BTD average of \$2400/month.
Employee Benefits	24,712	28,930	(4,218)	534,584	536,278	(1,694)	
BA Old Age and Survivors Insurance	4,212	5,255	(1,043)	91,101	96,667	(5,566)	
BB Retirement and Pensions	6,996	8,005	(1,009)	151,278	149,570	1,708	
BC Medical Aid & Industrial Insurance	609	357	252	14,398	6,999	7,399	
BD Health, Life & Disability Insurance	11,910	14,040	(2,130)	256,500	256,915	(415)	April overspend (new position, double fill). BTD slight overspend.
BH Hospital Insurance (Medicare)	985	1,229	(244)	21,307	22,608	(1,301)	
BK Paid Family and Medical Leave	0	42	(42)	0	293	(293)	
BV Shared Leave Provided Annual Leave	0	0	0	0	3,164	(3,164)	
BZ Other Employee Benefits	0	2	(2)	0	62	(62)	
Professional Service Contracts	3,000	0	3,000	66,000	30,925	35,075	
CA Management and Organizational Services	3,000	0	3,000	66,000	30,925	35,075	Underspend. Dainis contract complete. Minimal remaining expense for Vorsite expected.
CJ Training Services	0	0	0	0	0	0	
CZ Other Professional Services	0	0	0	0	0	0	
Goods and Services	87,948	63,904	24,044	1,916,883	1,381,245	535,638	
E Goods and Other Services	3,000	0	3,000	66,000	0	66,000	
EA Supplies and Materials	1,250	3,477	(2,227)	27,500	57,561	(30,061)	Significantly over initial spending plan. Projecting \$63k spend, planned \$30k spend.
EB Communications/Telecommunications	800	909	(109)	17,600	15,088	2,512	
EC Utilities	50	0	50	1,100	721	379	
ED Rentals and Leases - Land & Buildings	2,500	1,938	562	55,000	42,632	12,368	Underspend will continue to grow by \$562/mo
EE Repairs, Alterations & Maintenance	1,000	0	1,000	22,000	(0)	22,000	Zero spend to date, should see expenses if/when space is modified.
EF Printing and Reproduction	1,250	52	1,198	27,500	24,598	2,902	
EG Employee Prof Dev & Training	1,500	533	968	33,000	70,633	(37,633)	Overspend to date. Projecting \$77k spend, planned \$36k spend.
EH Rental & Leases - Furn & Equipment	1,250	88	1,162	27,500	25,664	1,836	
EJ Subscriptions	100	0	100	2,200	1,316	884	
EK Facilities and Services	5,000	6,930	(1,930)	110,000	122,514	(12,514)	Trending overspend for the year, DES mailing costs have been higher than estimates.

AGENDA ITEM 6.1.
Financial Report Summary

EL	Data Processing Services (Interagency)	18,167	10,956	7,211	353,670	241,761	111,909	Underspend will grow, allotments too high.
EM	Attorney General Services	15,084	14,525	559	329,844	256,676	73,168	Underspend to date.
EN	Personnel Services	1,750	2,206	(456)	38,500	43,920	(5,420)	Slight overspend - These central services coming in a bit higher than estimated.
EP	Insurance	85	87	(2)	3,900	5,055	(1,155)	Slight overspend - These central services coming in a bit higher than estimated.
ER	Other Contractual Services	15,000	7,930	7,070	330,000	175,380	154,620	Large underspend due to new DOL contract having lower costs than planned allotments.
ES	Vehicle Maintenance & Operating Cst	0	0	0	0	3,490	(3,490)	
ET	Audit Services	0	0	0	28,000	27,000	1,000	
EU	Office of Equity Services	0	319	(319)	0	2,397	(2,397)	
EW	Archives & Records Management Svcs	59	148	(89)	1,298	1,181	117	
EY	Software Licenses and Maintenance	20,000	13,780	6,220	440,000	264,350	175,650	Large underspend due to new DOL contract having lower costs than planned allotments.
EZ	Other Goods and Services	103	27	76	2,271	(689)	2,960	
Travel		5,400	2,973	2,427	118,800	98,159	20,641	Overall travel has underspend against plan to date.
GA	In-State Subsistence & Lodging	2,000	1,431	569	44,000	59,762	(15,762)	Oct-Nov 2024, Feb-Mar 2025 high spend months for meals/lodging.
GB	In-State Air Transportation	700	0	700	15,400	8,246	7,154	
GC	Private Automobile Mileage	700	1,474	(774)	15,400	10,924	4,476	
GD	Other Travel Expenses	400	392	8	8,800	6,209	2,591	
GF	Out-of-State Subsistence & Lodging	600	0	600	13,200	5,008	8,192	
GG	Out-of-State Air Transportation	900	0	900	19,800	6,440	13,360	
GN	Motor Pool Services	100	(324)	424	2,200	1,570	630	
Capital Outlays		2,500	0	2,500	55,000	13,442	41,558	
JA	Noncapitalized Assets	2,500	0	2,500	55,000	13,442	41,558	
Grants, Benefits & Client Services		0	0	0	0	5,900	(5,900)	
NZ	Other Grants and Benefits	0	0	0	0	5,900	(5,900)	
Total Dollars		<u>198,169</u>	<u>184,354</u>	<u>13,815</u>	<u>4,287,665</u>	<u>3,692,212</u>	<u>595,453</u>	



	BI13	BI15	BI17	BI19	BI21	BI23	BI25
Prior BI as %	78%	89%	91%	95%	91%	100%	100%



Month	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
July	127625	149849	174970	168693	171962	159508	156426	197617	224801	166052	143416	204795	140494	164780
August	169048	179531	174558	151473	161551	212394	186038	181405	181945	123898	181952	187366	166284	163592
September	109002	130767	139120	164368	152293	163894	150107	151334	173064	146549	178608	178218	144342	222810
October	104695	171814	159247	164489	157631	120367	172541	189679	137914	141702	230947	163289	192815	197375
November	107710	146687	128839	126697	114726	167788	135487	152934	154192	215335	152743	167333	151836	159574
December	119743	116347	136871	157214	126706	163042	126116	134830	156787	180353	210194	165321	163966	169244
January	145781	245427	216842	196922	206628	211291	252004	232422	146245	182856	186351	210559	204510	215231
February	127188	132423	141973	157397	169010	165078	154275	144586	155919	164834	20769	148623	170737	189025
March	118593	164355	166458	168154	175691	161888	176725	189657	156314	183594	286662	190262	165996	222190
April	101645	149660	158815	170928	175999	144450	160145	185859	139053	188160	165089	167355	171655	204323
May	120066	166911	149171	132190	169596	182627	185543	173108	103872	177026	171108	181056	176152	
June + adj	115652	149612	158550	183118	137783	161749	160476	153629	93700	219290	204343	227587	183679	
Total	1466748	1903383	1905413	1941643	1919576	2014076	2015883	2087060	1823806	2089649	2132182	2191764	2032466	1908144

Conversion to pre fee increase

195469

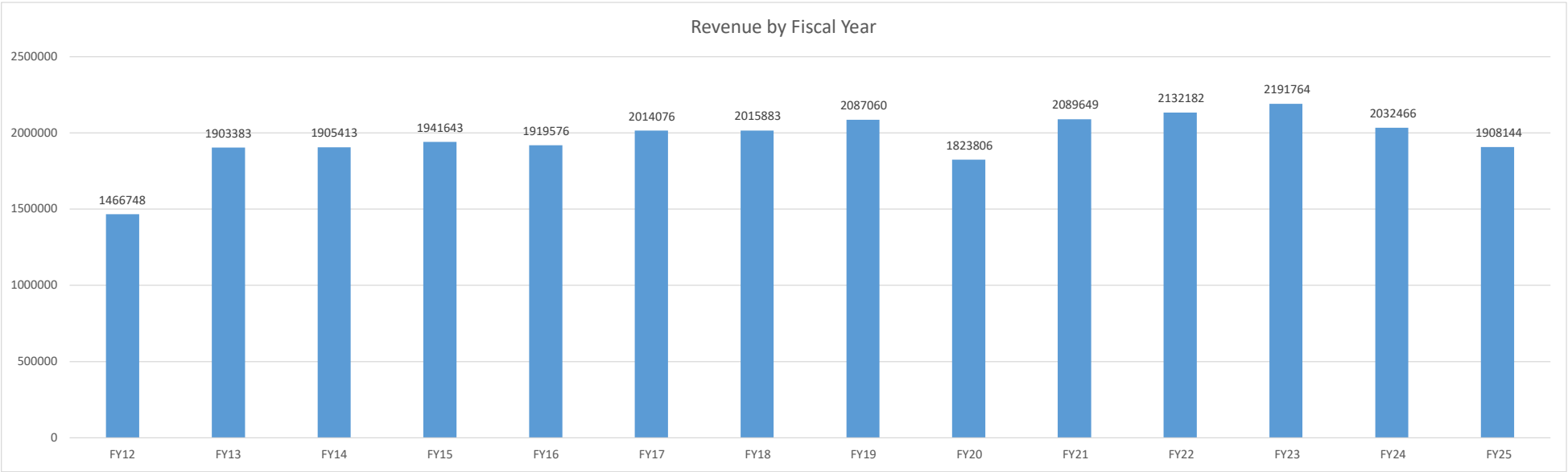
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192108

185562

% of FY revenue by month		
July	8.6%	8.6%
August	9.2%	8.5%
September	7.9%	7.6%
October	8.7%	7.8%
November	7.1%	8.0%
December	7.8%	7.5%
January	10.2%	10.5%
February	8.1%	7.5%
March	8.4%	8.7%
April	8.1%	8.2%
May	8.1%	8.3%
June + adj	7.9%	9.0%

Month	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Year on year % change		29.8%	0.1%	1.9%	-1.1%	4.9%	0.1%	3.5%	-12.6%	14.6%	2.0%	2.8%	-7.3%	
Cohort % change			29.9%	2.0%	0.7%	3.7%	5.0%	3.6%	-9.5%	0.1%	16.9%	4.9%	-4.7%	



Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of April 2025

Program Index 00010 Administration

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Capital Outlays	60,000	55,000	13,442	41,558	46,558
Employee Benefits	584,008	534,584	536,278	(1,694)	47,730
Goods and Services	2,092,776	1,916,883	1,359,265	557,618	733,511
Grants, Benefits & Client Services	0	0	5,900	(5,900)	(5,900)
Professional Service Contracts	72,000	66,000	30,925	35,075	41,075
Salaries and Wages	1,745,616	1,596,398	1,626,263	(29,865)	119,353
Travel	129,600	118,800	98,159	20,641	31,441
Sum:	<u>4,684,000</u>	<u>4,287,665</u>	<u>3,670,232</u>	<u>617,433</u>	<u>1,013,768</u>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
Salaries and Wages	74,609	88,547	(13,938)	1,596,398	1,626,263	(29,865)
A Salaries and Wages	1,000	0	1,000	22,000	0	22,000
AA State Classified	59,000	74,614	(15,614)	1,253,000	1,317,974	(64,974)
AC State Exempt	12,000	10,833	1,167	264,000	239,333	24,667
AE State Special	609	675	(66)	13,398	14,663	(1,265)
AS Sick Leave Buy-Out	500	0	500	11,000	0	11,000
AT Terminal Leave	500	0	500	11,000	0	11,000
AU Overtime and Call-Back	1,000	2,424	(1,424)	22,000	54,293	(32,293)
Employee Benefits	24,712	28,930	(4,218)	534,584	536,278	(1,694)
BA Old Age and Survivors Insurance	4,212	5,255	(1,043)	91,101	96,667	(5,566)
BB Retirement and Pensions	6,996	8,005	(1,009)	151,278	149,570	1,708
BC Medical Aid & Industrial Insurance	609	357	252	14,398	6,999	7,399
BD Health, Life & Disability Insurance	11,910	14,040	(2,130)	256,500	256,915	(415)
BH Hospital Insurance (Medicare)	985	1,229	(244)	21,307	22,608	(1,301)
BK Paid Family and Medical Leave	0	42	(42)	0	293	(293)
BV Shared Leave Provided Annual Leave	0	0	0	0	3,164	(3,164)
BZ Other Employee Benefits	0	2	(2)	0	62	(62)

Professional Service Contracts			3,000	0	3,000	66,000	30,925	35,075
	CA	Management and Organizational Services	3,000	0	3,000	66,000	30,925	35,075
	CJ	Training Services	0	0	0	0	0	0
	CZ	Other Professional Services	0	0	0	0	0	0
Goods and Services			87,948	61,509	26,439	1,916,883	1,359,265	557,618
	E	Goods and Other Services	3,000	0	3,000	66,000	0	66,000
	EA	Supplies and Materials	1,250	1,081	169	27,500	36,146	(8,646)
	EB	Communications/Telecommunications	800	909	(109)	17,600	15,088	2,512
	EC	Utilities	50	0	50	1,100	721	379
	ED	Rentals and Leases - Land & Buildings	2,500	1,938	562	55,000	42,632	12,368
	EE	Repairs, Alterations & Maintenance	1,000	0	1,000	22,000	(0)	22,000
	EF	Printing and Reproduction	1,250	52	1,198	27,500	24,033	3,467
	EG	Employee Prof Dev & Training	1,500	533	968	33,000	70,633	(37,633)
	EH	Rental & Leases - Furn & Equipment	1,250	88	1,162	27,500	25,664	1,836
	EJ	Subscriptions	100	0	100	2,200	1,316	884
	EK	Facilities and Services	5,000	6,930	(1,930)	110,000	122,514	(12,514)
	EL	Data Processing Services (Interagency)	18,167	10,956	7,211	353,670	241,761	111,909
	EM	Attorney General Services	15,084	14,525	559	329,844	256,676	73,168
	EN	Personnel Services	1,750	2,206	(456)	38,500	43,920	(5,420)
	EP	Insurance	85	87	(2)	3,900	5,055	(1,155)
	ER	Other Contractual Services	15,000	7,930	7,070	330,000	175,380	154,620
	ES	Vehicle Maintenance & Operating Cst	0	0	0	0	3,490	(3,490)
	ET	Audit Services	0	0	0	28,000	27,000	1,000
	EU	Office of Equity Services	0	319	(319)	0	2,397	(2,397)
	EW	Archives & Records Management Svcs	59	148	(89)	1,298	1,181	117
	EY	Software Licenses and Maintenance	20,000	13,780	6,220	440,000	264,350	175,650
	EZ	Other Goods and Services	103	27	76	2,271	(689)	2,960
Travel			5,400	2,973	2,427	118,800	98,159	20,641
	GA	In-State Subsistence & Lodging	2,000	1,431	569	44,000	59,762	(15,762)
	GB	In-State Air Transportation	700	0	700	15,400	8,246	7,154
	GC	Private Automobile Mileage	700	1,474	(774)	15,400	10,924	4,476
	GD	Other Travel Expenses	400	392	8	8,800	6,209	2,591
	GF	Out-of-State Subsistence & Lodging	600	0	600	13,200	5,008	8,192
	GG	Out-of-State Air Transportation	900	0	900	19,800	6,440	13,360

GNMotor Pool Services			100	(324)	424	2,200	1,570	630
Capital Outlays			2,500	0	2,500	55,000	13,442	41,558
JANoncapitalized Assets			2,500	0	2,500	55,000	13,442	41,558
Grants, Benefits & Client Services			0	0	0	0	5,900	(5,900)
NZOther Grants and Benefits			0	0	0	0	5,900	(5,900)
Total Dollars			198,169	181,959	16,210	4,287,665	3,670,232	617,433

Program Index 00020 Outreach

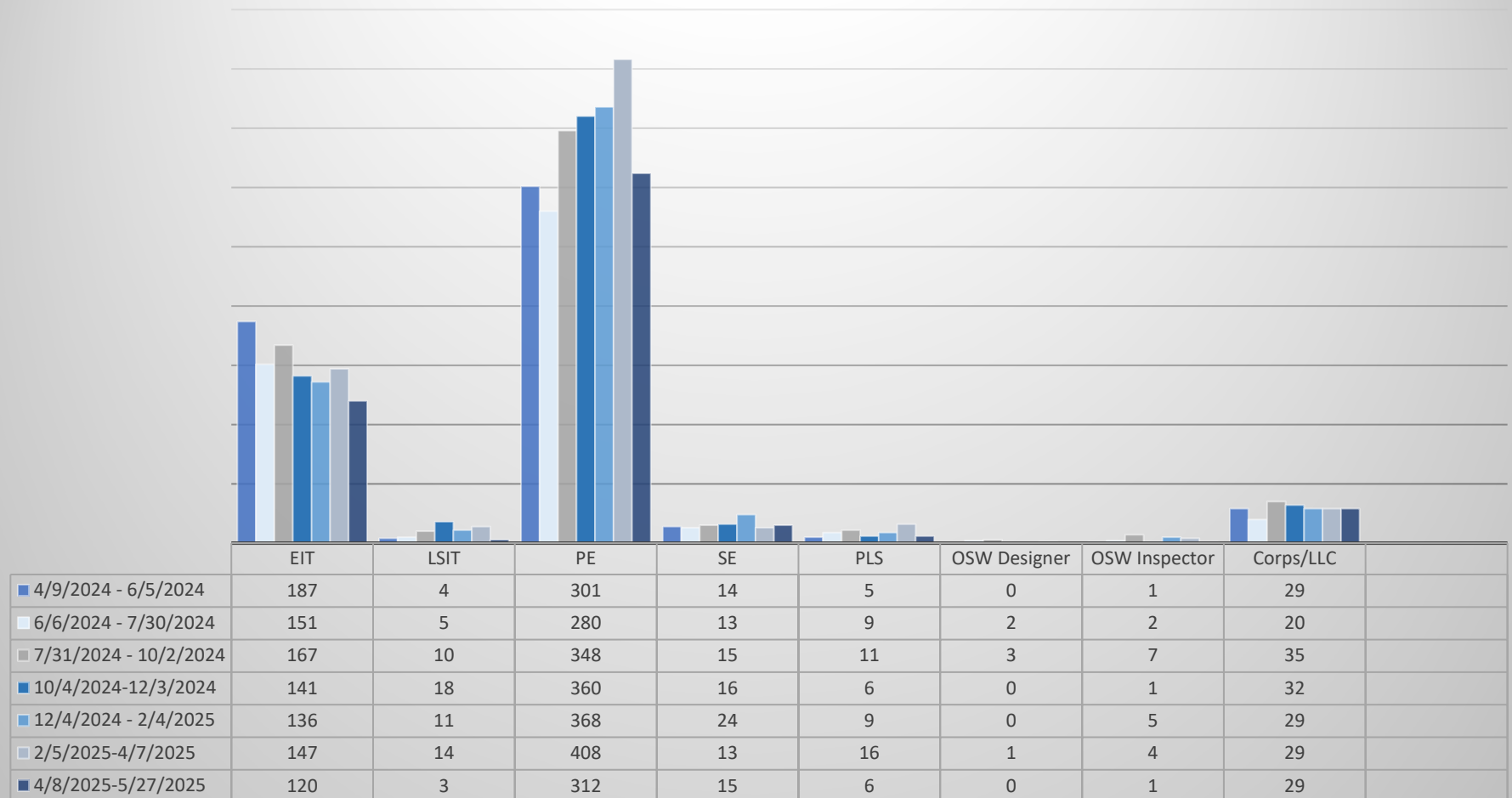
Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Goods and Services	0	0	21,980	(21,980)	(21,980)
Sum:	0	0	21,980	(21,980)	(21,980)

Category			FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Goods and Services			0	2,395	(2,395)	0	21,980	(21,980)
EAEASupplies and Materials			0	2,395	(2,395)	0	21,415	(21,415)
EFAPrinting and Reproduction			0	0	0	0	565	(565)
Total Dollars			0	2,395	(2,395)	0	21,980	(21,980)



Licensing Program Report June 17, 2025

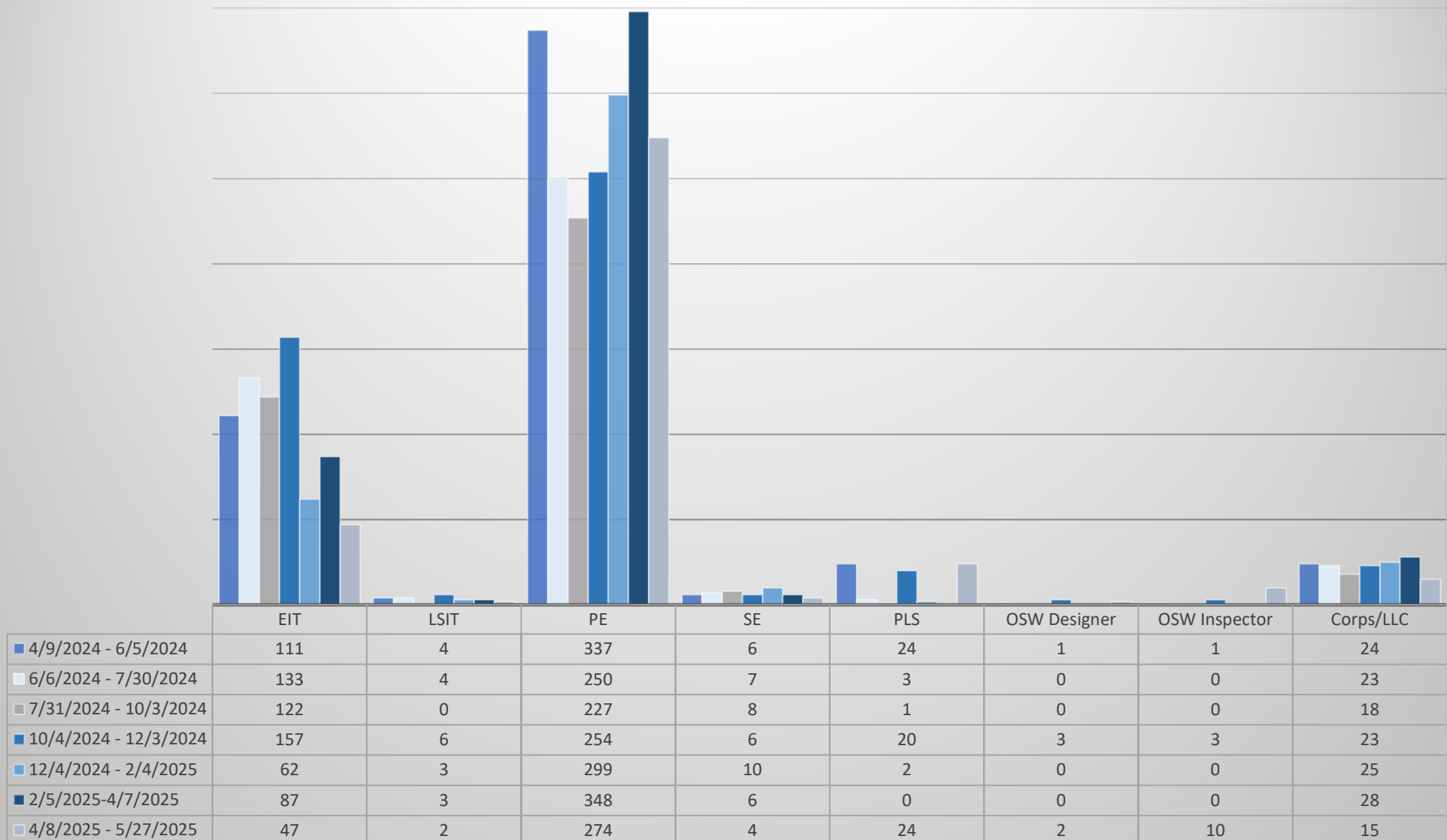
Applications Recieved





Licensing Program Report June 17, 2025

Licenses Issued

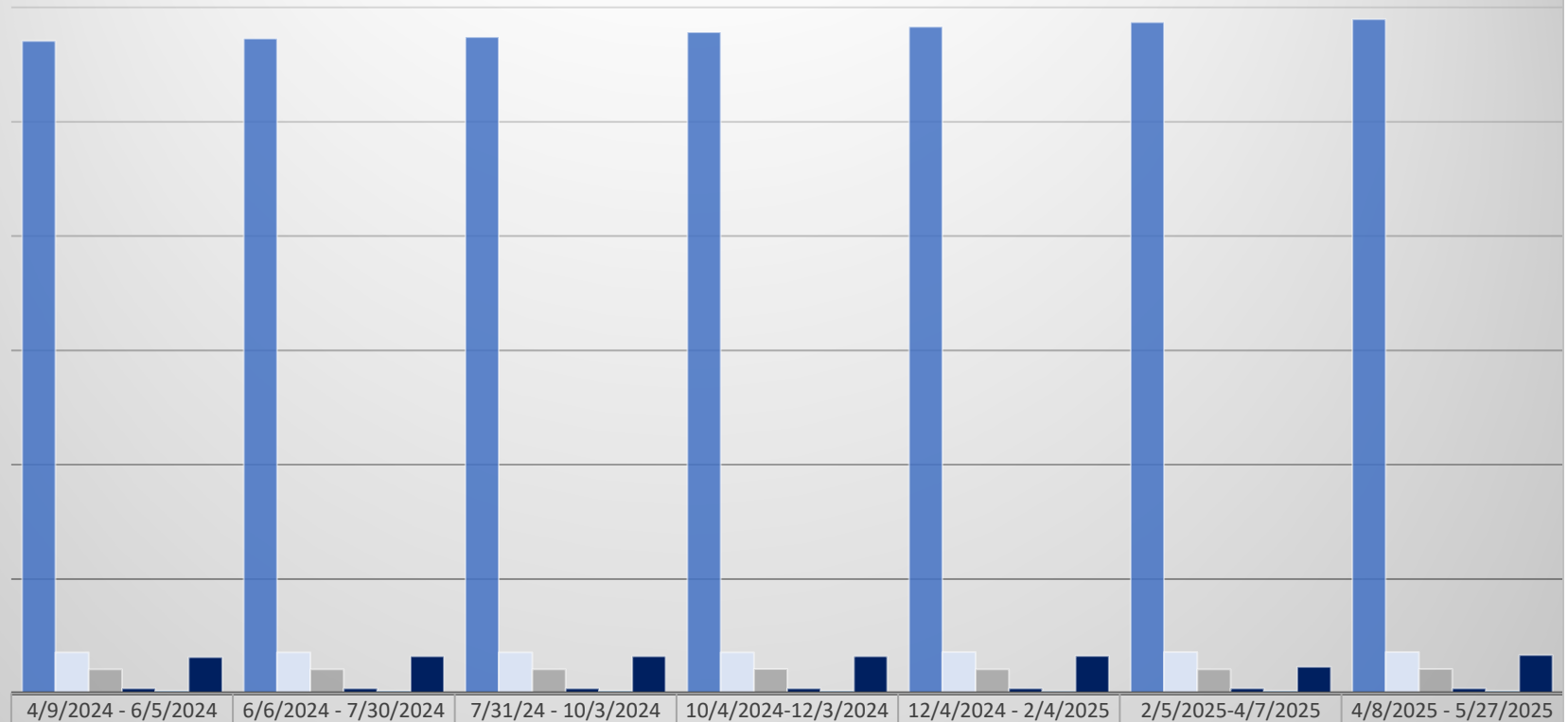




Licensing Program Report

June 17, 2025

Active Licenses



	4/9/2024 - 6/5/2024	6/6/2024 - 7/30/2024	7/31/24 - 10/3/2024	10/4/2024-12/3/2024	12/4/2024 - 2/4/2025	2/5/2025-4/7/2025	4/8/2025 - 5/27/2025
PE	28,529	28,641	28,702	28,912	29,156	29,360	29,484
SE	1,788	1,793	1,796	1,796	1,807	1,802	1,803
PLS	1,053	1,057	1,047	1,060	1,053	1,049	1,060
OSW Designer	220	221	218	221	217	215	216
OSW Inspector	110	108	107	107	103	105	114
Corps/LLC	1,584	1,622	1,617	1,624	1,634	1,160	1,673

Annual Board Meeting

Tab 7

Other Business

- 7.1. Additional Public Comment
- 7.2. Upcoming Outreach and Events
- 7.3. Board/Staff Affiliate Involvement
- 7.4. Action Items from this Meeting
- 7.5. Agenda Items for Next Meeting



2025 Upcoming Events Calendar

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

JAN

23-25 WOSSA Septic Con - Tacoma
30 & 31 Home & Garden Show - Tacoma
accountability audit

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

MAR

21 PLS & On-Site State Exams
31 ASCE Chapter Meeting - Pullman

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

MAY

7 LSAW Chapter Meeting - Vancouver
15-19 NCEES Western Zone Mtg - NM
21 UW Tacoma Presentation
27 LSAW Chapter Meeting - Renton

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

JUL

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

SEP

19 State PLS & On-Site Exams

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

NOV

19 ASCE Tacoma YMF - St. Martins

Su	Mo	Tu	We	Th	Fr	Sa
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	

FEB

1 & 2 Home & Garden Show - Tacoma
12 & 13 BRPELS Board Meeting - SeaTac
26 - 28 LSAW Conference - Tulalip
accountability audit end

Su	Mo	Tu	We	Th	Fr	Sa
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

APR

16 & 17 BRPELS Board Meeting - Tri-Cities
23 & 24 APWA Spring Conference - Tacoma

Su	Mo	Tu	We	Th	Fr	Sa
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

JUN

9-12 WSAC Annual Conference - Everett
11 & 12 WSACE Annual Conference
16 & 17 BRPELS Annual Board Mtg - SeaTac
16 & 17 SAME 'Meet the Chiefs' - SeaTac

Su	Mo	Tu	We	Th	Fr	Sa
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

AUG

6 & 7 BRPELS Board Meeting - Olympia
19-20 NCEES Annual Mtg - New Orleans, LA

Su	Mo	Tu	We	Th	Fr	Sa
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

OCT

8-11 ASCE Convention - Seattle
15 & 16 BRPELS Board Meeting - Pullman

Su	Mo	Tu	We	Th	Fr	Sa
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

DEC

10 & 11 BRPELS Board Meeting - Olympia

Board of Registration for Professional Engineers and Land Surveyors

Action Item List

Executive Committee (EC)

Date Assigned	Action Item	Assigned To	Status
6/21/23	Staff to work on a license review/report out document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting.	Mr. Ballard	In Progress

Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
1/19/25	Draft updated language for decoupling. 18.43.040 and 18.43.060 are to be rewritten for a full clean up if needed. To be reviewed at June BM.	Ms. Lagerberg & Ms. Gillespie	In Progress
2/13/25	Possible changes to work experience verification forms	Board Staff	On Agenda

Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
4/17/25	Consider future enforcement actions for companies that bid on projects and don't have a Designated Engineer/Land Surveyor or Certificate of Authorization in Washington State	Committee	Pending

Survey Committee (SC)

Date Assigned	Action Item	Assigned To	Status
4/14/25	Board staff to work with Ms. Lagerberg on PDH audits to develop a proposal for 196-16-035	Ms. Gillespie	On Agenda

On-Site Committee

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

Structural Committee (SEC)

Date Assigned	Action Item	Assigned To	Status
4/11/25	Add a link on the SE registration form to the BRPELS FAQ page for questions about NCEES exams. (SE exams we accept)	Ms. Cramer & Mr. Dickison	In Progress
4/11/25	Decide on language for the Experience Record Summary on the SE Registration Application.	Board staff	On Agenda
4/16/25	DECOUPLING: The Structural Committee will review new section 1(d).	Committee	On Agenda

Board Staff

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

AGO

Date Assigned	Action Item	Assigned To	Status
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-	-	-	-
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Communication Task Force (CTF)

Date Assigned	Action Item	Assigned To	Status
1/16/25	Journal article about digital signatures (short) for the Spring Journal	Mr. Rasmussen	In Progress (Fall Journal)
1/16/25	Checklist for public officials	Ms. Lund & Mr. Rasmussen	In Progress (Fall Journal)

Annual Board Meeting

Tab 8

Adjourn Meeting