



# Special Board Meeting

## October 16, 2025

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# **Special Board Meeting**

## **Tab 1**

### **Call to Order**

- 1.1. Roll Call
- 1.2. Order of Agenda
- 1.3. Approval of September 16, 2025 Meeting Minutes
- 1.4. Public Comment



## Special Board Meeting Agenda

**DATE & TIME:** October 16, 2025

9:00 am

**LOCATION:** Washington State University  
Sloan Hall, Room 146 and  
405 NE Spokane St.  
Pullman, WA 99163

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**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
- 1.3. Approval of September 16, 2025 Meeting Minutes
- 1.4. Public Comment

**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. Disciplinary Action

- 2.1. Case Deliberation
- 2.2. Disciplinary Report

#### 3. Committee Reports

- 3.1. Practice Committee
- 3.2. Exam Qualifications Committee
- 3.3. Survey Committee
- 3.4. Executive Committee

**BREAK APPROXIMATELY 12:00 PM – 12:30 PM**

**4. New Business**

- 4.1. FE Waiver (*from EQC*)
- 4.2. NCEES Annual Meeting Report Out
- 4.3. Forms Task Force Recommendation (*from EC*)
- 4.4. Approval of Draft Language & filing of CR102 for WAC 196-09 (*from PC*)
- 4.5. Approval of Concise Explanatory Statement & filing CR103 for WAC 196-25 (*from PC*)
- 4.6. Approval of the New On-Site & PLS State Exam Cut Score (*from EQC*)
- 4.7. AIAWA Practice Act Update

**5. Director's Report**

- 5.1. Financial Report
- 5.2. Agency Operations
- 5.3. Other Items

**6. Other Business**

- 6.1. Additional Public Comment
- 6.2. Upcoming Outreach and Events
- 6.3. Board/Staff Affiliate Involvement
- 6.4. Action Items from This Meeting
- 6.5. Agenda Items for Next Meeting

**7. Adjourn Meeting**



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS  
AND LAND SURVEYORS**  
P.O. Box 9025, Olympia, WA 98507-9025  
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## SPECIAL BOARD MEETING MINUTES

**DATE:** September 16, 2025  
**TIME:** 4:00 p.m.  
**LOCATION:** BRPELS Office  
605 11<sup>th</sup> Ave Suite 201  
Olympia, WA 98501

### **ATTENDANCE:**

#### **Board Members** - (via WebEx)

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

#### **Guest(s)** - (via WebEx)

Jim Wengler, PLS, CFedS

#### **Staff Members** - (via WebEx)

Ken Fuller, PE, Director  
Kristina Horton, PLS, Deputy Director  
Kevin Ballard, Internal Control Manager  
Mackenzie Wherrett, Executive Assistant  
Bryce Dickison, Administrative Assistant  
Greg Schieferstein, Communication Manager  
Jill Short, Investigations & Compliance  
Randy Garcia, Investigations & Compliance  
Danitza Casselman, Prosecuting AAG  
Marya Colignon, Advising AAG

### **1. Call to Order at 4:03 pm**

#### **1.1. Roll Call**

Mr. Hendrickson took roll call.

#### **1.2. Order of Agenda**

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

#### **1.3. Approval of August 7, 2025, Meeting Minutes.**

A motion was made by Ms. Lund, and seconded by Mr. Blaisdell, to accept the August 7, 2025, Meeting Minutes. Ms. Jackson offered a friendly amendment to remove Ms. Lund and add Ms. Jackson as case manager in case number 2024-09-2373-00ENG. The friendly amendment was accepted. Motion approved.

### **Executive Session**

Mr. Hendrickson, Board Chair, announced that the Board would go into Executive Session to consult with the board attorney, to discuss matters related to enforcement, and cases in

current litigation. It was estimated Executive Session would last from 4:12 a.m. until 4:27 a.m.  
**Open Session Reconvened – 4:27 p.m.**

### **Executive Session**

Mr. Hendrickson announced additional time was needed and the executive session was extended from 4:27 p.m. to 4:37 p.m.

**Open Session Reconvened – 4:37 p.m.**

## **2. Disciplinary Action**

### **2.1. Consideration of Board Order No. [2024-01-0051-00LSV, et al.](#)**

Ms. Casselman provided a summary of the Default Order against Richard Douglas Ross, PLS. A motion was made by Ms. Lund and seconded by Mr. Peden, to accept the default order and to include a fine of \$10,000 due within 3 years of the signed Default Order. Mr. Peden suggested a friendly amendment to the motion to include a fine of \$30,000 due within 90 days of the signed Default Order. The motion, including Mr. Peden's amendment, carried.

## **3. Public Comment**

3.1. No public comment

## **4. Adjourn Meeting**

The meeting adjourned at 5:01 p.m.

**Next Meeting:** October 16, 2025 – Special Board Meeting – Washington State University, Sloan Hall, Room 146, Pullman, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director

**Open session reconvenes at approximately 9:30 am**

# **Special Board Meeting**

## **Tab 2**

### **Disciplinary Action**

- 2.1. Case Deliberation
- 2.2. Disciplinary Report

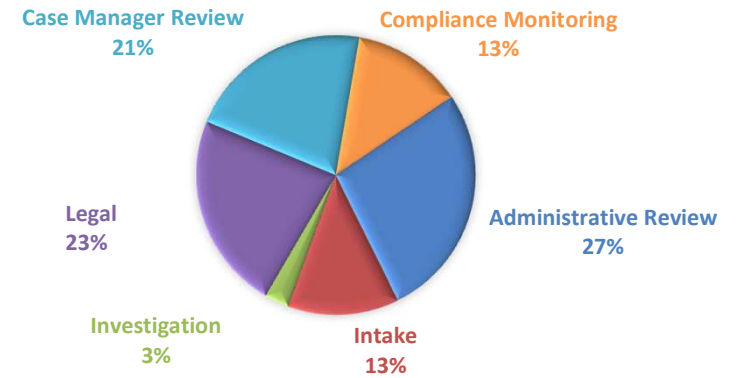
## Board of Registration for Professional Engineers Land Surveyors

### Disciplinary Report - October 2025

#### Open Case Status

| Status                | Program Type |                |          | Total     |
|-----------------------|--------------|----------------|----------|-----------|
|                       | Engineers    | Land Surveyors | OSW      |           |
| Administrative Review | 4            | 14             | 1        | 19        |
| Intake                | 4            | 3              | 2        | 9         |
| Investigation         | 0            | 2              | 0        | 2         |
| Legal                 | 5            | 10             | 1        | 16        |
| Case Manager Review   | 6            | 8              | 1        | 15        |
| Compliance Monitoring | 3            | 6              | 0        | 9         |
| <b>Total</b>          | <b>22</b>    | <b>43</b>      | <b>5</b> | <b>70</b> |

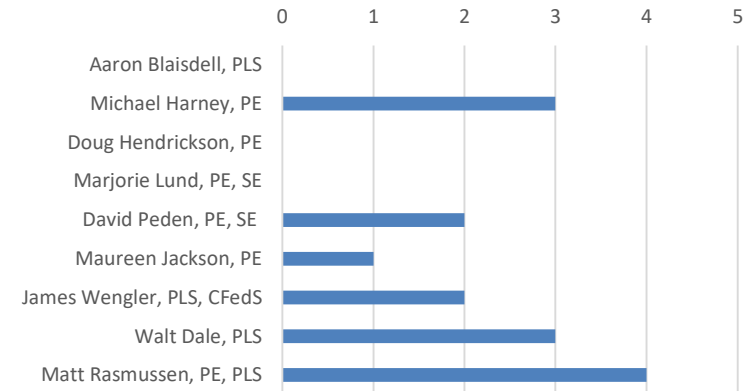
#### Open Complaint Status



#### Case Manager Review

| Case Manager              | Program Type |                |          | Total     |
|---------------------------|--------------|----------------|----------|-----------|
|                           | Engineers    | Land Surveyors | OSW      |           |
| Aaron Blaisdell, PLS      | 0            | 0              |          | 0         |
| Michael Harney, PE        | 3            | 0              |          | 3         |
| Doug Hendrickson, PE      | 0            | 0              |          | 0         |
| Marjorie Lund, PE, SE     | 0            | 0              |          | 0         |
| David Peden, PE, SE       | 1            | 0              | 1        | 2         |
| Maureen Jackson, PE       | 1            | 0              |          | 1         |
| James Wengler, PLS, CFedS | 0            | 2              |          | 2         |
| Walt Dale, PLS            | 0            | 3              |          | 3         |
| Matt Rasmussen, PE, PLS   | 1            | 3              |          | 4         |
| <b>Total</b>              | <b>6</b>     | <b>8</b>       | <b>1</b> | <b>15</b> |

#### Case Manager Open Complaints



#### Administrative Review

| Board Staff          | Engineers | Land Surveyors | OSW      | Total     |
|----------------------|-----------|----------------|----------|-----------|
| Ken Fuller, PE       | 4         | 0              | 1        | 5         |
| Kristina Horton, PLS | 0         | 14             | 0        | 14        |
| <b>Total</b>         | <b>4</b>  | <b>14</b>      | <b>1</b> | <b>19</b> |



# **Special Board Meeting**

## **Tab 3**

### **Committee Reports**

- 3.1. Practice Committee
- 3.2. Exam Qualifications Committee
- 3.3. Survey Committee
- 3.4. Executive Committee

**BREAK APPROXIMATELY 12:00 PM – 12:30 PM**

# Special Board Meeting

## Tab 4

### New Business

- 4.1. FE Waiver (*from EQC*)
- 4.2. NCEES Annual Meeting Report Out
- 4.3. Forms Task Force Recommendation (*from EC*)
- 4.4. Approval of Draft Language & filing of CR102 for WAC 196-09 (*from PC*)
- 4.5. Approval of Concise Explanatory Statement & filing CR103 for WAC 196-25  
(*from PC*)
- 4.6. Approval of the New On-Site & PLS State Exam Cut Score (*from EQC*)
- 4.7. AIAWA Practice Act Update

# Proposed FE Waiver Language

## Waiver of the Fundamentals of Engineering (FE) examination:

- To waive the FE exam an applicant must have an approved undergraduate engineering degree and \_\_\_\_\_ **years** of practical experience.
  - A Board approved Masters program may be considered as an additional 1 year of experience.
  - A Board approved PhD program with at least \_\_\_\_\_ **year(s)** of practical experience may:
    - ***waive the FE examination.***
    - ***be considered as an additional \_\_\_\_\_ year(s) of experience.***
- An applicant requesting a waiver must not have failed the FE examination in the previous 10 years.



## **NCEES AM Report out**

D. W. Hendrickson, P.E

This year's NCEES Annual Meeting in New Orleans was hot, and I mean HOT, and often sweltering. In attendance were myself, Mr. Peden, and Mr. Blaisdell. We had an agenda allocated by our Board to specifically address items upon the Consent Agenda and some not. Specifically:

- UPLG Motion 2, was forwarded to Amend Model Law 130.10 B. The motion proposed specific periods of recognized experience which may influence comity paths. Our Board's position was that the proposal was not inherently bad but constructed in a manner which would inherently confuse all parties. The assessment of the Council was that it would pass regardless of Washington objection. I negotiated a charge to be laid upon UPLG to rewrite the language during this 2025-2026 year.
- Licensure 2 and Licensure 3: These motions came out of the successor Committee of my prior work with the Engineering Licensure Model Task Force and are generally working upon the path we developed. These two motions, in parallel, each requested amendment of Model Rules, at 230.20 .A.6 and 230.20.B.4, respective to practice of Engineers and Surveyors. The motions requested that mentorship by a Licensed individual be credited as professional experience and would further remove requirements for experience under the supervision of an unlicensed, but qualified, individual. Washington pulled these from the Consent Agenda, based upon objection with each term of change and relation to our code. Each received significant discussion. In Council, each motion was amended to remove the clauses which would remove the discredit of supervision under an unlicensed qualified individual. Each motion was approved with the mentorship to be recognized as professional experience. In consequence, with NCEES Record holds applying for licensure in Washington, we must remain vigilant in the future to our need to not accept NCEES Record experience assessment at face value.

In the balance of NCEES actions, the greatest was likely the readjustment of reserve to 50% rather than 75% of operating year expenses. This reserve change allowed NCEES to allocate an additional nine million dollars to the NCEES Foundation. We look forward to that Foundation actually distributing grants.



## Forms Task Force Committee Report

August 28, 2025 | 11:00 a.m.

**Virtually via Microsoft Teams & in person:**

BRPELS Office  
605 11<sup>th</sup> Ave SE  
Olympia, WA, 98501

**Board Members:** Marjorie Lund, PE, SE  
Matt Rasmussen, PE, PLS

**Support staff:** Ken Fuller, PE, Director  
Kristina Horton, PLS, Deputy Director  
Kevin Ballard, Internal Control Manager  
Shanan Gillespie, Regulatory Program Manager  
Bryce Dickison, Administrative Assistant  
Vonna Cramer, Licensing Lead

### Discussion topics

- **Review of Task Force Scope**  
Ms. Lund presented snips of online forms for discussion
- **Review of Roles**  
Kevin Ballard provided an orientation of the TF SharePoint location. Mr. Ballard provided an orientation of the TF SharePoint location.
- **Timeline and Phases**  
Kevin Ballard provided a timeline for staff working group meetings & reviews.

### Action Items (Assigned to Staff Working Group)

- Scope: Staff to compile PE, PLS, EIT, LSIT, SE, OSWI, OSWD forms.
- Merge Application & Work Experience forms.
- Include Law Review as portion of the application
- Consolidate legal/ background questions.
- All forms to conform to the following structure:
  - Section 1- Administrative & Education Information
  - Section 2- Work Experience
  - Section 3- Law Review
  - Section 4- Attestation & Payment
- Staff to coordinate with DOL and provide timeline required for flow changes to POLARIS.

**WAC 196-09-050 Brief adjudicative proceedings.** (1) The board may conduct brief adjudicative proceedings as provided in RCW 34.05.482 through 34.05.494 of the Administrative Procedure Act.

(2) Brief adjudicative proceedings may ~~only~~ be ~~allowed~~offered when a respondent challenges the following categories of board decisions:

(a) A denial of application for licensure, including renewal, reinstatement, or denial of eligibility to take examinations;

(b) A finding that a licensee has failed to meet continuing professional development requirements;

(c) A finding that a licensee has violated the terms of a final order or agreed order issued by the board or the board's designee;

(d) A finding that a person has engaged in false, deceptive, or misleading advertising, or engaged in unlicensed practice.

(e) A finding that a professional land surveyor has violated the provisions of the Survey Recording Act, chapter 58.09 RCW and the survey standards, chapter 332-130 WAC.

(f) A finding that a licensee has violated the provisions of chapter 196-23 WAC, stamping and seals, chapter 196-27A WAC, rules of professional conduct, ~~and~~or chapter 196-33 Rules of professional practice for licensees designing on-site wastewater treatment systems;

(3) A brief adjudicative proceeding may be offered only where the violations alleged are simple and can be proven solely with documentary evidence and where no oral testimony or opinion is needed for the presiding officer to make a fully informed decision on the matter.

[Statutory Authority: RCW 18.43.035. WSR 21-22-092, § 196-09-050, filed 11/2/21, effective 12/3/21. Statutory Authority: RCW 46.01.110 and 2018 c 199. WSR 18-21-028, § 196-09-050, filed 10/5/18, effective 11/5/18. Statutory Authority: RCW 18.43.035 and chapter 18.235 RCW. WSR 06-11-121, § 196-09-050, filed 5/19/06, effective 6/19/06. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-09-050, filed 1/21/04, effective 2/21/04.]

**WAC 196-09-055 Records required for brief adjudicative**

**proceeding.** The records for the brief adjudicative proceeding may include, but are not limited to:

(1) License related denials and violations of law:

(a) All correspondence, including emails, between the applicant or respondent, complainant, and the board staff regarding an initial determination ~~including copies of~~ such as complaints, requests for information, responses, applications, renewal notice(s), denials, or appeals;

(b) All documents or data ~~received by the board from or on behalf of the applicant, licensee or respondent~~ relating to violations or license denials including records from educational institutions, company employment records, attestations by licensees, plans, maps, drawings, recorded documents, contracts, advertisements, letterhead, business cards, invoices, records from financial institutions; information, payments, or explanations that have been provided to the board;

~~(c) Copies of all supplementary information related to application or complaint review by staff or board member;~~



(d) All documents relied upon by board staff and case manager or board member in reaching the initial determination;

(e) Any other documentary evidence ~~information~~ that may be of assistance to the presiding officer in deciding the case.

(2) Determination of compliance with previously issued board order:

(a) The previously issued final order, default or agreed order~~agreement~~;

(b) All reports or other documents submitted by, or at the direction of, the license holder, in full or partial fulfillment of the terms of the final order or agreement;

(c) All correspondence between the license holder and the board regarding compliance with the final order, default or agreed order~~ment~~; and

(d) All documents relied upon by the board staff and case manager showing that the license holder has failed to comply with the previously issued final order, default or agreed order~~ment~~.

[Statutory Authority: RCW 18.43.035. WSR 21-22-092, § 196-09-055, filed 11/2/21, effective 12/3/21. Statutory Authority: RCW 46.01.110 and 2018 c 199. WSR 18-21-028, § 196-09-055, filed

10/5/18, effective 11/5/18. Statutory Authority: RCW 18.43.035  
and chapter 18.235 RCW. WSR 06-11-121, § 196-09-055, filed  
5/19/06, effective 6/19/06. Statutory Authority: Chapters 18.43  
and 18.235 RCW. WSR 04-04-001, § 196-09-055, filed 1/21/04,  
effective 2/21/04.]



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**Washington Administrative Code  
Notice of Permanent Rules for WAC 196-25  
Business practices**

The Administrative Procedure Act (RCW 34.05.325(6)) requires agencies to complete a concise explanatory statement before filing adopted rules with the Office of the Code Reviser. This statement must be provided to anyone who gave comment about the proposed rulemaking.

**Adoption of:** WAC 196-25

**Effective date:** These rule changes will become effective 31 days after filing (approximately November 21, 2025).

**Summary of all public comments received on this rule proposal and the agency's response to those comments:**

**Comment:**

my suggestion: ...a current business license with the secretary of state and the department of revenue...

**Response:**

Thank you for your comments. Your suggestion of adding the word "business" helps clarify what type of license is required at the Secretary of State's Office and the Dept. of Revenue.

**Changes made to the proposed WAC as a result of public comment:**

Added "business" to amended language in WAC 196-25-010.

The Board appreciates your involvement in this rule making process. If you have any questions, please contact Shanan Gillespie, Board Rules Coordinator, at (360) 664-1570 or e-mail at [Shanan.Gillespie@brpels.wa.gov](mailto:Shanan.Gillespie@brpels.wa.gov).

AMENDATORY SECTION (Amending WSR 23-01-052, filed 12/14/22, effective 1/14/23)

**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.]

AMENDATORY SECTION (Amending WSR 23-01-052, filed 12/14/22, effective 1/14/23)

**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.]



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**TO:** Exam Qualifications Committee

**September 29, 2025**

**FROM:** Kevin Ballard

**SUBJECT:** September 2025 Exam Performance Report

**On-Site Licensing Examination**

**September 2025 Cut Score:** 80  
**Total Pass:** 2/16  
**Pass Rate:** 13%  
**High Score:** 85%  
**Low Score:** 55%

**Designers:**

First Time: 2  
 Total Pass: 0/4

**Inspectors:**

First Time: 7  
 Total Pass: 2/12

| <b><u>Past Exam Dates</u></b> | <b><u>Cut Score</u></b> | <b><u>Pass Rate</u></b> |
|-------------------------------|-------------------------|-------------------------|
| April 2021                    | 81                      | 57%                     |
| September 2021                | 82                      | 46%                     |
| March 2022                    | 81                      | 44%                     |
| September 2022                | 82                      | 38%                     |
| March 2023                    | 81                      | 64%                     |
| September 2023                | 82                      | 63%                     |
| March 2024                    | 81                      | 57%                     |
| September 2024                | 82                      | 31%                     |
| March 2025                    | 81                      | 57%                     |

**Exam Scores**

|    |    |
|----|----|
| 70 | 72 |
| 85 | 73 |
| 80 | 65 |
| 60 | 62 |
| 71 | 69 |
| 76 | 69 |
| 76 | 75 |
| 55 | 77 |

**Average Score:** 71 71%



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### Land Surveyor Examination Results

**September 2025 Cut Score:** 73  
**Total Pass:** 11/26  
**Pass Rate:** 42%

**High Score:** 98%  
**Low Score:** 48%  
**First Time:** 19

| <u>Past Exam Dates</u> | <u>Cut Score</u> | <u>Pass Rate</u> |
|------------------------|------------------|------------------|
| April 2021             | 68               | 48%              |
| September 2021         | 70               | 46%              |
| March 2022             | 68               | 55%              |
| September 2022         | 70               | 53%              |
| March 2023             | 68               | 50%              |
| September 2023         | 70               | 51%              |
| March 2024             | 68               | 50%              |
| September 2024         | 70               | 54%              |
| March 2025             | 70               | 78%              |

### Exam Scores

|    |    |    |
|----|----|----|
| 29 | 26 | 33 |
| 19 | 26 | 29 |
| 25 | 35 | 25 |
| 31 | 23 | 26 |
| 26 | 28 | 28 |
| 30 | 26 | 27 |
| 36 | 26 | 33 |
| 26 | 33 | 33 |
| 29 | 21 |    |

**Average Score:** 28 71%

Hi Ken-

Hope you are doing well!

AIAWA is putting together a practice act update to bring RCW 18.08 up to date with our national organization's definition of the practice. This is important for a couple of reasons. First, the Qualifications Based Selection process has been rife with issues, particularly around the lines of when a public agency needs to work within it. The definition of the practice of architecture is 40 years old and the profession has change dramatically since then. An update will help architects impress upon agencies that the investment into our public buildings shouldn't be based on lowest bid but on the most qualified professionals available. I think our engineer partners, who also fall within QBS, would agree.

The second issue is incidental practice. This isn't a new issue and though we've tried to get a solid AG's opinion, we are left with their determination that there is no bright line delineating one profession's responsibility from the other. Our thought is that a better definition of the practice will ease some of that confusion. There is a group, Interorganizational Council on Regulations (ICOR), <https://icor-reg.org/practice-overlap/>, which has brought together (5) professions to hash out where the boundaries lie. Their report, which is in it's 5<sup>th</sup> year of work, has a mission: *ICOR's members are partnering to develop guidance for our professional licensing boards on how to best regulate overlapping practice between the professions of architecture, engineering, interior design, landscape architecture, and surveying.* Their report is due to be released in a couple weeks so ideally we'll have it to also refer to.

You may be aware of the bill the interior design coalition is working on, and our updated definition will also help provide the bright line needed to designate when a project requires an architect versus an interior designer alone.

Attached is our most current draft language of the update which I've also discussed with our state board. We want to be sure that our partners, particularly our engineering partners, are comfortable with the update and could be in support of it/not oppose it. I'd be happy to talk more if you have questions or concerns.

Best-  
Tammie

**Tammie Sueirro**  
Executive Director  
*Pronouns: She/Her*

**AIA Washington Council**

*A chapter of the American Institute of Architects*



"Practice of architecture" means the rendering of any service or related work requiring architectural education, training, and experience, in connection with the art and science of building design for construction of any structure or grouping of structures and the use of space within and surrounding the structures or the design for construction of alterations or additions to the structures *in a manner that protects the public health, safety and welfare. This includes providing, offering to provide or being in responsible control of planning services; developing concepts; preparing documents that define form and function of an environment; coordinating consultants; and construction administration.*

- a. *Planning services include, but are not limited to, programming (the evaluation and tabulation of design requirements) and planning (the strategizing of how program requirements are to be implemented and how this relates to site considerations).*
- b. *Developing concepts includes, but is not limited to, preliminary design and planning studies, pre-design, investigations, and evaluations.*
- c. *Preparing documents that define form and function includes, but is not limited to schematic design, design development, preparation of construction contract documents and Technical Submissions, including incorporation of the requirements of the authorities having jurisdiction.*
- d. *Compliance with generally applicable codes and regulations, and assistance in the governmental review process.*
- e. *Coordinating consultants includes, but is not limited to, the coordination of any elements of Technical Submissions prepared by others.*
- f. *Construction administration includes, but is not limited to, evaluation and observation of construction to determine that the work is proceeding in accordance with the contract documents.*

*"Responsible Control" means the responsibility for exercising the ultimate authority over, and possessing the knowledge and ability to oversee, delegate, and integrate the design and technical decisions related to the preparation of the project's instruments of service and the project's implementation in conformance with the standard of care.*

# **Special Board Meeting**

## **Tab 5**

### **Director's Report**

- 5.1. Financial Report
- 5.2. Agency Operations
- 5.3. Other Items



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

September 25, 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:** **August 2025 FINANCIAL REPORT**

August highlights

- \$179k revenues
- \$250k expenses. August expenses elevated, July & August central service costs paid in August.
- \$1.457 million fund balance – a decrease of \$71,000 from July.

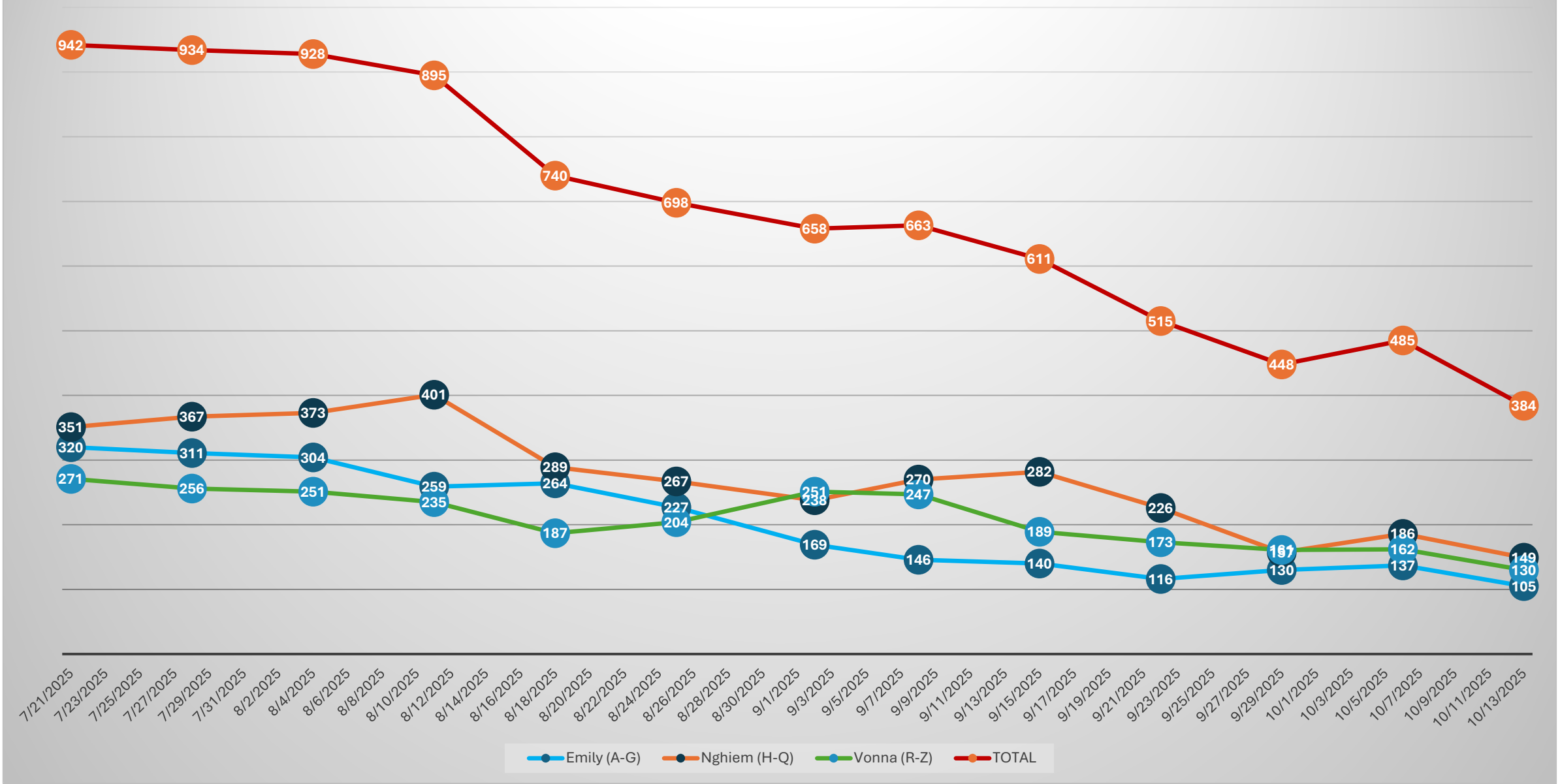
Biennium to date highlights – July 2025 to August 2025

- Revenues: \$377k
- Expenses: \$389k
  - This is a \$36k underspend against allotments year to date. Underspend largely composed of:
    - \$16k underspend in E category. This is \$8k/month or \$190k for the biennium held aside for licensing system projects but expenses for this have not yet materialized.
    - \$12k in underspend G travel categories. Nearly zero travel expenses so far.
    - Small over/underspends in other categories.
- Fund balance: \$1.457 million
  - Current balance is a \$451k decrease from beginning balance of \$1.909 million. Change in fund balance composed of:
    - \$440,000 fund sweep per BI25-27 budget bill [5167-S.PL.pdf](#).
    - ~\$11k operating loss.

Projected BI27 end highlights

- Revenue projected to reach \$4.843 million by June 2027.
- Expenses projected to reach \$4.823-\$5.013 million by June 2027.
- Fund 024 balance projected at \$1.303-\$1.494 million. This is a decrease from the BI25 starting balance of \$1.909 million.

Licensing Workload Tracker (Weekly Data)



# **Special Board Meeting**

## **Tab 6**

### **Other Business**

- 6.1. Additional Public Comment
- 6.2. Upcoming Outreach and Events
- 6.3. Board/Staff Affiliate Involvement
- 6.4. Action Items from this Meeting
- 6.5. 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

23-24 RCW 18.43 Stakeholder Mtgs - Olympia

| 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  
15 WSU Meet & Greet - Pullman  
22 ASCE YMF Meeting - Seattle U  
27 & 28 Formal Hearing - Webex

| 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

9 SAME Presentation - Dupont  
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      |
|---------------|-------------------------------------------------------------------------------------|-------------|-------------|
| 6/16/25       | EC will consider changes to the Director and Deputy Director position expectations. | Committee   | In Progress |

### Exam Qualifications Committee (EQC)

| Date Assigned | Action Item                                                                                                                                                                                                                        | Assigned To | Status       |
|---------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|--------------|
| 6/17/25       | EQC to work on the NCEES attestation regarding decoupling. <ul style="list-style-type: none"> <li>Ms. Cramer will edit the NCEES attestation example and present it at the October committee meeting.</li> </ul>                   | Ms. Cramer  | Pending Leg. |
| 6/17/25       | EQC to work on the WAC changes that come out of changes to RCW 18.43                                                                                                                                                               | Committee   | Pending Leg. |
| 5/28/25       | Update the FE Exam Equivalency form after RCW 18.43.040 language is approved                                                                                                                                                       | Committee   | Pending Leg. |
| 8/6/25        | The committee will pursue an FE waiver for military, industry, and government employees. <ul style="list-style-type: none"> <li>Staff will present refined information at the next committee meeting, October 16, 2025.</li> </ul> | Committee   | 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 case closure |

### Survey Committee (SC)

| Date Assigned | Action Item | Assigned To | Status |
|---------------|-------------|-------------|--------|
| -             | -           | -           | -      |

### On-Site Committee

| Date Assigned | Action Item                                                                                                                             | Assigned To                | Status      |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------|----------------------------|-------------|
| 7/9/25        | Mr. Wilkerson and Ms. Cramer to identify the exam domains that need to be worked on and organize which questions the SMEs will develop. | Ms. Cramer & Mr. Wilkerson | In Progress |
| 7/9/25        | Mr. Wilkerson to communicate with WOSSA to find and develop new exam writers.                                                           | Mr. Wilkerson              | In Progress |

### Structural Committee (SE)

| Date Assigned | Action Item | Assigned To | Status |
|---------------|-------------|-------------|--------|
| -             | -           | -           | -      |

### Board Staff

| Date Assigned | Action Item | Assigned To | Status |
|---------------|-------------|-------------|--------|
| -             | -           | -           | -      |

## AGO

| Date Assigned | Action Item                                                 | Assigned To   | Status      |
|---------------|-------------------------------------------------------------|---------------|-------------|
| 3/18/25       | BRPELS Administrative Policy Review – <i>from Mackenzie</i> | Ms. Lagerberg | In Progress |
| 8/6/25        | Review the edits to WAC 196-16 for EQC                      | Ms. Lagerberg | In Progress |
| 8/7/25        | Review WAC 196-09 draft language                            | Ms. Lagerberg | In Progress |

## Communication Task Force (CTF)

| Date Assigned | Action Item                         | Assigned To              | Status      |
|---------------|-------------------------------------|--------------------------|-------------|
| 1/16/25       | Checklist (??) for public officials | Ms. Lund & Mr. Rasmussen | In Progress |

## Forms Task Force (FTF)

| Date Assigned                        | Action Item                                                                   | Assigned To                                | Status      |
|--------------------------------------|-------------------------------------------------------------------------------|--------------------------------------------|-------------|
| <div> <div></div> <div></div> </div> | Work on all licensing forms as they relate to decoupling and for consistency. | Ms. Lund<br>Mr. Rasmussen<br>& Board Staff | In Progress |



**Special Board Meeting**

**Tab 7**

**Adjourn Meeting**