STATE OF WASHINGTON
BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS & LAND SURVEYORS
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SPECIAL BOARD MEETING MINUTES

DATE: October 16, 2025
TIME: 9:00 a.m.
LOCATION: Washington State University
Sloan Hall, Room 146
305 NE Spokane St
Pullman, WA 99163

ATTENDANCE:

Board Members -
Doug Hendrickson, PE, Chair
Mike Harney, PE, Vice Chair
Marjorie Lund, PE, SE
Dave Peden, PE, SE
Maureen Jackson, PE
Matt Rasmussen, PE, PLS
Jon Warren, PLS (Excused)

Guest(s) -
Aaron Blaisdell, PLS (via WebEx)
Tom Judge (via WebEx)

Staff Members-
Ken Fuller, PE, Director
Kristina Horton, PLS, Deputy Director
Kevin Ballard, Internal Control Manager
Mackenzie Wherrett, Executive Assistant (via WebEx)
Bryce Dickison, Administrative Assistant
Greg Schieferstein, Communication 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)
Danitza Casselman, Prosecuting AAG (via WebEx)
Ian Shelley, DES, Sr Financial Advisor (via WebEx)

1. Call to Order at 9:00 am

1.1. Roll Call
Mr. Hendrickson took roll call.

1.2. Order of Agenda
A motion was made by Mr. Rasmussen and seconded by Mr. Harney, to accept the agenda as written. Motion carried.

1.3. Approval of September 16, 2025, Meeting Minutes.
A motion was made by Ms. Lund, and seconded by Ms. Jackson, to accept the September 16, 2025, Meeting Minutes. Motion carried.

1.4. Public Comment Opportunity
No public comment.

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 9:05 a.m. until 9:30 a.m. A connectivity issue occurred related to the internet. The meeting resumed at 9:38 a.m.
Open Session Reconvened – 9:38a.m.

2. Disciplinary Action

2.1. Case Deliberation
2025-05-1641-00ENG
Mr. Rasmussen recommended the case be closed with no further action, including a letter of education sent to the Respondent. A motion was made by Ms. Lund, second by Mr. Peden, to accept the Case Manager's recommendation for closure. Motion carried. Mr. Rasmussen abstained.

Consideration of Board Order No. 2023-03-0339-00LSV, et al.
Ms. Casselman provided a summary of the Default Order against James D Crones, PLS. The board noticed a numbering error, but Ms. Lagerberg suggested not editing the Board Order after the Respondent has signed. A motion was made by Mr. Peden and seconded by Ms. Jackson, to accept the Default Order. Motion carried.

2.2. Disciplinary Report
The Board received the Disciplinary Report summary that was included in the board packet.

3. Committee Reports

3.1. Practice Committee *(PC)*
The board received the committee reports as delivered by Mr. Harney.
- 10/9/2025 PC Report

3.2. Exam Qualifications Committee *(EQC)*
The board received the committee's report as delivered by Ms. Jackson.
- 10/15/2025 EQC Report

3.3. Survey Committee *(SC)*
The board received the committee's report as delivered by Mr. Rasmussen.
- 10/15/2025 SC Report

3.4. Executive Committee *(EC)*
The board received the committee's report as delivered by Mr. Hendrickson.
- 10/16/2025 EC Report

4. New Business

4.1. FE Waiver *(from EQC)*
The FE Waiver was not ready for review. The FE Waiver will be added to the December Special Board Meeting agenda.

4.2. NCEES Annual Meeting Report Out
Mr. Hendrickson detailed the report from the board packet.

4.3. Forms Task Force Recommendation *(from EQC)*
The recommendation was not ready and will be moved to the agenda at the December Special Board Meeting. The board clarified the task force reports out of EQC.

4.4. Approval of Draft Language & filing of CR102 for WAC 196-09 *(from PC)*
The Board reviewed the proposed changes to Title 196-09 WAC. The board noted that the numbering needed to be corrected.

A motion was made by Mr. Harney and seconded by Mr. Peden to approve filing of the CR102 for Title 196-09 WAC. Motion carried.

4.5. Approval of Concise Explanatory Statement & Filing for CR103 for WAC 196-25 *(from PC)*
One written comment was received and no oral comment. The board discussed the addition of the word "business" being added prior to the word "license" within Title 196-25 WAC.

A motion was made by Mr. Rasmussen and seconded by Mr. Harney to approve filing of the Concise Explanatory Statement and CR103 for Title 196-25 WAC with the addition of the word "business" before "license". Motion carried.

4.6. Approval of the New On-Site & PLS State Exam Cut Score *(from EQC)*
The Board reviewed the On-Site and PLS state exam cut scores from the September 2025 exam administration. The Board discussed the difficulty of the exam and examinee preparation and would like feedback.

Ms. Jackson motioned to approve the On-Site exam cut score of 80 with a 13% pass rate and the Professional Land Surveyor exam cut score of 73 with a 42% pass rate, seconded by Mr. Peden. Motion carried.

4.7. AIAWA Practice Act Update
The Board discussed communication from the American Institute of Architects WA Council (AIAWA) that proposed updates to the Architects Practice Act. Mr. Fuller and Ms. Lagerberg will look at terminology and scope of the updates and whether they overlap with the Board's lawful jurisdiction. Ms. Lagerberg stated that the Architects Board will review this information at their next board meeting.

5. Director's Report

5.1. Financial Report
Mr. Shelley detailed the agency Financial Report from the board packet.

5.2. Agency Operations
Ms. Horton informed the Board of current agency operations.

- A new Case Manager's report template with directions
- Ms. Short's retirement in December

- The appointment of the newest board member, Jon Warren, PLS, replacing Aaron Blaisdell, PLS.
- The BRPELS office is undergoing a reorganization turning the conference room into the “Licensing Lair”.
- The agency is planning to hire an additional licensing position to also support compliance, with the funds coming from Ms. Short’s retirement.
- Annual 1 on 1 meetings with staff about cultural accountability, training, and employee needs. The agency has begun building a work culture that strives for excellence.
- Mr. Ballard presented the licensing Lean process and shared the improvements that have been made to response and approval times. Compliance will be the next focus for the Lean process.

5.3. Other Items
Mr. Fuller and Mr. Lau attended the ASCE convention and conversations focused on Comity licensure. There was discussion about the UW Pathways study and the need to support mentorships.

Mr. Fuller discussed the Director succession planning milestones. Mr. Peden requested transparency with succession planning and that the milestones be documented and shared with the board.

6. Other Business

6.1. Additional Public Comment
Mr. Blaisdell appreciated the opportunity to speak. He stated it was a true honor to serve on the board and collaborate with past and present board members. He hoped that the board would continue promoting the Land Surveying profession through outreach, encouraged public inclusivity at committee meetings, and continuing facilitation of the Survey Committee.

6.2. Upcoming Outreach and Events
Mr. Schieferstein covered upcoming events displayed in the board packet.

ASCE Seattle YMF at UW	October 22, 2025
ASCE Tacoma YMF at St. Martins	November 19, 2025
SAME presentation	December 9, 2025

6.3. Board/Staff Affiliate Involvement

- Ms. Lund is no longer participating in the NCEES EPE committee.
- Mr. Rasmussen will present information about LSAW at a local middle school.
- Mr. Hendrickson is participating in ABET accreditation with Washington State University and NSPE Committee on Policy and Advocacy (COPA).

6.4. Action Items from This Meeting

- Board staff to send the singed Agreed Order for case No. 2023-03-0339-00LSV and No. 2024-08-2233-00LSV to the Respondent.
- Board staff to file a CR102 for Title 196-09 WAC.
- Board staff to advance the Concise Explanatory Statement and filing of CR103 for Title 196-25 WAC.
- Board staff to release the results of the PLS and On-Site state exams.
- Create a Journal article and LinkedIn post about the new On-Site exam. Mr. Ballard will provide an article by Monday encouraging exam preparation.

6.5. Agenda Items for Next Meeting

- Removal of Mr. Morta from compliance monitoring
- New NCEES PLSS Examination: Plan Forward
- Forms Task Force Recommendation
- FE Waiver
- AIAWA Practice Act update
- Send off for the retirement of Ms. Short.

7. Adjourn Meeting

A motion was made by Mr. Rasmussen, and seconded by Mr. Harney, to adjourn the meeting at 12:37 p.m. Motion approved. Meeting adjourned.

Next Meeting:

December 11, 2025 – Special Board Meeting – BRPELS Office, Olympia, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director