



Special Board Meeting

April 25, 2024

[WebEx Link](#)

Or

Tap to join from a mobile device (attendees only)
[+1-650-479-3208,,25568434433#32973649#](tel:+16504793208,25568434433#32973649#) US Toll

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Dial 25568434433@webex.com
You can also dial 173.243.2.68 and enter your meeting number

Special Board Meeting

Tab 1

Call to Order

- 1.1 Roll Call
- 1.2 Order of Agenda

**Open session reconvenes
approximately 9:32 am**



Special Board Meeting Agenda

DATE & TIME: April 25, 2024 9:00 am

LOCATION: Heathman Lodge
Chief Comcomly and Or
7801 NE Greenwood Dr.
Vancouver, WA, 98662

[Webex Link](#)

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ATTENTION: All meetings are open to the public except when business calls for a Closed Session. During Closed 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 the 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 Open Session.

OPEN SESSION RECONVENES: APPROXIMATELY 9:32 AM

2. **Call to Order Continued**
 - 2.1. Approval of February 22, 2024 Meeting Minutes
 - 2.2. Public Comment Opportunity
3. **Disciplinary Action**
 - 3.1. Case Deliberation
 - 3.2. Disciplinary Report
4. **Committee Reports**
 - 4.1. Executive Committee
 - 4.2. Practice Committee
 - 4.3. Exam Qualifications Committee
 - 4.4. Structural Committee
 - 4.5. On-Site Wastewater Ad-Hoc Committee
 - 4.6. Survey Committee

5. New Business

- 5.1. Approve Release of March Exam Results
- 5.2. Assign a Nominating Committee
- 5.3. Finalize Strategic Plan
- 5.4. US/UK Mutual Recognition Agreement
- 5.5. NCEES
 - 5.5.1. Western Zone Elections
 - 5.5.2. Western Zone Action Items
 - 5.5.3. Annual Meeting Delegates
 - 5.5.4. Member Board Fee Structure Change
- 5.6. Petition for Rulemaking
- 5.7. Discussion – RCW 18.43.030 & RCW 18.43.033

6. Director's Report

- 6.1. Financial Report
- 6.2. Agency Operations
- 6.3. Program Reports
 - 6.3.1. Communication & Outreach
 - 6.3.2. Regulatory
 - 6.3.3. Investigation & Compliance
 - 6.3.4. Licensing
 - 6.3.5. Admin
- 6.4. Other Items

7. Assistant Attorney's General Report**8. Other Business**

- 8.1. Additional Public Comment
- 8.2. Upcoming Outreach and Events
- 8.3. Board/Staff Affiliate Involvement
- 8.4. Action Items from This Meeting
- 8.5. Agenda Items for Next Meeting

9. Adjourn Meeting

Special Board Meeting

Tab 2

Call to Order Continued

- 2.1 Approval of February 22, 2024 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: February 22, 2024
TIME: 8:30 a.m.
LOCATION: Radisson Hotel SeaTac
 Orcas Room
 18118 International
 Blvd SeaTac, WA
 98188

ATTENDANCE:

Board Members

Dave Peden, PE, SE, Chair
 Aaron Blaisdell, PLS, Vice Chair
 Doug Hendrickson, PE
 Ivan VanDeWege, PE
 James Wengler, PLS, CFedS
 Marjorie Lund, PE, SE
 Mike Harney, PE

Guest(s)

Stephen Sennett (via WebEx)
 Pat Beehler, PLS (via WebEx)
 Elizabeth Johnston, PE (via WebEx)
 Scott Sayles, PE (via WebEx)

Staff Members

Ken Fuller, PE, Director
 Kristina Horton, PLS, Deputy Director
 Mackenzie Wherrett, Executive Assistant
 Bryce Dickison, Administrative Assistant
 Shanan Gillespie, Regulatory Program Manager
 Jill Short, Investigations & Compliance Manager
 Elizabeth Lagerberg, AGO, Advising AAG
 (via WebEx)
 Ian Shelley, DES, Senior Financial Advisor
 (via WebEx)

1. **Call to Order at 8:30 am**

1.1. Roll Call

Mr. Peden took roll call.

1.2. Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the agenda as written. Mr. Hendrickson made a friendly amendment to change the April special board meeting date under New Business as agenda item 5.5, accepted by Mr. Blaisdell. Ms. Lagerberg informed the board they cannot add new agenda items during a special board meeting. Mr. Hendrickson rescinded the friendly amendment. Motion approved as originally stated.

Executive Session

Mr. Peden, Board Chair, announced that the Board would go into closed session to review the performance of the director, consult with the board attorney to discuss matters related to enforcement, and cases in current litigation. It was estimated the Executive Session would last from

8:35 a.m. until 10:45 a.m.

Open Session Reconvened – 10:45 a.m.

2. Call to Order Continued

2.1. Approval of the December 7, 2023 Meeting Minutes

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the December 7, 2023 Meeting Minutes as written. Motion carried.

2.2. Review Correspondence & Communication

The board reviewed correspondence from the following individuals, provided in the [board packet](#). No action was taken.

2.2.1. Dr. Mohammad Qureshi, PE, For NCEES President Elect

2.2.2. Elizabeth Johnston, PE, FPE for NCEES President Elect

2.2.3. Aaron Blaisdell, PLS, for NCEES Western Zone Vice President

2.2.4. Dr. Sean St. Clair, PE, for NCEES Western Zone Assistant Vice President

2.2.5. Scott Sayles, PE, for NCEES Western Zone Assistant Vice President

2.3. Public Comment Opportunity

Mr. Sayles commented as a candidate for NCEES Western Zone Vice President. Mr. Sayles stated he looks forward to future board meetings and is happy to answer any questions.

Ms. Johnston commented about the upcoming NCEES Western Zone Leadership Development Session on March 21, 2024 at 1:00 pm PST. Ms. Johnston sent additional information about her NCEES President Elect candidacy to be reviewed at the next board meeting. Ms. Johnston thanked the board for their time.

3. Disciplinary Action

3.1. Case Deliberation

2021-05-1259-00LSV

Mr. Wengler recommended the case be closed with no further action. A motion was made by Ms. Lund and seconded by Mr. Blaisdell to accept the Case Manager's recommendation for closure. Mr. Wengler abstained. Motion carried.

2023-01-0044-00LSV

Mr. Wengler recommended the case be closed with no further action. A motion was made by Mr. Blaisdell and seconded by Mr. VanDeWege to accept the Case Manager's recommendation for closure. Mr. Wengler abstained. Motion carried.

2023-01-0082-00LSV

Mr. Wengler recommended the case be closed with no further action as the respondent had recorded an amended record of survey containing the corrected narrative. A motion was made by Mr. VanDeWege and seconded by Mr. Blaisdell to accept the Case Manager's recommendation for closure. Mr. Wengler abstained. Motion carried.

2023-04-0571-00ENG

Mr. VanDeWege recommended the case be closed with no further action. A motion was made by Mr. Hendrickson and seconded by Mr. Wengler to accept the Case Manager's recommendation for closure. Mr. VanDeWege abstained. Motion carried.

2023-07-1578-00LSV

Mr. Wengler recommended the case be closed with no further action. A motion was made by Mr. Blaisdell and seconded by Mr. Hendrickson to accept the Case Manager's recommendation for closure. Mr. Wengler abstained. Motion carried.

3.2. Disciplinary Report

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

4. Committee Reports

4.1. On-Site Wastewater Ad Hoc Committee (OS)

Mr. Hendrickson delivered the committee's report.

- [12/12/23 OS Report](#)

4.2. Exam Qualifications Committee (EQC)

Mr. Wengler delivered the committee's report.

- [02/20/24 EQC Report](#)

A motion was made by Ms. Lund and seconded by Mr. Hendrickson to accept the Exam Qualifications Committee report. Motion carried.

Discussion:

Mr. Blaisdell inquired if 'decoupling' is an action item for EQC. Mr. Wengler explained that EQC will be adding 'decoupling' to the next EQC meeting agenda.

4.3. Executive Committee (EC)

Mr. Peden delivered the committee's report.

- [01/11/24 CTF Report](#)
- [02/21/24 EC Report](#)

A motion was made by Mr. Hendrickson, and seconded by Ms. Lund, to accept the Executive Committee report. Motion Carried.

4.4. Practice Committee (PC)

Mr. VanDeWege delivered the committee's report.

- [02/21/24 18.43 Task Force Report](#)
- [02/21/24 PC Report](#)

A motion was made by Ms. Lund, and seconded by Mr. Harney, to receive the Practice Committee report. Motion carried.

Discussion:

Mr. Wengler asked for a general summary of the administrative closures. Ms. Short and Ms. Horton summarized the administrative closures as civil matters, contract issues, or improper research.

4.5. Survey Committee (SC)

Mr. Blaisdell delivered the committee's report.

- [02/21/24 SC Report](#)

A motion was made by Ms. Lund, and seconded by Mr. Wengler, to receive the Survey

Committee report. Motion carried.

4.6. Structural Committee (SE)

Ms. Lund delivered the committee's report.

- [02/21/24 SE Report](#)

Discussion:

Mr. Blaisdell inquired about the benefit of taking the SE exam but not obtaining the license. The board discussed different scenarios. Staff will research what decoupled SE jurisdictions are doing.

5. New Business

Mr. Shelley joined the meeting via Webex and was asked by the board to introduce himself. Mr. Shelley is the new Senior Financial Advisor for Department of Enterprise Services (DES) assigned to BRPELS. The board members and board staff introduced themselves to Mr. Shelley.

5.1. Approval of CES and CR103 for WAC 196-21 *(from EQC)*

Mr. Wengler provided an overview of changes to WAC 196-21 which will allow a Land Surveyor-In-Training to apply for certification in Washington State after passing the Fundamentals of Surveying exam in another jurisdiction. Ms. Lund made a motion to approve the CES and CR103 for WAC 196-21, seconded by Mr. VanDeWege. Motion carried.

5.2. Policy 39 – processing complaints against board members *(from PC)*

Mr. Hendrickson motioned to approve Policy 39 as written, seconded by Mr. Wengler. Ms. Lagerberg recommended minor edits to the policy. Mr. Hendrickson accepted Ms. Lagerberg's recommendation as a friendly amendment, accepted by Mr. Wengler, for staff to make minor edits to Policy 39 and email Mr. Peden for signature. Motion approved.

5.3. Director's Evaluation

Mr. Peden stated the board evaluated Mr. Fuller's performance during the closed session. The board gave kudos to Mr. Fuller for all the work he does for the agency and board.

5.4. Exam Policy Development Discussion *(from EQC)*

Mr. Peden explained that board staff will prepare an exam administration policy to present at the April Special Board Meeting.

6. Director's Report

6.1. Financial Report

The board had no further discussion regarding the financial report which was included in the [board packet](#).

6.2. Agency Operations

Mr. Blaisdell asked about the agency space reduction. Mr. Fuller stated that the agency has met the space reduction directive of 30%. Mr. Fuller described increased activity of transient individuals outside of the BRPELS office and how staff have been handling those situations via Olympia Clean Team or non-emergency services.

6.3. Program Reports

Board staff provided summaries of the program reports included within the [board packet](#).

- 6.3.1. Communications & Outreach – Ms. Horton & Ms. Wherrett
- 6.3.2. Regulatory – Ms. Gillespie
- 6.3.3. Investigation & Compliance – Ms. Short
- 6.3.4. Licensing – Ms. Horton
- 6.3.5. Admin – Ms. Wherrett

6.4. Other Items

Mr. Fuller stated that the state auditor's office has 200 hours allotted for a BRPELS performance audit to occur in 2024. Board staff will conduct a self-audit in preparation.

Board staff will schedule a strategic planning meeting during the upcoming April board meetings on April 24, 2024.

Mr. Fuller reported that as part of the Senate Transportation 2024 supplemental budget, University of Washington is to work with BRPELS to conduct a statewide survey and analysis assessing workforce shortages of civil engineers, civil engineering technicians, land surveyors, land surveyor technicians, and related disciplines.

7. Assistant Attorney General's Report

Nothing to report.

8. Other Business

8.1. Additional Public Comment

No comments provided.

8.2. Upcoming Outreach and Events

- February 28 – March 1 | LSAW Conference | Tulalip Resort | Mr. Blaisdell & Board Staff
- March 14 | LSAW Chapter Meeting | Ms. Horton & Ms. Short
- March 21 & 22 | NCEES Exam Development | Greenville, SC | Mr. Blaisdell & Mr. Wengler
- March 21 | NCEES WZ Leadership Development Session @ 1:00 pm PST | MS Teams
- March 22 | WA PLS & On-Site Designer Exams | Tumwater and Spokane
- April 10 -11 | APWA Conference | Mr. VanDeWege & Board Staff
- April 24 – 25 | BRPELS Board Meetings & Strategic Planning | Heathman Lodge, Vancouver, WA
- May 16 – 18 | NCEES Western Zone Meeting | Bozeman, MT

The board discussed changing the upcoming April board meeting dates and directed staff to make the change. The 2024 April Special Board Meeting and Committee Meetings will be held on April 24 – 25, 2024.

8.3. Board/Staff Affiliate Involvement

Ms. Lund reported on involvement with NCEES Examinations for Professional Engineers (EPE) committee. NCEES EPE held an annual meeting in February. The EPE worked with committee heads of all 17 NCEES examinations to review item bank sizes, passing rates, and other statistics. Ms. Lund was selected to set cut scores for the depth portion of the

NCEES SE exam.

Mr. Blaisdell reported on involvement with NCEES Examinations Policies and Procedures (EPP) committee. NCEES EPP discussed the upcoming annual meeting and potential changes centered around how motions are handled on the floor.

Mr. Hendrickson reported on involvement with the NCEES Engineering Licensure Model Task Force which recently met in Tampa, FL. Mr. Hendrickson also reported that National Society of Professional Engineers (NSPE) asked him to join their policy and advocacy committee.

8.4. Action Items from This Meeting

- Staff to file CR103 for WAC 196-21
- Staff to make edits to Policy 39 and send to Mr. Peden for signature

8.5. Agenda Items for Next Meeting

- NCEES Western Zone Meeting Action Items
- Exam Policy
- Strategic Planning

9. Adjourn Meeting

A motion was made by Mr. Hendrickson, and seconded by Mr. Wengler, to adjourn the meeting at 2:09 p.m. Motion approved.

Next Meeting: April 25, 2024 – Special Board Meeting – Heathman Lodge, Vancouver, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director

Special Board Meeting

Tab 3

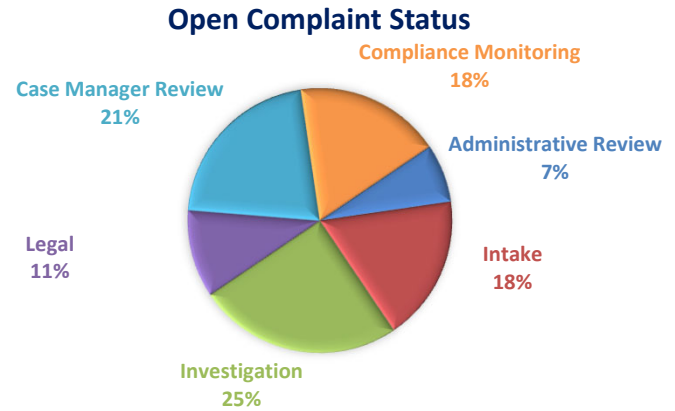
Disciplinary Action

- 3.1 Case Deliberation
- 3.2 Disciplinary Report

Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - April 2024

Open Case Status

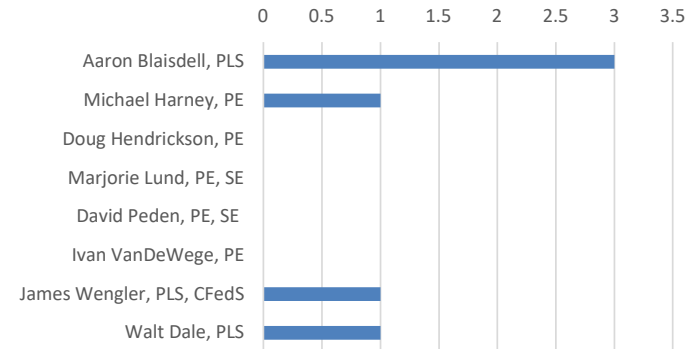
Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	0	2	0	2
Intake	3	1	1	5
Investigation	3	4	0	7
Legal	0	3	0	3
Case Manager Review	0	5	1	6
Compliance Monitoring	4	1	0	5
Total	10	16	2	28



Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	3	3
Michael Harney, PE	1	0	1
Doug Hendrickson, PE	0	0	0
Marjorie Lund, PE, SE	0	0	0
David Peden, PE, SE	0	0	0
Ivan VanDeWege, PE	0	0	0
James Wengler, PLS, CFedS	0	1	1
Walt Dale, PLS	0	1	1
Total	1	5	6

Case Manager Open Complaints



Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	0	0	0	0
Kristina Horton, PLS	0	2	0	2
Total	0	2	0	2

Special Board Meeting

Tab 4

Committee Reports

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

Special Board Meeting

Tab 5

New Business

- 5.1 Approve Release of March Exam Results
- 5.2 Assign a Nominating Committee
- 5.3 Finalize Strategic Plan
- 5.4 US/UK Mutual Recognition Agreement
- 5.5 NCEES
 - 5.5.1 Western Zone Elections
 - 5.5.2 Western Zone Action Items
 - 5.5.3 Annual Meeting Delegates
 - 5.5.4 Member Board Fee Structure Change
- 5.6 Petition for Rulemaking
- 5.7 Discussion – RCW 18.43.030 & RCW 18.43.033



Memorandum

DATE: April 24, 2024

TO: Exam Qualifications Committee

FROM: Kris Horton & Vonna Cramer

SUBJECT: March 2024 Exam Performance Report

The following is a report concerning the PLS 4-hour licensing examination administered in March 2024

Total examinees: 44

High score: 35/40

Low score: 20/40

Past exam dates	Cut Score	Pass Rate
October 2020	28/40	52%
April 2021	27/40	48%
September 2021	28/40	46%
March 2022	27/40	55%
September 2022	28/40	53%
March 2023	27/40	50%
September 2023	28/40	51%
March 2024	27/40	61%

Using 27/40 as the cut score

Total passing: 27

Pass rate: 61%

1st time takers: 28

- Passed: 16

Reexam total: 16

- Passed: 11

Exam scores

20/40	26/40	28/40	30/40
21/40	26/40	28/40	30/40
21/40	26/40	28/40	30/40
22/40	26/40	28/40	31/40
22/40	26/40	28/40	31/40
22/40	26/40	28/40	32/40
22/40	27/40	29/40	33/40
23/40	27/40	29/40	34/40
24/40	27/40	29/40	34/40
24/40	27/40	29/40	35/40
25/40	27/40	30/40	35/40



MEMORANDUM

DATE: April 22, 2024

TO: Exam Qualifications Committee

FROM: Vonna Cramer & Kris Horton

SUBJECT: March 2024 Exam Performance Report

The following is a report concerning the On-site licensing examination administered in March 2024.

Approved to sit for examination:

Designers: 5

Inspectors: 9

Total examinees: 14

High score: 89/100

Low score: 56/100

Past exam dates	Cut Score	Pass Rate
August 2020	76/97	45%
October 2020	82/100	45%
April 2021	81/100	57%
September 2021	82/100	46%
March 2022	81/100	44%
September 2022	82/100	38%
March 2023	81/100	64%
September 2023	82/100	63%
March 2024	79/99**	14%

Using as the cut score 79/99

Total passing: 2

Designers:

- Total pass: 1

Inspectors:

- Total pass: 1

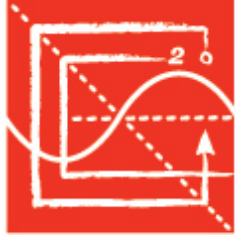
Exam Scores

56/99	74/99
63/99	74/99
68/99	77/99
68/99	78/99
70/99	78/99
73/99	88/99
73/99	89/99

** SMEs & board liaisons reviewed question performance and determined an error with one question and recommended that the question be removed.

Kristina Horton

Kristina Horton, PLS, Deputy Director



NCEES

Understanding the Mutual Recognition Agreement

Between NCEES and the U.K. Engineering Council

Executive Summary

In response to increasing interest from government bodies, employers, and professional associations, there has been a concerted effort to explore the feasibility of mutual recognition of professional qualifications between the United Kingdom and the United States. This intention was articulated by the U.K. Prime Minister's opening remarks in the Atlantic Declaration at the White House on June 8, 2023: *"An agreement to work towards mutual recognition of more professional qualifications in areas like engineering..."*

Beginning in June 2023, the National Council of Examiners for Engineering and Surveying (NCEES) began working with the Engineering Council (EngC) to develop a mutual recognition agreement (MRA) to facilitate this objective. EngC, established by Royal Charter, governs the engineering profession in the United Kingdom, setting and upholding internationally recognized standards of professional competence and dedication for the public benefit.

The core objective of this agreement is to optimize mobility for Chartered Engineers (CEngs) in the United Kingdom and Professional Engineers (P.E.s) in the United States. By simplifying administrative procedures, eliminating redundant assessments, and seeking cost-efficient approaches, the aim is to facilitate seamless movement for professionals between our jurisdictions. Such an agreement is beneficial to safeguarding the public health, safety, and welfare for both nations by having individuals licensed in the proper jurisdictions. This mutual recognition also fosters increased opportunities for individuals and businesses, promoting trade, knowledge exchange, and collaboration while addressing skills shortages in critical sectors.

The MRA builds on the foundation laid by both organizations as founding members of the International Engineering Alliance (IEA) and the International Professional Engineers Agreement (IPEA). The IPEA has an agreed-upon set of professional competencies that individuals must meet to be on a member country's section of the International Professional Engineers Register. The means for assessing the competencies may vary from country to country, but in the end, all individuals on a register possess the established professional competencies. For example, the United States uses the Principles and Practice of Engineering (PE) exam to assess, while the United Kingdom uses a structured process involving experience reviews and an oral examination.

In summary, P.E.s on the NCEES international register will qualify for licensure as a CEng in the United Kingdom. CEngs on the EngC international register will qualify for licensure as a P.E. in a U.S. jurisdiction that participates in the MRA. Someone on the U.K. register is substantially equivalent to someone on the U.S. register and vice versa. This reciprocal recognition streamlines the licensure process, bypassing redundant traditional requirements on both sides, though local jurisdictional or discipline-specific criteria may still apply.

Given the decentralized nature of engineering licensure in the United States, each NCEES engineering member board must independently decide on participation in the MRA. NCEES stands ready to assist with information and guidance, facilitating any necessary legislative or regulatory adjustments. Moreover, British Consulates are available to provide support to interested boards throughout the process. Like the old saying "if there is a will, there is a way," if a member board has the will, we can show the way.

Timeline of the MRA

April 2023

- CEO David Cox attends formal signing of an MRA between the National Council of Architectural Registration Boards (NCARB) and the United Kingdom at the invitation of the British Embassy. He is informed by the British Ambassador to the United States that the U.K. Prime Minister will be discussing the desire for a similar agreement with engineers in June during his visit to the United States.
- CEO Cox informs the NCEES board of directors (BOD) and is directed to proceed with preliminary discussions.

June 2023

- The U.K. Prime Minister makes remarks in the Atlantic Declaration at the White House, expressing his desire for an engineering agreement.
- CEO Cox begins initial conversations with EngC in Taiwan at an IEA meeting. An initial framework for an MRA is developed.

August 2023

- NCEES BOD is updated on June work.
- British Consulate representatives address the Council and the Member Board Administrator Forum at the NCEES annual meeting in Boston.

October 2023

- Initial draft is completed and presented to boards of directors for NCEES and EngC. The boards provide feedback.

November 2023

- Second draft is completed and distributed to NCEES BOD, and feedback is received.

December 2023

- Third draft is completed and distributed to NCEES BOD in preparation for London visit.

February 2024

- The British invite a delegation of 11 member boards to London to discuss the draft MRA, meet with government officials, review the U.K. processes with EngC, etc., and provide feedback.
- Final draft is completed and approved by NCEES BOD.

March 28, 2024

- Final draft is approved by EngC BOD.

MRA

The draft MRA is attached as Appendix A. The following are highlights:

- P.E.s on the NCEES international register will qualify for licensure in the United Kingdom as a CEng. CEng.s on the EngC international register will qualify for licensure as a P.E. in a U.S. jurisdiction that participates in the MRA. Someone on the U.K. register is substantially equivalent to someone on the U.S. register and vice versa.
- An applicant qualifying under the MRA will not have to meet overarching traditional requirements, such as a CEng being required to take the Fundamentals of Engineering (FE) and PE exams, or a P.E. undergoing the stringent experience review/mapping to competencies and the oral exam. However, applicants still may need to meet local jurisdictional or discipline-specific requirements.
- The parties will cooperate with each other regarding disciplinary and enforcement issues related to individuals licensed or applying under the MRA.
- The MRA does not preclude the need to conform to applicable immigration and visa requirements.
- The parties will provide an annual report to each other on the applicants who have applied under the terms of the MRA.
- The parties will review and update the MRA at least every five years based on their experiences.

IEA/IPEA Basics

EngC and NCEES both became founding members of the [IEA](#) and the IPEA in 1997. Participation by NCEES was approved by the Council prior to that signing. The IEA has engineering-related accords and agreements. The accords cover education, and the agreements deal with licensure. In the United States, ABET is the member of accords, and NCEES is the member of agreements. In many countries, including the United Kingdom, one entity covers both.

The IEA is a global organization comprised of members from 41 jurisdictions within 29 countries, across seven international agreements. These international agreements govern the recognition of engineering educational qualifications and professional competence. Through the educational accords and competence agreements, members of the IEA establish internationally bench-marked standards for engineering education and expected competence for engineering practice.

A professionally competent person has the attributes necessary to perform the activities within the profession to the standards expected in independent employment or practice. The professional competence profile records the elements of competence necessary for performance that the professional is expected to be able to demonstrate at the stage of attaining licensure. Professional competence can be described using an agreed-upon set of attributes.

Each member maintains an international register of individuals who meet these agreed-upon professional competencies and other requirements of the IPEA, including a minimum of seven years of experience, proof of continuing education, and no disciplinary actions. Each member is audited every six years to ensure compliance with the agreement.

To be placed on the NCEES international register, an individual must have an NCEES Record and be a Model Law Engineer, which requires an engineering degree from a program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), passage of the FE and PE exams, at least four years of experience, and no disciplinary actions. That individual then goes through further evaluation to ensure seven years of experience and a record of continuing education. The only exception is that those without an EAC/ABET-accredited engineering degree can still be on the international register if they have a degree from a Washington Accord program. Our PE exam is the assessment tool used to determine that an individual has met the agreed-upon competencies. NCEES has mapped each PE exam specification and related materials against the IPEA competencies to make sure there are no gaps.

EngC also has a detailed process for placing a CEng on their register. Again, those individuals must have at least seven years of experience, proof of continuing education, and no disciplinary actions. The educational requirement is basically our equivalent of an engineering master's degree. They assess meeting of the competencies through evaluating everyone's experience record to map actual work to each of the competencies and then conducting an oral exam (like a thesis defense). During that interview, the applicant orally connects different parts of the experience record to each competency. On average, an applicant obtains approximately 10 years of experience to meet all the competencies.

Individuals on both registers have been assessed and determined to possess the competencies required under the IPEA. Therefore, individuals on both registers are determined to be substantially equivalent, and the processes in making that determination are substantially equivalent and are subject to audit under the IPEA terms. Both NCEES and EngC are just completing their six-year audit and have received preliminary notice of passage.

Next Steps

NCEES and EngC still must work out logistics, such as U.K. applicants obtaining an NCEES Record so that we can transmit all their information to any member board to which they apply, and the equivalent for U.S. applicants going to the United Kingdom. We will also need to establish fees that we both intend to be reasonable and approximately the same in the United States and United Kingdom. Any individual state or jurisdictional fees will still apply, as with any candidate.

Since engineering licensure decisions are made at the state level in the United States, each individual NCEES engineering member board must decide whether to participate in the MRA. NCEES encourages member boards to participate and can assist with additional information and help in the determination of any law or rules changes that may be necessary. Many boards have flexible language that would allow them to participate without any changes. If you have the will, NCEES and the British Consulates will assist in helping you with the way.

We are planning a ceremonial signing for interested member boards at the British Consulate in Chicago during the NCEES annual meeting in August. All a member board needs to do to take part is express an interest in pursuing participation in the MRA. It is not required that the member board be ready to participate at that time. Some boards may need law or rule changes and other meetings and process changes that will take time to complete. There is no time requirement imposed on member boards' participation.

Appendices

- A. Mutual Recognition Agreement
- B. IEA Graduate Attributes and Professional Competencies
- C. Delegation of U.S. Engineering State Board Members
- D. EngC Introduction
- E. U.K. Standard for Professional Engineering Competence and Commitment
- F. EngC Disciplinary Procedure Guidance

The full MRA can be reviewed when logged into your [MYNCEES account](#).

From the State of California

DR. MOHAMMAD QURESHI, P.E.



For

NCEES President-Elect

- ✓ *Experienced Leadership*
- ✓ *Listens to Council Members*
- ✓ *Understands Council Concerns*
- ✓ *Committed to Serving the Council*

- **Current NCEES Western Zone Vice President**
- NCEES Board of Director's Liaison: Exam Audit (2022), Law Enforcement (2023), UPLG (2023)
- NCEES Western Zone Assistant Vice President (2020-22)
- Member, NCEES ACCA (August 2020-22)
- Vice Chair, NCEES EPE Committee (August 2018-20).
- Member, NCEES EPE Committee (August 2017-20).
- Chair, NCEES Western Zone Nominations Committee (August 2017-19).
- Member, NCEES Western Zone Nominations Committee (August 2016 -19).
- Registered Civil Engineer and Traffic Engineer in California. Expired registrations as Civil Engineer in Hawaii, New Hampshire, and Vermont.
- Past President and Vice President of California Board for Professional Engineers, Land Surveyors, and Geologists.

Elect "Dr. Q" for President-Elect

From the State of California

DR. MOHAMMAD QURESHI, P.E.

For NCEES President-Elect

Candidate Statement



Over the past two years, I have worked with my colleagues on the Board of Directors (BOD) to deliberate and decide how to move our organization forward. Two key initiatives that have occurred during my term are the changes to the Principles and Practice of Surveying (PS) exam and establishment of the NCEES foundation. During the past two years, I have built relationships with the other members of the BOD. In particular, I have established a strong relationship with President-Elect Andy Zoutewelle (NC). Now that it is Western Zone's turn to nominate a President-Elect, I feel it is my duty to support Andy and serve our member boards by utilizing my experience to continue the growth and evolution of the Council.

The strong, positive relationships I have built with the current BOD members and NCEES Staff are just one of the compelling reasons to elect me as the next President-Elect. These relationships demonstrate my approach to leadership. During my tenure as a California Board member and as an officer in NCEES, I have approached my duties with a focus on teamwork and on supporting those around me. As Assistant Vice President to former Vice President Scott Bishop (UT), I knew my role was to support Scott by providing perspective during our discussions and in carrying out the tasks assigned to me. As Vice President, I have held monthly meetings with the Zone officers, so that we are working as a team. Similarly, on the BOD, I think it is imperative that we discuss agenda items candidly and honestly. Equally importantly, I recognize that we are a team and each of us has a role to serve and perspective to share. It's about the organization and not me as an individual. As your Zone Vice-President my role was to ensure that we were represented in the deliberations and the items we valued were championed. As President-Elect and then President, the role becomes that of serving all member board for everyone's benefit.

For the year that I hope to serve as President-Elect I will have two key roles. First, I will be there to support our next President, Andy Zoutewelle and aid him in accomplishing his initiatives. The second role will be to develop a foundation for my two strategic initiatives. I want to continue the goal of making it easier to become licensed in multiple jurisdictions. My contribution to that goal is to develop a National Registry of Engineers that is modeled on the International Registry of Engineers. It is my hope that states will use the National Registry similarly to how the International Registry is being used to facilitate a Mutual Recognition Agreement with the United Kingdom. My second initiative is to designate the 2025-26 year as the "Year of the Volunteer". During 2024-25, I hope to work with NCEES staff to find unique ways to showcase the efforts of our volunteers and express our gratitude for their dedication to our member boards.

I have enjoyed serving the Western Zone as an officer for the past 4 years, I ask for your vote to continue to serve the Zone, Council and future licensees over the next 3 years.

Elect "Dr. Q" for President-Elect

From the State of California

DR. MOHAMMAD QURESHI, P.E.



For

NCEES President-Elect

*Strategic
Initiatives*

National Registry of Engineers

I want to continue the goal of making it easier to become licensed in multiple jurisdictions. My contribution to that goal is to develop a National Registry of Engineers that is modeled on the International Registry of Engineers. It is my hope that states will use the National Registry similarly to how the International Registry is being used to facilitate a Mutual Recognition Agreement with the United Kingdom.

“Year of the Volunteer”

Our volunteers are what make NCEES the organization that it is. I want to designate the 2025-26 year as the “Year of the Volunteer”. During 2024-25, I hope to work with NCEES staff to find unique ways to:

- Showcase the efforts of our volunteers.
- express our gratitude for their dedication to the member boards.

Elect “Dr. Q” for President-Elect



Elizabeth T.B. Johnston, PE, FPE, RCDD

Candidate for NCEES President-Elect

Goals as President of NCEES

Enhancing Licensure Standards: I will charge NCEES Committees to look at our exams, policies, and procedures to maintain the highest licensure standards, adapt to the evolving needs of our professions, and maintain our commitment to public safety.

Advocating for the Professions & Member Boards: I will actively ensure we engage with policymakers, industry leaders, and the public to emphasize the vital roles engineers and surveyors play in shaping the future. We will also advocate for the role of member boards in ensuring public safety. This will include K-12 initiatives, advancing licensure for public protection training, and outreach from NCEES in support of member boards.

Building Capacity & Fostering Collaboration: I am dedicated to providing training and resources to member boards. I want to strengthen collaboration with our zones, member boards, partners, sister societies, and stakeholders to ensure NCEES continues to be a global leader in our field. In particular, I want to create stronger connections with each of the sponsoring societies of our examinations. I want to ensure they are each advocates of professional licensure as well as technical contributors to the exams.

Past NCEES Successes:

- Created a series of WZ Training Sessions that train board members on NCEES resources and provide opportunities for collaboration
- Led NCEES EPP Committee through a complete review of all Exam Development Policies including completing the transition from pencil & paper to CBT
- Facilitated the probation process for the PE Nuclear Engineering Exam and worked with their professional society on a remedial action plan that is a template for future collaborations.

Professional Experience Includes:

- Principal Electrical Engineer at Design Alaska (Fairbanks, Alaska)
- 18 years of engineering experience with 13 years as a Professional Engineer
 - Registered in AK, WA, formerly ND, TX
- IEEE Power & Energy Society Robert Noberini Distinguished Contributions to Power Engineering Professionalism Award
- Alaska Society of Professional Engineers Young Engineer of the Year
- Illuminating Engineering Society of North America Award of Merit

Professional Licensure Experience Includes:

- Board Member (former Secretary, Vice-Chair, and Chair) of the Alaska Board of Registration for Architects, Engineers, and Land Surveyors
 - Rewrote continuing education regulations
 - Created regulation for military spousal licensure
- NCEES Western Zone Vice President
 - Chair Leadership Development Committee
- NCEES Committee on Examination Policy and Procedures (Member and Chair)
- NCARB Continuing Education Workgroup

Professional Society Experience Includes:

- Senior Member of the IEEE with 20 years of volunteer experience
- IEEE Governance Committee (responsible for corporate governing documents)
- IEEE Conduct Review Committee & Ethics & Member Conduct Committee (responsible for reviewing misconduct complaints)
- Humanitarian Technologies Board (responsible for IEEE's activities impacting the UN sustainable development goals)
- Global Student Activities Vice Chair (responsible for all student training and mentoring activities)
- Student Activities Committee Chair (responsible for administering 90 student branches and providing leadership development & events)
- IEEE Publications Services & Products Board (responsible for \$244M of revenue from periodicals, ensuring quality, and oversight)
- Editor-in-Chief IEEE Potentials Magazine
- Women in Engineering Coordinator for Region
- IEEEExtreme Programming Competition (founder of global 24-hr competition for students)
- Alaska Section Secretary, Fairbanks Chair

What Others Have Said

“Elizabeth Johnston, PE, combines outstanding technical expertise with demonstrated contributions to advancing the engineering profession... she's been an able leader and experienced advocate in Engineering Policy, Ethics, History, and Humanitarian Activities. More recently, I have had the pleasure of working with her in several high-level leadership roles on IEEE Board-level committees, including IEEE Governance, that I chaired 2019-21. It is difficult to convey the extraordinary level of these contributions, but I attempted to do this first in 2017 with a special IEEE Region Director's Award.”

Kathleen Kramer, IEEE President 2025

“In the three years that I served with Elizabeth on the Alaska AELS Board and my monitoring of the Board since, I have always found her to be reasonable and well-prepared. We did not always agree on issues, but she always had rational reasons for her position. She has done a wonderful job as Zone Assistant Vice President and I believe that she will do equally well as President-Elect.”

Colin Maynard, PE, SE Alaska State Board of Registration for Architects, Engineers, and Land Surveyors (AELS)

“Ms. Elizabeth Johnston is a dedicated volunteer and a consistent leader, I had the privilege of working with her on the NCEES EPP Committee for four years. She serves as our NCEES EPP Committee chair for two consecutive years. Ms. Johnston led the EPP committee through successful review of the Exam Development Policies and the development of EPP charges that were presented at the NCEES Zones and Annual meetings. Her “Servant Heart”, Can-do attitude as well as unique abilities to guide and encourage, was the key factor that enable a collective and successful accomplishment of the EPP committee's tasks.”

Ademola Peter Adejokun P.E, PMP, ESEP, NCEES EPP Committee, Texas Board of Professional Engineers and Land Surveyors, Lockheed Martin Aeronautics Company



Wherrett, Mackenzie (BRPELS)

From: Aaron Blaisdell <ablaisdellbor@gmail.com>
Sent: Friday, October 13, 2023 11:38 AM
Subject: NCEES Western Zone Vice President candidacy
Attachments: image001.jpg

Follow Up Flag: Follow up
Flag Status: Flagged

External Email

It is with great enthusiasm and deep respect that I announce my candidacy for the position of NCEES Western Zone Vice President, as nominated by the Washington State Board. This is an exceptional and exciting opportunity, and I am truly honored to be considered for this role. Our Western Zone faces several critical challenges, as we strive to advance our mission of fostering collaboration and innovation among member boards. These challenges encompass a range of issues, including:



Resource Modernization: We must update and enhance the resources available to our member boards to keep pace with the ever-evolving surveying & engineering landscape.

Law Enforcement and Investigations: Sharing effective tools and best practices in these areas is crucial for maintaining the integrity of our profession.

Cross-Border Communication: Improving communication across borders is essential to ensuring that we are collectively addressing the unique needs of our diverse membership.

Mentoring for Greater Involvement: We need to mentor and encourage new board members, providing them with the guidance and resources needed for active participation within NCEES.

Knowledge Leveraging: We should harness the expertise of our existing members to amplify the influence of Western Zone member boards within NCEES.

If elected as your Western Zone Vice President, I am committed to dedicating my time and effort to address these challenges. I firmly believe in upholding the vision set by our zone member boards and ensuring that our zone maintains its position as a strong and influential force within NCEES. One of my primary objectives will be to streamline the examination application process, making it more efficient and accessible. I am a staunch advocate for our organization's mission and am passionate about preserving the quality and fairness of our examinations.

I look forward to the opportunity to serve as your Western Zone Vice President and work alongside all of you to overcome the challenges that lie ahead. With your support, we can strengthen our professional community and make it even more resilient and innovative.

Thank you for considering my candidacy. I will be reaching out to each member board over the coming months to continue this discussion.

Sincerely,

Aaron Blaisdell, PLS - Board Member - Washington State

Candidate for Western Zone Vice President

Wherrett, Mackenzie (BRPELS)

From: Fuller, Ken (BRPELS)
Sent: Thursday, January 25, 2024 4:04 PM
To: Wherrett, Mackenzie (BRPELS)
Subject: FW: NCEES Western Zone Assistant Vice President Candidate Sean St.Clair

Follow Up Flag: Follow up
Flag Status: Flagged

From: Sean StClair <Sean.StClair@oit.edu>
Sent: Thursday, January 25, 2024 2:46 PM
To: Fuller, Ken (BRPELS) <Ken.Fuller@brpels.wa.gov>
Subject: NCEES Western Zone Assistant Vice President Candidate Sean St.Clair

External Email

Greetings Ken,



I am excited and honored to announce that the Oregon Board has nominated me for the position of NCEES Western Zone Assistant Vice President. I have spent much of my career in service to the profession of engineering and engineering education and welcome the opportunity to serve in this capacity as well.

I have been a professor in the Civil Engineering Department at Oregon Tech for nearly twenty years. For ten of those years, I was chair of that department. During my chairmanship, the department received the prestigious ASCE Walter LeFevre award for promoting licensure, ethics, and professionalism.

I became a registered professional engineer in Oregon in 2007 and shortly afterward began my service to NCEES. I joined the FE Exam Development Committee in January 2010 and since that time have written and reviewed hundreds of FE questions that have been attempted by tens of thousands of examinees. I have also written and edited portions of the supplied FE Reference Handbook, served on the FE Civil PAKS Committee, and served twice on the FE Civil Cut Score Committee.

I was appointed to the Oregon State Board of Examiners for Engineering and Land Surveying in 2017 and was president of the Board from 2022 to 2024. Being on the Board has allowed me to serve on other NCEES committees as well: the Committee on Education (2017-2021), EPP (2021-2023), and EPE (2023-present).

My professional society is the American Society for Engineering Education in which I have served in numerous roles including Section Chair, Division Chair, Zone Chair, and Program Chair as well as serving on the national board of directors for two years. I have been recognized with various awards from this society including the Pacific Northwest Outstanding Teacher Award, the national Best Zone Paper Award, and the Wadlin Distinguished Service Award.

I am passionate about serving and promoting the engineering profession and I look forward to working with the Western Zone and NCEES to advance testing and licensure.

Sean St.Clair, PE, PhD

Wherrett, Mackenzie (BRPELS)

From: Sayles, Scott <Scott.Sayles@wsp.com>
Sent: Friday, February 16, 2024 9:00 AM
Subject: Scott Sayles (Candidate for NCEES Western Zone Assistant Vice President)

Follow Up Flag: Follow up
Flag Status: Flagged

External Email

The recent delegation of US Engineering State Board Members to the United Kingdom, in which I had the honor to participate, underscored the significance of NCEES and reaffirmed its mission. Expanding beyond the nomination letter sent to the Western Zone Nominations Committee Members prior to the cut off I am honored to declare my candidacy for the role of Assistant Vice President of the NCEES Western Zone. With a deep-rooted commitment to the advancement of the engineering and surveying profession and a proven record of leadership, I am eager to contribute my skills and vision to uphold the NCEES mission. In a rapidly evolving landscape, I believe in the power of collaboration, advocacy, and fostering professional development to safeguard the health, safety, and welfare of the public. Join me on this journey as we work together to shape the future of the Western Zone.

MY VISION:

To embody NCEES mission advancing licensure for engineers and surveyors to safeguard the health, safety, and welfare of the public.

QUALIFICATIONS:

- **Cross Discipline:** Although not a surveyor, I have spent almost 2 cumulative years in the field with a survey crew. I started with my grandfather (surveyor) and joined him and my father before joining a company during summers. I can understand some of the concerns of surveyors. In addition, I bring an understanding of other national boards such as ACEC, ASCE, ASHE and NCARB.
- **Volunteering:** Currently on the NCEES Education Committee and other groups to advance higher learning. (please see below for more information)
- **Knowledge:** I have listened to the issues, challenges, and opportunities facing the engineering and surveying profession and ready to assist the Western Zone Vice President and all the Western Zone members.
- **Commitment:** I have discussed internally with my family and office, and I will have adequate time availability.

KEY FOCUS AREAS:

- **Advocacy:** Committed to advocating for the interests of engineers & surveyors in the Western Zone, ensuring everyone's voice is acted on.
- **Collaboration:** Foster collaboration and communication among NCEES members to address challenges and drive positive change.
- **Professional Development:** Promote programs that enhance the professional development of engineers, keeping them informed about industry trends.

WHY SCOTT:

- **Proven leadership skills:** I have managed 100+ projects, collaborated with communities on outreach, and received numerous projects partnering awards. Also, recently unanimously voted in as the Vice Chair of the AZ Board of Technical Registration board.

- **A record of successful collaboration:** I have and continue to chair a 50+ person ACEC-AZ conference committee (1,600+ conference attendees) that requires working with different personalities and finding win/win solutions and ideas yearly.
- **Enthusiastic about advancing the engineering profession:** I have volunteered with the future city competition for years, Vice President in a foundation that provides scholarships for engineering, and donate time and resources to local ACEC, ASCE, ASCE-BTR, and University of Arizona (UofA) events for scholarships. Recently awarded the UofA Bear Down Award from the College of Engineering for performing noteworthy or meritorious service on behalf of the university.

A BIT MORE ABOUT SCOTT

Hobbies: Disc Golf (strategic thinking/precision), Hiking (adventure/lifestyle), Technology and Gaming (problem-solving and innovation)

Volunteering:

- ACEC-AZ (Industry Advocacy)
- Future Cities (Youth & STEM)
- Sayles Advancement in Education Foundation (Youth Development)
- UofA Alumni Engineering Council (Academic Excellence)
- UofA Alumni Civil Industrial Council (University & Engineering)
- Scout Troop 474 Committee (Leadership & Community)

I eagerly anticipate reconnecting with everyone at the upcoming Western Zone meeting. Please feel free to reach out to me if you have any questions or would like to discuss further.

Sincerely,

Scott Sayles, PE, Candidate for NCEES Western Zone Assistant Vice President

PHONE: 928-715-8277

LinkedIn: <https://www.linkedin.com/in/scottsayles/>

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**MEMO**

DATE: February 29, 2024

TO: Member Board Administrators

FROM: David Cox, Chief Executive Officer

RE: Funding Notification for NCEES Annual Meeting

The 2024 NCEES annual meeting will be held August 14–17 in Chicago, Illinois. Funding summaries, which include funding details and a draft schedule of events, are attached.

In accordance with NCEES policy, the Council will fund the lodging, travel expenses, and registration fees for the designated member board administrator (MBA) from each member board. The Council will provide the same funding to member board members attending the meeting for the first time (must have been appointed in the last two years, or since August 15, 2022) and three eligible delegates.

Beginning this year, NCEES will also fund one individual to attend the Law Enforcement Program at the annual meeting on Friday, August 16 and Saturday, August 17.

For the designated attendees to receive this funding, their respective member boards must be in active status as defined in *Bylaws* 10.012. Additional requirements for each are described below.

When meeting registration opens in May, NCEES will send an invitation to each funded attendee via email with meeting information and instructions for registering and making travel arrangements. Please include the person's email address, not an assigned board email address.

Member board administrator

NCEES will automatically invite the current eligible board administrator when registration opens in May, so it is not necessary to provide your name and contact information in the online form. When an MBA represents more than one board, the funding is for the designated MBA only and not for the assistant MBA or other member board staff. Individuals must attend the business sessions on Thursday, August 15 and Friday, August 16.

First-time attendees

To qualify for this funding, the members must be currently serving on the board, have never attended an NCEES annual meeting, and have been appointed to the board in the last two years (since August 15, 2022). Individuals must attend the business sessions on Thursday, August 15 and Friday, August 16. In addition, funded first-time attendees must attend the First-Time Attendee Breakfast on Thursday, August 15.

[Click here](#) to access the funded first-time attendee form. Up to four eligible board members can be included on each form, but you may complete the form as many times as needed to list all eligible members. This form should be completed by **May 1**, but newly appointed board members may be added until June 30 by sending a request to the Meetings Department at meetings@ncees.org.

Funded delegates

To qualify to be a funded delegate, the individual must be a current board member or an associate member. Delegates must attend the business sessions on Thursday, August 15 and Friday, August 16.

As required by the NCEES *Bylaws*, member board chairs must notify NCEES in writing on board letterhead if an associate member is designated as an eligible funded delegate. For boards that require authorization from the state, such designation may come from the agency director for that board. Please provide the letter by June 30.

[Click here](#) to access the funded delegate form. Responses must be received by **May 1**. If you need to make changes to the designated funded delegates after that date, send an email to the Meetings Department at meetings@ncees.org.

Law Enforcement Program attendee

To qualify for this new funding, the individual must be associated with your board in the NCEES E3 database. The individual must attend the Law Enforcement Forum on the afternoon of Friday, August 16 and the Law Enforcement Workshop on Saturday, August 17.

[Click here](#) to access the funded Law Enforcement Program attendee form. Responses must be received by **May 1**. If you need to make changes to the designated funded delegates after that date, send an email to the Meetings Department at meetings@ncees.org.

For questions regarding funding for the designated MBA, eligible first-time attendees, funded delegates, or Law Enforcement Program attendees, contact the Meetings Department at meetings@ncees.org.

Attachments



2024 NCEES Annual Meeting—Summary for funded annual meeting delegates

Meeting dates and location	August 14–17, 2024 Chicago Marriott Downtown Magnificent Mile 540 Michigan Avenue Chicago, IL 60611
Meeting summary	<p>NCEES member boards meet as a group annually to conduct Council business. The agenda includes</p> <ul style="list-style-type: none"> ▪ Business sessions to vote on issues such as motions presented by NCEES committees and task forces and the elections of a new president-elect ▪ A plenary session to prepare delegates for the business sessions ▪ Workshops for professional engineers and surveyors, member board administrators, and law enforcement staff ▪ Forums to discuss professional issues for engineers, surveyors, member board administrators, and law enforcement staff ▪ A First-Time Attendee Breakfast to help the newest member board members and staff learn about NCEES and how to navigate the annual meeting
Schedule overview	<p>The first business session begins at 9:15 a.m. on Thursday, August 15 and concludes by 4:00 p.m. on Friday, August 16. Funded attendees must attend all business sessions.</p> <p>Plan to arrive on Tuesday, August 13. The business sessions are preceded by morning workshops and an afternoon plenary session on Wednesday and the First-Time Attendee Breakfast on Thursday morning. Professional forums and zone meetings are also held on Thursday. An optional Law Enforcement Program is offered on Saturday.</p> <p>A draft meeting agenda follows this summary. A full schedule of events will be posted at ncees.org/annual_meeting when registration opens in May.</p>
Attendance requirements	Funded attendees must attend all business sessions on Thursday and Friday. Funded first-time attendees must also attend the First-Time Attendee Breakfast on Thursday morning.
Funding summary	<p>NCEES will provide the following funding, as applicable, for the member board administrator, qualified first-time attendees, and three eligible funded delegates from each board*: complimentary annual meeting delegate registration, lodging expenses for up to five nights (August 13–17), and travel costs, per the travel policy. NCEES will also pay a one-time stipend to cover incidental expenses accordingly:</p> <ul style="list-style-type: none"> ▪ \$165 plus the approved mileage calculation for those approved to drive ▪ \$420 for those who fly <p>No expense reports are necessary to receive this stipend. The check will be made payable to the individual (unless specified during registration) and will be received at registration. This is intended to cover expenses such as parking at your home airport, ground transportation, baggage fees, dinner on Thursday night, and incidental hotel charges, such as tips.</p>
Registration	<p>The delegate registration fee of \$450 will be waived for funded individuals.</p> <p>Included meals are Wednesday’s welcome event; Thursday’s breakfast and lunch; Friday’s breakfast, lunch, and dinner; and Saturday’s breakfast. The Law Enforcement Program on Saturday also includes lunch.</p>

**The same funding is also provided to current committee chairs, zone officers, and past presidents of NCEES.*

Hotel room block rate	<p>\$219/night for standard rooms, single or double occupancy</p> <p>The rate does not include taxes and fees (currently 17.4%). A daily hotel destination fee, currently \$25 per night, is waived for those who stay inside the NCEES room block.</p> <p>NCEES will make the hotel reservations for all funded attendees based on information provided during registration and be direct-billed for room and taxes for up to five nights (August 13–17).</p>
Travel	<p>Fly: NCEES will fund round-trip economy-class airfare to Chicago. Delegates must follow instructions that will be provided in the meeting invitation. NCEES will be direct-billed for the cost of the airfare, per the travel policy.</p> <p>A list of suggested ground transportation options will be available online at ncees.org/annual_meeting when registration opens.</p> <p>Drive: Travelers who drive to the meeting will be reimbursed for mileage up to 1,000 miles at the IRS-recommended rate. The starting address will be provided during registration. The calculated amount will be added to the stipend check described above.</p> <p>Parking: The cost for valet parking (currently \$70 per day) will be direct-billed to NCEES for funded attendees who are approved to drive to the meeting. Gratuity is left up to the individual.</p>

2024 NCEES Annual Meeting Preliminary Schedule of Events

Wednesday, August 14

8:00–11:30 a.m.	Workshops and professional development opportunities
2:00–5:00 p.m.	Plenary session
7:00–10:00 p.m.	Kickoff event

Thursday, August 15

7:00–8:30 a.m.	Breakfast buffet
7:30–8:30 a.m.	Committee Chairs Breakfast (by invitation)
7:30–8:45 a.m.	First-Time Attendee Breakfast
9:15–10:30 a.m.	Business session 1
10:45–11:45 a.m.	Zone meetings
12:00–1:30 p.m.	Lunch
2:00–5:00 p.m.	Professional forums

Friday, August 16

7:00–8:30 a.m.	Breakfast buffet
7:30–8:15 a.m.	Past Presidents Breakfast
9:00–10:00 a.m.	Business session 2
10:15–11:00 a.m.	Zone meetings (only if new business requires)
11:15 a.m.–12:15 p.m.	Business session 3
12:30–1:45 p.m.	Recognition Luncheon
2:00–4:00 p.m.	Business session 4
2:00–4:30 p.m.	Law Enforcement Forum
6:30–7:00 p.m.	Awards and Installation Reception
7:00 p.m.–Until	Awards and Installation Dinner and Dessert Reception

Saturday, August 17

7:30–9:00 a.m.	Breakfast buffet
9:00–11:00 a.m.	2024–25 board of directors informational meeting
9:00 a.m.–4:00 p.m.	Law Enforcement Workshop

All,

The finance committee has a charge to review the member board dues fee structure. I have attached the current fee structure which last had slight adjustments in 2018 and for those of us paying \$6500 the fee structure has not been changed in 17 years. The proposal is not designed to increase revenue but provide a more balanced pricing structure. The new model has a revenue shift of 2% and I provide the following information:

90% of boards are in one category (\$6,500).

The current system is not equitable: California (100,000+ registrants) is paying what Guam (600+) is paying.

37 boards will see an increase and 32 boards will see a decrease.

With funded delegates and MBA funded travel, most Boards receive more in travel reimbursement then the member dues cost.

The new proposed structure is below. The purpose of this email is to find out if the shift (up or down) causes your State any heartburn. Mostly from a budgeting standpoint but other thoughts and opinions will be appreciated.

Thanks,
Andrew Ritter

Current Member Board Fee Structure					Proposed Member Board Fee Structure				
Level	Licensees	Fee	# of Boards	%	Level	Licensees	Fee	# of Boards	%
1	1-200	\$750	1	1%	1	1-499	\$2,000	7	10%
2	201-500	\$2,600	6	9%	2	500-4,999	\$4,000	10	14%
3	501+	\$6,500	62	90%	3	5,000-9,999	\$6,000	16	23%
			69	100%	4	10,000-29,999	\$7,500	28	41%
					5	30,000+	\$8,500	8	12%
								69	100%

this will be a motion coming from the finance committee and as such presented in the finance committee report at all the zone meetings and then up for vote at the annual meeting.

The effective date will be 2026 so all those States who's budget goes through the legislatures (or version thereof) will have ample lead time....



PETITION FOR ADOPTION, AMENDMENT, OR REPEAL OF A STATE ADMINISTRATIVE RULE

Print Form

In accordance with [RCW 34.05.330](#), the Office of Financial Management (OFM) created this form for individuals or groups who wish to petition a state agency or institution of higher education to adopt, amend, or repeal an administrative rule. You may use this form to submit your request. You also may contact agencies using other formats, such as a letter or email.

The agency or institution will give full consideration to your petition and will respond to you within 60 days of receiving your petition. For more information on the rule petition process, see Chapter 82-05 of the Washington Administrative Code (WAC) at <http://apps.leg.wa.gov/wac/default.aspx?cite=82-05>.

CONTACT INFORMATION *(please type or print)*

Petitioner's Name Skye Theriot

Name of Organization _____

Mailing Address [REDACTED]

City [REDACTED] State [REDACTED] Zip Code [REDACTED]

Telephone [REDACTED] Email [REDACTED]

COMPLETING AND SENDING PETITION FORM

- Check all of the boxes that apply.
- Provide relevant examples.
- Include suggested language for a rule, if possible.
- Attach additional pages, if needed.
- Send your petition to the agency with authority to adopt or administer the rule. Here is a list of agencies and their rules coordinators: <http://www.leg.wa.gov/CodeReviser/Documents/RClst.htm>.

INFORMATION ON RULE PETITION

Agency responsible for adopting or administering the rule: Board of Registration for Professional Engineers & Land Surveyors

1. NEW RULE - I am requesting the agency to adopt a new rule.

The subject (or purpose) of this rule is: _____

The rule is needed because: _____

The new rule would affect the following people or groups: _____

2. AMEND RULE - I am requesting the agency to change an existing rule.

List rule number (WAC), if known: WAC 196: Multiple Chapters - See attached supplement

I am requesting the following change: Amendment of pronoun usage throughout WAC Title 196

This change is needed because: To clarify current rule language using modern grammatically correct pronouns.

The effect of this rule change will be: To clarify current rule language using inclusive pronouns.

The rule is not clearly or simply stated: _____

3. REPEAL RULE - I am requesting the agency to eliminate an existing rule.

List rule number (WAC), if known: _____

(Check one or more boxes)

It does not do what it was intended to do.

It is no longer needed because: _____

It imposes unreasonable costs: _____

The agency has no authority to make this rule: _____

It is applied differently to public and private parties: _____

It conflicts with another federal, state, or local law or rule. List conflicting law or rule, if known: _____

It duplicates another federal, state or local law or rule. List duplicate law or rule, if known: _____

Other (please explain): _____

WAC 196 Project | Pronouns Update

Board of Registration for Professional Engineers & Land Surveyors

196-12, -16, -20, -25, -26A, -27A, -29, -30, -32,

- No changes found

196-09

- 196-09-130
 - (1)(a) Exclude **him or herself** from the board discussion regarding the specific contract, sale, lease, purchase or grant;
 - To be changed to
 - Exclude **themselves** from the board discussion regarding the specific contract, sale, lease, purchase or grant;
 - (1)(b) Exclude **him or herself** from the board vote on the specific contract, sale, lease, purchase or grant; and
 - To be changed to
 - Exclude **themselves** from the board vote on the specific contract, sale, lease, purchase or grant; and
 - (2) The prohibition against discussion set forth in sections (a) and (c) may not prohibit the member of the board from using **his or her** general expertise to educate and provide general information on the subject area to the other members.
 - To be changed to
 - The prohibition against discussion set forth in sections (a) and (c) may not prohibit the member of the board from using **their** general expertise to educate and provide general information on the subject area to the other members.
- 196-09-131
 - (1)(a) Recuse **him or herself** from the board discussion regarding the specific action;
 - To be changed to
 - Recuse **themselves** from the board discussion regarding the specific action;
 - (1)(b) Recuse **him or herself** from the board vote on the specific action; and
 - To be changed to
 - Recuse **themselves** from the board vote on the specific action; and
 - (2) The prohibition against discussion and voting set forth in sections (a) and (c) may not prohibit the member of the board from using **his or her**

general expertise to educate and provide general information on the subject area to the other members.

- To be changed to
- The prohibition against discussion and voting set forth in sections (a) and (c) may not prohibit the member of the board from using **their** general expertise to educate and provide general information on the subject area to the other members.
- 196-09-135
 - If exclusion or recusal occurs pursuant to WAC **196-09-130** or **196-09-131**, the member of the board should disclose to the public the reasons for **his or her** exclusion or recusal from any board action whenever it occurs. The board staff should record each instance of exclusion or recusal and the basis for it in the minutes of the board meetings.
 - To be changed to
 - If exclusion or recusal occurs pursuant to WAC **196-09-130** or **196-09-131**, the member of the board should disclose to the public the reasons for **their** exclusion or recusal from any board action whenever it occurs. The board staff should record each instance of exclusion or recusal and the basis for it in the minutes of the board meetings.
- 196-09-150
 - (4)(b) The public records officer may also accept requests for public records by telephone or in person. If the public records officer or designee accepts an oral or telephone request, **he or she** will confirm receipt of the request and the details of the records requested, in writing, to the requestor.
 - To be changed to
 - The public records officer may also accept requests for public records by telephone or in person. If the public records officer or designee accepts an oral or telephone request, **they** will confirm receipt of the request and the details of the records requested, in writing, to the requestor.
 - (4)(d) If the requestor wishes to have copies of the records made instead of simply inspecting them, **he or she** should make that preference clear in the request. Copies will be made by the board's public records officer or designee.
 - To be changed to
 - If the requestor wishes to have copies of the records made instead of simply inspecting them, **they** should make that preference clear

in the request. Copies will be made by the board's public records officer or designee.

196-21

- 196-21-010

- Eligibility for taking the fundamentals of land surveying exam requires completion and verification of four years of experience. These four years can be achieved through board approved education; board approved practical experience or a combination of both. All applications must be completed in accordance with instructions provided by the board. Once an applicant is notified of board approval to sit for the fundamentals of surveying examination **he or she** will be instructed to register directly with the National Council of Examiners for Engineering and Surveying (NCEES) for admittance to the examination.
 - To be changed to
 - Eligibility for taking the fundamentals of land surveying exam requires completion and verification of four years of experience. These four years can be achieved through board approved education; board approved practical experience or a combination of both. All applications must be completed in accordance with instructions provided by the board. Once an applicant is notified of board approval to sit for the fundamentals of surveying examination **they** will be instructed to register directly with the National Council of Examiners for Engineering and Surveying (NCEES) for admittance to the examination.

196-23

- 196-23-010

- All individuals licensed in accordance with chapter **18.43** RCW must utilize a seal/stamp that conforms to the design as authorized by the board. It is the responsibility of the licensee to maintain control over the use of **his/her** stamp/seal. The impression or image of the seal/stamp must conform to the below-illustrated design and be of a size that assures full legibility of the following required information:
 - To be changed to
 - All individuals licensed in accordance with chapter **18.43** RCW must utilize a seal/stamp that conforms to the design as authorized by the board. It is the responsibility of the licensee to maintain control over the use of **their** stamp/seal. The impression or image of the seal/stamp must conform to the below-illustrated design and be of a size that assures full legibility of the following required information:

- 196-23-040
 - Only professional engineers who have completed the state of Washington's requirements for licensure in structural engineering are permitted to use the title of S.E. when representing **his or her** licensing credential, as in, *James Smith, P.E., S.E.* Use of the title S.E. by any individual who is not licensed in structural engineering as provided in chapter **18.43** RCW, is subject to disciplinary action by the board in accordance with chapter **18.43** RCW and/or chapter **18.235** RCW.
 - To be changed to
 - Only professional engineers who have completed the state of Washington's requirements for licensure in structural engineering are permitted to use the title of S.E. when representing **their** licensing credential, as in, *James Smith, P.E., S.E.* Use of the title S.E. by any individual who is not licensed in structural engineering as provided in chapter **18.43** RCW, is subject to disciplinary action by the board in accordance with chapter **18.43** RCW and/or chapter **18.235** RCW.

196-33

- 196-33-400
 - All individuals licensed in accordance with chapter **18.210** RCW shall procure a seal/stamp that conforms to the design as authorized by the board. It is the responsibility of the licensee to maintain control over the use of **his/her** stamp/seal. The impression or image of the seal/stamp shall conform to the below-illustrated design and be of a size that assures full legibility of the following required information:
 - To be changed to
 - All individuals licensed in accordance with chapter **18.210** RCW shall procure a seal/stamp that conforms to the design as authorized by the board. It is the responsibility of the licensee to maintain control over the use of **their** stamp/seal. The impression or image of the seal/stamp shall conform to the below-illustrated design and be of a size that assures full legibility of the following required information:

196-34

- 196-34-115
 - The board believes that designers under provisions of chapter **18.210** RCW should have the discretion to make independent choices on what activities help them to be improved practitioners. The board will not provide advance approvals for selected activities or vendors. The board expects designers to seek out qualifying activities that can be

demonstrated to the board as relevant to his or her professional development as a designer.

- To be changed to
- The board believes that designers under provisions of chapter **18.210** RCW should have the discretion to make independent choices on what activities help them to be improved practitioners. The board will not provide advance approvals for selected activities or vendors. The board expects designers to seek out qualifying activities that can be demonstrated to the board as relevant to their professional development as a designer.

RCW 18.43.030**Board of registration—Members—Terms—Qualifications—
Compensation and travel expenses.**

A state board of registration for professional engineers and land surveyors is hereby created which shall exercise all of the powers and perform all of the duties conferred upon it by this chapter. The board shall consist of seven members, who shall be appointed by the governor and shall have the qualifications as hereinafter required. On the expiration of the term of any member, the governor shall appoint a successor for a term of five years to take the place of the member whose term on said board is about to expire. However, no member shall serve more than two consecutive terms on the board. Each member shall hold office until the expiration of the term for which such member is appointed or until a successor, qualified as described in this section, shall have been duly appointed and shall have qualified.

Four members of the board shall be registered professional engineers licensed under the provisions of this chapter. Two members of the board shall be registered professional land surveyors licensed under this chapter. One member may be either a registered professional engineer or on-site wastewater system designer licensed by the board pursuant to chapter 18.210 RCW. Each of the members of the board shall have been actively engaged in the practice of engineering or land surveying for at least ten years subsequent to registration, five of which shall have been immediately prior to their appointment to the board.

Each member of the board shall be a citizen of the United States and shall have been a resident of this state for at least five years immediately preceding his or her appointment.

Each member of the board shall be compensated in accordance with RCW [43.03.240](#) and, in addition thereto, shall be reimbursed for travel expenses incurred in carrying out the provisions of this chapter in accordance with RCW [43.03.050](#) and [43.03.060](#).

The governor may remove any member of the board for misconduct, incompetency, or neglect of duty. Vacancies in the membership of the board shall be filled for the unexpired term by appointment by the governor as hereinabove provided.

RCW 18.43.033**Pro tem board members.**

Upon request of the board the director shall appoint up to twothree individuals to serve as pro tem members of the board. An appointed individual must be licensed under chapter 18.43 RCW or chapter 18.210 RCW. While serving as a board member pro tem, an appointed person has the immunities of a regular member of the board and is entitled to the same compensation, including travel expenses, in accordance with RCW 18.43.030. A pro tem appointment may not last for more than one hundred eighty days unless approved by the director.

Special Board Meeting

Tab 6

Director's Report

- 6.1 Financial Report
- 6.2 Agency Operations
- 6.3 Program Reports
 - 6.3.1 Communication & Outreach
 - 6.3.2 Regulatory
 - 6.3.3 Investigations & Compliance
 - 6.3.4 Licensing
 - 6.3.5 Admin
- 6.4 Other Items

Wherrett, Mackenzie (BRPELS)

From: Shelley, Ian (DES)
Sent: Friday, April 19, 2024 8:35 AM
To: Fuller, Ken (BRPELS); Horton, Kristina (BRPELS)
Cc: Wherrett, Mackenzie (BRPELS)
Subject: 166 BORPELS - March 2024 Financial Status
Attachments: BRPELS_Financial Status_Mar 2024.xlsx

Follow Up Flag: Follow up
Flag Status: Flagged

Good morning BORPELS team,

Please find the March 2024 financial status reports attached. The reports shows that **BORPELS is in good financial condition.**

Key March highlights:

- Fund 024 ended the month with a balance of \$1.66 million.
- \$166k in revenue this month.

Biennium to date highlights:

- BORPELS has spent \$322k less than planned to date, largely composed of the below:
 - Salaries/Benefits: \$30k less than planned BTD
 - EM: ATG costs \$43k less than planned BTD
 - ER: \$67k underspend so far, mostly related to DOL costs coming in low. Projections assume that DOL costs will increase to expected levels.
 - EY: \$102k underspend so far, mostly related to DOL POLARIS costs coming in low. Projections assume that DOL costs will increase to expected levels.
- BTD Revenues
 - \$1.50 million for July-Mar. For comparison BI23 July-Mar was \$1.59 million. Current BI is now 5.5% (\$90k) below BI23 levels as of March.
 - Future revenues are continuing to be estimated at 92.5% of BI23 levels.

Projections show BORPELS ending the biennium in June 2025 with:

- Fund 024 balance of \$1.31 million. This is a decrease from the BI25 starting balance of \$1.54 million.
- Revenue projected at \$4.00 million (BI23 ended at \$4.32 million)
- Total expenses projected at \$4.23 million (higher expenses than revenues, but expenses underspending authority by \$455k)

Changes from last month:

- AU – Overtime. Overtime costs continue to add up. Projection increased from \$56k to \$59k for the BI which is \$35k more than planned.
- CA – Professional Service Contracts (Vorsite and Dainis). Costs have been low. Projection decreased from \$72k for BI to \$40k for the biennium.
- EG – Training. High March costs. Biennial projection increased from \$36k to \$65k, which is \$19k more than planned.
- FY24 supplemental central service costs adjustments:
 - EL – WaTech costs – increased by \$54k for the biennium

Please let me know if you have any questions.

Best,

Ian Shelley

Senior Financial Consultant

Washington State Department of Enterprise Services

desk: 360-407-8250 | cell: 360-489-5779

ian.shelley@des.wa.gov

**Board of Registration for Professional Engineers and Land Surveyors Biennium 23-25
Projection**

Revenue Category	Biennium 23-25	Actual	Projected															Projected	Projected
	Revenue Allotments	Revenues through FM09 Mar-2024	FM 10 Apr-2024	FM 11 May-2024	FM 12 Jun-2024	FM 13 Jul-2024	FM 14 Aug-2024	FM 15 Sep-2024	FM 16 Oct-2024	FM 17 Nov-2024	FM 18 Dec-2024	FM 19 Jan-2025	FM 20 Feb-2025	FM 21 Mar-2025	FM 22 Apr-2025	FM 23 May-2025	FM 24 Jun-2025	Revenue Total	Variance
Licenses and Fees	4,300,800	1,500,980	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	4,002,244	(298,556)
Fines, Forfeits and Seizures		(179)																(179)	(179)
Recov of Prior Expend Authority Expendit		(281)																(281)	(281)
Cash Over and Short		460																460	460
Total Revenue	4,300,800	1,500,980	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	166,751	4,002,244	(298,556)

Expenses Category	Biennium 23-25	Actual	Projected															Projected	Projected
	Expense Allotments	Expenses through FM09 Mar-2024	FM 10 Apr-2024	FM 11 May-2024	FM 12 Jun-2024	FM 13 Jul-2024	FM 14 Aug-2024	FM 15 Sep-2024	FM 16 Oct-2024	FM 17 Nov-2024	FM 18 Dec-2024	FM 19 Jan-2025	FM 20 Feb-2025	FM 21 Mar-2025	FM 22 Apr-2025	FM 23 May-2025	FM 24 Jun-2025	Expenditure Total	Variance
Salaries and Wages	1,745,616	609,932	72,116	72,116	72,116	73,500	73,500	73,500	73,500	73,500	73,500	73,500	73,601	73,883	73,883	73,883	73,883	1,709,920	35,696
Employee Benefits	584,008	199,767	24,999	24,999	25,000	24,357	24,357	24,357	24,357	24,357	24,357	24,373	24,422	24,422	24,422	24,422	24,422	567,325	16,683
Professional Service Contracts	72,000	12,550	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	1,803	39,600	32,400
Goods and Other Services	2,092,776	514,098	127,410	74,987	74,559	84,911	84,002	82,060	84,911	82,488	82,058	80,244	77,821	77,393	80,244	77,821	77,389	1,762,401	330,375
Travel	129,600	37,477	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	4,164	99,939	29,661
Capital Outlays	60,000	7,609	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	2,693	48,000	12,000
Grants, Benefits & Client Services	0	900	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	900	(900)
Sum:	4,684,000	1,382,334	233,186	180,763	180,336	191,429	190,520	188,578	191,429	189,006	188,576	186,762	184,456	184,359	187,210	184,787	184,355	4,228,084	455,916

Operating Transfers	Biennium 23-25	Actual	Projected															Projected	Projected
	Operating Transfers	Operating transfers through FM09 Mar-2024	FM 10 Apr-2024	FM 11 May-2024	FM 12 Jun-2024	FM 13 Jul-2024	FM 14 Aug-2024	FM 15 Sep-2024	FM 16 Oct-2024	FM 17 Nov-2024	FM 18 Dec-2024	FM 19 Jan-2025	FM 20 Feb-2025	FM 21 Mar-2025	FM 22 Apr-2025	FM 23 May-2025	FM 24 Jun-2025	Op. Trans. Total	Variance
Operating Transfer In																		0	0
Total Net Operating Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0

Fund Balance Projection	Biennium 23-25	Actual	Projected															Projected	Projected	
	Rev Allotments - Exp Allotments	Rev - Exp through FM09 Mar-2024	FM 10 Apr-2024	FM 11 May-2024	FM 12 Jun-2024	FM 13 Jul-2024	FM 14 Aug-2024	FM 15 Sep-2024	FM 16 Oct-2024	FM 17 Nov-2024	FM 18 Dec-2024	FM 19 Jan-2025	FM 20 Feb-2025	FM 21 Mar-2025	FM 22 Apr-2025	FM 23 May-2025	FM 24 Jun-2025	end of BI 23-25	Variance	
Net Income (Loss)	BI 23-25 Beginning Balance	(383,200)	118,646	(66,435)	(14,012)	(13,585)	(24,678)	(23,769)	(21,827)	(24,678)	(22,255)	(21,825)	(20,011)	(17,705)	(17,608)	(20,459)	(18,036)	(17,604)	(225,840)	157,360
	\$ 1,540,273	1,157,073	1,658,920	1,592,485	1,578,473	1,564,888	1,540,210	1,516,441	1,494,614	1,469,936	1,447,681	1,425,856	1,405,845	1,388,140	1,370,532	1,350,073	1,332,037	1,314,433	1,314,433	← Ending Fund Balance (projected)

Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of March 2024

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Capital Outlays	60,000	22,500	7,609	14,891	52,391
Employee Benefits	584,008	212,806	199,767	13,039	384,241
Goods and Services	2,092,776	753,541	514,098	239,443	1,578,678
Grants, Benefits & Client Services	0	0	900	(900)	(900)
Professional Service Contracts	72,000	27,000	12,550	14,450	59,450
Salaries and Wages	1,745,616	640,481	609,932	30,549	1,135,684
Travel	129,600	48,600	37,477	11,123	92,123
Sum:	4,684,000	1,704,928	1,382,334	322,594	3,301,666

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	72,609	71,839	770	640,481	609,932	30,549
A Salaries and Wages	1,000	0	1,000	9,000	0	9,000
AA State Classified	57,000	56,866	134	500,000	484,451	15,549
AC State Exempt	12,000	10,833	1,167	108,000	98,500	9,500
AE State Special	609	288	322	5,481	4,488	994
AS Sick Leave Buy-Out	500	0	500	4,500	0	4,500
AT Terminal Leave	500	0	500	4,500	0	4,500
AU Overtime and Call-Back	1,000	3,852	(2,852)	9,000	22,493	(13,493)
Employee Benefits	23,728	23,886	(158)	212,806	199,767	13,039
BA Old Age and Survivors Insurance	4,118	4,278	(160)	36,805	36,360	445
BB Retirement and Pensions	6,838	6,819	19	61,113	57,147	3,966
BC Medical Aid & Industrial Insurance	359	313	46	3,231	2,696	535
BD Health, Life & Disability Insurance	11,450	11,450	0	103,050	95,035	8,015
BH Hospital Insurance (Medicare)	963	1,001	(38)	8,607	8,504	103
BK Paid Family and Medical Leave	0	0	0	0	0	(0)
BZ Other Employee Benefits	0	25	(25)	0	25	(25)
Professional Service Contracts	3,000	0	3,000	27,000	12,550	14,450
CA Management and Organizational Services	3,000	0	3,000	27,000	12,550	14,450
CZ Other Professional Services	0	0	0	0	0	0
Goods and Services	83,614	80,721	2,893	753,541	514,098	239,443
E Goods and Other Services	3,000	0	3,000	27,000	0	27,000
EA Supplies and Materials	1,250	6,875	(5,625)	11,250	14,615	(3,365)
EB Communications/Telecommunications	800	668	132	7,200	7,208	(8)
EC Utilities	50	0	50	450	356	94
ED Rentals and Leases - Land & Buildings	2,500	1,938	562	22,500	17,440	5,060
EE Repairs, Alterations & Maintenance	1,000	(3,577)	4,577	9,000	(0)	9,000
EF Printing and Reproduction	1,250	779	471	11,250	8,302	2,948
EG Employee Prof Dev & Training	1,500	18,631	(17,131)	13,500	35,294	(21,794)
EH Rental & Leases - Furn & Equipment	1,250	2,199	(949)	11,250	9,861	1,389
EJ Subscriptions	100	0	100	900	657	243
EK Facilities and Services	5,000	3,241	1,759	45,000	48,217	(3,217)
EL Data Processing Services (Interagency)	14,000	11,584	2,416	126,000	114,114	11,886
EM Attorney General Services	14,917	13,670	1,247	134,253	90,746	43,507
EN Personnel Services	1,750	1,879	(129)	15,750	17,971	(2,221)
EP Insurance	85	86	(1)	1,780	2,317	(537)
ER Other Contractual Services	15,000	22,293	(7,293)	135,000	67,601	67,399
ES Vehicle Maintenance & Operating Cst	0	62	(62)	0	796	(796)
ET Audit Services	0	0	0	0	0	0
EU Office of Equity Services	0	0	0	0	841	(841)
EW Archives & Records Management Svcs	59	0	59	531	443	88
EY Software Licenses and Maintenance	20,000	393	19,607	180,000	78,101	101,899
EZ Other Goods and Services	103	0	103	927	(781)	1,708
Travel	5,400	9,199	(3,799)	48,600	37,477	11,123
GA In-State Subsistence & Lodging	2,000	6,359	(4,359)	18,000	20,937	(2,937)
GB In-State Air Transportation	700	1,405	(705)	6,300	4,313	1,987
GC Private Automobile Mileage	700	105	595	6,300	2,486	3,814
GD Other Travel Expenses	400	608	(208)	3,600	2,965	635
GF Out-of-State Subsistence & Lodging	600	0	600	5,400	2,715	2,685
GG Out-of-State Air Transportation	900	521	379	8,100	3,397	4,703
GN Motor Pool Services	100	200	(100)	900	664	236
Capital Outlays	2,500	0	2,500	22,500	7,609	14,891
JA Noncapitalized Assets	2,500	0	2,500	22,500	7,609	14,891
Grants, Benefits & Client Services	0	0	0	0	900	(900)
NZ Other Grants and Benefits	0	0	0	0	900	(900)
Total Dollars	190,851	185,644	5,207	1,704,928	1,382,334	322,594

Set aside for vaccine incentives

BTD healthy underspend

Underspend

Mar overspend, BTD overspend. Projections adjusted for continued OT. Tracking for \$60k OT across biennium.

All benefits healthy underspend

Underspending, adjusted projection from \$72k to approx \$40k for biennium.

March expenses high, \$5.5k agency branded swag order.

All EE expenses were janitorial, moved to correct expense category ER-R230.

March was very high expense month, \$17,000 for 2 attendees - Leading Organizations Training. Overspend to date.

Variable mailing costs, normal fluctuation

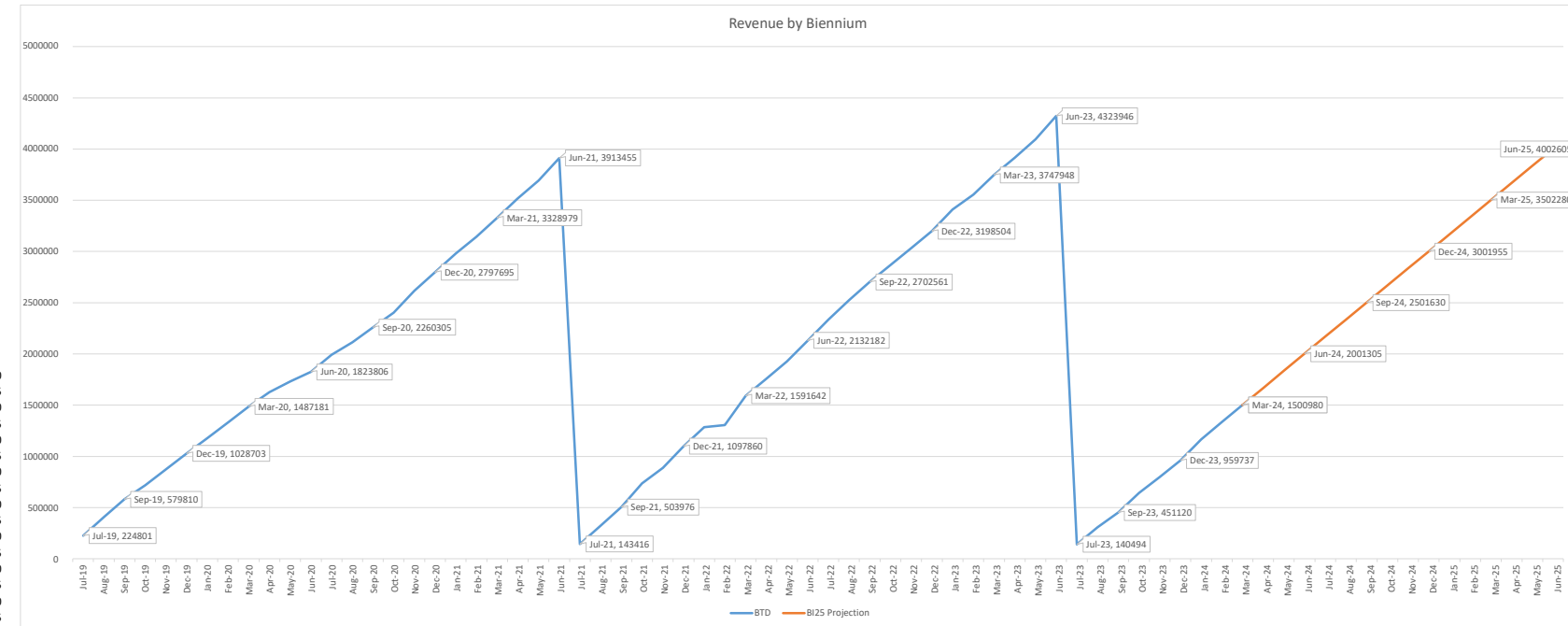
ATG costs continue to come in low. Projection adjusted to biennial expense of \$242k

Showing significant underspend, but expecting DOL costs to come in and use up these funds.

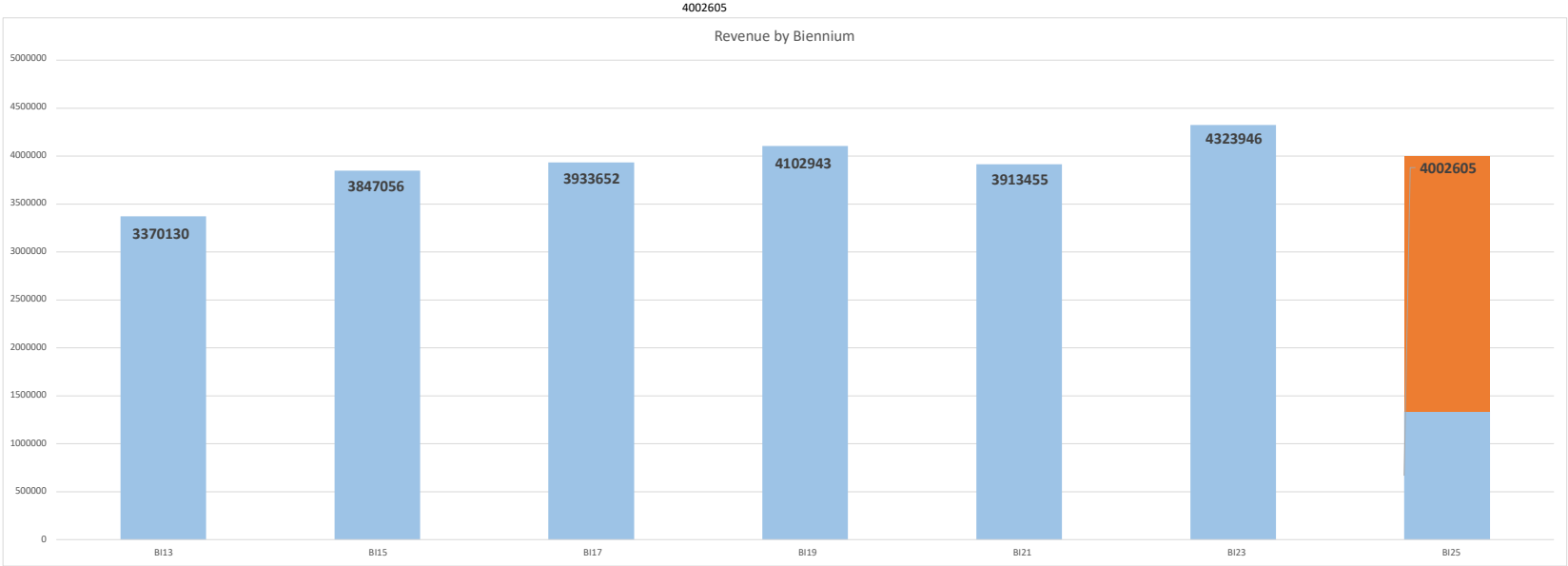
Showing significant underspend, but expecting DOL costs to come in and use up these funds.

GA costs high in March. Board meeting.

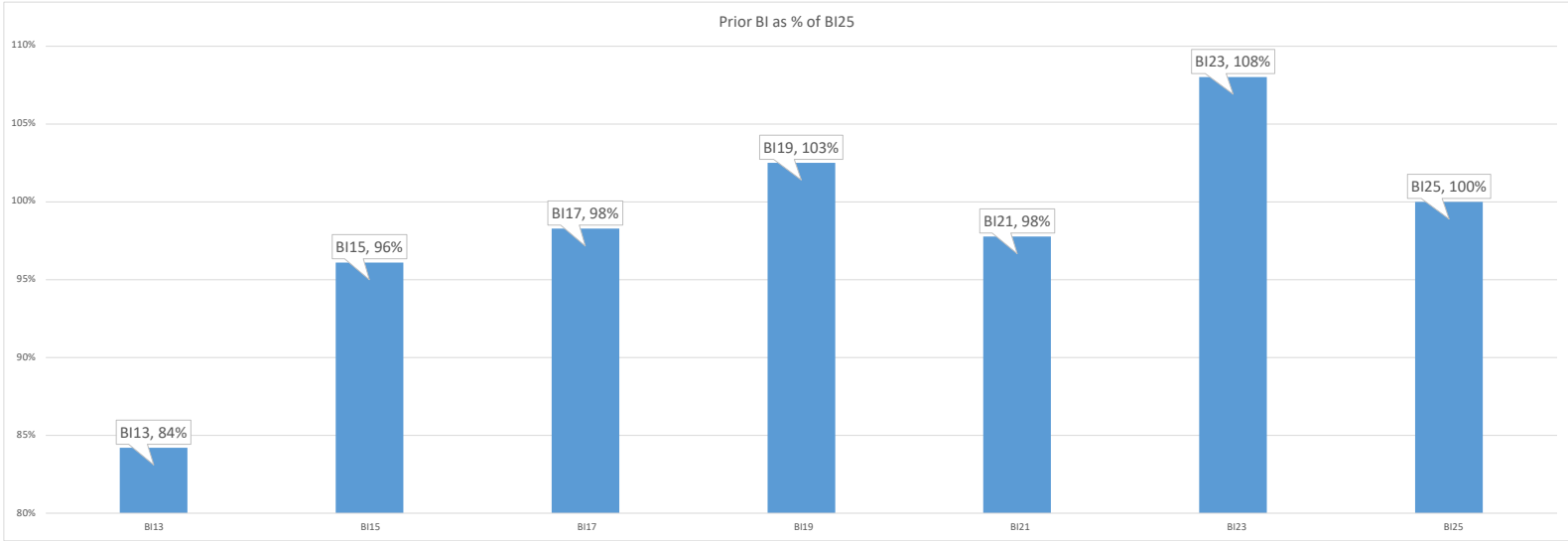
Month	Revenue	BTD	BI25 Projection
Jul-19	224801	224801	
Aug-19	181945	406746	
Sep-19	173064	579810	
Oct-19	137914	717724	
Nov-19	154192	871916	
Dec-19	156787	1028703	
Jan-20	146245	1174948	
Feb-20	155919	1330867	
Mar-20	156314	1487181	
Apr-20	139053	1626234	
May-20	103872	1730106	
Jun-20	93700	1823806	
Jul-20	166052	1989858	
Aug-20	123898	2113756	
Sep-20	146549	2260305	
Oct-20	141702	2402007	
Nov-20	215335	2617342	
Dec-20	180353	2797695	
Jan-21	182856	2980551	
Feb-21	164834	3145385	
Mar-21	183594	3328979	
Apr-21	188160	3517139	
May-21	177026	3694165	
Jun-21	219290	3913455	
Jul-21	143416	143416	
Aug-21	181952	325368	
Sep-21	178608	503976	
Oct-21	230947	734923	
Nov-21	152743	887666	
Dec-21	210194	1097860	
Jan-22	186351	1284211	
Feb-22	20769	1304980	
Mar-22	286662	1591642	
Apr-22	165089	1756731	
May-22	171108	1927839	
Jun-22	204343	2132182	
Jul-22	204795	2336977	
Aug-22	187366	2524343	
Sep-22	178218	2702561	
Oct-22	163289	2865850	
Nov-22	167333	3033183	
Dec-22	165321	3198504	
Jan-23	210559	3409063	
Feb-23	148623	3557686	
Mar-23	190262	3747948	
Apr-23	167355	3915303	
May-23	181056	4096359	
Jun-23	227587	4323946	
Jul-23	140494	140494	
Aug-23	166284	306778	
Sep-23	144342	451120	
Oct-23	192815	643935	
Nov-23	151836	795771	
Dec-23	163966	959737	
Jan-24	204510	1164247	
Feb-24	170737	1334984	
Mar-24	165996	1500980	
Apr-24	166775	1667755	
May-24	166775	1834530	
Jun-24	166775	2001305	
Jul-24	166775	2168080	
Aug-24	166775	2334855	
Sep-24	166775	2501630	
Oct-24	166775	2668405	
Nov-24	166775	2835180	
Dec-24	166775	3001955	
Jan-25	166775	3168730	
Feb-25	166775	3335505	
Mar-25	166775	3502280	
Apr-25	166775	3669055	
May-25	166775	3835830	
Jun-25	166775	4002605	



BI13	BI15	BI17	BI19	BI21	BI23	BI25
3370130	3847056	3933652	4102943	3913455	4323946	1334984
						2667621



	BI13	BI15	BI17	BI19	BI21	BI23	BI25
Prior BI as	84%	96%	98%	103%	98%	108%	100%





Communication Report

04/25/24

Current/Upcoming Projects

Public Education on licensed engineers, etc. – researching, search engine Google ads Also, contacting construction/on-site associations, realty and title companies

Exam Study Materials – adding links to our website from NCEES, etc.

Developed PowerPoint and video for monument preservation education projects

Website – finishing beta site and testing in 2 weeks. Website live by end of May

Journal – new look and layout for next edition, out mid-May

- June 24 & 27 – WSACE, Ritzville – Presentation on licensed engineers & monument preservation
- Oct. 9-10 - APWA Fall Conference, Kennewick – Presentation

Completed Projects

LinkedIn page is live – since we're not commenting on posts, reminder please, we depend on Board members, staff and others to both LIKE and SHARE.



Regulatory Program Report

04/25/24

Current Items:

- Rulemaking
 - * 196-09 CR101 filed. Indexing rule language being drafted (new section).
 - * 196-16 CR101 filed. Survey Committee review.
 - * 196-26A & 196-30 CR101 filed. Draft language sent to rulemaking list for comment.

- Public Records Requests
 - * 2024: 17 (as of 04/08/24)
 - * 2023: 85
 - * 2022: 85

- Standard Work Process documents
 - * Legislation Tracking – in progress.
 - * Rulemaking – in progress.
 - * Public Records Requests - in progress.
 - * Committee Structure/Practices – in progress.
 - * Records Management - pending.



Investigation/Compliance Program Report 04/25/24

Current Items:

- PDH Audits
 - * Project Team Assigned
 - Rich Larson/Vonna Cramer/Jill Short
 - Meeting scheduled with Polaris group and project team.
 - Met with Polaris group. This feature in Polaris is currently turned off due to a glitch. They are working on a fix.
 - Rich/Vonna/Jill will now be conducting a manual blind draw process of 1% of renewals for PLS and OS. Will measure results for approximately 6 months to determine results.
 - Template audit letters prepared.
 - Vonna in contact with Polaris team on difference between PDH/CE
 - Plan proposal to be presented to PC
 - Audits will be conducted for 6 months and results brought back to PC in February 2024
 - Audited 5 PLS and 2 OS licensees. Responses due 12/1/23.
 - Received a good response from licensees who were audited. 5 out of 7 have responded. 80% had their required PDH and 20% needed 1-2 more units. Those units will be met in time for the renewal date.
 - Will start including in the audit notice the option of using the NCEES CPC Database and sharing that it will be acceptable to have that report sent in.
 - Audit done in January 2024. There were 4 OS audited and 10 PLS audited.
 - A summary of results report was compiled and presented to the Practice Committee on 2/21/24.
 - Vonna and Jill are working with DOL on getting the audits completed by Polaris automatically.
 - DOL turned the automatic audits on in Polaris. Working with them to get the templates updated and a report sent on who was audited.

- Digital Signatures
 - * Project Team Assigned
 - Jill Short/Ken Fuller/Kristina Horton/Greg Schieferstein
 - Have seen multiple inquiries/issues regarding Digital Signature submittals to permitting authorities.
 - Research to be done on processes used by City of Tacoma and City of Seattle.
 - Poll to be done on other state boards' processes.

- Article to be written for Fall/Winter Journal.
 - Possible outreach with WABO.
 - Met with staff from City of Seattle and City of Tacoma (Tom Barger and Joel Rasmussen).
 - Kristina and Jill met with Tom Barger and other staff with City of Seattle. Best practices and a journal article will be drafted following meetings with other permitting jurisdictions.
 - Still conducting research.
 - Kris and Jill have been speaking with other permitting authorities and licensees on their processes.
 - Kris is drafting an article for the next journal.
- Sanctions List
 - * Project Team Assigned
 - Jill Short/Kristina Horton
 - A list of past violations was compiled. That list is currently being organized and will then be a “living” document on the Board Resources site for case manager reference.
 - Found previous years reports. Folders have been developed and files will be saved to Board Members SharePoint
 - File created and is located on the Board Members’ SharePoint site under Board Resources (an email link was sent to Board members and staff)
 - Still working on this.
- Investigation Desk Reference Guide
 - * Project Team Assigned
 - Jill Short/Kristina Horton
 - The previous manual has been located.
 - Updates to new reference guide currently being drafted.
 - Staff meeting was held to work on manuals.
 - Updated processes.

Completed Items:

- A document showing past violations and sanctions will be posted to the Board Resources SharePoint site (Indexing with Shanan in conjunction with the above Sanctions List project).

Committee and/or Board Action Items:

- None at this time.

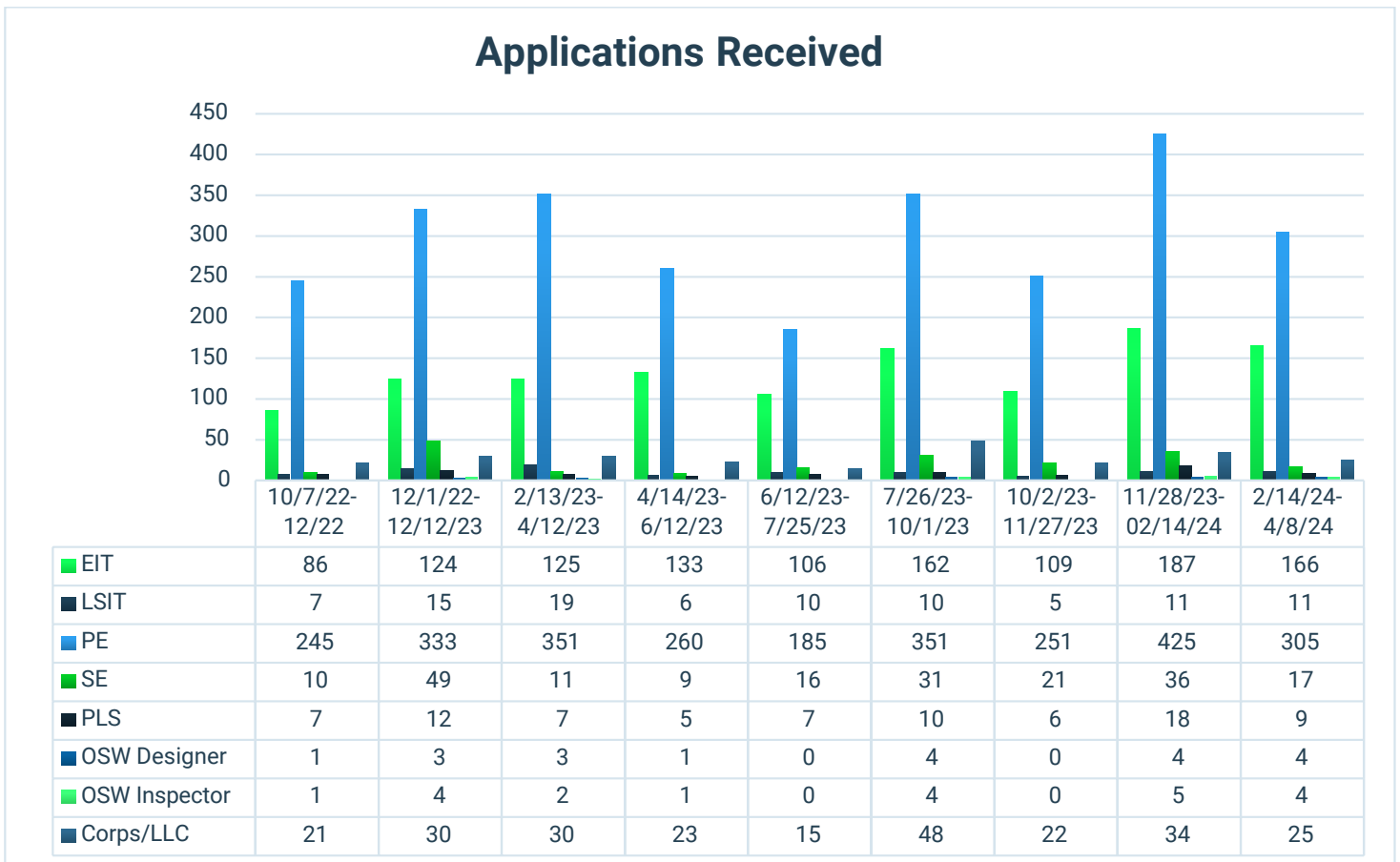


Licensing Program Report 04/25/2024

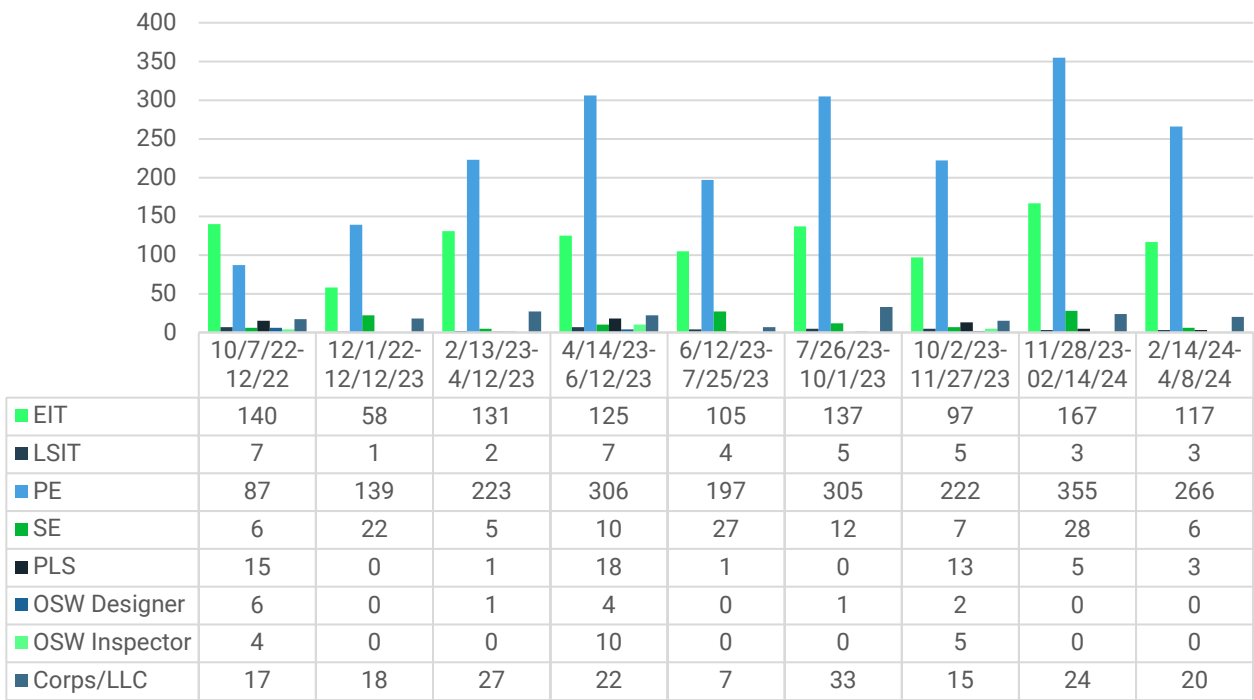
Current & Ongoing Items:

- * **Dainis**
 - * Analysis for OS specific exams
 - * Scheduling On-Site JTA Workshop
- * **Monitor Polaris issues/bug**
 - * Currently have 4 user story items
- * **Scantron**
 - * Item bank upload, images upload, and test analysis
- * **Box cleanup**
 - * Ensuring all items are uploaded to Polaris

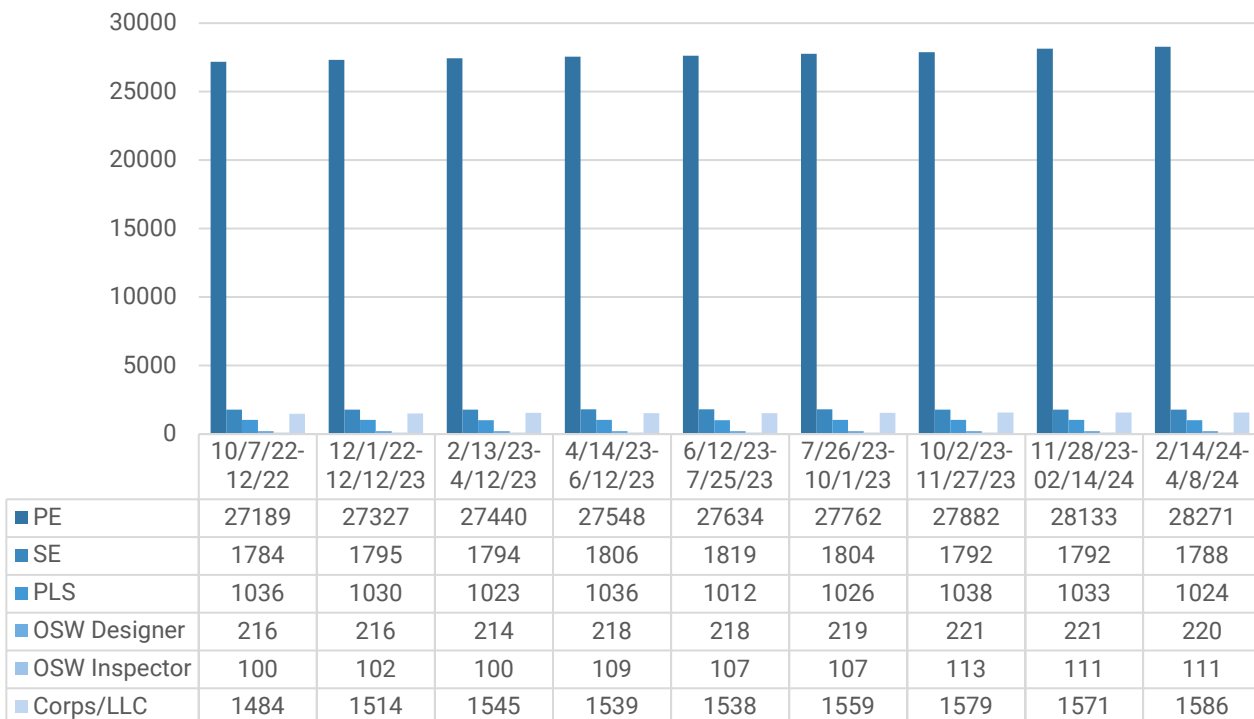
Licensing Data:



Licenses Issued



Active Licenses





Administration Program Report 04/25/2024

Current & Ongoing Items:

- * **Growth of Agency**
 - * Recruitment for new board members - PE & PLS (Ms. Horton & Mr. Fuller)
 - * Ms. Wherrett & Ms. Horton completed 'Leading Organizations' training – now implementing
- * **Succession Planning**
 - * Desk Manuals/Standard Work Documents
 - Board Clerk/BAP 101
 - Executive Assistant Manual
 - Admin Assistant Manual
 - Board Member Manual
- * **Form Updates & Website**
 - * Review all forms for accessibility
 - * Assisting with web content, contracts, billing, research, etc.
- * **Prepare for Audit & Fiscal Year Closeout**
 - * FY24 ends June 30, 2024
 - * BRPELS Performance Audit
 - 200 hours scheduled for July–December 2024
- * **Small Agency Governance with WaTech**
 - * Aiding in decisions about what services WaTech offers and how they support us
- * **Required Training**
 - * Culture of Military Spouses (due June 30, 2024)
 - * Diversity, Equity, Inclusion – instructor led modules 1-4 *have available seats!*
- * **Admin Policies**
 - * Develop and establish any missing policies
 - * Review and update any outdated policies
 - * Layoff Policy, Continuity of Operations Policy & Plan (COOP), Out-of-State Travel Policy, and assisting with Exam Policy

Completed Items:

- ✓ Add legal background question back onto application/renewal forms
- ✓ New logo update on forms
- ✓ BRPELS Administrative Policies
 - * Emeritus Membership Policy
 - * Ethics Policy

Special Board Meeting

Tab 7

Assistant Attorney's General Report

Special Board Meeting

Tab 8

Other Business

- 8.1 Additional Public Comment
- 8.2 Upcoming Outreach and Events
- 8.3 Board/Staff Affiliate Involvement
- 8.4 Action Items from this Meeting
- 8.5 Agenda Items for Next Meeting



2024 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				

APR

10-11 APWA Conference - Vancouver, WA

24-25 BRPELS Board & Committee Meetings
- Vancouver, WA

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

16 - 18 NCEES Western Zone Interim Meeting
- Bozeman, MT

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

12-13 BRPELS Board & Committee Meetings
- Port Angeles

24 - 27 WSACE Statewide Conference - Ritzville

30 Fiscal Year 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	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	31

AUG

7-8 BRPELS Board & Committee Mtgs - SeaTac

14-17 NCEES Annual Meeting - Chicago, IL

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

20 WA PLS & On-Site Designers Exam

Board of Registration for Professional Engineers and Land Surveyors

Action Item List

Executive Committee (EC)

Date Assigned	Action Item	Assigned To	Status
06/21/23	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.	Board Staff	In Progress
12/07/23	Review strategic planning items list, assign items to committee, and reduce to highest values including metrics and progression	Strategic Planning	In Progress

Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
12/07/23	Seek stakeholder feedback before filing a CR102 for WAC 196-26A and WAC 196-30	Ms. Gillespie & Board Staff	Pending
02/20/24	Staff to provide information to the committee concerning receiving the NCEES record only.	Ms. Cramer	Pending
02/20/24	Decoupling the education/experience requirements prior to the examination. <ul style="list-style-type: none"> • How will this affect applicants? • Any changes to RCW/WAC required? • Staff to provide RCW/WAC information for review that may be impacted 	Ms. Cramer & Ms. Gillespie	In Progress

Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
12/07/23	PC and 18.43 Task Force to proceed with options 1, 5, and 6 for RCW 18.43 and RCW 18.210 including composition and number of board members	Committee	In Progress
12/07/23	PC and 18.43 Task Force to move forward with title language, approved and placed on hold in June 2022, and stakeholder meetings	Committee	In Progress

Survey Committee (SC)

Date Assigned	Action Item	Assigned To	Status
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06/21/23	Survey Committee to create a blueprint of required courses acceptable for approval to take the LSIT.	Committee	In Progress
07/26/23	Committee members work with Greg, Kristina, and Pat Beehler to come up with a monument preservation outreach and education plan	Committee Mr. Schieferstein Ms. Horton	Pending
02/21/24	Recommend to the Board that a CR-101 be opened, or an existing one amended, for refreshing WAC 196-16-120 Units (PDH)	Committee	In-Progress
02/21/24	Provide a timeline for the project to create two (2) new WA State PLS Exam forms.	Ms. Gillespie	In Progress

On-Site Committee

Date Assigned	Action Item	Assigned To	Status
4/12/22	Compile OS Designer & Inspector pass/fail & reexam statistics over the last 5 years.	Ms. Cramer Dainis Co	In Progress
10/11/23	Staff will continue upload item bank questions into Scantron	Ms. Cramer	In Progress

Structural Committee (SEC)

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

18.43 Task Force

Date Assigned	Action Item	Assigned To	Status
02/21/24	Staff to look at other state board regarding if they regulate the title “engineer” and if so, how many they have prosecuted, and if those prosecutions were acceptable. Staff will also contact APEGBC.	Ms. Gillespie, Ms. Short	In Progress

Communication Task Force (CTF)

Date Assigned	Action Item	Assigned To	Status
02/21/24	Communications Task Force to come up with a list of who we need to reach out to educate the public about licensure. (title companies, real estate associations, etc.)	Committee, Mr. Schieferstein	Pending

Board Staff

Date Assigned	Action Item	Assigned To	Status
10/12/23	Learn more about AI and its impacts on Land Surveying and Engineering professions	Mr. Fuller & Board Staff	Pending

AGO

Date Assigned	Action Item	Assigned To	Status
04/27/23	Counsel to pursue civil action against Mr. Hawkins and against Mr. Huxel once the appeal decision has been reached.	Ms. Lagerberg Ms. Casselman	In Progress

Special Board Meeting

Tab 9

Adjourn Meeting