

# Washington State Board of Registration for Professional Engineers & Land Surveyors

## Special Board Meeting

### December 7, 2023

[WebEx Link](#)

Or

**Join by video system, application, or Skype for business**

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# Special Board Meeting

## Tab 1

### Call to Order

- 1.1 Roll Call
- 1.2 Order of Agenda

Open session to reconvene at approximately  
**9:00 A.M.**



**STATE OF WASHINGTON**  
**BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS**

### Special Board Meeting Agenda

**DATE & TIME:** December 7, 2023 8:30 am

**LOCATION:** St. Martin's University [WebEx Link](#)  
 Society Room, Cebula Hall and Or  
 5000 Abbey Way SE,  
 Lacey, WA 98503 **Tap to join from a mobile device**  
[+1-650-479-3208,,25552287983#75386878#](tel:+16504793208,25552287983#75386878) US Toll

**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 the Open Session.

#### OPEN SESSION RECONVENES: Approximately 9:00 a.m.

##### 2. Approval of Minutes

- 2.1. Approval of October 12, 2023 Meeting Minutes

##### 3. Public Comment Opportunity

##### 4. Disciplinary Action

- 4.1. Case Deliberation
- 4.2. Disciplinary Report

##### 5. Committee Reports

- 5.1. Practice Committee (PC)
- 5.2. Exam Qualifications Committee (EQC)
- 5.3. Executive Committee (EC)
- 5.4. Survey Committee (SC)

##### 6. New Business

- 6.1. 18.43 Task Force Discussion
- 6.2. Strategic Planning Items

- 6.3. Logo Presentation
- 6.4. Director Evaluation Procedure
- 6.5. Approval of Draft Language and Filing of CR103 for WAC 196-21
- 6.6. Approval of Draft Language for WAC 196-26A & WAC 196-30
- 6.7. NCEES record and CPC Tracking
- 6.8. NCEES Participation
  - 6.8.1. NCEES Committee Reports
  - 6.8.2. NCEES Emeritus Membership
  - 6.8.3. NCEES Funded and Board Funded Delegates for 2024 NCEES Western Zone Meeting

## **7. Director's Report**

- 7.1. Financial Report
- 7.2. Agency Operations
- 7.3. Program Reports
  - 7.3.1. Communication & Outreach
  - 7.3.2. Regulatory
  - 7.3.3. Investigation & Compliance
  - 7.3.4. Licensing
  - 7.3.5. Admin
- 7.4. Other Items

## **8. Assistant Attorney General's Report**

## **9. Other Business**

- 9.1. Additional Public Comment
- 9.2. Upcoming Outreach and Events
- 9.3. Action Items from This Meeting
- 9.4. Agenda Items for Next Meeting

## **10. Adjourn Meeting**

# **Special Board Meeting**

## **Tab 2**

### **Approval of Minutes**

2.1 Approval of October 12, 2023 Meeting Minutes



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

**DATE:** October 12, 2023  
**TIME:** 8:30 a.m.  
**LOCATION:** Davenport Grand Hotel & WebEx  
 Meeting Room 11  
 333 W Spokane Falls Blvd  
 Spokane, WA, 99201

**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 (WebEx)  
 Mike Harney, PE

**Staff Members**

Ken Fuller, PE, Director  
 Kristina Horton, PLS, Deputy Director  
 Mackenzie Wherrett, Executive Assistant  
 Shanan Gillespie, Regulatory Program Manager  
 Greg Schieferstein, Communication Manager  
 Vonna Cramer, Licensing Lead  
 Elizabeth Lagerberg, Advising AAG  
 (WebEx)

**Guest(s)**

Luke Lymangrover (WebEx)  
 Call-in User 2 (WebEx)  
 Tom Gray, PLS (WebEx)  
 Kris (WebEx)

**1. Call to Order at 9:00 am**

1.1. Roll Call

Mr. Peden took roll call.

1.2. New Board Member & Staff Introductions

Mr. Harney introduced himself to the board as a Professional Engineer and Geotechnical Engineer for the consulting firm Shannon & Wilson in Seattle Washington. Mr. Harney has been practicing since the late 90's and primarily works in Western Washington area.

Ms. Horton introduced herself to the board as a Professional Land Surveyor and the new Deputy Director for the agency.

### 1.3. Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Mr. VanDeWege, to accept the agenda as written. Motion carried.

### 1.4. Approval of the August 3, 2023 Meeting Minutes

A motion was made by Mr. Wengler, and seconded by Mr. Hendrickson, to accept the August 3, 2023 Meeting Minutes as written. Motion carried.

### 1.5. Approval of August Board Member Training Report

A motion was made by Mr. Wengler, and seconded by Mr. Hendrickson, to accept August Board Member Training Report. Motion carried.

Mr. Hendrickson asked if the Board needed to receive or approve the August Board Member Training Report. Ms. Lagerberg requested the report be renamed as minutes and clarified that as an open and public meeting the minutes should be approved.

### 1.6. Review Correspondence & Communications

Mr. Fuller provided an explanation of the email communication from Van Voorhies which was included in the [board packet](#). The Attorney General's opinion (AGO 2022 No. 3) addresses this inquiry. There was discussion about the Board's authority to determine if something is, or is not, the practice of engineering and the Building Official's authority to determine which design professional best protects the safety of the public. Mr. Fuller to follow-up with Mr. Voorhies by phone regarding his inquiry.

### 1.7. Public Comment Opportunity

Mr. Lymangrover introduced himself as a guest.

Mr. Gray introduced himself as the County Surveyor for Grays Harbor County, attending as a guest.

## Executive Session

Mr. Peden, Board Chair, announced that the Board would go into closed session to consult with the board attorney, discuss matters related to enforcement, and cases in current litigation. It was estimated the Executive Session would last from 8:53 a.m. until 9:10 a.m.

## Open Session Reconvened – 9:10 a.m.

## 2. Disciplinary Action

### 2.1. Case Deliberation

2023-05-1028-00OSW

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

### 2.2. Disciplinary Report

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

The Board discussed the volume of cases now that Dan Clark is no longer a Pro-Tem Board Member and the possibility for a new PLS Pro-Tem Board Member.

#### 2.2.1. Case Management Tracker

Ms. Horton and Ms. Wherrett gave an overview of the new case management tracker. Mr. Blaisdell asked staff to investigate ways for the new case management tracker data, specifically timeframes, to be available on the Board Member SharePoint site.

### 3. Committee Reports

#### 3.1. On-Site Wastewater Ad Hoc Committee (OSC)

Mr. Hendrickson delivered the committee's report.

- [08/21/23 On-Site Ad Hoc Committee Report](#)
- [10/04/23 On-Site Ad Hoc Committee Report](#)

#### 3.2. Practice Committee (PC)

Mr. VanDeWege delivered the committee's report.

- [10/11/23 PC Report](#)

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the Practice Committee report. Motion carried.

#### 3.3. Executive Committee (EC)

Mr. Peden delivered the committee's report.

- [09/14/23 Communication Task Force Report](#)
- [10/11/23 EC Report](#)

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

#### 3.4. Survey Committee (SC)

Mr. Blaisdell delivered the committee's report.

- [10/11/23 SC Report](#)

A motion was made by Mr. Wengler, and seconded by Mr. Hendrickson, to accept the Survey Committee report. Motion carried.

#### 3.5. Exam Qualifications Committee (EQC)

Mr. Wengler delivered the committee's report.

- [10/11/23 EQC Report](#)

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

### 4. New Business

#### 4.1. PLS Exam Cut Scores *(from EQC)*

The EQC determined the state specific exam cut scores have previously been approved and it is not necessary to approve the cut scores after each administration. The committee requested the Board approves the release of results to examinees. Mr. VanDeWege made a motion to approve the release of the PLS state specific exam results, seconded by Mr. Harney. Motioned approved.

#### 4.2. On-Site Exam Cut Scores *(from EQC)*

Mr. Blaisdell made a motion to approve the release of the On-Site state specific exam results, seconded by Mr. Wengler. Motioned carried.



#### 4.3. Strategic Planning Session Report

The Board discussed the [10-11-23 Strategic Planning Session Report](#).

Mr. Fuller explained that staff will take each strategic planning item and evaluate the resources needed to move them forward, then present these items at the December 7, 2023 Special Board Meeting for prioritization and committee assignments.

Mr. Wengler requested that Board Staff add an item to the strategic planning items list. Mr. Wengler added, look into AI and its impacts on the Professional Land Surveying and Professional Engineering professions.

Mr. Blaisdell made a motion for staff to review the strategic planning session items and provide the raw data to the board with possibility for a Special Board Meeting. The motion was seconded by Mr. Wengler. Motion approved.

#### 4.4. Rulemaking

##### 4.4.1. WAC 196-09 *(from PC)*

Mr. VanDeWege moved to accept the Concise Explanatory Statement and approve the filing of CR103 for WAC 196-09. The motion was seconded by Mr. Hendrickson. Motion carried.

##### 4.4.2. WAC 196-12 *(from EQC)*

Mr. Wengler made a motion to accept the Concise Explanatory Statement and approve the filing of CR103 for WAC 196-12. The motion was seconded by Mr. VanDeWege. Motion carried.

##### 4.4.3. WAC 196-33 *(from PC)*

Mr. VanDeWege moved to accept the Concise Explanatory Statement and approve the filing of CR103 for WAC 196-33. The motion was seconded by Mr. Wengler. Motion carried.

##### 4.4.4. WAC 196-26A & 196-30 *(from EQC)*

No action.

#### 4.5. Revisions to Board Policy 36 *(from EC)*

Mr. Blaisdell motioned to approve the revisions to Board Policy 36, seconded by Mr. VanDeWege. Motion carried.

#### 4.6. Revisions to Board Policy 39 *(from PC)*

No action. Practice Committee to further review Policy 39.

#### 4.7. 2024 Board Meeting Dates

The Board discussed additional dates to add to the events calendar which was included in the [board packet](#). These dates are listed under agenda item 7.2. The Board determined the following dates for 2024 meetings:

<u>Meeting Date</u>	<u>Meeting Location:</u>
February 21 & 22	SeaTac, WA
April 17 & 18	Vancouver, WA
June 12 & 13	Port Angeles, WA
August 7 & 8	SeaTac, WA
October 16 & 17	Spokane, WA
December 11 & 12	Olympia, WA

Mr. Hendrickson motioned, seconded by Mr. VanDeWege, to approve the selected dates for 2024 meetings. Motion approved.

## 5. Director's Report

### 5.1. Financial Report

The financial report was included in the [board packet](#). The agency is in excellent financial condition and stated the agency is projected to end the biennium with about \$1.76 million in its operating account and is on track to underspend appropriation this biennium by \$520,000. Reported for the first two months of the fiscal year, the agency generated \$307k in revenue vs. \$325k during the same period last biennium. This represents a reduction of about 5.5% relative to last biennium.

### 5.2. Agency Operations

Mr. Fuller discussed recruitment for the Administrative Assistant 3 position and possible reduction of facility space as requested by Office of Financial Management (OFM).

Mr. Fuller and Mr. Chun Lau attended the UK's Department for Business and Trade reception where the National Council of Architectural Registration Board (NCARB) entered into a Mutual Recognition Agreement for architects between the US and UK.

### 5.3. Program Reports

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

- 5.3.1. Communications & Outreach – Mr. Schieferstein
- 5.3.2. Regulatory – Ms. Gillespie
- 5.3.3. Investigation & Compliance – Ms. Short
- 5.3.4. Licensing – Ms. Cramer
- 5.3.5. Admin – Ms. Wherrett

### 5.4. Other Items

#### 5.4.1. NCEES Annual Meeting Report & Nomination Discussion

Mr. Blaisdell asked the Board for their support in a nomination for the NCEES Western Zone Vice President. A motion was made by Mr. Wengler, and seconded by Mr. VanDeWege, that the board nominate Mr. Blaisdell for the NCEES Western Zone Vice

President. Motion approved.

## 6. Assistant Attorney General's Report

### 6.1. Update on Tappel Case

The case has ended, there are no further updates.

## 7. Other Business

### 7.1. Additional Public Comment

No public comment.

### 7.2. Upcoming Outreach and Events

#### 2023 Events

- October 16 | SIRENS | Ms. Lund, Ms. Horton & Ms. Cramer
- October 26 | ASCE Meeting | Seattle, WA | Mr. Fuller & Mr. Harney
- November 3 | Ethics Presentation | Bremerton, WA | Mr. Hendrickson
- November 3-4 | LSAW Fall Seminar | Vancouver, WA | Mr. Blaisdell & Mr. Wengler
- December 6-8 | EPE NCEES Committee | Ms. Lund

#### 2024 Events

- January 18-20 | NCEES EPP Committee | Tampa, FL | Mr. Blaisdell
- March 22 | State Specific Exams | Lacey & Spokane, WA

### 7.3. Action Items from This Meeting

- Board Staff to release results for PLS and On-Site state specific exam results.
- Ms. Wherrett to add 'look into AI and its impacts on the Professional Land Surveying and Professional Engineering professions' to strategic planning items
- Board Staff to review strategic planning session items and provide the raw data to the Board with possibility for a special board meeting.
- Ms. Gillespie to file CR103 for WAC 196-09
- Ms. Gillespie to file CR103 for WAC 196-12
- Ms. Gillespie to file CR103 for WAC 196-33
- Board Staff to nominate Mr. Blaisdell for NCEES Western Zone Vice President
- Ms. Wherrett to post the 2024 board meeting dates to the website

### 7.4. Agenda Items for Next Meeting.

- NCEES record and CPC Tracking
- 18.43 Task Force Discussion
- Strategic Planning Items
- Director Evaluation Process
- NCEES Committee Participant Reports

## 8. Adjourn Meeting

A motion was made by Mr. Hendrickson, and seconded by Mr. VanDeWege, to adjourn the meeting at 12:25 p.m. Motion approved.

**Next Meeting:** December 7, 2023 – Special Board Meeting – St. Martin’s University, Lacey, WA & WebEx

Respectfully submitted,

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Ken Fuller, PE, Director

DRAFT

# **Special Board Meeting**

## **Tab 3**

### **Public Comment Opportunity**

# **Special Board Meeting**

## **Tab 4**

### **Disciplinary Action**

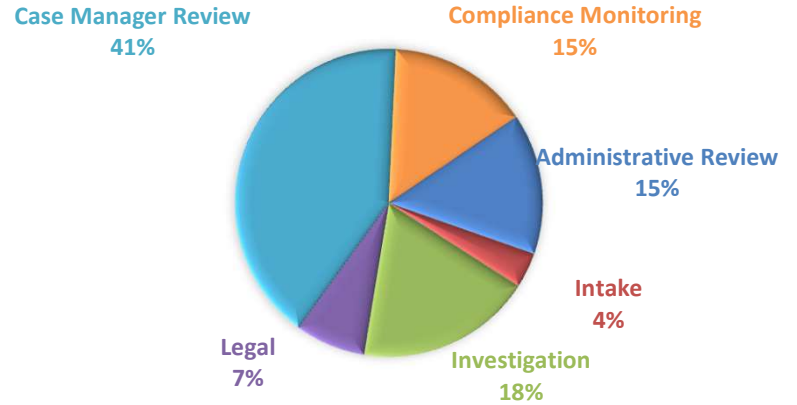
- 4.1 Case Deliberation
- 4.2 Disciplinary Report

## Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - December 2023

### Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	2	1	1	4
Intake	1	0	0	1
Investigation	0	5	0	5
Legal	0	2	0	2
Case Manager Review	2	8	1	11
Compliance Monitoring	4	0	0	4
<b>Total</b>	<b>9</b>	<b>16</b>	<b>2</b>	<b>27</b>

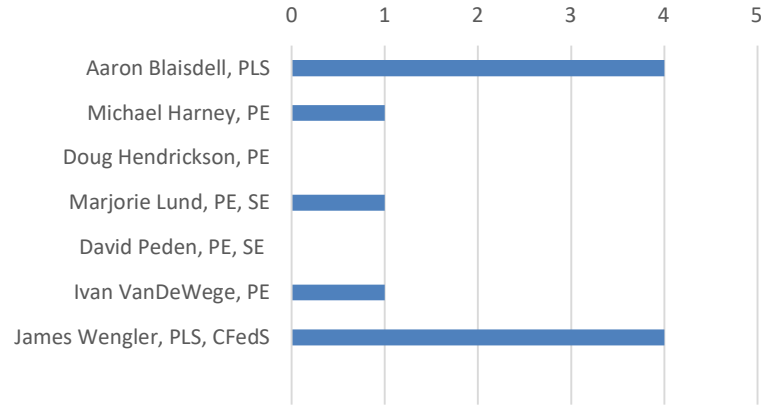
### Open Complaint Status



### Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	4	4
Michael Harney, PE	1	0	1
Doug Hendrickson, PE	0	0	0
Marjorie Lund, PE, SE	1	0	1
David Peden, PE, SE	0	0	0
Ivan VanDeWege, PE	1	0	1
James Wengler, PLS, CFedS	0	4	4
<b>Total</b>	<b>3</b>	<b>8</b>	<b>11</b>

### Case Manager Open Complaints



### Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	2	0	1	3
Kristina Horton, PLS	0	1	0	1
<b>Total</b>	<b>1</b>	<b>1</b>	<b>1</b>	<b>4</b>

# Special Board Meeting

## Tab 5

### Committee Reports

- 5.1 Practice Committee (PC)
- 5.2 Exam Qualifications Committee (EQC)
- 5.3 Executive Committee (EC)
- 5.4 Survey Committee (SC)



# Special Board Meeting

## Tab 6

### New Business

- 6.1 18.43 Task Force Discussion (From PC)
- 6.2 Strategic Planning Items
- 6.3 Logo Presentation (From CTF)
- 6.4 Director Evaluation Process (From EC)
- 6.5 Approval of Draft Language and Filing of  
CR102 for WAC 196-21 (From EQC)
- 6.6 Approval of Draft Language for WAC 196-26A  
& WAC 196-30 (From EQC)
- 6.7 NCEES record and CPC Tracking (From PC)
- 6.8 NCEES Participation
  - 6.8.1 NCEES Committee Reports
  - 6.8.2 NCEES Emeritus Membership
  - 6.8.3 NCEES Funded and Board Funded  
Delegates for 2024 NCEES Western  
Zone Meeting

## RCW 18.43 Task Force Meeting

October 25, 2023 | 8:00 a.m.

Teams Meeting (virtual) & Olympia (in-person)

### Virtually via Microsoft Teams:

[Click here to join the meeting](#)

Meeting ID: 247 582 875 298

Passcode: AkpRMe

[Download Teams](#) | [Join on the web](#)

### Or call in (audio only)

[+1 253-372-2181,,463759014#](#) US, Tacoma

Phone Conference ID: 463 759 014#

[Find a local number](#) | [Reset PIN](#)

### In person:

BRPELS Office

605 11<sup>th</sup> Ave SE

Olympia WA 98501

### Task Force members:

Marjorie Lund, PE, SE, Chair *(MS Teams)*

Ivan VanDeWege, PE *(MS Teams)*

James Wengler, PLS *(MS Teams)*

### Support staff:

Ken Fuller, PE, Director *(MS Teams)*

Shanan Gillespie, Regulatory Program Manager *(MS Teams)*

Elizabeth Lagerberg, AAG *(MS Teams)*

Kristina Horton, PLS, Deputy Director

Jill Short, Investigator

Vonna Cramer, Licensing Lead

Greg Schieferstein, Communication Manager *(MS Teams)*

### Discussion topics

- RCW 18.43 / RCW 18.210
  - Review priority rankings from Oct. 11, 2023 Strategic Planning Session  
Ms. Lund and Mr. Fuller provided an overview of the legislative proposal strategic planning session items, and the task force discussed the priority rankings. There was confusion during the Strategic Planning Session on October 11, 2023 on how to prioritize the items presented, therefore the number of people voting for each item was not a complete picture but the ranking of priorities matches the concerns expressed during the discussions.
  - Determine direction to recommend to the Board  
The task force discussed potential options for RCW 18.43 and RCW 18.210, using the strategic planning session priority rankings as a guide. Mr. Wengler recommended giving the Board options to discuss and asking the full board to clarify exactly what to work on within RCW 18.43 and RCW 18.210.

The 18.43 Task Force recommended the Practice Committee (PC) forward the following options for RCW 18.43 and RCW 18.210 to the full board at the next PC meeting for board discussion and action.



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1. Simple clean-up of RCW 18.43
2. Revise the definition of “Engineer as used in this Chapter” and add “professional” in front of the words “engineer” and “land surveyor” throughout the chapter along with simple clean-up
3. Do nothing with RCW 18.43
4. Further define engineer titles that are regulated and propose changes to WAC to coordinate with the changes in RCW 18.43.
5. Add language to allow composition of board membership to include an On-Site Wastewater Designer
6. Clean up of RCW 18.210

**Action Items**

- Recommend the Practice Committee (PC) forward the following options for RCW 18.43 and RCW 18.210 to the full board at the next PC meeting for board discussion and action.

## BRPELS' 2-Year Strategic Planning (2024-2025)

### Current Strategic Planning Items

#### Executive Committee

- Remain engaged and informed on deregulation
- Emphasis on outreach and education
- Measure performance and gain stakeholder feedback that is relevant and useful for improving our agency
- Measure the licensing system software functionality from stakeholders

#### Exam Qualifications Committee

- Review regulations for comity for each profession and how it relates to other states, possibly a chart for summary

#### Practice Committee

- Continue working on RCW 18.43
- Move forward with the on-site designer pro-tem board member changes for the upcoming legislative session

#### Survey Committee

- Determine the pathways to state specific PLS exam
- Work with DNR on the Survey Recording Act and associated WACs

### New Strategic Planning Items

#### Administration

##### 1 year

- Board member access to frequently asked practice questions and answers  
Resources needed will include a contract for services.

##### 2 years

- Composition of the Board  
Resources needed will include 160 hours of staff time, legislative proposal, may be assigned to 18.43 Task Force and PC.
- Development and Recruitment of Board Members  
Assign to EC.

#### Compliance

##### 1 year

- Continuing Investigative Training for Board Members  
May be action item, assign to Board Staff & AGO, or cost for external training.
- Feedback assessment of complaint process



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**Board of Registration for**  
**Professional Engineers & Land Surveyors**

Resources needed will include 40 hours of staff time, may be assigned to PC.

- Develop compliance history narrative

Resources needed will include 200 hours of staff time or contract, possible action item for board staff.

- Board access to all closed cases

Resources needed will include 200 hours of staff time or contract, possible action item for board staff.

### **2 years**

- Board created trainings for PDH, and training sessions initiated from complaints, contracts, ethics

Resources needed will include a contract, may be assigned to PC. Staff time dependent on the curriculum preparation, etc.

## Licensing

### **1 year**

- Computer based testing for the Washington Law Review Exams

Resources needed will include a contract, 200-400 hours of staff time, may be assigned to EQC.

- Registrant education of renewal and application process

May be assigned to board staff with future presentation to the board.

- Exam procedures – items, grading, SMEs, security, PAKS

Resources needed will include 1,000 hours of staff time, may be assigned to EQC, OSC, and SC, Mr. Fuller, Ms. Horton, and Ms. Cramer.

## WAC Rulemaking

### **1 year**

- Establish a method for sending rules changes to professional organizations for comments before CR102

Assign to board staff.

## Diversity, Equity, Inclusion

### **1 year**

- Accessibility review of business lines

Resources needed will include assistance from AGO, 40-60 hours of staff time.

## Communication & Outreach

### **1 year**

- Public safety through education and outreach to the general public including students, educators, homeowners, associations.

Resources will include staff time and travel costs, purchasing materials for more presentations and events.

- Outreach and education for municipalities, counties, public officials.

Resources will include staff time and travel costs, purchasing materials for more presentations and events.

- Promoting the importance of licensure and ethics



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**Board of Registration for**  
**Professional Engineers & Land Surveyors**

Resources needed will include staff time, increased board involvement, staff travel, purchasing materials for more presentations and events.

**2 years**

- Scholarships

Resources will include research with AAG and outside agencies, legislative proposal, include staff time. Is this possible??

## Actions & Future Discussions

### Action Items

#### Administration

**1 year**

1. Onboarding new board members  
In-Progress; Ms. Horton, Mr. Fuller, Board Members.
2. Performance evaluations  
In-Progress; All board staff.
3. Desk manuals  
In-Progress; All board staff.
4. Hiring and succession planning  
Include in Administration Program Report.
5. Scope and growth of agency.  
Include in Administration Program Report.

**2 years**

6. Board member end of term transition – what’s next for them?  
In-Progress; Assigned to Mr. Fuller.
7. Facility/Office space Plan  
In-Progress; Assigned to Ms. Horton, Mr. Fuller, and Ms. Wherrett.

#### Compliance

**1 year**

1. PDH Tracking & Audits  
In-Progress; Assign to Ms. Short.
2. Continuing Investigative Training for Board Members  
Assign to board staff & AGO.
3. Staff training on basics of surveying for investigative staff  
Assign to Ms. Horton.

**2 years**

4. Revisit and track the complaint tracking timelines  
Assign to board staff.

#### Licensing

**2 years**

1. Keep track of licensing system costs  
Assign to board staff and Mr. Bitar.



## WAC Rulemaking

### 1 year

1. WAC 196-29

Resources will include months/years of staff time, AAG involvement, assign to board staff.

### 2 years

2. Progress of rulemaking on website

Resources needed may include 40-60 hours of staff time initially and ongoing staff time, assign to board staff.

## Communication & Outreach

### 1 year

1. Checklists for public officials

Resources needed may include staff time, may be assigned to PC and SC.

## Future Discussions (greater than 2-year priority ranking)

### Compliance

#### 4 years

1. PDHs for Professional Engineers

Resources may include staff time, hiring more staff, legislative proposal, audits.

2. Revisit PDH rules

Resources may include AAG, staff and board time.

### Licensing

#### 3 years

1. Computer based testing for state specific exams

Resources needed may include a contract, possible review with OCIO, WaTech, may be assigned to EQC, OSC, and SC.

#### Future

2. Require NCEES records

Resources may include legislative proposals, rulemaking.

3. Licensing system – if necessary, explore other options

Resources may include a contract(s), heavy involvement of staff time, may be assigned to committees.

4. Questionnaire to POLARIS users

Resources may include 40-60 hours of staff time. Possible action item. May be assigned to board staff. Refer to current strategic planning items.

#### Split Ranking

5. Electronic signature registry

Resources needed may include a contract, legislative proposal, rulemaking.

### Diversity, Equity, Inclusion

#### 3-4 years

1. Reach out to other STEM programs, community colleges, tech, and vocational schools



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May be assigned to board staff and CTF.

**Future**

2. Foreign degrees - could a 4-year degree be a barrier to licensure?  
May be assigned to EQC.

**Communication & Outreach**

**2-4 years**

1. Auditors for Record of Survey  
Resources may include staff time, board time, and travel costs.

**Future**

2. Military retirees, 2nd career, and outreach through Joint Base Lewis McChord (JBLM)  
May be assigned to board staff and CTF. Involvement with AAG and VA.
3. Discount licensing fees for engineering educators  
Resources needed may include staff time, legislative proposal, rulemaking.
4. State agency and municipality stamping requirements for their work  
Resources may include staff time and travel costs.
5. Review education programs and curriculum (how to fill the gap with ethics and licensure)  
Resources may include staff time and board time.





## BRPELS' Director Evaluation Procedure

This procedure and related forms are formatted to facilitate agency performance planning and feedback at the end of the Director's performance period. The following are goals of the evaluation:

- To clarify the Director's roles, responsibilities, and job expectations
- To foster the growth and development of the agency, Director, and staff

### INCLUDED IN THE EVALUATION

**Evaluation Team:**

Consists of the Chair, Vice Chair, Past Chair.

**BRPELS' Director Self-Evaluation:**

To be completed by the Director. It is used during the evaluation to facilitate discussion and insight into the Director's perception of their strengths, limitations, and overall performance.

**Key Competencies:**

Competencies are those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function. Key competencies should be referenced throughout the evaluation process.

**BRPELS' Director Evaluation**

This form is used to document discussion during the evaluation. To be signed by the Director and Board Chair.

**Agency Staff & Agency Partner Feedback:**

Staff and agency partner feedback will be collected and provided to the Evaluation Team. Feedback will be included on the BRPELS' Director Evaluation form.

**Signatures:**

The Board Chair and Director sign the BRPELS' Director Evaluation form. The Board Chair and Director signatures indicate that the process has been appropriately followed.

### PROCEDURE

1. The evaluation team is formed. (Chair, Vice Chair, Past Chair)
2. Set a timeline for the evaluation and the process.
  - a. Set date of the evaluation.  
The evaluation will be during a special board meeting in closed session. Consider the amount of time needed in closed session.
  - b. Set the evaluation team meeting date for their initial review.
  - c. Set a deadline for the review of all documents.
  - d. Set a deadline to receive the Director's self-evaluation, staff and agency partner feedback.
3. Director completes the self-evaluation.

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 Name

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 Date

4. The Executive Assistant, or delegated staff, ask staff and agency partners for feedback on the agency performance and Director's overall performance.
5. The Executive Assistant, or delegated staff, provides evaluation team with following:
  - a. Director's position description
  - b. The Director's previous performance evaluation
  - c. The completed Director's self-evaluation
  - d. Evaluation form, which includes the staff and agency partner feedback
6. Evaluation team meets to review and discuss all documentation.
  - a. If needed, the evaluation team may request additional feedback from board members who are not on the evaluation team.
7. The Board Chair conducts the evaluation during the closed session of a special board meeting.

**After the Evaluation:**

8. The Board Chair provides the signed Director's evaluation to the Executive Assistant or delegated staff.
9. The signed self-evaluation and Director's Evaluation forms are saved in the Director's personnel file.
10. A new performance cycle begins

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## GUIDANCE FOR DIRECTOR EVALUATIONS

**Provide ongoing feedback.**

Ongoing feedback eliminates surprises in the evaluation. The evaluation shouldn't be the first-time hearing about a problem or recognition for an accomplishment.

**Offer balanced feedback around demonstrated strengths, accomplishments, and gaps.**

Make sure to evaluate the entire year and avoid the 'halo/horn effect' of evaluating only the most recent performance.

**Focus on key deliverables and issues.**

Avoid details that don't pertain to the agency's performance.

**Be constructive.**

Focus on what the Director needs to do to fulfil the agency mission.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## BRPELS' Director Self-Evaluation

<b>Mission, Vision, and Strategy</b>
The Director must work with the board to develop a shared vision for the future of the organization, build understanding around the current mission, and develop appropriate goals and strategies to advance that mission. How do you rate your performance in this area? Why? Click or tap here to enter text.
<b>Agency Strengths</b>
What have been the most significant achievements of the agency over the last year? Click or tap here to enter text.
<b>Areas of Improvement</b>
During the performance period, what difficult issues have faced the organization, and how have you brought them to resolution? Click or tap here to enter text.  Describe how you evaluate the agency's weakness, opportunities, and threats. Click or tap here to enter text.
<b>Staff Development</b>
How have you supported staff development during the performance period? Click or tap here to enter text.
<b>Relationship with Board</b>
How would you rate your understanding of the board's expectations of you as director? Click or tap here to enter text.
<b>Future Outlook</b>
What are your most important goals for next year? What resources might you need to support these goals? Click or tap here to enter text.
<b>Additional Comments:</b>
Click or tap here to enter text.
<b>Signature</b>
<div style="display: flex; justify-content: space-between; align-items: flex-end;"> <div style="width: 60%; border-top: 1px solid black; margin-top: 20px;"></div> <div style="width: 30%; border-top: 1px solid black; margin-top: 20px;"></div> </div> <div style="display: flex; justify-content: space-between; margin-top: 5px;"> <span><i>Director</i></span> <span><i>Date</i></span> </div>

Name

Date

## Key Competencies

**Service focus:** Treat our fellow employees, our clients and the public as partners and collaborators who are equally committed to a healthy, prosperous Washington.

- Be approachable, cooperative, responsive, and demonstrate a sincere desire to be helpful
- Respond promptly to requests for information and/or assistance
- Be available to the customer and provide accurate and consistent information
- Share service lessons with others on the admin team

**Adaptability and flexibility:** Solve problems, consider different perspectives, and find new, creative ways to accomplish our work.

- Adapt easily to changing needs, conditions, and work responsibilities.
- Demonstrate flexibility by adapting to changes in priorities and the work environment
- React to tasks and changes with a "can-do" attitude
- Learn from conflict and bounce back quickly from problems and frustrations
- Stay focused on tasks in spite of distractions and interruptions

**Communication:** Communicate clearly, accurately, and in a timely manner.

- Communicate in a well-organized, courteous, and effective manner
- Listen effectively and sincerely to others' ideas, problems, and suggestions
- Respond in a prompt and friendly manner to requests and inquiries
- Work in an open manner and shares information with others
- Use Plain Talk Guidelines and avoids "bureaucratese" whenever possible

**Accountability:** Accept personal responsibility and accountability for the quality and timeliness of our work and for meeting workplace expectations.

- Complete work and assignments within established timelines without additional prompting
- Adhere to established work schedule and demonstrate punctuality
- Maintain a physical work environment that reflects a positive/professional image
- Respond positively to feedback, guidance and constructive criticism and work to improve
- Routinely use time efficiently and make the best use of available resources

**Trust and integrity:** Always Remain objective and ensure that professional judgment, rather than personal opinion, influences our work.

- Maintain confidentiality, and exercise good judgment about what to say and when to say it
- Know how to say "no" when necessary, without being inflexible
- Take initiative to improve working relationships and foster feelings of mutual respect.
- Keep promises and commitments made to others

**Relationships:** Build and maintain cooperative relationships characterized by a high level of acceptance and cooperation.

- Treat others fairly and without prejudice or bias
- Involve others in problem solving and seek and consider ideas from others on issues that affect them
- Maintain positive work relationships and act as a positive influence on others
- Be pleasant, polite, friendly, and courteous.
- Promote understanding and build voluntary cooperation through credibility, expertise, and influence.

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

## BRPELS' Director Evaluation

### Staff Feedback

### Agency Partner Feedback

\_\_\_\_\_  
Name

\_\_\_\_\_  
Date

**Board Comments:**

**Signatures**

The signatures below indicate that the Board and the Director have discussed the evaluation materials, and the process has been appropriately followed.

- *BRPELS' Director Self-Evaluation*
- *Staff and agency partner feedback*
- *BRPELS' Director Evaluation*

\_\_\_\_\_  
*Director*

\_\_\_\_\_  
*Date*

\_\_\_\_\_  
*Board Chair*

\_\_\_\_\_  
*Date*

Cost Impact Analysis for chapter 19.85 RCW (Regulatory Fairness Act)

Title 196-21 WAC Land surveyors-in-training  
December 2023

**Section 1 – Describe proposed rule**

Minor changes were made to the existing language to help clarify requirements to take the fundamentals of land surveying examination. Changing certification language allows individuals that have passed the FLS for other states the opportunity to apply for certification as a Land Surveyor-in-Training in Washington.

WAC 196-21-005 *Declaration and purpose* has minor editorial amendments.

WAC 196-21-010 *Eligibility and applications* has minor editorial amendments.

WAC 196-21-025 *Educational experience* has minor editorial amendments.

WAC 196-21-030 *Fundamentals-of-land surveying examination* was repealed as it is no longer applicable. The fundamentals of land surveying exam is computer-based, and is offered throughout the year.

WAC 196-20-040 *Obtaining certification as a land surveyor-in-training in Washington* (title amended) was amended to allow applicants that took the exam for a state other than Washington, to obtain certification as a Washington Land Surveyor-In-Training (LSIT) if they meet the requirements listed in WAC 196-21-020 and 196-21-025.

**Section 2 – Identify businesses impacted and determine the minor cost thresholds per statute (chapter 19.85 RCW)**

There are no businesses impacted.

A Small Business Economic Impact Statement is not required under the following:

RCW 19.85.025(3) This chapter does not apply to the adoption of a rule described in RCW 34.05.310(4).

RCW 34.05.310(4)(d) Rules that only correct typographical errors, make address or name changes, or clarify language of a rule without changing its effect

RCW 34.05.310(4)(g) Rules that adopt, amend, or repeal: (ii) A filing or related process requirement for applying to an agency for a license or permit.

;

**Section 3 – Analyze probable cost of compliance.**

There is no cost of compliance to the applicant. The application processing fees are currently suspended for in-training certificates.

**Section 4 – Analyze whether proposed costs may impose more than minor costs.**

No proposed costs applicants.

**Section 5 – Determine if costs are disproportionate on small businesses vs large businesses**

No proposed costs

**Section 6 – If disproportionate to small businesses, identify steps taken to reduce costs.**

N/A

**Section 7 – Describe how small businesses were included in rulemaking.**

Per RCW 34.05.320, appropriate comment periods and public hearings are being offered to all interested parties.

**Section 8 – Identify number of jobs created or lost as a result of rules.**

N/A



AMENDATORY SECTION (Amending WSR 04-04-001, filed 1/21/04, effective 2/21/04)

**WAC 196-21-005 Declaration and purpose.** This chapter contains rules and procedures for applications, eligibility ~~((and))~~ to take the fundamentals of land surveying examination((s)), and to ((be enrolled as)) apply for a land surveyor((s))-in-training certificate.

AMENDATORY SECTION (Amending WSR 14-07-106, filed 3/19/14, effective 4/19/14)

**WAC 196-21-010 Eligibility and applications.** 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))~~ they will be instructed to ~~((register directly))~~ schedule their examination with the National Council of Examiners for Engineering and Surveying (NCEES) ~~((for admittance to the examination))~~.

AMENDATORY SECTION (Amending WSR 14-07-106, filed 3/19/14, effective 4/19/14)

**WAC 196-21-025 Educational experience.** All applicants are required to have original transcripts submitted to the board ~~((by the school registrar in order))~~ to obtain maximum educational experience credit. Applicants enrolled in a school or college that have achieved senior standing in a baccalaureate curriculum in land surveying approved by the board are eligible to take the fundamentals-of-land surveying examination ~~((without having college transcripts submitted))~~.

Qualifying educational experience may be:

- (1) A baccalaureate degree in land surveying from a board approved curriculum for up to four years; or
- (2) An associate degree in land surveying from a board approved curriculum for up to two years; or
- (3) Each year of qualifying board approved coursework in land surveying, without a degree, that will be evaluated for relevancy and equivalency to a structured curriculum for up to one year;
- (4) A postgraduate degree approved by the board for up to one year.

AMENDATORY SECTION (Amending WSR 14-07-106, filed 3/19/14, effective 4/19/14)

**WAC 196-21-040 ((How do I obtain)) Obtaining certification as a land surveyor-in-training in Washington(?).** To obtain certification as a land surveyor-in-training in Washington ((is only available to those applicants who designate Washington as their practice state when registering to take)) you must pass the fundamentals of surveying exam and ((who also pass the fundamentals of surveying exam. Those that meet the above conditions must)) submit an application ((for certification as a land surveyor-in-training)) to the board showing you meet the requirements listed in WAC 196-21-020 and 196-21-025.

REPEALER

The following section of the Washington Administrative Code is repealed:

WAC 196-21-030                      Fundamentals-of-land surveying examination.

**WAC 196-26A-040 Renewals for professional engineer and professional land surveyor licenses.** (1) Licenses for professional engineers or professional land surveyors shall be renewed every two years. The date of expiration shall be the licensee's birthday. The initial license issued to an individual shall expire no earlier than one year after the issue date.

(2) To renew your license, complete an application for renewal, pay the required renewal fee, and provide the information requested in the renewal notice and application form. This information may include email address or other contact information. In addition, you must disclose any criminal conviction or sanction against you including suspension, revocation, or restriction of your license by a licensing authority in any state, federal, or foreign jurisdiction pursuant to RCW 18.235.110 and RCW 18.235.130.

(3) For a professional land surveyor the renewal application requires completion of professional development requirements and an attestation by the applicant that they have read chapters 58.09 RCW and 332-130 WAC as part of the renewal process.

(4) If a completed application for renewal has not been received by the board by the date of expiration (postmarked before the date of expiration if mailed or transacted online before the date of expiration), the license is invalid. Renewals that remain expired over 90 days past the date of expiration require payment of a late fee equivalent to the fee for a one-year renewal in addition to the base renewal fee, and completing of a renewal application.

(5) If your license has been expired for five or more years, you must submit a renewal application and you will be required to take and receive a passing score on the board's law review examination. In the first year of reactivated practice professional land surveyors may be required by the board to collect an additional 15 professional development hours (PDH). The licensee is responsible for timely renewal whether or not they received a renewal notice from the department.

[Statutory Authority: RCW 18.43.035. WSR 23-06-073, § 196-26A-040, filed 3/1/23, effective 4/1/23. Statutory Authority: RCW 18.43.080 and 43.24.086. WSR 14-03-029, § 196-26A-040, filed 1/8/14, effective 2/8/14. Statutory Authority: RCW 43.24.086 and

18.43.035. WSR 02-13-080, § 196-26A-040, filed 6/17/02, effective 9/1/02.]

**WAC 196-30-030 License renewals.** (1) On-site licenses and certificates of competency shall be renewed every two years. The date of expiration shall be the licensee's birthday. The initial license issued to an individual shall expire no earlier than one year after the issue date.

(2) To renew your license, complete an application for renewal, pay the required renewal fee, and provide the information requested in the renewal notice and application form. This information may include email address or other contact information. In addition, you must disclose any criminal conviction or sanction against you including suspension, revocation, or restriction of your license by a licensing authority in any state, federal, or foreign jurisdiction pursuant to RCW 18.235.110 and 18.235.130. No refunds will be made, or payments accepted for a partial year.

(3) It shall be the licensee's or certificate holder's responsibility to pay the prescribed renewal fee to the board on or before the date of expiration.

(4) If a completed application for renewal has not been received by the board by the date of expiration (postmarked before the date of expiration if mailed or transacted online before the date of expiration), the license is invalid. Renewal that remain expired over 90 days past the date of expiration require payment of a late fee equivalent to the fee for a one-year renewal in addition to the base renewal fee, and completion of a renewal application.

(5) Any designer license that remains expired for more than two years would be canceled. After cancellation, a new application must be made in accordance with chapter 18.210 RCW to obtain another license.

[Statutory Authority: RCW 18.43.035. WSR 23-06-073, § 196-30-030, filed 3/1/23, effective 4/1/23. Statutory Authority: RCW 43.24.086 and chapter 18.210 RCW. WSR 12-06-064, § 196-30-030, filed 3/6/12, effective 4/6/12; WSR 07-10-126, § 196-30-030, filed 5/2/07, effective 6/2/07. Statutory Authority: RCW 43.24.086 and 18.210.050. WSR 99-24-022, § 196-30-030, filed 11/23/99, effective 12/24/99.]

**MEMO**

**DATE:** November 7, 2023

**TO:** Member Board Administrators

**FROM:** David Cox, Chief Executive Officer

**RE:** Funded Delegate Notification for the NCEES Western Zone Interim Meeting

The 2024 NCEES Western Zone interim meeting will be held May 16–18 in Bozeman, Montana. A meeting summary, which includes funding details and a draft schedule of events, is 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 three eligible delegates.

For the designated attendees to receive this funding, their respective member boards must be in active status as defined in *Bylaws* 10.012. Delegates must attend all business meetings on Friday, May 17 and Saturday, May 18. Additional eligibility requirements for each are described below.

When meeting registration opens in February, 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 February, 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.

#### **Funded delegates**

To qualify to be a funded delegate, the individual must be a current board member or an associate member.

[Click here](#) to access the funded delegate form. Responses must be received by **February 7**. If you need to make changes to the designated funded delegates after February 7, send an email to the Meetings Department at [meetings@ncees.org](mailto:meetings@ncees.org).

For questions regarding funding, contact the Meetings Department at [meetings@ncees.org](mailto:meetings@ncees.org).

Attachment



## 2024 NCEES Western Zone Interim Meeting—Summary for Funded Attendees

<b>Meeting dates and location</b>	May 16–18, 2024 Best Western Plus GranTree Inn 1325 North 7th Avenue Bozeman, MT 59715
<b>Meeting summary</b>	The NCEES zone interim meetings are held each spring. The primary purpose of the meeting is for representatives from the member licensing boards to hear and discuss reports from the NCEES board of directors, CEO, standing committees, and task forces. The work of the committees and task forces results in motions that will be presented for Council vote at the annual meeting in August. Zone meeting delegates can ask questions and discuss possible annual meeting motions, and they are encouraged to take information back to their boards for further discussion. Additionally, delegates will provide individual board updates, elect a zone vice president and assistant vice president, and select a nominee for NCEES president-elect (election to be held at the annual meeting in August).
<b>Schedule overview</b>	The business meeting will begin at 8:30 a.m. on Friday, May 17 and conclude by 11:45 a.m. on Saturday, May 18. A draft business meeting agenda follows on the next page. A full schedule of events will be posted at <a href="http://ncees.org/zones">ncees.org/zones</a> when registration opens in February.
<b>Attendance requirements</b>	Plan to arrive on Thursday, May 16 and depart on Saturday, May 18 or Sunday, May 19. Funded attendees must attend all business meetings on Friday and Saturday. Flights must depart after 1:30 p.m. on Saturday.
<b>NCEES funding summary</b>	The Council will fund the following, as applicable, for the member board administrator and three eligible funded delegates from each board: meeting registration, lodging expenses for up to three nights (May 16–18), and travel costs, per the travel policy. NCEES will also pay a one-time stipend to cover incidental expenses accordingly: <ul style="list-style-type: none"> <li>• \$140 plus the approved mileage calculation for those who drive</li> <li>• \$290 for those who fly</li> </ul>
<b>Registration details</b>	Meeting registration includes the business meeting; Thursday’s dinner reception; Friday’s breakfast, lunch, and dinner; and Saturday’s breakfast.
<b>Hotel room block rate</b>	\$97/night, plus taxes and fees (currently 8 percent and \$2 per night) NCEES will make the hotel reservations for all funded attendees based on information provided during registration and will be direct billed for room, taxes, and fees for up to three nights (May 16–18).
<b>Air travel and ground transportation</b>	NCEES will fund round-trip economy-class airfare to Bozeman. The hotel is located 15 minutes from Bozeman Yellowstone International Airport and provides complimentary airport shuttle. Instructions to book air travel will be available in individual invitations, and ground transportation details will be posted at <a href="http://ncees.org/zones">ncees.org/zones</a> when registration opens.
<b>Hotel parking costs</b>	Self-parking is complimentary.



**NCEES Western Zone Interim Meeting**  
**Bozeman, Montana**  
**May 16–18, 2024**

**Schedule of Events (draft November 2023)**

**Thursday, May 16**

5:30–6:00 p.m.	Leadership Development Committee event
6:30–7:00 p.m.	First-time attendee reception
7:00–8:30 p.m.	Welcome dinner reception

**Friday, May 17**

7:00–8:15 a.m.	Breakfast
8:30–11:45 a.m.	Business session 1 <ul style="list-style-type: none"> <li>▪ Call to order</li> <li>▪ Pledge of Allegiance</li> <li>▪ Welcome</li> <li>▪ Roll call of member boards</li> <li>▪ Introduction of guests and attendees</li> <li>▪ Review of schedule for the day</li> <li>▪ Call for additional agenda items</li> <li>▪ Appointment of Resolutions Committee</li> <li>▪ Zone business <ul style="list-style-type: none"> <li>○ Approval of zone meeting minutes from 2023 annual meeting</li> <li>○ Nominating Committee report (elections on Saturday) <ul style="list-style-type: none"> <li>○ Remarks from candidates for nominee for NCEES president-elect</li> <li>○ Remarks from candidates for zone vice president</li> <li>○ Remarks from candidates for zone assistant vice president</li> </ul> </li> <li>○ Leadership Development Committee report</li> <li>○ Awards Committee report</li> </ul> </li> <li>▪ NCEES officer and CEO reports</li> <li>▪ NCEES committee and task force reports</li> </ul>
Noon–1:30 p.m.	Luncheon
2:00–5:00 p.m.	Business session 2 <ul style="list-style-type: none"> <li>▪ NCEES committee and task force reports (cont.)</li> </ul>
Time TBD	Dinner event

**Saturday, May 18**

7:00–8:15 a.m.

Breakfast

8:30–10:15 a.m.

Breakout forums

- Engineering
- Surveying
- Member board administrators

10:30–11:45 a.m.

Business session 3

- Elections
  - Nominee for NCEES president-elect
  - Zone vice president
  - Zone assistant vice president
- Forum reports
  - Engineering
  - Surveying
  - Member board administrators
- Site Selection Committee report
- Update on state activities
- New business
  - Consideration of resolutions
- Other items
- Resolutions Committee report
- Invitation to 2025 Central/Western Zone joint interim meeting
- Adjourn

11:45 a.m.

Lunch on your own

# Special Board Meeting

## Tab 7

### Director's Report

- 7.1 Financial Report
- 7.2 Agency Operations
- 7.3 Program Reports
  - 7.3.1 Communication & Outreach
  - 7.3.2 Regulatory
  - 7.3.3 Investigations & Compliance
  - 7.3.4 Licensing
  - 7.3.5 Admin
- 7.4 Other Items

**From:** [Bitar, Paul \(DES\)](#)  
**To:** [Fuller, Ken \(BRPELS\)](#)  
**Cc:** [Wherrett, Mackenzie \(BRPELS\)](#)  
**Subject:** October 2023 Financial Status  
**Date:** Tuesday, November 28, 2023 6:29:55 PM  
**Attachments:** [BRPELS Financial Status Oct 2023.xlsx](#)

---

Hi Ken,

I have attached BORPELS' October 2023 financial status and projection reports. The information in the reports shows that **BORPELS is in good financial condition**. At this time, I project the agency will end the biennium with about \$1.44 million in its operating account, Fund 024. Additionally, the agency will underspend its appropriation by about \$420k.

### REVENUE

For the period of July 2023 – October 2023, BORPELS generated \$644k in revenue vs. \$735k during the same period last biennium. This represents a reduction of about 12.4% relative to last biennium. Due to the fact that revenue has trailed the prior biennium for four consecutive months, I lowered the revenue projection from \$4.32 million to \$4.10 million. The new projection is equal to 95% of Bi 2021-23 revenue.

### EXPENSES

Expenses have been low so far this biennium, but we have not yet received the amended Jul-Sep 2023 POLARIS invoice. The amended invoice will have a slight impact on the agency's projected ending fund balance.

Thanks,

**Paul Bitar**

Senior Financial Consultant  
Small Agency Financial Services  
Washington State Department of Enterprise Services  
d: 360-407-8129  
[paul.bitar@des.wa.gov](mailto:paul.bitar@des.wa.gov)

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

Revenue Category	Actual		Projected																								Revenue Total	Variance	Notes						
	Biennium 23-25	Actual	FM 5	FM 6	FM 7	FM 8	FM 9	FM 10	FM 11	FM 12	FM 13	FM 14	FM 15	FM 16	FM 17	FM 18	FM 19	FM 20	FM 21	FM 22	FM 23	FM 24													
Revenues through FM 04	4,300,800	643,653	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	173,025	4,104,143	(196,657)	Licensing revenue projected at 95% of Bi 23 revenue, due to lower than expected receipts.		
Fines, Forfeits and Seizures		(179)																														(179)	(179)		
Recovery of Prior Expend. Authority Expendit.		461																														461	461		
Cash Over and Short		461																														461	461		
<b>Total Revenue</b>	<b>4,300,800</b>	<b>643,935</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>173,025</b>	<b>4,104,425</b>	<b>(196,375)</b>			
<b>Expenses Category</b>	<b>Biennium 23-25</b>	<b>Actual</b>	<b>Projected</b>																								<b>Projected</b>	<b>Projected</b>							
Salaries and Wages	1,745,616	257,052	67,412	69,604	69,604	69,604	69,782	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	70,035	1,672,259	73,357	
Employee Benefits	577,008	82,839	22,372	23,335	23,335	23,335	23,366	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	23,409	588,443	18,565	
Professional Service Contracts	72,000	5,468	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	3,537	76,200	16,200		
Goods and Other Services	2,037,776	337,184	66,964	67,392	69,815	116,964	67,392	69,815	66,964	67,392	69,815	68,478	67,392	69,815	66,964	67,392	69,815	66,964	67,392	69,815	66,964	67,392	69,815	66,964	67,392	69,815	66,964	67,392	69,815	66,964	67,392	1,748,984	288,692		
Travel	129,600	15,569	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	4,082	97,200	32,400		
Capital Outlays	60,000	6,117	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	2,194	50,000	10,000		
Grants, Benefits & Client Services	4,622,000	704,228	166,560	170,144	172,567	219,925	170,649	173,072	170,221	170,649	173,154	173,817	172,731	175,154	172,803	172,731	175,154	172,420	173,179	175,602	172,751	173,179										4,202,186	419,814		
<b>Expenses Detail Category</b>	<b>Biennium 23-25</b>	<b>Actual</b>	<b>Projected</b>																								<b>Projected</b>	<b>Projected</b>							
Operating Transfers In	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Operating Transfers	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
<b>Total Net Operating Transfers</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>		
<b>Fund Balance Projection</b>	<b>Biennium 23-25</b>	<b>Actual</b>	<b>Projected</b>																								<b>Projected</b>	<b>Projected</b>							
Net Income (Loss)	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	
Bi 23-25 Beginning Balance	(321,200)	(60,293)																																(381,493)	
5/1/2023	1,540,273	1,479,980	1,486,445	1,489,325	1,489,783	1,484,883	1,485,259	1,485,211	1,484,015	1,450,931	1,444,262	1,447,469	1,447,763	1,445,634	1,446,936	1,446,649	1,444,520	1,445,125	1,444,971	1,442,393	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	1,442,667	
<b>Ending Fund Balance (projected)</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	<b>1,442,667</b>	

**Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of October 2023**

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Capital Outlays	60,000	10,000	6,117	3,883	53,883
Employee Benefits	577,008	94,472	82,839	11,633	494,169
Goods and Services	2,037,776	335,471	337,184	(1,713)	1,700,592
Professional Service Contracts	72,000	12,000	5,468	6,533	66,533
Salaries and Wages	1,745,616	282,436	257,052	25,384	1,488,564
Travel	129,600	21,600	15,569	6,031	114,031
<b>Sum:</b>	<b>4,622,000</b>	<b>755,979</b>	<b>704,228</b>	<b>51,751</b>	<b>3,917,772</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Salaries and Wages</b>	<b>70,609</b>	<b>65,069</b>	<b>5,540</b>	<b>282,436</b>	<b>257,052</b>	<b>25,384</b>
A Salaries and Wages	1,000	0	1,000	4,000	0	4,000
AA State Classified	55,000	51,745	3,255	220,000	202,033	17,967
AC State Exempt	12,000	10,833	1,167	48,000	44,333	3,667
AE State Special	609	463	147	2,436	2,750	(314)
AS Sick Leave Buy-Out	500	0	500	2,000	0	2,000
AT Terminal Leave	500	0	500	2,000	0	2,000
AU Overtime and Call-Back	1,000	2,029	(1,029)	4,000	7,935	(3,935)
<b>Employee Benefits</b>	<b>23,618</b>	<b>21,518</b>	<b>2,100</b>	<b>94,472</b>	<b>82,839</b>	<b>11,633</b>
BA Old Age and Survivors Insurance	4,080	3,865	215	16,320	15,313	1,007
BB Retirement and Pensions	6,775	6,157	618	27,100	23,874	3,226
BC Medical Aid & Industrial Insurance	359	287	72	1,436	1,142	294
BD Health, Life & Disability Insurance	11,450	10,305	1,145	45,800	38,930	6,870
BH Hospital Insurance (Medicare)	954	904	50	3,816	3,581	235
BK Paid Family and Medical Leave	0	0	0	0	0	(0)
<b>Professional Service Contracts</b>	<b>3,000</b>	<b>0</b>	<b>3,000</b>	<b>12,000</b>	<b>5,468</b>	<b>6,533</b>
CA Management and Organizational Services	3,000	0	3,000	12,000	1,268	10,733
CZ Other Professional Services	0	0	0	0	4,200	(4,200)
<b>Goods and Services</b>	<b>83,614</b>	<b>67,722</b>	<b>15,892</b>	<b>335,471</b>	<b>337,184</b>	<b>(1,713)</b>
E Goods and Other Services	3,000	0	3,000	12,000	0	12,000
EA Supplies and Materials	1,250	1,051	199	5,000	3,388	1,612
EB Communications/Telecommunications	800	2,435	(1,635)	3,200	4,034	(834)
EC Utilities	50	130	(80)	200	196	4
ED Rentals and Leases - Land & Buildings	2,500	1,938	562	10,000	7,751	2,249
EE Repairs, Alterations & Maintenance	1,000	674	326	4,000	2,698	1,302
EF Printing and Reproduction	1,250	1,179	71	5,000	4,220	780
EG Employee Prof Dev & Training	1,500	1,674	(174)	6,000	3,478	2,522
EH Rental & Leases - Furn & Equipment	1,250	556	694	5,000	6,256	(1,256)
EJ Subscriptions	100	0	100	400	0	400
EK Facilities and Services	5,000	4,145	855	20,000	18,931	1,069
EL Data Processing Services (Interagency)	14,000	14,185	(185)	56,000	51,724	4,276
EM Attorney General Services	14,917	(2,634)	17,551	59,668	56,433	3,235
EN Personnel Services	1,750	2,230	(480)	7,000	8,225	(1,225)
EP Insurance	85	86	(1)	1,355	1,885	(530)
ER Other Contractual Services	15,000	13,206	1,794	60,000	57,188	2,812
ES Vehicle Maintenance & Operating Cst	0	0	0	0	381	(381)
ET Audit Services	0	0	0	0	0	0
EU Office of Equity Services	0	280	(280)	0	280	(280)
EW Archives & Records Management Svcs	59	0	59	236	148	88
EY Software Licenses and Maintenance	20,000	26,586	(6,586)	80,000	110,188	(30,188)
EZ Other Goods and Services	103	0	103	412	(221)	633
<b>Travel</b>	<b>5,400</b>	<b>3,781</b>	<b>1,619</b>	<b>21,600</b>	<b>15,569</b>	<b>6,031</b>
GA In-State Subsistence & Lodging	2,000	2,264	(264)	8,000	6,233	1,767
GB In-State Air Transportation	700	328	372	2,800	1,967	833
GC Private Automobile Mileage	700	414	286	2,800	1,044	1,756
GD Other Travel Expenses	400	312	88	1,600	1,093	507
GF Out-of-State Subsistence & Lodging	600	0	600	2,400	2,715	(315)
GG Out-of-State Air Transportation	900	0	900	3,600	2,053	1,547
GN Motor Pool Services	100	464	(364)	400	464	(64)
<b>Capital Outlays</b>	<b>2,500</b>	<b>892</b>	<b>1,608</b>	<b>10,000</b>	<b>6,117</b>	<b>3,883</b>
JA Noncapitalized Assets	2,500	892	1,608	10,000	6,117	3,883
<b>Total Dollars</b>	<b>188,741</b>	<b>158,983</b>	<b>29,758</b>	<b>755,979</b>	<b>704,228.35</b>	<b>51,751</b>

## Communication and Outreach Program Report

### 12/7/2023

#### Current & Ongoing Items:

- Website – WaTech finishing a mock-up of our webpage, which will be used as a template for all the pages; staff continues to work on rewriting entire website, for accuracy, clarity and consistency
- Logo – finalizing
- Journal – latest edition completed and sent just before Thanksgiving
- Social Media – finishing policies, as required, will launch LinkedIn with new logo; starting goal of 2 posts per month
- Outreach – building lists of organizations, associations, and municipalities; producing calendar of conference and meeting dates

#### Completed Items:

- ✓ LSAW Chapter meeting – Chehalis – Kris and Greg, Kris spoke to the group
- ✓ WSU Bremerton – Doug and Greg, Doug spoke to engineering students

## Regulatory Program Report

### 12/7/23

#### Current Items:

- Rulemaking
  - \* 196-09 CR101 filed. Indexing rule language being drafted (new section).
  - \* 196-16 CR101 filed. Survey Committee working on language.
  - \* 196-21 CR101 filed. EQC reviewing draft language.
  - \* 196-26A & 196-30 CR101 filed. EQC reviewing draft language.
  - \* 196-29 CR102 withdrawn. Working on the next steps.
  
- Public Records Requests
  - \* 2023: 82 (as of 11/27/23)
  - \* 2022: 85



## Investigation/Compliance Program Report

12/07/23

### 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 different 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.
  
- Digital Signatures
  - \* Project Team Assigned
    - Jill Short/Ken Fuller/Kristina Horton/Greg Schieferstein
    - Have seen multiple inquires/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.
- 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)
- 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.

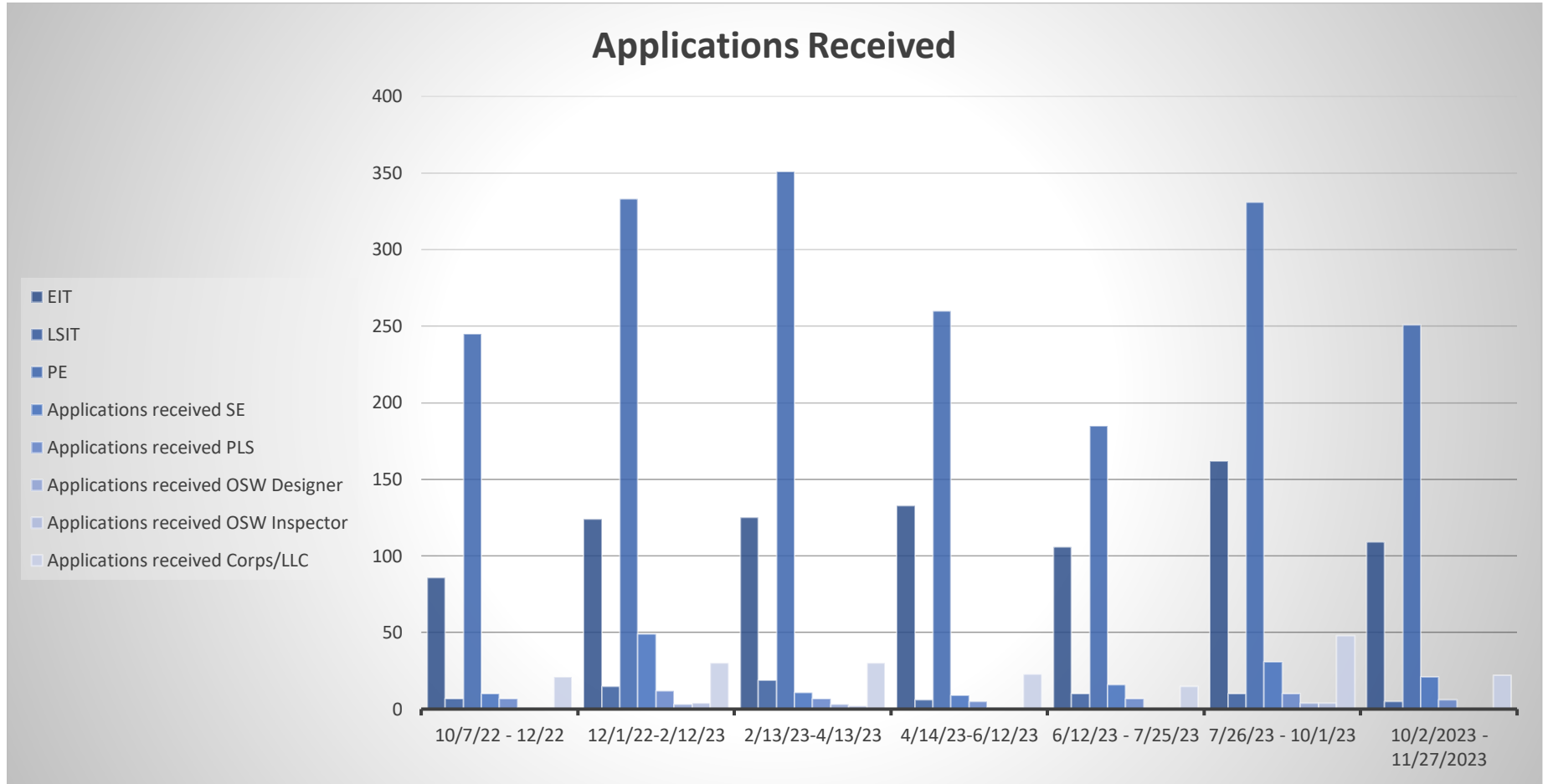
### **Completed Items:**

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

### **Committee and/or Board Action Items:**

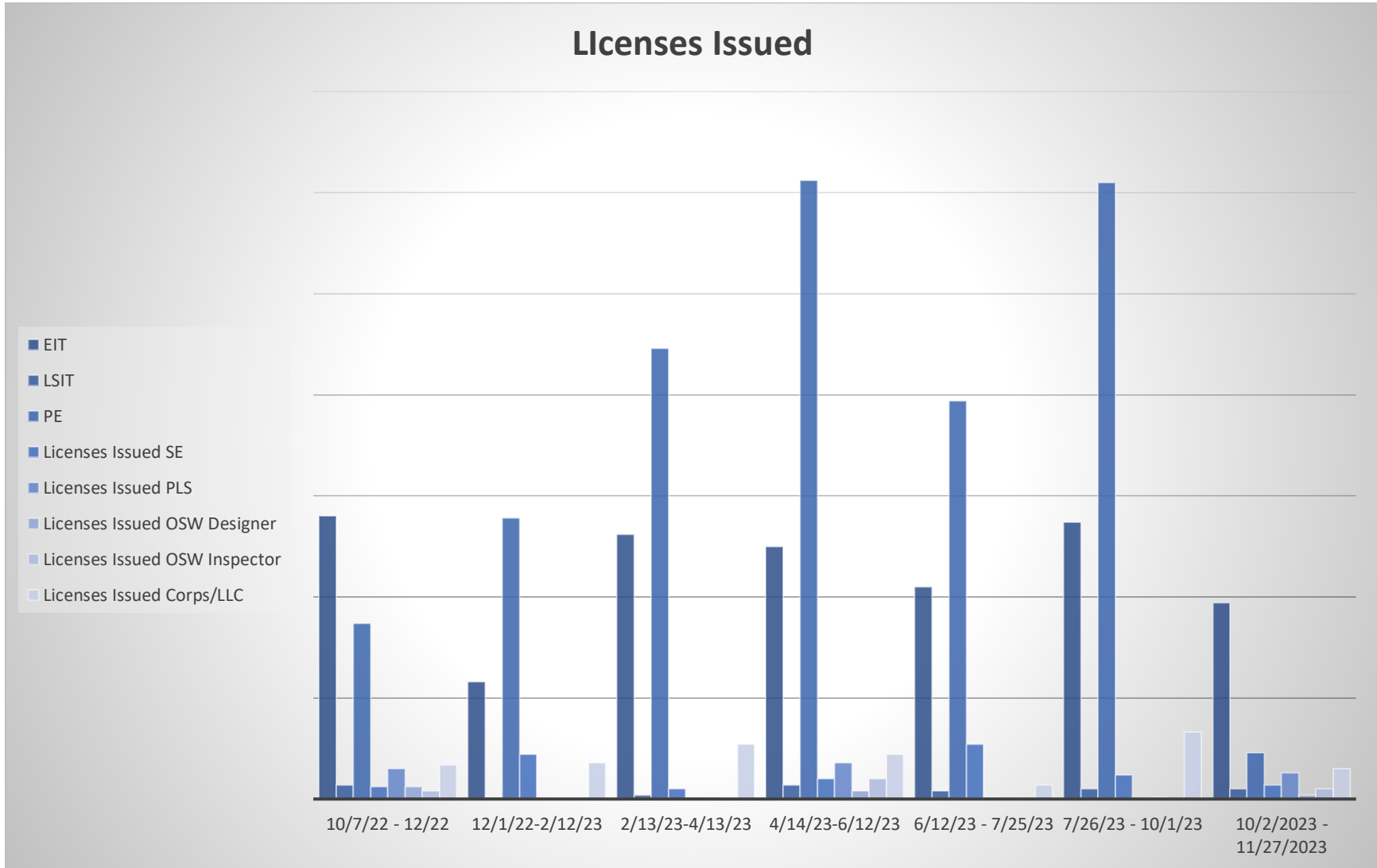
- None at this time.

## Licensing Program Report December 7, 2023



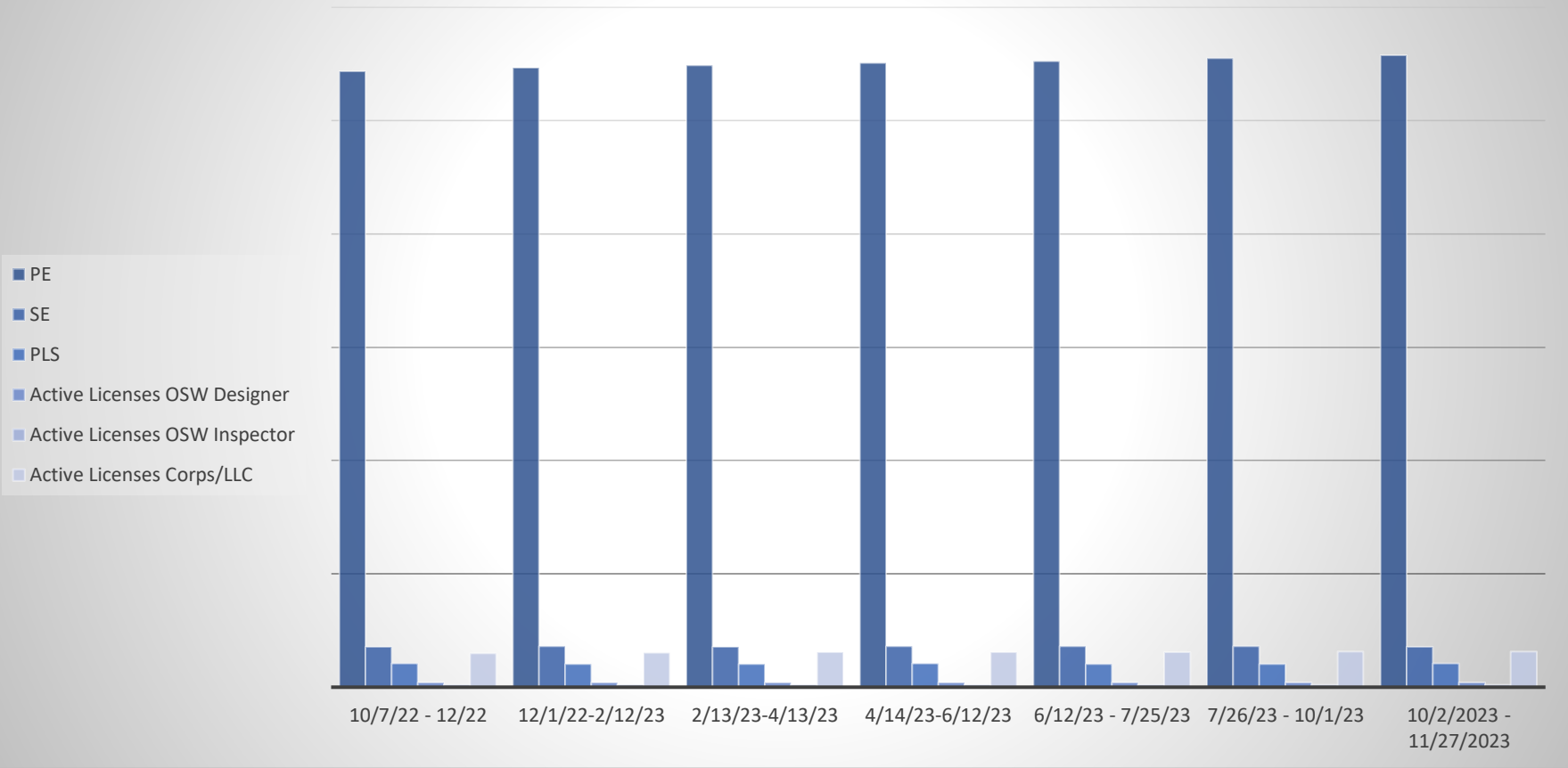
Licensing Program Report  
December 7, 2023

Licenses Issued



Licensing Program Report  
December 7, 2023

**Active Licenses**



## Licensing Program Report December 7, 2023

### Currently working on:

- **Projects**
  - Dainis
    - Analysis for both state specific exams
    - Scheduling On-Site JTA
  - Updating content on the web page
    - Working with staff to provide up to date, accurate information
  - Monitor Polaris issues/bug
    - Polaris
      - DOL/BRPELS “bug” meeting:
        - Currently have 2 work “bugs” item
        - Currently have 3 user story items
  - Law Review CBT
    - Reviewing vendors to move the PE, PLS & OS law reviews to an online vendor
  - Scantron
    - Item bank upload
    - Images upload
    - Test analysis
  - Box cleanup
    - Moving all existing items from the DOL Box platform to our own account
  - Application updates
  - Historical Data update

## Administration Program Report 12/07/2023

### Current & Ongoing Items:

- \* **Growth of Agency | Hiring & Succession Planning**
  - \* Bryce Dickison hired as Administrative Assistant 3
    - Start Date: 11/16/2023
  - \* Onboarding Walt Dale as PLS Pro-Tem Board Member
  - \* Recruitment for new board members - PE & PLS (Ms. Horton & Mr. Fuller)
    - LSAW Fall Seminar – Jim & Ken
    - BRPELS Meet & Greet
  - \* Ms. Wherrett & Ms. Horton attending ‘Leading Organizations’ training
  - \* Ms. Cramer attending series of project management trainings
- \* **BRPELS Annual Performance Evaluations**
  - \* Currently conducting performance evaluations with board staff (due by end of year)
  - \* Begin BRPELS Director Evaluation procedure when approved (evaluation estimated to occur at the February Special Board Meeting)
- \* **Admin Policies**
  - \* Develop and establish any missing policies
  - \* Review and update any outdated policies
  - \* Director Evaluation, Social Media Policy, Layoff Policy, Continuity of Operations Plan (COOP), Out-of-State Travel Policy, Exam Policy, Domestic Violence Policy
- \* **Form Updates**
  - \* Add legal background question back onto application/renewal forms
  - \* Review all forms for accessibility
- \* **Website Updates, New Website, & Logo**
  - \* Assisting with web content, contracts, billing, research, etc.
- \* **Required Training**
  - \* Culture of Military Spouses – TBD
  - \* Diversity, Equity, Inclusion – instructor led modules 1-4 have no seats available

### Completed Items:

- ✓ **2023 Annual Technology Certification**
- ✓ **Annual Agency Contract Transparency Report**
- ✓ **Hired Administrative Assistant 3**
- ✓ **Statewide HR Management Report** - Measures and monitors the state’s management practices
  - Sent BRPELS policies to OFM
- ✓ **Event Request Form**
- ✓ **Admin Policies**
  - Director Evaluation Procedure

# **Special Board Meeting**

## **Tab 8**

### **Assistant Attorney General's Report**



# **Special Board Meeting**

## **Tab 9**

### **Other Business**

- 9.1 Additional Public Comment
- 9.2 Upcoming Outreach and Events
- 9.3 Action Items from this Meeting
- 9.4 Agenda Items for Next Meeting

# 2023 - 2024

# IMPORTANT DATES

## DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					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						

## FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				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		

## APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	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				

## JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
						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						

## AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
				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

## OCTOBER

SUN	MO	TUE	WED	THU	FRI	SAT
		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		

## JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

## MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
					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

SUN	MON	TUE	WED	THU	FRI	SAT
			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	

## JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	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			

## SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
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					

## NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					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

## 2023

### December

- 6 Student/Faculty Reception & Presentation and Meet & Greet - St. Martin's University, Lacey
- 6-7 Committee & Board Meetings - St. Martins University, Lacey

## 2024

### February

- 2-3 WOSSA Septic Con - Tacoma Convention Center
- 9-10 ASCE Young Member Forum, Seattle
- 14 UW Career Fair, Seattle
- 21-22 Committee & Board Meetings, SeaTac
- 28-29 LSAW Conference - Tulalip Resort & Casino

### March

- 1 LSAW Conference - Tulalip Resort & Casino
- 22 State Specific Exams - PLS and On-Site

### April

- 17-18 Committee & Board Meetings, Vancouver

### May

- 15-18 NCEES Western Zone Meeting - Bozeman, MT

### June

- 12-13 Committee & Board Meetings, Port Angeles

### August

- 7-8 Committee & Board Meetings, SeaTac

### September

- 20 State Specific Exams - PLS and On-Site

### October

- 16-17 Committee & Board Meetings, Spokane

### 2023-2024 State Holidays

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# 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

### Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
10/11/23	Staff to add question back onto BRPELS forms.	Ms. Werrett & Mr. Dickison	In Progress

### Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
10/21/21	Review RCW 18.43 and determine next steps to address outcomes from recent litigation concerning the use of the word engineer and the practice of engineering.	Committee	In Progress
10/11/23	Bring PDH audit findings to the February 2024 PC meeting	Ms. Short	In Progress

### Survey Committee (SC)

Date Assigned	Action Item	Assigned To	Status
06/21/23	Survey Committee to create a blueprint of required courses acceptable for approval to take the LSIT.	Committee	In Progress
08/03/23	Staff to review the implications of proposed changes to the withdrawal of CR102 for WAC 196-29-110 and send back to Survey Committee to determine how to proceed.	Ms. Gillespie Ms. Lagerberg Committee	In Progress
07/26/23	Committee members work with Greg, Kristina Horton, and Pat Beehler to come up with a monument preservation outreach and education plan	Committee Mr. Schieferstein Ms. Horton	Pending

### 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
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**Structural Committee (SEC)**

Date Assigned	Action Item	Assigned To	Status
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**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
04/27/23	Ms. Lagerberg to confirm the outcome of the board order example provided in the board packet regarding taking civil action.	Ms. Lagerberg	In Progress

# **Special Board Meeting**

**Tab 10**

**Adjourn Meeting**