



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

DATE: December 07, 2023
TIME: 8:30 a.m.
LOCATION: St. Martin's University
Society Room, Cebula Hall
5000 Abbey Way SE
Lacey, WA 98503

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)

Luke Lymangrover, PLS (WebEx)
Rex Gallion, LSIT
Elizabeth Johnston, PE (WebEx)

Staff Members

Ken Fuller, PE, Director (WebEx)
Kristina Horton, PLS, Deputy Director
Mackenzie Wherrett, Executive Assistant
Bryce Dickison, Administrative Assistant
Shanan Gillespie, Regulatory Program Manager
Greg Schieferstein, Communication Manager
Jill Short, Investigator
Vonna Cramer, Licensing Lead
Elizabeth Lagerberg, Advising AAG (WebEx)
Paul Bitar, Senior Financial Advisor (WebEx)

1. Call to Order at 8:33 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. Motion carried.

Discussion:

Mr. Dickison introduced himself to the board as the new Administrative Assistant. Mr. Dickison informed the board of his background and interests outside of work.

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 8:37 a.m. until 9:00 a.m.

Open Session Reconvened – 9:00 a.m.

2. Approval of Minutes

2.1. Approval of the October 12, 2023 Meeting Minutes

A motion was made by Mr. Hendrickson, and seconded by Mr. Wengler, to accept the October 12, 2023, Meeting Minutes as written. Motion carried.

3. Public Comment Opportunity

Mr. Lymangrover introduced himself as a guest.

Mr. Gallion addressed the board regarding recent communication with the board office. Mr. Gallion described his experience in applying for and taking the national and state specific land surveying examinations. Mr. Fuller inquired if Mr. Gallion had reached out to NCEES for additional study materials or accommodation.

Mr. Peden directed Mr. Schieferstein to add a discussion about examination study materials to the next Communication Task Force (CTF) meeting agenda.

4. Disciplinary Action

4.1. Case Deliberation

2023-08-1797-00ENG

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

4.2. Disciplinary Report

Ms. Short provided a summary of the Disciplinary Report that was included in the [board packet](#). Mr. Blaisdell asked for a visual of, or access to, the case management timeline on the board SharePoint site.

5. Committee Reports

5.1. Practice Committee (PC)

Mr. VanDeWege delivered the committee's report.

- [10/25/23 18.43 Task Force Report](#)
- [11/27/23 PC Report](#)

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

5.2. Exam Qualifications Committee (EQC)

Mr. Wengler delivered the committee's report.

- [11/27/23 EQC Report](#)

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

5.3. Executive Committee (EC)

Mr. Peden delivered the committee's report.

- [11/09/23 CTF Report](#)
- [12/06/23 EC Report](#)

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

Discussion:

Mr. Wengler asked for confirmation of which bills the agency is currently monitoring. Ms. Gillespie confirmed the agency is monitoring SB 5796, SB 5779, and HB 1863.

5.4. Survey Committee (SC)

Mr. Blaisdell delivered the committee’s report.

- [12/06/23 SC Report](#)

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

Discussion:

Mr. Fuller requested board staff contact the agency contracted psychometrician, Dainis & Company, Inc., for Professional Activities and Knowledge Study (PAKS) advice.

Mr. Blaisdell requested board staff set up a meeting with AAGs and Mr. Fuller to discuss proposed WAC 196-29-110 CR102 and Small Business Economic Impact Statement.

6. New Business

6.1. 18.43 Task Force Discussion *(from PC)*

Ms. Lund led the 18.43 Task Force discussion. Mr. Hendrickson motioned, seconded by Mr. Wengler, to proceed with options 1, 5, and 6, as presented in the [board packet](#). Mr. VanDeWege recommended including composition and number of board members to option 5, as a friendly amendment to the motion. Mr. Hendrickson and Mr. Wengler accepted the friendly amendment. Motion approved.

Discussion:

The Board discussed researching public safety concerns over the use of the title “engineer” with stakeholders prior to potential draft language approval. Mr. Peden directed board staff to begin researching these concerns.

Mr. Hendrickson recommended clearly defining a centralized message and the scope of stakeholder involvement before stakeholder meetings begin.

Mr. VanDeWege made a motion for the Practice Committee and the 18.43 Task Force to move forward with title language previously approved and placed on hold in June 2022, and to move forward with stakeholder meetings. Motion seconded by Mr. Hendrickson. Mr. Peden, Board Chair, called a vote. Mr. VanDeWege, Ms. Lund, Mr. Harney, and Mr. Hendrickson in favor. Mr. Blaisdell and Mr. Wengler opposed. Motion approved.

6.2. Strategic Planning Items

Ms. Wherrett and Ms. Horton presented the strategic planning items as provided in the [board packet](#). Mr. VanDeWege made a motion, seconded by Mr. Wengler, for the Executive Committee to review and condense the strategic planning items to the top 5. Mr. Hendrickson suggested the Executive Committee reduce to the highest priority with assignment to committees. Mr. VanDeWege and Mr. Wengler accepted the suggestion as a friendly amendment. Mr. Hendrickson asked staff to include

metrics for assessing the progress or status of each item.

6.3. Logo Presentation *(from CTF)*

Mr. Schieferstein gave a brief overview on the status of logo development and presented the final draft of the new BRPELS logo. Mr. Hendrickson motioned for the Communication Task Force to proceed with implementing the new logo at their discretion. Mr. Wengler seconded the motion. Motion approved.

6.4. Director Evaluation Procedure *(from EC)*

Ms. Wherrett gave a summary of the Director Evaluation Procedure as provided in the [board packet](#). Mr. Hendrickson made a motion, seconded by Mr. VanDeWege, to proceed with the Director Evaluation Procedure and for the board comment section to provide guidance to the agency director.

6.5. Approval of Draft Language and Filing of CR102 for WAC 196-21 *(from EQC)*

Ms. Gillespie presented the draft language along with a new form used by staff to determine if a Small Business Economic Impact Statement is necessary. Ms. Lund moved to approve the draft language and filing of CR102 for WAC 196-21. Motion seconded by Mr. VanDeWege. Motion carried.

6.6. Approval of Draft Language for WAC 196-26A & WAC 196-30 *(from EQC)*

Ms. Gillespie presented the draft language. Mr. Hendrickson motioned, seconded by Mr. Harney, to approve the language as presented and for staff to gain stakeholder feedback before filing a CR102. Motion Carried.

6.7. NCEES record and CPC Tracking *(PC)*

Mr. Blaisdell suggested the board considers only accepting NCEES records and utilizing the CPC tracking program. Mr. Blaisdell explained the benefits of CPC tracking for applicants and licensees, and that NCEES facilitates the CPC tracking process. Mr. Blaisdell added that most states are moving towards accepting only NCEES records. No action was taken.

6.8. NCEES Participation

6.8.1. NCEES Committee Reports

Mr. Blaisdell – Exam Development (PS exam), Examinations Policies and Procedures (EPP) & Western Zone Leadership Development Committee

Mr. Blaisdell reported on exam development for PLS, how EPP reviews annual meeting items from the floor, and the Western Zone Leadership Development Committee live learning sessions. The next session topic will be remote supervision and hybrid work on January 11, 2024, at 1 pm via Teams.

Mr. Peden – Western Zone Secretary

Mr. Peden, the NCEES Western Zone Secretary, reported on preparation for the upcoming NCEES 2024 Western Zone meeting in Bozeman, Montana.

Ms. Lund – Examinations for Professional Engineers (EPE)

Ms. Lund reported on evaluating specifications for exams, professional activities and knowledge study, standard setting and cut scores. Ms. Lund expressed concerns about reference material for CBT Exams. Ms. Lund intends to continue her involvement in the review process.

Mr. Fuller – Examinations Audit Committee

Mr. Fuller gave a brief overview of his involvement with the NCEES Exam Audit Committee which audits cut score development and exams.

6.8.2. NCEES Emeritus Membership

Mr. Peden directed staff to prepare a NCEES Emeritus policy for accountability, tracking, and possible annual reporting.

6.8.3. NCEES Funded and Board Funded Delegates for 2024 NCEES Western Zone Meeting

Ms. Wherrett inquired to the board who would like to attend the 2024 NCEES Western Zone Meeting. Mr. VanDeWege made a motion to select Mr. Blaisdell, Mr. Wengler and Mr. Hendrickson as NCEES funded delegates. Ms. Lund and Mr. VanDeWege will be funded by the Board. Mr. Peden, as Western Zone Secretary, and Mr. Harney, as a first-time attendee, to be funded by NCEES. Motion seconded by Ms. Lund. Motion approved.

7. Director's Report

7.1. Financial Report

The financial report was included in the [board packet](#). The agency is in good financial condition and is projected to end the biennium with about \$1.44 million in its operating account and is on track to underspend appropriation this biennium by about \$420,000. Reported last fiscal year, the agency generated \$644k in revenue vs. \$735k during the same period last biennium. This represents a reduction of about 12.4% relative to the last biennium.

7.2. Agency Operations

Mr. Fuller discussed filling the Administrative Assistant position and onboarding a new Professional Land Surveyor Pro-Tem Board Member, Walt Dale, PLS.

7.3. Program Reports

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

7.3.1. Communications & Outreach – Mr. Schieferstein

7.3.2. Regulatory – Ms. Gillespie

7.3.3. Investigation & Compliance – Ms. Short

7.3.4. Licensing – Ms. Cramer

7.3.5. Admin – Ms. Wherrett

7.4. Other Items

Ms. Lund requested board staff add 'decoupling' to the strategic planning items list as an Exam Qualifications Committee review topic.

8. Assistant Attorney General's Report

Nothing to report.

9. Other Business

9.1. Additional Public Comment

Ms. Johnston, a Professional Engineer from Fairbanks, Alaska, elaborated on Western Zone Leadership Development Committee live learning sessions and CPC Tracking. Ms. Johnston asked the Washington State board to support her campaign for the Western Zone Vice President.

9.2. Upcoming Outreach and Events

- February 2 – 3 | WOSSA Septic-Con | Tacoma Convention Center
- February 21 – 22 | Board and Committee Meeting | SeaTac
- February 28 – March 1 | LSAW Conference | Tulalip Resort
- March 22 | State Specific Exams | Lacey and Spokane
- April 10 -11 | APWA | Mr. Fuller
- May 16 – 18 | NCEES Western Zone Meeting | Bozeman, MT

Discussion:

Mr. Schieferstein asked the Board for their participation in future outreach events. The Board recommended Mr. Schieferstein reach out to NCEES for outreach and recruitment materials.

9.3. Action Items from This Meeting

- Mr. Fuller to reach out to Mr. Gallion and NCEES in response to his public comment
- Mr. Schieferstein to add a discussion about examination study materials to the next CTF meeting agenda
- Ms. Short to add case management timelines onto board SharePoint site
- 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
- PC and 18.43 Task Force to move forward with title language, approved and placed on hold in June 2022, and stakeholder meetings
- Board staff to begin researching public safety concerns over the title ‘engineer’
- EC to review strategic planning items list and reduce to highest values including metrics and progression with assignment to committees
- Board staff add ‘decoupling’ to the strategic planning items list and assign to EQC
- Board staff to set up a meeting with AAGs and Mr. Fuller to discuss proposed WAC 196-29-110 CR102 and Small Business Economic Impact Statement.
- Board staff to contact Dainis & Company, Inc., for Professional Activities and Knowledge Study (PAKS) advice
- Proceed with Director Evaluation Procedure and for the board comment section to provide guidance to the director
- Board staff to file CR102 for WAC 196-21
- Board staff to seek stakeholder feedback before filing a CR102 for WAC 196-26A and WAC 196-30
- Mr. Fuller and board staff to produce an NCEES emeritus member policy
- Board staff to submit the NCEES funded delegates for NCEES Western Zone Meeting - Mr. Blaisdell, Mr. Wengler, and Mr. Hendrickson

9.4. Agenda Items for Next Meeting

- PDH Review for WAC 196-34 and WAC 196-16-120
- Discuss Director Evaluation in closed session

10. Adjourn Meeting

A motion was made by Mr. Hendrickson, and seconded by Mr. VanDeWege, to adjourn the meeting at 2:28 p.m. Motion approved.

Next Meeting: February 22, 2024 – Special Board Meeting – Radisson Hotel, SeaTac, WA & WebEx

Respectfully submitted,



Ken Fuller, PE, Director