

Washington State Board of Registration for Professional Engineers & Land Surveyors

Board Meeting

December 9, 2021

[WebEx Link](#)

or

Join by video system, application or Skype for business

Dial 24652087882@webex.com

You can also dial 173.243.2.68 and enter your meeting number.

Tap to join from a mobile device (attendees only)

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Board Meeting

Tab 1

Call to Order

- 1.1 Roll Call
- 1.2 Order of Agenda
- 1.3 Approval of November 22, 2021 Meeting Minutes
- 1.4 Review Correspondence & Communications
- 1.5 Public Comment Opportunity



STATE OF WASHINGTON

BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS

Special Board Meeting Agenda

DATE & TIME: December 9, 2021 8:00 a.m.

LOCATION: [WebEx Link](#)

or

Tap to join from a mobile device

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[+1-206-207-1700,,24652087882##](#) Toll (Seattle)

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
- 1.3. Approval of November 22, 2021 Meeting Minutes
- 1.4. Review Correspondence & Communications
- 1.5. Public Comment Opportunity

EXECUTIVE SESSION: The chair will announce the purpose and estimated duration for Executive Session. No formal actions will be taken during Executive Session. Once Executive Session concludes, the Board will take a break to announce and invite visitors to Open Session.

OPEN SESSION RECONVENES

2. Disciplinary Action

- 2.1. Board Order
- 2.2. Recommended Case Closure
- 2.3. Disciplinary Report

3. Committee Reports

- 3.1. Executive Committee
- 3.2. Practice Committee
- 3.3. Exam Qualifications Committee
- 3.4. Survey Committee
- 3.5. Structural Committee (no meeting this period)
- 3.6. On-Site Committee

4. New Business

- 4.1. Review of next steps in changes to RCW 18.43 (from PC)

5. Old Business

- 5.1. Review of Strategic Planning Goals

6. Director's Report

- 6.1. Financial Report
- 6.2. Agency Operations
- 6.3. Other Items

7. Assistant Attorney General's Report

8. Other Business

- 8.1. Additional Public Comment
- 8.2. Upcoming Outreach and Events
- 8.3. Action Items from This Meeting
- 8.4. Agenda Items for Next Meeting

9. Adjourn Meeting



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

BOARD MEETING MINUTES

DATE: November 22, 2021

TIME: 4:00 p.m.

LOCATION: WebEx

ATTENDANCE:

Board Members

Marjorie Lund, PE, SE, Chair
Doug Hendrickson, PE, Vice Chair
Aaron Blaisdell, PLS
Nirmala Gnanapragasam, Ph.D, PE
Dave Peden, PE, SE
Ivan VanDeWege, PE
James Wengler, PLS, CFedS

Staff Members

Elizabeth Lagerberg, Advising AAG
Ken Fuller, PE, Director
Carmena Moretti, Executive Assistant
Shanan Gillespie, Regulatory Program Manager
Jill Short, Investigations & Compliance Manager
Vonna Cramer, Licensing Lead

Guests

Cody Hart, PE
Dan Ferguson, PE, Department of Ecology
Kai Cao, PE
Kenneth McGowan, PE
Mike McEvelly, PLS, LSAW Legislative Committee Chair
Patrick Beehler, PLS, DNR Chief Surveyor, LSAW Legislative Committee Vice Chair
Ryan Vicente, PE, Department of Ecology
Sharon Zimmerman, PE
Van Collins, CEO ACEC Washington

1. Call to Order at 4:00 p.m.

1.1 Roll Call

Ms. Lund, Board Chair, took roll call.

1.2 Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Ms. Gnanapragasam, to accept the agenda. Motion carried.

1.3 Approval of Meeting Minutes

A motion was made by Mr. Wengler, and seconded by Mr. Blaisdell, to accept the October 21, 2021 meeting minutes as written. Motion carried.

2. New Business

2.1 RCW 18.43 Recommendation (from PC)

Mr. Hendrickson provided an overview of proposed revisions to Chapter 18.43 RCW – Engineers and Land Surveyors. The PC will be responsible for reviewing and developing proposed language changes; identifying areas that are appropriate for other committee involvement; and setting up work sessions with stakeholders.

Ms. Lund, Board Chair, directed the PC to continue working on this matter and to provide a progress report and a list of next steps for stakeholder engagement at the December board meeting.

3. Other Business

3.1 Public Comment

The following provided public comments to the Board:

1. Kenneth McGowan, PE
2. Cody Hart, PE
3. Kai Cao, PE
4. Ryan Vicente, PE, Department of Ecology
5. Sharon Zimmerman, PE
6. Van Collins, CEO ACEC Washington

4. Adjourn Meeting

A motion was made by Mr. Blaisdell, and seconded by Ms. Gnanapragasam, to adjourn the meeting at 5:28 p.m. Motion carried.

Next Meeting: December 9, 2021 – Special Board Meeting – WebEx

Respectfully submitted

Ken Fuller, PE, Director

From: akathol@gwtc.net <akathol@gwtc.net>
Sent: Wednesday, November 24, 2021 1:50 PM
To: Engineers (BRPELS) <engineers@brpels.wa.gov>
Subject: PE License Renewal

Attention: Ken Fuller, PE, Director State of Washington BRPELS,

I would like to bring to your attention that I did not receive an email/mail notification from the BRPELS to renew my PE license as I have always received in the past. I understand that the state has put this burden on the registered professional engineer to renew their license, but in the past, I have always renewed my license in a timely manner. This year, I did not receive any notification. Whether or not the email was sent is unknown at this time. I suspect it was and went either into my SPAM or was never delivered by the third-party email vendor. Nonetheless, this is a problem that the BRPELS needs to be made aware of. It is interesting that I received the email notification that my renewal was past due but did not receive the renewal notification itself. The State of Washington BRPELS ought to recognize that professional engineers are very busy tending to their business practice. A courtesy reminder would suffice as was always provided in the past via USPS. An individual should be allowed to opt-in to receive paper notifications because of the issue that I have described to prevent this type of situation from creating unnecessary hardship and the collection of fines as a result. Businesses/Engineers/Surveyors should not be penalized for the mishandling of electronic notifications. The State Licensing Board should be proactive rather than reactive in getting businesses, licensed professional engineers/surveyors to renew their license accordingly. A brief renewal letter would go a long way in solving this problem. Furthermore, as a first-time user of the online platform, I noticed how the online registration was not as intuitive and user-friendly causing me to contact the BRPELS office over the phone because it did not process my online payment.

I simply wanted to share my comments on this matter with you as I am sure there are other engineers/surveyors who will or have had a similar experience.

Sincerely,

Anthony Kathol, PE

Lic. No. 34275

Board Meeting

Tab 2

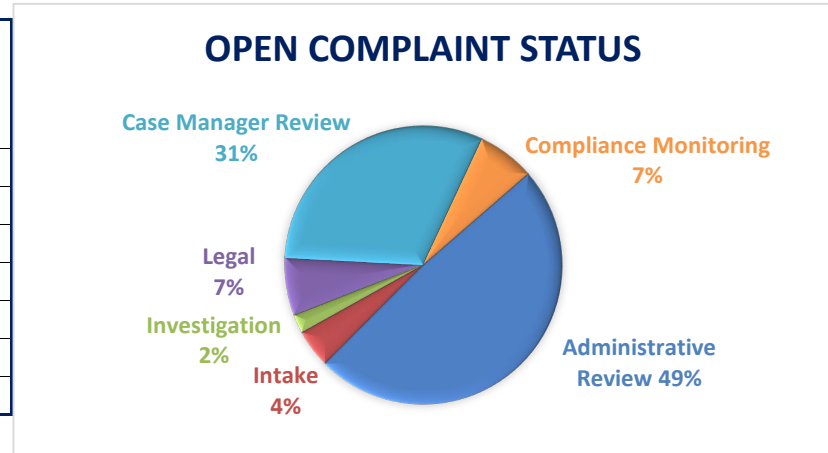
Disciplinary Activity

- 2.1 Board Order
- 2.2 Case Closure
- 2.3 Disciplinary Report

Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - December 2021

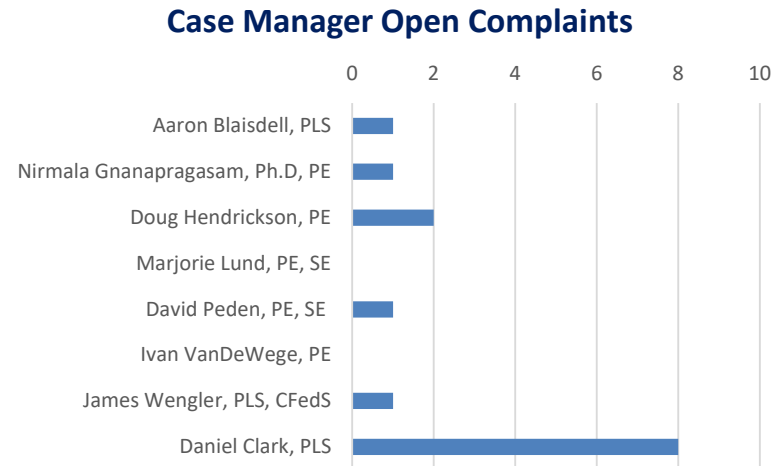
Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	9	12	1	22
Intake	2	0	0	2
Investigation	0	1	0	1
Legal	1	2	0	3
Case Manager Review	5	9	0	14
Compliance Monitoring	2	1	0	3
Total	19	25	1	45



Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	1	0	1
Nirmala Gnanapragasam, Ph.D, PE	1	0	1
Doug Hendrickson, PE	2	0	2
Marjorie Lund, PE, SE	0	0	0
David Peden, PE, SE	1	0	1
Ivan VanDeWege, PE	0	0	0
James Wengler, PLS, CFedS	0	1	1
Daniel Clark, PLS	0	8	8
Total	5	9	14



Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	8	0	1	9
Rich Larson, PLS	1	12	0	13
Total	12	1	1	22

Board Meeting

Tab 3

Committee Reports

- 3.1 Executive Committee
- 3.2 Practice Committee
- 3.3 Exam/Qualifications Committee
- 3.4 Survey Committee
- 3.5 Structural Committee (no meeting this period)
- 3.6 On-Site Committee

Board Meeting

Tab 4

New Business

- 4.1. Review of next steps in changes to RCW 18.43 (from PC)

Board Meeting

Tab 5

Old Business

5.1 Review of Strategic Planning Goals

Committee Assignment

- OS a. Rewrite RCW 18.210 with new OS committee involvement
- PC b. AIA/PE Stamping and green book resolution
- OS c. OS Committee and new OS representation
- EX d. Remain engaged and informed on deregulation,
- PC e. Determine WA States direction on decoupling exam experience while maintaining the practice emphasis of the exams
- EQ f. Determine FE waver
- EQ g. Determine Exam equivalences (FE, PE, SE, PS)
- PC h. Mobility of licensing for Federal employees and spouses.
- ST i. Remain active in CBT efforts of SE 16 hour exams.
- EX j. Emphasis on outreach and education
- SURV k. Determine the pathways to state specific PLS exam
- OS l. Continue to bolster the OS exam
- SURV m. Work with DNR on the Survey Recording act and associated WACs to determine our regulatory direction for “intelligent interpretation” and other items
- EX n. Measure performance and gain stakeholder feed back that is relevant and useful for improving our agency
- EX o. Measure the licensing system software functionality from stakeholders.
- EQ p. Build a robust and easy to follow instruction process for the applications we offer our registrants
- EX q. PD for communications and Outreach manager with Marjorie, Doug, and Aaron in consultation
- EX r. Task force for Review of current outreach plan (Marjorie, Dave, Doug, Carmena, Vonna, Ken) and report back to board.
- EX s. Budget development with PB, ML, KF

Board Meeting

Tab 6

Director's Report

- 6.1 Financial Report
- 6.2 Agency Operations
- 6.3 Other Items

Board of Registration for Professional Engineers and Land Surveyors
Biennium 21-23 Projections
Fund - Operating Account

Revenue Category	Biennium 21-23	Actual	Projected																				Projected	Projected	
	Revenue Allotments	Revenues through FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	Revenue Total	Variance	
Licenses and Fees	3,900,000	734,910	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	3,900,000	0
Miscellaneous Revenue		13																						13	13
Total Revenue	3,900,000	734,923	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	158,254	3,900,013	13

Expenses Category	Biennium 21-23	Actual	Projected																				Projected	Projected
	Expense Allotments	Expenses through FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	Expenditure Total	Variance
Salaries and Wages	1,454,529	206,254	51,776	51,776	51,776	57,609	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,955	57,955	57,955	57,955	1,344,363	110,166
Employee Benefits	511,755	68,667	16,883	16,883	16,883	18,900	18,930	18,930	18,930	18,930	20,325	20,325	20,325	20,325	20,325	20,325	20,325	20,356	20,356	20,356	20,356	20,356	457,960	53,795
Goods and Other Services	2,049,716	233,644	62,456	62,508	74,119	71,456	71,508	74,119	73,034	226,508	70,420	66,721	66,773	69,384	66,721	66,773	69,384	66,721	66,773	69,384	66,721	141,773	1,836,896	212,820
Travel	126,000	2,807	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	126,000	0
Capital Outlays	48,000	2,680	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	48,000	0
Sum:	4,190,000	514,052	139,541	139,593	151,204	156,391	156,643	159,254	158,169	311,643	156,950	153,251	153,303	155,914	153,251	153,303	155,914	153,251	153,510	156,121	153,458	228,510	3,813,219	376,781

Operating Transfers	Biennium 21-23	Actual	Projected																				Projected	Projected	
	Operating Transfers	Operating transfers through FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	Op. Trans. Total	Variance	
Operating Transfer In		30,131																						30,131	(30,131)
Total Net Operating Transfers	0	30,131	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	30,131	(30,131)

Fund Balance Projection	Biennium 21-23	Actual	Projected																				Projected	Projected	
	Rev Allotments - Exp Allotments	Rev - Exp through FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	end of BI 21-23	Variance	
Net Income (Loss)	BI 21-23 Beginning Balance	(290,000)	251,002	18,714	18,662	7,051	1,864	1,612	(999)	86	(153,388)	1,305	5,004	4,952	2,341	5,004	4,952	2,341	5,004	4,745	2,134	4,797	(70,255)	116,925	406,925
\$	939,391	649,391	1,190,393	1,209,107	1,227,769	1,234,820	1,236,683	1,238,295	1,237,296	1,237,382	1,083,994	1,085,299	1,090,302	1,095,254	1,097,595	1,102,599	1,107,551	1,109,892	1,114,896	1,119,640	1,121,774	1,126,571	1,056,316	1,056,316	<-- Ending Fund Balance (projected)

Expenses Detail Category	Biennium 21-23 Expense Allotments	Actual Expenses through FM 04 Oct-2021	Projected																								Projected	
			FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	Expenditure Total	Variance				
			Nov-2021	Dec-2021	Jan-2022	Feb-2022	Mar-2022	Apr-2022	May-2022	Jun-2022	Jul-2022	Aug-2022	Sep-2022	Oct-2022	Nov-2022	Dec-2022	Jan-2023	Feb-2023	Mar-2023	Apr-2023	May-2023	Jun-2023						
Salaries and Wages	1,454,529	206,254	51,776	51,776	51,776	57,609	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,779	57,955	57,955	57,955	57,955	1,344,363	110,166				
A Salaries and Wages	96,000	0																					0	96,000				
AA State Classified	1,077,925	158,352	39,664	39,664	39,664	45,497	45,667	45,667	45,667	45,667	45,667	45,667	45,667	45,667	45,667	45,667	45,667	45,667	45,843	45,843	45,843	45,843	1,054,217	23,708				
AC State Exempt	267,792	43,333	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	259,993	7,799				
AE State Special	12,812	1,800	587	587	587	587	587	587	587	587	587	587	587	587	587	587	587	587	587	587	587	587	13,540	(728)				
AU Overtime and Call-Back	2,769	2,769	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	692	16,613	(16,613)				
Employee Benefits	511,755	68,667	16,883	16,883	16,883	18,900	18,930	18,930	18,930	18,930	20,325	20,325	20,325	20,325	20,325	20,325	20,325	20,325	20,356	20,356	20,356	20,356	457,960	53,795				
B Employee Benefits	45,600	0																					0	45,600				
BA Old Age and Survivors Insurance	84,217	12,344	3,167	3,167	3,167	3,529	3,539	3,539	3,539	3,539	3,539	3,539	3,539	3,539	3,539	3,539	3,539	3,539	3,550	3,550	3,550	3,550	82,042	2,175				
BB Retirement and Pensions	137,937	20,957	5,176	5,176	5,176	5,774	5,791	5,791	5,791	5,791	5,791	5,791	5,791	5,791	5,791	5,791	5,791	5,791	5,809	5,809	5,809	5,809	134,987	2,950				
BC Medical Aid & Industrial Insurance	8,193	1,223	311	311	311	348	348	348	348	348	348	348	348	348	348	348	348	348	348	348	348	348	8,072	121				
BD Health, Life & Disability Insurance	216,108	29,952	7,488	7,488	7,488	8,424	8,424	8,424	8,424	8,424	9,819	9,819	9,819	9,819	9,819	9,819	9,819	9,819	9,819	9,819	9,819	9,819	212,364	3,744				
BH Hospital Insurance (Medicare)	19,700	2,887	741	741	741	825	828	828	828	828	828	828	828	828	828	828	828	828	830	830	830	830	19,191	509				
BV Shared Leave Provided Annual Leave		1,305																					1,305	(1,305)				
BZ Other Employee Benefits																							0	0				
Goods and Other Services	2,049,716	233,644	62,456	62,508	74,119	71,456	71,508	74,119	73,034	226,508	70,420	66,721	66,773	69,384	66,721	66,773	69,384	66,721	66,773	69,384	66,721	141,773	1,836,896	212,820				
E Goods and Other Services	130,800	0																					0	130,800				
EA Supplies and Materials	24,000	1,873	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	1,106	24,000	0				
EB Communications/Telecommunications	19,200	3,800	770	770	770	770	770	770	770	770	770	770	770	770	770	770	770	770	770	770	770	770	19,200	0				
EC Utilities	1,200	0																					0	1,200				
ED Rentals and Leases - Land & Buildings	72,000	8,731	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	2,183	52,391	19,609				
EE Repairs, Alterations & Maintenance	24,000	0	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	1,200	24,000	0				
EF Printing and Reproduction	12,000	3,216	439	439	439	439	439	439	439	439	439	439	439	439	439	439	439	439	439	439	439	439	12,000	0				
EG Employee Prof Dev & Training	24,000	25	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	1,199	24,000	0				
EH Rental & Leases - Furn & Equipment	12,000	1,168	542	542	542	542	542	542	542	542	542	542	542	542	542	542	542	542	542	542	542	542	12,000	0				
EJ Subscriptions	2,400	0	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	120	2,400	0				
EK Facilities and Services	120,000	19,219	4,275	4,275	4,275	4,275	4,275	4,275	5,853	4,275	4,376	4,340	4,340	4,340	4,340	4,340	4,340	4,340	4,340	4,340	4,340	4,340	107,113	12,887				
EL Data Processing Services (Interagency)	288,000	10,250	1,537	1,537	12,587	10,537	10,537	12,587	10,537	10,537	12,587	10,537	10,537	12,587	10,537	12,587	10,537	10,537	12,587	10,537	12,587	10,537	215,290	72,710				
EM Attorney General Services	360,000	50,784	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	15,461	360,000	0				
EN Personnel Services	26,400	5,915	1,371	1,371	1,587	1,371	1,371	1,587	1,371	1,371	1,587	1,371	1,371	1,587	1,371	1,587	1,371	1,371	1,587	1,371	1,371	1,587	34,631	(8,231)				
EP Insurance	3,884	1,336	78	78	78	78	78	78	78	78	1,078	78	78	78	78	78	78	78	78	78	78	78	3,896	(12)				
ER Other Contractual Services	471,000	40,734	11,000	11,000	11,397	11,000	11,000	11,397	11,000	166,000	11,397	11,000	11,000	11,397	11,000	11,000	11,397	11,000	11,000	11,397	11,000	86,000	493,116	(22,116)				
EW Archives & Records Management Svcs	432	52		52				52				52				52							416	16				
EY Software Licenses and Maintenance	456,000	86,983	21,033	21,033	21,033	21,033	21,033	21,033	21,033	21,033	16,233	16,233	16,233	16,233	16,233	16,233	16,233	16,233	16,233	16,233	16,233	16,233	450,043	5,957				
EZ Other Goods and Services	2,400	(442)	142	142	142	142	142	142	142	142	142	142	142	142	142	142	142	142	142	142	142	142	2,400	0				
Travel	126,000	2,807	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	6,160	126,000	0				
GA In-State Subsistence & Lodging	36,000	910	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	36,000	0				
GB In-State Air Transportation	16,800	830	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	798	16,800	0				
GC Private Automobile Mileage	36,000	928	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	1,754	36,000	0				
GD Other Travel Expenses	16,800	77	836	836	836	836	836	836	836	836	836	836	836	836	836	836	836	836	836	836	836	836	16,800	0				
GF Out-Of-State Subsistence & Lodging	7,200	0	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	7,200	0				
GG Out-Of-State Air Transportation	7,200	0	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	360	7,200	0				
GN Motor Pool Services	6,000	61	297	297	297	297	297	297	297	297	297	297	297	297	297	297	297	297	297	297	297	297	6,000	0				
Capital Outlays	48,000	2,680	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	2,266	48,000	0				
JA Noncapitalized Assets	24,000	2,680																										

MEMO

DATE: November 30, 2021

TO: Member Board Administrators

FROM: David Cox, Chief Executive Officer

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

The 2022 NCEES Western Zone interim meeting will be held May 19–21 in Stateline, Nevada. 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 fee of the member board administrator (MBA) and three delegates from each member board to that board's respective zone interim meeting. 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 the business sessions on Friday, May 20 and Saturday, May 21. Additional requirements are described below.

Notify NCEES of your member board's three funded delegates by completing the online form (using the link below) by **February 9**. Updates may also be submitted using the same link. Delegates will not be allowed to register or book travel until this form is completed. Complete the form even if you do not plan to send delegates to the meeting. There is an opportunity within it to let us know if your state has or anticipates travel restrictions.

When meeting registration opens in late January, NCEES will send an invitation to each funded attendee via email with meeting information and instructions for registering and making travel arrangements.

Member board administrator

NCEES will automatically invite the current eligible board administrator when registration opens in late January, 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.

As required by the NCEES *Bylaws*, member board chairs must notify NCEES in writing on board letterhead by February 9 if an associate member is to be designated as the board's sole voting delegate. For boards that require authorization from the state, such designation may come from the agency director for that board.

For questions regarding NCEES-funded delegates, contact Sherrie Dyer at sdyer@ncees.org.

Form

[Click here](#) to access the funded delegate form. Responses must be received by February 9.

/tm
Attachment

2022 NCEES Western Zone Interim Meeting Summary

Meeting location	Edgewood Tahoe 180 Lake Parkway Stateline, Nevada 89449
Meeting summary	The zone interim meeting is held each spring. The primary purpose of the meeting is for representatives from the 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, and the zone will elect a zone vice president and assistant vice president.
Meeting dates and agenda	May 19–21, 2022 The business meeting will begin at 8:30 a.m. (PT) on Friday, May 20 and conclude by noon on Saturday, May 21. A draft business meeting agenda follows on the next page. A full schedule of events will be posted at ncees.org/zones when registration opens.
Registration details	Funded delegates will receive complimentary registration (a \$450 value). Meals include social events on Thursday and Friday evening, Friday’s breakfast and lunch, and Saturday’s breakfast.
Hotel room block rate	\$209/night on Thursday and \$269/night on Friday and Saturday The rate does not include taxes and fees (currently 14 percent tax and \$5 per night tourism fee). The required resort fee, which is currently \$55 per night, is discounted to \$20 for attendees. Guestroom Wi-Fi is included with the resort fee. NCEES will make the hotel reservations for all funded attendees based on information provided during registration and be direct billed for room, taxes, and fees for three nights (May 19–21).
Airport ground transportation	All attendees who are flying to the meeting will use Reno-Tahoe International Airport (RNO). The resort is one hour from the airport, so ground transportation arrangements should be made in advance. NCEES-funded attendees will have a choice of renting a car, which will be direct billed to NCEES, or taking the South Tahoe Airporter, a scheduled bus service. NCEES strongly encourages the use of the bus service or ride sharing. More details will be provided at ncees.org/zones when registration opens.
Hotel parking costs	Self-parking is not available at the hotel. Valet parking, which is currently \$25 per night, has been discounted to \$15 for meeting attendees. This cost will be direct billed to NCEES for funded attendees who drive or rent a car.
NCEES funding summary	The Council will fund the following, as applicable, for the member board administrator and three eligible delegates from each board: meeting registration (including meals listed above), lodging expenses (including taxes, resort fee, and parking fees) for up to three nights (May 19–21), airfare, and ground transportation. NCEES will also pay a one-time reimbursement to cover incidental expenses accordingly: <ul style="list-style-type: none"> • \$100 plus the approved mileage calculation for those who drive • \$225 for those who fly and rent a car* • \$275 for those who fly and take the South Tahoe Airporter or who share a ride from the airport with another delegate <p>*Rental cars must be reserved as instructed in the invitation for the cost to be direct billed to NCEES. Reimbursement includes funds to refuel the rental car.</p>

2022 Western Zone Interim Meeting

Stateline, Nevada

May 19–21

Schedule of Events

Draft as of 11/30/2021

Thursday, May 19

- | | |
|----------------|--|
| 11:00 a.m. | Golf activity begins (optional, paid in advance) |
| 6:00–6:30 p.m. | First-time attendee reception |
| 6:30–8:00 p.m. | Welcome reception |

Friday, May 20

- | | |
|-----------------|---|
| 7:00–8:30 a.m. | Breakfast |
| 8:30–11:45 a.m. | Business session 1 <ul style="list-style-type: none">▪ Call to order▪ Pledge of Allegiance and invocation▪ Welcome▪ Roll call of member boards▪ Introduction of guests and attendees▪ Call for additional agenda items▪ Zone business<ul style="list-style-type: none">○ Approval of minutes from 2021 zone annual meeting○ Leadership Development Committee report○ Awards Committee report○ Nominating Committee report (elections on Saturday)<ul style="list-style-type: none">○ Nominations for zone vice president and assistant vice president<ul style="list-style-type: none">○ Presentation of candidates○ Additional nominations from the floor○ Remarks from candidates▪ NCEES officer and CEO reports▪ NCEES committee and task force reports<ul style="list-style-type: none">○ Advisory Committee on Council Activities (ACCA)○ Committee on Education○ Committee on Examination Policy and Procedures (EPP)○ Committee on Examinations for Professional Engineers (EPE)○ Committee on Examinations for Professional Surveyors (EPS)○ Committee on Finances○ Committee on Law Enforcement○ Committee on Member Board Administrators (MBA)○ Committee on Uniform Procedures and Legislative Guidelines (UPLG)○ Engineering Licensure Model Task Force○ Special Committee on Bylaws |

Noon–1:30 p.m.

Luncheon

2:00–5:00 p.m.

Business session 2

- NCEES committee and task force reports (cont.)
- 2022 Western Zone award recipient recognition

6:00–9:00 p.m.

Dinner

Saturday, May 21

7:30–8:30 a.m.

Breakfast

8:30–10:15 a.m.

Breakout forums

- Engineering
- Surveying
- Member board administrators

10:30 a.m.–Noon

Business session 3

- Elections
 - Zone vice president
 - Zone assistant vice president
- Forum reports
 - Engineering
 - Surveying
 - Member board administrators
- Mobility challenge discussion
- Update on state activities
- New business
 - Consideration of resolutions
- Site Selection Committee report
- Invitation to 2023 zone interim meeting (Houston, Texas)
- Resolutions Committee report
- Other items
- Adjournment

Noon

Lunch on your own

Board Meeting

Tab 7

**Assistant Attorney
General's Report**

Board Meeting

Tab 8

Other Business

- 8.1 Additional Public Comment
- 8.2 Upcoming Outreach and Events
- 8.3 Action Items from this Meeting
- 8.4 Agenda Items for Next Meeting

2022 BRPELS EVENT CALENDAR

January						
S	M	T	W	T	F	S
						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						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28					

March						
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27	28	29	30	31		
31						

April						
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24	25	26	27	28	29	30

May						
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22	23	24	25	26	27	28
29	30	31				

June						
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19	20	21	22	23	24	25
26	27	28	29	30		

July						
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17	18	19	20	21	22	23
24	25	26	27	28	29	30

August						
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14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

September						
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18	19	20	21	22	23	24
25	26	27	28	29	30	

October						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

November						
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13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

December						
S	M	T	W	T	F	S
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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

NCEES	
Western Zone Annual Meeting May 19 - 21 State Line, NV	Annual Meeting August 23 - 26 Carlsbad, CA

LSAW
Annual Conference March 2 - 4 Vancouver, WA

2022 Pacific Northwest ASCE Student Conference April TBD
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Committee & Board Meetings
WA State Specific Exams - TBD
NCEES SE Exams
State Holidays

Board of Registration for Professional Engineers and Land Surveyors

Action Item List

Executive Committee

Date Assigned	Action Item	Assigned To	Status

Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
12/9/20	Provide information regarding the SE applications that do not follow normal licensing path for February EQC and SE committee meetings.	Ms. Cramer	In Progress
2/17/21	Research options for the Law Review and State Specific exams to be administered through an alternate platform.	Ms. Cramer	In Progress
10/21/21	Gather data from all states concerning exam equivalency from foreign jurisdictions.	Ms. Cramer	In Progress
10/21/21	Review WAC 196-16 and 196-34 and consider adding language to address the issue of reporting PDHs when a newly licensed surveyor is audited within a year of obtaining their license.	Committee	In Progress

Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
2/17/21	Research options for housing a database of FAQs	Staff	In Progress
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

Survey Committee

Date Assigned	Action Item	Assigned To	Status
10/15/20	Meet with DNR regarding issues affecting the investigation process.	Mr. Wengler Mr. Blaisdell Mr. Larson	In Progress
4/21/21	Provide a summary of what has worked and what hasn't worked during the last few state specific exams, e.g. COVID-19 impacts, security of exams, and grading. Due before the SME meeting in June/July.	Staff	In Progress
10/21/21	Send a copy of the previous monument preservation letter to Survey Committee members.	Staff	In Progress

Board of Registration for Professional Engineers and Land Surveyors

Action Item List

Structural Committee

Date Assigned	Action Item	Assigned To	Status
2/16/21	Provide the number of SE applicants by comity, and the number of applicants with SE exam only at next meeting.	Ms. Cramer	In Progress

On-Site Committee

Date Assigned	Action Item	Assigned To	Status
10/21/21	Ms. Cramer will contact OSWD applicant to request specific design experience.	Ms. Cramer	Completed
10/21/21	Schedule next OSW Committee meeting for November 2, 2021.	Ms. Cramer	Completed

Board Staff

Date Assigned	Action Item	Assigned To	Status
12/12/19	Write Communication Action Plan for board review.	Mr. Fuller	In Progress
10/14/20	Research board member access to SharePoint and M365.	Mr. Fuller	In Progress
8/12/21	Prepare a presentation on potential changes to the state specific exams considering NCEES' EPS Committee moving forward with exam modules.	Mr. Fuller Mr. Blaisdell	In Progress
8/12/21	Check with DOL regarding limiting applicant/licensees' ability to change name in Polaris.	Ms. Cramer	In Progress
10/21/21	File CR103s for WAC 196-09 – Board Practices and Procedures and WAC 196-20 – Engineers-in-Training.	Ms. Gillespie	In Progress
10/21/21	File supplemental CR102 for WAC 196-12 – Registered Professional Engineers.	Ms. Gillespie	In Progress
10/21/21	File a CR102 for WAC 196-23-020(3)(d) and (5).	Ms. Gillespie	In Progress
10/21/21	Send stakeholder list to board members.	Ms. Gillespie	In Progress
10/21/21	Send schedule/list of available NCEES forums.	Ms. Short	In Progress
10/21/21	Add strategic planning action items to upcoming committee agendas.	Committee Staff Leads	In Progress
10/21/21	Sign and execute the delegation of authority.	Ms. Lund	In Progress

Board Meeting

Tab 9

Adjourn Meeting