



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

**DATE:** December 12, 2019  
**TIME:** 8:00 a.m.  
**LOCATION:** Radisson Hotel SeaTac Airport  
18118 International Blvd  
Seattle, WA 98188

**BOARD MEMBERS**

Ivan VanDeWege, PE, Chair  
Aaron Blaisdell, PLS, Vice Chair  
Nirmala Gnanapragasam, Ph.D, PE  
Doug Hendrickson, PE  
Richard Larson, PLS  
Marjorie Lund, PE, SE  
Stephen Shrope, PE, SE  
James Wengler, PLS, CFedS

**STAFF MEMBERS**

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

**OPEN SESSION**

**1. Call to Order 8:00 a.m.**

Introductions

Board members, and staff introduced themselves

1.1. Order of Agenda

A motion was made by Mr. Blaisdell, and seconded by Mr. Wengler to accept the agenda. Motion carried.

1.2. Approval of Minutes

A motion was made by Ms. Lund, and seconded by Mr. Shrope to accept the October 24, 2019 minutes as written. Motion carried.

1.3. Review communications

No Business

#### 1.4. Public comment opportunity

No Business

**EXECUTIVE SESSION:** Mr. VanDeWege, Board Chair, announced the purpose and estimated time 8:10 a.m. to 9:20 a.m. for Executive Session. Open session reconvened at 9:20 a.m.

#### **OPEN SESSION RECONVENED 9:20 a.m.**

### 2. Disciplinary Activity

#### 2.1. Recommended closures

##### **2018-05-0001-00ENG**

Mr. Blaisdell recommended the case be closed.

A motion was made by Mr. Shrope, and seconded by Mr. Hendrickson to accept the case manager's recommendation for closure. Motion carried. Mr. Blaisdell abstained.

##### **2018-11-0007-00ENG**

Mr. Blaisdell recommended the case be closed.

A motion was made by Mr. Wengler, and seconded by Ms. Lund to accept the case manager's recommendation for closure. Motion carried. Mr. Blaisdell abstained.

##### **2019-08-0003-00ENG**

Mr. Wengler recommended the case be closed.

A motion was made by Mr. Blaisdell, and seconded by Mr. Shrope to accept the case manager's recommendation for closure. Motion carried. Mr. Wengler abstained.

##### **2019-04-0004-00ENG**

Ms. Short presented the case for pro-tem board member and case manager, Mr. Clark, along with his recommendation that the case be closed.

A motion was made by Ms. Gnanapragasam, and seconded by Mr. Hendrickson to accept the case manager's recommendation for closure. Motion carried.

#### 2.2. Disciplinary report

<b>Total Complaints</b>	<b>47</b>
Intake (Pending Response)	4
Investigative Status (Staff or Preliminary Case Manager Review)	13
Pending Case Manager Review	19
Legal/AGO	9
BAP	0
Compliance Monitoring	2

### 3. Committee/Task Reports

#### 3.1. Executive Committee

Mr. VanDeWege delivered the committee's report

- Financial Report

The Committee reviewed report prepared by Paul Bitar.

Mr. Fuller reported that the Board put forth two legislative requests to cover additional costs related to POLARIS and AAG services.

- Staffing Update

The Governor has not appointed a permanent Executive Director. Mr. Fuller remains the Interim Executive Director.

Mr. Fuller reported that he is finishing the Deputy Director Position Description and will be submitting it to DES HR in the next week or two. Mr. Fuller and the committee discussed the position and the individual Mr. Fuller would like to direct appoint.

- Office Move

Mr. Fuller reported that a space has been identified on Chandler Court in Olympia. The County Roads Administration Board (CRAB) is also located at that location and there is a potential of sharing IT and building services. Mr. Fuller has given DES approval to move forward with lease negotiations.

Mr. Fuller discussed the costs of moving and buying/leasing equipment and furniture.

- Rule Making

The Executive Committee stated it will begin working on updates to WACs 196-09, 196-26A, and 196-30 and asked Ms. Gillespie to present a draft of possible language changes at the next committee meeting.

- Public Disclosure Commission (PDC) Lobbying Report

Mr. Fuller informed the committee that a 2019 lobbying report is currently being filed with the PDC and that going forward, it will be filed quarterly.

- Board Journal

Mr. VanDeWege suggested the Board engage colleges/universities and encourage professors to write articles for the journal.

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

#### 3.2. Exam/Qualifications Committee (EQC)

Mr. Hendrickson delivered the committee's report

- LSIT Application
  - The EQC reviewed an education and experience evaluation submitted by the Practice Committee. The applicant has been working under a licensed land surveyor; completed a Bachelor's degree, and is currently working on a Masters. It is the recommendation of the EQC to allow the applicant to take the LSIT examination. *Board discussion of this item highlighted that the applicant would still require 8 years of experience prior to undertaking the principles and practices examination, regardless of date of LSIT.*
- On-Site Cut Score
  - The EQC reviewed scores of the 17 examinees and recommended a cut score of 75 which will yield a 53% passing.
  - The EQC discussed the development of On-Site examination questions and recommends the Board appoint an OS Exam Task Force and authorize \$5K per year to support the task force. The EQC also recommended Mr. Fuller and Ms. Gnanapragasam launch the Task Force and engage a subject matter expert if need be.
- Law Review Email
  - The EQC reviewed a request from a PE law review examinee to rewrite a question to read 'should' instead of 'required'. It is the recommendation of the EQC that the Board approve the change.
- Rule Changes for 2020
  - The Committee reviewed rule changes and work planned for 2020
    - WACs 196-20 and 26A require refiling their CR101s.
    - EQC needs to work on fees for OS, PE, and LS.
    - WAC 196-12 needs to have obsolete RCW references eliminated.
    - WAC 196-16 needs to have recommended changes in survey education, then transferred to Survey Committee for rule work.
    - WAC 196-32-20 Onsite experience and education needs rework and then should be passed to/coordinated with the OS Task Force for recommendations upon rule work.
- SE Experience Record
  - SE board members noted that current construction of WAC 196-12 and the SE experience record form inhibit eastern Washington engineers from applying as the conditions require Seismic Category D (+) structure work, which is not applicable in eastern Washington.
  - The Committee has asked the board SEs to draft separate structure, Seismic Category D, and bridges (exceeding 200 feet) criteria for project experience

records, and provide the EQC with recommended changes to the application and WAC 196-12.

A motion was made by Mr. Shrope, and seconded by Mr. Wengler to accept the Exam Qualification Committee report including approval of the three recommendations. Motion carried.

### 3.3. Practice Committee (PC)

Mr. Wengler delivered the committee's report

<b>Total Complaints Received</b>	<b>4</b>
Engineering Complaints	3
Surveying Complaints	1
Unlicensed Engineering Complaints	0
Unlicensed Surveying Complaint	0
Corporation Complaints	0

#### Compliance Report:

Mr. Wengler reported there are 2 individuals on compliance monitoring. Both individuals are currently in compliance with the terms of their board orders. Mr. Fuller is working directly with their peer reviewers and is in communication with the case manager.

#### Action Items:

- The PC reviewed the peer review policy. Following discussion the PC felt the policy should be a review process with subject matter experts under contract with the Board and that all documentation be submitted to the Board for final approval. The PC also specified that a board order needs to explicitly outline the requirements in each case. These recommendations will be presented at the Peer Review Planning Session.
- Pat Beehler, PLS, LSAW and Jon Warren, Land Survey Division Manager, City of Bellevue discussed the Survey Monument Preservation Program and answered questions from the PC. Mr. Fuller will find out whether Governor approval is needed before BORPELS can offer to support the legislation
- PC asked Ms. Gillespie to determine whether there are conflicts between the Electronic Document Guidelines and current WACs and to recommend changes if necessary.
- The PC intend to work on WACs 196-23, 196-25, 196-27, 196-29 & 196-33 in the coming year and suggested a separate committee be formed to review the WACs. The PC asked Ms. Gillespie to determine priorities and to complete any small changes required by the RCW updates.

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

## 4. New Business

### 4.1. 2020 Board Meeting Schedule

- 2020 Board Meetings

<b>Date</b>	<b>Location</b>
February 12-13	SeaTac
April 15-16	<i>TBD Lacey or SeaTac</i>
June 16-17	Spokane
August 5-6	SeaTac
October 14-15	Olympia
December 9-10	SeaTac

- 2020 NCEES Conference Attendance

<b>Joint All-Zone Meeting</b> April 23 - 26, 2020 Houston, TX	<b>100th Annual Meeting</b> August 26 - 29, 2020 Chicago, IL
Mr. Fuller	Mr. Blaisdell
Mr. VanDeWege	Ms. Lund
Mr. Hendrickson	Mr. Hendrickson
Mr. Blaisdell	Mr. VanDeWege
	Mr. Wengler
	Ms. Gnanapragasam

### 4.2. Update on Executive Director Appointment

Governor's Office is still working through their process. Nothing new to report.

### 4.3. Licensing Discipline Request - Welding Engineering

The Board reviewed a request to establish a recognized professional engineering discipline in welding engineering. It was the decision of the Board that the Metallurgical PE covers the welding profession.

### 4.4. Rulemaking

Ms. Gillespie discussed the work each committee planned to work on and board policies that need to be updated. She agreed to compile a list ranking the necessary changes and will create a draft with updated language for the committees and board to review.

### 4.5. Logo

The Board reviewed options for a new logo. Ms. Moretti will send a copy of the board seal along with the board member's drawing and suggestions to the web/logo designer for development.

### 4.6. BORPELS Website Content

Content from DOL's webpages needs to be transferred to the new website before it can be launched. An Onsite tab needs to be added to the new website.

The Board decided that disciplinary actions will be posted on the board website for a minimum of a year or until sanctions are concluded.

Ms. Gillespie will send a link to the production site and board members will respond with feedback by December 20<sup>th</sup>.

#### 4.7. Outreach Strategic Planning Session Outcomes

During the work session yesterday, the Board revised the draft of its Outreach Program and Guideline document. Ms. Moretti will incorporate the changes into a final document for final review. Mr. Fuller will put together a proposed action plan for moving forward including engaging a professional dedicated to communications, either hiring additional staff, a consultant internal to the state, or an external contractor.

### 5. Old Business

#### 5.1. Review prior action items list

- Overdue Journal articles will be sent to Ms. Moretti. Going forward, articles and material traditionally used for paper copies of the Journal will be integrated and used as website content.
- Edits to the board manual are still in progress.
- 2020 Board Meeting Schedule completed.

#### 5.2. Outreach and event calendar

- See notes above in New Business.

### 6. Executive Director's Report

#### 6.1. Agency operations

- DES is working towards securing space on Chandler Court where the Washington State County Road Administration Board (CRAB) is currently located. There may be an opportunity to share WaTech services and IT Support with CRAB. We may also have access to their board room. Estimated move in date would be sometime next June.
- Mr. Fuller is currently working through Statement of Work #2 with DOL.

#### 6.2. Financial Report

- The Board reviewed the report submitted by Mr. Bitar in financial services and noted their appreciation for the new detailed reports he has developed.

#### 6.3. Travel

- No business.

#### 6.4. Other items

- No business.

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

7.1. Currently working on a draft of the Final Order for the Johnson case. Once it's completed, Ms. Lagerberg will send it to board members for review.

## **8. Other Business**

### 8.1. New business

- None

### 8.2. Additional Public Comment

- None

### 8.3. Action items from this meeting


- Ms. Moretti will schedule additional time during the next committee meetings for rulemaking items.
- Ms. Gillespie will identify any rules that need updating and draft changes for committees to review in February.
- Ms. Moretti will incorporate edits into Outreach Program & Guidelines document and e-mail to board members for final review.
- Ms. Lagerberg will type up peer review notes and e-mail to board members and staff.
- Mr. Fuller will follow up with Mr. Steber regarding welding engineering.
- Ms. Gillespie will e-mail Ms. Lund and Mr. Shrope SE WAC wording and application form.
- Mr. Shrope will submit an additional article for the Journal describing his experience as a board member.
- Ms. Moretti will send calendar invites for 2020 board meetings.
- Mr. Fuller will compile a list of SMEs for the OS Exam Task Force.
- Mr. Wengler and Mr. Blaisdell will create two surveying exams.
- Mr. Fuller will write a Communication Action Plan for Board review.
- Ms. Cramer will notify applicant of Board's approval to sit for the LSIT.
- Ms. Gillespie will e-mail development website link to board members. Edits and comments due back by 12/20/19.
- Ms. Moretti will send board seal & mock up to web/logo designer.
- Staff will publicize blueprint of State Specific PLS exam with notification of increase in number of questions and exam time. (Journal, website, listserv, etc.)

## **9. Meeting Adjourned at 1:15 p.m.**



**Next Meeting:** February 13, 2020 8:30 a.m. – Special Board Meeting  
Radisson Hotel  
18118 International Blvd  
Seattle, WA 98188

Respectfully submitted



Ken Fuller, PE, Interim Director