

Washington State Board of Registration for Professional Engineers & Land Surveyors

Board Meeting

February 18, 2021

[WebEx Link](#)

or

Join by video system, application or Skype for business

Dial 1773038217@webex.com

You can also dial 173.243.2.68 and enter meeting number 177 303 8217

Meeting password: 77bVDkRm3em

Tap to join from a mobile device (attendees only)

[+1-415-655-0001](tel:+1-415-655-0001),,[1773038217##](tel:+1-415-655-0001) US Toll

Board Meeting

Tab 1

Call to Order

- Roll Call
- Order of Agenda
- Approval of February 1, 2021 Meeting Minutes
- Public Comment Opportunity



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

Special Board Meeting Agenda

DATE & TIME: February 18, 2021 8:00 a.m.

LOCATION: [WebEx Link](#)

or

Join by video system, application or Skype for business

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ATTENTION: All meetings are open to the public except when business calls for a Closed Session. During Closed Session all guests will be excused. Start times are subject to change by the Board or Committee Chair.

OPEN SESSION

1. Call to Order

- 1.1. Roll Call
- 1.2. Order Of Agenda
- 1.3. Approval of February 1, 2021 Meeting Minutes
- 1.4. 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. Recommended Closure
- 2.2. Disciplinary Report

3. Committee Reports

- 3.1. Executive Committee – [Link to Agenda](#)
- 3.2. Practice Committee – [Link to PC Agenda](#)
- 3.3. Exam Qualifications Committee – [Link to EQC Agenda](#)
- 3.4. Survey Committee – [Link to SC Agenda](#)
- 3.5. Structural Committee – [Link to SE Agenda](#)

4. New Business

- 4.1. Policy 3 revocation and/or WAC replacement (from PC)
- 4.2. Policy 48 revocation and new flow chart location (from PC)
- 4.3. WAC 196-12 Review (from EQC)
- 4.4. Application Form and Process Updates (from EQC)
- 4.5. Legislative Report and Bills the Executive Committee Recommends Action
- 4.6. Board Staff Performance Evaluation Process – [OFM Performance Planning and Evaluation](#)

5. Old Business

- 5.1. None

6. Director's Report

- 6.1. Agency Operations
- 6.2. Financial Report with Paul Bitar
- 6.3. NCEES Coordination & NCEES Committee Updates

7. Assistant Attorney General's Report

8. Other Business

- 8.1. Additional Public Comment
- 8.2. Upcoming Outreach and Events
- 8.3. Rolling Action Item List + 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

SPECIAL BOARD MEETING MINUTES

DATE: February 1, 2021

TIME: 12:30 p.m.

LOCATION: WebEx

ATTENDANCE:

Board Members

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

Staff Members

Ken Fuller, PE, Director
Richard Larson, PLS, Deputy Director
Carmena Moretti, Executive Assistant
Shanan Gillespie, Regulatory Program Manager
Vonna Cramer, Licensing Lead

1. Call to Order at 12:38 p.m.

1.1. Mr. Blaisdell, 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 with the amendment of changing the date of the previous minutes to December 10, 2020. Motion carried.

1.3. Approval of Meeting Minutes

A motion was made by Mr. Hendrickson, and seconded by Ms. Lund, to accept the December 10, 2020 meeting minutes as amended. Motion carried.

1.4. Public Comment Opportunity

None

2. New Business

2.1. Legislative Bill Review

The Board discussed taking positions on proposed legislation and developed a process for legislative bill review.

A motion was made by Mr. Hendrickson, and seconded by Mr. Peden, to have BRPELS' Executive Committee and the Director provide gateway review for proposed legislation. The full Board shall approve positions other than neutral. Motion carried.

Ms. Gillespie provided an update on the current legislation being tracked and went over an updated legislative report.

- 2.1.1. Surveying related
- 2.1.2. Engineering related
- 2.1.3. Professional licensing
- 2.1.4. Agency – Administrative
- 2.1.5. Agency – Budget bills

The Board discussed SB 5243 – Creating efficiency in housing by streamlining approval of engineered plans.

A motion was made by Ms. Lund, and seconded by Mr. VanDeWege, directing Mr. Fuller to prepare a memo to SB 5243 bill sponsors explaining why the Board initially entered an opposing position and declaring its move to a neutral position.

Due to the potential public health and safety issues regarding SB 5243 the Board asked Mr. Fuller to track the legislation carefully and report back with any updates. (Action)

3. Adjourn Meeting

A motion was made by Mr. Hendrickson, and seconded by Mr. VanDeWege, to adjourn the meeting at 2:07 p.m. Motion carried.

Next Meeting: February 18, 2021 – Special Board Meeting

Respectfully submitted

Ken Fuller, PE, Director

Executive Session

Board Meeting

Tab 2

Disciplinary Activity

- Recommended Closures
- Disciplinary Report

Board of Registration for Professional Engineers Land Surveyors

Disciplinary Report - February 2021

Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	1	10	0	11
Intake	2	2	0	4
Investigation	11	4	1	16
Legal	0	0	0	0
Case Manager Review	3	11	3	17
Compliance Monitoring	1	0	1	2
Total	18	27	5	50

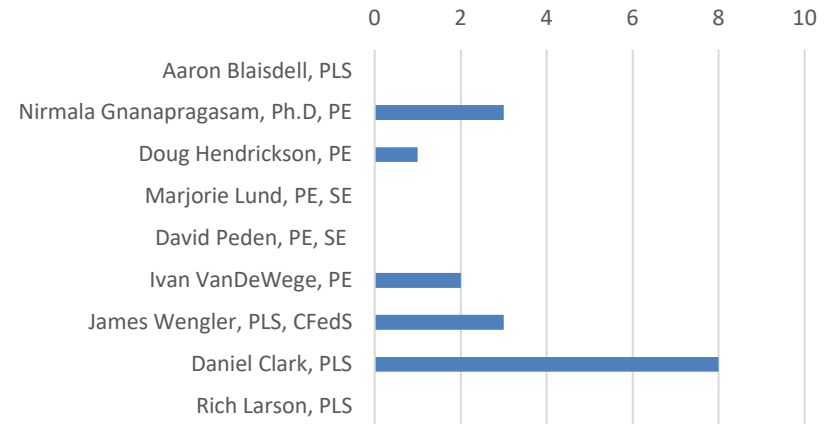
OPEN COMPLAINT STATUS



Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	0	0
Nirmala Gnanapragasam, Ph.D, PE	3	0	3
Doug Hendrickson, PE	1	0	1
Marjorie Lund, PE, SE	0	0	0
David Peden, PE, SE	0	0	0
Ivan VanDeWege, PE	2	0	2
James Wengler, PLS, CFedS	0	3	3
Daniel Clark, PLS	0	8	8
Rich Larson, PLS	0	0	0
Total	6	11	17

Case Manager Open Complaints



Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	0	0	0	0
Rich Larson, PLS	1	10	0	11
Total	1	10	0	11

Board Meeting

Tab 3

Committee/Task Reports

- Executive Committee
- Practice Committee
- Exam/Qualifications Committee
- Survey Committee
- Structural Committee

Board Meeting

Tab 4

New Business

- Policy 3 revocation and/or WAC replacement (from PC)
- Policy 48 revocation and new flow chart location (from PC)
- WAC 196-12 Review (from EQC)
- Application Form and Process Updates (from EQC)
- Legislative Report & Bills the Executive Committee Recommends Action
- Board Staff Performance Evaluation Process

2021 Session Cutoff Calendar

	Date	Day of Week	Day of Session		
January	11	M	1	← First day of session.	
	12	T	2		
	13	W	3		
	14	Th	4		
	15	F	5		
	16	S	6		
	17	Su	7		
	18	M	8		
	19	T	9		
	20	W	10		
	21	Th	11		
	22	F	12		
	23	S	13		
	24	Su	14		
	25	M	15		
	26	T	16		
	27	W	17		
	28	Th	18		
	29	F	19		
	30	S	20		
	31	Su	21		
	February	1	M	22	
		2	T	23	
		3	W	24	
		4	Th	25	
		5	F	26	
		6	S	27	
		7	Su	28	
		8	M	29	
		9	T	30	
		10	W	31	
11		Th	32		
12		F	33		
13		S	34		
14		Su	35		
15		M	36	← Policy Committee Cutoff. Last day to read in committee reports in house of origin except H fiscal cmtes and S Ways & Means and Transpo. cmtes.	
16		T	37		
17		W	38		
18		Th	39		
19		F	40		
20		S	41		
21		Su	42		
22		M	43	← Fiscal Committee Cutoff. last day to read in committee reports from H fiscal cmtes and S Ways & Means and Transpo. cmtes in house of origin.	
23		T	44		
24		W	45		
25		Th	46		
26		F	47		
27		S	48		
28		Su	49		
March	1	M	50		
	2	T	51		
	3	W	52		
	4	Th	53		
	5	F	54		
	6	S	55		
	7	Su	56		
	8	M	57		
	9	T	58	← House of Origin Cutoff. Last day to consider (pass) bills in house of origin (5 p.m.)	
	10	W	59		
	11	Th	60		
	12	F	61		
	13	S	62		
	14	Su	63		
	15	M	64		
	16	T	65		
	17	W	66		
	18	Th	67		
	19	F	68		
	20	S	69		
	21	Su	70		
	22	M	71		
	23	T	72		
	24	W	73		
	25	Th	74		
	26	F	75	← Policy Committee Cutoff - Opposite House. Last day to read in committee reports (pass bills out of committee & read them into the record on the floor) from opposite house, except H fiscal cmtes and S Ways & Means and Transpo cmtes.	
	27	S	76		
	28	Su	77		
	29	M	78		
	30	T	79		
	31	W	80		
April	1	Th	81		
	2	F	82	← Fiscal Committee Cutoff - Opposite House. Last day to read in opposite house committee reports from H fiscal cmtes and S Ways & Means and Transpo. cmtes.	
	3	S	83		
	4	Su	84		
	5	M	85		
	6	T	86		
	7	W	87		
	8	Th	88		
	9	F	89		
	10	S	90		
	11	Su	91	← Opposite House Cutoff.	
	12	M	92		
	13	T	93		
	14	W	94		
	15	Th	95		
	16	F	96		
	17	S	97		
	18	Su	98		
	19	M	99		
	20	T	100		
	21	W	101		
	22	Th	102		
	23	F	103		
	24	S	104		
	25	Su	105	← Last day allowed for regular session under the state constitution.	

After 5:00 p.m. on the 91st day, only initiatives and alternatives to initiatives, budgets and matters necessary to implement budgets, matters that affect state revenue, messages pertaining to amendments, matters of differences between the two houses, and matters incident to the interim and to the closing of the session may be considered.

The Governor has 5 days, excluding Sundays, to take action on any bill passed by the Legislature, provided adjournment does not occur within those 5 days.

BRPELS Detail Report – February 10, 2021

Upcoming Events

Local Government (House) - Virtual, - 2/12 @ 8:00am

1. HB 1180 - Exec Session - Concerning public testimony at public meetings, including virtual meetings. (Neutral/Monitoring)
2. HB 1329 - Exec Session - Concerning public meeting accessibility and participation. (Neutral/Medium)

Engineering related

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>	<u>Priority</u>	<u>Position</u>
Engineered plan approval SB 5243 Creating efficiency in housing by streamlining approval of engineered plans. Status: 1/26 -Public hearing in the Senate Housing & Local Gov't. (see senate bill report)	S Housing & Loca	Gildon	High	Oppose

Surveying related

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>	<u>Priority</u>	<u>Position</u>
Recording standards comm'n Concerning the recording standards commission. Establishes the Recording Standards Commission in place of the Electronic Recording Standards Commission to review recording standards, including electronic recording standards, and make recommendations to the Sec of St for the purpose of creating regulations for the consistent recording of documents by county auditors. Grants rule-making authority to the Sec of St to provide for the uniform recording of documents in cooperation with the Recording Standards Commission Status: 1/12 Public hearing in the Senate Committee on Housing & Local Gov't 1/21 Executive action taken in the Senate Committee on Housing & Local Gov't. Majority; do pass. And refer to Ways & Means. 1/22 Referred to Ways & Means. 2/8 Public hearing in the Senate Committee on Ways & Means (see senate bill report)	S Ways & Means	Kuderer	Low	Neutral
Land survey markers Modifying provisions related to land survey reference markers. Status: 2/2 Public hearing in Senate Cmte on Agriculture, Water, Natural Resources & Parks (see senate bill report) 2/4 Executive session scheduled, but no action was taken in the Senate Committee on Agriculture, Water, Natural Resources & Parks	S Ag/Water/Natur	Hunt	High	Neutral

Professional Licensing

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>	<u>Priority</u>	<u>Position</u>
Prof. licensure/convictions Reducing barriers to professional licensure for individuals with previous criminal convictions.	H ConsPro&Bus	Vick	Medium	Neutral
<u>HB 1399</u> Ritter v BORPELS prevents the board from denying license based on conviction only - UNLESS there is a nexus to the profession Status: 2/8 Public hearing in the House Cmte on Consumer Protection & Business (see house bill report)				
Alt. professional licensing Creating alternative professional licensing standards.	H ConsPro&Bus	Vick	Medium	Neutral
<u>HB 1400</u> This is a DOL bill. However, it could affect our licensees too. Status: 2/8 Public hearing in the House Cmte on Consumer Protection & Business (see house bill report)				
Prof. licenses/new residents Expediting professional licenses for new Washington residents.	H ConsPro&Bus	Vick	Medium	Neutral
<u>HB 1401</u> This is a DOL bill, however, it could affect our licensees too. Status: 2/8 Public hearing in the House Cmte on Consumer Protection & Business (see house bill report)				
Prof. licensing review Establishing review standards for professional licensing regulation.	H ConsPro&Bus	Vick	Medium	Neutral
<u>HB 1402</u> This is a DOL bill, however, it could affect our licensees too. Status: 2/8 Public hearing in the House Cmte on Consumer Protection & Business (see house bill report)				
License review and reporting Creating license review and reporting requirements.	H ConsPro&Bus	Vick	Medium	Neutral
<u>HB 1403</u> This is a DOL bill, however, it could affect our licensees too. Status: 2/8 Public hearing in the House Cmte on Consumer Protection & Business (see house bill report)				

Agency - Administrative

<u>Bill Details</u>	<u>Status</u>	<u>Sponsor</u>	<u>Priority</u>	<u>Position</u>
<p>Public testimony Concerning public testimony at public meetings, including virtual meetings.</p> <p><u>HB 1180</u> Requiring agencies to let public testimony/comment take place during open public meetings. Describes the ways the testimony can be provided.</p> <p>Status: 1/26 Public hearing held. 2/12 – Scheduled for Executive Session</p>	H Local Govt	Kraft	Monitoring	Neutral
<p>Technical corrections Making technical corrections and removing obsolete language from the Revised Code of Washington pursuant to RCW 1.08.025.</p> <p><u>HB 1192</u> Section 16 - RCW 18.210.130 Those persons who obtain a certificate of competency as provided in chapter ((70.118)) 70A.105 RCW do not have the privileges granted to a license holder under this chapter.</p> <p>Status: Public hearing & Executive Session held. Do pass. 1/25 – Referred to Rules 2 Review</p>	H Rules R	Goodman	Monitoring	Neutral
<p>Public meetings Concerning public meeting accessibility and participation.</p> <p><u>HB 1329</u> Amendments/new sections to OPMA. Section 2 - amend RCW 42.30.010 to encourage agencies to incorporate and accept public comment at all stages of decision-making process. Section 3 - amend RCW 43.30.020. Amends the definition of “governing body” Section 7 - amend RCW 43.30.110 to require agencies to state the purpose of executive session in their minutes. Section 8 - New section. Accepting public comments on actions taken.</p> <p>Status: 1/26 Public hearing held. 2/12 – Scheduled for Executive Session</p>	H Local Govt	Wicks	Medium	Neutral
<p>Procurement/automated system Establishing guidelines for government procurement and use of automated decision systems in order to protect consumers, improve transparency, and create more market predictability.</p> <p><u>SSB 5116</u> I do not think we need to track this bill. Deals mostly with courts, WSP & agencies that use facial recognition.</p>	S Ways & Means	Hasegawa	Monitoring	Neutral
<p>Significant legislative rule Requiring additional agencies to comply with the procedures for significant legislative rules.</p> <p><u>SB 5276</u> Rule making changes.</p> <p>Status: No action taken since originally introduced.</p>	S State Govt & E	Short	Low	Neutral

<u>SB 5280</u>	Agency rules Concerning administrative procedures. Rule making changes.	S State Govt & E	Wilson	Low	Neutral
	Status: No action taken since originally introduced				
<u>SB 5320</u>	Administrative rules & proc. Concerning responsibilities of the three branches of government for administrative rules and procedure.	S State Govt & E	Wilson	Low	Neutral
	Status: No action taken since originally introduced				

Agency - Budget bills

Bill Details	Status	Sponsor	Priority	Position	
<u>HB 1027</u>	Administrative cost of state Reducing the administrative cost of state government during the 2021-2023 fiscal biennium.	H Approps	Walsh	Medium	Neutral
<u>HB 1093</u> (SB 5091)	Operating budget, 2nd supp. Making 2019-2021 fiscal biennium second supplemental operating appropriations.	H Approps	Ormsby	Medium	Neutral
<u>HB 1094</u> (SB 5092)	Operating budget 2021-2023 Making 2021-2023 fiscal biennium operating appropriations.	H Approps	Ormsby	Medium	Neutral
<u>SB 5091</u> (HB 1093)	Operating budget, 2nd supp. Making 2019-2021 fiscal biennium second supplemental operating appropriations.	S Ways & Means	Rolfes	Medium	Neutral
<u>SB 5092</u> (HB 1094)	Operating budget 2021-2023 Making 2021-2023 fiscal biennium operating appropriations.	S Ways & Means	Rolfes	Medium	Neutral

SENATE BILL REPORT

SB 5243

As of January 26, 2021

Title: An act relating to creating efficiency in housing by streamlining approval of engineered plans.

Brief Description: Creating efficiency in housing by streamlining approval of engineered plans.

Sponsors: Senators Gildon, Fortunato and Short.

Brief History:

Committee Activity: Housing & Local Government: 1/26/21.

Brief Summary of Bill

- Provides that any building permit applications submitted with plans or specifications signed by a professional engineer or architect must be deemed complete by the city or county building department with authority.
- Allows the building department to review the application for general compliance with the zoning or other land use control ordinances in effect, but it may not impose substantial modifications or conditions on such submittals.

SENATE COMMITTEE ON HOUSING & LOCAL GOVERNMENT

Staff: Bonnie Kim (786-7316)

Background: State Building Code. The State Building Code (Code) establishes minimum performance standards and requirements for construction and construction materials in the state, consistent with accepted standards of engineering, fire, and life safety. The Code comprises a number of model codes and standards, developed and published by international and national organizations, which are adopted by reference in the State

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.

Building Code Act (Act). Model codes and standards adopted in the Act include the International Building Code, the International Residential Code, and the Uniform Plumbing Code Standards.

Building Code Permits and Vested Rights. The vested rights doctrine was developed by courts under common law. An application to use property vests to the laws in effect upon submission of a sufficiently complete application for the requested property use. The Legislature codified the vested rights doctrine as it pertains to land use, property development, and construction permitting. Under the Act, a valid and fully complete building permit application for a structure that is permitted under the zoning or other land use control ordinance in effect on the date of the application vests to the building permit ordinance and the zoning or other land use control ordinances in effect on the date of the application.

Project Review. Legislation enacted in 1995, required counties and cities, required or choosing to plan under the Growth Management Act (GMA), to establish an integrated and consolidated development permit process for all projects involving two or more permits and to provide for no more than one open record hearing and one closed record appeal. Other jurisdictions may incorporate some or all of the integrated and consolidated development permit process.

The 1995 legislation specified the permit process must include a determination of completeness of the project application within 28 days of submission. A project permit application is determined to be complete when it meets the local procedural submission requirements even if additional information is needed because of subsequent project modifications. Within 14 days of receiving requested additional information, the local government must notify the applicant whether the application is deemed complete.

The determination of completeness does not preclude a request for additional information if new information is required or substantial project changes occur. A project permit application is deemed complete if the GMA jurisdiction does not provide the determination within the required time period.

For some types of development proposals, such as building plans or proposed land subdivisions, the current set of local regulations vest to that proposed project only after its application is deemed complete by the local permit staff. Additionally, a determination of completeness starts the state-mandated, 120-day deadline within which local governments are required to review and make a decision on many types of development proposals.

Summary of Bill: Building permit applications submitted with plans, computations or specifications prepared, stamped and signed by a professional engineer or architect, licensed under the laws of the state of Washington, in the specific discipline as appropriate, must be deemed complete by the city or county building department with authority. The department may review the application for general compliance with the zoning or other land use control

ordinances in effect and may not impose substantial modifications or conditions on submittals prepared, stamped, and signed by a licensed architect, landscape architect, soils engineer, civil engineer, structural engineer, or combination thereof.

Appropriation: None.

Fiscal Note: Not requested.

Creates Committee/Commission/Task Force that includes Legislative members: No.

Effective Date: Ninety days after adjournment of session in which bill is passed.

Staff Summary of Public Testimony: PRO: This is a bill to streamline the permitting process. Right now there is a duplicative review by both an engineer or architect and the local building department. Washington State has a housing crisis and this bill is one way to streamline the permitting process. The city or county is not held liable for any issues with building under current law.

CON: The prohibition on preventing modifications to plans and specifications to comply with code regulations is dangerous. Not every design professional knows the latest codes. Even the best engineers and architects make mistakes because nobody is perfect. Building code plan review is the only audit before a building goes to construction. To proceed to construction without local review undermines public expectations that a building is safe.

Plan review does add time and cost to a project but is the reason we have some of the safest buildings in the world. Architects can empathize that jurisdictional review can be costly but this bill goes too far to alleviate the burden. Architects were not consulted on this bill. Client program requirements and code compliance have become so complex that architects need the extra review to ensure compliance.

This bill applies to any building permit application regardless of project size. Counties report regularly finding code compliance issues while reviewing building permit applications. Out of state architects and engineers may not keep up to date on ever changing building codes and standards. Engineers believe eliminating project review may create an incentive for builders to cut corners or sacrifice quality and excellence.

Persons Testifying: PRO: Senator Chris Gildon, Prime Sponsor; Jan Himebaugh, Building Industry Association of Washington.

CON: Brian Carter, Integrus Architecture and AIA Washington Council; Paul Jewell, Washington State Association of Counties; Lee Kranz, Washington Association of Building Officials; Jon Siu, Washington Association of Building Officials; Van Collins, American Council of Engineering Companies Washington; Carl Schroeder, Association of Washington Cities.

Persons Signed In To Testify But Not Testifying: No one.

SENATE BILL REPORT

SB 5019

As of February 8, 2021

Title: An act relating to the recording standards commission.

Brief Description: Concerning the recording standards commission.

Sponsors: Senators Kuderer, Hunt, Brown and Wilson, C..

Brief History:

Committee Activity: Housing & Local Government: 1/12/21, 1/21/21 [DP-WM].
Ways & Means: 2/08/21.

Brief Summary of Bill

- Establishes the Recording Standards Commission in place of the Electronic Recording Standards Commission to review recording standards, including electronic recording standards, and make recommendations to the Secretary of State for the purpose of creating regulations for the consistent recording of documents by county auditors.
- Grants rule-making authority to the Secretary of State to provide for the uniform recording of documents in cooperation with the Recording Standards Commission.

SENATE COMMITTEE ON HOUSING & LOCAL GOVERNMENT

Majority Report: Do pass and be referred to Committee on Ways & Means.

Signed by Senators Kuderer, Chair; Das, Vice Chair; Fortunato, Ranking Member; Gildon, Assistant Ranking Member; Short, Assistant Ranking Member; Cleveland, Lovelett, Salomon and Warnick.

Staff: Bonnie Kim (786-7316)

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.

SENATE COMMITTEE ON WAYS & MEANS

Staff: Sarian Scott (786-7729)

Background: Secretary of State. The Secretary of State is the state's chief elections officer, chief corporations officer, and supervisor of the State Archives. Among the duties of the office, the secretary is responsible for collecting and preserving the historical records of the state and making those records available for research, and coordinating implementation of the state's records management laws.

County Auditors. County auditors are responsible for recording specified documents required by law to be part of the public record kept by a county. The documents that must be recorded by a county auditor include judgments, liens, deeds, mortgages, and many other categories of documents pertaining to property ownership and real estate transactions. State law specifies requirements that must be met by an auditor when exercising an auditor's recording duties and specifically authorizes an auditor to record documents in electronic format.

Electronic Recording Standards Commission. In 2008, the Legislature adopted the Uniform Real Property Electronic Recording Act (URPERA) and the Electronic Recording Standards Commission (ERSC) to advise the state's recording officers—county auditors and other official county recorders—regarding the adoption of standards to implement URPERA. A majority of ERSC must be composed of county recorders or auditors, but may also include assessors, treasurers, land title company representatives, escrow agents, mortgage brokers, the state archivist, and any other party the Secretary of State deems appropriate. URPERA is the product of the National Conference of Commissioners on Uniform State Laws and is designed to establish the legal authority of the recorder to receive and record documents and information in electronic form.

Summary of Bill: The ERSC is newly established as the Recording Standards Commission (Commission). The Commission is tasked with reviewing recording standards, including electronic recording standards, and making recommendations to the Secretary of State for the purpose of creating regulations for the consistent recording of documents by county auditors. A majority of the Commission must be composed of county recorders or county auditors, but may include assessors, treasurers, land title company representatives, escrow agents, mortgage brokers, the state archivist, county surveyors, and any other party the Secretary of State deems appropriate.

The Secretary of State is directed to make reasonable rules in accordance with federal and state laws, to provide for the uniform recording of documents in cooperation with the Commission. To promote jurisdictional harmony and compatibility in the use of standards, practices, and technology, the Office of the Secretary of State must, in adopting, amending, and repealing rules supporting recording standards, consider:

- the standards and practices of other jurisdictions;

- the most recent standards adopted by national standard-setting bodies, such as the Property Records Association;
- the views of interested persons and governmental officials and entities;
- the needs of counties of varying size, population, and resources;
- standards requiring adequate information security protection to ensure that documents and electronic documents are accurate, authentic, adequately preserved, and resistant to tampering;
- standards for the certification of recorded documents including imaged paper documents and documents received by the recording officer in an electronic form; and
- standards on the documentation and recording of boundary line adjustments for real property.

In addition to the general rule-making authority granted to the Secretary of State under the act, the secretary may make rules governing:

- recording duties of county recorders and county auditors;
- recording standards for the creation of certified copies for use as evidence;
- standards to be used in recording, registration, and legal publication;
- standards for fee waivers including, but not limited to, documents for veterans, and support of dependent children; and
- recording standards for various official documents.

Appropriation: None.

Fiscal Note: Available.

Creates Committee/Commission/Task Force that includes Legislative members: No.

Effective Date: Ninety days after adjournment of session in which bill is passed.

Staff Summary of Public Testimony (Housing & Local Government): PRO: This is an efficiency bill to streamline county auditor's recording standards. This bill is a priority bill for county auditors. One of the issues in recording is that we do not have a Washington Administrative Code setting body. This causes inconsistencies across the state.

Persons Testifying (Housing & Local Government): PRO: Senator Patty Kuderer, Prime Sponsor; Vicky Dalton, Washington State Association of County Auditors.

Persons Signed In To Testify But Not Testifying (Housing & Local Government): No one.

Staff Summary of Public Testimony (Ways & Means): PRO: The Office of the Secretary of State (OSOS) currently captures document recording fees, and there is room in that to do this work without increasing fees. Counties need technical and policy assistance.

The OSOS is happy to partner with the counties. This bill provides regulation across the state. It would establish consistency, and is a priority for county auditors.

Persons Testifying (Ways & Means): PRO: Jay Jennings, Secretary of State Kim Wyman; Vicky Dalton, Washington State Association of County Auditors.

Persons Signed In To Testify But Not Testifying (Ways & Means): No one.

SENATE BILL REPORT

SB 5224

As of February 2, 2021

Title: An act relating to protecting land survey reference markers.

Brief Description: Modifying provisions related to land survey reference markers.

Sponsors: Senators Hunt and Wilson, C.; by request of Department of Natural Resources.

Brief History:

Committee Activity: Agriculture, Water, Natural Resources & Parks: 2/02/21.

Brief Summary of Bill

- Requires the Commissioner of Public Lands to appoint a state surveyor.
- Requires the Survey Advisory Board be comprised of only licensed professional land surveyors.
- Requires a \$10 surcharge for filing and recording documents at the county auditor, with some documents excluded.
- Removes the fee set by the Board of Natural Resources for filing and recording any survey, subdivision plat, short plat, and condominium survey, plat, or map at the county auditor.

SENATE COMMITTEE ON AGRICULTURE, WATER, NATURAL RESOURCES & PARKS

Staff: Karen Epps (786-7424)

Background: The Department of Natural Resources (DNR) is designated as the official agency for surveys and maps. Within DNR, the Public Land Survey Office (office) collects, preserves and indexes land survey records and issues permits for removing survey monuments. The office provides a means to identify and preserve survey points that

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.

describe common land boundaries and maintain a system of permanent reference to boundary monuments. The office supervises the sale and distribution of survey data, survey maps, other maps and maps data, photographs, and other publications.

The Survey Advisory Board (Advisory Board) is comprised of five members, the majority of whom must be registered professional engineers or land surveyors. Members are appointed by the Commissioner of Public Lands. The Advisory Board works with DNR to advise state agencies, counties, municipalities, registered engineers, and land surveyors about:

- the recovery of section corners or other land boundary marks;
- the monumentation of accepted section corners, and other boundary and reference marks; the monumentation must be adequately connected to adjusted United States coast and geodetic survey triangulation stations and the coordinates of the monuments computed to conform with the Washington coordinate system;
- For facilitation and encouragement of the use of the Washington state coordinate system; and
- for promotion of the use of the level net as established by the United States Coast and Geodetic Survey.

A fee set by the Board of Natural Resources, currently \$64, is charged by each county auditor for filing and recording surveys, subdivision plats, short plats, and condominium surveys, plats, or maps. These fees are deposited into the Surveys and Maps Account. Funding for the office comes from the proceeds of survey record sales and from the filing fees received by counties.

Summary of Bill: The Commissioner of Public Lands must appoint a licensed professional land surveyor to be known as the state surveyor. The Advisory Board must be comprised of licensed professional land surveyors. DNR and the Advisory Board are authorized to cooperate and advise on:

- the recovery of land boundary marks of the public land survey system established by the federal government's general land office and its successor the bureau of land management, or other land boundary marks;
- the establishment of a statewide program for the preservation, monumentation, and documentation of accepted public land survey system corners, roadway alignment, survey control, and other boundary and reference marks—the monumentation must be adequately connected to the national spatial reference system as established by the national geodetic survey and the coordinates of the monuments computed to conform with the Washington plane coordinate system;
- facilitation and encouragement of the use of the Washington plane coordinate system; and
- promoting use of the vertical datum as established by the national geodetic survey.

DNR may authorize the temporary removal or destruction of any land boundary mark or monument, rather than permit the temporary removal or destruction of any section corner or

any other land boundary mark or monument. The removal, referencing, and replacement of the land boundary mark or monument must be done by a licensed professional land surveyor or a licensed professional engineer authorized to practice surveying either in the county right-of-way as a county road engineer, or in the state right-of way as an employee of the Department of Transportation.

In addition to the fee specified in the Survey Recording Act, a surcharge of \$10 must be charged by each county auditor for filing and recording each document recorded. The surcharge does not apply to:

- assignments or substitutions of previously recorded deeds of trust,
- documents recording a birth, marriage, divorce, or death,
- any recorded documents otherwise exempted from a recording fee or additional surcharges under state law,
- marriage licenses issued by the county auditor, or
- documents recording a state, county, or city lien or satisfaction of lien.

The fee set by the Board of Natural Resources for filing and recording surveys, subdivision plats, short plats, and condominium surveys, plats, or maps is removed. DNR must use moneys in the Surveys and Maps account for the purposes for which they were obtained without appropriation by the Legislature. On a yearly basis an agency may not, except as provided for off-road vehicle moneys, expend more than 10 percent of the funds it receives for general administration expenses incurred by the office.

Appropriation: None.

Fiscal Note: Available.

Creates Committee/Commission/Task Force that includes Legislative members: No.

Effective Date: Ninety days after adjournment of session in which bill is passed.

Staff Summary of Public Testimony: PRO: The bill will ensure DNR's Public Land Survey Office will be able to meet its legislative mandate and mission. Private landowners, counties, cities, municipalities, and state agencies benefit from land boundary and reference marks being protected and preserved. Current revenue from map recording is not adequate to fully fund the legislative mandate. This bill will create a clear path forward to protect property rights in Washington and substantially reduce the cost of both private and public boundary surveys. This bill will establish and fund the survey monument protection program to award grant funds to counties, cities, and the Department of Transportation to recover and reset monuments of the public and private property boundary infrastructure. This fund will provide for the recovery and replacement of over 50,000 survey monuments that have marked and maintained the foundation of our property ownership and the public/private property boundary infrastructure since 1851. When monuments are missing, it complicates the ability to do a survey, which leads to project delays and additional costs.

The \$10 surcharge levied on land-related recorded documents is the logical source as it directly supports the efficient and orderly purchase and sale of property. The absence of monuments contributes greatly to uncertainty that leads to boundary disputes. Preserving the monuments that form the fabric of our land tenure system is critical to the future of our land management duties.

Persons Testifying: PRO: Senator Sam Hunt, Prime Sponsor; Patrick Beehler, Department of Natural Resources; Jon Warren, Land Surveyors Association of Washington; Cliff Webster, Architects and Engineers Legislative Council; Christopher Royak, City of Seattle; Mike McEvelly, Sitts and Hill Engineers, Inc.; Timothy Kent, Department of Natural Resources Advisory Board.

Persons Signed In To Testify But Not Testifying: No one.

**Consumer Protection & Business
Committee**

HB 1399

Brief Description: Reducing barriers to professional licensure for individuals with previous criminal convictions.

Sponsors: Representatives Vick, Kirby, Jacobsen, Simmons, Dufault, Dolan and Young.

Brief Summary of Bill

- Creates a process for a person with a criminal conviction to request a determination of whether that criminal history is disqualifying for obtaining a professional license administered by the Department of Licensing.

Hearing Date: 2/8/21

Staff: Serena Dolly (786-7150).

Background:

Professional Licensing.

The Department of Licensing (DOL) regulates a number of businesses and professions. For regulated professions, the DOL issues licenses and ensures compliance with professional standards and laws. Examples of professions regulated directly by the DOL, or in coordination with a board or commission, include:

- architects;
- cosmetologists;
- funeral directors;
- real estate brokers; and
- security guards.

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.

Requirements for a professional license, certificate, registration, or permit vary considerably. Some professions may require:

- college-level coursework;
- experience;
- an examination;
- a background check;
- a surety bond, insurance, or other minimum financial standards;
- minimum safety standards;
- continuing education for licensees; or
- duties of care for clients.

Many professions have provisions for some form of reciprocity or consideration of experience from other states or military service. In addition, the DOL and other licensing authorities must expedite the issuance of a broad range of professional licenses, certificates, registrations, or permits for qualified military spouses.

Certificate of Restoration of Opportunity.

A person with a criminal record may be eligible to obtain a Certificate of Restoration of Opportunity (CROP) from a superior court. To be eligible, specific time periods must have passed since sentencing, supervision, or release from confinement, and an applicant must be in compliance with or have completed all sentencing requirements, including legal financial obligations.

An applicant with any new arrests, convictions, or pending criminal charges or known imminent charges, or who is required to register as a sex offender, is not eligible for a CROP. In addition, an applicant is not eligible if convicted of any of the following: a class A felony, an attempt to commit a class A felony, or criminal solicitation of or criminal conspiracy to commit a class A felony; a sex offense; a crime that includes sexual motivation; extortion in the first degree; drive-by shooting; vehicular assault; or luring.

When a qualified applicant holds a CROP and meets all other statutory or regulatory requirements, a licensing authority may not refuse a license, certificate of authority, or qualification to engage in the practice of any profession or business solely based on the applicant's criminal history.

Certain professional licenses are not covered by a CROP, including the following professions regulated by the DOL: accountants; bail bond agents; escrow agents; private investigators; security guards; notaries public; and real estate brokers and salespersons.

Summary of Bill:

An individual with a criminal conviction may submit a preliminary application to the DOL, or a board or commission supported by the DOL, for a determination of whether that criminal history

will disqualify the individual from obtaining a professional license. The individual may submit the preliminary application at any time, including before obtaining any required education or paying any licensing fee. The DOL may charge a fee not to exceed \$100 for each preliminary application filed.

Once the preliminary application has been received, the licensing authority must make a determination of whether the individual's criminal conviction would disqualify the person from obtaining a professional license. The licensing authority may disqualify the individual if it determines the individual's criminal conviction is related to the profession. The determination must be made in writing within six months after receiving a preliminary application. An individual may appeal the determination to the licensing authority. A person may not file another preliminary application with the same licensing authority within two years after the final decision on the previous preliminary application, except when the applicant has taken action to remedy the disqualification.

A criminal conviction may not disqualify an individual from obtaining a professional license in any instance where the individual has requested and received a CROP.

Appropriation: None.

Fiscal Note: Available.

Effective Date: The bill takes effect on January 1, 2022.

Consumer Protection & Business Committee

HB 1400

Brief Description: Creating alternative professional licensing standards.

Sponsors: Representatives Vick, Kirby and Dufault.

Brief Summary of Bill
<ul style="list-style-type: none">Allows the Department of Licensing to consider competency-based standards for professional licenses.

Hearing Date: 2/8/21

Staff: Serena Dolly (786-7150).

Background:

The Department of Licensing (DOL) regulates a number of businesses and professions. For regulated professions, the DOL issues licenses and ensures compliance with professional standards and laws.

Examples of professions regulated directly by the DOL, or in coordination with a board or commission, include:

- architects;
- cosmetologists;
- funeral directors;
- real estate brokers; and
- security guards.

Requirements for a professional license, certificate, registration, or permit vary considerably.

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Some professions may require:

- college-level coursework;
- experience;
- an examination;
- some type of background check;
- a surety bond, insurance, or other minimum financial standards;
- minimum safety standards;
- continuing education for licensees; or
- duties of care for clients.

Many professions have provisions for some form of reciprocity or consideration of experience from other states or military service. In addition, the DOL and other licensing authorities must expedite the issuance of a broad range of professional licenses, certificates, registrations, or permits for qualified military spouses.

Summary of Bill:

The DOL may issue a professional license, without regard to other requirements, to an applicant who meets all competency-based licensing requirements for that specific professional license.

"Competency-based licensing requirement" is defined as a practical assessment of knowledge and skills that clearly demonstrate a person is prepared to engage in a profession regulated by the DOL. The DOL must determine the competency-based licensing requirement is at least as effective as examination-based licensing requirements at demonstrating proficiency and protecting the health and safety of the public. A competency-based licensing requirement may include, but is not limited to, any combination of training, experience, testing, or observation.

When a reciprocity agreement is in place with a national organization to facilitate the licensing of out-of-state professionals, the DOL must continue to regulate the licensing in accordance with that agreement.

Appropriation: None.

Fiscal Note: Requested on February 1, 2021.

Effective Date: The bill takes effect on January 1, 2022.

Consumer Protection & Business Committee

HB 1401

Brief Description: Expediting professional licenses for new Washington residents.

Sponsors: Representatives Vick, Kirby, Dufault and Dolan.

<p>Brief Summary of Bill</p> <ul style="list-style-type: none">• Requires the Department of Licensing to expedite the professional license of any person licensed and in good standing in another state.

Hearing Date: 2/8/21

Staff: Serena Dolly (786-7150).

Background:

The Department of Licensing (DOL) regulates a number of businesses and professions. For regulated professions, the DOL issues licenses and ensures compliance with professional standards and laws.

Examples of professions regulated directly by the DOL, or in coordination with a board or commission, include:

- architects;
- cosmetologists;
- funeral directors;
- real estate brokers; and
- security guards.

Requirements for a professional license, certificate, registration, or permit vary considerably.

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Some professions may require:

- college-level coursework;
- experience;
- an examination;
- some type of background check;
- a surety bond, insurance, or other minimum financial standards;
- minimum safety standards;
- continuing education for licensees; or
- duties of care for clients.

Many professions have provisions for some form of reciprocity or consideration of experience from other states or military service. In addition, the DOL and other licensing authorities must expedite the issuance of a broad range of professional licenses, certificates, registrations, or permits for qualified military spouses.

Summary of Bill:

The DOL must establish procedures to expedite the issuance of a license, certificate, or permit to perform professional services (professional license) to a person who is certified or licensed to perform professional services in another state. The procedures must include a process for issuing the person a professional license, if the DOL determines the requirements for professional licensure are substantially equivalent to the requirements of this state.

The DOL must adopt rules authorizing a qualified person to perform the regulated services by issuing the person a temporary professional license unless the DOL finds that the requirements for licensure in the other state are substantially unequal to the standards of this state. A temporary professional license allows a qualified person to perform the regulated services while completing any specific requirements required in this state that were not required in the other state or states.

An applicant must state in the application that the applicant:

- has requested verification of the professional license from the other state or states; and
- is not the subject of a pending investigation, charges, or disciplinary action by the regulatory body of the other state or states.

If the DOL has reasonable cause to believe that an applicant made a false assertion concerning one of the required application statements, the DOL may suspend the professional license pending an investigation or further disciplinary action or revocation.

Any license in which an agreement exists with a national organization to facilitate reciprocal licensing of an individual licensed in another state is excluded from the expedited licensing requirements.

Appropriation: None.

Fiscal Note: Requested on February 1, 2021.

Effective Date: The bill takes effect 90 days after adjournment of the session in which the bill is passed.

Consumer Protection & Business Committee

HB 1402

Brief Description: Establishing review standards for professional licensing regulation.

Sponsors: Representatives Vick, Kirby, Jacobsen and Dufault.

Brief Summary of Bill

- Requires any professional license created after January 1, 2022, to be for the exclusive purpose of protecting the public interest.
- Establishes evaluation criteria to be used in determining whether and how the state should regulate an unlicensed profession.

Hearing Date: 2/8/21

Staff: Serena Dolly (786-7150).

Background:

The Department of Licensing (DOL) regulates a number of businesses and professions. For regulated professions, the DOL issues licenses and ensures compliance with professional standards and laws. Examples of professions regulated directly by the DOL, or in coordination with a board or commission, include:

- architects;
- cosmetologists;
- funeral directors;
- real estate brokers; and
- security guards.

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.

Requirements for a professional license, certificate, registration, or permit vary considerably.

Some professions may require:

- college-level coursework;
- experience;
- an examination;
- some type of background check;
- a surety bond, insurance, or other minimum financial standards;
- minimum safety standards;
- continuing education for licensees; or
- duties of care for clients.

Many professions have provisions for some form of reciprocity or consideration of experience from other states or military service. In addition, the DOL and other licensing authorities must expedite the issuance of a broad range of professional licenses, certificates, registrations, or permits for qualified military spouses.

Summary of Bill:

After January 1, 2022, the state may not impose regulations on an unlicensed profession except for the exclusive purpose of protecting the public interest. Bills introduced to regulate or implement a new professional license for the first time should be enacted by the state only when:

- unregulated practice can clearly harm or endanger the health, safety, or welfare of the public and the potential for the harm is easily recognizable and not remote or dependent upon tenuous argument;
- the public needs can reasonably be expected to benefit from an assurance of initial and continuing professional ability; and
- the public cannot be effectively protected by other means in a more cost-beneficial manner.

The Legislature must evaluate regulation of new professional licenses using this criteria and consider governmental and societal costs and benefits. If the Legislature finds that it is necessary to regulate an occupation by implementing a professional license requirement not previously required by law, the least restrictive alternative method of regulation should be implemented as follows:

- Where existing common law and statutory civil actions and criminal prohibitions are not sufficient to eradicate existing harm, the regulation should provide for stricter civil actions and criminal prosecutions.
- Where a service is being performed for individuals involving a hazard to the public health, safety, or welfare, the regulation should impose inspection requirements and enable an appropriate state agency to enforce violations by injunctive relief in court including, but not limited to, regulation of the business activity providing the service rather than the employees of the business.
- Where the threat to the public health, safety, or economic well-being is relatively small as a result of the operation of the profession, the regulation should implement a system of

registration.

- Where the consumer may have a substantial basis for relying on the services of a practitioner, the regulation should implement a system of certification.
- Where apparent that adequate regulation cannot be achieved by means other than licensing, the regulation should implement a system of licensing.

"Public interest" is defined as protection from a present and recognizable harm to public health, safety, or welfare. The term does not include speculative threats, or other nondemonstrable menaces to public health, safety, or welfare. The term "welfare" includes the financial health of the public when the absence of governmental regulation unreasonably increases risk and liability to broad classes of consumers.

Appropriation: None.

Fiscal Note: Requested on February 1, 2021.

Effective Date: The bill takes effect 90 days after adjournment of the session in which the bill is passed.

**Consumer Protection & Business
Committee**

HB 1403

Brief Description: Creating license review and reporting requirements.

Sponsors: Representatives Vick, Kirby and Dufault.

Brief Summary of Bill

- Directs the Department of Licensing (DOL) to review and analyze 20 percent of professional licenses each year.
- Requires the DOL to submit an annual report to the Legislature with recommendations as to whether the professional licenses reviewed should be terminated, continued, or modified.

Hearing Date: 2/8/21

Staff: Serena Dolly (786-7150).

Background:

The Department of Licensing (DOL) regulates a number of businesses and professions. For regulated professions, the DOL issues licenses and ensures compliance with professional standards and laws. Examples of professions regulated directly by the DOL, or in coordination with a board or commission, include:

- architects;
- cosmetologists;
- funeral directors;
- real estate brokers; and
- security guards.

This analysis was prepared by non-partisan legislative staff for the use of legislative members in their deliberations. This analysis is not part of the legislation nor does it constitute a statement of legislative intent.

Requirements for a professional license, certificate, registration, or permit vary considerably. Some professions may require:

- college-level coursework;
- experience;
- an examination;
- some type of background check;
- a surety bond, insurance, or other minimum financial standards;
- minimum safety standards;
- continuing education for licensees; or
- duties of care for clients.

Many professions have provisions for some form of reciprocity or consideration of experience from other states or military service. In addition, the DOL and other licensing authorities must expedite the issuance of a broad range of professional licenses, certificates, registrations, or permits for qualified military spouses.

Summary of Bill:

Beginning in 2022, the DOL must annually review and analyze approximately 20 percent of the professional licenses it regulates. The DOL must complete a review of all professional licenses within five years.

By August 31 of each year, the DOL must prepare and submit a report to the Legislature and recommend whether each professional license reviewed should be terminated, continued, or modified. Report requirements include, but are not limited to:

- the title of the regulated occupation and the name of any board responsible for enforcement of the professional license;
- the statutory citation or other authorization for the creation of the professional regulations and board;
- the number of members of the board and the process for appointing members;
- the qualifications for board membership;
- the number of times the board is required to meet annually and the number of times it actually met during the preceding five years;
- the board's annual budget information for the previous five years;
- the number of government certifications, professional licenses, and registrations that the DOL or the board has issued, revoked, denied, or assessed penalties against for the past five years;
- a review of why the professional regulations for each license were created;
- a comparison of whether and how other states regulate the profession;
- a review and analysis of the hours or other amount of education, training, or experience required to obtain the license or credential;
- a summary of any regulatory changes made by the DOL or the board as a result of the review; and

- a summary of any recommendations regarding whether the professional license should be terminated, continued, or modified.

The Legislature may request the DOL to further analyze whether a profession's licensing regulations meet the state's licensing reform policies and recommend a course of action that is directly related to the need, consistent with the health, safety, and welfare of the public. If the DOL recommends a change to professional regulations, the DOL must recommend the least restrictive regulation consistent with the public interest.

Appropriation: None.

Fiscal Note: Requested on February 1, 2021.

Effective Date: The bill takes effect 90 days after adjournment of the session in which the bill is passed.

Performance and Development Plan (PDP) Instructions for Statewide Standard Forms

For Employees and Managers in Washington State Agencies and Higher Education Institutions.

The Performance and Development Plan (PDP) is made up of the Expectations and Evaluation forms to support effective employee performance management. The forms are formatted to facilitate both performance planning and feedback during and at the end of the performance period. The PDP forms are organized as follows:

Performance Expectations	1. Performance Expectations (Results and Competencies)
	2. Training and Development Needs/Opportunities
	3. Organizational Support
Performance Evaluation	4. Interim Reviews (Optional)
	5. Performance Assessment (Results and Competencies)

Instructions for using the PDP forms are outlined below. See [PDP Users Guide](#).

Preliminary Steps

- The supervisor updates the position description form, if needed.
- The supervisor completes the data section at the top of the PDP forms.
- The supervisor identifies the link between the employee's position and the organizational mission. He/she may request input from or involvement of the employee.
- The supervisor determines timing and outlines the process that will be followed in completing the PDP forms.

Performance Expectations (To be completed at beginning of performance period)

PDP Expectations Part 1: Performance Expectations

Performance expectations are determined by the manager. However, the employee should have input. Typically, expectations noted in the PDP Expectations form are limited to those that are critical or key to successful job performance. The PDP Expectations calls for two categories of performance expectations: Key Results Expected and Key Competencies Expected.

- **Results** refer to the "what" of the job. Based on the primary areas of responsibility, what are the most important outputs or outcomes expected during the performance period? These expected results should be stated in measurable or observable terms, to the degree possible. Examples and further guidance are provided in the PDP User's Guide.
- **Competencies** refer to the "how" of the job. Competencies are those measurable or observable knowledge, skills, abilities, and behaviors critical to success in a key job role or function. Key competencies that are specific to the job should be included. Competencies that are core to the organization may also be included in this section.

There are [Competency Examples](#) that could be used, where applicable, in planning performance expectations and development needs. Each competency includes a general definition and some samples of specific performance standards that could be used in the Key Competencies Expected section of the PDP Expectations. In all cases, the competency description and performance standards should be tailored to the needs of the job. See guidance on [Competencies](#).

Position-specific competencies are best determined through a job analysis process. Supervisors should confer with their HR office to receive specific direction around competency identification.



PDP Expectations Part 2: Training and Development Needs/Opportunities

Improvements the employee should make to achieve or sustain fully successful job performance should be outlined in Part 2. Training and development opportunities for the present job and for career advancement should also be identified. Organizations that have an individual development plan process may use that format as a replacement for this section.

PDP Expectations Part 3: Organizational Support (Optional)

Part 3 is to be completed by the employee only, at his/her option. This is an opportunity for the employee to give the supervisor suggestions as to what other support the employee feels he/she needs to be successful.

Signatures (For performance expectations phase):

The supervisor and employee sign the PDP Expectations at the end of the performance planning phase. Typically the supervisor retains the original form and provides a copy to the employee, but supervisors should check with their Human Resources office for agency specific instructions on distribution and filing.

Performance Evaluation (To be completed at end of performance period)

PDP Evaluation Part 4: Interim Reviews (Optional)

As an option, Part 4 can be used to document interim performance feedback and key results/competencies that have been modified/added during the performance period.

PDP Evaluation Part 5: Performance Assessment

Part 5 is the final performance review and is to be completed at the end of the performance period. The supervisor schedules a performance feedback session with the employee.

At the feedback session, the employee and supervisor discuss the performance evaluation. The performance evaluation should be based on observed or verified performance. The aim of the feedback session is to have an open and constructive discussion that leads to an understanding of how well the employee did in meeting expectations during the course of the performance period.

For each Key Result Expected, the discussion should include the degree to which the expected outcomes were accomplished. For each Key Competency Expected, the discussion should address how well and/or how frequently the employee demonstrated the competencies during the period.

Space is also provided to insert other relevant information. Examples include special achievements, comments about strong performance under unanticipated difficult circumstances, etc.

At the request of either party, the reviewer may be involved in the process.

Signatures (For performance evaluation phase):

The supervisor prepares the PDP Evaluation form and shares it with the employee. Both sign the final PDP Evaluation form. The form is then referred to the reviewer, whose signature indicates that the process has been appropriately followed. The reviewer may also add relevant comments concerning the employee's performance.

Typically, the supervisor provides the employee a copy and the original is placed in the employee's personnel file, but supervisors should check with their Human Resources office for agency specific instructions.

A new performance cycle begins at this point. The supervisor now makes arrangements to prepare a new PDP for the upcoming performance period.



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: Remain objective at all times 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.

Board Meeting

Tab 5

Old Business

None

Board Meeting

Tab 6

Director's Report

- Agency Operations
- Financial Report with Paul Bitar
- NCEES Coordination

Moretti, Carmena (BRPELS)

From: Bitar, Paul (DES)
Sent: Friday, February 12, 2021 3:18 PM
To: Moretti, Carmena (BRPELS)
Subject: January 2021 Financial Report/Projection
Attachments: BRPELS_Financial Status_January 2021.xlsx

Dear Carmena,

I have attached BORPELS' January 2021 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 \$541k in its operating account, Fund 024.

Revenue

For the period of July 2019 - January 2021, BORPELS' licensing revenue was \$2.98 million, which is 8% lower than revenue during the same time period last biennium.

Expenditures

Approximately half of the \$4 million in expenditures BORPELS has incurred this biennium relate to the Department of Licensing (DOL). The other half of agency expenditures relate to salary/benefits, goods and services, and travel.

Overall costs have been relatively high this biennium due to implementation of the POLARIS licensing system. Fortunately, the project is near completion, and we expect costs to fall. Remaining monthly DOL expenditures are based on the three most recent invoices received from DOL, which average \$73k/month.

Let me know if you have any questions.

Thank you,

Paul Bitar ■ Senior Financial Consultant ■ 360.407.8129

DEPARTMENT OF ENTERPRISE SERVICES ■ 1500 JEFFERSON STREET #3019 / MS#41465 ■ OLYMPIA, WA 98504



How are we doing? DES Finance welcomes your [feedback](#)

Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of January 2021

Category	BI Allotment	BITD Allotment	BITD Expenditures	BITD Variance	BI Variance
Salaries and Wages	788,186	616,288	684,111	(67,823)	104,075
Employee Benefits	273,614	213,154	242,592	(29,438)	31,022
Travel	91,920	72,770	28,073	44,697	63,847
Capital Outlays	3,181	2,491	24,714	(22,223)	(21,533)
Grants, Benefits & Client Services	0	0	2,000	(2,000)	(2,000)
Goods and Services	4,337,099	3,602,336	3,014,891	587,445	1,322,208
Sum:	5,494,000	4,507,039	3,996,381	510,658	1,497,619

Category	FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
Salaries and Wages	34,378	54,863	(20,485)	616,288	684,111	(67,823)
A AA State Classified	17,270	39,059	(21,789)	308,654	495,430	(186,776)
AC State Exempt	17,108	10,833	6,275	307,634	171,170	136,464
AE State Special	0	763	(763)	0	10,975	(10,975)
AU Overtime and Call-Back	0	4,208	(4,208)	0	6,536	(6,536)
Employee Benefits	12,092	19,205	(7,113)	213,154	242,592	(29,438)
B BA Old Age and Survivors Insurance	2,131	3,292	(1,161)	38,203	41,052	(2,849)
BB Retirement and Pensions	4,421	7,017	(2,596)	79,254	86,843	(7,589)
BC Medical Aid & Industrial Insurance	161	318	(157)	2,834	4,010	(1,176)
BD Health, Life & Disability Insurance	4,880	7,808	(2,928)	83,927	98,801	(14,874)
BH Hospital Insurance (Medicare)	499	770	(271)	8,936	9,601	(665)
BK Paid Family and Medical Leave	0	0	0	0	(6)	6
BV Shared Leave Provided Annual Leave	0	0	0	0	2,268	(2,268)
BZ Other Employee Benefits	0	0	0	0	25	(25)
Goods and Services	146,951	514,795	(367,844)	3,602,336	3,014,891	587,445
E EA Supplies and Materials	500	1,832	(1,332)	15,500	15,610	(110)
EB Communications/Telecommunications	200	8,127	(7,927)	3,800	11,883	(8,083)

Category		FM Allotment	FM Expenditure	FM Variance	BITD Allotment	BITD Expenditures	BITD Variance
	ED Rentals and Leases - Land & Buildings	5,509	21,201	(15,692)	104,671	104,733	(62)
	EF Printing and Reproduction	0	(6,843)	6,843	0	4,497	(4,497)
	EG Employee Prof Dev & Training	2,292	0	2,292	43,548	8,156	35,392
	EH Rental & Leases - Furn & Equipment	1,083	0	1,083	20,577	9,286	11,291
	EJ Subscriptions	83	0	83	1,581	1,312	269
	EK Facilities and Services	3,875	4,715	(840)	72,126	90,819	(18,693)
	EL Data Processing Services (Interagency)	16,802	60,795	(43,993)	319,238	379,479	(60,241)
	EM Attorney General Services	10,417	5,841	4,576	197,923	274,095	(76,172)
	EN Personnel Services	992	1,075	(83)	17,394	17,973	(579)
	EP Insurance	88	0	88	3,672	36	3,636
	ER Other Contractual Services	44,138	178,947	(134,809)	871,262	910,874	(39,612)
	EY Software Licenses and Maintenance	58,597	239,105	(180,508)	1,885,919	1,186,658	699,261
	EZ Other Goods and Services	2,375	0	2,375	45,125	(520)	45,645
Travel		3,830	0	3,830	72,770	28,073	44,697
	GA In-State Subsistence & Lodging	1,165	0	1,165	22,135	16,481	5,654
	GB In-State Air Transportation	500	0	500	9,500	2,941	6,559
	GC Private Automobile Mileage	1,165	0	1,165	22,135	2,930	19,205
	GD Other Travel Expenses	500	0	500	9,500	1,801	7,699
	GF Out-of-State Subsistence & Lodging	250	0	250	4,750	2,200	2,550
	GG Out-of-State Air Transportation	250	0	250	4,750	1,610	3,140
	GN Motor Pool Services	0	0	0	0	111	(111)
Capital Outlays		138	120	18	2,491	24,714	(22,223)
	JA Noncapitalized Assets	138	120	18	2,491	24,714	(22,223)
Grants, Benefits & Client Services		0	0	0	0	2,000	(2,000)
	NZ Other Grants and Benefits	0	0	0	0	2,000	(2,000)
Total Dollars		197,389	588,984	(391,595)	4,507,039	3,996,381	510,658

Board of Registration for Professional Engineers and Land Surveyors
Biennium 19-21 Projections
Fund - Operating Account

Revenue Category	Biennium 19-21	Actual	Projected					Projected	Projected	BITD Bi 21	BITD Bi 19
	Revenue Allotments	Revenues through FM19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Revenue Total	Variance		
Licenses and Fees	4,100,000	2,980,518	155,033	155,033	155,033	155,033	155,033	3,755,684	(344,316)	2,980,518	3,256,104
Miscellaneous Revenue		27,288						27,288	27,288		
Total Revenue	4,100,000	3,007,806	155,033	155,033	155,033	155,033	155,033	3,782,971	(317,010)		
Expenses Category	Biennium 19-21	Actual	Projected					Projected	Projected		
	Expense Allotments	Expenses through FM19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Expenditure Total	Variance		
Salaries and Wages	821,380	684,111	51,937	51,937	51,937	51,937	51,937	943,797	(122,417)		
Employee Benefits	280,420	242,592	18,250	18,250	18,250	18,250	18,250	333,844	(53,424)		
Goods and Other Services	4,337,099	3,014,891	95,942	95,942	99,918	95,942	175,942	3,578,575	758,524		
Travel	91,920	28,073	1,406	1,406	1,406	1,406	1,406	35,103	56,817		
Capital Outlays	3,181	24,714	1,301	1,301	1,301	1,301	1,301	31,218	(28,037)		
Grants, Benefits & Client Services	0	2,000	0	0	0	0	0	2,000	(2,000)		
Sum:	5,534,000	3,996,381	168,836	168,836	172,812	168,836	248,836	4,924,538	609,462		
Operating Transfers	BI 19-21	Actual	Projected					Projected	Projected		
	Operating Transfers	Operating transfers through FM19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Op. Trans. Total	Variance		
Operating Transfer Out		(44,000)						(44,000)	44,000		Transfers used to cover cost of Cloud - Continuity of Operations and Data Stewardship & Privacy IT pool projects
Total Net Operating Transfers	0	(44,000)	0	0	0	0	0	(44,000)	44,000		
Fund Balance Projection	Biennium 19-21	Actual	Projected					Projected	Projected		
	Rev Allotments - Exp Allotments	Rev - Exp through FM19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	end of BI 19-21	Variance		
Net Income (Loss)	BI 19-21 Beginning Balance	(1,434,000)	(1,032,576)	(13,803)	(13,803)	(17,779)	(13,803)	(93,803)	(1,185,567)	248,433	
\$	1,726,326	292,326	693,750	679,947	666,144	648,365	634,562	540,759	540,759	<-- Ending Fund Balance (projected)	

Expenses Detail Category			Biennium 19-21	Actual	Projected					Projected	Projected			
			Expense Allotments	Expenses through FM19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Expenditure Total	Variance			
Salaries and Wages			821,380	684,111	51,937	51,937	51,937	51,937	51,937	943,797	(122,417)			
AA	State Classified	420,359	495,430	38,980	38,980	38,980	38,980	38,980	690,331	(269,972)				
AC	State Exempt	401,021	171,170	10,833	10,833	10,833	10,833	10,833	225,336	175,685				
AE	State Special		10,975	624	624	624	624	624	14,094	(14,094)	estimated board member compensation (includes cost of benefits)			
AU	Overtime and Call-Back		6,536	1,500	1,500	1,500	1,500	1,500	14,036	(14,036)	AU projection based on 4 mo. Avg			
Employee Benefits			280,420	242,592	18,250	18,250	18,250	18,250	333,844	(53,424)				
BA	Old Age and Survivors Insurance	50,919	41,052	2,999	2,999	2,999	2,999	2,999	56,044	(5,125)				
BB	Retirement and Pensions	105,624	86,843	6,461	6,461	6,461	6,461	6,461	119,147	(13,523)				
BC	Medical Aid & Industrial Insurance	3,639	4,010	282	282	282	282	282	5,419	(1,780)				
BD	Health, Life & Disability Insurance	108,327	98,801	7,808	7,808	7,808	7,808	7,808	137,841	(29,514)				
BH	Hospital Insurance (Medicare)	11,911	9,601	701	701	701	701	701	13,107	(1,196)				
BK	Paid Family and Medical Leave		(6)						(6)	6				
BV	Shared Leave Provided Annual Leave		2,268						2,268	(2,268)				
BZ	Other Employee Benefits		25						25	(25)				
Goods and Other Services			4,337,099	3,014,891	95,942	95,942	99,918	95,942	175,942	3,578,575	758,524	DOL costs based on avg. of Jul-Sep 2020 invoices		
EA	Supplies and Materials	18,000	15,610	647	647	647	647	647	18,845	(845)	EA costs estimated at: \$500/mo supplies/materials purchased by BORPELS \$147/mo DOL contract (estimated)			
EB	Communications/Telecommunications	4,800	11,883	200	200	200	200	200	12,883	(8,083)	EB projection based on estimated cell phone expenditures of \$200/mo. Ken indicated this might need to be increased. Will review each month for reasonableness.			
ED	Rentals and Leases - Land & Buildings	132,216	104,733	3,080	3,080	3,080	3,080	3,080	120,133	12,083	Monthly costs: \$3,080/mo DOL contract (estimated)			
EF	Printing and Reproduction		4,497	150	150	150	150	150	5,247	(5,247)	Printing/imaging reduced to \$150/month, as expenditures have been lower than anticipated			
EG	Employee Prof Dev & Training	55,008	8,156	429	429	429	429	429	10,302	44,706	EG based on BITD monthly avg			
EH	Rental & Leases - Furn & Equipment	25,992	9,286	489	489	489	489	489	11,729	14,263	EH based on BITD monthly avg			
EJ	Subscriptions	2,000	1,312	138	138	138	138	138	2,000	0	EJ subscription costs based on biennium 17-19 costs			
EK	Facilities and Services	91,501	90,819	4,901	4,901	4,901	4,901	4,901	115,324	(23,823)	\$3,875/mo SAFS \$877/mo CMS (estimated) \$149/mo DES Office Facilities			
EL	Data Processing Services (Interagency)	403,248	379,479	10,221	10,221	14,197	10,221	10,221	434,560	(31,312)	Monthly costs: \$9,386/mo DOL \$796/mo CTS Allocations \$39/mo CTS Services \$3,976/qtr OFM Enterprise Systems Fee			
EM	Attorney General Services	250,008	274,095	8,781	8,781	8,781	8,781	8,781	318,000	(67,992)	ATG costs based on contract/allocation amount, \$318,000 for biennium.			
EN	Personnel Services	22,354	17,973	1,075	1,075	1,075	1,075	1,075	23,348	(994)	\$1,075/mo Small Agency HR + DES Personnel Svcs			
EP	Insurance	4,112	36						36	4,076				
ER	Other Contractual Services	1,091,952	910,874	30,404	30,404	30,404	30,404	110,404	1,142,894	(50,942)	\$25,593/mo estimated DOL \$4,811/mo CRAB IT costs \$80,000/year outreach modules			
EY	Software Licenses and Maintenance	2,178,908	1,186,658	35,427	35,427	35,427	35,427	35,427	1,363,793	815,115	Monthly expenses: \$35,127/mo DOL contract (estimated) \$300/mo CTS Services			
EZ	Other Goods and Services	57,000	(520)						(520)	57,520	\$0 projected for EZ because credit card fees are included in DOL rent costs			

Expenses Detail Category	Biennium 19-21		Actual					Projected		Projected				
	Expense Allotments	Expenses through FM19 Jan-2021	Projected					Expenditure Total	Variance					
			FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021							
Travel		91,920	28,073	1,406	1,406	1,406	1,406	1,406	35,103	56,817	Travel projection based on 50% of Jul 2019-Mar 2020 monthly avg. Travel expenditures will likely be lower the remainder of the biennium due to the coronavirus.			
GA In-State Subsistence & Lodging		27,960	16,481	837	837	837	837	837	20,666	7,294				
GB In-State Air Transportation		12,000	2,941	163	163	163	163	163	3,756	8,244				
GC Private Automobile Mileage		27,960	2,930	140	140	140	140	140	3,630	24,330				
GD Other Travel Expenses		12,000	1,801	86	86	86	86	86	2,231	9,769				
GF Out-Of-State Subsistence & Lodging		6,000	2,200	91	91	91	91	91	2,655	3,345				
GG Out-Of-State Air Transportation		6,000	1,610	89	89	89	89	89	2,055	3,945				
GN Motor Pool Services			111						111	(111)				
Capital Outlays		3,181	24,714	1,301	1,301	1,301	1,301	1,301	31,218	(28,037)	JA based on BITD monthly avg			
JA Noncapitalized Assets		3,181	24,714	1,301	1,301	1,301	1,301	1,301	31,218	(28,037)				
JB Noncapitalized Software									0	0				
Grants, Benefits & Client Services		0	2,000	0	0	0	0	0	2,000	(2,000)				
NZ Other Grants and Benefits			2,000						2,000	(2,000)				
Total Dollars		5,534,000	3,996,381	168,836	168,836	172,812	168,836	248,836	4,924,538	609,462				

Board Meeting

Tab 7

**Assistant Attorney
General's Report**

Board Meeting

Tab 8

Other Business

- Additional Public Comment
- Upcoming Outreach and Events
- Rolling Action Item List + Action Items from this Meeting
- Agenda Items for Next Meeting

Board of Registration for Professional Engineers and Land Surveyors

Active Action Item List

Executive Committee

Date Assigned	Action Item	Assigned To	Status
12/9/20	Find meeting minutes that contain information regarding BRPELS cap on Polaris costs.	Ms. Moretti	Completed
12/9/20	Revise 196-09-100 and send out today so recommendation to the Board can move forward at the next board meeting	Ms. Lagerberg Ms. Gillespie	Completed
12/9/20	Research whether having public meetings recorded by a 3 rd party is waived as public officers appointed by the Governor	Ms. Lagerberg	In Progress
12/9/20	Send committee reports to Committee Chairs, Mr. Fuller, and Ms. Moretti prior to board meetings.	Committee Staff Leads	Ongoing

Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
6/17/20	Review legislation sponsored by LSAW/DNR.	PC	Ongoing
6/17/20	Create database for email questions/answers. (Review at February 2021 PC meeting)	PC Ms. Short	In Progress
8/26/20	Create a PC activities and accomplishments report.	PC Ms. Short	Ongoing
8/27/20	Continue to refine WAC language <ol style="list-style-type: none"> 1. WAC 196-25-040 as it relates to being a DE/DLS of more than one company. 2. Approve the proposed house cleaning of WAC 196-25-040(6) & (7) as presented by staff. 3. Include response charge in WAC 196-25-070. 	PC Ms. Gillespie	In Progress
12/9/20	Bring the current Investigation Process, Case Manager Recommendation, Sanction Recommendation, and Legal Processes flowcharts to the February 2021 PC Meeting	Ms. Short	In Progress
12/9/20	Research on why Policy #3 was put into place in 2013 and bring to the next PC meeting.	Ms. Short	In Progress
12/9/20	Review Policy #48 at the February 2021 PC meeting and whether this should be put into WAC	PC	In Progress
12/9/20	Add Legislative updates to each PC agenda	Ms. Short	In Progress
12/9/20	Add update on new database to February 2021 PC agenda and also as a New Business item for the February 2021 Board agenda	Ms. Short	In Progress
12/9/20	Add review of WAC 196-09 to action items.	PC	In Progress

Board of Registration for Professional Engineers and Land Surveyors

Active Action Item List

Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
12/9/20	Contact applicants regarding applications reviewed.	Ms. Cramer Mr. Fuller	In Progress
12/9/20	Send PLS and On-site exam results to exam candidates—upon approval by the Board.	Staff	In Progress
12/9/20	Set up rules workshop/meeting with EQC members, staff, and AAG prior to February meeting to work on WAC 196-12.	Ms. Moretti	In Progress
10/15/20	Review On-Site Wastewater Designer Application and update verification requirements so they are more aligned with the PE application.	EQC Ms. Cramer	In Progress
10/15/20	Continue to review WAC 196-12-011, 012, 020, and 021. Send to Ms. Lagerberg for review.	EQC Ms. Gillespie	In Progress
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
12/9/20	Send a draft On-site application to EQC members & AAG for edits and comments a month prior to February 2021 EQC meeting.	Staff	In Progress

Structural Committee

Date Assigned	Action Item	Assigned To	Status
2/12/20	Connect with OR and CA regarding NCEES exam changes.	Structural Committee	In Progress
2/12/20	Write response to Basecamp (NCEES) on behalf of the Board.	Ms. Lund Structural Committee	In Progress

Survey Committee

Date Assigned	Action Item	Assigned To	Status
12/9/20	Send Ms. Moretti a list of external partners to include on Survey Committee meeting invites.	Mr. Blaisdell Mr. Wengler	Completed
10/15/20	Meet with DNR regarding issues affecting the investigation process.	Mr. Wengler Mr. Blaisdell Mr. Larson	In Progress

Board of Registration for Professional Engineers and Land Surveyors

Active Action Item List

Board Staff

Date Assigned	Action Item	Assigned To	Status
2/13/20	Update Board Member Manual	Ms. Moretti	Completed
10/15/20	Decide where to house BRPELS' legislative timeline	Ms. Gillespie Ms. Moretti	In Progress
10/14/20	Incorporate the additional comments for WAC 196-09 and work with Ms. Lagerberg on a final draft for the December board meeting.	Ms. Gillespie	In Progress
12/9/20	Work with board members on gathering additional key words for Lobby.gov	Ms. Gillespie	In Progress
5/14/20	Update Agreed Order templates based on feedback from Board members.	Ms. Short	In Progress
12/12/19	Write Communication Action Plan for board review.	Mr. Fuller	In Progress
2/13/20	Notify NCEES of MBA role change to Ms. Gillespie	Mr. Fuller	In Progress
4/16/20	Develop a remote signing response and send it to Ms. Lagerberg for review prior to posting on the website.	Mr. Fuller	In Progress
8/27/20	Send thank you notes to SMEs.	Mr. Fuller	In Progress
10/15/20	Compile and bring a list of meeting efficiency ideas to the next board meeting.	Mr. Fuller	In Progress
10/14/20	Research board member access to website via portal	Mr. Fuller Ms. Moretti	In Progress
12/9/20	Follow up with DOL regarding getting an IAA in place	Mr. Fuller	In Progress

Board Meeting

Tab 9

Adjourn Meeting