

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

**Special Board Meeting**

**August 3, 2023**

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# **Board Meeting**

## **Tab 1**

### **Call to Order**

- 1.1 Roll Call
- 1.2 New Board Member Introduction
- 1.3 Order of Agenda
- 1.4 Approval of June 22, 2023 Meeting Minutes
- 1.5 Public Comment Opportunity



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

**Board Meeting Agenda**

**DATE & TIME:** August 3, 2023 9:00 am

**LOCATION:** Radisson Hotel SeaTac [WebEx Link](#)  
 Orcas Room and Or  
 18118 International Blvd **Tap to join from a mobile device**  
 Seattle, WA, 98188 [+1-650-479-3208](tel:+16504793208) US Toll

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

**OPEN SESSION**

- 1. Call to Order**
  - 1.1. Roll Call
  - 1.2. New Board Member Introduction
  - 1.3. Order of Agenda
  - 1.4. Approval of June 22, 2023 Meeting Minutes
  - 1.5. Public Comment Opportunity

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

**OPEN SESSION RECONVENES**

- 2. Disciplinary Action**
  - 2.1. Case Deliberation
  - 2.2. Formal Action
    - 2.2.1. 2023-02-0191-00ENG
  - 2.2. Disciplinary Report
- 3. Committee Reports**
  - 3.1. Exam Qualifications Committee
  - 3.2. Practice Committee
  - 3.3. Executive Committee
  - 3.4. Survey Committee
- 4. New Business**
  - 4.1. NCEES Annual Meeting Motions
  - 4.2. Revisions to Policy 36

- 4.3. Professional Development Hours (PDH) Audit Process
- 4.4. Communication and Outreach Action Plan
- 4.5. Strategic Planning Session Date and Location
- 4.6. October Board and Committee Meeting Dates
- 4.7. CR102 - WAC 196-29-110

**5. Director's Report**

- 5.1. Financial Report
- 5.2. Agency Operations
- 5.3. Program Reports
  - 5.3.1. Communication & Outreach
  - 5.3.2. Regulatory
  - 5.3.3. Investigation & Compliance
  - 5.3.4. Licensing
  - 5.3.5. Admin
- 5.4. Other Items

**6. Assistant Attorney General's Report**

**7. Other Business**

- 7.1. Additional Public Comment
- 7.2. Upcoming Outreach and Events
- 7.3. Action Items from This Meeting
- 7.4. Agenda Items for Next Meeting

**8. Adjourn Meeting**





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

**DATE:** June 22, 2023  
**TIME:** 9:00 a.m.  
**LOCATION:** Red Lion Hotel & Conference Center  
 Design Room  
 2525 N. 20th Avenue  
 Pasco, WA 99301

**ATTENDANCE:**

**Board Members**

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

**Guest(s)**

Ken McGowan, PE  
 Elizabeth Johnston, PE (WebEx)

**Staff Members**

Ken Fuller, PE, Director  
 Mackenzie Wherrett, Executive Assistant  
 Shanan Gillespie, Regulatory Program Manager  
 Greg Schieferstein, Communication Manager  
 Jill Short, Investigator (WebEx)  
 Vonna Cramer, Licensing Lead  
 Paul Bitar, Senior Financial Consultant (WebEx)  
 Elizabeth Lagerberg, Advising AAG

**1. Call to Order at 8:01 am**

1.1. Roll Call

Mr. Hendrickson took roll call.

1.2. Order of Agenda

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

Ms. Gillespie requested to amend the agenda to add approval of amended language and filing CR102 for WAC 196-29-110. Mr. Blaisdell and Mr. VanDeWege accepted the request as a friendly amendment. Motion approved.

1.3. Approval of April 27, 2023 Meeting Minutes

A motion was made by Ms. Lund, and seconded by Ms. Gnanapragasam, to accept the April 27, 2023 Meeting Minutes. Mr. Hendrickson noted an incorrect time on the minutes as to

when open session reconvened. Ms. Wherrett to review and correct the minutes appropriately. Ms. Lund and Ms. Gnanapragasam accepted the amendment to the motion. Motion approved.

#### 1.4. Public Comment Opportunity

Mr. McGowan had no comment but stated he was there to observe the deliberations of the board while representing the Washington Society of Professional Engineers.

Ms. Johnston shared that she was recently licensed as a Professional Engineer in Washington and thanked staff for their assistance through the process. Ms. Johnston's comment was specific to agenda item 4.4 - Approval of Draft Language and Filing of CR102 for WAC 196-12. She stated that the experience verification form was cumbersome for comity applicants and supports the adoption of allowing NCEES records to be accepted in lieu of additional information.

### Executive Session

Mr. Hendrickson, Board Chair, announced that the Board would go into closed session to consult with the board attorney, discuss matters related to enforcement, and cases in current litigation. It was estimated the Executive Session would last from 9:09 a.m. until 10:09 a.m.

**Open Session Reconvened – 10:09 a.m.**

## 2. Disciplinary Action

### 2.1. Case Deliberations

2020-09-1201-00LSV

Mr. Wengler recommended a letter of education be sent to the respondent and the case be closed. A motion was made by Mr. VanDeWege, and seconded by Ms. Gnanapragasam, to accept the Case Manager's recommendation for closure. Mr. Wengler abstained. Motion approved.

### 2.2. Formal Action

2.2.2. 2020-12-1960-00ENG

Ms. Short provided a summary of the agreed order as found in the [board packet](#).

The Agreed Order imposes the following sanctions and order Mr. Berkey:

- The Respondent's license will be suspended for a period of 1 year and the Respondent is assessed a fine in the amount of \$5,000. The license suspension and fine are stayed contingent with the respondent complying with the following conditions:
  - Respondent shall not practice geotechnical engineering services
  - Respondent will either hire a PE competent to perform geotechnical engineering services or use an existing report by a PE competent to perform geotechnical engineering services that has already been performed, provided and/or paid for by others according to the standard generally expected of those practicing professional engineering for projects requiring geotechnical engineering services. The following non-exhaustive list contains examples of work that requires Respondent to retain geotechnical engineering services:
    - Retaining Walls
    - Design/construction near or on slopes
    - Deep excavation
    - Foundations on or near soft soils
  - For a period of 1 year, Respondent will submit to the Board, on a

quarterly basis, a report of work he is performing. If the work involves geotechnical engineering services, as identified above. Respondent will include in the report, the name and contact information of the PE performing the geotechnical engineering services. The board may audit any of the work submitted by the Respondent. If through an audit, the Board finds deficiencies in Respondent's work, corrections will be required at the Respondent's expense.

A motion was made by Mr. Wengler, seconded by Mr. Blaisdell, to approve the proposed agreed order against Mr. Clifton W. Berkey. Ms. Gnanapragasam abstained. Motion approved.

#### 2.2.3. 2021-04-1006-00LSV

Ms. Short provided a summary of the agreed order as found in the [board packet](#).

The Agreed Order imposes the following sanctions and order Mr. Jonas:

- Upon the effective date of the Agreed Order Respondent's Washington license to practice as a Professional Land Surveyor will be permanently retired in lieu of disciplinary action such as sanctions
- Upon effective date of the Agreed Order the Respondent is prohibited to practice land surveying as defined in RCW 18.43.020 and will not practice or offer to practice land surveying while retired
- Upon the effective date of the Agreed Order if Respondent has any outstanding projects Respondent will, at his own expense, hire a Washington State licensed Professional Land Surveyor to complete those projects
- Respondent may retain the Board issued wall certificate. Respondent may use the title – Professional Land Surveyor (PLS) – provided that is supplemented by the term retired, or the abbreviation "ret."
- Respondent will not reinstate or apply for reinstatement of his professional license

A motion was made by Ms. Lund and seconded by Mr. Peden to approve the proposed agreed order against Mr. Peter Jonas. Mr. Wengler abstained. Motion approved.

#### 2.3. Disciplinary Report

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

Discussion:

Mr. Fuller discussed options for filling the role of pro-tem Board Member.

Ms. Short provided a brief explanation of the new complaint tracking system and the status of developing the system.

### 3. Committee Reports

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

Ms. Gnanapragasam delivered the committee's report.

- [05/05/23 Exam Qualifications Committee Meeting Report](#)
- [06/06/23 Exam Qualifications Committee Meeting Report](#)
- [06/21/23 Exam Qualifications Committee Meeting Report](#)

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

### 3.2. Practice Committee (PC)

Mr. Peden delivered the committee's report.

- [05/11/23 Practice Committee Meeting Report](#)
- [06/14/23 Practice Committee Meeting Report](#)
- [06/21/23 Practice Committee Meeting Report](#)

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

Discussion:

Mr. Blaisdell inquired about the Practice Committee's PDH audit plan. Mr. Fuller and Ms. Short explained the PDH audit plan will be presented in the future for board approval. The online licensing system, POLARIS, will assist in the PDH audits.

### 3.3. Executive Committee

Mr. Hendrickson delivered the committee's report.

- [06/21/23 Executive Committee Meeting Report](#)

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

Discussion:

Mr. Gnanapragasam asked about the Order of The Engineer. Mr. Hendrickson asked Mr. McGowan to provide a short overview of the Order of The Engineer. Mr. McGowan stated the organization encourages ethical conduct and ethical practice to young Engineers in particular.

Ms. Lund provided a friendly amendment to the Executive Committee Report that during the meeting they discussed [HB 1301](#) *Creating license review and reporting requirement* and the direction to staff to pursue a similar review, to be provided at a future meeting.

Ms. Gnanapragasam and Mr. Blaisdell accepted the friendly amendment. Motion to accept the amended Executive Committee Report approved.

### 3.4. Survey Committee

Mr. Wengler delivered the committee's report.

- [06/21/23 Survey Committee Meeting Report](#)

### 3.5. Structural Committee

Ms. Lund delivered the committee's report.

- [06/12/23 Structural Committee Meeting Report](#)

### 3.6. Communication Task Force

Mr. Schieferstein delivered the committee's report.

- [06/07/23 Communication Task Force Meeting Report](#)

## 4. New Business

### 4.1. Approval of Response Letter Regarding Clarification on Practice Question (from PC)

Mr. Peden provided the Practice Committee's recommendation to approve the response letter to Shannon & Wilson regarding clarification on practice question as provided in the [board packet](#). Ms. Lund made a motion to approve the response letter, seconded by Mr. VanDeWege. Motion carried.

- 4.2. Approval of Draft Language and Filing of CR102 for WAC 196-33 (from PC)  
Ms. Gillespie summarized the draft language for WAC 196-33. A motion was made by Ms. Lund and seconded by Mr. Wengler to approve the draft language and filing of CR102 for WAC 196-33. Motion carried.
- 4.3. Approval of Draft Language and Filing of CR102 for WAC 196-09 (from PC)  
Ms. Gillespie gave a summary of the draft language for WAC 196-09-015. Mr. VanDeWege motioned to approve the draft language and filing of CR102 for WAC 196-09-015, seconded by Mr. Blaisdell. Motion carried.
- 4.4. Approval of Draft Language and Filing of CR102 for WAC 196-12 (from EQC)  
Ms. Gnanapragasam provided a summary of the draft language for WAC 196-12. Mr. Peden made a motion, seconded by Mr. Blaisdell, to approve the draft language and filing of CR102 for WAC 196-12. Motion carried.
- 4.5. Educational Licensing Requirements (from EQC)  
Ms. Gnanapragasam provided the Exam Qualifications Committee's recommendation to approve the [education guidance table](#) and to delegate its use to board staff when reviewing applications. A motion was made by Ms. Lund to accept the EQC's recommendation, seconded by Mr. Peden. Motion approved.
- 4.6. Approval of Rulemaking for WAC 196-26A & 196-30 (from Executive Committee)  
[Draft Language](#) for WAC 196-26A and WAC 196-30 was presented. Ms. Lund made a motion to approve staff to begin the rulemaking process for WAC 196-26A and WAC 196-30. Mr. VanDeWege seconded the motion. Motion approved.
- 4.7. Comity Licensure/NCEES SE 16-hr Exam Discussion (from Structural Committee)  
Ms. Lund made a motion to approve the current process of requiring applicants to take the NCEES 8-hr PE exam and then obtain PE licensure prior to SE licensure and to respond to Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) regarding the current BRPELS process. The motion was seconded by Mr. VanDeWege. Motion approved.
- 4.8. Nominating Committee Report and Election of 2023/2024 Officers  
Mr. Wengler delivered the Nominating Committee report and recommendation to nominate Mr. Peden as Board Chair and Mr. Blaisdell as Vice Chair for the 2023/2024 officers. Mr. Wengler motioned to approve the Nominating Committee's report and recommendation, seconded by Ms. Gnanapragasam. Motion approved.

Discussion:

It was discussed that within two years Mr. Blaisdell will reach the end of his second term and will not have the opportunity to become the board Past-Chair.

- 4.9. Discuss Temporary Reduction of Licensing Fees  
Mr. Hendrickson made a motion, seconded by Ms. Lund to not consider fee reduction at this time but to explore other opportunities such as educational support for licensees, outreach, and training. Motion approved.

Discussion:

Mr. VanDeWege stated that he supports a temporary fee reduction and would not like to see the agency funds be swept into the general fund. The board discussed the sweep of funds which occurred in the past.

Mr. Fuller recommended Mr. Bitar create a spend forecast to provide a more robust and detailed projection. Board members to send Mr. Bitar spend authority estimates within the next 6 weeks.

Mr. Bitar provided a summary of the projection provided in the [board packet](#).

#### 4.10. Approval of Draft Language and Filing of CR102 for WAC 196-29-110

A motion was made by Mr. Lund, seconded by Mr. VanDeWege to approve the [draft language](#) and filing of CR102 for WAC 196-29-110. Motion carried.

## 5. Directors Report

### 5.1. Financial Report

Mr. Bitar provided an overview of the financial report that was included in the [board packet](#). Mr. Bitar reported the agency is in excellent financial condition and stated the agency is projected to end the biennium with about \$1.6 million in its operating account and is on track to underspend appropriation this biennium by \$508,000. He reported last fiscal year, the agency generated \$3.915 million in revenue vs. just \$3.517 million during the same period last biennium. This represents an increase of about 11.3% between biennia.

Ms. Lagerberg asked about the agency potentially joining the Central Service Model (CSM) for WaTech services. Mr. Fuller and Mr. Bitar explained that costs may be slightly lower if BRPELS enters into the CSM rather than the current month-to-month billing for WaTech services. Mr. Fuller also stated that the agency may be entering the CSM for the Office of Attorney General services as well.

### 5.2. Agency Operations

No business.

### 5.3. Program Reports

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

5.3.1. Communications & Outreach – Mr. Schieferstein

5.3.2. Regulatory – Ms. Gillespie

5.3.3. Investigation & Compliance – Ms. Short

5.3.4. Licensing – Ms. Cramer

5.3.5. Admin – Ms. Wherrett

Discussion:

Mr. Fuller took a moment to compliment Ms. Gillespie on her hard work with navigating through many changes to draft language, ability to quickly complete the work and doing an all-around great job.

Mr. Blaisdell asked Ms. Cramer to update the licensing program report to show 5 years of licensing data.

### 5.4. Other Items

No Business.

## 6. Assistant Attorney General's Report

Ms. Lagerberg had nothing further to report.

## 7. Other Business

### 7.1. Additional Public Comment

Mr. McGowan commented regarding the Tappel case and the petition to review which was submitted to the Supreme Court. Mr. McGowan inquired whether the board had reviewed it. Ms. Lagerberg stated she had previously sent the petition to the board.

### 7.2. Upcoming Outreach and Events

- Special Board Meeting & Committee Meetings | August 2 – 3, 2023 | Radisson Hotel, SeaTac, WA & WebEx
- Board Member Training | August 2, 2023 | Radisson Hotel, SeaTac, WA & WebEx
- 2023 NCEES Annual Meeting | August 15 – 18, 2023 | Boston, MA

### 7.3. Action Items from This Meeting

- Staff to file CR101 and, as soon as possible, file CR102 and approved language for WAC 196-26A & WAC 196-30
- Staff to work on a license review/report out document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting
- Mr. Fuller and Ms. Cramer to set up meeting with OSU and send response email regarding Civil Engineering program (ABET accredited for engineering) to meet requirements for approval to take the LSIT plus an additional 16-hrs in Geomatics
- Send the approved response letter regarding clarification on practice question to Shannon & Wilson
- Staff to file CR101 and start rulemaking activity for WAC 196-16 & WAC 196-21
- Staff to file CR-102 for WAC 196-12
- Staff will present a PDH Audit plan to the PC at their next meeting
- Staff to file CR-102s for WAC 196-09-015 and 196-33
- Survey Committee to create a blueprint of required courses acceptable for approval to take the LSIT
- Mr. Fuller to meet with Committee members, Pat Beehler and David Icenhower of DNR to discuss and provide comments on the proposed language (WAC 332-130)
- Staff to send response to OSBEELS regarding comity licensure/NCEES SE 16-hr SE exam
- Board members to send Mr. Bitar spend authority estimates within 6 weeks
- Mr. Fuller and Board Staff to begin the process of onboarding a new pro-tem board member
- Staff to file a CR102 for WAC 196-29-110

- 7.4. Agenda Items for Next Meeting.
- 2023 NCEES National Motions

**8. Adjourn Meeting**

A motion was made by Mr. Blaisdell, and seconded by Mr. Wengler, to adjourn the meeting at 1:30 p.m. Motion approved.

**Next Meeting:** August 3, 2023 – Special Board Meeting – Radisson Hotel, SeaTac & WebEx

Respectfully submitted,

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Ken Fuller, PE, Director

DRAFT



# **Board Meeting**

## **Tab 2**

### **Disciplinary Activity**

- 2.1 Case Closures
- 2.2 Formal Action
  - 2.2.1. 2023-02-0191-00ENG
- 2.3 Disciplinary Report

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

In the Matter of the License to Practice as a  
Professional Engineer of:

Steven P. Mmia, PE  
  
Respondent.

License #30758

NO. 2023-02-0191-00ENG

STIPULATED FINDINGS OF FACT,  
CONCLUSIONS OF LAW AND  
AGREED ORDER

The Washington State Board of Registration for Professional Engineers and Land Surveyors (Board), and Steven P. Morta (Respondent), stipulate and agree to the following:

**Section 1  
BACKGROUND**

- 1.1 Steven P. Morta, Respondent, holds a license (#30758) to practice as a professional engineer.
- 1.2 The Respondent's license to practice engineering is currently due to expire January 14, 2025.
- 1.3 On April 13, 2023, the Board issued a Statement of Charges against the Respondent alleging that the Respondent violated the following: RCW 18.43.105(2), (5) & (10); RCW 18.235.130(1)(4) & (8); WAC 196-23-01 0; WAC 196-23-020(1); WAC 196-27A-020(l)(a)(b)(c)(e) & (t); WAC 196-27A-030(4).

**Section 2  
PROCEDURAL STIPULATIONS**

- 2.1 The Respondent understands that the Board is prepared to proceed to a hearing on the allegations in the Statement of Charges.
- 2.2 The Respondent understands that he has the right to defend himself against the allegations in the Statement of Charges by presenting evidence at a hearing.
- 2.3 The Respondent understands that, should the Board prove at a hearing the allegations in the Statement of Charges, the Board has the power and authority to impose sanctions, including fines, pursuant to RCW 18.235.110 and/or RCW 18.43.110.
- 2.4 The Respondent and the Board agree to expedite the resolution of this matter by means of

this Stipulated Findings of Fact, Conclusions of Law, and Agreed Order (Agreed Order).

2.5 The Respondent waives the opportunity to present evidence at a hearing on the Statement of Charges contingent upon signature and acceptance of this Agreed Order by the Board.

2.6 This Agreed Order is not binding on any party unless and until it is signed and accepted by the Board. Should this Agreed Order be rejected, the Respondent waives any objection to the participation at a hearing of all or some of the Board members who considered the Agreed Order. The exception is Board Member Marjorie Lund, PE, SE, Case Manager for this matter, who is recused from participating as a presiding or reviewing officer in an adjudicative hearing on this matter.

2.7 Once this Agreed Order is signed by the Board, the Respondent waives any and all right to judicial review and/or reconsideration by the Board.

### **Section 3 STIPULATED FACTS**

The Respondent acknowledges that evidence is sufficient to justify the following finding of facts:

3.1 Respondent, in his capacity as a professional engineer, showed a lack of understanding of design principles for a project he designed and certified the project was built to specifications in Tacoma, Washington. The project did not meet regulatory requirements.

3.2 In April 2022, Respondent was hired by Integrated NW Construction to design a pole building located at 3608 72<sup>nd</sup> Street East, Tacoma, Washington.

3.3 A permit was not obtained for the project. As a Professional Engineer, the Respondent is responsible for confirming that documents have been submitted for permitting of a project.

3.4 On October 27, 2022, Respondent, in a signed letter (Engineering Letter), and without having visited the project site, attested the construction in the field matched the design documents (plans). In the Engineering letter, Respondent also made statements that conflicted with Respondent's plans. The Board investigators confirmed that what was built in the field did not match Respondent's plans.

3.5 The Engineering Letter was not sealed as required.

3.6 The two-page construction documents provided by the Respondent are incomplete for the construction of a structure and contain structural design information that is incorrect as follows:

3.6.1 The roof trusses are missing loading criteria or proper connection details.

3.6.2 Purlin connections are not included in the construction documents.

3.6.3 The posts as shown in the plans are not the correct size to withstand wind forces.

3.6.4 Embedment shown on plans do not include concrete and is inadequate to withstand wind forces.

3.6.5 Note, on Sheet 2.0, in Respondent's plans, stating "#5 VERTS" shows lack of structural knowledge because it does not define the location and spacing of the rebar.

3.6.6 Note, on Sheet 2.0 in Respondent's plans, stating "#5 Rebar as shown" shows lack of structural knowledge because the rebar shown is inadequate in the grade beam.

3.6.7 Sheet 2.0 Section shows posts embedded 5 feet 0 inches in the ground with a note indicating "tamped earth" around the posts. This provides inadequate support of the posts for lateral loads.

3.6.8 Knee brace detail is shown but locations are not indicated on plans.

3.6.9 *Material properties for Purlins as shown in Sheet 2.0, do not match the grade of wood shown in the calculations.*

3.7 The Board requested examples of other engineering work completed by Respondent. Respondent submitted residential projects for Katharine & Shane Gervais, Rochester West LLC, and Tina Johnson. All three project drawings submitted by Respondent were missing details and incomplete. Missing items include load path for lateral loads, design of narrow wood shear walls, details for connections of walls and framing, concrete details of reinforcing and foundations. Respondent also submitted written descriptions of other work that included special inspections and geogrid retaining walls designed by Respondent. When asked to provide education and experience in inspections and in geotechnical engineering, Respondent did not respond.

**Section 4**  
**AGREED CONCLUSIONS OF LAW**

The Respondent acknowledges that, based upon the Findings of Fact, the following Conclusions of Law are justified:

4.1 The Board has jurisdiction over the subject matter of this proceeding and over the Respondent.

4.2 The Respondent's acts, errors, or omissions in connection with his practice as a professional engineer represent violations of one or more of the following: **RCW 18.43.105(2)(5) & (10); RCW 18.235.130(1)(4) & (8); and WAC 196-27A-020 (1)(a)(b)(c)(e) & (f); WAC 196-27A-030(4).**

The acts, omissions, errors and/or discrepancies stated above in this AGREED ORDER, individually and cumulatively, constitute misconduct, malpractice and/or unprofessional conduct as defined in chapters 18.43 and 18.235 RCW. Such acts are grounds for the Board to suspend or revoke the license to practice engineering issued to Steven P. Morta and/or to impose a monetary fine against the Respondent, as provided in RCW 18.235.110.

**Section 5**  
**AGREED ORDER**

The Board and the Respondent stipulate and agree to the following terms and conditions:

5.1 Upon the effective date of this Agreed Order Respondent's license to practice is suspended for two years and Respondent is assessed a fine in the amount of five thousand (U.S.) dollars (\$5,000). The license suspension and fine are stayed (not imposed) contingent upon Respondent complying with the following conditions outlined in 5.2 through 5.7.

5.2 Respondent will no longer design buildings or other structures that require the preparation of structural construction documents and/or calculations without a peer review of the work, as described in paragraphs 5.3 – 5.7.

5.3 Respondent will enter into a peer review contract agreement for the two-year stayed suspension. The contract will be executed within 30 days of the signed Agreed Order and a copy of the finalized contract will be provided to the Board. The contract will include a requirement for a quarterly



report, from the peer reviewer to the Board. The report will include project-specific summaries clearly detailing the work reviewed and the progress made by Respondent.

5.4 During the two-year stayed suspension, Respondent will submit, to the peer reviewer, all structural engineering designs for peer review and successfully respond to peer review comments.

5.5 During the two-year stayed suspension, Respondent will not submit any structural designs for permitting prior to successful peer review process.

5.6 During the two-year stayed suspension, Respondent will provide to the Board, monthly, a listing of and status of projects under design which include preparation of structural construction documents and/or calculations.

5.7 Respondent will be responsible for all costs related to the peer review contract.

5.8 Respondent shall be responsible for all costs, expenses, fees and/or tax consequences incurred by the Respondent in complying with this Agreed Order.

5.9 Should the Respondent fail to comply with any of the terms or conditions of this Agreed Order, the Board will initiate administrative steps for imposition of further penalties and/or sanctions authorized and deemed appropriate. In making a determination of compliance under the terms of this Agreed Order, the Board may rely upon the records in their possession, or lack thereof, in reaching such a decision.

5.10 This Agreed Order addresses and concerns itself solely with those issues referenced herein relating to the Respondent's practices as a professional engineer that are within the license-disciplining authority of the Board. This Agreed Order should not be considered to address, encompass, or limit judicial or other remedies relating to those practices and activities of the Respondent not deemed within the Board's license-disciplining authority.

5.11 The signed Agreed Order becomes effective immediately upon its being served pursuant to RCW 18.235.080. Service of this order is complete upon mailing. RCW 34.05.010(19).

I, Steven P. Morta, Respondent, certify that I have read this Stipulated Findings of Fact, Conclusions of Law and Agreed Order in its entirety; that my counsel of record, if any, has fully explained the legal significance and consequence of it; that I fully understand and agree to all of it; and that it may be

presented to the Board without my appearance. If the Board accepts the Stipulated Findings of Fact, Conclusions of Law and Agreed Order, I understand that I will receive a signed copy.

Steven P. Morta \_\_\_\_\_ Date July 27, 2023  
Steven P. Morta, Respondent

N/A \_\_\_\_\_ Date N/A  
Attorney for Respondent WSBA #:  
(if applicable)

**Section 6  
FINAL ORDER**

The Board accepts and enters this Stipulated Findings of Fact, Conclusions of Law, and Agreed Order.

DATED this \_\_\_\_\_ day of \_\_\_\_\_, 2023

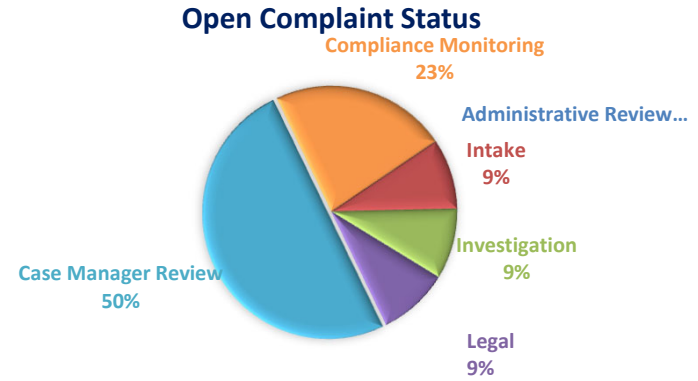
State of Washington Board of Registration for  
Professional Engineers and Land Surveyors

\_\_\_\_\_  
Dave Peden, PE, SE  
Presiding Officer

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

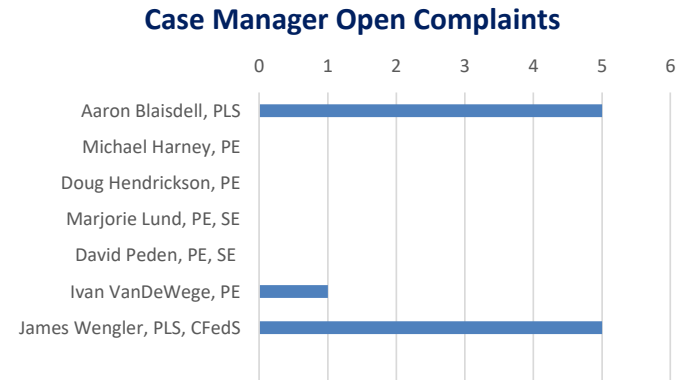
### Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	0	0	0	0
Intake	0	2	0	2
Investigation	1	1	0	2
Legal	1	1	0	2
Case Manager Review	0	10	1	11
Compliance Monitoring	3	2	0	5
<b>Total</b>	<b>5</b>	<b>16</b>	<b>1</b>	<b>22</b>



### Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	5	5
Michael Harney, PE	0	0	0
Doug Hendrickson, PE	0	0	0
Marjorie Lund, PE, SE	0	0	0
David Peden, PE, SE	0	0	0
Ivan VanDeWege, PE	1	0	1
James Wengler, PLS, CFedS	0	5	5
<b>Total</b>	<b>1</b>	<b>10</b>	<b>11</b>



### Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	0	0	0	0
<b>Total</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>



# **Board Meeting**

## **Tab 3**

### **Committee Reports**

- 3.1 Exam Qualifications Committee
- 3.2 Practice Committee
- 3.3 Executive Committee
- 3.4 Survey Committee

# **Board Meeting**

## **Tab 4**

### **New Business**

- 4.1. NCEES Annual Meeting Motions
- 4.2. Revisions to Policy 36
- 4.3. Professional Development Hours (PDH) Audit Process
- 4.4. Communication and Outreach Action Plan
- 4.5. Strategic Planning Session Date and Location
- 4.6. October 2023 Board and Committee Meeting Dates
- 4.7. CR102 - WAC 196-29-110

NCEES Action Items and Conference Reports

Motion number	Topic	Board of directors' position	Consent agenda	Page number	Summary
Bylaws 1	Amend <i>Bylaws</i> 4.05	Endorses	Yes	35	Eligibility for President-Elect added Public Member and "professional before E and LS, and allowed for continued post as President if they term out of member board
Bylaws 2	Amend <i>Bylaws</i> 3.021	Endorses	Yes	37	Removed the term "treasurer" from zone secretary post
Bylaws 3	Amend <i>Bylaws</i> 3.09	Endorses	Yes	37	Removed the term "treasurer" from zone secretary post
Bylaws 4	Amend <i>Bylaws</i> 11.04	Endorses	Yes	38	Removed the term "treasurer" from zone secretary post
ACCA 1	Charge Bylaws Committee with amending <i>Bylaws</i> 3.021	Endorses	Yes	65	Automatic desingation of MBA to associate member
ACCA 2	Charge Bylaws Committee with amending <i>Bylaws</i> 4.05	Endorses	No	66	Allows current board of director who terms out of Member board to continue in seats d
Education 1	Modify Surveying Education Award to expand eligibility	Endorses	Yes	70	Modify Surveying Education Award to expand eligibility
Education 2	Charge UPLG with amending <i>Model Rules</i> 240.30 B	Endorses	Yes	70	Ethic course work clarifoications and delineation outside of business courses
Education 3	Charge UPLG with amending <i>Model Rules</i> 240.30	Endorses	No	71	Incorporating defining standards into Model Rules and not just referencing
EPP 1	Amend EDP 2	Endorses	Yes	80	Clarity to title by changing word from Quality to Development standard
EPP 2	Amend EDP 3	Endorses	Yes	81	Changes to description of SE exam and adding reference handbook standards
EPP 3	Amend EDP 4	Endorses	Yes	82	These changes align the language of EDP 4 and EDP 9 to clarify the expectations of supporting member boards. Specifically, the changes clarify the types of degrees required and that, while local support is valued, broad technical or professional society involvement is required. They also incorporate language previously contained in EDP 6 for clarity and consistency.
EPP 4	Amend EDP 5	Endorses	Yes	83	These changes align the language of EDP 4 and EDP 5 and clarify the expectations of supporting member boards.
EPP 5	Delete EDP 6	Endorses	Yes	83	Deleting a policy aready covered in another section
EPP 6	Amend EDP 7	Endorses	Yes	84	The committee proposes adding the term "section," as used in the computer-based PE Structural examination, to clarify that the combination of an examination, section, or module can be a separate outcome and not strictly associated with placing the examination, section, or module on probation.
EPP 7	Amend EDP 9	Endorses	Yes	84	PS Exam development changes to align with added sections and dividing existing sections
EPP 8	Amend EDP 10	Does not endorse	No	85	Restrictions on folks traching reafresher courses within a 3 year window of serving on the exam development committee. Board does not endorse as the term refresher is too broad and wants to have committee develop a more specific language.
EPP 9	Amend EAP 2	Endorses	Yes	86	These changes eliminate language that is not needed today and will not be needed after the conversion of the PE Structural examination to computer-based testing.
EPP 10	Amend EAP 8	Endorses	Yes	87	For 2023–24, the PE Structural exam will be administered in both pencil-and-paper and computer-based formats. Additional language is needed to delineate how these results will be transmitted to accurately reflect the terminology related to components versus sections.
EPP 10 part 2					The committee reviewed the five-year time period requirement for PE Structural examinees to achieve acceptable results on all portions of the exam and determined that it should be eliminated to make it consistent with other PE examinations.
EPS 1	Approve development of PS exam PLSS module	No position	No	92	Discussion on 5 models or 2
Finance 1	Postpone adoption of operating budget until end of last business session	Endorses	Yes	97	
Finance 2	Postpone adoption of capital budget until end of last business session	Endorses	Yes	97	Reserve fund definition changed from 100% of operating to 75% amd changes to reserve for HQ
Finance 3	Amend FP 1C	Endorses	Yes	98	
Finance 4	Amend FP 6 to set price for PS exam PLSS module if EPS Motion 1 passes	Endorses	Yes	98	Adding funding for travel to NCEES law enforcement meetings of one additional Member Board staff enforcement person and additional board of directors
Law Enforcement 1	Amend FP 3	Endorses	Yes	112	

UPLG 1	Replace "certificate of licensure" with "license" in <i>Model Law and Model Rules</i>	Endorses	Yes	131
UPLG 2	Replace "licensed engineer" and "licensed surveyor" with "professional engineer" and "professional surveyor" in <i>Model Law and Model Rules</i>	Endorses	Yes	131
UPLG 3	Amend <i>Model Law</i> 110.20 A	Endorses	Yes	132
UPLG 4	Amend <i>Model Law</i> 110.20 A	Endorses	No	132
UPLG 5	Amend <i>Model Law</i> 110.20 B	Endorses	Yes	133
UPLG 6	Amend <i>Model Law</i> 110.20 J	Endorses	Yes	134
UPLG 7	Amend <i>Model Law</i> 110.20 N	Endorses	Yes	134
UPLG 8	Amend <i>Model Law</i> 110.20 O	Endorses	Yes	134
UPLG 9	Amend <i>Model Law</i> 120.20	Endorses	No	135
UPLG 10	Amend <i>Model Law</i> 120.60 B	Endorses	Yes	136
UPLG 11	Amend <i>Model Law</i> 130.10 B	Endorses	Yes	136
UPLG 12	Amend <i>Model Law</i> 130.10 B	Endorses	Yes	137
UPLG 13	Amend <i>Model Law</i> 130.10 C	Endorses	No	137
UPLG 14	Amend <i>Model Law</i> 130.20	Endorses	Yes	139
UPLG 15	Amend <i>Model Law</i> 150.30 A	Endorses	Yes	140
UPLG 16	Amend <i>Model Law</i> 160.20	Endorses	Yes	141
UPLG 17	Delete <i>Model Law</i> 170.20	Endorses	Yes	142
UPLG 18	Amend <i>Model Rules</i> 210.30	Endorses	Yes	142
UPLG 19	Amend <i>Model Rules</i> 230.10	Endorses	Yes	143
UPLG 20	Amend <i>Model Rules</i> 230.40 A	Endorses	Yes	143
UPLG 21	Amend <i>Model Rules</i> 230.40 B	Endorses	Yes	144
UPLG 22	Amend <i>Model Rules</i> 230.40 C	Endorses	Yes	145
UPLG 23	Amend <i>Model Rules</i> 230.40 D	Endorses	Yes	145
UPLG 24	Amend <i>Model Rules</i> 230.40 E, K-M	Endorses	Yes	146
UPLG 25	Amend <i>Model Rules</i> 230.60 E	Endorses	Yes	147
UPLG 26	Amend <i>Model Rules</i> 240.20	Endorses	No	147

Definition of term "Engineer" removed and incorporated into one definition and Changes to the definition of Professional Engineer.

Defining the "practice of Engineering" (Is there a problem with this and the changes above for "Professional Engineer"?)

"Professional Surveyor"

Signature and digital signatures taking it out of rule and remaining in model law

Definition of Authoritative

The definition for "disciplinary action"

Removal of 12 year experience to be a Board Member

Clarification of Board powers in requesting data and records

Specific discipline or branc additions

With most jurisdictions allowing automatic approval for the Fundamentals of Engineering (FE) examination, these changes reflect the fact that the exam could be taken by someone who is a junior or below, even if the best chance to pass the examination is during a senior year in college. This change also eliminates some confusion as to when individuals may take the FE examination if they do not hold a degree from an ABET-accredited program but do meet the NCEES Engineering Education Standard. To truly decouple education, examination, and experience requirements, the other deletions are necessary, and education requirements are already noted in B.Z.a(1).

The motion presented by the EPS Committee and passed at the 2022 annual meeting (EPS Motion 1) essentially was to decouple education, examinations, and experience for surveying licensure. UPLG felt that the engineering licensure pathways already contained within the Model Law were easy to understand, so it modeled the surveying requirements after the engineering requirements.

UPLG feels that the changes clarify what is needed in terms of applications and for acceptance of verified information from NCEES.

UPLG added the new language to further clarify that any attempt to imply licensure when the individual is not licensed should be grounds for disciplinary action.

Removal of Resident Professional for field office type work.. As the engineering and surveying industries have moved into a remote workforce post-pandemic, the revised language is proposed to meet a more current reflection of practice.

Clean up of now duplicate language now covered in "practice" definition

Clarification for out of jurisdiction advertising and proposals

This section on education is already covered in the Model Law, and therefore its removal from the Model Rules is proposed to avoid redundancy.

The revisions throughout this section of the Model Rules are to remove redundant information already contained within the Model Law and for clarity. For both the FE and PE, the statements concerning certification and licensure seem out of place considering this section is referring to examinations. The reference to jurisdictional examinations is added for any jurisdictions that require such exams for engineering licensure.

The revisions throughout this section of the Model Rules are to remove redundant information already contained within the Model Law and for clarity. UPLG revised this section, noting that the term "eligibility" seemed incorrect and replacing it with "approval." The other revisions coincide with decoupling examinations, education, and experience in the Model Law.

The revisions throughout this section of the Model Rules are to remove redundant information already contained within the Model Law and for clarity. For both the FS and PS, the statements concerning certification and licensure seem out of place considering this section is referring to examinations.

The revisions throughout this section of the Model Rules are to remove redundant information already contained within the Model Law and for clarity. UPLG revised this section, noting that the term "eligibility" seemed incorrect and replacing it with "approval." The other revisions coincide with decoupling examinations, education, and experience in the Model Law and also add a pathway that would exempt someone with a doctorate in surveying from taking the FS examination (similar to what is in the Model Rules for engineering).

The revisions throughout this section of the Model Rules are to remove redundant information already contained within the Model Law and for clarity. The paragraph within Section 230.40 concerning pencil-and-paper examinations (I) should be removed when the last pencil-and-paper examination is administered, presumably October 2023.

Clarification of Comity

The committee analyzed the existing language and concluded that it did not address some important aspects of demonstrating responsible charge of work, so the committee drafted alternate language. It was noted that the current paragraph E was process related, instead of making sure that the person who seals the deliverable was in responsible charge.

UPLG 27	Amend <i>Model Rules</i> 240.30 H and 240.40	Endorses	Yes	149
ELMTF 1	Charge Bylaws Committee with amending <i>Bylaws</i> Section 7 to establish Committee on Licensure	Endorses	Yes	153
BoD 1	Approve SELC as POLC member	Endorses	No	154
BoD 2	Direct NCEES staff to remove references to pencil-and-paper exams from NCEES documents and website	Endorses	No	154

Reinstatement after many years "out of Practice" and PDH'S During the review of this section and considering the motion that was adopted, UPLG felt that sections 240.30 and 240.40 both needed to be revised. Model Rules 240.30 H is a revision, while 240.40 H is a new section.

Continue to study and prepare for recommendation on licensure incorporating existing and future alternatives.

Structural Engineering Licensure Coalition membership to NCEES

Clean up after last PAPER AND PENCIL Exam except for bylaws



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

P.O. Box 9025, Olympia WA 98507-9025

## **ORGANIZATION AND FUNCTION OF THE BOARD COMMITTEES**

The Board establishes committees to carry out specific assignments on behalf of the Board. Membership on each committee, within the suggested guidelines below, is made by appointment of the Board chair. Committees may not take action on behalf of the Board, but will report to the Board after every committee meeting, presenting any proposed actions to the Board for discussion and vote.

### **I. EXECUTIVE COMMITTEE:**

#### A. Board Membership:

- Board Chair
- Board Vice-Chair
- Immediate Past Board Chair

Note: Committee chair or designee shall report committee activity to Board and seek Board approval as required.

#### B. Staff:

- Director
- Deputy Director
- Executive Assistant

#### C. Basic areas of responsibility:

- Develop monitor the Board budget activity including: allotments, unusual expenditures, fee setting and fund balance. Develop and monitor ongoing Strategic Plan and Outreach Program of the Board. Present proposed Budget, Strategic Plan and Outreach Programs to the Board for discussion and approval.
- Define emerging strategic assignments for Director.
- Make ongoing and annual performance evaluation of Director and Deputy Director, subject to input and approval by the Board.
- Provide input to the Director about Board policy and interpretations on all topics related to the Board where there is considerable need for accuracy and management of risks.
- Perform periodic review of existing laws, rules and policy that have or can be related to the Board's strategic agenda or activities promulgated by the NCEES.

When necessary or appropriate, develop report and proposed changes for review and approval by the Board.

- Provide the Board's position on any legislation that appears to have impact upon the Board's business and/or operations, subject to review and approval by the Board.
- Participate in any review or decision that constitutes a statement of policy or interpretation of the Board. Develop recommendation for Board discussion and approval where appropriate.
- Meet annually, and as needed, with the Director of the Department of Licensing to review Interagency Agreement and other items of interest.

## **II. PRACTICE COMMITTEE:**

A. Recommended membership (total of 3 board members):

- 1 land surveyor member (minimum)
- 1 engineer members (minimum)

Note: Committee chair or designee shall report committee activity to Board as required.

B. Staff:

- Investigations Manager
- Deputy Director

C. Basic areas of responsibility:

- Conduct review of active complaints received, status of each complaint in the complaint process and administrative complaints closed.
- Review any inquiries seeking interpretations on the practice of engineering, land surveying or on-site wastewater. Consult with AAG and obtain input from Board where appropriate.

Note: Use caution when responding to any inquiry seeking "interpretations" of the law, particularly as it relates to the "practice of" engineering, land surveying or on-site wastewater design.

- Perform periodic review of existing laws, rules and policy related to professional practice and forward recommendations to the Board.
- Monitor compliance with Board orders. Forward recommendations to the Board for decision on any valid requests for modifications to existing board orders.
- Perform other assignments referred to the committee by the Board or Board chair.

## **III. EXAM/QUALIFICATION COMMITTEE:**

A. Recommended membership (total of 3 board members):

- 1 land surveyor member (minimum)
- 1 engineer member (minimum)

Note: Committee chair or designee shall report committee activity to Board as required.

**B. Staff:**

- Licensing Manager
- Regulatory Manager

**C. Basic areas of responsibility:**

- Conduct review of applications including those with special conditions including: foreign based experience, industrial exemptions, military experience, or a combination of experience and education that does not follow typical practice, licensee supervision or completion of educational credits, and those that staff recommend for evaluation.
- Review any inquiries seeking interpretations on the laws and rules defining conditions for eligibility of licensure in engineering, land surveying or on-site wastewater. Consult AAG and Board as appropriate prior to responding.
- Perform periodic review of existing laws, rules and policy related to professional licensure and forward recommendations to the Board.
- Review exam performance statistics and recommend a cut-score to the Board for state prepared licensing examinations.
- Review examination information from NCEES and make recommendations to the Board as appropriate.
- Monitor status reports on licensing and examination activity.
- Act as members of Exam Misconduct Committee, as needed.
- Perform other assignments referred to the committee by the Board or Board chair.

**IV. SURVEYING COMMITTEE:****A. Recommended membership (total of 3 board members):**

- 2 land surveyor members
- 1 engineer member

Note: Committee chair or designee shall report committee activity to Board as required.

**B. Staff:**

- Director
- Deputy Director

**C. Basic areas of responsibility:**

- Conduct review of inquiries about interpretations on the scope of practice for land surveying in Washington. Consult AAG and Board for input as necessary.
- Perform periodic review of existing laws, rules and policy related to professional survey practice and forward recommendations to the Board.
- Perform periodic review of state PS examination content, manage item bank and recommend cut score to EQC or the Board.
- Conduct periodic evaluation of curriculums for land surveying programs and determine level of credit that graduates of programs can obtain toward licensure.
- Perform other assignments referred to the committee by the Board or Board chair.



**V. STRUCTURAL COMMITTEE:**

A. Recommended membership:

- 2 structural engineer members
- 1 additional board (engineer or land surveyor) member

Note: Committee chair or designee shall report committee activity to Board as required.

B. Staff:

- Director
- Licensing Manager or other staff as appropriate.

C. Basic areas of responsibility:

- Conduct review of all inquiries about interpretations on the scope of practice for structural engineering and significant structures in Washington. Consult with AAG and seek Board input as appropriate.
- Perform periodic review of existing laws, rules and policy related to professional structural engineering practice and forward recommendations to the Board.
- Monitor SE exam performance from NCEES.
- Perform other assignments referred to the committee by the Board or Board chair.

**VI. AD HOC COMMITTEES:**

Ad hoc committees may be established by the Board to study unique issues related to the objectives of the Board. Such committees may be comprised of board members, board staff members, stakeholders or any combinations of those participants as deemed necessary by the Board.

Approved:



Date:

9/30/20

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Aaron Blaisdell, PLS, Board Chair

This policy supersedes any versions of content or title approved by the Board prior to this date.



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

P.O. Box 9025, Olympia, WA 98507-9025

July 27, 2023

Office of the Code Reviser  
PO Box 40551  
Olympia WA 98504-0551

Subject: Withdraw proposed rule WSR 23-14-108

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED  
**DATE: July 27, 2023**  
**TIME: 12:10 PM**  
**WSR 23-16-067**

The Board of Registration for Professional Engineers and Land Surveyors requests withdrawal of the proposed rulemaking filed as WSR 23-14-108, WAC 196-29-110. The CR-102 was filed on July 3, 2023 and appeared in issue 23-14 of the State Register. This document serves as the official notification of our withdrawal.

Sincerely,

A handwritten signature in black ink, appearing to read "Ken Fuller".

Ken Fuller, PE  
Director

**From:** [Dave Proctor](#)  
**To:** [Gillespie, Shanah \(BRPELS\)](#)  
**Subject:** Comment on proposed rules WAC 196-29 Professional Practices  
**Date:** Wednesday, July 26, 2023 4:35:40 PM

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External Email

At first glance, it appears this language \*really\* needs to be massaged IMO. But I suppose this might be due to the fact that I am not clear what solution this rule hopes to accomplish. The purpose stated in the CR-102 is generic, and insufficient, at best, and I am left to guess. In doing so, I can come up with only a few reasons:

Are you simply making protectionist rules in an attempt to 'guard' the practice of land surveying? Or is it to stop the practice of unlicensed individuals from finding and marking boundaries?

In these, or any cases, the language is far too nebulous, and possibly dangerous (litigiously speaking).

If I were in the business of unlicensed (surveying) locating, and selling services to realtors and homeowners, marking such lines, then I would simply redefine the scope of services to be fence-line alignment markings. Unless you plan on going after fence companies who MUST do exactly this--posting a line. IE. Right after we set corner markers, a fence company comes in and strings a line between them. That operation seems to be illegal according to your definition.

What about offset markings to a line?

could this possibly open litigation by abutting home-owners who can go after fence companies that place 'plenty' of posts on line. If that abutter does not want a fence, can an attorney delay the construct by threatening litigation against said fence company?

Then I would also ask, at what point does this change consider a line is being marked? Does it include providing control points which 'lead one back to a line' (6" offset... 5 feet?).

What about logging company employees who locate markers and flag/mark trees based on those found corner markers for the purpose of cutting. Often these employees have fairly sophisticated marking methods to determine if the tree is online, over a line, within a line (so to speak). These markings do NOT involve accuracy, or validation and standard survey methods and professional judgement (assuming you mean survey professional judgement).

What about when a homeowner asks a neighbor to help, or hires a landscaper to string a line between found corners for installation of sprinklers, cutting hedges, planting, or building a wall. Can all of these firms and individuals be prosecuted for practicing land surveying? Does a land-owner have the right to act as his own surveyor as they can act as their own attorney? I know this was a philosophy of the board a few decades ago. Thus, does he have the right to mark his own line between found corners or act in the capacity of a supervising surveyor?

Next, at what interval can any such markers be set without a license? What if the line were marked at 250' intervals by a surveyor, then a subsequent person was later hired, or attempts to add more points between these? Legally, these are additions between two corner posts. Do intermediate points nullify the condition of this rule?

I gotta ask what problem is being solved and are you instead creating an environment for spiteful litigation and hire costs, due to liability?

I am of the opinion that if an individual, for hire or not, properly marks a line between 'proper' existing markers, that's great! Have at it! If they get the wrong corners, well, that is what the courts are for. This becomes a civil matter and only if some action(s) are taken which rely on that incorrect data and alignment. I have a hard time determining how this new rule would alleviate this problem or any other problem, yet I have outlined only a few of many possible problems it could create.

Please add some clarity for me and explain what the purpose and intent of this revision is.

As a side-bar comment: more often than not, lately, I see much of the board's actions as, losing sight of what the practice of land surveying is, and instead focusing on reducing this profession into a series of mathematical formulas, field procedures, turned angles, and drafting etiquette.

Respectfully,  
 David S. Proctor, PLS, CFedS

CSI Surveying 360.874.9031  
P.O.Bx 1611, Pt Orchard, WA. 98366

# **Board Meeting**

## **Tab 5**

### **Director's Report**

- 5.1 Financial Report
- 5.2 Agency Operations
- 5.3 Program Reports
  - 5.3.1 Communication & Outreach
  - 5.3.2 Regulatory
  - 5.3.3 Investigations & Compliance
  - 5.3.4 Licensing
  - 5.3.5 Admin
- 5.4 Other Items

**Wherrett, Mackenzie (BRPELS)**

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**From:** Bitar, Paul (DES)  
**Sent:** Tuesday, July 18, 2023 10:53 AM  
**To:** Fuller, Ken (BRPELS)  
**Cc:** Wherrett, Mackenzie (BRPELS)  
**Subject:** June 2023 Financial Status  
**Attachments:** BRPELS Monthly Revenue.pdf; Account Balance Fund 024.pdf.pdf.pdf.pdf.pdf.pdf.pdf.pdf; BRPELS\_Financial Status\_June 2023.xlsx

**Follow Up Flag:** Follow up  
**Flag Status:** Flagged

Hi Ken,

I have attached BORPELS' June 2023 financial status and projection reports. The information in the reports shows that **BORPELS is in excellent financial condition**. BORPELS ended the 2021-23 biennium with about \$1.6 million in its operating account, Fund 024. The financial report shows that BORPELS underspent its Biennium 2021-23 appropriation by \$617k, but FY 23 is not yet closed, so this figure may change slightly as we pay the agency's final bills for the year.

**REVENUE**

For the 2021-23 biennium (July 2021 – June 2023), BORPELS generated \$4.274 million in revenue vs. \$3.913 million last biennium. This represents an increase of 9.2% between biennia.

**EXPENSES**

We have not yet received the final POLARIS invoice, so I will reach out to DOL so that we can pay it before the accounting period closes.

Let me know if you have any questions.

Thanks,

**Paul Bitar**

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

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Olympia, WA 98501

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**Your satisfaction is our priority and we value your feedback**

Statement of Revenues, Expenditures, and Changes in Fund Balances  
 Period Ended: June 30, 2023

Report Number: CAF1031G

Date Run: Jul 15, 2023 7:41AM

Biennium: 2023

Fiscal Months: Jul FY2

Through: Jun FY2

Transactions Through:

Closed

Account 024 - Professional Engineers' Account

IS Sort Code	Revenue Source/ Object	Revenue Source/ Object Title	Revenue Source/Object Amount	Sort Code Amount - FYTD
<b>Revenues</b>				
CD	0232	Engineering and Surveying Licenses	\$ 2,138,961.35	
		Total CD - Licenses, Permits, and Fees		\$ 2,138,961.35
CK	0490	Cash Over and Short	3,123.00	
		Total CK - Miscellaneous Revenue		3,123.00
		<b>Total Revenues</b>	<b>2,142,084.35</b>	<b>2,142,084.35</b>
<b>Expenditures</b>				
F1	A	Salaries and Wages	710,865.53	
	B	Employee Benefits	243,177.20	
	C	Professional Service Contracts	51,443.20	
	E	Goods and Services	713,006.48	
	G	Travel	46,876.18	
	J	Capital Outlays	25,634.31	
	N	Grants, Benefits & Client Services	1,504.60	
		Total F1 - General Government		1,792,507.50
HC	J	Capital Outlays	59,936.79	
		Total HC - Capital Outlays		59,936.79
		<b>Total Expenditures</b>	<b>1,852,444.29</b>	<b>1,852,444.29</b>
		<b>Excess of Revenues Over (Under) Expenditures</b>	<b>289,640.06</b>	<b>289,640.06</b>
<b>Other Financing Sources (Uses)</b>				
		<b>Total Other Financing Sources (Uses)</b>	<b>-</b>	<b>-</b>
		<b>Net Change in Fund Balance</b>	<b>289,640.06</b>	<b>289,640.06</b>
ZB		<b>Fund Balance As Previously Reported</b>	1,349,306.51	1,349,306.51
		<b>Fund Balance - Ending</b>	<b>\$ 1,638,946.57</b>	<b>\$ 1,638,946.57</b>

Note: Sort codes are listed in AFRS descriptor tables as follows: 10 for objects, 31 for general ledgers, 35 for revenue source codes, and 55 for GL sort codes and titles.

**2400 - Department of Licensing**  
**Revenue Summary By Account Through Subsource**

**Report Number:** RV04  
**Biennium:** 2023

**As Of Fiscal Month:** Jun FY2

**Date Run:** Jul 18, 2023 10:31AM  
**Transactions Through:** Closed

Subsource	MTD	FY1TD	FY2TD	BTD
<b>Account 024 - Professional Engineers' Account</b>				
<b>Major Source 02 - Licenses, Permits, and Fees</b>				
<b>Source 32 - Engineering and Surveying Licenses</b>				
- Not Specified	0.00	(58.00)	0.00	(58.00)
000001 - Professional Engineer License	155,724.00	1,864,794.00	1,858,129.35	3,722,923.35
000003 - Land Surveyor License	6,085.00	67,994.00	74,326.00	142,320.00
000004 - Engineers and Land Surveror Corp	8,930.00	107,766.00	112,235.00	220,001.00
000006 - Professional Land Surveyor Exam	0.00	180.00	0.00	180.00
000007 - Engineering Land Surveyor Llc	4,550.00	55,195.00	59,570.00	114,765.00
000008 - Engineers & Landsurvey for Corp End	860.00	6,170.00	8,075.00	14,245.00
000009 - Engineers & Landsurvey for Llc	330.00	4,256.00	5,966.00	10,222.00
000051 - On-Site Wastewater Treatment License Fee	116.00	14,735.00	11,754.00	26,489.00
000052 - On-Site Wastewater Treatment Inspector	116.00	10,655.00	8,906.00	19,561.00
<b>Major Source 04 - State Charges &amp; Miscellaneous Revenue</b>				
<b>Source 90 - Cash Over and Short</b>				
000001 - Over/Short/Discounted for.Curr	1,195.00	496.00	3,123.00	3,619.00
<b>Account 024 - Professional Engineers' Account</b>	<b>Total</b>	<b>177,906.00</b>	<b>2,132,183.00</b>	<b>2,142,084.35</b>
<b>Agency 2400 - Department of Licensing</b>	<b>Total</b>	<b>177,906.00</b>	<b>2,132,183.00</b>	<b>2,142,084.35</b>



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

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Capital Outlays	48,000	48,000	170,968	(122,968)	(122,968)
Employee Benefits	516,755	516,755	453,680	63,075	63,075
Goods and Services	2,064,716	2,064,716	1,491,000	573,716	573,716
Grants, Benefits & Client Services	0	0	1,505	(1,505)	(1,505)
Professional Service Contracts	0	0	64,760	(64,760)	(64,760)
Salaries and Wages	1,473,529	1,473,529	1,363,090	110,439	110,439
Travel	126,000	126,000	67,438	58,563	58,563
<b>Sum:</b>	<b>4,229,000</b>	<b>4,229,000</b>	<b>3,612,441</b>	<b>616,559</b>	<b>616,559</b>

<u>Category</u>	<u>FM Allotment</u>	<u>FM Expenditure</u>	<u>FM Variance</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>
<b>Salaries and Wages</b>		<b>53,912</b>	<b>9,209</b>	<b>1,473,529</b>	<b>1,363,090</b>	<b>110,439</b>
A Salaries and Wages	4,000	0	4,000	96,000	0	96,000
AA State Classified	47,405	39,588	7,817	1,096,589	1,053,464	43,125
AC State Exempt	11,186	10,833	353	268,128	260,000	8,128
AE State Special	530	1,313	(783)	12,812	15,450	(2,638)
AT Terminal Leave	0	0	0	0	7,803	(7,803)
AU Overtime and Call-Back	0	2,178	(2,178)	0	26,373	(26,373)
<b>Employee Benefits</b>	<b>22,722</b>	<b>18,745</b>	<b>3,977</b>	<b>516,755</b>	<b>453,680</b>	<b>63,075</b>
B Employee Benefits	1,900	0	1,900	45,600	0	45,600
BA Old Age and Survivors Insurance	3,567	3,209	358	84,217	81,558	2,659
BB Retirement and Pensions	6,256	5,465	791	142,937	138,950	3,987
BC Medical Aid & Industrial Insurance	346	280	66	8,193	6,858	1,336
BD Health, Life & Disability Insurance	9,819	9,040	779	216,108	205,858	10,250
BH Hospital Insurance (Medicare)	834	750	84	19,700	19,074	626
BK Paid Family and Medical Leave	0	0	0	0	29	(29)
BV Shared Leave Provided Annual Leave	0	0	0	0	1,305	(1,305)
BZ Other Employee Benefits	0	0	0	0	50	(50)
<b>Professional Service Contracts</b>	<b>0</b>	<b>3,439</b>	<b>(3,439)</b>	<b>0</b>	<b>64,760</b>	<b>(64,760)</b>
CA Management and Organizational Services	0	3,439	(3,439)	0	60,560	(60,560)
CZ Other Professional Services	0	0	0	0	4,200	(4,200)
<b>Goods and Services</b>	<b>80,186</b>	<b>(14,788)</b>	<b>94,974</b>	<b>2,064,716</b>	<b>1,491,000</b>	<b>573,716</b>
E Goods and Other Services	5,450	0	5,450	130,800	0	130,800
EA Supplies and Materials	1,000	214	786	24,000	18,817	5,183
EB Communications/Telecommunications	800	(381)	1,181	19,200	15,467	3,733
EC Utilities	50	38	12 1,062	1,200	448	752
ED Rentals and Leases - Land & Buildings	3,000	1,938	(564)	72,000	51,023	20,977
EE Repairs, Alterations & Maintenance	1,000	1,564	218	24,000	42,674	(18,674)
EF Printing and Reproduction	500	282	(584)	12,000	19,136	(7,136)
EG Employee Prof Dev & Training	1,000	1,584	418 100	24,000	26,032	(2,032)
EH Rental & Leases - Furn & Equipment	500	82	1,659	12,000	16,873	(4,873)
EJ Subscriptions	100	0	11,922	2,400	681	1,719
EK Facilities and Services	5,663	4,004	(301)	128,000	111,831	16,169
EL Data Processing Services (Interagency)	12,163	10,416		290,000	261,618	28,382
EM Attorney General Services	15,413	3,491		365,000	284,892	80,108
EN Personnel Services	1,100	1,401		26,400	35,171	(8,771)
EP Insurance	79	81	(2)	3,884	4,140	(256)
ER Other Contractual Services	16,250	(13,040)	29,290	471,000	217,497	253,503
ES Vehicle Maintenance & Operating Cst	0	179	(179)	0	867	(867)
EW Archives & Records Management Svcs	18	0	18	432	428	4
EY Software Licenses and Maintenance	16,000	(26,657)	42,657	456,000	383,063	72,937
EZ Other Goods and Services	100	16	84	2,400	343	2,057
<b>Travel</b>	<b>5,250</b>	<b>4,998</b>	<b>252</b>	<b>126,000</b>	<b>67,438</b>	<b>58,563</b>
GA In-State Subsistence & Lodging	1,500	472	1,028	36,000	25,860	10,140
GB In-State Air Transportation	700	448	252	16,800	8,251	8,549
GC Private Automobile Mileage	1,500	1,958	(458)	36,000	10,876	25,124
GD Other Travel Expenses	700	1,127	(427)	16,800	6,145	10,655
GF Out-of-State Subsistence & Lodging	300	(183)	483	7,200	5,756	1,444
GG Out-of-State Air Transportation	300	1,354	(1,054)	7,200	9,280	(2,080)
GN Motor Pool Services	250	(177)	427 675	6,000	1,270	4,730
<b>Capital Outlays</b>	<b>2,000</b>	<b>1,425</b>	<b>575</b>	<b>48,000</b>	<b>170,968</b>	<b>(122,968)</b>
JA Noncapitalized Assets	1,000	425		24,000	111,031	(87,031)
JB Noncapitalized Software	1,000	0	1,000	24,000	0	24,000
JC Furnishings & Equipment	0	0	0	0	59,937	(59,937)
<b>Grants, Benefits &amp; Client Services</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>1,505</b>	<b>(1,505)</b>
NZ Other Grants and Benefits	0	0	0	0	1,505	(1,505)
<b>Total Dollars</b>	<b>173,279</b>	<b>66,880</b>	<b>106,399</b>	<b>4,229,000</b>	<b>3,612,441</b>	<b>616,559</b>

## Communication & Outreach Report 08/03/2023

For outreach, we're targeting 3 areas in the coming weeks and months, to build long term relationships. Our messaging subjects include ethics, the importance of licensure and other topics.

We're constructing a calendar for Fall/Winter/Spring for conferences and meetings where we can present and attend. Special attention is given to local chapters of national and state organizations. Our three areas are:

>Associations

>Organizations

>Educational Institutions & Groups

Additionally, I can also provide focused invites to experts, professors, etc. to speak at Board meetings/committees. Opportunities also exist to hold Board Meetings on college campuses.

### Discussion:

Website update and plans

Journal effectiveness – GRAPHIC INCLUDED

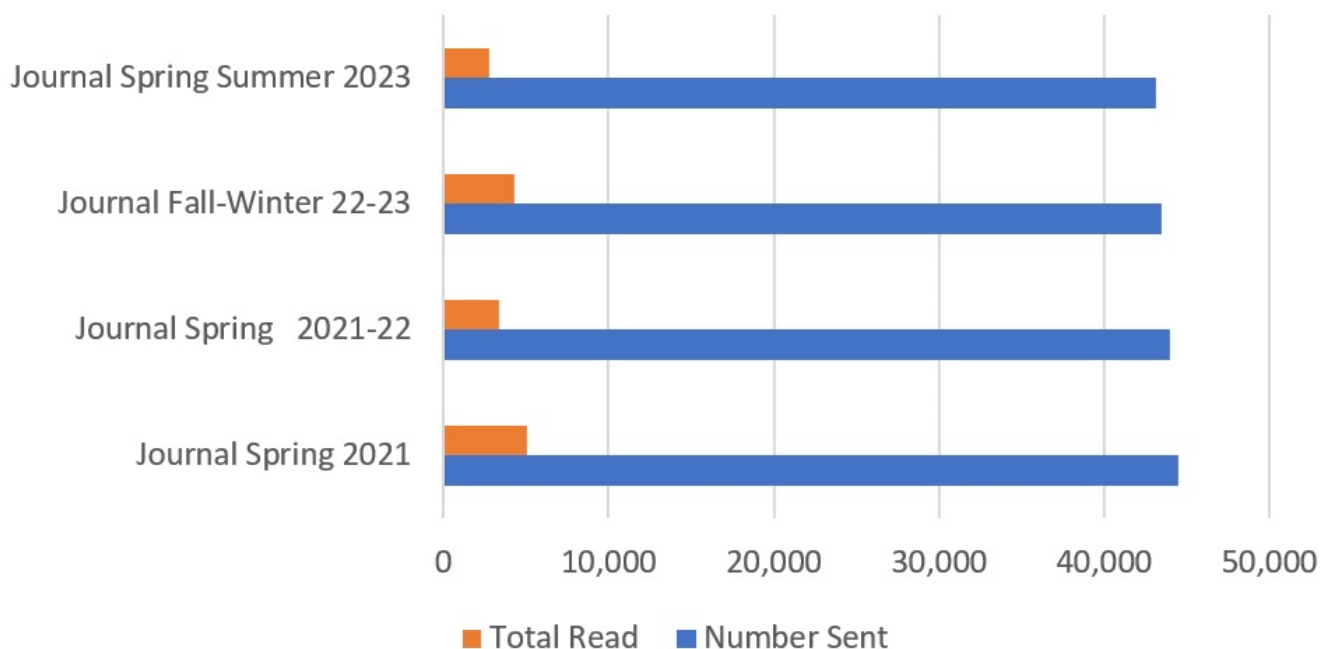
Social Media opportunities

Goals, Resources & Prioritization

Board Member involvement

END

## Journal Performance



## Regulatory Program Report 8/3/23

### Current Items:

- Rulemaking
  - \* 196-09 CR101 filed. Indexing rule language being drafted.
    - CR102 filed. (196-09-015) Hearing scheduled 8/23/23 @ 1:30 pm
  - \* 196-12 CR102 filed. Hearing scheduled 8/23/23 @ 1:30 pm
  - \* 196-16 CR101 filed. EQC to work on draft language.
  - \* 196-21 CR101 filed. EQC to work on draft language.
  - \* 196-26A & 196-30 CR101 filed.
  - \* 196-29 CR102 filed. Hearing scheduled 8/23/23 @ 1:30 pm
  - \* 196-33 CR102 filed. Hearing scheduled 8/23/23 @ 1:30 pm
  
- Public Records Requests
  - \* 2023: 62 (as of 7/24/23)
  - \* 2022: 85

# Investigation/Compliance Program Report

08/03/2023

## Current Items:

- PDH Audits
  - \* Project Team Assigned
    - Rich Larson/Vonna Cramer/Jill Short
    - Meeting scheduled with Polaris group and project team.
    - Met with Polaris group. This feature in Polaris is currently turned off due to a glitch. They are working on a fix.
    - Rich/Vonna/Jill will now be conducting a manual blind draw process of 1% of renewals for PLS and OS. Will measure results for approximately 6 months to determine results.
    - Template audit letters prepared.
    - Vonna in contact with Polaris team on different between PDH/CE
    - Plan proposal to be presented to PC
  
- Complaint Process/Tracking
  - \* Project Team Assigned
    - Jill Short/Ken Fuller/Rich Larson/Diane Gallagher
    - Team developed a step-by-step complaint process and determined times for completion during each status stage and notification/tickler points.
    - Team met with Diane Gallagher regarding capabilities and notification/tickler points.
    - Diane Gallagher will be putting together a process to present to the team by 2/13/23.
    - Diane and staff have met on several occasions to discuss how we would like the system to work.
    - Diane has created a testing site. Mackenzie/Jill are now testing the system to ensure it is working properly.
    - Diane/Mackenzie/Jill have weekly update meetings.
    - Testing with actual complaints to ensure email notifications and links to documents/files are working correctly.
    - Input current open cases into tracking system/final meeting with Diane

- Digital Signatures
  - \* Project Team Assigned
    - Jill Short/Ken Fuller/Greg Schieferstein
    - Have seen multiple inquires/issues regarding Digital Signature submittals to permitting authorities.
    - Research to be done on processes used by City of Tacoma and City of Seattle.
    - Poll to be done on other state boards' processes.
    - Article to be written for Fall/Winter Journal.
    - Possible outreach with WABO.
    - Met with staff from City of Tacoma (Tom Barger and Joel Rasmussen).

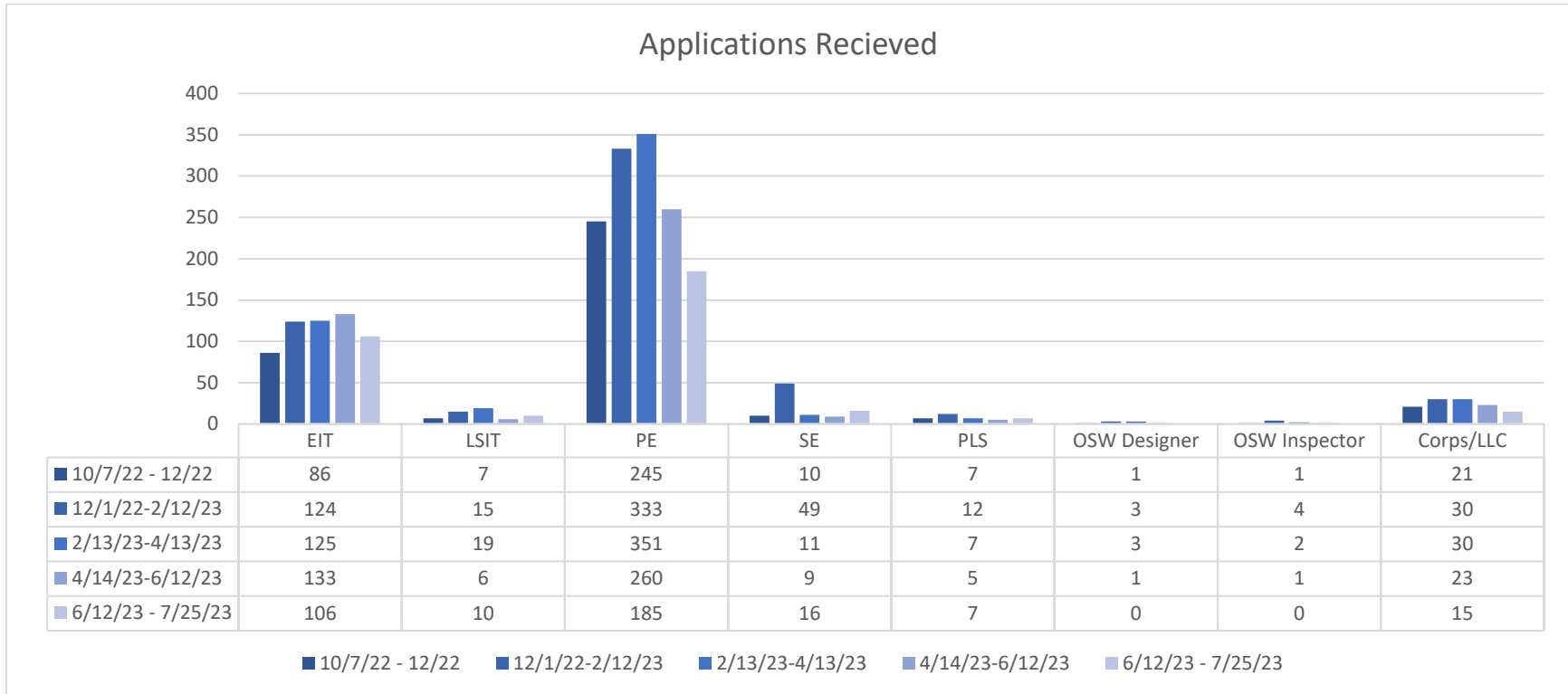
### Completed Items:

- PLS Standards
  - \* Project Team Assigned
    - Aaron Blaisdell/Rich Larson/Jill Short
    - Project team met and discussed next steps.
    - Team determined next steps would be to look at each investigation on a case-by-case basis. If a CM determines charges are appropriate, the CM, board staff, and AAG will meet to discuss violations and appropriate sanctions.
    - The Advising AAG and Prosecuting AAG will be conducting a board training.
    - A document showing past violations and sanctions will be posted to the Board Resources SharePoint site.

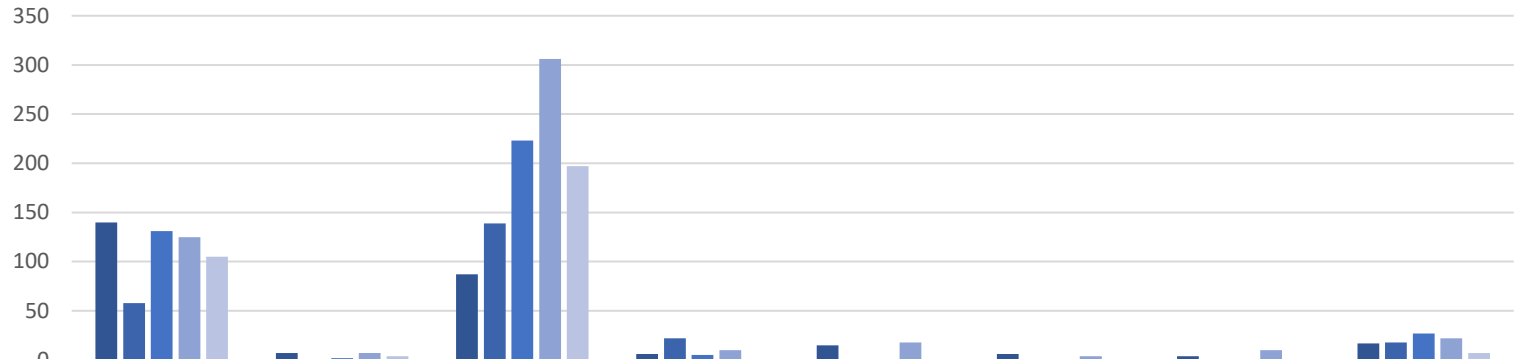
### Committee and/or Board Action Items:

- Board training by Advising and Prosecuting AAGs. (Scheduled for August 2, 2023)
- A document showing past violations and sanctions will be posted to the Board Resources SharePoint site (Indexing with Shanana).

## Licensing Program Report 08/03/2023



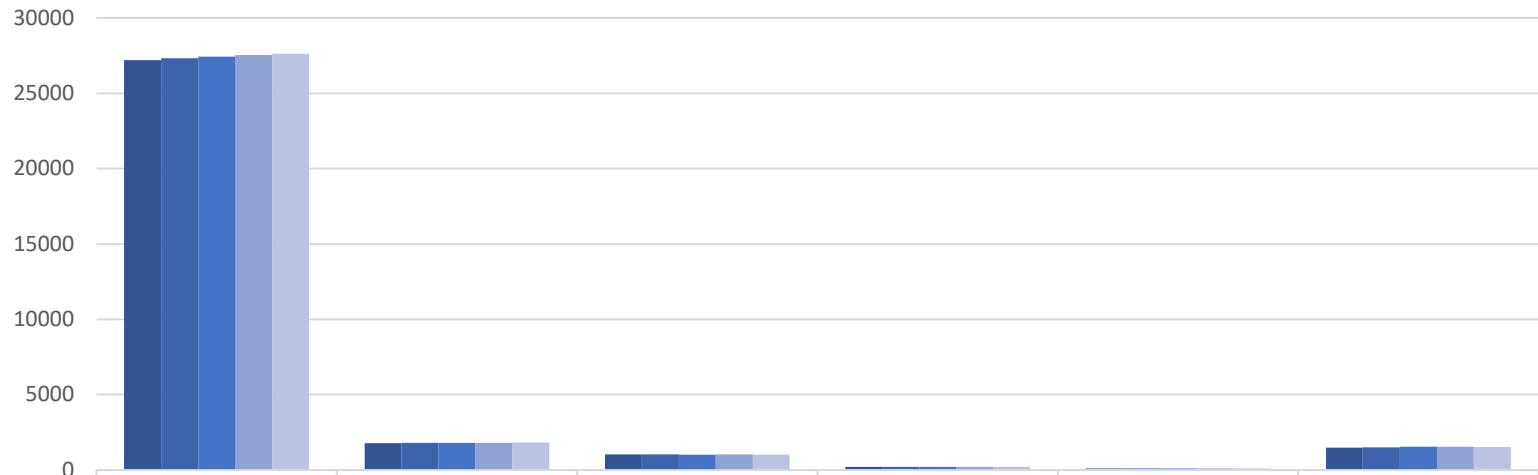
### Licenses Issued



	EIT	LSIT	PE	SE	PLS	OSW Designer	OSW Inspector	Corps/LLC
■ 10/7/22 - 12/22	140	7	87	6	15	6	4	17
■ 12/1/22-2/12/23	58	1	139	22	0	0	0	18
■ 2/13/23-4/13/23	131	2	223	5	1	1	0	27
■ 4/14/23-6/12/23	125	7	306	10	18	4	10	22
■ 6/12/23 - 7/25/23	105	4	197		1	0	0	7

■ 10/7/22 - 12/22   ■ 12/1/22-2/12/23   ■ 2/13/23-4/13/23   ■ 4/14/23-6/12/23   ■ 6/12/23 - 7/25/23

### Total Active Licenses



	PE	SE	PLS	OSW Designer	OSW Inspector	Corps/LLC
■ 10/7/22 - 12/22	27189	1784	1036	216	100	1484
■ 12/1/22-2/12/23	27327	1795	1030	216	102	1514
■ 2/13/23-4/13/23	27440	1794	1023	214	100	1545
■ 4/14/23-6/12/23	27548	1806	1036	218	109	1539
■ 6/12/23 - 7/25/23	27634	1819	1012	218	107	1538

■ 10/7/22 - 12/22   ■ 12/1/22-2/12/23   ■ 2/13/23-4/13/23   ■ 4/14/23-6/12/23   ■ 6/12/23 - 7/25/23



## Licensing Program Report 08/03/2023

### Currently working on:

- **Special Projects**
  - Dainis
    - Analysis for both state specific exams
  - Updating content on the web page
    - Working with staff to provide up to date, accurate information
  - On-Site SME group
    - Scheduling review meetings for 2023
  - PLS SME group
    - Uploading questions to Scantron
  - Monitor Polaris issues/bug
    - Polaris
      - DOL/BRPELS “bug” meeting:
        - Currently have 1 work item
        - Currently have 1 story item
        - Waiting on 1 LOE for the fee reduction
  - Law Review CBT
    - Looking to move the PE, PLS & OS law reviews to an online vendor
  - Scantron – in progress
    - Uploading OS SME questions
  - Box cleanup – in progress

## Administration Program Report 08/03/2023

### Current & Ongoing Items:

- **Required Training**
  - \* Board Member Training - August 2<sup>nd</sup>
  - \* Culture of Military Spouses – TBD
- **DOL/BRPELS Inter-Agency Agreement (IAA)**
- **2023 Annual Technology Certification** (six parts with due dates that fall between August and December 2023)
  - \* Each year, agencies are asked to provide information on their technology portfolio and compliance with selected statewide policies that support statewide technology programs.
- **Annual Internal Control Risk Assessment & Assurance Letter** (suggested due date 08/31/23)
  - \* The State Accounting and Administrative Manual (SAAM) requires the Internal Control Officer of each state agency to issue annual written assurance to the agency head that internal controls are operating as expected.
  - \* Name BRPELS Internal Control Officer
- **Annual Agency Contract Transparency Report** (due 10/31/23)
  - \* BRPELS is required to report all goods and services contracts on an annual basis
- **Administrative Assistant Position**
  - \* Finalizing position description. Recruitment to begin in the next few weeks.
- **Admin Policies – List & Reorg**
  - \* Develop and establish any missing policies
    - Layoff Policy
    - Continuity Of Operations Plan (COOP)

### Completed Items:

- ✓ **Kristina Horton hired as BRPELS Deputy Director!**
- ✓ **Michael Harney appointed as BRPELS Board Member!**
- ✓ **Required Training**
  - \* Diversity, Equity, and Inclusion – remaining training to be completed independently

# **Board Meeting**

## **Tab 6**

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

# **Board Meeting**

## **Tab 7**

### **Other Business**

- 7.1 Additional Public Comment
- 7.2 Upcoming Outreach and Events
- 7.3 Action Items from this Meeting
- 7.4 Agenda Items for Next Meeting

# 2023-2024

## IMPORTANT DATES

### AUGUST

SUN	MON	TUE	WED	THU	FRI	SAT
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

### SEPTEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30

### OCTOBER

SUN	MON	TUE	WED	THU	FRI	SAT
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

### NOVEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

### DECEMBER

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### JANUARY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### FEBRUARY

SUN	MON	TUE	WED	THU	FRI	SAT
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29		

### MARCH

SUN	MON	TUE	WED	THU	FRI	SAT
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

### APRIL

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

### MAY

SUN	MON	TUE	WED	THU	FRI	SAT
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

### JUNE

SUN	MON	TUE	WED	THU	FRI	SAT
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

### JULY

SUN	MON	TUE	WED	THU	FRI	SAT
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

### 2023-24 State Holidays

#### August

- 2-3 Committee and Board Meetings – SeaTac
- 2 Board Member Training - SeaTac
- 15-18 NCEES Annual Meeting - Boston, MA

#### September

- 14-15 2023 Structural Engineers Assoc. of WA NW Conference - Bellevue
- 18- 21 WA Assoc. of Co. Auditors Licensing & Recording Conference - Leavenworth
- 22 State Specific Exams

#### October

- 18-19 Committee and Board Meetings - Spokane
- 26-27 NCEES Structural Exams
- 4-5 American Public Works Association – Wenatchee

#### December

- 6-7 Committee and Board Meetings - Olympia

### 2024

#### February

- 28 & 29 LSAW Conference - Tulalip Resort & Casino

#### March

- 1 LSAW Conference - Tulalip Resort & Casino
- TBD State Specific Exams

#### May

- 16-18 NCEES Western Zone Meeting - Bozeman, MT

PO Box 9025  
 Olympia, WA 98507-9025  
 (360) 664-1575  
[Engineers@brpels.wa.gov](mailto:Engineers@brpels.wa.gov)  
 BRPELS.WA.GOV



# Board of Registration for Professional Engineers and Land Surveyors

## Action Item List

### Executive Committee

Date Assigned	Action Item	Assigned To	Status
06/22/23	Staff to file CR101 and, as soon as possible, file CR102 and approved language for WAC 196-26A & WAC 196-30.	Ms. Gillespie	In Progress
06/21/23	Staff to work on a license review/report out document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting.	Board Staff	In Progress

### Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
06/21/23	Mr. Fuller and Ms. Cramer to set up meeting with OSU and send response email regarding Civil Engineering program (ABET accredited for engineering) to meet requirements for approval to take the LSIT plus an additional 16-hrs in Geomatics.	Mr. Fuller Ms. Cramer	In Progress

### Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
10/21/21	Review RCW 18.43 and determine next steps to address outcomes from recent litigation concerning the use of the word engineer and the practice of engineering.	Committee	Pending Appeal

### Survey Committee

Date Assigned	Action Item	Assigned To	Status
06/21/23	Survey Committee to create a blueprint of required courses acceptable for approval to take the LSIT.	Committee	In Progress

### On-Site Committee

Date Assigned	Action Item	Assigned To	Status
4/12/22	Compile OS Designer & Inspector pass/fail & reexam statistics over the last 5 years.	Ms. Cramer Dainis Co	In Progress

**Structural Committee**

Date Assigned	Action Item	Assigned To	Status

**Board Staff**

Date Assigned	Action Item	Assigned To	Status
3/3/22	Develop a Letter of Education and BAP alternative to present to the Board. *Will review at August 2023 board training*	Mr. Fuller	In Progress
12/08/22	Mr. Fuller and Board Staff to begin the process of onboarding a new pro-tem board member.	Mr. Fuller Board Staff	In Progress
06/22/23	Board members to send Mr. Bitar spend authority estimates within next 6 weeks.	Board Members	In Progress

**AGO**

Date Assigned	Action Item	Assigned To	Status
04/27/23	Counsel to pursue civil action against Mr. Hawkins and against Mr. Huxel once the appeal decision has been reached.	Ms. Lagerberg Ms. Casselman	In Progress
04/27/23	Ms. Lagerberg to confirm the outcome of the board order example provided in the board packet regarding taking civil action.	Ms. Lagerberg	In Progress

**Board Meeting**

**Tab 8**

**Adjourn Meeting**