

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

## Board Meeting

August 27, 2020

[WebEx](#)

Meeting number (access code): 133 519 8778 Meeting password: 8h3Tvpd84JM

or

**Join by video system, application or Skype for business**

Dial [1335198778@webex.com](mailto:1335198778@webex.com)

You can also dial 173.243.2.68 and enter meeting number 133 519 8778

**Join by phone** (415) 655-0001 US Toll

# **Board Meeting**

## **Tab 1**

### **Call to Order**

- Roll Call
- Order of Agenda
- Approval of July 28, 2020 Meeting Minutes
- Public Comment Opportunity



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

**Special Board Meeting Agenda**

**DATE & TIME:** August 27, 2020 8:00 a.m.

**LOCATION:** [WebEx Link](#)

or

**Join by video system, application or Skype for business**

Dial [1335198778@webex.com](mailto:1335198778@webex.com)

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**Tap to join from a mobile device (attendees only)**

[+1-415-655-0001,,1335198778##](tel:+1-415-655-0001,1335198778) 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. Order Of Agenda
- 1.3. Approval of July 28, 2020 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 Closures
- 2.2. Administrative Complaints Procedure
- 2.3. Administrative Closures Report
- 2.4. Disciplinary Report

### **3. Committee Reports**

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

### **4. New Business**

- 4.1. October NCEES and State Specific Exams
- 4.2. August Exam Results
- 4.3. Notice of Request for Attorney General Opinion 20-07-04 (Walen)
- 4.4. Policy #36 – Organization and Function of the Board Committees
- 4.5. Professional Development and Records Processing Workshop - DNR Public Land Survey Office

### **5. Director's Report**

- 5.1. Agency Operations
- 5.2. Financial Report
- 5.3. Other Items

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

### **7. Other Business**

- 7.1. Any Other Business
- 7.2. Additional Public Comment
- 7.3. Rolling Action Item List + 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**

**SPECIAL BOARD MEETING MINUTES**

**DATE:** July 28, 2020

**TIME:** 8:00 a.m.

**LOCATION:** WebEx

**ATTENDANCE:**

**Board Members**

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

**Staff Members**

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

**1. Call to Order at 8:01 a.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 Mr. VanDeWege to accept the agenda. Motion carried.

1.3. Approval of Meeting Minutes

A motion was made by Ms. Lund, and seconded by Ms. Gnanapragasam to accept the June 17, 2020 meeting minutes as amended. Motion carried.

1.4. Public Comment Opportunity

None

**2. Executive Session**

Mr. Blaisdell, Board Chair, announced the purpose and estimated time 8:22 a.m. to 8:52 a.m. for Executive Session.

**Open Session Reconvened – 8:52 a.m.**

### 3. New Business

- 3.1. The Board discussed the NCEES annual meeting ballot for Western Zone boards.

Because of the global COVID-19 pandemic, the NCEES board of directors decided to hold an abbreviated annual meeting business session virtually instead of the face-to-face meeting that had been scheduled in Chicago. Before the virtual annual meeting, member boards will vote by ballot on Western Zone officer elections as well as motions related to essential Council business. The results of these votes will be announced at the August 27 meeting.

A motion was made by Mr. Hendrickson, and seconded by Mr. Shrope, to delegate authority to complete the ballot to the Executive Committee. Motion carried.

Mr. Fuller agreed to provide a synopsis of the ballot items to board members by the end of the day. (Action)

- 3.2. The Board discussed Preliminary letter to DNR Survey Advisory Board (SAB) concerning Chapter 58.20 RCW.

The Washington State Legislature recently enacted House Bill 2860 which amended, deleted and added new sections to Chapter 58.20 RCW (Washington Coordinate System). BRPELS is requesting that the DNR Survey Advisory Board consider adding to or amending Chapter 332-130 WAC to include the maximum allowable **relative accuracy** required to be reported where reference has been made to the Washington plane coordinates system or the use of other datums, other geodetic reference networks or systems, or other plane coordinate systems in land surveys or deeds.

A motion was made by Mr. Hendrickson, and seconded by Mr. VanDeWege, to approve the letter and have it signed by Board Chair, Mr. Blaisdell. Motion carried.

Mr. Larson agreed to present a copy of the signed letter at his meeting with DNR tomorrow and to include it in the discussion with SAB board members. Mr. Larson will also follow up with BRPELS' Survey Committee so they can track the outcome and work in partnership with DNR if necessary. (Action)

### 4. Adjourn Meeting

A motion was made by Mr. VanDeWege, and seconded by Mr. Hendrickson, to adjourn the meeting at 9:09 a.m. Motion carried.

**Next Meeting:** August 27, 2020 – Special Board Meeting

Respectfully submitted

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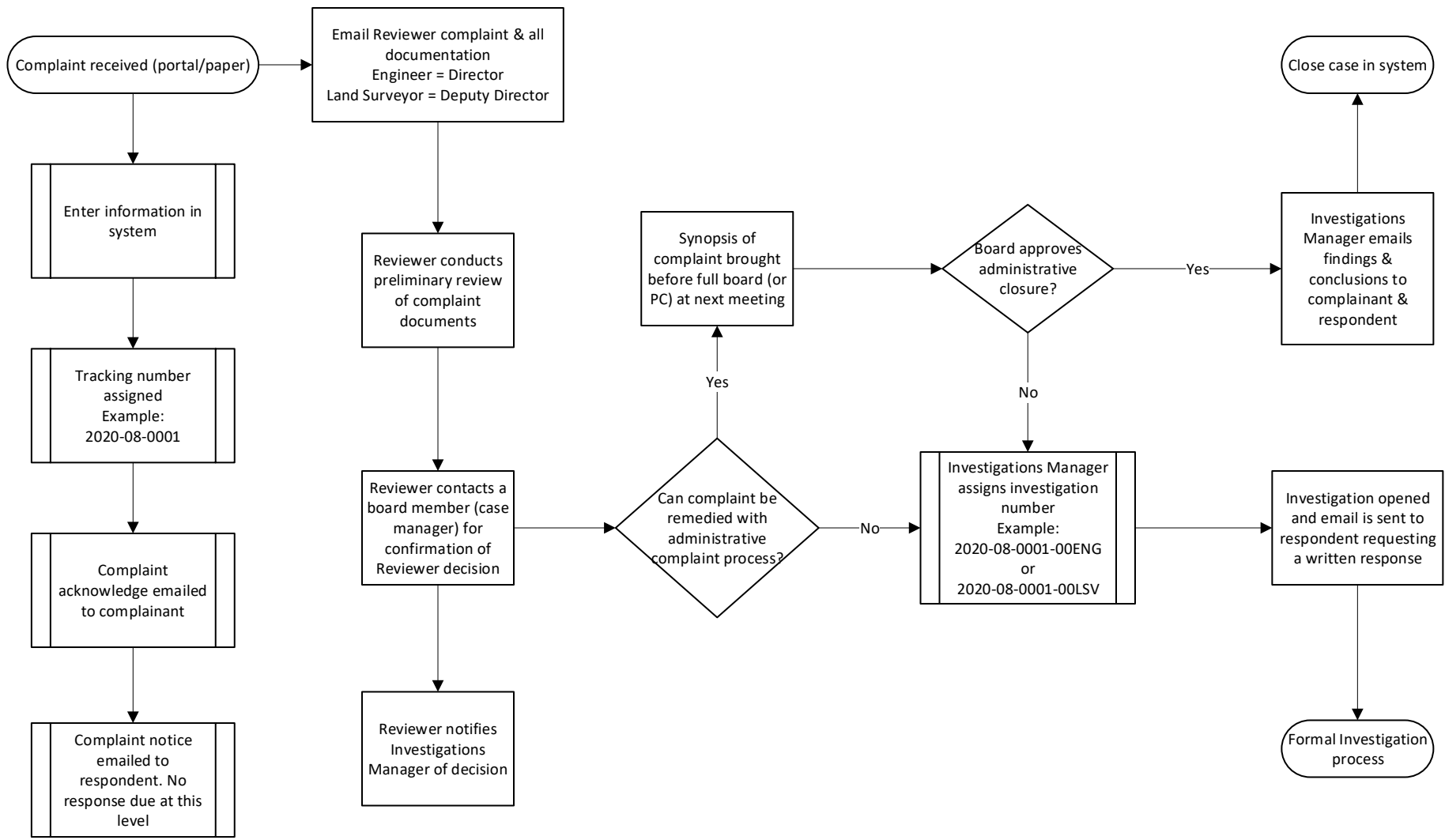
Ken Fuller, PE, Director

# **Board Meeting**

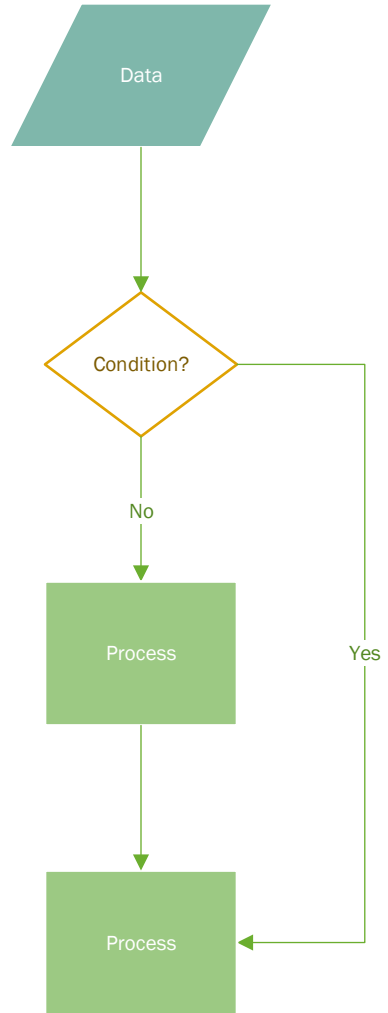
## **Tab 2**

### **Disciplinary Activity**

- Recommended Closures
- Administrative Complaints Procedure
- Administrative Closures Report
- Disciplinary Report







**August 2020**

**Administrative Closures**

**Engineering:**

1 closure

**2020-06-0300-00ENG** – Allegations of unprofessional conduct

Respondent was doing work on complainant's car – no violation of engineering laws

Complaint closed

**Surveying:**

0 closures

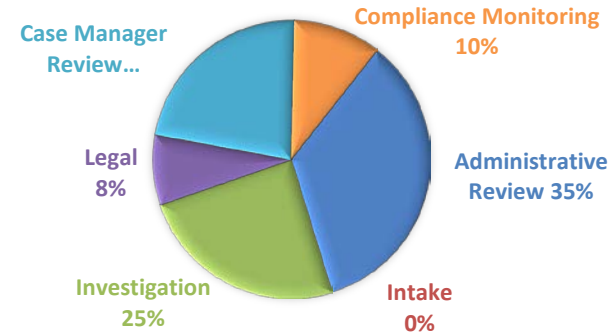
**TOTAL: 1**

## Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - August 2020

### Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	6	11	0	17
Intake	0	0	0	0
Investigation	9	1	2	12
Legal	1	3	0	4
Case Manager Review	1	10	0	11
Compliance Monitoring	2	2	1	5
<b>Total</b>	<b>19</b>	<b>27</b>	<b>3</b>	<b>49</b>

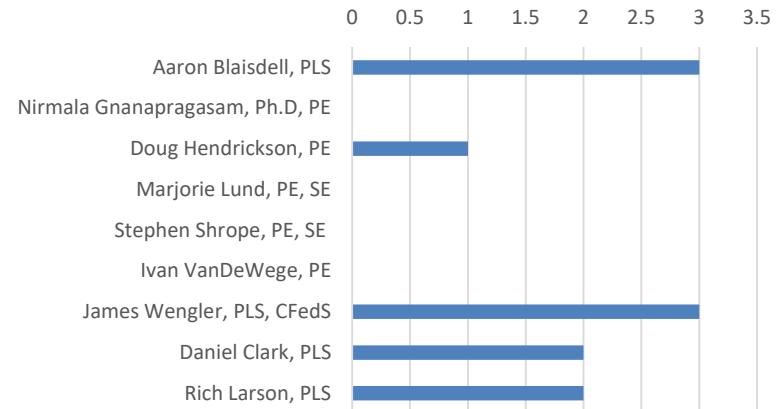
### OPEN COMPLAINT STATUS



### Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	3	3
Nirmala Gnanapragasam, Ph.D, PE	0	0	0
Doug Hendrickson, PE	1	0	1
Marjorie Lund, PE, SE	0	0	0
Stephen Shrope, PE, SE	0	0	0
Ivan VanDeWege, PE	0	0	0
James Wengler, PLS, CFedS	0	3	3
Daniel Clark, PLS	0	2	2
Rich Larson, PLS	0	2	2
<b>Total</b>	<b>1</b>	<b>10</b>	<b>11</b>

### Case Manager Open Complaints



### Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	6	0	0	6
Rich Larson, PLS	0	11	0	11
<b>Total</b>	<b>11</b>	<b>0</b>	<b>0</b>	<b>17</b>

# **Board Meeting**

## **Tab 3**

### **Committee/Task Reports**

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

# Board Meeting

## Tab 4

### New Business

- October NCEES and State Specific Exams
- August Exam Results
- Notice of Request for Attorney General Opinion 20-07-04 (Walen)
- Policy #36 – Organization and Function of the Board Committees
- Professional Development and Records Processing Workshop - DNR Public Land Survey Office

**From:** Lagerberg, Elizabeth E (ATG) [<mailto:elizabeth.lagerberg@atg.wa.gov>]  
**Sent:** Tuesday, August 18, 2020 5:37 PM  
**To:** Fuller, Ken (BRPELS) <[ken.fuller@brpels.wa.gov](mailto:ken.fuller@brpels.wa.gov)>; Lagerberg, Elizabeth E (ATG) <[elizabeth.lagerberg@atg.wa.gov](mailto:elizabeth.lagerberg@atg.wa.gov)>  
**Subject:** RE: Notice of Request for Attorney General Opinion 20-07-04 (Walen)

Hi Ken,

Thank you for talking through this today. I believe we are in agreement that the Board should look at this Notice and agree to what comments they want to provide in response.

Here are our preliminary thoughts:

1. The question is confusing and could be worded better.
  - a. The basic question is whether engineers can stamp architectural drawings.
    - i. What constitutes architectural drawings? How do they differ from Engineering plans?
    - ii. What elements are typically addressed by Architects that are typically not addressed by Engineers?
  - b. If engineers are exempt from the Architects act under RCW 18.08.410, does that mean they can do any type of drawings so long as they are within the engineer's area of competency?
    - i. If an engineer is competent in architectural design, and is exempt, can he draw and stamp what might be considered architectural drawings.
  - c. The second half of the question addresses non-licensed employees.
    - i. Ken believes, this scenario arises when an engineering company employs a non-licensed designer who can provide architectural drawings using auto-cad. The Engineer supervises the designer in preparing those building designs.
    - ii. An engineer can always stamp drawings that are done by an employee who is under the engineers direct supervision.
    - iii. If an engineer is exempt from the act, under RCW 18.08.410, and can stamp designs that are created by an employee under their direct supervision –

1. Can the engineer stamp the “architectural drawings” of an employee who is not practicing engineering, but rather is making auto cad architectural drawings?
  2. Does it make a difference whether the drawings are “architectural” or “engineering”
  - iv. This goes right back to whether an engineer can stamp architectural designs.
2. This is a big issue that involves not only Architects and Engineers, but also Building Officials and others <<>>. It may be better addressed by having a legislative task force with members from these professions to address this question.

Please add anything you can think of to the notes above, that we may want to discuss with the Board.

Elizabeth

**From:** Storvick, Richard (DOL) <[RStorvick@DOL.WA.GOV](mailto:RStorvick@DOL.WA.GOV)>  
**Sent:** Tuesday, August 18, 2020 3:04 PM  
**To:** Lagerberg, Elizabeth E (ATG) <[elizabeth.lagerberg@atg.wa.gov](mailto:elizabeth.lagerberg@atg.wa.gov)>  
**Subject:** RE: Notice of Request for Attorney General Opinion 20-07-04 (Walen)

Thanks!

**From:** Lagerberg, Elizabeth E (ATG)  
**Sent:** Tuesday, August 18, 2020 3:02 PM  
**To:** Storvick, Richard (DOL) <[RStorvick@DOL.WA.GOV](mailto:RStorvick@DOL.WA.GOV)>  
**Subject:** FW: Notice of Request for Attorney General Opinion 20-07-04 (Walen)

Rick,

You can change this or use it as you like. Elizabeth

Hello All,

Below is a Notice of Request for an AGO Opinion. Formal AGO Opinions are fairly rare, but important. They can be cited in a court of law as persuasive authority for a particular decision. This issue affects the practice of Architecture and Engineering. The AGO is asking for input from interested parties, including this Board. Note that the AGO is asking for your interpretation of the law as it exists right now, rather than how it should be. The issue presented is as follows:

**QUESTION(S):** Is it acceptable for engineers to stamp and sign architectural drawings for permits prepared by non-professionals for projects not excepted under RCW 18.08.410?

**RCW [18.08.410](#)**

**Application of chapter.**

This chapter shall not affect or prevent:

(1) The practice of naval architecture, landscape architecture as authorized in chapter [18.96](#) RCW, engineering as authorized in chapter [18.43](#) RCW, or the provision of space planning or interior design services not affecting public health or safety;

(2) Drafters, clerks, project managers, superintendents, and other employees of architects from acting under the instructions, control, or supervision of an architect;

(3) The construction, alteration, or supervision of construction of buildings or structures by contractors registered under chapter [18.27](#) RCW or superintendents employed by contractors or the preparation of shop drawings in connection therewith;

(4) Owners or contractors registered under chapter [18.27](#) RCW from engaging persons who are not architects to observe and supervise construction of a project;

(5) Any person from doing design work including preparing construction contract documents and administration of the construction contract for the erection, enlargement, repair, or alteration of a structure or any appurtenance to a structure regardless of size, if the structure is to be used for a residential building of up to and including four dwelling units or a farm building or is a structure used in connection with or auxiliary to such residential building or farm building such as a garage, barn, shed, or shelter for animals or machinery;

(6) Except as otherwise provided in this section, any person from doing design work including preparing construction contract documents and administering the contract for construction, erection, enlargement, alteration, or repairs of or to a building of any occupancy up to a total building size of four thousand square feet; or

(7) Any person from doing design work, including preparing construction contract documents and administration of the contract, for alteration of or repairs to a building where the project size is not more than four thousand square feet in a building greater than four thousand square feet and when the work contemplated by the design does not affect the life safety or structural systems of the building. The combined square footage of simultaneous projects allowed under this subsection (7) may not exceed four thousand square feet.

I believe that this Board will discuss the issue at the next meeting. In the meantime, I will notify the AGO that you intend to provide your input.

Sincerely Yours,

*Elizabeth Thompson-Lagerberg*

Assistant Attorney General

ATTORNEY GENERAL OF WASHINGTON

Licensing & Administrative Law Division

Phone 360-753-6987 • [Elizabeth.Lagerberg@atg.wa.gov](mailto:Elizabeth.Lagerberg@atg.wa.gov)

**From:** Washington State Attorney General's Office <[webmaster@atg.wa.gov](mailto:webmaster@atg.wa.gov)>

**Subject:** Notice of Request for Attorney General Opinion 20-07-04





**NOTICE OF REQUEST FOR ATTORNEY GENERAL'S OPINION  
WASHINGTON ATTORNEY GENERAL**

The Washington Attorney General routinely publishes notice of an opportunity to comment for opinion requests that we receive from the heads of state agencies, state legislators, and county prosecuting attorneys if we anticipate publishing a formal opinion in response to the request. We do so in order to provide members of the public with a chance to provide any legal analysis that they would like us to consider as we develop our opinion. In preparing any comments, please be aware that our opinion will provide our considered legal analysis of the question presented, and therefore comments that address the interpretation of the law are more helpful than comments that express an opinion as to what the law should be.

If you are interested in commenting on a request listed in this volume of the register, you should notify the Attorney General's Office of your interest by September 9, 2020. This is not the due date by which comments must be received, and we will consider any comments we receive before we complete our opinion. However, if you do not notify the Attorney General's Office of your interest in commenting on an opinion request by this date, the opinion may be issued before your comments have been received. You may notify the Attorney General's Office

of your intention to comment by e-mail to [OpinionComments@atg.wa.gov](mailto:OpinionComments@atg.wa.gov) or by writing to the Office of the Attorney General, Solicitor General Division, Attention Opinions Chief, P.O. Box 40100, Olympia, Washington 98504-0100. When you notify the office of your intention to comment, you may be provided with a copy of the opinion request in which you are interested, information about the Attorney General's Opinion process, information on how to submit your comments, and a due date by which your comments must be received to ensure that they are fully considered.

The Attorney General's Office seeks public input on the following opinion request(s):

**Opinion Docket No. 20-07-04**

**Request by Rep. Amy Walen, Dist. 48**

**QUESTION(S):**

Is it acceptable for engineers to stamp and sign architectural drawings for permits prepared by non-professionals for projects not excepted under RCW 18.08.410?

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Our belief is that the relevant question is whether engineers can stamp architect's drawing.

## ORGANIZATION AND FUNCTION OF THE BOARD COMMITEES

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.

**Commented [AB1]:** Maybe we can take some of the uniform language from the individual committees below and in this paragraph?

### I. EXECUTIVE COMMITTEE:

#### A. —Board Membership:

- Board Chair
- Board Vice-Chair
- ~~A-Immediate~~ Past Board Chair

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

**Commented [LE(2)]:**

#### B. Staff:

- ~~Executive~~-Director
- Deputy ~~Executive~~-Director
- Executive Assistant

#### C. —Basic areas of responsibility:

- Develop and 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 ~~Executive~~-Director.
- Make ongoing and annual performance evaluation of ~~Executive~~-Director and Deputy ~~Executive~~-Director, subject to input and approval by the Board.
- Provide input to the ~~Executive~~-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.

**Commented [LE(3)]:** I suggest numbering these sections for ease of reference.

**Commented [AB4]:** I'm not sure whether we need to restate the "subject to" portion within each area of responsibility since we inserted the sentence in the preamble paragraph (above)

Policy No. 36

- 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 Board membership (total of 3 board members):

- ~~1 structural engineer member~~
  - 1 land surveyor member (minimum)
  - ~~+2~~ engineer members (other than structural) (minimum)
- Note: Committee chair or designee shall report committee activity to Board as required.

**Commented [AB5]:** Why are we making the minimum 2 engineers? Please revise to 1 engineer and 1 surveyor at a minimum. We may not have 2 engineers available.

B. Staff:

- Investigations Manager
- Deputy Director

C. —Basic areas of responsibility:

- Conduct review of all active complaints received, status of each complaint in the complaint process and may authorize investigations of any conduct representing violations of Chapter 18.43 RCW, Chapter 18.210 RCW and Title 196 WAC administrative complaints closed.
- ~~Review and respond to any valid requests for reconsideration of decisions on opening investigations.~~
- Review and respond to 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 ~~status reports on case load and~~ 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.

**Commented [LE(6)]:** This one is very tricky.

**Commented [AB7R6]:** Can we separate formal interpretations from “informal” responses? Generally, questions are being asked by licensees and responses are provided with the “opinion of a board member” disclaimer.

**Commented [AB8]:** This is good point that maybe should go in the preamble paragraph (above) that covers all committees

**III. EXAM/QUALIFICATION COMMITTEE:**

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

- ~~1 structural engineer member~~
  - 1 land surveyor member (minimum)
  - ~~+2~~ engineer members (other than structural) (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 ~~where the application including those with special conditions includes including:~~ foreign based experience, ~~foreign based education,~~

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.

- ~~Conduct review of all applications with special conditions such as: industrial exemptions, criminal history, military experience, EIT waivers, or other applications that staff feels they believe board evaluation is needed.~~

- Review and respond to 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.

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.

Commented [AB9]: See comment response above for PC.

Commented [AB10]: See comment under practice committee

- Perform periodic review of existing laws, rules and policy related to professional licensure and forward recommendations to the Board.
- Review exam performance statistics and forward recommend a cut-score recommendations 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 Board 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:

- ~~Executive Director or other staff as appropriate.~~
- Deputy Director

C. Basic areas of responsibility:

- Conduct review of all inquiries about interpretations on the scope of practice for land surveying in Washington. Consult AAG and Board for input as necessary.

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 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.

Commented [AB11]: See above for both PC and EQ

- Perform other assignments referred to the committee by the Board or Board chair.

**V. STRUCTURAL COMMITTEE:**

A. —Recommended Board 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:

- Executive-Director
- Licensing Manager or other staff as appropriate.

E.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.

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 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:

Stephen Shrope, PE, SEA Aaron Blaisdell, PLS, Board Chair

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

Commented [AB12]: See above for response to PC, EQ and SC

## PLSO TRAINING AND WORKSHOP PROPOSAL

### **BACKGROUND AND NEED FOR A PROGRAM**

The Department of Natural Resources, Public Land Survey Office (PLSO) understands the nexus between a complete record search and a high quality land survey. We hold land survey record collections from every part of Washington State. No research effort for land surveys of any type is complete until our collections have been visited.

Collections that will be found in the PLSO include:

Private Land Surveyor donations: These donations include field books, office files, control maps, network coordinate systems, and project narratives. Many of these records contain locations of monuments not shown in final filed surveys.

County Road Engineering Office files: May include, but not limited, to field books, early pre 1973 surveys, road R\W maps and files,

State Agency Records: Did you know Washington has its own Bureau of Reclamation and they performed surveys? We have fish and game surveys. State Parks Surveys, DNR's own records, and more.

Railroad R\W maps: These are incomplete but numerous enough not to be missed.

**We see a need** for surveyors to be kept abreast of how the State maintains records, what these records consist of, and how to research and retrieve these records. Additionally, the PLSO would like the survey community to gain an understanding of the quantity of donated records in their custody and the limits of PLSO staff time for researching.

We would like to make training available that will help to satisfy the authorized statutory obligations of the PLSO while serving the surveying community at large.

We would appreciate your advice participation and support.



# **Professional Development and Records Processing Workshop**

## **Department of Natural Resources, Public Land Survey Office**

In your schedule for your benefit and ours.

This workshop is available to: Licensed professionals, those in need of additional experience to qualify for examination, those persons who must perform hours of professional development, and surveyors at any level who have time to volunteer.

With a two hour block of your time we can show you the list of resources we hold in your geographical area. We can also provide quick, but complete, instruction on using the WebXtender database tool. This tool is key to our research resources.

With a four hour block of your time we will work peer-to-peer reviewing and assessing records. We will work together to assess documents for value. This effort will become the basis for future research projects. You will become familiar with survey office processes from the days of pen and paper.

### **OPTIONS**

#### **1) A two-hour preliminary class**

The course content will cover how the State maintains records, what these records consist of, and how to research and retrieve these records. Specifically, the course will provide:

- How to research records using WebXtender, including tips and “tricks” for maximizing its functionality to find specific records, or record types
- The history and origin of donated records
- A full explanation of where donated records are stored, including a walk-through of the PLSO warehouse

#### **2) A two through eight-hour hands-on workshop**

- The PLSO will provide hands-on experience in evaluating and indexing records
- This will entail opening donated files at our Tumwater facility, or other locations, under the supervision of the PLSO staff, to evaluate the documents for retention
- The skill and knowledge level of each participant will determine the level of supervision and/or mentorship provided by the PLSO staff.

**NOTE: The PLSO strongly advises all participants to avail themselves to option 1**

### **STIPULATIONS**

#### **1) Participation and credit for hands-on portion**

Participants are strongly encouraged to attend the initial 2-hour class presentation prior to working in the hands on effort.

#### **2) Cost of Travel, Lodging, and Food**

The PLSO cannot cover the travel, lodging, or food for any student attending a class or workshop

### **PDH CREDIT:**

- The PLSO will provide a letter of participation for each attendee’s records.
- PDH Credit is granted by the Board of Registration at their sole discretion. The PLSO has asked for the Board to allow for 1 hour of credit to be granted for each hour of participation, up to 10 hours

# **Board Meeting**

## **Tab 5**

### **Director's Report**

- Agency Operations
- Financial Report
- Other Items

**From:** Bitar, Paul (DES)  
**Sent:** Thursday, August 20, 2020 1:22 PM  
**To:** Moretti, Carmena (BRPELS) <carmena.moretti@brpels.wa.gov>  
**Subject:** RE: Report

Hi Carmena,

I have attached the updated financial report/projection. Here's my analysis:

### **Financial Condition**

BORPELS is in good financial condition.

### **Fund Balance**

I project BORPELS will end the biennium with about \$536,000 in Account 024.

### **Revenues**

Revenues have been about 10% lower this biennium as compared to last biennium. This is likely due to Covid, so revenue may increase toward the end of this biennium. However, I have assumed that revenue will stay low to ensure that I do not overestimate the ending fund balance.

### **Expenses**

Expenses have remained low, with the exception of those from DOL. DOL has billed BORPELS about \$2 million for the period of July 2019-June 2020. This appears to be due to implementation costs associated with the POLARIS system; I am currently in the process of comparing the invoices to the Interagency Agreement to make sure that the invoices are accurate.

Let me know if you have any questions.

Thanks,

**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 July 2020**

<u>Category</u>	<u>BI Allotment</u>	<u>BITD Allotment</u>	<u>BITD Expenditures</u>	<u>BITD Variance</u>	<u>BI Variance</u>
Salaries and Wages	788,186	410,274	381,361	28,913	406,825
Employee Benefits	273,614	140,654	132,812	7,842	140,802
Travel	91,920	49,790	25,832	23,958	66,088
Capital Outlays	3,181	1,663	0	1,663	3,181
Goods and Services	4,337,099	2,720,630	1,274,329	1,446,301	3,062,770
<b>Sum:</b>	<b><u>5,494,000</u></b>	<b><u>3,323,011</u></b>	<b><u>1,814,335</u></b>	<b><u>1,508,676</u></b>	<b><u>3,679,665</u></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>29,273</b>	<b>45,828</b>	<b>(16,555)</b>	<b>410,274</b>	<b>381,361</b>	<b>28,913</b>
A AA State Classified	13,124	34,995	(21,871)	205,288	265,858	(60,570)
AC State Exempt	16,149	10,833	5,316	204,986	106,170	98,816
AE State Special	0	0	0	0	8,875	(8,875)
AU Overtime and Call-Back	0	0	0	0	458	(458)
<b>Employee Benefits</b>	<b>11,044</b>	<b>17,440</b>	<b>(6,396)</b>	<b>140,654</b>	<b>132,812</b>	<b>7,842</b>
B BA Old Age and Survivors Insurance	1,814	2,760	(946)	25,433	22,973	2,461
BB Retirement and Pensions	3,764	5,945	(2,181)	52,760	47,953	4,807
BC Medical Aid & Industrial Insurance	161	282	(121)	1,868	2,275	(407)
BD Health, Life & Disability Insurance	4,880	7,808	(2,928)	54,647	51,953	2,694
BH Hospital Insurance (Medicare)	425	645	(220)	5,946	5,373	573
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)
<b>Goods and Services</b>	<b>147,951</b>	<b>1,272</b>	<b>146,679</b>	<b>2,720,630</b>	<b>1,274,329</b>	<b>1,446,301</b>
E EA Supplies and Materials	500	809	(309)	12,500	6,991	5,509
EB Communications/Telecommunications	200	0	200	2,600	300	2,300
ED Rentals and Leases - Land & Buildings	5,509	260	5,249	71,617	39,758	31,859
EF Printing and Reproduction	0	204	(204)	0	1,273	(1,273)
EG Employee Prof Dev & Training	2,292	0	2,292	29,796	7,606	22,190

EH	Rental & Leases - Furn & Equipment	1,083	0	1,083	14,079	6,285	7,794
EJ	Subscriptions	83	0	83	1,083	656	427
EK	Facilities and Services	3,875	0	3,875	48,876	55,817	(6,941)
EL	Data Processing Services (Interagency)	16,802	0	16,802	218,426	165,350	53,076
EM	Attorney General Services	10,417	0	10,417	135,421	180,516	(45,095)
EN	Personnel Services	992	0	992	11,442	10,450	992
EP	Insurance	1,088	0	1,088	3,144	0	3,144
ER	Other Contractual Services	44,138	0	44,138	606,434	347,357	259,077
EY	Software Licenses and Maintenance	58,597	0	58,597	1,534,337	452,270	1,082,067
EZ	Other Goods and Services	2,375	0	2,375	30,875	(300)	31,175
<b>Travel</b>		<b>3,830</b>	<b>56</b>	<b>3,774</b>	<b>49,790</b>	<b>25,832</b>	<b>23,958</b>
GA	In-State Subsistence & Lodging	1,165	0	1,165	15,145	15,537	(392)
GB	In-State Air Transportation	500	0	500	6,500	2,941	3,559
GC	Private Automobile Mileage	1,165	0	1,165	15,145	2,513	12,632
GD	Other Travel Expenses	500	56	444	6,500	1,596	4,904
GF	Out-of-State Subsistence & Lodging	250	0	250	3,250	1,635	1,615
GG	Out-of-State Air Transportation	250	0	250	3,250	1,610	1,640
<b>Capital Outlays</b>		<b>138</b>	<b>0</b>	<b>138</b>	<b>1,663</b>	<b>0</b>	<b>1,663</b>
JA	Noncapitalized Assets	138	0	138	1,663	0	1,663
<b>Total Dollars</b>		<b><u>192,236</u></b>	<b><u>64,597</u></b>	<b><u>127,639</u></b>	<b><u>3,323,011</u></b>	<b><u>1,814,335</u></b>	<b><u>1,508,676</u></b>

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

Revenue Category	BI 19-21 Revenue Allotments	Actual Revenues through FM13 Jul-2020	Projected											Projected	Projected	
			FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Rev. Total	Variance	
Licenses and Fees	4,100,000	1,989,819	154,410	154,410	154,410	154,410	154,410	154,410	154,410	154,410	154,410	154,410	154,410	154,410	3,688,328	(411,672)
Miscellaneous Revenue		374													374	374
<b>Total Revenue</b>	<b>4,100,000</b>	<b>1,990,194</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>154,410</b>	<b>3,688,703</b>	<b>(411,278)</b>

Expenses Category	BI19-21 Expense Allotments	Actual Expenses through FM13 Jul-2020	Projected											Projected	Projected	
			FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Exp. Total	Variance	
Salaries and Wages	821,380	381,361	48,844	48,844	48,844	48,844	48,844	48,844	48,844	48,844	48,996	48,996	48,996	48,996	919,256	(97,876)
Employee Benefits	280,420	132,812	17,318	17,318	17,318	17,318	17,318	17,318	17,318	17,318	17,349	17,349	17,349	17,349	323,434	(43,014)
Professional Service Contracts	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Goods and Other Services	4,337,099	1,274,329	1,037,815	100,720	100,720	229,720	105,720	100,720	100,720	100,720	100,720	100,720	100,720	185,720	3,538,343	798,756
Travel	91,920	25,832	2,108	2,108	2,108	2,108	2,108	2,108	2,108	2,108	2,108	2,108	2,108	2,108	49,024	42,896
Capital Outlays	3,181	0	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	20,000	(16,819)
<b>Sum:</b>	<b>5,534,000</b>	<b>1,814,335</b>	<b>1,107,904</b>	<b>170,809</b>	<b>170,809</b>	<b>299,809</b>	<b>175,809</b>	<b>170,809</b>	<b>170,809</b>	<b>170,809</b>	<b>170,992</b>	<b>170,992</b>	<b>170,992</b>	<b>255,992</b>	<b>4,850,057</b>	<b>683,943</b>

Operating Transfers	BI 19-21 Operating Transfers	Actual Operating transfers through FM13 Jul-2020	Projected											Projected	Projected	
			FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 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		(29,000)													(29,000)	29,000
<b>Total Net Operating Transfers</b>	<b>0</b>	<b>(29,000)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>(29,000)</b>	<b>29,000</b>

Fund Balance Projection	BI 19-21 Rev Allotments - Exp Allotments	Actual Rev - Exp through FM13 Jul-2020	Projected											Projected	Projected	
			FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 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)	146,859	(953,494)	(16,399)	(16,399)	(145,399)	(21,399)	(16,399)	(16,399)	(16,582)	(16,582)	(16,582)	(101,582)	(1,190,354)	243,646
	\$ 1,726,326	292,326	1,873,185	919,691	903,293	886,894	741,495	720,096	703,698	687,299	670,717	654,135	637,554	535,972	<b>535,972</b>	<-- Ending Fund Balance (projected)

Expenses Detail Category	BI 19-21 Expense Allotments	Actual Expenses through FM13 Jul-2020	Projected												Projected	Projected
			FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Exp. Total	Variance	
<b>Salaries and Wages</b>	<b>821,380</b>	<b>381,361</b>	<b>48,844</b>	<b>48,844</b>	<b>48,844</b>	<b>48,844</b>	<b>48,844</b>	<b>48,844</b>	<b>48,844</b>	<b>48,844</b>	<b>48,996</b>	<b>48,996</b>	<b>48,996</b>	<b>48,996</b>	<b>919,256</b>	<b>(97,876)</b>
AA State Classified	420,359	265,858	37,274	37,274	37,274	37,274	37,274	37,274	37,274	37,274	37,426	37,426	37,426	37,426	676,480	(256,121)
AC State Exempt	401,021	106,170	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	10,833	225,333	175,688
AE State Special		8,875	737	737	737	737	737	737	737	737	737	737	737	737	16,985	(16,985)
AS Sick Leave Buy-Out															0	0
AT Terminal Leave															0	0
AU Overtime and Call-Back		458													458	(458)
<b>Employee Benefits</b>	<b>280,420</b>	<b>132,812</b>	<b>17,318</b>	<b>17,318</b>	<b>17,318</b>	<b>17,318</b>	<b>17,318</b>	<b>17,318</b>	<b>17,318</b>	<b>17,318</b>	<b>17,349</b>	<b>17,349</b>	<b>17,349</b>	<b>17,349</b>	<b>323,434</b>	<b>(43,014)</b>
BA Old Age and Survivors Insurance	50,919	22,973	2,852	2,852	2,852	2,852	2,852	2,852	2,852	2,852	2,861	2,861	2,861	2,861	54,381	(3,462)
BB Retirement and Pensions	105,624	47,953	5,915	5,915	5,915	5,915	5,915	5,915	5,915	5,915	5,935	5,935	5,935	5,935	113,098	(7,474)
BC Medical Aid & Industrial Insurance	3,639	2,275	76	76	76	76	76	76	76	76	76	76	76	76	3,111	528
BD Health, Life & Disability Insurance	108,327	51,953	7,808	7,808	7,808	7,808	7,808	7,808	7,808	7,808	7,808	7,808	7,808	7,808	137,841	(29,514)
BH Hospital Insurance (Medicare)	11,911	5,373	667	667	667	667	667	667	667	667	669	669	669	669	12,718	(807)
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)
<b>Professional Service Contracts</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
CD Computer/Information Services															0	0
CZ Other Professional Services															0	0
<b>Goods and Other Services</b>	<b>4,337,099</b>	<b>1,274,329</b>	<b>1,037,815</b>	<b>100,720</b>	<b>100,720</b>	<b>229,720</b>	<b>105,720</b>	<b>100,720</b>	<b>100,720</b>	<b>100,720</b>	<b>100,720</b>	<b>100,720</b>	<b>100,720</b>	<b>185,720</b>	<b>3,538,343</b>	<b>798,756</b>
EA Supplies and Materials	18,000	6,991	2,538	664	664	664	664	664	664	664	664	664	664	664	16,169	1,831
EB Communications/Telecommunications	4,800	300	200	200	200	200	200	200	200	200	200	200	200	200	2,500	2,300
ED Rentals and Leases - Land & Buildings	132,216	39,758	42,793	3,435	3,435	3,435	3,435	3,435	3,435	3,435	3,435	3,435	3,435	3,435	116,901	15,315
EF Printing and Reproduction		1,273	150	150	150	150	150	150	150	150	150	150	150	150	2,923	(2,923)
EG Employee Prof Dev & Training	55,008	7,606	1,809	1,809	1,809	1,809	1,809	1,809	1,809	1,809	1,809	1,809	1,809	1,809	27,504	27,504
EH Rental & Leases - Furn & Equipment	25,992	6,285	483	483	483	483	483	483	483	483	483	483	483	483	11,603	14,389
EJ Subscriptions	2,000	656	122	122	122	122	122	122	122	122	122	122	122	122	2,000	0
EK Facilities and Services	91,501	55,817	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	4,939	110,146	(18,645)
EL Data Processing Services (Interagency)	403,248	165,350	130,418	10,470	10,470	10,470	10,470	10,470	10,470	10,470	10,470	10,470	10,470	10,470	400,468	2,780
EM Attorney General Services	250,008	180,516	9,771	9,771	9,771	9,771	9,771	9,771	9,771	9,771	9,771	9,771	9,771	9,771	288,000	(37,992)
EN Personnel Services	22,354	10,450	950	950	950	950	950	950	950	950	950	950	950	950	20,900	1,454
EP Insurance	4,112	0													0	4,112

	ER	Other Contractual Services	1,091,952	347,357	355,593	28,546	28,546	157,546	33,546	28,546	28,546	28,546	28,546	28,546	113,546	1,207,410	(115,458)
	EY	Software Licenses and Maintenance	2,178,908	452,270	488,048	39,180	39,180	39,180	39,180	39,180	39,180	39,180	39,180	39,180	39,180	1,332,118	846,790
	EZ	Other Goods and Services	57,000	(300)												(300)	57,300
<b>Travel</b>			<b>91,920</b>	<b>25,832</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>2,108</b>	<b>49,024</b>	<b>42,896</b>
	GA	In-State Subsistence & Lodging	27,960	15,537	1,255	1,255	1,255	1,255	1,255	1,255	1,255	1,255	1,255	1,255	1,255	29,343	(1,383)
	GB	In-State Air Transportation	12,000	2,941	245	245	245	245	245	245	245	245	245	245	245	5,637	6,363
	GC	Private Automobile Mileage	27,960	2,513	209	209	209	209	209	209	209	209	209	209	209	4,817	23,143
	GD	Other Travel Expenses	12,000	1,596	128	128	128	128	128	128	128	128	128	128	128	3,007	8,993
	GF	Out-Of-State Subsistence & Lodging	6,000	1,635	136	136	136	136	136	136	136	136	136	136	136	3,134	2,866
	GG	Out-Of-State Air Transportation	6,000	1,610	134	134	134	134	134	134	134	134	134	134	134	3,086	2,914
	GN	Motor Pool Services														0	0
<b>Capital Outlays</b>			<b>3,181</b>	<b>0</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>1,818</b>	<b>20,000</b>	<b>(16,819)</b>
	JA	Noncapitalized Assets	3,181		1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	1,818	20,000	(16,819)
	JB	Noncapitalized Software														0	0
<b>Total Dollars</b>			<b>5,534,000</b>	<b>1,814,335</b>	<b>1,107,904</b>	<b>170,809</b>	<b>170,809</b>	<b>299,809</b>	<b>175,809</b>	<b>170,809</b>	<b>170,809</b>	<b>170,992</b>	<b>170,992</b>	<b>170,992</b>	<b>255,992</b>	<b>4,850,057</b>	<b>683,943</b>



# **Board Meeting**

## **Tab 6**

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

# **Board Meeting**

## **Tab 7**

### **Other Business**

- Any Other Business
- Additional Public Comment
- Rolling Action Item List + Action Items from this Meeting
- Agenda Items for Next Meeting

# Board of Registration for Professional Engineers and Land Surveyors

## Rolling Action Items

Date Assigned	Action Item	Assigned To	Status	Due Date
10/24/19	Provide a description that outlines administrative complaints that the Director can review and close without case manager review.	Reassigned to Ms. Lagerberg	In Progress	
12/12/19	Write Communication Action Plan for board review.	Mr. Fuller		2/12/20
2/12/20	Write response to Basecamp (NCEES) on behalf of the Board.	Ms. Lund	In Progress	
2/12/20	Connect with OR and CA regarding NCEES exam changes.	Structural Committee	In Progress	
2/13/20	Notify NCEES of MBA role change to Ms. Gillespie	Mr. Fuller	In Progress	
2/13/20	Update Board Member Manual	Ms. Moretti	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	
4/16/20	Work with the ad hoc committee regarding alternative methods of administering the exams.	Mr. Fuller Mr. Larson	In Progress	
5/14/20	Update Agreed Order templates based on feedback from Board members.	Ms. Short	In Progress	
6/17/20	Include summary report of administrative case closures to the full board at each meeting	Ms. Short	In Progress	8/27
6/17/20	Refine WAC edits with Ms. Lagerberg.	Ms. Gillespie	In Progress	
6/17/20	Create database of email questions and answers	Staff	In Progress	
6/17/20	Continue tracking legislation from LSAW	Practice Committee	In Progress	
6/17/20	Continue to refine WAC language <ol style="list-style-type: none"> <li>1. WAC 196-23-020(1) to include "legal descriptions" under definition of document.</li> <li>2. WAC 196-25-040 as it relates to being a DE/DLS of more than one company.</li> <li>3. Approve the proposed house cleaning of WAC 196-25-040(6) &amp; (7) as presented by staff.</li> <li>4. Include response charge in WAC 196-25-070.</li> </ol>	Practice Committee	In Progress	
6/17/20	Add agency policy review and retention schedule to the next Executive Committee and board meeting agendas	Ms. Moretti	In Progress	8/27
6/17/20	Move April state specific exam ⇒ October and notify applicants, post changes on BRPELS website and share via various listservs.	Staff	In Progress	
6/17/20	Provide a cost estimate from Pearson VUE to administer BRPELS' computer based state specific exams.	Mr. Fuller	In Progress	8/27
6/17/20	Post BRPELS Journal on website within two weeks	Staff	In Progress	7/1
6/17/20	Provide updated enforcement process documentation for board review at the next meeting.	Ms. Lagerberg	In Progress	8/27
7/28/20	Provide synopsis of NCEES ballot items to board members by the end of the day.	Mr. Fuller		7/28
7/28/20	Present letter regarding Chapter 58.20 RCW to DNR and follow up with the Survey Committee for tracking purposes.	Mr. Larson	Completed	7/29

**Board Meeting**

**Tab 8**

**Adjourn Meeting**