

Washington State Board of Registration for Professional Engineers & Land Surveyors

Board Meeting

October 15, 2020

[WebEx](#)

Meeting number (access code): 133 316 5993 Meeting password: K3cYQ9uy38n

or

Join by video system, application or Skype for business

Dial 1333165993@webex.com

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Board Meeting

Tab 1

Call to Order

- Roll Call
- Order of Agenda
- Approval of August 27, 2020 Meeting Minutes
- Public Comment Opportunity



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

Special Board Meeting Agenda

DATE & TIME: October 15, 2020 8:00 a.m.

LOCATION: [WebEx Link](#)

or

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

OPEN SESSION

1. Call to Order

- 1.1. Roll Call
- 1.2. Order Of Agenda
- 1.3. Approval of August 27, 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 Closure
- 2.2. Administrative Closures Report
- 2.3. Disciplinary Report
- 2.4. Polaris Enforcement Demo

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. Rule Review

5. Director's Report

- 5.1. Agency Operations
- 5.2. Financial Report with Paul Bitar
- 5.3. October NCEES and State Specific Exams
- 5.4. 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: August 27, 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
James Wengler, PLS, CFedS

Staff Members

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

Guests

Sharon Zimmerman
Brett Flippo

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 Ms. Lund to accept the agenda with a friendly amendment to include two case closure recommendations. Motion carried.

1.3. Approval of Meeting Minutes

A motion was made by Ms. Gnanapragasam, and seconded by Mr. Wengler to accept the July 28, 2020 meeting minutes as written. Motion carried.

1.4. Public Comment Opportunity

None

Executive Session

Mr. Blaisdell, Board Chair, announced the purpose and estimated time 8:13 a.m. to 8:38 a.m. for Executive Session

Open Session Reconvened – 8:38 a.m.

2. Disciplinary Action

2.1. Recommended Closures

2019-04-0003-00ENG

Mr. Wengler recommended the case be closed.

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

2019-06-0001-00ENG

Mr. Hendrickson recommended the case be closed.

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

2.2. Administrative Complaints Procedure

The Board discussed the Administrative Complaints Procedure flow chart presented by Ms. Short. Ms. Lagerberg and Ms. Short agreed to work with the Practice Committee on updates and revisions based on feedback from the Board. (Action)

2.3. Administrative Closures Report

Mr. Larson described a form that he and Mr. Fuller use to keep a record of their work on administrative complaints, similar to case manager reports. These forms/reports will be brought before the Practice Committee at each meeting and available for board members to review.

2.4. Disciplinary Report

Ms. Short provided a summary of the Disciplinary Report that was included in the board packet.

3. Committee Reports

3.1. Executive Committee

Mr. Blaisdell delivered the committee's report

- Mr. Bitar briefly joined the committee meeting to give an overview of his July financial report. He's working with DOL to clarify invoicing and Polaris costs. Board remains in good financial shape.
- The Committee reviewed Policy #36 – Organization and Function of the Board Committees with Ms. Gillespie and Ms. Lagerberg. Ms. Gillespie integrated the proposed changes and sent a revised version for recommendation at the board meeting.

Mr. Blaisdell provided an overview of the proposed changes that the committee is recommending later under section 4.4.

- The Committee reviewed proposed language for WAC 196-09 – Board Practices and Procedures that was submitted by Ms. Lagerberg and Ms. Gillespie. Ms. Gillespie will email the original with tracked changes along with a version without markups to board members, staff, and other interested parties. All comments and edits should be sent directly to Ms. Gillespie who will incorporate them for review at the next board meeting. (Action)
- The Committee heard the Director’s report given by Mr. Fuller. (See full report in section 5)

A motion was made by Mr. Hendrickson, and seconded by Mr. VanDeWege to receive the Executive Committee report. Motion carried.

3.2. Practice Committee (PC)

Ms. Lund delivered the committee’s report

| | |
|----------------------------------|-----------|
| Total Complaints Received | 10 |
| Engineering Complaints | 8 |
| Surveying Complaints | 1 |
| Onsite Designer Complaints | 1 |

Compliance Report:

Ms. Lund reported there are four individuals on compliance monitoring. Three are currently in compliance with the terms of their board orders. Mr. Fuller and Mr. Larson are working with the peer reviewer for Mr. Russum and are in communication with the respective case manager. Mr. Bodge has been notified that he is out of compliance with his board order and Mr. Fuller will now try to contact him prior to next steps (default). A court granted Mr. Johnson’s motion for a stay of his suspension and fine pending an appeal hearing. His license remains in active status. (Action)

Discussion/Action Items:

1. Mr. Larson gave a presentation on Professional Development & Records Processing Workshop by DNR Public Land Survey Office. The PC supports the proposal to grant professional development hours to licensees for attendance in the workshop. Ms. Gillespie will set up a small group of PC members to determine how many hours would be granted. (Action)
2. PC approved the draft rule language WAC 196-23 Stamping and Seals and will present the proposed revisions to the Board for approval.
3. The PC worked on proposed language to WAC 196-25. Ms. Gillespie, Mr. Fuller, and Ms. Lagerberg will look at questions and larger issues around designees, definition of businesses, and responsible charge. Draft language will be brought to the PC at their next meeting. (Action)
4. Ms. Gillespie will put together a legislative timeline, which will be included on the agenda for the next PC meeting. (Action)

5. Mr. Larson will provide ongoing debriefs on stakeholder meetings to the PC during future meetings. (Action)
6. Previous Action items:
 - a. Creating database for email questions/answers.
 - b. Review policies related to practice committee.
 - c. Continue tracking monument legislation sponsored by LSAW.
 - d. Create an activities report and accomplishments by the PC.

A motion was made by Mr. VanDeWege, and seconded by Mr. Wengler to receive and approve the Practice Committee report. Motion carried.

3.3. Exam Qualifications Committee (EQC)

Ms. Gnanapragasam delivered the committee's report

- FE Application Review – non-NCEES approved foreign degree evaluation
 - The Committee requested board staff contact ECE to find out the qualifications of the credentialing service and to learn more about their process of evaluating foreign degrees. (Action)
 - The EQC also asked Ms. Cramer to compile a list of credentialing services that candidates have used in the past so they won't have to investigate each time an applicant uses a non-NCEES approved credentialing service. (Action)
 - It is the recommendation of the EQC to provisionally approve the applicant to take the FE exam.
- Engineering Application Review – Comity
 - An applicant with 30 years of engineering experience who is currently licensed outside the U.S. and in Oregon inquired whether he could apply for licensure in Washington through comity without having taken the FE.
 - It is the recommendation of the EQC that the individual apply for comity so they can make a determination based on its evaluation of his education and experience.
- SE Application Review – Comity
 - An applicant who has taken and passed the SE I and SE II, but not the SE III which is not offered anymore, is applying for SE by Comity.
 - It is the recommendation of the EQC to approve the application based on its evaluation of his experience.
- PLS and On-Site Exams Cut Scores
 - The EQC reviewed scores of the PLS state specific exam and recommends the Board approve a cut score of 28/40.
 - The EQC also reviewed scores of the On-Site Wastewater state specific exam and recommends the Board approve a cut score of 76/97.
- Polaris Update
 - Licensing staff continue to work with DOL on bugs within Polaris and the response time has been improving.

- Revenue was approximately six weeks behind in processing payments which created a delay for BRPELS licensing staff. All applications attached to those payments have now been delivered and staff have been rapidly catching up.
- Rule Review
 - The Committee reviewed WAC 196-12-047 – Structural Licensing Requirement and will present the proposed revisions to the Board for approval.
 - Ms. Gillespie agreed to make edits to the proposed language in WAC 196-12-010 – Registration Requirements and will send revisions to Ms. Lagerberg for review. They will also work on the remaining sections of WAC 196-12 and send proposed changes to EQC members prior to the next meeting. (Action)
- Computer Based Testing (CBT)
 - The Principles and Practice of Engineering (PE) Electrical and Computer: Power exam is moving to CBT. Beginning December 1, 2020, appointments will be available year-round. NCEES originally planned to complete the transition to CBT format in April 2021 but fast-tracked the change as part of its response to COVID-19 and to better accommodate examinees.
- COVID-19
 - BRPELS staff continue to work remotely. Governor Inslee has indicated that he doesn't plan to direct state employees who can currently perform their jobs via telework to return to worksites in the foreseeable future and that his office will re-assess the potential return to worksites in early 2021.

A motion was made by Mr. Hendrickson, and seconded by Ms. Lund to approve the Exam Qualifications Committee report, including the cut score recommendations. Motion carried.

3.4. Survey Committee

Mr. Wengler delivered the committee's report

- Mr. Larson reported he has worked with DNR on several survey related matters and that the working relationship between the two agencies continues to be very good.
- Mr. Larson also reported he's also had several discussions with DNR regarding outreach and survey teaching modules that would target common deficiencies as identified by a variety of sources.

4. New Business

4.1. October NCEES and State Specific Exams

Mr. Fuller reported that the state specific exams will be given Wednesday, October 21st, the day before the NCEES exams. BRPELS will be contracting jointly with NCEES and using the same venues.

4.2. August Exam Results

Mr. Fuller reported that 28 PLS and 12 On-Site applicants sat for the state specific exams. Seven of the PLS exams were administered by licensing boards in other states.

With the approval of the cut scores, the pass rate were about 40% for PLS and 42% for On-Site Design.

The Board instructed staff to send notification of exam results to applicants as soon as possible. (Action)

The Board asked Mr. Fuller to send thank-you notes to the SMEs that were involved with the recent exams. (Action)

4.3. Notice of Request for Attorney General Opinion 20-07-04 (Walen)

See discussion notes in 6.1.

4.4. Policy #36 – Organization and Function of the Board Committees

A motion was made by Mr. Hendrickson, and seconded by Mr. VanDeWege to approve the marked version of Policy #36 as recommended by the Executive Committee. Motion carried.

4.5. Professional Development and Records Processing Workshop - DNR Public Land Survey Office

The Department of Natural Resources, Public Land Survey Office (PLSO) holds land survey record collections from every part of Washington State. The PLSO is sponsoring a program to educate the surveying community on how the State maintains records, what these records consist of, and how to research and retrieve these records.

The PLSO is proposing is that the Board to accept the program and allow 10 professional development hours towards PLS license renewals. It was noted that WAC 196-12-120 doesn't provide that level of credit for any particular activity. As noted in the Practice Committee (3.2 Discussion Items), Ms. Gillespie will be setting up a small group of PC members to determine how many hours would be granted. Mr. Larson agreed to research the matter further and provide a recommendation at the next meeting. (Action)

5. Director's Report

5.1. Agency Operations

Mr. Fuller reported that he is still in the process of securing any future office space that may be needed but that the Governor's Office has authorized state employees to continue working remotely and indicated there is no plan to direct employees who can currently perform their jobs via telework to return to worksites in the foreseeable future.

BRPELS currently has space at CRAB with two desks and a printer. There may be a possibility of securing additional space at CRAB but DES just notified Mr. Fuller that the landlord at Chandler Court is considering leasing the rest of the building to another organization and separate space in the building may no longer be available.

New agency computers and cell phones are currently be loaded and processed by CRAB support services. Once everything is up and running, staff will be returning their equipment to DOL.

Other current priorities include building up the compliance program and getting quick information to the Board, NCEES exams, and looking at the upcoming legislative session.

5.2. Financial Report

Mr. Fuller presented the financial report submitted by Mr. Bitar.

5.3. Other Items

None

6. Assistant Attorney General's Report

6.1. Notice of Request for Attorney General's Opinion 20-07-04 (Walen)

Ms. Lagerberg discussed the request for a formal AGO opinion regarding the practice of Architecture and Engineering and whether engineers can stamp architectural drawings.

The AGO is asking for input from interested parties, including the Board's interpretation of the law as it exists right now.

Ms. Lagerberg agreed to work with the Practice Committee and Ms. Lund concurred they would take the lead on this issue. (Action)

7. Other Business

7.1. Any Other Business

None

7.2. Additional Public Comment

None

7.3. Rolling Action Item List + Action Items from This Meeting

Ms. Moretti reviewed the Rolling Action Items List and added the following items from this meeting:

1. The PC and Ms. Short will clarify and revise administrative complaints procedure, flowchart, and the administrative closure report.
2. Ms. Lagerberg will define when administrative complaints needs to go to a case manager and update BRPELS process.
3. Ms. Gillespie will send a track changes and a clean version of WAC 196-09 to board members & will submit for approval at the next board meeting.
4. Ms. Gillespie, Mr. Larson, and Mr. Wengler will determine how many hours of DNR program count towards BRPELS PLS renewals.
5. Mr. Fuller will contact Mr. Bodge regarding his compliance with his Board Order.
6. The PC and Ms. Gillespie will continue to work on WAC 196.25.
7. Ms. Gillespie, Mr. Fuller, and Ms. Lagerberg will look at questions and identify larger issues in WAC 196-25 around designees, definition of businesses, and responsible charge and present draft language at the next PC meeting.
8. Ms. Gillespie will develop timeline for upcoming legislative items.
9. The PC and Ms. Short will create a PC activities and accomplishments report.
10. Ms. Gillespie will revise the proposed language in WAC 196-12-010 and send to Ms. Lagerberg for review.
11. Ms. Cramer will contact ECE to find out the qualifications of the credentialing service and to learn more about their process of evaluating foreign degrees. They will also compile a list of credentialing services that candidates have used in the past.

12. Licensing staff will notify applicants of recent exam results.
13. Mr. Fuller will send thank you notes to SMEs.
14. The PC will work with Ms. Lagerberg on input for the Notice of Request for an AGO Opinion regarding the practice of architecture and engineering.
15. Ms. Short will provide a Polaris Enforcement demo at next board meeting

7.4. Agenda Items for Next Meeting

1. Rule Review WAC 196-09
2. Polaris Enforcement Demo

8. Adjourn Meeting

A motion was made by Mr. VanDeWege, and seconded by Ms. Lund, to adjourn the meeting at 11:52 a.m. Motion carried.

Next Meeting: October 15, 2020 – Special Board Meeting

Respectfully submitted

Ken Fuller, PE, Director

Board Meeting

Tab 2

Disciplinary Activity

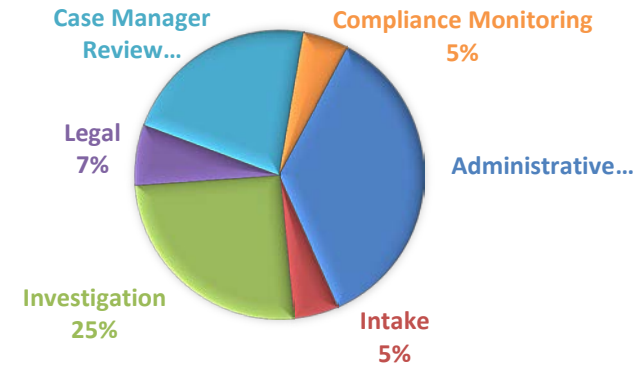
- Recommended Closure
- Administrative Closures Report
- Disciplinary Report
- Polaris Enforcement Demo

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

Open Case Status

| Status | Program Type | | | Total |
|-----------------------|--------------|----------------|----------|-----------|
| | Engineers | Land Surveyors | OSW | |
| Administrative Review | 9 | 12 | 0 | 21 |
| Intake | 2 | 1 | 0 | 3 |
| Investigation | 11 | 3 | 1 | 15 |
| Legal | 1 | 3 | 0 | 4 |
| Case Manager Review | 0 | 11 | 2 | 13 |
| Compliance Monitoring | 1 | 1 | 1 | 3 |
| Total | 24 | 31 | 4 | 59 |

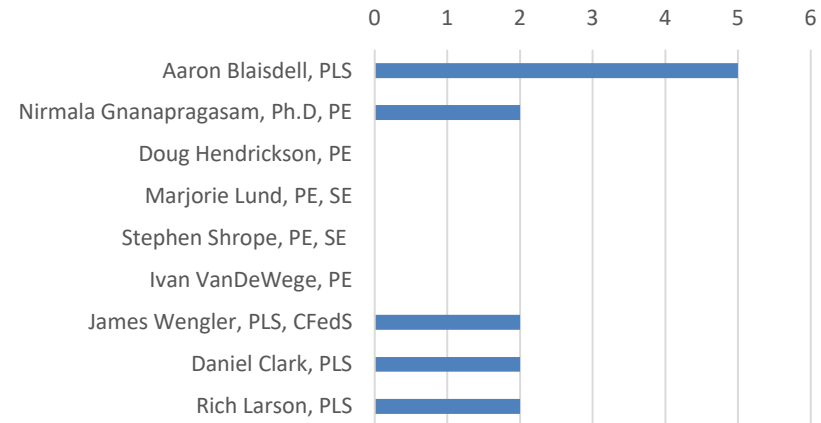
OPEN COMPLAINT STATUS



Case Manager Review

| Case Manager | Program Type | | Total |
|---------------------------------|--------------|----------------|-----------|
| | Engineers | Land Surveyors | |
| Aaron Blaisdell, PLS | 0 | 5 | 5 |
| Nirmala Gnanapragasam, Ph.D, PE | 2 | 0 | 2 |
| Doug Hendrickson, PE | 0 | 0 | 0 |
| 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 | 2 | 2 |
| Daniel Clark, PLS | 0 | 2 | 2 |
| Rich Larson, PLS | 0 | 2 | 2 |
| Total | 2 | 11 | 13 |

Case Manager Open Complaints



Administrative Review

| Board Staff | Engineers | Land Surveyors | OSW | Total |
|------------------|-----------|----------------|-----------|-------|
| Ken Fuller, PE | 8 | 0 | 0 | 8 |
| Rich Larson, PLS | 1 | 12 | 0 | 13 |
| Total | 12 | 0 | 21 | |

Board Meeting

Tab 3

Committee/Task Reports

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

Board Meeting

Tab 4

New Business

- Rule Review

Chapter 196-23 WAC

STAMPING AND SEALS

Last Update: 11/2/18

WAC

196-23-010 Seals.

196-23-020 Seal/stamp usage.

196-23-040 Use of the title S.E.

196-23-070 Signature.

DISPOSITION OF SECTIONS FORMERLY CODIFIED IN THIS CHAPTER

196-23-030 Providing direct supervision. [Statutory Authority: RCW 18.43.035. WSR 99-15-050, § 196-23-030, filed 7/15/99, effective 8/15/99.] Repealed by WSR 06-22-034, filed 10/25/06, effective 11/25/06. Statutory Authority: RCW 18.43.035. Later promulgation, see WAC 196-25-070.

196-23-050 Practice by businesses, organizations or public agencies. [Statutory Authority: RCW 18.43.035. WSR 99-15-056, § 196-23-050, filed 7/15/99, effective

8/15/99.] Repealed by WSR 06-22-034, filed 10/25/06,
effective 11/25/06. Statutory Authority: RCW

18.43.035. Later promulgation, see WAC 196-25-080.

WAC 196-23-010 Seals. All individuals licensed in accordance with chapter 18.43 RCW must utilize a seal/stamp that conforms to the design as authorized by the board. It is the responsibility of the licensee to maintain control over the use of his/her stamp/seal. The impression or image of the seal/stamp must conform to the below-illustrated design and be of a size that assures full legibility of the following required information:

- (1) State of Washington;
- (2) Registered professional engineer or registered professional land surveyor;
- (3) Certificate number;
- (4) Licensee's name as shown on wall certificate.



[Statutory Authority: RCW 18.43.035. WSR 08-10-009, § 196-23-010, filed 4/24/08, effective 7/1/08; WSR 06-22-036, § 196-23-010, filed 10/25/06, effective 11/25/06; WSR 99-15-058, § 196-23-010, filed 7/15/99, effective 8/15/99.]

WAC 196-23-020 Seal/stamp usage. The use of the seal/stamp must be in accordance with chapter 18.43 RCW or as otherwise described herein:

(1) Final documents are those documents that are prepared and distributed for filing with public officials, use for construction, final agency approvals or use by clients. Any final document must contain the seal/stamp, signature and date of signature of the licensee who prepared or directly supervised the work. For the purpose of this section "document" is defined as plans, specifications, plats, surveys, land descriptions as defined by WAC 332-130-020, reports, and as-built documents prepared by the licensee, ~~and reports.~~

(2) Preliminary documents are those documents not considered final as defined herein, but are released or distributed by the licensee. Preliminary documents must be clearly identified as "PRELIMINARY" or contain such wording so it may be differentiated from a final document. Preliminary

documents must be stamped, but need not be signed or dated by the licensee.

(3) Plan sets: Every page of a plan set must contain the seal/stamp, signature of the licensee(s) who prepared or who had direct supervision over the preparation of the work, and date of signature.

(a) Plans/plats containing work prepared by or under the direct supervision of more than one licensee should be sealed/stamped and dated by each licensee and shall clearly note the extent of each licensee's responsibility.

(b) As provided for in subsections (1) and (2) of this section, each page of a plan set must contain the seal/stamp of the licensee who prepared or who had direct supervision over the preparation of the work.

(c) Plan/plat sheets containing and/or depicting background and/or supporting information that is duplicated from other plans need only be sealed/stamped by the licensee(s) who prepared or was in direct supervision of the design. The origin of the background information shall be noted on the plan sheet.

(d) All design revisions to final plan/plat sheets shall clearly identify on each sheet; the revisions made and shall contain the name and seal of the licensee, and signature of the licensee with the date the sheet was sealed.

(4) Specifications: Specifications that are prepared by or under the direct supervision of a licensee shall contain the seal/stamp, signature of the licensee and the date of signature. If the specifications prepared by a licensee are a portion of a bound specification document that contains specifications other than that of an engineering or land surveying nature, the licensee need only seal/stamp that portion or portions of the documents for which the licensee is responsible. Nothing herein should be construed to require that each page of an engineering or land surveying specification be sealed/stamped by the licensee.

(5) Document review: When a licensee is required to review work prepared by another professional engineer or land surveyor, the reviewing licensee shall fully review those documents and shall prepare a report that discusses the findings of the review with any supporting calculations and sketches. The reviewing

licensee would then seal/stamp, sign and date the report. The report would make reference to and/or be attached to the subject document(s) reviewed.

[Statutory Authority: RCW 18.43.035. WSR 08-10-009, § 196-23-020, filed 4/24/08, effective 7/1/08; WSR 06-22-036, § 196-23-020, filed 10/25/06, effective 11/25/06; WSR 99-15-055, § 196-23-020, filed 7/15/99, effective 8/15/99.]

WAC 196-23-040 Use of the title S.E. Only professional engineers who have completed the state of Washington's requirements for licensure in structural engineering are permitted to use the title of S.E. when representing his or her licensing credential, as in, *James Smith, P.E., S.E.* Use of the title S.E. by any individual who is not licensed in structural engineering as provided in chapter 18.43 RCW, is subject to disciplinary action by the board in accordance with chapter 18.43 RCW and/or chapter 18.235 RCW.

[Statutory Authority: RCW 18.43.035. WSR 06-22-035, § 196-23-040, filed 10/25/06, effective 11/25/06.]

WAC 196-23-070 Signature. The terms "signature or signed," as used in chapter 18.43 RCW and/or Title 196 WAC, means the following:

(1) A handwritten identification or a digital representation of your handwritten identification that represents the act of putting your name on a document to attest to its validity. The handwritten or digital identification must be:

(a) Original and written by hand, or a scanned image of an original, handwritten identification;

(b) Permanently affixed to the document(s) being certified;

(c) Applied to the document by the identified licensee; and

(d) Placed directly over the seal/stamp of the licensee.

(2) A digital identification that is an electronic authentication process attached to or logically associated with an electronic document. The digital identification may include a scanned or digitized signature. The digital identification must be:

(a) Unique to the licensee using it;

(b) Capable of independent verification;

(c) Under the exclusive control of the licensee using it;

and

(d) Linked to a document in such a manner that the digital identification is invalidated if any data in the document is changed.

[Statutory Authority: RCW 18.43.035, 18.210.050, and 18.210.060. WSR 18-22-076, § 196-23-070, filed 11/2/18, effective 12/3/18. Statutory Authority: RCW 18.43.035. WSR 08-10-009, § 196-23-070, filed 4/24/08, effective 7/1/08; WSR 06-22-036, § 196-23-070, filed 10/25/06, effective 11/25/06. Statutory Authority: Chapters 18.43 and 18.235 RCW. WSR 04-04-001, § 196-23-070, filed 1/21/04, effective 2/21/04. Statutory Authority: RCW 18.43.035. WSR 01-09-017, § 196-23-070, filed 4/6/01, effective 5/7/01.]

Board Meeting

Tab 5

Director's Report

- Financial Report with Paul Bitar
- Agency Operations
- October NCEES and State Specific Exams
- Other Items

Bd of Reg-Prof Engineers/Land Surveyors Agency Summary BITD as of August 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 | 444,525 | 429,717 | 14,808 | 358,469 |
| Employee Benefits | 273,614 | 152,720 | 150,575 | 2,145 | 123,039 |
| Travel | 91,920 | 53,620 | 25,832 | 27,788 | 66,088 |
| Capital Outlays | 3,181 | 1,801 | 14,644 | (12,843) | (11,463) |
| Goods and Services | 4,337,099 | 2,867,581 | 2,325,223 | 542,358 | 2,011,876 |
| Sum: | 5,494,000 | 3,520,247 | 2,945,991 | 574,256 | 2,548,009 |

| <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> |
|------------------------------------------|---------------------|-----------------------|--------------------|-----------------------|--------------------------|----------------------|
| Salaries and Wages | 34,251 | 48,356 | (14,105) | 444,525 | 429,717 | 14,808 |
| A AA State Classified | 17,143 | 37,348 | (20,205) | 222,431 | 303,206 | (80,775) |
| AC State Exempt | 17,108 | 10,833 | 6,275 | 222,094 | 117,003 | 105,091 |
| AE State Special | 0 | 175 | (175) | 0 | 9,050 | (9,050) |
| AU Overtime and Call-Back | 0 | 0 | 0 | 0 | 458 | (458) |
| Employee Benefits | 12,066 | 17,762 | (5,696) | 152,720 | 150,575 | 2,145 |
| B BA Old Age and Survivors Insurance | 2,123 | 2,861 | (738) | 27,556 | 25,834 | 1,722 |
| BB Retirement and Pensions | 4,405 | 6,145 | (1,740) | 57,165 | 54,098 | 3,067 |
| BC Medical Aid & Industrial Insurance | 161 | 279 | (118) | 2,029 | 2,554 | (525) |
| BD Health, Life & Disability Insurance | 4,880 | 7,808 | (2,928) | 59,527 | 59,761 | (234) |
| BH Hospital Insurance (Medicare) | 497 | 669 | (172) | 6,443 | 6,042 | 401 |
| BK Paid Family and Medical Leave | 0 | 0 | 0 | 0 | (6) | 6 |
| BV Shared Leave Provided Annual Leave | 0 | 0 | 0 | 0 | 2,268 | (2,268) |
| BZ Other Employee Benefits | 0 | 0 | 0 | 0 | 25 | (25) |
| Goods and Services | 146,951 | 22,014 | 124,937 | 2,867,581 | 2,325,223 | 542,358 |
| E EA Supplies and Materials | 500 | 2,613 | (2,113) | 13,000 | 11,642 | 1,358 |
| EB Communications/Telecommunications | 200 | 492 | (292) | 2,800 | 791 | 2,009 |
| Category | FM Allotment | FM Expenditure | FM Variance | BITD Allotment | BITD Expenditures | BITD Variance |
| ED Rentals and Leases - Land & Buildings | 5,509 | 245 | 5,264 | 77,126 | 82,797 | (5,671) |
| EF Printing and Reproduction | 0 | 11 | (11) | 0 | 1,284 | (1,284) |

| | | | | | | | |
|------------------------|----------------------------------------|-----------------------|-----------------------|----------------------|-------------------------|-------------------------|-----------------------|
| EG | Employee Prof Dev & Training | 2,292 | 0 | 2,292 | 32,088 | 7,606 | 24,482 |
| EH | Rental & Leases - Furn & Equipment | 1,083 | 1,116 | (33) | 15,162 | 7,401 | 7,761 |
| EJ | Subscriptions | 83 | 0 | 83 | 1,166 | 656 | 510 |
| EK | Facilities and Services | 3,875 | 9,833 | (5,958) | 52,751 | 65,650 | (12,899) |
| EL | Data Processing Services (Interagency) | 16,802 | 874 | 15,928 | 235,228 | 306,632 | (71,404) |
| EM | Attorney General Services | 10,417 | 4,127 | 6,290 | 145,838 | 184,643 | (38,805) |
| EN | Personnel Services | 992 | 2,066 | (1,074) | 12,434 | 12,516 | (82) |
| EP | Insurance | 88 | 36 | 52 | 3,232 | 36 | 3,196 |
| ER | Other Contractual Services | 44,138 | 0 | 44,138 | 650,572 | 702,950 | (52,378) |
| EY | Software Licenses and Maintenance | 58,597 | 600 | 57,997 | 1,592,934 | 940,918 | 652,016 |
| EZ | Other Goods and Services | 2,375 | 0 | 2,375 | 33,250 | (300) | 33,550 |
| Travel | | 3,830 | 0 | 3,830 | 53,620 | 25,832 | 27,788 |
| GA | In-State Subsistence & Lodging | 1,165 | 0 | 1,165 | 16,310 | 15,537 | 773 |
| GB | In-State Air Transportation | 500 | 0 | 500 | 7,000 | 2,941 | 4,059 |
| GC | Private Automobile Mileage | 1,165 | 0 | 1,165 | 16,310 | 2,513 | 13,797 |
| GD | Other Travel Expenses | 500 | 0 | 500 | 7,000 | 1,596 | 5,404 |
| GF | Out-of-State Subsistence & Lodging | 250 | 0 | 250 | 3,500 | 1,635 | 1,865 |
| GG | Out-of-State Air Transportation | 250 | 0 | 250 | 3,500 | 1,610 | 1,890 |
| Capital Outlays | | 138 | 14,644 | (14,506) | 1,801 | 14,644 | (12,843) |
| JA | Noncapitalized Assets | 138 | 14,644 | (14,506) | 1,801 | 14,644 | (12,843) |
| Total Dollars | | <u>197,236</u> | <u>102,777</u> | <u>94,459</u> | <u>3,520,247</u> | <u>2,945,991</u> | <u>574,256</u> |

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 FM14 Aug-2020 | Projected | | | | | | | | | | Projected | Projected | |
|-----------------------|-----------------------------|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|------------------|
| | | | 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 | 2,113,717 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 3,642,197 | (457,803) |
| Miscellaneous Revenue | | 374 | | | | | | | | | | | | 374 | 374 |
| Total Revenue | 4,100,000 | 2,114,092 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 152,848 | 3,642,571 | (457,410) |

| Expenses Category | BI19-21 Expense Allotments | Actual Expenses through FM14 Aug-2020 | Projected | | | | | | | | | | Projected | Projected | |
|--------------------------------|----------------------------|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|----------------|
| | | | 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 | 429,717 | 48,805 | 48,805 | 48,805 | 48,805 | 48,805 | 48,805 | 48,957 | 48,957 | 48,957 | 48,957 | 48,957 | 918,376 | (96,996) |
| Employee Benefits | 280,420 | 150,575 | 17,318 | 17,318 | 17,318 | 17,318 | 17,318 | 17,318 | 17,349 | 17,349 | 17,349 | 17,349 | 17,349 | 323,879 | (43,459) |
| Professional Service Contracts | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| Goods and Other Services | 4,337,099 | 2,325,223 | 237,216 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 172,224 | 172,224 | 3,472,451 | 864,648 |
| 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 | 46,916 | 45,004 |
| Capital Outlays | 3,181 | 14,644 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 20,000 | (16,819) |
| Sum: | 5,534,000 | 2,945,991 | 305,983 | 160,991 | 160,991 | 160,991 | 160,991 | 160,991 | 161,174 | 161,174 | 161,174 | 241,174 | 241,174 | 4,781,622 | 752,378 |

| Operating Transfers | BI 19-21 Operating Transfers | Actual Operating transfers through FM14 | Projected | | | | | | | | | | Projected | Projected | |
|--------------------------------------|------------------------------|-----------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|-----------------|---------------|
| | | | 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 |
| Total Net Operating Transfers | 0 | (29,000) | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | (29,000) | 29,000 |

| Fund Balance Projection | BI 19-21 Rev Allotments - Exp Allotments | Actual Rev - Exp through FM14 Aug-2020 | Projected | | | | | | | | | | Projected | Projected | | |
|-------------------------|------------------------------------------|----------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|-----------------|-----------|------------------------------------|---------|
| | | | 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) | (860,899) | (153,135) | (8,143) | (8,143) | (8,143) | (8,143) | (8,143) | (8,143) | (8,326) | (8,326) | (8,326) | (88,326) | (1,168,051) | 265,949 |
| \$ | 1,726,326 | 292,326 | 865,427 | 712,292 | 704,149 | 696,007 | 687,864 | 679,721 | 671,578 | 663,253 | 654,927 | 646,601 | 558,276 | 558,276 | ←- Ending Fund Balance (projected) | |

| Expenses Detail Category | BI 19-21 Expense Allotments | Actual Expenses through FM14 Aug-2020 | Projected | | | | | | | | | | | Projected | Projected |
|------------------------------------------|-----------------------------|---------------------------------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|----------------|------------------|-----------------|
| | | | 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 | 429,717 | 48,805 | 48,805 | 48,805 | 48,805 | 48,805 | 48,805 | 48,805 | 48,957 | 48,957 | 48,957 | 48,957 | 918,376 | (96,996) |
| AA State Classified | 420,359 | 303,206 | 37,274 | 37,274 | 37,274 | 37,274 | 37,274 | 37,274 | 37,274 | 37,426 | 37,426 | 37,426 | 37,426 | 676,554 | (256,195) |
| AC State Exempt | 401,021 | 117,003 | 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 | | 9,050 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 698 | 16,031 | (16,031) |
| AS Sick Leave Buy-Out | | | | | | | | | | | | | | 0 | 0 |
| AT Terminal Leave | | | | | | | | | | | | | | 0 | 0 |
| AU Overtime and Call-Back | | 458 | | | | | | | | | | | | 458 | (458) |
| Employee Benefits | 280,420 | 150,575 | 17,318 | 17,318 | 17,318 | 17,318 | 17,318 | 17,318 | 17,318 | 17,349 | 17,349 | 17,349 | 17,349 | 323,879 | (43,459) |
| BA Old Age and Survivors Insurance | 50,919 | 25,834 | 2,852 | 2,852 | 2,852 | 2,852 | 2,852 | 2,852 | 2,852 | 2,861 | 2,861 | 2,861 | 2,861 | 54,390 | (3,471) |
| BB Retirement and Pensions | 105,624 | 54,098 | 5,915 | 5,915 | 5,915 | 5,915 | 5,915 | 5,915 | 5,915 | 5,935 | 5,935 | 5,935 | 5,935 | 113,328 | (7,704) |
| BC Medical Aid & Industrial Insurance | 3,639 | 2,554 | 76 | 76 | 76 | 76 | 76 | 76 | 76 | 76 | 76 | 76 | 76 | 3,314 | 325 |
| BD Health, Life & Disability Insurance | 108,327 | 59,761 | 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 | 6,042 | 667 | 667 | 667 | 667 | 667 | 667 | 667 | 669 | 669 | 669 | 669 | 12,720 | (809) |
| 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) |
| Professional Service Contracts | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 | 0 |
| CD Computer/Information Services | | | | | | | | | | | | | | 0 | 0 |
| CZ Other Professional Services | | | | | | | | | | | | | | 0 | 0 |
| Goods and Other Services | 4,337,099 | 2,325,223 | 237,216 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 92,224 | 172,224 | 3,472,451 | 864,648 |
| EA Supplies and Materials | 18,000 | 11,642 | 935 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 645 | 18,382 | (382) |
| EB Communications/Telecommunications | 4,800 | 791 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 200 | 2,791 | 2,009 |
| ED Rentals and Leases - Land & Buildings | 132,216 | 82,797 | 9,135 | 3,045 | 3,045 | 3,045 | 3,045 | 3,045 | 3,045 | 3,045 | 3,045 | 3,045 | 3,045 | 119,337 | 12,879 |
| EF Printing and Reproduction | | 1,284 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 150 | 2,784 | (2,784) |
| EG Employee Prof Dev & Training | 55,008 | 7,606 | 1,990 | 1,990 | 1,990 | 1,990 | 1,990 | 1,990 | 1,990 | 1,990 | 1,990 | 1,990 | 1,990 | 27,504 | 27,504 |
| EH Rental & Leases - Furn & Equipment | 25,992 | 7,401 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 529 | 12,688 | 13,304 |
| EJ Subscriptions | 2,000 | 656 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 2,000 | 0 |
| EK Facilities and Services | 91,501 | 65,650 | 4,939 | 4,939 | 4,939 | 4,939 | 4,939 | 4,939 | 4,939 | 4,939 | 4,939 | 4,939 | 4,939 | 115,040 | (23,539) |

| Expenses Detail Category | | | BI 19-21 Expense Allotments | Actual Expenses through FM14 Aug-2020 | Projected | | | | | | | | | | Projected | |
|--------------------------|----------------------------------------|-----------|--------------------------------|---------------------------------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|-------------------|------------------|-----------------|
| | | | | | 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 |
| EL | Data Processing Services (Interagency) | 403,248 | 306,632 | 27,840 | 9,280 | 9,280 | 9,280 | 9,280 | 9,280 | 9,280 | 9,280 | 9,280 | 9,280 | 9,280 | 417,992 | (14,744) |
| EM | Attorney General Services | 250,008 | 184,643 | 10,336 | 10,336 | 10,336 | 10,336 | 10,336 | 10,336 | 10,336 | 10,336 | 10,336 | 10,336 | 10,336 | 288,000 | (37,992) |
| EN | Personnel Services | 22,354 | 12,516 | 950 | 950 | 950 | 950 | 950 | 950 | 950 | 950 | 950 | 950 | 22,016 | 338 | |
| EP | Insurance | 4,112 | 36 | | | | | | | | | | | 36 | 4,076 | |
| ER | Other Contractual Services | 1,091,952 | 702,950 | 75,903 | 25,301 | 25,301 | 25,301 | 25,301 | 25,301 | 25,301 | 25,301 | 25,301 | 105,301 | 1,086,562 | 5,390 | |
| EY | Software Licenses and Maintenance | 2,178,908 | 940,918 | 104,175 | 34,725 | 34,725 | 34,725 | 34,725 | 34,725 | 34,725 | 34,725 | 34,725 | 34,725 | 1,357,618 | 821,290 | |
| EZ | Other Goods and Services | 57,000 | (300) | | | | | | | | | | | (300) | 57,300 | |
| 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 | 46,916 | 45,004 |
| 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 | 28,088 | (128) | |
| GB | In-State Air Transportation | 12,000 | 2,941 | 245 | 245 | 245 | 245 | 245 | 245 | 245 | 245 | 245 | 245 | 5,392 | 6,608 | |
| GC | Private Automobile Mileage | 27,960 | 2,513 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 209 | 4,607 | 23,353 | |
| GD | Other Travel Expenses | 12,000 | 1,596 | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 128 | 2,878 | 9,122 | |
| GF | Out-Of-State Subsistence & Lodging | 6,000 | 1,635 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 136 | 2,997 | 3,003 | |
| GG | Out-Of-State Air Transportation | 6,000 | 1,610 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 134 | 2,952 | 3,048 | |
| GN | Motor Pool Services | | | | | | | | | | | | | 0 | 0 | |
| Capital Outlays | | | 3,181 | 14,644 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 20,000 | (16,819) |
| JA | Noncapitalized Assets | 3,181 | 14,644 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 536 | 20,000 | (16,819) | |
| JB | Noncapitalized Software | | | | | | | | | | | | | 0 | 0 | |
| Total Dollars | | | 5,534,000 | 2,945,991 | 305,983 | 160,991 | 160,991 | 160,991 | 160,991 | 160,991 | 161,174 | 161,174 | 161,174 | 241,174 | 4,781,622 | 752,378 |

| Function | Service | Component | Total Estimate | Interim Estimate Monthly Average | Amount Billed to BORPELS 7/1/19-6/30/20 |
|---------------------------|--------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------|----------------------------------|-----------------------------------------|
| Application Processing | DOL Licensing Staff Dedicated to BORPELS Direct Licensing Services | Business Process: 3 (3.0 FTE) DOL Business and Professions Division (BPD) staff dedicated to BORPELS. Includes salaries, benefits, goods and services (communications telecommunications, utilities, rent and facilities, training, managed print services, software and licenses), travel, and equipment. Staff support the following: - Process standard and comity license and testing applications, process and print license certificates and renewals. Includes review of applications for eligibility, compliance, and administrative actions. - Process and provide proctor support of state licensing system and exams. - Provide customer support for application process. Intake complaints, gather information, and provide information to BORPELS. | \$513,600 | \$21,400 | |
| Administrative Support | DOL Licensing Staff Dedicated to BORPELS Administrative Services | Administrative Support to the Board: Administration Services: 2 (1.5 FTE) DOL Business and Professions Division (BPD) staff dedicated to BORPELS. Includes salaries, benefits, goods, and services (communications telecommunications, utilities, rent and facilities, training, managed print services, software and licenses), travel, and equipment. Staff support the following: - Logistical support to coordinate scheduled and unscheduled board meetings, contracting for facilities and services, booking travel, accommodations, and meals, draft and assemble meeting materials, post agendas, and record and post minutes. - Coordinate travel for board members and staff as assigned to attend national and regional meetings. Includes registering and paying conference fees, booking flights and accommodations and processing reimbursements for approved expenditures. - Provide Board Clerk services for board hearings. Includes coordinating communications between AAG advisor, AAG prosecutor, respondent and their legal representative, presiding officer and board members, coordinating and contracting for facilities and services (court reporter), prepare exhibit book for distribution, process and serve legal documents including final order. | \$32,640 | \$10,880 | \$314,194 |
| Goods and Services | Centralized Services* | Centralized Services for BORPELS Employees: Rent (3 workstations and use of conference rooms at Black Lake), utilities, janitorial, shredding service, desk phones, managed print services, consolidated mail services, postage/parcel, and credit card fees. | \$132,210 | \$5,510 | \$191,216 |
| | | Centralized Services for BORPELS: Forms, and publications. | \$5,960 | \$1,990 | |
| Information Services | POLARIS Project | POLARIS Project costs: Minimum project estimate FY20-21 (estimated project end date FY21, with ongoing maintenance costs extending into future biennia). | \$1,497,900 | \$62,410 | \$1,108,860 |
| | Business Licensing Support Services* | Business Licensing Support Services for current and future DOL professional licensing system interfaces to intake and process applications through a central licensing system. Includes: Testers, software programmers, and business analysts to support problem solving, software patches, and updates. | \$287,600 | \$11,980 | \$82,575 |
| | Technology Infrastructure* | Technology Infrastructure Costs (DOL and WaTech) for BORPELS Employees: Enterprise systems (examples include Revenue Systems, SharePoint, and Time and Leave Attendance System), secure gateway (SAW), state data center (hosting hardware), OCIO, servers, network, security (anti-virus scans), desktop support, software (Microsoft Office, bundled email and Outlook services), hardware (server storage, network equipment, firewalls), telecom, standard DOL computer/desktop equipment replacement, and associated administrative support. | \$400,210 | \$16,680 | \$55,050 |
| Indirect Support Services | BPD Indirect for BORPELS (4.3%) | BPD administrative costs are 4.3% of BORPELS total direct costs. For administrative and day to day support of 3 DOL Licensing Staff Dedicated to BORPELS. | \$23,500 | \$1,390 | \$31,181 |
| | MSS Indirect for BORPELS (17.1%) | Agency support services for BORPELS are 17.1% of BORPELS total direct costs. Applies to all items but POLARIS. Includes: Budget and forecasting, revenue and cash management, travel payments for DOL dedicated BORPELS staff, and refunds to licensees (warrants); human resources, time keeping and payroll for DOL dedicated BORPELS staff; records management and public disclosure; facilities planning and maintenance; mail sorting and recording; communication, outreach and web updates; internal audit, and administrative and day to day support of BORPELS. | \$234,610 | \$11,700 | \$243,158 |
| TOTAL | | | \$3,128,230 | | \$2,026,234 |

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

Active Action Item List

Practice Committee (PC)

| Date Assigned | Action Item | Assigned To | Status |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------|-------------|
| 6/17/20 | Continue tracking legislation from DNR | PC | In Progress |
| 6/17/20 | Continue to refine WAC language 1. WAC 196-23-020(1) to include "legal descriptions" under definition of document. 2. WAC 196-25-040 as it relates to being a DE/DLS of more than one company. 3. Approve the proposed house cleaning of WAC 196-25-040(6) & (7) as presented by staff. 4. Include response charge in WAC 196-25-070. | PC | In Progress |
| 8/26/20 | Create a PC activities and accomplishments report. | PC Ms. Short | In Progress |
| 8/27/20 | Look at questions and identify larger issues in WAC 196-25 around designees, definition of businesses, and responsible charge and present draft language at the next PC meeting. | PC Ms. Gillespie Mr. Fuller Ms. Lagerberg | In Progress |
| 8/27/20 | Clarify and revise administrative complaints procedure, flowchart, and the administrative closure report. | PC Ms. Short | In Progress |
| 8/27/20 | Continue to work on WAC 196.25 with Practice Committee. | PC Ms. Gillespie | In Progress |
| 8/27/20 | Work on input for the Notice of Request for an AGO Opinion regarding the practice of architecture and engineering. | PC Ms. Lagerberg | In Progress |

Exam Qualifications Committee (EQC)

| Date Assigned | Action Item | Assigned To | Status |
|---------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|-------------|
| 8/27/20 | Contact ECE to find out the qualifications of the credentialing service and to learn more about their process of evaluating foreign degrees and compile a list of credentialing services that candidates have used in the past. | EQC Licensing Staff | In Progress |

Structural Committee

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

Board of Registration for Professional Engineers and Land Surveyors

Active Action Item List

Board Staff

| Date Assigned | Action Item | Assigned To | Status |
|---------------|-------------------------------------------------------------------------------------------------------------------|--------------------------------------------|-------------|
| 8/27/20 | Determine how many hours of DNR program count towards BRPELS renewals. | Mr. Wengler Mr. Larson Ms. Gillespie | Completed |
| 6/17/20 | Include summary report of administrative case closures to the full board at each meeting. | Ms. Short | Completed |
| 6/17/20 | Provide updated enforcement process documentation for board review at the next meeting. | Ms. Lagerberg | In Progress |
| 8/27/20 | Define when administrative complaints needs to go to a case manager and update enforcement process documentation. | Ms. Lagerberg | In Progress |
| 12/12/19 | Write Communication Action Plan for board review. | Mr. Fuller | |
| 2/13/20 | Notify NCEES of MBA role change to Ms. Gillespie | Mr. Fuller | In Progress |
| 4/16/20 | Develop a remote signing response and send it to Ms. Lagerberg for review prior to posting on the website. | Mr. Fuller | In Progress |
| 8/27/20 | Contact Mr. Bodge regarding compliance with Board Order. | Mr. Fuller | In Progress |
| 8/27/20 | Send thank you notes to SMEs. | Mr. Fuller | In Progress |
| 6/17/20 | Refine WAC edits with Ms. Lagerberg. | Ms. Gillespie | Ongoing |
| 8/27/20 | Send track changes and clean versions of WAC 196-09 to board members & recommend approval at next meeting. | Ms. Gillespie | In Progress |
| 8/27/20 | Develop timeline for upcoming legislative items. | Ms. Gillespie | In Progress |
| 8/27/20 | Update WAC 196-129-010 and send to AGO. | Ms. Gillespie | In Progress |
| 5/14/20 | Update Agreed Order templates based on feedback from Board members. | Ms. Short | In Progress |
| 8/27/20 | Provide a Polaris enforcement demo at next board meeting. | Ms. Short | In Progress |
| 8/27/20 | Notify applicants of recent exam results. | Ms. Cramer | Completed |
| 6/17/20 | Create database of email questions and answers. | Board Staff | |
| 2/13/20 | Update Board Member Manual | Ms. Moretti | In Progress |

Board Meeting

Tab 8

Adjourn Meeting