

Executive Committee Meeting

October 19, 2022 – 10:15 a.m.

Radisson Hotel (in-person) & Teams Meeting (virtual)

In person:

Radisson SeaTac
Orcas Room
18118 International Blvd
Seattle, WA 98188

Committee: Doug Hendrickson, PE, Chair
Dave Peden, PE, SE, Vice Chair
Marjorie Lund, PE, SE, Past Chair

Support staff: Ken Fuller, PE, Director
Shanan Gillespie, Regulatory Program Manager
Rich Larson, PLS, Deputy Director
Jill Short, Investigations & Compliance Manager
Vonna Cramer, Licensing Lead
Greg Schieferstein, Outreach & Communications Manager
Mackenzie Wherrett, Executive Assistant
Elizabeth Lagerberg, AAG
Paul Bitar, DES, Senior Financial Consultant

Guests: Kai Cao

Discussion Topics

- Financial Report
Mr. Bitar provided an overview of the Board's financial status. He stated that the board is on track to have \$1.5 million in their account, and the agency's account balance is growing. He is projecting that the agency will underspend their appropriations by about \$500,000. He also informed the committee that the Governor's budget should be out within the next couple of weeks.
- Rulemaking: WAC 196-26A & WAC 196-30
Draft language was provided to the committee, and Ms. Cramer provided the costs for Deloitte and/or DOL to make the changes to Polaris regarding the change in initial license expiration dates. After reviewing the draft language that was provided in the packet, the committee is recommending the board approve staff to move forward with filing the CR102 including holding a public meeting to solicit comments regarding WAC 196-26A *Registered professional engineers and land surveyor fees* and WAC 196-30 *Fees for on-site wastewater treatment designers and inspectors*.
- Discussion: Virtual December Board & Committee meetings

Mr. Fuller requested that the committee consider recommending to the Board that the December Board and Committee meetings be held virtually in December. Ms. Lagerberg reminded the committee that the Open Public Meetings Act (OPMA) requires the meeting also have a physical location. The physical location will be at the board's offices in Olympia. The committee will be making the recommendation to the Board.

- Director's Report
 - Board/Agency operations

Mr. Fuller informed the committee that Ms. Wherrett has been hired as the Executive Assistant, and Emily Weston has been hired as a temporary employee to help the licensing section.

Mr. Fuller reported that the agency has contracted with Amy Leneker to work with staff on creating a positive culture in the agency.

Mr. Fuller informed the committee that staff is currently working about 50% in the office. The office space is working out, however, there are noise issues that have to be addressed. Mr. Schieferstein is working on updating the video/audio equipment in the Board's conference room.
 - Staffing/attrition/transition statements

Mr. Fuller informed the committee that he and Mr. Larson are working on staff performance expectations and expects to have them completed within a couple of weeks.
- Communication & Outreach Manager's Report

Mr. Schieferstein discussed the Outreach Report that was in the packet. He is currently working with WaTech on updating the board's website and has had discussions with them about a survey to users about the usability of the site. He is also working on the Journal and has been meeting with Board members to learn more about them and what their ideas are for outreach.
- Review of Strategic Planning Items

The committee reviewed and discussed the strategic planning items below. No action was taken.

Strategic Planning Items

- Remain engaged and informed on deregulation
- Emphasis on outreach and education
- Measure performance and gain stakeholder feedback that is relevant and useful for improving our agency
- Measure the licensing system software functionality from stakeholders
- PD for communications and outreach manager with Marjorie, Doug, and Aaron in consultation **complete**
- Task force for review of current outreach plan (Marjorie, Dave, Doug, Carmena, Vonna, Ken) and report back to board **replaced with workshop session**
- ~~Budget development with PB, ML, KF~~ **complete**

Action Items

- The committee is recommending the board approve staff to move forward with filing the CR102 including holding a public meeting to solicit comments for WAC 196-26A *Registered professional engineers and land surveyor fees* and WAC 196-30 *Fees for on-site wastewater treatment designers and inspectors*.
- The committee is recommending to the Board that the December Board and Committee meetings be held virtually in December, also in-person at the Board's Olympia Offices.