

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

## Board Meeting

October 21, 2021

[WebEx Link](#)

or

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

Dial [24670366014@webex.com](mailto:24670366014@webex.com)

You can also dial 173.243.2.68 and enter meeting number 2467 036 6014

Meeting password: MfNrsqy3Z32

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

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# Board Meeting

## Tab 1

### Call to Order

- 1.1 Roll Call
- 1.2 Order of Agenda
- 1.3 Approval of Meeting Minutes
  - 1.1.1. August 12, 2021
  - 1.1.2. September 14, 2021
  - 1.1.3. September 22, 2021
  - 1.1.4. October 1, 2021
- 1.4 Review Correspondence & Communications
- 1.5 Public Comment Opportunity



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

**Special Board Meeting Agenda**

**DATE & TIME:** October 21, 2021 8:00 a.m.

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

or

**Tap to join from a mobile device**

[+1-415-655-0001,,24670366014##](#) US Toll

[+1-206-207-1700,,24670366014##](#) Toll (Seattle)

**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 Meeting Minutes
  - 1.3.1. August 12, 2021
  - 1.3.2. September 14, 2021
  - 1.3.3. September 22, 2021
  - 1.3.4. October 1, 2021
- 1.4. Review Correspondence & Communications
- 1.5. 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. Board Order
- 2.2. Recommended Case Closures
- 2.3. Disciplinary Report

### **3. Committee Reports**

- 3.1. Executive Committee
- 3.2. Practice Committee
- 3.3. Exam Qualifications Committee
- 3.4. Survey Committee
- 3.5. Structural Committee
- 3.6. On-Site Committee

### **4. New Business**

- 4.1. PLS State Exam Cut Scores (from EQC)
- 4.2. On-site Licensing Exam Cut Scores (from EQC)
- 4.3. WAC 196-23-020(3)(d) and (5) Recommendation – Stamping and Seals (from PC)
- 4.4. Rule Making - Concise Explanatory Statement and Filing of the CR103
  - 4.4.1. WAC 196-09 – Board Practices and Procedures
  - 4.4.2. WAC 196-12 – Registered Professional Engineers
  - 4.4.3. WAC 196-20 – Engineers-in-Training
- 4.5. 2022 Board Meeting Schedule
- 4.6. Delegation of Authority to Director
- 4.7. RCW 18.43 – Engineers and Land Surveyors

### **5. Old Business**

- 5.1. Review of Strategic Planning Goals

### **6. Director's Report**

- 6.1. Financial Report
- 6.2. Agency Operations
- 6.3. Other Items

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

### **8. Other Business**

- 8.1. Additional Public Comment
- 8.2. Upcoming Outreach and Events
- 8.3. Action Items from This Meeting
- 8.4. Agenda Items for Next Meeting

### **9. Adjourn Meeting**



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

**BOARD MEETING MINUTES**

**DATE:** August 12, 2021

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

**LOCATION:** Radisson Sea-Tac and WebEx

**ATTENDANCE:**

**Board Members**

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

**Staff Members**

Elizabeth Lagerberg, Advising AAG  
Ken Fuller, PE, Director  
Richard Larson, PLS, Deputy Director  
Carmena Moretti, Executive Assistant  
Jill Short, Investigations & Compliance Manager  
Vonna Cramer, Licensing Lead (via WebEx)

**Excused**

Ivan VanDeWege, PE

**1. Call to Order at 8:00 a.m.**

1.1 Roll Call

Ms. Lund, Board Chair, took roll call.

1.2 Order of Agenda

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

1.3 Approval of Meeting Minutes

A motion was made by Mr. Hendrickson, and seconded by Ms. Gnanapragasam, to accept the June 17, 2021 meeting minutes as amended. Motion carried.

1.4 Review Correspondence & Communications

The Board reviewed an email from Mr. Marshall regarding PDH requirements for Land Surveyors.

1.5 Public Comment Opportunity

None provided

**Executive Session**

Ms. Lund, Board Chair, announced the purpose and estimated time 8:10 to 9:00 a.m. for Executive Session.

## **Open Session Reconvened – 8:57 a.m.**

### **Executive Session**

Ms. Lund, Board Chair, announced the purpose and estimated time 9:00 to 9:45 a.m. for Executive Session.

## **Open Session Reconvened – 9:45 a.m.**

### **2. Disciplinary Action**

#### **2.1 Board Order – Agreement for Voluntary Surrender of License**

2020-09-0912-00OSW & 2020-10-1289-00OW Sally Little, OS

On September 1, 2020 a complaint was received alleging Ms. Little submitted incomplete or inaccurate drawings to the County that required a number of resubmittals and the resubmittals did not address all of the reviewer's comments. The complaint also alleged Ms. Little was submitting designs with technologies that she was not familiar with and/or competent to do. On October 8, 2020 a complaint was received alleging Ms. Little designed an on-site septic system in 2007 but did not complete the as-built drawings. The complainant was unable to sell the property due to a Report of System Status (RSS) hold and had to hire another designer to complete the work.

The Agreed Order imposes the following sanctions:

- Ms. Little consents to the entry of this Agreement and has waived any right to a hearing.
- Ms. Little voluntarily surrenders her license to practice as an on-site wastewater treatment system designer in the State of Washington effective on the date of entry of this Agreement.
- Ms. Little agrees that she will not apply for licensure again as an on-site wastewater treatment system designer in the State of Washington.

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the Agreement for Voluntary Surrender of License as presented. Motion carried. Ms. Gnanapragasam abstained.

#### **2.2 Recommended Case Closures**

2020-02-0122-00OSW

Ms. Gnanapragasam recommended the case be closed.

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

2020-03-0149-00ENG

Ms. Short presented the case for case manager, Mr. VanDeWege, along with his recommendation that the case be closed.

A motion was made by Mr. Hendrickson, and seconded by Mr. Peden, to accept the case manager's recommendation for closure. Motion carried. Mr. VanDeWege was absent during the vote.

2020-09-1136-00ENG

Mr. Hendrickson recommended the case be closed.

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

2020-09-1137-00ENG

Mr. Hendrickson recommended the case be closed.

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

### 2.3 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

Ms. Lund delivered the committee's report.

8/3/21 (Virtual Meeting) Discussion Topics

- Budget

Mr. Bitar provided a summary of last biennium's accounting.

Revenue \$3.9M

Expenditures \$4.7M

Account Balance \$933K

Mr. Bitar projects \$985K will be left in the spending account at the end of the current biennium. He will email a draft of the 2021-23 spending plan to Ms. Moretti so it can be included in next week's board packet.

Mr. Fuller asked about personal property insurance and Mr. Bitar offered to research and determine what is automatically provided by the state and whether BRPELS needs to purchase additional coverage.

- Board Meeting Pre-game/Agenda Review

The Committee reviewed and updated the draft of next week's board meeting agenda.

- Director's Report

Mr. Fuller and Mr. Larson provided a brief update on BRPELS' new office space.

- Charging for additional wall certificates

Ms. Cramer explained that she is still gathering data and asked that the discussion be postponed until the next meeting.

- Lean Process Improvement

Mr. Fuller and Ms. Gillespie gave a brief overview of staff's intention to use Lean principles to improve the quality of current work processes to ensure the agency is efficiently using its resources. Ms. Gillespie has a Lean Six Sigma Green Belt and will be leading the project, starting with Licensing's wall certificate process.

- Other

Ms. Lund informed the Committee that she will not be attending the NCEES Annual Meeting in New Orleans later this month and asked Mr. Hendrickson to be the Board's voting delegate. He agreed.

#### Action Items

- Mr. Bitar will email draft spending plan to Ms. Moretti. (completed)
- Mr. Bitar will research personal property insurance. (completed)

#### 8/12/21 Executive Committee Meeting

##### Discussion Topics

- NCEES Annual Motion Recommendation  
The Committee discussed a summary of NCEES 2021 Motions for Annual Meeting provided by Mr. Fuller, specifically ones that he identified as pertinent to the Board. The Committee agreed to recommend that Mr. Hendrickson be given full authority to vote on behalf of the Board at the upcoming NCEES Annual Meeting and approval to change votes as needed.
- Strategic Planning Review  
The Committee reviewed the 2021 BRPELS' Strategic Planning Session Outline submitted by Mr. Fuller. The Committee requested the list be reprioritized by committee assignment and possibly by sub-categories as recommended by Ms. Lagerberg.
- Budget & Draft Spending Plan Review  
Ms. Lund explained that Mr. Bitar provided a summary of the last biennium budget wrap up and the proposed 2021-23 spending plan at last week's Executive Committee Meeting and Mr. Bitar indicated there haven't been any major changes and it still looks like the ending account balance is going to be around \$939K.  
  
The revenue and expenditure projections for the new biennium are still \$3.9M respectively and therefore Mr. Bitar expects the account balance to remain the same. Allotments were prepared based on \$3.9M of expenditures however the entire \$4.19M was allotted in case there was a future need to spend more without having to file exception reports. The extra \$300K was allotted at the object level to salaries; benefits; and goods and services.  
  
The Committee decided to recommend the proposed 21-23 spending plan be approved by the Board at tomorrow's meeting. Mr. Fuller will notify Mr. Bitar of the Board's decision so the spending plan can be filed by the Friday, August 13<sup>th</sup> deadline.
- Director's Report  
Mr. Larson informed the Committee that the A/V equipment has been scheduled to be installed in BRPELS' new office space.



### Action Items

- The Committee will recommend Mr. Hendrickson be given full delegation to vote on behalf of the Board at NCEES' 2021 Annual Meeting.
- Mr. Fuller will reprioritize the Strategic Planning Outline by committee assignment and resend to the Executive Committee and staff for review.

The Committee will recommend approval of 21-23 spending plan and Mr. Fuller will notify Mr. Bitar of the Board's decision.

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

A subsidiary motion was made by Mr. Wengler, and seconded by Ms. Gnanapragasam, to give Mr. Hendrickson full authority to vote on behalf of the Board at the upcoming NCEES Annual Meeting and approval to change votes as needed. Motion carried.

### 3.2 Practice Committee (PC)

Mr. Hendrickson delivered the committee's report.

#### Complaint Summary:

**Total Complaints Received**                      **12**

Engineering Complaints                      10

Surveying Complaints                      2

On-Site Designer Complaints                      0

**Total Administrative Closures**                      **7**

Engineering Closures                      6

Surveying Closures                      1

On-Site Designer Closures                      0

#### Compliance Report:

Mr. Hendrickson reported there are two individuals on compliance monitoring (Richard Russum, PLS and Russell Bodge). Mr. Russum is currently in compliance with the terms of his board order. Mr. Bodge is currently out of compliance with his board order. Staff has been unable to contact Mr. Bodge after several attempts.

#### Action Items:

1. The PC reviewed WAC 196-25 and recommends the board approve moving forward with filing the CR-102 as amended.
2. The PC reviewed WAC 196-23 and recommends the board approve refiling the CR102 with specific changes to section WAC 196-23-020(5).

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

### 3.3 Exam Qualifications Committee (EQC)

The EQC did not meet since the last report.

### 3.4 Survey Committee

Mr. Blaisdell delivered the committee's report.

#### Discussion Topics

- State Specific LS Examination

Mr. Larson informed the Committee that a meeting has been set up with SMEs to go over newly written items for the exam bank, review what's already there, and then fill in the portions of the bank that still need work. Notification was sent to both groups reviewing the questions and coming up with Angoff scores.

- Update of LS Examination SME Tasks

Goal: to confirm we have a valid state specific PLS exam for September 2021.

#### SME Tasks:

1. Answer each question in the exam and identify time duration of each question
2. Review each question and determine Angoff score.
3. Identify acceptable questions
  - a. Ensure 3 distractors and the answer key are valid.
  - b. Detect incorrect questions/answers.
  - c. Identify typos and check for grammar.
4. Review comment sheets from Oct 2020 exam and identify questions/concerns and correct if needed.

Mr. Wengler explained that he and Mr. Blaisdell spent hours going through the item bank and mapping the items to the domains. Mr. Wengler said they want the SMEs to go through the existing questions to determine if they're still relevant or if we need to get rid of them. Then, new questions can be written to fill in the gaps.

Mr. Blaisdell stated the need for a virtual collaboration platform where board/committee members have access to exam materials, e.g. spreadsheets, exam statistics, correspondence etc. Ms. Cramer explained that exam materials are shared via the Box, stored in SharePoint in addition to her maintaining paper copies of all exams and comment sheets. Mr. Fuller confirmed that he is working with WaTech on board member access to SharePoint, Teams, and M365.

- Items from 2021 BRPELS Strategic Planning Session

- Pathways to State Specific PLS Exam

Mr. Fuller stated this has been taken care of.

- Work with DNR on Survey Recording Act and associated WACs to determine the Board's regulatory direction for "intelligent interpretation" and other items.

Mr. Fuller explained that he and Mr. Larson have met with Mr. Beehler and Mr. Knuth at DNR to discuss and come up with a common understanding on topics such as monument removal, intelligent interpretation, and signature. Mr. Wengler stated that board members need to be in the loop and notified before these types of things are discussed or acted upon with other agencies or stakeholders.

- CR-102, Public Hearing WAC 332-130 revisions

Mr. Wengler shared some of his suggested comments to DNR WAC 332-130 as part of their current public hearing process. Mr. Wengler agreed to send his feedback to survey committee members and Mr. Larson for review and further discussion.

#### Action Items

- Mr. Larson and Ms. Cramer will notify SMEs to stop evaluating the PLS exam.
- Mr. Wengler to send his WAC 332-130 comments to Mr. Blaisdell, Mr. VanDeWege, and Mr. Larson.
- Mr. Blaisdell will work with Mr. Fuller and prepare a presentation for the October meeting on potential changes to the state specific exams in light of NCEES' EPS Committee moving forward with exam modules.

#### 3.5 Structural Committee

The Structural Committee did not meet since the last report.

#### 3.6 On-Site Committee

Ms. Gnanapragasam delivered the committee's report.

##### **Mission of On-Site Committee Overview**

Keep the regulations current; provide support to those on path to licensure, licensees and public agencies/jurisdictional bodies. Collaboration of Professional Engineers, Professional Land Surveyors and On-Site Wastewater Designers/Inspectors.

- WAC Revision
  - Start with WAC 196-32
- Individuals on path to licensure
  - Modules to help them become licensed
  - Mentoring/support
  - Formulate a "what's needed for licensure" pathway
- Licensees
  - Continuing education
  - Anything to do to keep complaints to a minimum
  - Mentoring of examinees to gain required exp. to obtain licensure
- Public agencies/Jurisdictions
  - Collaboration or assistance
- Outreach
  - New Designer assistance

- Mentoring of new designers/inspectors
- Growing the industry
  - Growing the licensee base

#### **Action Items**

1. Ms. Gillespie to send out WAC 196-32
2. Directory
3. Build industry footprint
  - a. Work with WOSSA
4. Review of meeting from 7/28/2021

#### **4. New Business**

##### **4.1 Budget Spending Allotment Approval**

The Board reviewed the proposed BRPELS' 21-23 Biennium Spending Plan submitted by Mr. Bitar.

A motion was made by Mr. Hendrickson, and seconded by Mr. Wengler, to approve the spending plan as presented. Motion carried.

Mr. Fuller will notify Mr. Bitar of Board's approval to file the plan.

##### **4.2 WAC 196-25 Approval Request (from PC)**

Ms. Short provided a brief overview of the proposed revisions to WAC 196-25. The PC recommended the Board approve the changes to the draft language.

A motion was made by Mr. Wengler, and seconded by Ms. Gnanapragasam, to have staff advance this content to CR-102 Proposed Rule Making process. Motion carried.

##### **4.3 WAC 196-23 Approval Request (from PC)**

Ms. Short provided a brief overview of the proposed revisions to WAC 196-23. The PC recommended the Board approve the changes to the draft language.

A motion was made by Mr. Hendrickson, and seconded by Mr. Wengler, to have staff advance WAC 196-23 Section 1 to CR-102 Proposed Rule Making process and for Section 020 3(d) and (5) remain with the PC pending further review. Motion carried.

##### **4.4 Rule Making Report**

Mr. Fuller presented the Rule Making Report provided by Ms. Gillespie.

##### **4.5 NCEES Annual Meeting Motions**

The Board discussed Mr. Fuller's summary of the NCEES' Annual Meeting Motions. Mr. Wengler expressed his concern with motion UPLG4 regarding removing field experience specific language from PLS experience.

#### **5. Old Business**

##### **5.1 Review of Strategic Planning Goals**

Ms. Lund stated that going forward, strategic goals will be a reoccurring topic at each meeting as a way to review and measure progress towards the Board's objectives.

Mr. Fuller agreed to separate and organize items by committee for the next meeting. He also said he would compile sticky note comments from the Strategic Planning Session and send them out.

## **6. Director's Report**

### **6.1 Financial Report**

Mr. Fuller informed the Board that Mr. Bitar filed the 2021-23 spending plan as instructed.

### **6.2 Agency Operations**

Mr. Fuller let the Board know that he is working with WaTech to get members set up with M365 in the state's domain.

### **6.3 Other Items**

Mr. Bitar signed off on the financial approval for a Communication Consultant 3 position and Mr. Fuller is working with HR on developing the position description.

Mr. Fuller informed the Board of the passing of Jim Coan, PLS and Ms. Gnanapragasam shared a few words about her experience of working with Mr. Coan over the years.

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

Ms. Lagerberg reported that a meeting was held with members from BRPELS and the Architects Board to discuss Senator Honeyford's Request for a Formal AGO Opinion regarding stamping of engineer and architectural design documents. Ms. Lagerberg stated she will be typing up notes from the meeting and sharing them with the Board.

## **8. Other Business**

### **8.1 Additional Public Comment**

None Provided

### **8.2 Upcoming Outreach and Events**

None Provided

### **8.3 Action Items from This Meeting**

Board staff reviewed the Rolling Action Items List and added the following items from this meeting:

1. Mr. Bitar will email draft spending plan to Ms. Moretti.
2. Mr. Bitar will research personal property insurance.
3. Mr. Fuller will reprioritize the Strategic Planning Outline by committee assignment and resend to the Executive Committee and staff for review.
4. Mr. Fuller will notify Paul of board approval of spending plan.
5. Mr. Larson and Ms. Cramer will notify SMEs to stop evaluating the PLS exam.
6. Mr. Wengler to send his WAC 332-130 comments to Mr. Blaisdell, Mr. VanDeWege, and Mr. Larson.

7. Mr. Blaisdell will work with Mr. Fuller and prepare a presentation for the October meeting on potential changes to the state specific exams in light of NCEES' EPS Committee moving forward with exam modules.
8. Ms. Cramer will check with DOL regarding limiting applicant/licensees' ability to change name in Polaris.
9. Ms. Gillespie will file CR-102 for WAC 196-25.
10. Ms. Gillespie will file CR-102 for WAC 196-23 Section 1. (Section 020 3(d) and (5) back to PC for further review.)
11. Ms. Short will send current Case Manager Worksheet to all board members.

#### 8.4 Agenda Items for Next/Upcoming Meetings

None Provided

#### 9. Adjourn Meeting

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

**Next Meeting:** October 21, 2021 – Special Board Meeting – TBD & WebEx

Respectfully submitted

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Ken Fuller, PE, Director



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

**BOARD MEETING MINUTES**

**DATE:** September 14, 2021

**TIME:** 3:00 p.m.

**LOCATION:** WebEx

**ATTENDANCE:**

**Board Members**

Marjorie Lund, PE, SE, Chair  
Doug Hendrickson, PE, Vice Chair  
Aaron Blaisdell, PLS  
Nirmala Gnanapragasam, Ph.D, PE  
Dave Peden, 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

**1. Call to Order at 3:00 p.m.**

1.1 Roll Call

Ms. Lund, Board Chair, took roll call.

1.2 Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the agenda with the removal of item 1.3 – Approval of Previous Meeting Minutes. Motion carried.

1.3 Approval of Meeting Minutes

Postponed until October meeting.

1.4 Public Comment Opportunity

None provided

**Executive Session**

Ms. Lund, Board Chair, announced the purpose and estimated time 3:07 to 3:12 p.m. for Executive Session.

**Open Session Reconvened – 3:14 p.m.**

**2. New Business**

- 2.1 AGO request for an emergency adjudicative hearing under RCW 34.05.479 on charges of unlicensed practice.

2.1.1 Motion for a Temporary Cease and Desist Order from the Board under RCW 18.235.150(6).

A motion was made by Mr. Blaisdell, and seconded by Mr. Hendrickson, to delegate Board authority to Ms. Lund, as presiding officer, to review and sign the Temporary Cease & Desist Order if deemed appropriate. Motion carried.

Ms. Lund stated she would read the documents submitted by the AGO Prosecuting Attorney but would not be hearing oral arguments today.

**3. Adjourn Meeting**

A motion was made by Ms. Gnanapragasam, and seconded by Mr. Blaisdell, to adjourn the meeting at 3:17 p.m. Motion carried.

**Next Meeting:** October 21, 2021 – Special Board Meeting – WebEx

Respectfully submitted

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Ken Fuller, PE, Director

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

**BOARD MEETING MINUTES**

**DATE:** September 22, 2021

**TIME:** 4:00 p.m.

**LOCATION:** WebEx

**ATTENDANCE:**

**Board Members**

Marjorie Lund, PE, SE, Chair  
Doug Hendrickson, PE, Vice Chair  
Aaron Blaisdell, PLS  
Dave Peden, PE, SE  
Ivan VanDeWege, PE  
James Wengler, PLS, CFedS

**Excused**

Nirmala Gnanapragasam, Ph.D, PE

**Staff Members**

Jonathan E. Pitel, AAG  
Elizabeth Lagerberg, Advising AAG  
Ken Fuller, PE, Director  
Carmena Moretti, Executive Assistant  
Shanan Gillespie, Regulatory Program Manager  
Jill Short, Investigations & Compliance Manager  
Vonna Cramer, Licensing Lead

**1. Call to Order at 4:04 p.m.**

1.1 Roll Call

Ms. Lund, Board Chair, took roll call.

1.2 Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the agenda.  
Motion carried.

**Executive Session**

Ms. Lund, Board Chair, announced the purpose and estimated time 4:10 to 4:40 p.m. for Executive Session.

**Open Session Reconvened – 4:40 p.m.**

**Executive Session**

Ms. Lund, Board Chair, announced the purpose and estimated time 4:40 to 5:10 p.m. for Executive Session.

**Open Session Reconvened – 5:11 p.m.**

## 2. New Business

- 2.1 Fisheries Engineers, Inc., Paul Tappel v. The State of Washington, Governor Jay Inslee and Board of Registration for Professional Engineers and Land Surveyors.

The Board thanked Mr. Pitel for providing a summary of the case and chose to postpone further discussion until additional information is received.

## 3. Adjourn Meeting

A motion was made by Mr. Blaisdell, and seconded by Mr. Hendrickson, to adjourn the meeting at 5:13 p.m. Motion carried.

**Next Meeting:** October 21, 2021 – Special Board Meeting – WebEx

Respectfully submitted

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Ken Fuller, PE, Director

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

**BOARD MEETING MINUTES**

**DATE:** October 1, 2021

**TIME:** 4:00 p.m.

**LOCATION:** WebEx

**ATTENDANCE:**

**Board Members**

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

**Excused**

Ivan VanDeWege, PE

**Staff Members**

Jonathan E. Pitel, AAG  
Elizabeth Lagerberg, Advising AAG  
Ken Fuller, PE, Director  
Rich Larson, PLS, Deputy Director  
Carmena Moretti, Executive Assistant  
Jill Short, Investigations & Compliance Manager

**Guest**

Sheri Sawyer, Office of the Governor

**1. Call to Order at 4:02 p.m.**

1.1 Roll Call

Ms. Lund, Board Chair, took roll call.

1.2 Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Mr. Blaisdell, to accept the agenda.  
Motion carried.

**Executive Session**

Ms. Lund, Board Chair, announced the purpose and estimated time 4:07 to 4:57 p.m. for Executive Session.

**Open Session Reconvened – 4:58 p.m.**

**2. New Business**

- 2.1 Fisheries Engineers, Inc., Paul Tappel v. The State of Washington, Governor Jay Inslee and Board of Registration for Professional Engineers and Land Surveyors.

A motion was made by Mr. Blaisdell, and seconded by Mr. Wengler, to authorize the Board's Assistant Attorney General to file an appeal on its behalf with a friendly amendment from Mr. Hendrickson to also have them file a separate stay on the issued order. Motion carried.

### 3. Adjourn Meeting

A motion was made by Mr. Hendrickson, and seconded by Mr. Peden, to adjourn the meeting at 5:07 p.m. Motion carried.

**Next Meeting:** October 21, 2021 – Special Board Meeting – WebEx

Respectfully submitted

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Ken Fuller, PE, Director

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**From:** James Clark <[upclarks@nventure.com](mailto:upclarks@nventure.com)>  
**Sent:** Thursday, October 7, 2021 12:44 PM  
**To:** Engineers (BRPELS) <[engineers@brpels.wa.gov](mailto:engineers@brpels.wa.gov)>  
**Cc:** James Clark <[upclarks@nventure.com](mailto:upclarks@nventure.com)>; [slclark27@gmail.com](mailto:slclark27@gmail.com)  
**Subject:** Expired Civil Engineer License

Dear Board Members,

Thank you for your email notification.

After careful consideration, I have decided to let my license expire. At 73 years of age and 13 years retired from federal service with the Army Corps of Engineers, I do not anticipate offering my professional engineering services to the public again. It was a very difficult decision given the work and effort required to achieve and maintain professional status. I still vividly recall sitting for the PE exam at Seattle Center. I truly enjoyed the challenges and satisfactions of military construction career, both as a Navy Civil Engineer Corps Officer and USACE Military Project and Program manager.

I want to thank Board members for their work and public service in promoting competence and integrity in the engineering profession here Washington State. To the Board's credit, I found the preponderance of Northwest engineering professionals with whom I had the pleasure to be associated, reflecting the high professional standards advocated by the Board.

Best Regards,

James Clark.

# **Board Meeting**

## **Tab 2**

### **Disciplinary Activity**

- 2.1 Board Order
- 2.2 Case Closures
- 2.3 Disciplinary Report

# Board of Registration for Professional Engineers Land Surveyors

## Disciplinary Report - October 2021

### Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Administrative Review	10	15	0	25
Intake	2	0	0	2
Investigation	0	3	0	3
Legal	2	1	0	3
Case Manager Review	6	11	0	17
Compliance Monitoring	1	1	0	2
<b>Total</b>	<b>21</b>	<b>31</b>	<b>0</b>	<b>52</b>

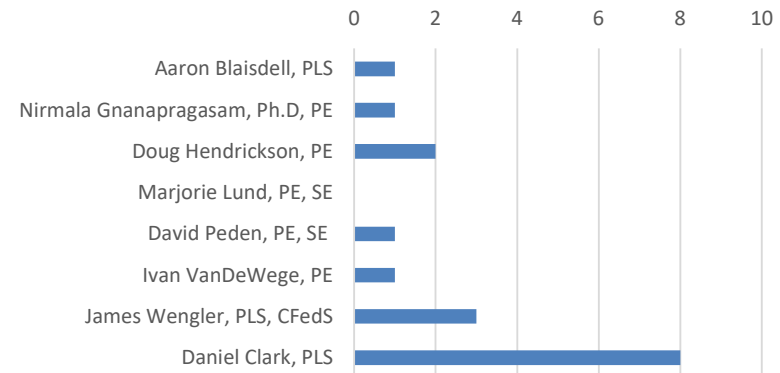
### OPEN COMPLAINT STATUS



### Case Manager Review

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

### Case Manager Open Complaints



### Administrative Review

Board Staff	Engineers	Land Surveyors	OSW	Total
Ken Fuller, PE	10	0	0	10
Rich Larson, PLS	1	14	0	15
<b>Total</b>	<b>14</b>	<b>0</b>	<b>0</b>	<b>25</b>

# **Board Meeting**

## **Tab 3**

### **Committee/Task Reports**

- 3.1 Executive Committee
- 3.2 Practice Committee
- 3.3 Exam/Qualifications Committee
- 3.4 Survey Committee
- 3.5 Structural Committee
- 3.6 On-Site Committee



# Board Meeting

## Tab 4

### New Business

- 4.1. **PLS State Exam Cut Scores** (from EQC)
- 4.2. **On-site Licensing Exam Cut Scores** (from EQC)
- 4.3. **WAC 196-23-020(3)(d) and (5) Recommendation – Stamping and Seals**  
(from PC)
- 4.4. **Rule Making - Concise Explanatory Statement and Filing of the CR103**
  - 4.4.1. **WAC 196-09 – Board Practices and Procedures**
  - 4.4.2. **WAC 196-12 – Registered Professional Engineers**
  - 4.4.3. **WAC 196-20 – Engineers-in-Training**
- 4.5. **2022 Board Meeting Schedule**
- 4.6. **Delegation of Authority to Director**
- 4.7. **RCW 18-43 – Engineers and Land Surveyors**



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
P.O. Box 9025, Olympia, WA 98507-9025

**Washington Administrative Code  
Notice of Permanent Rules for WAC 196-09  
*Board Practices and Procedures***

The Administrative Procedure Act (RCW 34.05.325(6)) requires agencies to complete a concise explanatory statement before filing adopted rules with the Office of the Code Reviser. This statement must be provided to anyone who gave comment about the proposed rulemaking.

**Adoption of WAC:**

- 196-09-010 Declaration of purpose
- 196-09-012 Definitions
- 196-09-015 Complaint processing approach (New Section)
- 196-09-018 Right to administrative review (New Section)
- 196-09-020 Adjudicative proceedings
- 196-09-050 Brief adjudicative proceedings
- 196-09-055 Records required for brief adjudicative proceeding
- 196-09-060 Procedures for brief adjudicative proceedings
- 196-09-100 Investigative costs reimbursement
- 196-09-110 Cooperation with board investigation
- 196-09-130 Board member limitations – Contract selection
- 196-09-131 Board member limitations – Board actions
- 196-09-135 Reporting of board member recusal
- 196-09-150 Public records (New Section)
- 196-09-160 Change of address – Board notification (New Section)

**Effective date:** These rule changes will become effective 31 days after filing (approximately **insert date**).

**What are the agency's reasons for adopting this rule?**

Initially, review and revision of existing rules was necessitated by the 2019 legislative update to Chapter 18.43 RCW which made the Board of Registration for Professional Engineers and Land Surveyors an independent state agency. This led to a more comprehensive review of the Board's rules.

Updates to Chapter 196-09 WAC Board practices and procedures include amendments to current language, such as adjudicative proceedings and Board member limitations. New language for various agency processes such as, Definitions, Complaint processing approach, Right to Administrative Review, Public records and change of address were added to the current language.

## Summary of all public comments received on this rule proposal and the agency's response to those comments:

### Comment:

Regarding Complaint Processing, please make sure the State's rules allow the complainant to be heard more than just at the very start of the investigation. I don't see how it is fair to close an investigation without the complainant being allowed an opportunity to participate in the process after the initial complaint is made.

### Response:

There is nothing in the complaint process that prohibits the complainant from submitting additional information, while there is an active open complaint or investigation. You may submit any information that you deem relevant to the Board staff at any time during the enforcement process. You may also be asked by the investigation staff to provide more information or answers to specific questions.

The agency process for notification is at, a minimum, both the beginning and conclusion of the complaint process. If you are notified that your complaint has been closed, the notification will also explain that you can resubmit your complaint if you have additional information to present. If the case investigation or hearing process is ongoing, the complainant will be notified of the status of the complaint on a quarterly basis. While this information is not all contained in administrative rule, it is standard Board process.



### Comment:

These comments are submitted on behalf of the Administrative Law Section of the Washington State Bar Association. They concern subsection (2) of the Board's proposed new WAC 196-09-150:

(2) Records index. An index of public records, consisting of the retention schedules applicable to those records, is available to members of the public at the board's office.

While making the public aware of the existence of the Board's records retention schedule is somewhat informative and useful, it is not sufficient to comply with the requirements of the Public Records Act (1) for creating, maintaining and making available to the public indexes of four types of records and (2) for enacting a rule describing the indexing system.

In short, in addition to maintaining pre-July 1, 1990, indexes for any type of record that state agencies might have had, the statute requires state agency indexes for these types of post-June 30, 1990, records (as defined in the Administrative Procedure Act) –

- Final orders in adjudicatory cases “that contain an analysis or decision of substantial importance to the agency in carrying out its duties” [often called “significant decisions”]<sup>3</sup>;
- Declaratory orders;
- Interpretive statements;
- Policy statements.

The agency's rule that establishes and implements the required indexing system must set forth, at a minimum –

- requirements for the form and content of the index,
- the index's location and availability to the public, and
- the schedule for revising or updating the index.

**Response:**

This is an excellent comment and bears further investigation. The Board will begin work on understanding and complying with the indexing requirement and rulemaking around that requirement. Since this work is outside of the CR 101 for this rulemaking hearing, the Board will finish this rulemaking process, and then will file a new CR 101 to address the indexing issue.

**Changes made to the proposed WAC resulting from public comment:**

The Board appreciates your involvement in this rule making process. If you have any questions, please contact Shanana Gillespie, Board Rules Coordinator, at (360) 664-1570 or e-mail at [Shanana.Gillespie@brpels.wa.gov](mailto:Shanana.Gillespie@brpels.wa.gov).



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
P.O. Box 9025, Olympia, WA 98507-9025

**Washington Administrative Code  
Notice of Permanent Rules for WAC 196-12  
*Registered Professional Engineers***

The Administrative Procedure Act (RCW 34.05.325(6)) requires agencies to complete a concise explanatory statement before filing adopted rules with the Office of the Code Reviser. This statement must be provided to anyone who gave comment about the proposed rulemaking.

**Adoption of WAC:**

- 196-12-005 Declaration and purpose.
- 196-12-010 Licensure requirements for all applicants – initial licensure and licensed in another jurisdiction
- 196-12-011 Application requirements (Repealed)
- 196-12-012 Reexamination requirements (Repealed)
- 196-12-013 FE examination application (New Section)
- 196-12-014 PE licensure application (New Section)
- 196-12-020 Work experience records
- 196-12-021 Education experience records
- 196-12-030 Additional branches of engineering
- 196-12-045 Registration of applicants licensed in other jurisdictions
- 196-12-047 Structural licensing requirements
- 196-12-055 Permit for temporary practice
- 196-12-065 Retired status

**Effective date:** These rule changes will become effective 31 days after filing (approximately December 4, 2021).

**What are the agency's reasons for adopting this rule?**

Changes are necessary due to updates to RCW 18.43 in 2019, and to clarify the processes and requirements for licensure as a professional engineer in Washington. The amendments better define the requirements for licensure, the different ways an applicant can apply for licensure, and allows more flexibility to the Board to consider different types of education and experience that do not follow the "normal" path to licensure.

**Summary of all public comments received on this rule proposal and the agency's response to those comments:**

**Comment:**

*What is the rationale behind the proposed changes?*

**Response:**

Initially, review and revision of existing rules was necessary due to updates to RCW 18.43 in 2019. This led to a more comprehensive review of the Board's rules regarding professional engineer requirements. The amendments help clarify the requirements for licensure and the different ways an applicant can apply for licensure.

**Comment:**

*Edit proposed language*

*196-12-010 (2) Examination requirements:*

*(a)(i) Fundamentals of engineering examination must meet the following requirements:*

*(ii) The examination must be either:*

*(A) The National Council of Examiners for Engineering and Surveying (NCEES) fundamentals-of-engineering (FE) examination; or*

*(B) An equivalent examination administered by a board approved foreign jurisdiction which tests the applicant's knowledge of appropriate fundamentals of engineering subjects including mathematics and basic sciences as defined in RCW 18.43.040*

*(b)(i) Principles and practice of engineering examination must meet the following requirements:*

*(ii) The examination must be either:*

*(C) The National Council of Examiners for Engineering and Surveying (NCEES) principles and practice of (PE) examination; or*

*(D) An equivalent examination administered by a board approved foreign jurisdiction which tests the applicant's ability, upon the basis of his or her greater experience, to apply his or her knowledge and experience in the field of his or her specific training and qualification per RCW 18.43.040*

**Response:**

Great recommendation. Your proposed edits help clarify what equivalent exams the board may accept. Staff will present it to the board for their deliberations.

**Comment:**

*Maintain text currently contained in item #6*

*196-12-020 Work Experience*

*(6) Any work experience gained without the supervision of a professional engineer authorized to practice under chapter 18.43 RCW or an individual authorized by another statute to practice engineering, or any work experience gained in any other situation which violates the provisions of chapters 18.43 and 18.235 RCW or Title 196 WAC will not be counted toward the statutory experience requirement.*

**Response:**

Your recommendation will be presented to the Board for their deliberation.

**Comment:**

- *Please do not start including equity or equivalent wording into any proposed language.*

- *Please reject all requests of language changes proposed or dictated to you by the Office of Equity or the Diversity, Equity, and Inclusion Council or other governmental entities.*
- *I sure hope you do not let anybody who wants to be P.E. be a P.E. because of the desires of your governor and equity board.*

**Response:**

The proposed changes have been developed without discrimination or bias regarding race, gender, sexual orientation, etc. The proposed language changes were not dictated by any state agency. RCW 18.43.040 spells out the requirements for licensure, and the proposed language was based upon those requirements.

**Comment:**

- *Please do not lower the standards and requirements for engineers. Please do not allow people to become a professional engineer who cannot pass the current testing and educational requirements.*
- *I understand that you may be considering licensing any Tom Dick and Harry as a P.E. providing they put a disclaimer below their P.E. stamp that says they did not meet the state requirements to become a P.E. to meet state equity goals determined by your equity board.*

**Response:**

The Board is not considering a disclaimer process, or allowance for applicants who do not meet the minimum standards spelled out in law, to obtain a professional engineer's license in Washington. RCW 18.43.040 states the requirements for qualified applicants to become licensed as a PE.

**Comment:**

*I understand that the Board is considering a WAC change that would allow state agencies (and possibly others) to administer their own tests if approved by the Board, to replace the NCEES tests for Engineer-In-Training (FE Exam) and Professional Engineer (PE Exam). I will strongly object to these changes as a licensed engineer.*

**Response:**

The proposed language regarding equivalent examinations was not meant to be interpreted to allow other state agencies, or other local agencies to administer their own tests to replace the NCEES FE exam and PE exam. The equivalent examination language speaks to examinations taken in board approved foreign jurisdictions. The Board is currently working on the processes to determine equivalency. Editorial comments defining the equivalent exam language are included in this document for the Board's consideration.

**Changes made to the proposed WAC resulting from public comment:**

The Board appreciates your involvement in this rule making process. If you have any questions, please contact Shanan Gillespie, Rules Coordinator, at (360) 664-1570 or e-mail at [Shanan.Gillespie@brpels.wa.gov](mailto:Shanan.Gillespie@brpels.wa.gov).





STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
P.O. Box 9025, Olympia, WA 98507-9025

**Washington Administrative Code**  
**Notice of Permanent Rules for WAC 196-20**  
***Fundamentals of engineering exam and engineers-in-training***

The Administrative Procedure Act (RCW 34.05.325(6)) requires agencies to complete a concise explanatory statement before filing adopted rules with the Office of the Code Reviser. This statement must be provided to anyone who gave comment about the proposed rulemaking.

**Adoption of WAC:**

- 196-20-005 Declaration and purpose
- 196-20-007 Fundamentals of engineering exam (new section)
- 196-20-010 Fundamentals of engineering exam registration process
- 196-20-020 How is experience and education applied toward FE exam eligibility?  
(Repealed)
- 196-20-030 Fundamentals of engineering examination (Repealed)
- 196-20-045 Obtaining certification as an engineer-in-training in Washington

**Effective date:** These rule changes will become effective 31 days after filing (approximately December 4, 2021).

**What are the agency's reasons for adopting this rule?**

The title of this chapter is being changed to better reflect the subject matter it covers. The proposed title is *Fundamentals of Engineering Exam and Engineers-in-training*. The proposed language allows more flexibility to the Board to consider different types of education and experience for individuals that do not have an accredited engineering degree, and it allows individuals that have passed the fundamentals of engineering exam in another state to apply to become certified as an Engineer-in-Training in Washington.

**Summary of all public comments received on this rule proposal and the agency's response to those comments:**

*There were no public comments received regarding this rule.*

**Changes made to the proposed WAC resulting from public comment:** N/A

If you have any questions, please contact Shanana Gillespie, Rules Coordinator, at (360) 664-1570 or e-mail at [Shanana.Gillespie@brpels.wa.gov](mailto:Shanana.Gillespie@brpels.wa.gov).

# 2022 BRPELS EVENT CALENDAR

January						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
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30	31					

February						
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27	28					

March						
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27	28	29	30	31		
31						

April						
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May						
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29	30	31				

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August						
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September						
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October						
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31						

November						
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27	28	29	30			

December						
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11	12	13	14	15	16	17
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25	26	27	28	29	30	31

NCEES	
<b>Western Zone Annual Meeting</b>	<b>Annual Meeting</b>
May 19 - 21 State Line, NV	August 23 - 26 Carlsbad, CA

LSAW
<b>Annual Conference</b>
March 2 - 4 Vancouver, WA

<b>2022 Pacific Northwest ASCE Student Conference</b>
April TBD

<b>Committee &amp; Board Meetings</b>
<b>WA State Specific Exams - TBD</b>
<b>NCEES SE Exams</b>
<b>State Holidays</b>



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
P.O BOX 9025  
OLYMPIA, WASHINGTON 98507

**DELEGATION OF AUTHORITY  
FROM  
THE BOARD OF REGISTRATION FOR  
PROFESSIONAL ENGINEERS AND LAND SURVEYORS  
TO  
KEN FULLER, P E  
DIRECTOR OF THE BOARD**

I, Marjorie Lund, PE, SE, Chair of the Board of Registration for Professional Engineers and Land Surveyors (“Board”), acting under authorization by vote of the Board as provided in Chapter 18.43 RCW, delegate the following duties and powers to **KEN FULLER, PE**, Director:

- a) Investigate and direct investigation of complaints or reports of unprofessional conduct, unlicensed practice or other violations of law;
- b) Sign and issue statements of charges and notices of intent to deny licensure or eligibility for testing or other notices seeking to suspend, revoke, or otherwise restrict licenses or impose sanctions including penalties or fines upon licensees, applicants or persons committing unlicensed practice as provided in chapters 18.43, 18.210, 18.235 and 34.05 RCW;
- c) Secure the return of a license obtained through a mistake or inadvertence of the Board after providing the person so licensed with an opportunity for an adjudicative proceeding;
- d) Request sanctions against the applicant, licensee or person committing unlicensed practice should the Board make a finding against the applicant, licensee or person committing unlicensed practice;
- e) Perform all duties necessary to carry out Board Orders and other Board directions including contracting with subject matter experts to provide services necessary for the monitoring or supervision of licensees or registrants who are placed on probation, whose professional or business activities are restricted, or who are subject to monitoring by the Board for an authorized purpose;

- f) Close complaints or cases that are deemed outside the jurisdiction of the Board, lacking in substantial evidence or not constituting violations of Chapters 18.43 RCW, 18.210 RCW or 18.235 RCW;
- g) Issue withdrawals of statements of charges, subpoenas, and statements of intent to deny;
- h) Issue Suspension Orders, as authorized by RCW 18.43.170, when the Department of Social and Health Services has certified the licensee is not in compliance with a support order;
- i) Take emergency action ordering summary suspension of a license, or restriction or limitation of the licensee's practice or business pending proceedings by the disciplinary authority;
- j) Compel attendance of witnesses at hearings or depositions, issue and sign subpoenas and direct other discovery for any investigation, hearing or proceeding conducted pursuant to this delegation;
- k) Conduct practice reviews in the course of investigating a complaint or report of unprofessional conduct in accordance with this delegation and Chapter 18.43 RCW, Chapter 18.210 RCW and Chapter 18.235 RCW;
- l) Select and propose for Board appointment pro tem members of the Board who may serve for six months, and offer extension of that period to the pro tem Board members if in the best interests of the Board;
- m) Enter into contracts for professional services necessary to enable the Board to adequately perform its duties and responsibilities as provided in Chapters 18.43; 18.210 and 18.235 RCW including subject matter experts to provide services such as assistance in investigation, production of examinations, expert testimony in an adjudicative proceeding, monitoring or supervision of licensees or registrants as directed by a Board Order;
- n) Select, hire and manage Board staff as necessary to carry out the day to day duties of the Board which includes maintaining a roster showing the names and places of business of all registered professional engineers, land surveyors and on-site wastewater designers which may be published upon request to professionals and to the public;
- o) Administer or arrange for administration of those examinations which have been approved by the Board;

This delegation is limited to those professions, businesses, and occupations over which the Washington State Board of Registration for Professional Engineers and Land Surveyors has statutory authority to regulate pursuant to Chapter 18.43 RCW, Chapter 18.210 RCW, and Chapter 18.235 RCW.

This delegation does not authorize the Director nor any sub-delegates to waive the attorney

client privilege.

This delegation shall not be deemed exclusive, shall not apply to acting or interim Directors, and shall remain in effect for so long as **Ken Fuller, PE** is Director for the Board, or until otherwise revoked or withdrawn by an affirmative vote of the Board. This delegation supersedes any previous delegations issued.

This Delegation of Authority is made under authority of and pursuant to the provisions of Chapter 18.43 RCW, Chapter 18.210 RCW, and Chapter 18.235 RCW.

DATED this \_\_\_\_ day of \_\_\_\_\_, 2021

\_\_\_\_\_  
Marjorie Lund, PE, SE, Chair  
Board of Registration for Professional Engineers and  
Land Surveyors

# **Board Meeting**

## **Tab 5**

### **Old Business**

#### 5.1 Review of Strategic Planning Goals

## Committee Assignment

- OS a. Rewrite RCW 18.210 with new OS committee involvement
- PC b. AIA/PE Stamping and green book resolution
- OS c. OS Committee and new OS representation
- EX d. Remain engaged and informed on deregulation,
- PC e. Determine WA States direction on decoupling exam experience while maintaining the practice emphasis of the exams
- EQ f. Determine FE waver
- EQ g. Determine Exam equivalences (FE, PE, SE, PS)
- PC h. Mobility of licensing for Federal employees and spouses.
- ST i. Remain active in CBT efforts of SE 16 hour exams.
- EX j. Emphasis on outreach and education
- SURV k. Determine the pathways to state specific PLS exam
- OS l. Continue to bolster the OS exam
- SURV m. Work with DNR on the Survey Recording act and associated WACs to determine our regulatory direction for “intelligent interpretation” and other items
- EX n. Measure performance and gain stakeholder feed back that is relevant and useful for improving our agency
- EX o. Measure the licensing system software functionality from stakeholders.
- EQ p. Build a robust and easy to follow instruction process for the applications we offer our registrants
- EX q. PD for communications and Outreach manager with Marjorie, Doug, and Aaron in consultation
- EX r. Task force for Review of current outreach plan (Marjorie, Dave, Doug, Carmena, Vonna, Ken) and report back to board.
- EX s. Budget development with PB, ML, KF

# **Board Meeting**

## **Tab 6**

### **Director's Report**

- 6.1 Financial Report with Paul Bitar
- 6.2 Agency Operations
- 6.3 Other Items



## Moretti, Carmena (BRPELS)

---

**From:** Bitar, Paul (DES)  
**Sent:** Wednesday, October 13, 2021 5:03 PM  
**To:** Moretti, Carmena (BRPELS)  
**Subject:** BORPELS Financial Status  
**Attachments:** BRPELS\_Financial Status\_August 2021 - with projection.xlsx

Hi Carmena,

I have attached BORPELS' financial status report, with a projection for the 21-23 biennium. Based on the information in the report, **BORPELS is in excellent financial condition**. At this time, I project the agency will end the 21-23 biennium with about \$1 million in its operating account.

- I do have one question: when is WaTech going to start billing for CTS Desktop Support? We had discussed a \$9,000/mo charge for this, but I haven't seen any Desktop Support invoices come through.

Thanks,

**Paul Bitar**

Senior Financial Consultant

Small Agency Financial Services

Washington State Department of Enterprise Services

d: 360-407-8129

[paul.bitar@des.wa.gov](mailto:paul.bitar@des.wa.gov)

1500 Jefferson St SE; Third Floor, Cube 3019

Olympia, WA 98501

**[www.des.wa.gov](http://www.des.wa.gov)**

**[@Twitter](#) [@Facebook](#) [@LinkedIn](#)**

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

**Board of Registration for Professional Engineers and Land Surveyors**  
**Biennium 21-23 Projections**  
**Fund - Operating Account**

Revenue Category	Biennium 21-23	Actual	Projected																				Projected	Projected			
	Revenue Allotments	Revenues through FM 02 Aug-2021	FM 03 Sep-2021	FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	Revenue Total	Variance	
	Licenses and Fees	3,900,000	325,358	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	162,484	3,900,000
Miscellaneous Revenue		10																								10	10
<b>Total Revenue</b>	<b>3,900,000</b>	<b>325,368</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>162,484</b>	<b>3,900,010</b>	<b>29</b>

Expenses Category	Biennium 21-23	Actual	Projected																				Projected	Projected			
	Expense Allotments	Expenses through FM 02 Aug-2021	FM 03 Sep-2021	FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	Expenditure Total	Variance	
	Salaries and Wages	1,454,529	104,383	52,441	52,441	52,441	52,441	52,441	58,274	58,444	58,444	58,444	58,444	58,444	58,444	58,444	58,444	58,444	58,444	58,444	58,444	58,620	58,620	58,620	58,620	58,620	1,360,671
Employee Benefits	511,755	35,209	16,883	16,883	16,883	16,883	16,883	18,900	18,930	18,930	18,930	18,930	20,325	20,325	20,325	20,325	20,325	20,325	20,325	20,325	20,356	20,356	20,356	20,356	20,356	458,268	53,487
Goods and Other Services	2,049,716	27,806	127,519	65,281	63,146	63,200	74,281	72,146	72,200	74,281	73,727	227,200	70,582	67,411	67,465	69,546	67,411	67,465	69,546	67,411	67,465	69,546	67,411	142,465	1,834,511	215,205	
Travel	126,000	2,309	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	5,622	126,000	0	
Capital Outlays	48,000	2,680	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	2,060	48,000	0	
<b>Sum:</b>	<b>4,190,000</b>	<b>172,387</b>	<b>204,525</b>	<b>142,287</b>	<b>140,152</b>	<b>140,206</b>	<b>151,287</b>	<b>157,002</b>	<b>157,256</b>	<b>159,337</b>	<b>158,783</b>	<b>312,256</b>	<b>157,033</b>	<b>153,862</b>	<b>153,916</b>	<b>155,997</b>	<b>153,862</b>	<b>153,916</b>	<b>155,997</b>	<b>153,862</b>	<b>154,123</b>	<b>156,204</b>	<b>154,069</b>	<b>229,123</b>	<b>3,827,450</b>	<b>362,550</b>	

Operating Transfers	Biennium 21-23	Actual	Projected																				Projected	Projected			
	Operating Transfers	Operating transfers through FM 02 Aug-2021	FM 03 Sep-2021	FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	Op. Trans. Total	Variance	
	Operating Transfer Out																										0
<b>Total Net Operating Transfers</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>	<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>

Fund Balance Projection	Biennium 21-23	Actual	Projected																				Projected	Projected			
	Rev Allotments - Exp Allotments	Rev - Exp through FM 02 Aug-2021	FM 03 Sep-2021	FM 04 Oct-2021	FM 05 Nov-2021	FM 06 Dec-2021	FM 07 Jan-2022	FM 08 Feb-2022	FM 09 Mar-2022	FM 10 Apr-2022	FM 11 May-2022	FM 12 Jun-2022	FM 13 Jul-2022	FM 14 Aug-2022	FM 15 Sep-2022	FM 16 Oct-2022	FM 17 Nov-2022	FM 18 Dec-2022	FM 19 Jan-2023	FM 20 Feb-2023	FM 21 Mar-2023	FM 22 Apr-2023	FM 23 May-2023	FM 24 Jun-2023	end of BI 21-23	Variance	
	Net Income (Loss)																										
BI 21-23 Beginning Balance		(290,000)	152,981	(42,042)	20,196	22,331	22,277	11,196	5,481	5,227	3,146	3,700	(149,773)	5,450	8,621	8,567	6,486	8,621	8,567	6,486	8,621	8,360	6,279	8,414	(66,640)	72,560	362,560
<b>\$</b>	<b>939,391</b>	<b>649,391</b>	<b>1,092,372</b>	<b>1,050,331</b>	<b>1,070,527</b>	<b>1,092,858</b>	<b>1,115,136</b>	<b>1,126,332</b>	<b>1,131,813</b>	<b>1,137,041</b>	<b>1,140,187</b>	<b>1,143,887</b>	<b>994,115</b>	<b>999,565</b>	<b>1,008,186</b>	<b>1,016,754</b>	<b>1,023,240</b>	<b>1,031,861</b>	<b>1,040,429</b>	<b>1,046,915</b>	<b>1,055,536</b>	<b>1,063,897</b>	<b>1,070,176</b>	<b>1,078,590</b>	<b>1,011,951</b>	<b>1,011,951</b>	<b>&lt;-- Ending Fund Balance (projected)</b>



# **Board Meeting**

**Tab 7**

**Assistant Attorney  
General's Report**

# **Board Meeting**

## **Tab 8**

### **Other Business**

- 8.1 Additional Public Comment
- 8.2 Upcoming Outreach and Events
- 8.3 Action Items from this Meeting
- 8.4 Agenda Items for Next Meeting

# 2021 BRPELS EVENT CALENDAR

January						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

February						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28						

March						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30	31			

April						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	

May						
S	M	T	W	T	F	S
						1
2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

June						
S	M	T	W	T	F	S
		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30			

July						
S	M	T	W	T	F	S
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

August						
S	M	T	W	T	F	S
1	2	3	4	5	6	7
8	9	10	11	12	13	14
15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

September						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

October						
S	M	T	W	T	F	S
					1	2
3	4	5	6	7	8	9
10	11	12	13	14	15	16
17	18	19	20	21	22	23
24	25	26	27	28	29	30
31						

November						
S	M	T	W	T	F	S
	1	2	3	4	5	6
7	8	9	10	11	12	13
14	15	16	17	18	19	20
21	22	23	24	25	26	27
28	29	30				

December						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

NCEES	
Western Zone Annual Meeting May 13 - 14 Virtual	Annual Meeting August 18 - 21 ~New Orleans, LA

LSAW
Annual Conference March 27 - 30 Virtual

2021 Pacific Northwest ASCE Student Conference
April 15 - 17

Committee & Board Meetings
WA State Specific Exams
NCEES Exams
State Holidays

# Board of Registration for Professional Engineers and Land Surveyors

## Action Item List

### Executive Committee

Date Assigned	Action Item	Assigned To	Status
2/18/21	Review OFM performance evaluation process and develop a specific agency process for board staff to be approved by the full board.	Executive Committee	In Progress
4/21/21	Contact DOL regarding potential costs for system changes to give licensees at least a one-year initial license.	Ms. Cramer	In Progress

### Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
12/9/20	Provide information regarding the SE applications that do not follow normal licensing path for February EQC and SE committee meetings.	Ms. Cramer	In Progress
2/17/21	Research options for the Law Review to be administered through an alternate platform.	Ms. Cramer	In Progress

### Practice Committee (PC)

Date Assigned	Action Item	Assigned To	Status
2/17/21	Continue to research options for housing a database of FAQs, e.g. SharePoint.	Staff	In Progress

### Survey Committee

Date Assigned	Action Item	Assigned To	Status
10/15/20	Meet with DNR regarding issues affecting the investigation process.	Mr. Wengler Mr. Blaisdell Mr. Larson	In Progress
4/21/21	Provide a summary of what has worked and what hasn't worked during the last few state specific exams, e.g. COVID-19 impacts, security of exams, and grading. Due before the SME meeting in June/July.	Staff	In Progress
<del>8/12/21</del>	<del>Notify SMEs to stop evaluating the PLS exam.</del>	<del>Mr. Larson Ms. Cramer</del>	<del>Completed</del>
8/12/21	Send WAC 332-130 comments to Mr. Blaisdell, Mr. VanDeWege, and Mr. Larson.	Mr. Wengler	In Progress

# Board of Registration for Professional Engineers and Land Surveyors

## Action Item List

### Structural Committee

Date Assigned	Action Item	Assigned To	Status
2/16/21	Provide the number of SE applicants by comity, and the number of applicants with SE exam only at next meeting.	Ms. Cramer	In Progress

### Board Staff

Date Assigned	Action Item	Assigned To	Status
12/12/19	Write Communication Action Plan for board review.	Mr. Fuller	In Progress
4/16/20	Develop a remote signing response and send it to Ms. Lagerberg for review prior to posting on the website.	Mr. Fuller	In Progress
8/27/20	Send thank you notes to SMEs.	Mr. Fuller	In Progress
10/15/20	Compile and bring a list of meeting efficiency ideas to the next board meeting.	Mr. Fuller	In Progress
10/14/20	Research board member access to website via portal.	Mr. Fuller	In Progress
2/18/21	Launch an ad hoc workgroup to develop BRPELS outreach strategy.	Mr. Fuller	In Progress
8/12/21	<del>Mr. Fuller will reprioritize the Strategic Planning Outline by committee assignment and resend to the Executive Committee and staff for review.</del>	Mr. Fuller	Completed
8/12/21	File CR 102 for WAC 196-25.	Ms. Gillespie	Completed
8/12/21	File CR 102 for WAC 196-23 Section 1. (Section 020-3(d) and (5) back to PC for further review.)	Ms. Gillespie	Completed
8/12/21	Send current Case Manager Worksheet to all board members	Ms. Short	Completed
8/12/21	Prepare a presentation for the October meeting on potential changes to the state specific exams in light of NCEES' EPS Committee moving forward with exam modules.	Mr. Fuller Mr. Blaisdell	In Progress
8/12/21	Check with DOL regarding limiting applicant/licensees' ability to change name in Polaris.	Ms. Cramer	Completed



**Board Meeting**

**Tab 9**

**Adjourn Meeting**