



## Executive Committee Meeting October 16, 2024 | 10:45 a.m.

### Virtually via Microsoft Teams:

[Join the meeting now](#)

Meeting ID: 237 360 739 680

Passcode: MmGDEL

### Dial in by phone

[+1 253-372-2181,189678187#](#)

Phone conference ID: 189 678 187#

### In person:

Gonzaga University  
Hemmingson Center  
La Sorta Room  
702 E Desmet Ave  
Spokane, WA 99202

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

**Support staff:** Shanan Gillespie, Regulatory Program Manager  
Ken Fuller, PE, Director  
Kristina Horton, PLS, Deputy Director  
Ian Shelley, Senior Financial Consultant  
Elizabeth Lagerberg, AAG

### Discussion topics

- Financial Report
- Rulemaking for WAC 196-26A & WAC 196-30 – Progress update
  - Discussion of Special November Committee & Board meeting dates
- Rulemaking for multiple WACs (Pronoun usage) – Progress update
- Rulemaking for WAC 196-09 (New Index Rule) – Review draft language
- Director’s Report
  - Legislation update
- Communication & Outreach Report
- Action Item Discussion
- Strategic Planning Items Discussion

### Previous Action Items

- Staff to work on a license review/report out document regarding all three of the professions Board regulates and provide it to the Board at a future meeting.

### Strategic Planning Items

- Remain engaged and informed on deregulation.
- Emphasis on outreach and education.

- Measure performance & gain stakeholder feedback that's relevant and useful for improving our agency.
- Measure the licensing system software functionality from stakeholders.
- Early engagement with professional organizations in rulemaking.



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

September 20, 2024

**TO:** Ken Fuller, Executive Director  
Kristina Horton, Deputy Director  
Mackenzie Wherrett, Executive Assistant  
Board of Registration for Professional Engineers and Land Surveyors

**FROM:** Ian Shelley, Senior Financial Consultant – DES Small Agency Financial Services

**SUBJECT:** **July/August 2024 FINANCIAL REPORT**

July/August highlights

- \$165k revenue in July, and \$164k in revenue in August. \$329k total.
- \$316k in expenses for July/August combined.
- Fund 024 ended the month with a balance of \$1.67 million, an increase of \$13,000 from June.

Biennium to date highlights

- Revenues:
  - \$2.36 million July 2023 to August 2024
- Expenses:
  - \$2.21 million in expense July 2023 to August 2024. This is a \$484k underspend against allotments year to date. Underspend largely composed of:
    - Salaries/benefits: \$55k less than planned BTD
    - CA Dainis/Vorsite: \$18k less than planned BTD
    - EM Attorney General: \$70k less than planned BTD
    - ER Other contracts: \$105k less than planned BTD
    - EY Software: \$140k less than planned BTD
- Fund balance:
  - Current balance is \$1.67 million, an increase from BI25 beginning balance of \$1.54 million.

Projected BI25 end highlights

- Fund 024 balance of \$1.57 million. This is an increase from the BI25 starting balance of \$1.54 million.
- Revenue projected at \$4.14 million. BI23 ended at \$4.32 million.
- Total expenses projected at \$4.11 million.



STATE OF WASHINGTON  
DEPARTMENT OF ENTERPRISE SERVICES

*1500 Jefferson Street SE, Olympia, WA 98501*

Changes from last month

- Renewal fee increase assumed to go live January 2025.
- Double fill of Investigator 4 position shifted from August 2024 start date to November 2024.
- New Management Analyst 4 shifted from October 2024 start date to December 2024.
- EL WaTech central service cost projection reduced from \$354k to \$254k.



# PROPOSED RULE MAKING

**CR-102 (June 2024)**  
**(Implements RCW 34.05.320)**  
Do **NOT** use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

DATE: October 01, 2024

TIME: 3:04 PM

WSR 24-20-127

**Agency:** Board of Registration for Professional Engineers and Land Surveyors

- Original Notice**
- Supplemental Notice to WSR** \_\_\_\_\_
- Continuance of WSR** \_\_\_\_\_

- Preproposal Statement of Inquiry was filed as WSR 24-16-069 ; or**
- Expedited Rule Making--Proposed notice was filed as WSR \_\_\_\_\_; or**
- Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or**
- Proposal is exempt under RCW \_\_\_\_\_.**

**Title of rule and other identifying information:** (describe subject) WAC 196-26A Registered professional engineers and land surveyor fees, WAC 196-30 Fees for on-site wastewater treatment designers and inspectors.

**Hearing location(s):**

Date:	Time:	Location: (be specific)	Comment:
November 6, 2024	12:30 pm	Board of Registration for Professional Engineers and Land Surveyors Office 605 11th Ave SE Suite 201 Olympia WA 98501  OR  WebEx meeting	The Board of Registration for Professional Engineers and Land Surveyors is holding this hearing in person at the Board's offices in Olympia.  The public may also virtually participate in the hearing by accessing the hearing link on the Board's rulemaking page: <a href="https://brpels.wa.gov/current-laws-and-rules/rulemaking-activity">https://brpels.wa.gov/current-laws-and-rules/rulemaking-activity</a>

**Date of intended adoption:** November 7, 2024 (Note: This is **NOT** the effective date)

<b>Submit written comments to:</b> Name <u>Shanan Gillespie</u> Address <u>PO Box 9025 Olympia WA 98507-9025</u> Email <u>shanan.gillespie@brpels.wa.gov</u> Fax _____ Other _____ Beginning (date and time) <u>October 2, 2024, 12:01 am</u> By (date and time) <u>November 6, 2024, 5:00 pm</u>	<b>Assistance for persons with disabilities:</b> Contact <u>Mackenzie Wherrett</u> Phone <u>360-664-1568</u> Fax _____ TTY <u>711</u> Email <u>Mackenzie.wherrett@brpels.wa.gov</u> Other _____ By (date) <u>November 1, 2024</u>
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**Purpose of the proposal and its anticipated effects, including any changes in existing rules:** RCW 18.43.150 & RCW 18.210.200 requires the Board to "set fees at a level adequate to pay the costs of administering this chapter." Fee increases are needed to mitigate the risk of fund balance depletion due to expenses exceeding revenues. Further, the fee increase is moderate and should minimize the risk of over collecting revenues.

**Reasons supporting proposal:** It has been over 20 years since fees have been raised for engineers and land surveyors, and over 17 years since fees were raised for on-site septic designers. Fee increases are needed to mitigate the risk of fund balance depletion due to expenses exceeding revenues.

**Statutory authority for adoption:** RCW 18.43.035, RCW 18.43.150, RCW 18.210.050, RCW 18.210.060 and RCW 18.210.200

**Statute being implemented:** RCW 18.43.050, RCW 18.43.080, RCW 18.43.130, RCW 18.210.120, RCW 18.210.140 and RCW 18.210.190

**Is rule necessary because of a:**

Federal Law?  Yes  No

Federal Court Decision?  Yes  No

State Court Decision?  Yes  No

If yes, CITATION:

**Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:**

**Name of proponent:** (person or organization) Board of Registration for Professional Engineers and Land Surveyors  
**Type of proponent:**  Private.  Public.  Governmental.

**Name of agency personnel responsible for:**

	Name	Office Location	Phone
Drafting	Shanan Gillespie	605 11 <sup>th</sup> Ave SE #201 Olympia WA 98507	360.664.1570
Implementation	Ken Fuller	605 11 <sup>th</sup> Ave SE #201 Olympia WA 98507	360-664-1575
Enforcement	Ken Fuller	605 11 <sup>th</sup> Ave SE #201 Olympia WA 98507	360-664-1575

**Is a school district fiscal impact statement required under [RCW 28A.305.135](#)?**  Yes  No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name  
Address  
Phone  
Fax  
TTY  
Email  
Other

**Is a cost-benefit analysis required under [RCW 34.05.328](#)?**

Yes: A preliminary cost-benefit analysis may be obtained by contacting:  
Name  
Address  
Phone  
Fax  
TTY  
Email  
Other

No: Please explain: The Board of Registration for Professional Engineers and Land Surveyors is not one of the agencies to which RCW 34.05.328 applies pursuant to RCW 34.05.328(5)(a).

**Regulatory Fairness Act and Small Business Economic Impact Statement**  
Note: The [Governor's Office for Regulatory Innovation and Assistance \(ORIA\)](#) provides support in completing this part.

**(1) Identification of exemptions:**  
This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see [chapter 19.85 RCW](#)). For additional information on exemptions, consult the [exemption guide published by ORIA](#). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.061](#) because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.  
Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by [RCW 34.05.313](#) before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of [RCW 15.65.570](#)(2) because it was adopted by a referendum.

- This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.025\(3\)](#). Check all that apply:
- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(b)<br>(Internal government operations) | <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(e)<br>(Dictated by statute)  |
| <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(c)<br>(Incorporation by reference)     | <input checked="" type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(f)<br>(Set or adjust fees)  |
| <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(d)<br>(Correct or clarify language)    | <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(g)<br>(i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit) |
- This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.025\(4\)](#). (Does not affect small businesses).
- This rule proposal, or portions of the proposal, is exempt under RCW \_\_\_\_\_.

Explanation of how the above exemption(s) applies to the proposed rule: The following sections of rule are exempt per RCW 34.05.310(4)(f) because fees are being adjusted: WAC 196-26A-025, WAC 196-26A-045 and WAC 196-26A-060.

**(2) Scope of exemptions:** *Check one.*

- The rule proposal: Is fully exempt. (*Skip section 3.*) Exemptions identified above apply to all portions of the rule proposal.
- The rule proposal: Is partially exempt. (*Complete section 3.*) The exemptions identified above apply to portions of the rule proposal, but less than the entire rule proposal. Provide details here (consider using [this template from ORIA](#)):
- The rule proposal: Is not exempt. (*Complete section 3.*) No exemptions were identified above.


**(3) Small business economic impact statement:** *Complete this section if any portion is not exempt.*

If any portion of the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

- No Briefly summarize the agency's minor cost analysis and how the agency determined the proposed rule did not impose more-than-minor costs. \_\_\_\_\_
- Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses and a small business economic impact statement is required. Insert the required small business economic impact statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

- Name
- Address
- Phone
- Fax
- TTY
- Email
- Other

<b>Date:</b> October 1, 2024	<b>Signature:</b> 
<b>Name:</b> Ken Fuller	
<b>Title:</b> Director	



# PROPOSED RULE MAKING

## CR-102 (June 2024) (Implements RCW 34.05.320) Do NOT use for expedited rule making

CODE REVISER USE ONLY

OFFICE OF THE CODE REVISER  
STATE OF WASHINGTON  
FILED

DATE: October 01, 2024

TIME: 3:10 PM

WSR 24-20-128

**Agency:** Board of Registration for Professional Engineers and Land Surveyors

- Original Notice**
- Supplemental Notice to WSR** \_\_\_\_\_
- Continuance of WSR** \_\_\_\_\_

- Preproposal Statement of Inquiry was filed as WSR** \_\_\_\_\_ ; or
- Expedited Rule Making--Proposed notice was filed as WSR** 24-16-070; or
- Proposal is exempt under RCW 34.05.310(4) or 34.05.330(1); or**
- Proposal is exempt under RCW** \_\_\_\_\_.

**Title of rule and other identifying information:** (describe subject) WAC 196-09 Board practices and procedures, WAC 196-23 Stamping and seals, WAC 196-33-400 Seals and stamps, WAC 196-34-115 Qualifying activities

**Hearing location(s):**

Date:	Time:	Location: (be specific)	Comment:
November 20, 2024	12:30 pm	Board of Registration for Professional Engineers and Land Surveyors Office 605 11th Ave SE Suite 201 Olympia WA 98501  OR  WebEx meeting	The Board of Registration for Professional Engineers and Land Surveyors is holding this hearing in person at the Board's offices in Olympia.  The public may also virtually participate in the hearing by accessing the hearing link on the Board's rulemaking page: <a href="https://brpels.wa.gov/current-laws-and-rules/rulemaking-activity">https://brpels.wa.gov/current-laws-and-rules/rulemaking-activity</a>

**Date of intended adoption:** December 12, 2024 (Note: This is **NOT** the **effective** date)

**Submit written comments to:**

Name Shanan Gillespie  
 Address PO Box 9025 Olympia WA 98507-9025  
 Email shanan.gillespie@brpels.wa.gov  
 Fax  
 Other

Beginning (date and time) October 2, 2024, 12:01 am  
 By (date and time) November 20, 2024, 11:59 pm

**Assistance for persons with disabilities:**

Contact Mackenzie Wherrett  
 Phone 360-664-1568  
 Fax  
 TTY 711  
 Email Mackenzie.wherrett@brpels.wa.gov  
 Other

By (date) November 13, 2024

**Purpose of the proposal and its anticipated effects, including any changes in existing rules:** A petition was received requesting the Board amend pronoun usage throughout WAC 196. The pronouns (he/she, him/her, himself/herself) were amended to be inclusive and modern grammatically correct (they, them, themselves). This proposal was originally filed using the expedited rulemaking process, however, the Board received several objections to the process.

**Reasons supporting proposal:** These changes are minor, without changing the effect of the rules, and they support the Board's interest in being compliant with State inclusion policies

**Statutory authority for adoption:** RCW 18.43.035, RCW 18.210.050 and RCW 18.210.060

**Statute being implemented:** RCW 18.43 and RCW 18.210

**Is rule necessary because of a:**

- Federal Law?  Yes  No
- Federal Court Decision?  Yes  No
- State Court Decision?  Yes  No

If yes, CITATION:



**Agency comments or recommendations, if any, as to statutory language, implementation, enforcement, and fiscal matters:**

**Name of proponent:** (person or organization) Skye Theriot

**Type of proponent:**  Private.  Public.  Governmental.

**Name of agency personnel responsible for:**

	Name	Office Location	Phone
Drafting	Shanan Gillespie	605 11 <sup>th</sup> Ave SE #201 Olympia WA 98507	360-664-1570
Implementation	Ken Fuller	605 11 <sup>th</sup> Ave SE #201 Olympia WA 98507	360-664-1575
Enforcement	Ken Fuller	605 11 <sup>th</sup> Ave SE #201 Olympia WA 98507	360-664-1575

**Is a school district fiscal impact statement required under [RCW 28A.305.135](#)?**

Yes  No

If yes, insert statement here:

The public may obtain a copy of the school district fiscal impact statement by contacting:

Name  
Address  
Phone  
Fax  
TTY  
Email  
Other

**Is a cost-benefit analysis required under [RCW 34.05.328](#)?**

Yes: A preliminary cost-benefit analysis may be obtained by contacting:

Name  
Address  
Phone  
Fax  
TTY  
Email  
Other

No: Please explain: The Board of Registration for Professional Engineers and Land Surveyors is not one of the agencies to which RCW 34.05.328 applies pursuant to RCW 34.05.328(5)(a).

**Regulatory Fairness Act and Small Business Economic Impact Statement**

Note: The [Governor's Office for Regulatory Innovation and Assistance \(ORIA\)](#) provides support in completing this part.

**(1) Identification of exemptions:**

This rule proposal, or portions of the proposal, **may be exempt** from requirements of the Regulatory Fairness Act (see [chapter 19.85 RCW](#)). For additional information on exemptions, consult the [exemption guide published by ORIA](#). Please check the box for any applicable exemption(s):

This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.061](#) because this rule making is being adopted solely to conform and/or comply with federal statute or regulations. Please cite the specific federal statute or regulation this rule is being adopted to conform or comply with, and describe the consequences to the state if the rule is not adopted.

Citation and description:

This rule proposal, or portions of the proposal, is exempt because the agency has completed the pilot rule process defined by [RCW 34.05.313](#) before filing the notice of this proposed rule.

This rule proposal, or portions of the proposal, is exempt under the provisions of [RCW 15.65.570\(2\)](#) because it was adopted by a referendum.

- This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.025\(3\)](#). Check all that apply:
- |   |   |
|---|---|
| <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(b)<br>(Internal government operations)         | <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(e)<br>(Dictated by statute)  |
| <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(c)<br>(Incorporation by reference)             | <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(f)<br>(Set or adjust fees)   |
| <input checked="" type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(d)<br>(Correct or clarify language) | <input type="checkbox"/> <a href="#">RCW 34.05.310</a> (4)(g)<br>(i) Relating to agency hearings; or (ii) process requirements for applying to an agency for a license or permit) |

This rule proposal, or portions of the proposal, is exempt under [RCW 19.85.025\(4\)](#). (Does not affect small businesses).

This rule proposal, or portions of the proposal, is exempt under RCW \_\_\_\_\_.

Explanation of how the above exemption(s) applies to the proposed rule: RCW 34.05.310(4)(d) applies because amendments clarify language without changing its effect: WAC 196-09, WAC 196-23, WAC 196-33-400, and WAC 196-34-115 Qualifying activities

**(2) Scope of exemptions:** *Check one.*

- The rule proposal: Is fully exempt. (*Skip section 3.*) Exemptions identified above apply to all portions of the rule proposal.
- The rule proposal: Is partially exempt. (*Complete section 3.*) The exemptions identified above apply to portions of the rule proposal, but less than the entire rule proposal. Provide details here (consider using [this template from ORIA](#)):
- The rule proposal: Is not exempt. (*Complete section 3.*) No exemptions were identified above.


**(3) Small business economic impact statement:** *Complete this section if any portion is not exempt.*

If any portion of the proposed rule is **not exempt**, does it impose more-than-minor costs (as defined by RCW 19.85.020(2)) on businesses?

- No Briefly summarize the agency's minor cost analysis and how the agency determined the proposed rule did not impose more-than-minor costs. \_\_\_\_\_
- Yes Calculations show the rule proposal likely imposes more-than-minor cost to businesses and a small business economic impact statement is required. Insert the required small business economic impact statement here:

The public may obtain a copy of the small business economic impact statement or the detailed cost calculations by contacting:

Name  
Address  
Phone  
Fax  
TTY  
Email  
Other

<b>Date:</b> October 1, 2024	<b>Signature:</b> 
<b>Name:</b> Ken Fuller	
<b>Title:</b> Director	

## NEW SECTION

### WAC 196-09-152 Records index.

(1) **Purpose.** This rule implements RCW 42.56.070(5) and (6) and RCW 34.05.220(2) and (3).

(2) The board has implemented an indexing system for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the board has maintained an index which include final orders and board orders.

(b) Final orders entered after June 30, 1990, that are issued in adjudicative proceedings as defined in RCW [34.05.010](#)(1) indexed by type of order, date issued, profession, case number, and respondent name

(c) Policy statements as defined in RCW [34.05.010](#)(15) that were entered after June 30, 1990;

(d) Minutes of board meetings shall be indexed chronologically.

(3) Most indexes are available online at [brpels.wa.gov](http://brpels.wa.gov) and are available for public inspection and copying weekdays, excluding legal holidays or other days the agency is closed, between 8:30 a.m. and 4:30 p.m. at the board's office, 605 11<sup>th</sup> Ave SE, Suite 201, Olympia, Washington.

(4) The indexes are updated quarterly. In addition to the indexing system, the board also maintains and continually updates its website at [brpels.wa.gov](http://brpels.wa.gov), which includes board laws and rules; board forms; board meeting agendas and materials; and other agency documents.

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### Laws requiring public indexing

#### RCW [42.56.070](#) Documents and indexes to be made public—Statement of costs.

(5) Each state agency shall, by rule, establish and implement a system of indexing for the identification and location of the following records:

(a) All records issued before July 1, 1990, for which the agency has maintained an index;

(b) Final orders entered after June 30, 1990, that are issued in adjudicative proceedings as defined in RCW [34.05.010](#) and that contain an analysis or decision of substantial importance to the agency in carrying out its duties;

(c) Declaratory orders entered after June 30, 1990, that are issued pursuant to RCW [34.05.240](#) and that contain an analysis or decision of substantial importance to the agency in carrying out its duties;

(d) Interpretive statements as defined in RCW [34.05.010](#) that were entered after June 30, 1990; and

(e) Policy statements as defined in RCW [34.05.010](#) that were entered after June 30, 1990.

Rules establishing systems of indexing shall include, but not be limited to, requirements for the form and content of the index, its location and availability to the public, and the schedule

for revising or updating the index. State agencies that have maintained indexes for records issued before July 1, 1990, shall continue to make such indexes available for public inspection and copying. Information in such indexes may be incorporated into indexes prepared pursuant to this subsection. State agencies may satisfy the requirements of this subsection by making available to the public indexes prepared by other parties but actually used by the agency in its operations. State agencies shall make indexes available for public inspection and copying. State agencies may charge a fee to cover the actual costs of providing individual mailed copies of indexes.

### **RCW [34.05.220](#)**

#### **Rules for agency procedure—Indexes of opinions and statements.**

(1) In addition to other rule-making requirements imposed by law:

(a) Each agency may adopt rules governing the formal and informal procedures prescribed or authorized by this chapter and rules of practice before the agency, together with forms and instructions. If an agency has not adopted procedural rules under this section, the model rules adopted by the chief administrative law judge under RCW [34.05.250](#) govern procedures before the agency.

(b) To assist interested persons dealing with it, each agency shall adopt as a rule a description of its organization, stating the general course and method of its operations and the methods whereby the public may obtain information and make submissions or requests. No person may be required to comply with agency procedure not adopted as a rule as herein required.

(2) To the extent not prohibited by federal law or regulation, nor prohibited for reasons of confidentiality by state law, each agency shall keep on file for public inspection all final orders, decisions, and opinions in adjudicative proceedings, interpretive statements, policy statements, and any digest or index to those orders, decisions, opinions, or statements prepared by or for the agency.

(3) No agency order, decision, or opinion is valid or effective against any person, nor may it be invoked by the agency for any purpose, unless it is available for public inspection. This subsection is not applicable in favor of any person who has actual knowledge of the order, decision, or opinion. The agency has the burden of proving that knowledge, but may meet that burden by proving that the person has been properly served with a copy of the order.

(4) Each agency that is authorized by law to exercise discretion in deciding individual cases is encouraged to formalize the general principles that may evolve from these decisions by adopting the principles as rules that the agency will follow until they are amended or repealed.

(5) To the extent practicable, any rule proposed or adopted by an agency should be clearly and simply stated, so that it can be understood by those required to comply.

(6) The departments of employment security, labor and industries, ecology, and revenue shall develop and use a notification process to communicate information to the public regarding the postadoption notice required by RCW [34.05.362](#).



# Communication and Outreach (Ex. Com) Program Report 10/16/24

## Current and Ongoing Items

- *Researching Google Search Ads, to convince citizens to choose professional engineers or land surveyors*

### Presentations

- *APWA Fall Conference, Kennewick – booth, with monument preservation education 10/8/2024*
- *Interagency Committee of State Employed Women (ICSEW) advertising/sponsorship, full page ad in the conference program, logo on the agenda, website and facebook 10/8/24*
- *Home & Garden Show, Tacoma 1/31/25*

## Completed Items

- ✓ **New website launched**
- ✓ **Gonzaga Meet & Greet**
- ✓ **LinkedIn continues to grow 194 followers, however, still need Board members and staff to please FOLLOW, LINK and LIKE the page and posts**



## **The Board**

The Board of Registration for Professional Engineers and Land Surveyors (Board) provides consumer protection to the public through the licensing of professional engineers, professional land surveyors, and on-site wastewater designers, as well as recommends rules and regulations for administering licensing and regulatory laws.

The Governor appoints seven board members – consisting of five professional engineers and two professional land surveyors – for a five-year term. The terms are staggered, and no board member may serve more than two consecutive terms.

### Qualifications:

- Be actively engaged in the practice of engineering or land surveying for at least ten years after registration, five of which shall have been immediately prior to appointment to the board.
- Be a citizen of the United States and a resident of Washington for at least five years immediately preceding his or her appointment.

During the 2019 legislative session, Washington State legislators passed HB 1176 that established the Board as a separate state agency (Effective July 28, 2019). During the 2020 legislative session, further amendments were made to RCW 18.43 regarding how the Agency's Director is appointed, and to language regarding an agreement with the Department of Licensing (HB 2833).

## **Mission**

The Mission of the Board is to safeguard life, health, and property, and to promote the public welfare regarding engineering, land surveying and on-site wastewater system designs by assuring:

- THAT only qualified applicants are permitted to take the examinations for licensure.
- THAT only competent individuals are granted licensure to practice.
- THAT only licensed individuals are permitted to offer and/or provide services.
- THAT only registered businesses are authorized to provide services to the public.
- THAT all applicants, registrants, and licensees maintain a high standard of practice and compliance with applicable statutes, rules and regulations.

We accomplish these goals through balanced and fair treatment of our stakeholders, colleagues and citizens of Washington, while continuing to assure effective and efficient use of financial resources entrusted to us.

The Board accomplishes this mission by exercising its statutory authority and obligation to review and approve applications for licensure, as well as managing, updating and enforcing the rules that govern the practice of engineering, land surveying and on-site wastewater system designs within the State of Washington.

The Board further accomplishes this mission by serving the public through maintaining relationships with its licensees' professional associations and societies, by promoting the benefits of professional licensure to post-secondary educational institutions, by interfacing with other regulatory authorities and



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR PROFESSIONAL  
ENGINEERS AND LAND SURVEYORS**  
P.O. Box 9025, Olympia, WA 98507-9025  
360.664.1575  
[brpels.wa.gov](http://brpels.wa.gov)

by increasing the public's understanding of laws and rules regulating Washington's licensed engineering, land surveying and on-site professionals.

**Vision?**

**Goals?**

**Values?**

### **Board & Committee meetings**

The Board meets in accordance with the Open Public Meetings Act (42.30 RCW).

The Board holds its annual meeting in the third week of June each year. At the annual meeting the board elects a chair and vice chair to hold office for one year commencing July 9. WAC 196-09-120

Typically, an additional five "special" board meetings are scheduled throughout the year. These meeting dates are determined by the Board during the second-to-last board meeting of the year.

Other special meetings may be called by the Board Chair. Notice of these meetings must be posted at least 24 hours before the time of the meeting as stated on the agenda.



STATE OF WASHINGTON  
**BOARD OF REGISTRATION FOR PROFESSIONAL  
ENGINEERS AND LAND SURVEYORS**  
P.O. Box 9025, Olympia, WA 98507-9025  
360.664.1575  
brpels.wa.gov

## **Laws and Rules**

### **Primary laws/rules for Professional Engineers, Professional Land Surveyors, On-Site Designers and On-Site Inspector Certificate of Competency Holders**

Chapter 18.43 RCW – Engineers and land surveyors

Chapter 18.210 RCW – On-site wastewater treatment system – Designer licensing

Chapter 18.235 RCW – Uniform regulation of business and professions act

Title 196 WAC – Board of registration for professional engineers and land surveyors

### **Additional laws/rules**

Professional Engineers and Professional Land Surveyors

Chapter 58.04 RCW – Boundaries

Chapter 58.09 RCW – Surveys – Recording

Chapter 58.17 RCW – Plats – Subdivisions – Dedications

Chapter 58.24 RCW – State agency for surveys and maps – Fees

Chapter 332-120 WAC – Survey monuments – Removal or destruction

Chapter 332-130 WAC – Minimum standards for land boundary surveys and geodetic control surveys and guidelines for the preparation of land descriptions.

On-Site Designers and Inspector Certificate of Competency Holders

Chapter 70.05 RCW – Local health departments, boards, officers – Regulations

RCW 70A.105.110 – Inspectors – Certificate of competency.

Chapter WAC 246-272A – On-site sewage systems





### License Requirements

	Required Exam	Experience	Application Fee	Renewal Frequency and Fee	Professional Development Hours	Requirements
Engineer-in-Training	6-hour national computer-based exam.	4 Years	No application fees.	N/A	N/A	WAC 196-20-007
Professional Engineer	National computer-based exam. Exam times vary by discipline.	8 Years	\$65 – Exam applicants \$65 – Initial license applicants \$110 - Applicants licensed in other jurisdictions	2 years. \$116	N/A	WAC 196-12-010
Structural Engineer	16-hour written national exam.	10 Years	\$65 – Exam applicants \$110 – Applicants licensed in other jurisdictions	2 years. \$116	N/A	WAC 196-12-047
Land Surveyor-in-Training	6-hour national computer-based exam.	4 Years	No application fees.	N/A	N/A	(will fill in once rulemaking is completed)
Professional Land Surveyor	6-hour national computer-based exam. 4-hour state specific written exam.	8 Years	\$140 – all applicants	2 years. \$116	15 hours a year	(will fill in once rulemaking is completed)
On-Site Wastewater Treatment System Designer	4-hour written state exam.	4 Years	\$200	2 years. \$116	30 hours in a 2-year renewal period	WAC 196-32-011



On-Site Certificate of Competency Holder (Inspector)	4-hour written state exam.	1 Year	\$175	2 years. \$116	N/A	WAC 196-32-030
Engineering and/or Land Surveying Corporation	N/A	N/A	\$150	1 year. \$110	N/A	WAC 196-25-005 & -010
Engineering and/or Land Surveying Limited Liability Company (LLC)	N/A	N/A	\$150	1 year. \$110	N/A	WAC 196-25-005 & -010

### Establishment of the On-site Wastewater Treatment System Designers Program

In 1999, the legislature passed 2SSB 5821, establishing the On-Site licensing program (Effective July 25, 1999) under the jurisdiction of the Board.

Beginning on July 1, 2000, practice permits were issued to anyone authorized to practice by any local health jurisdiction. All practice permits expired on June 30, 2003.

On July 1, 2003, anyone wishing to practice on-site system design must have a license issued after demonstration of required education, experience and passing a written examination.

Local health officials who review, inspect or approve designs are required to obtain a certificate of competency after passing the written designer exam.

### Statistics

Active licensees	2020	2021	2022	2023
Engineer-in-Training	20771		21822	22386*
Professional Engineer		25846	27231	27634*
Land Surveyor-in-Training			333	360*
Professional Land Surveyor	1013	1048	1037	1029*
On-Site Wastewater Treatment System Designer		216	218	218*
On-Site Certificate of Competency Holder (Inspector)			102	107*
Engineering and/or Land Surveying Corporation				
Engineering and/or Land Surveying Limited Liability Company (LLC)				

\*As of July 24, 2023



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Disciplinary	2020	2021	2022	2023
Complaints received	74	50	38	24*
Administrative closures	3	26	46	8*
Investigations	17	9	14	10*
Formal disciplinary actions				1*

\*As of April 30, 2023

### Other Agency Partners

- **Department of Natural Resources (DNR)** – Shared responsibility to apply standards of practice in land surveying.
- **Department of Health (DOH)** – Coordination of regulations over on-site wastewater design requirements.
- **Department of Licensing (DOL)** – Through written contract, provides the Board with licenses to access and use DOL’s Professional Online Licensing And Regulatory System (POLARIS).
- **Office of the Secretary of State (SECSTATE)** – Coordination of eligibility to issue engineering/land surveying firm’s Certificate of Authority.
- **Department of Revenue (DOR)** - Coordination of eligibility to issue engineering/land surveying firm’s Certificate of Authority.
- **Department of Enterprise Services (DES)** – Provides small agency support including Contracts and procurement support; financial services; human resource services; and One Washington support.
- **Washington Technology Solutions (WaTech)** – Provides consolidated IT services including desktop support and phone services.

#### Title of license

- ✓ b. Law and rules for authorization
- ✓ c. Board make up
- ✓ d. Board member qualifications
- ✓ e. Board meeting details
- f. Budget (history of last 5 years)



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- g. Number of licenses and transaction details (issued, revoked, denied, assessed penalties, listed issues, reasons, etc..) over the last 5 years**
- h. Basic assumption underlying the creation of license**
- i. Comparison of how other states regulate the professional license.**
- j. Licensing requirement review and analysis. (Education, training, experience requirements)**
- k. Summary of regulatory changes made after the review in "j".**
- l. Recommendation from the department as to future of license.**