

Special Board Meeting December 12, 2024

WebEx Link

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Dial <u>25569582441@webex.com</u>
You can also dial 173.243.2.68 and enter your meeting number

Special Board Meeting Tab 1 Call to Order

- 1.1. Roll Call
 - 1.1.1. Introductions of New Board Member, Pro-Tem, and Agency Staff
- 1.2. Order of Agenda



Special Board Meeting Agenda

DATE & TIME: December 12, 2024 8:00 am

LOCATION: BRPELS Office WebEx Link

605 11th Ave, STE 207 and Or

Olympia, WA, 98501 Tap to join from a mobile device

+1-650-479-3208,,25569582441#97753869#

US Toll

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

OPEN SESSION

1. Call to Order

- 1.1. Roll Call
 - 1.1.1. Introductions of New Board Member, Pro-Tem, and Agency Staff
- 1.2. Order of Agenda

EXECUTIVE SESSION: The chair will announce the purpose and estimated duration for the Executive Session. No formal actions will be taken during the Executive Session. Once the Executive Session concludes, the Board will take a break to announce and invite visitors to the Open Session.

OPEN SESSION RECONVENES: Approximately 8:30 am

2. Call to Order Continued

- 2.1. Approval of November 18, 2024 Meeting Minutes
- 2.2. Public Comment Opportunity

3. Disciplinary Action

- 3.1. Case Deliberation
- 3.2. Disciplinary Report

4. Committee Reports

- 4.1. On-site Wastewater Ad-hoc Committee
- 4.2. Structural Committee
- 4.3. Survey Committee
- 4.4. Exam Qualifications Committee
- 4.5. Practice Committee
- 4.6. Executive Committee

5. New Business

- 5.1. Decoupling Discussion
- 5.2. Approval of CR103 and Concise Explanatory Statement for WAC 196 (pronoun usage) (from EC)
- 5.3. Attestation for PE & SE applications concerning applicant knowledge of the Washington Building Codes (*from SE*)
- 5.4. NCEES Funded and Board Funded Delegates for 2025 NCEES Western Zone Meeting
- 5.5. Nomination for NCEES Western Zone Secretary (from EC)
- 5.6. Adjust 2025 Board Meeting Locations: June to Spokane & August to Virtual/Olympia

6. Director's Report

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

7. Other Business

- 7.1. Additional Public Comment
- 7.2. Upcoming Outreach and Events
- 7.3. Board/Staff Affiliate Involvement
- 7.4. Action Items from This Meeting
- 7.5. Agenda Items for Next Meeting

8. Adjourn Meeting

BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS AND LAND SURVEYORS SPECIAL BOARD MEETING DECEMBER 12, 2024

Open session reconvenes at approximately 8:30 am

Special Board Meeting Tab 2 Call to Order Continued

- 2.1. Approval of November 18, 2024 Meeting Minutes
- 2.2. Public Comment Opportunity



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

SPECIAL BOARD MEETING MINUTES

DATE: November 18, 2024

TIME: 2:00 p.m. LOCATION: BRPELS Office

Conference Room 601 11th Ave, Suite 201 Olympia, WA 98501

ATTENDANCE:

Board Members

Marjorie Lund, PE, SE, Chair (via WebEx)
Doug Hendrickson, PE, Vice Chair (via WebEx)
Maureen Jackson, PE (via WebEx)
Dave Peden, PE, SE (via WebEx)
Mike Harney, PE (via WebEx)
Matt Rasmussen, PE, PLS (via WebEx)

Staff Members

Ken Fuller, PE, Director (via WebEx)
Kristina Horton, PLS, Deputy Director (via WebEx)
Mackenzie Wherrett, Executive Assistant
Bryce Dickison, Administrative Assistant
Shanan Gillespie, Regulatory Manager (via WebEx)
Jill Short, Investigations & Compliance Manager (via WebEx)
Vonna Cramer, Licensing Lead (via WebEx)
Greg Schieferstein, Communication Manager
Ian Shelley, DES, Senior Financial Consultant (via WebEx)

1. Call to Order at 2:02 pm

1.1. Roll Call

Ms. Lund took roll call.

1.2. Order of Agenda

A motion was made by Mr. Hendrickson, seconded by Mr. Peden, to accept the agenda as written. Motion carried.

1.3. Approval of October 17, 2024 Meeting Minutes

A motion was made by Mr. Hendrickson, and seconded by Ms. Jackson, to accept the October Meeting Minutes as written. Motion carried.

Mr. Peden mentioned some edits needed for the October minutes. Ms. Wherrett added that the corrections had been made and will be updated on the website.

1.4. Public comment Opportunity
No Comment

2. New Business

2.1. Approval of CR103 and Concise Explanatory Statement for WAC 196-26A & WAC 196-30 (from EQC)

Ms. Lund presented the new business and Concise Explanatory Statement. A motion was

made by Mr. Peden, seconded by Mr. Hendrickson, to accept the CR102 and proceed with filing a CR103 and Concise Explanatory Statement. Motion carried.

Discussion: The board considered whether they had received enough input from the public. Ms. Gillespie detailed feedback from the CR102. She also presented language with the proposed fee changes approved at the October 2024 Special Board Meeting. Ms. Jackson appreciated the feedback and recommended including it on the BRPELS website. Mr. Schieferstein offered the website news section, LinkedIn and the journal as locations for the information. Ms. Lund directed Mr. Schieferstein to include it on the website.

2.2. Public Comment Opportunity No comment.

3. Adjourn Meeting

A motion was made by Mr. Rasmussen, seconded by Ms. Jackson, to adjourn the meeting at 2:20 p.m. Motion approved.

Next Meeting: December 12, 2024 – Special Board Meeting – BRPELS office, Olympia, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director

Special Board Meeting Tab 3 Disciplinary Action

- 3.1. Case Deliberation
- 3.2. Disciplinary Report

Board of Registration for Professional Engineers Land Surveyors Disciplinary Report - December 2024

Open Case Status

Status	Engineers	Land Surveyors	osw	Total
Administrative Review	1	2	0	3
Intake	1	1	0	2
Investigation	1	9	0	10
Legal	1	12	0	13
Case Manager Review	4	5	2	11
Compliance Monitoring	3	3	0	6
Total	11	32	2	45



Case Manager Review

	Progra	m Type	
Case Manager	Engineers	Land Surveyors	Total
Aaron Blaisdell, PLS	0	0	0
Michael Harney, PE	3	0	3
Doug Hendrickson, PE	0	0	0
Marjorie Lund, PE, SE	0	0	0
David Peden, PE, SE	3	0	3
Maureen Jackson, PE	0	0	0
James Wengler, PLS, CFedS	0	3	3
Walt Dale, PLS	0	2	2
Total	6	5	11

Case Manager Open Complaints



Administrative Review

Board Staff	Engineers	Land Surveyors	osw	Total
Ken Fuller, PE	1	0	0	1
Kristina Horton, PLS	0	2	0	2
Total	1	2	0	3

Special Board Meeting Tab 4 Committee Reports

- 4.1. On-site Wastewater Ad-hoc Committee
- 4.2. Structural Committee
- 4.3. Survey Committee
- 4.4. Exam Qualifications Committee
- 4.5. Practice Committee
- 4.6. Executive Committee

BREAK APPROXIMATELY 12:00 PM - 12:30 PM

Special Board Meeting Tab 5 New Business

- 5.1. Decoupling Discussion
- 5.2. Approval of CR103 and Concise Explanatory Statement for WAC 196 (pronoun usage) (from EC)
- 5.3. Attestation for PE & SE applications concerning applicant knowledge of the Washington Building Codes (from SE)
- 5.4. NCEES Funded and Board Funded Delegates for 2025 NCEES Western Zone Meeting
- 5.5. Nomination for NCEES Western Zone Secretary (from EC)
- 5.6. Adjust 2025 Board Meeting Locations: June to Spokane & August to Virtual/Olympia



MEETING DETAILS

May 15–17, 2025

Central/Western Zone Joint Interim Meeting

Embassy Suites by Hilton Albuquerque 1000 Woodward Place NE Albuquerque, NM 87102

Watch for more information and your invitation to register in mid-February.

Special Board Meeting Tab 6 Director's Report

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

DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

November 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: October 2024 FINANCIAL REPORT

October highlights

• \$202k revenues

\$186k expenses

• Fund 024 balance: \$1.77 million – an increase of \$16,000 from September.

Biennium to date highlights

- Revenues:
 - \$2.78 million from July 2023 to October 2024
- Expenses:
 - \$2.56 million in expense from July 2023 to Oct 2024. This is a \$535k underspend against allotments year to date. Underspend largely composed of:
 - Salaries/benefits: \$55k less than planned BTD
 - CA Dainis/Vorsite: \$25k less than planned BTD
 - EM Attorney General: \$73k less than planned BTD
 - ER Other contracts: \$113k less than planned BTD
 - EY Software: \$134k less than planned BTD
- Fund balance:
 - Current balance is \$1.77 million, an increase from BI25 beginning balance of \$1.54 million.

Projected BI25 end highlights

- Revenue projected to reach \$4.27 million by June 2025. BI23 ended at \$4.32 million.
- Expenses projected to reach \$4.12 million.
- Fund 024 balance of \$1.69 million. This is an increase from the BI25 starting balance of \$1.54 million.



DEPARTMENT OF ENTERPRISE SERVICES

1500 Jefferson Street SE, Olympia, WA 98501

Changes from last month

 September and October revenues were higher than average. Incorporating this data into forward looking projections results in biennial revenue projections increasing from \$4.14 million to \$4.27 million.

Analysis of Revenue Trends and Fee Increase Considerations

- Current biennium:
 - September revenues came in at \$222,810. This was much higher than the biennium to date average of \$168,631 per month (or \$4,047,144 per biennium).
 - October revenues came in at \$202,375. Again, higher than biennium to date averages.
 - Incorporating the September and October actual revenues into forward looking projections increased the:
 - BTD Monthly average to \$173,814 (before fee increases)
 - BI25 projection to \$4,171,536 (before fee increases)
 - BI25 projection to \$4,265,395 (if 10% fee increase goes live January 1, 2025)
- Long term & future biennium:
 - Initial estimates and models assumed \$4.0 million as the baseline revenue. When a 10% fee increase was applied to this baseline the resulting in biennial revenue was estimated at approximately \$4.36 million.
 - o If a 10% fee increase is applied to most current BI25 revenue projection of \$4,171,536; then future biennial revenue projects to approximately \$4.54 million.
 - Expenses are assumed to reach \$4.5 million approximately during the biennium ending June 2031.
 - If the above assumptions hold true, fund balance may increase for a longer duration and to a higher level than anticipated in the initial fee analysis models and projections.

GB In-State Air Transportation
GC Private Automobile Mileage
GD Other Travel Expenses
GF Out-Of-State Subsistence & Lodging
GG Out-Of-State Air Transportation
GN Motor Pool Services

GA In-State Subsistence & Lodging
GB In-State Air Transportation

JA Noncapitalized Assets

Grants, Benefits & Client Services

NZ Other Grants and Benefits

480,000 2,482 129,600 48,000 16,800 9,600 14,400 21,600 2,400 60,000

285 72,752

42,841 6,926 5,811

8,273 5,900

4,547

4,547

2,678 433

Board of Registration for Professional Engineers and Land Surveyors

4,547

18 **4,547**

20,221 18 4,547

4,547 4,547

2,678 433 2,678 433

AGENDA ITEM 6.1.

				Bienn	nium 23-25	Projection	1							Financial Report
	Biennium 23-25 Revenue	Actual Revenues through FM16		FM 18	FM 19	FM 20	FM 21 Mar-2025	FM 22	FM 23	FM 24	Projected	Projected		
Revenue Category Licenses and Fees	4,300,800	Oct-2024 2,775,406	173,814		Jan-2025 189,457	Feb-2025 189,457		Apr-2025 189,457	May-2025 189,457	Jun-2025 189,457	Revenue Total 4,259,778	Variance (4		Licensing revenue projected at 93.3% of Bi 23 revenue, due to lower than expected receipts. Bi23 revenue was a higher than normal outlier.
Fines, Forfeits and Seizures Recov of Prior Expend Authority Expendit		9,821 968	3								9,821 968		9,821 968	
Cash Over and Short Total Revenue	4,300,800	796 2,786,991		173,814	189,457	189,457	189,457	189,457	189,457	189,457	796 4,271,363		796 29,437)	
	Biennium 23-25 Expense	Actual Expenses through FM16		FM 18	FM 19	FM 20	jected FM 21	FM 22	FM 23	FM 24	Projected	Projected		
Expenses Category Salaries and Wages	Allotments 1,745,616	Oct-2024 1,115,106	Nov-2024 80,369			Feb-2025 87,016		Apr-2025 87,298	May-2025 87,298	Jun-2025 87,298	Expenditure Total 1,805,499	Variance (1	(59,883)	
Employee Benefits Professional Service Contracts	584,008 72,000	369,547 23,550		29,126 1,472	29,126 1,472	29,145 1,472	29,192 1,472	29,192 1,472	29,192 1,472	29,192 1,472	600,486 35,325		(16,478) 36,675	
Goods and Other Services Travel	2,092,776 129,600	962,884	95,900	71,090	74,655 4,547	70,900 4,547				65,766 4,547	1,552,511 109,128	54	40,265	
Capital Outlays	60,000	8,273	3 517	517	517	517	517	517	517	517	12,409		47,591	
Grants, Benefits & Client Services Sum:	4,684,000	5,900 2,558,011						197,679			5,900 4,121,258	56	(5,900) 62,742	
	Biennium 23-25	Actual				Pro	vected				Projected	Projected		
	Ovating		CM 17	F*4.10	T*1 10	F*1 20	52131	F*1.22	F24 22	F*1.24	110/0	1.0,0000		
Operating Transfers	Operating Transfers	Operating transfers through FM16 Oct-2024	FM 17 Nov-2024	FM 18 Dec-2024	FM 19 Jan-2025	FM 20 Feb-2025	FM 21 Mar-2025	FM 22 Apr-2025	FM 23 May-2025	FM 24 Jun-2025	Op. Trans. Total	Variance		
Operating Transfer In Total Net Operating Transfers	0	0	. 0	0	0	0	0	0	0	0	0		0	
100111-						0								
	Biennium 23-25	Actual				Proj	jected				Projected	Projected		
F Balance Brolestion		Rev - Exp through FM16		FM 18	FM 19	FM 20	FM 21	FM 22	FM 23	FM 24		Variance		
Fund Balance Projection Net Income (Loss) BI 23-25 Beginning Balance	Exp Allotments (383,200)	228,980	(35,765)	(19,846)	(7,767)	(4,139)	(4,001)	(8,221)	May-2025 199	666	end of BI 23-25 150,104		33,304	
\$ 1,540,273	1,157,073	1,769,253	1,733,489	1,713,643	1,705,876	1,701,736	1,697,735	1,689,514	1,689,712	1,690,378	1,690,378	Ending Fund Balance (projected	d)	
	Biennium 23-25	Actual				Pro	ected				Projected	Projected		
							-				Projected	Projected		
Expenses Detail Category	Expense Allotments	Expenses through FM16 Oct-2024		FM 18 Dec-2024	FM 19 Jan-2025	FM 20 Feb-2025		FM 22 Apr-2025	FM 23 May-2025	FM 24 Jun-2025	Expenditure Total	Variance		
Salaries and Wages	1,745,616	1,115,106			86,908	87,016		87,298	87,298	87,298	1,805,499	•	24,000	
A Salaries and Wages AA State Classified	24,000 1,371,000	0 893,206				72,487		72,769	72,769	72,769	0 1,467,367	(9		Assumes current staff raises 7/1/24. Assumes Inv 4 double fill starting 11/1/24. Assumes new MA4 starting 12/1/24.
AC State Exempt AE State Special	288,000 14,616	174,333 11,125		10,833 696	10,833 696	10,833 696	10,833 696	10,833 696	10,833 696	10,833 696	260,997 16,693	:		Director pay increase pushed to 7/1/2025
AS Sick Leave Buy-Out	12,000	0	1,500	1,500	1,500	1,500	1,500	1,500	1,500	1,500	12,000		0	assumes agency spends entire allotment for sick leave buyout
AT Terminal Leave AU Overtime and Call-Back	12,000 24,000	0 36,442		0	0		0	1,500 0	1,500 0	1,500 0	12,000 36,442		(12,442)	assumes agency spends entire allotment for vacation leave buyout Assumes OT levels decrease in Sept after new position is hired and trainied.
Employee Benefits BA Old Age and Survivors Insurance	584,008 99,525	369,547 66,376		29,126 5,159	29,126 5,159	29,145 5,166	29,192 5,183	29,192 5,183	29,192 5,183	29,192 5,183	600,486 107,346		(7,821)	Assumes benefit increased corresponding to above salary changes.
BB Retirement and Pensions	165,270	103,326	7,278	7,892	7,892	7,903	7,929	7,929	7,929	7,929	166,007		(737)	Assumes benefit increased corresponding to above salary changes.
BC Medical Aid & Industrial Insurance BD Health, Life & Disability Insurance	15,616 280,320	4,903 176,185	13,101		14,292	400 14,292	14,292		400 14,292	14,292	8,070 289,330		(9,010)	Assumes benefit increased corresponding to above salary changes. Assumes benefit increased corresponding to above salary changes.
BH Hospital Insurance (Medicare) BK Paid Family and Medical Leave	23,277	15,524 42			1,207 176	1,208 176	1,212 176		1,212 176	1,212 176	25,106 1,436		(1,829) (1,436)	Assumes benefit increased corresponding to above salary changes.
BV Shared Leave Provided Annual Leave BZ Other Employee Benefits		3,164	1					ļ			***************************************		1-7	
Professional Service Contracts	72,000	27 23,550	1,472			1,472			1,472	1,472	35,325		36,675	
CA Management and Organizational Services CZ Other Professional Services	72,000	23,550 0	1,472	1,472	1,472	1,472	1,472	1,472	1,472	1,472	35,325 0		36,675 0	Projection assumes FY25 spends at FY24 average.
Goods and Other Services E Goods and Other Services	2,092,776 72.000	962,884	95,900	71,090	74,655	70,900	70,433	74,653	66,233	65,766	1,552,511		72.000	
EA Supplies and Materials	30,000	31,200				1,950		1,950	1,950	1,950	46,800	(:	(16,800)	EA projection assumes FY25 spends at BTD average.
EB Communications/Telecommunications EC Utilities	19,200 1,200	11,662 556				634 35		634 35	634 35	634 35	16,734 834			WaTech CTS \$154/mo. Verizon \$480/mo. PO box \$2000/year in Sept-Nov (2024 already paid). Projection assumes FY25 spends at BTD average.
ED Rentals and Leases - Land & Buildings	60,000					1,938			1,938	1,938	46,509	:	13,491	\$1,938/mo firefighter's building rent costs
EE Repairs, Alterations & Maintenance	24,000	(0)	750			750		750	750		6,000		18,000	Projection assumes 25% of allotment will be spent, as expenditures have been low this biennium. Possible alteration costs for setting up new space for new FTE.
EF Printing and Reproduction EG Employee Prof Dev & Training	30,000 36,000	17,767 45,359				1,110 1,772	1,110 1,772	1,110 1,772	1,110 1,772	1,110 1,772	26,650 59,538	(;	3,350 (23,538)	EF projection based on BTD monthly avg. EG projection assumes agency will continue average \$1770k per month, and \$17k on one time Leading Organizations training.
EH Rental & Leases - Furn & Equipment EJ Subscriptions	30,000		1,464			1,464		1,464	1,464	1,464	35,139 1,314		(5,139)	EH projection based on BTD monthly avg. LobbyGov only routine expense here. \$650/yr each December.
EJ Subscriptions	2,400			03,										\$2,943/mo SAFS \$2600/mo CMS (coming in higher than planned)
														\$144/mo DES Office Facilities \$175/mo DES Real Estate Services
EK Facilities and Services	120,000	89,811	5,946	5,946	5,946	5,946	5,946	5,946	5,946	5,946	137,379	(:	(17,379)	\$84/mo campus security
														\$6,792/mo CTS Allocations \$170/mo CTS Services (July/Aug 2024 average)
														\$2,697/qtr avg OFM Core Financials \$1,184/qtr avg OFM Enterprise Systems Fee
														\$32/mo DES Information Systems
EL Data Processing Services (Interagency) EM Attorney General Services	390,000 360,008	190,333 166,673							6,998 10,417	6,998 10,417	254,079 250,009			\$4/mo (est) OFM Warrants Projection uses BTD average spend.
											,-			\$1,808/mo Snall Agency HR \$46/mo DE\$ Personnel Svs
EN Personnel Services	42,000	32,088	1,854	1,854	2,195	1,854	1,854	2,195	1,854	1,854	47,602		(5,602)	\$351/qtr OFM Personnel Services
														\$87/mo DES Risk Management \$1,018/yr Self Insurance Premium
				-					-					\$25/year Crime Fidelity Bond
EP Insurance	4,070	4,531	1 87	87	87	87	87	87	87	87	5,227			\$471/yr Physical Auot Policy Renewal DOL \$6368/mo + 637/mo 10% buffer (based on new contract) (assumes no catch up costs from Q1 FY24 invoice being approx zero)
ER Other Contractual Services	360,000	126,999	10,465	10.465	10.465	10,465	10.465	10,465	10.465	10,465	210.720	14		\$2,250/mo estimated misc other costs
ES Vehicle Maintenance & Operating Cst		1,693	106	106	106	106	106	106	10,465	10,465	2,539		(2,539)	ES projection based on BTD monthly avg.
ET Audit Services EU Office of Equity	28,000	0 1.759			4,667	4,667 319		4,665	319		28,000 2,716			Projection assumes BRPELS spends entire allotment for audit \$280/qtr Office of Equity
EW Archives & Records Management Svcs	1,416	738	3 148			148			148		1,182		234	\$148/gat archives Out at \$1316/m POLARIS FY24 + 1316/mo 10% buffer (based on new contract) (assumes no catch up costs from Q1 FY24 invoice being approx zero) \$300/mo CTS Services \$33/m oc Adobe \$1,500/mo (est) misc other
EY Software Licenses and Maintenance	480,000	186,343	45,221	20,221	20,221	20,221	20,221	20,221	20,221	20,221	373,114	10	06,886	\$25,000 learning management system (add to projection in Feb 2024, carrying projected expense forward, not yet paid for)
EZ Other Goods and Services	2,482		18			18		18	18	18	427			\$40/mo est. EZ expenses.

109,128

8,717 7,569 7,512 8,810 1,869

1,869 12,409 12,409 5,900 5,900 4,121,258

16,262) 6,411

8.083

20,472 Travel projection based on BITD monthly avg spending.

531 |
47,591 |
47,591 |
Projection assumes FY25 spends at BTD average.
(5,900) |
(5,900) |
\$5000 | I June for ICSEW sponsorship.

BI Allotment

60 000

72 000

1 745 616

129 600

4,684,000

73,609

1 000

58 000

12,000

609

500

500

1.000

24.644

4.189

6 956

11.910

609

980

0

0

3.000

3 000

92,615

3.000

1 250

800

50

2 500

1,000

1,250

1.500

1 250

100

5.000

18.167

15 084

1,750

15 000

4.667

0

59

20 000

103

5.400

2,000

700

700

400

600

onn

100

2.500

2 500

201,768

0

85

0

FM Allotment FM Expenditure

BITD Allotment 3ITD Expenditures

8 273

962.884

5 900

23 550

1.115.106

2,558,011

FM Variance

72 752

1.00

(3.487

1,167

14

500

500

(824

(247

20

298

210

(57

(42

3,000

3,000

13.23

3.00

260

138

563

1,000

Q.R

(2.571

1 162

100

533

7,248

9 199

(456

322

4.66

(31

(8

(12.394

(1,976

122

252

600

one

(185

2.50

2.50

16,127

(14

362

40 000

0

48 000

86 400

74.607

61 487

10,833

n

0

0

1.824

24.282

4.436

6 755

11,700

1.037

42

2

0

0

988

662

1 038

262

4.071

4.467

10.919

2,206

14 678

87

319

148

n

32 394

7 376

5,525

578

148

n

0

185,641

285

88

0

n

79.377

3,093,573

1 152 744

BITD Variance

31,727

17.019

416,979

(5.900

24 450

37 638

13 648

535,562

BITD Allotment

1.152.744

16 000

ans non

192,000

9.744

8.000

8 000

16.000

386.566

65 015

109 451

185.040

15.416

48.000

48 000

1.379.863

20,000

12 800

40 000

16,000

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40 000

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240 000

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BI Variance

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214.461

(5.900)

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630 510

56 848

BITD Variance 37.638

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6 12

5,84

8.855

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24.450

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244

(1,759

(10.84

4 274

5.3

1.354

4 592

8 527

31.727

31 727

(5,900

535,562

354

72 667 Underspend to date

(3.16)

(20.44) 17.01

16 non Set aside for vaccine incentives

17,667 Underspend

9,794 BTD underspend, October slightly over (double fill).

All benefits underspend, or very slight overspend.

24,450 Continued underspend in Dainis/Vorsite costs.

8,995 Underspend will continue to grow by \$562/mo

16,000 Zero spend to date, should see expenses when space is modified

(3,426) Overspent in September on Crown plaza Seattle. Overspent to date.

54,335 Underspend likely to grow significantly for remainder of year.

18,668 Showing underspend - audit costs have not yet arrived

13.648 Overall travel has underspend against plan to date.

Oct 2024 high spend month for meals/lodging.

Oct overspend, BTD overspend, Oct OT below BTD average of \$2300/month.

(11,200) Significantly over initial spending plan. Tracking for approx \$47k spend, planned was \$30

(21,359) Oct 2024 slightly high month (Open Gate consulting Exec Team building). March 2024 w.

(9,811) Trending overspend for the year, DES mailing costs have been higher than estimates, nor

113,001 Large underspend due to new DOL contract having lower costs than planned allotments.

133,657 Large underspend due to new DOL contract having lower costs than planned allotments.

(4,088) Slight overspend - These central services coming in a bit higher than estimated.

(1.141) Slight overspend - These central services coming in a bit higher than estimated.

2,125,989

1.115.106

803 206

174,333

11.125

36.442

369.547

66 376

103 326

4 903

176,185

15.524

3 164

23.550

23 550

962.884

31 200

11 662

31 005

17 767

45.359

23 426

89.811

190,333

166 673

32,088

4.531

1.693

1 759

738

285

72 752

42,841

6,926

5.046

5 008

5 873

1 246

8.273

8 273

5,900

5,900

2,558,011

186 343

126 999

657

556

0

42

27

0

n

BITD Expenditures

1,129,892

Category

Capital Outlays

Employee Benefits

Goods and Services

Salaries and Wages

Salaries and Wages

Employee Benefits

Category

Grants Benefits & Client Services

ΔΔ

AS

AT

AU

ВА

BB

BD

R7

CZ

FA

FB

EC

FD

EG

F.I

EL

ΕN

EP

ER

FI

FW

F7

GB

GD

GF

GG

Grants, Benefits & Client Services

Capital Outlays

Total Dollars

Professional Service Contract

Goods and Services

Salaries and Wanes

Sick Leave Buy-Out

Overtime and Call-Back

Retirement and Pensions

Old Age and Survivors Insurance

Medical Aid & Industrial Insurance

Health, Life & Disability Insurance

Hospital Insurance (Medicare)

Paid Family and Medical Leave

Other Employee Renefits

Other Professional Services

Goods and Other Services

Supplies and Materials

Shared Leave Provided Annual Leave

Management and Organizational Services

Communications/Telecommunications

Rentale and Leases - Land & Buildings

Repairs, Alterations & Maintenance

Rental & Leases - Furn & Equipment

Data Processing Services (Interagency)

Vehicle Maintenance & Operating Cst

Archives & Records Management Sycs

Software Licenses and Maintenance

Printing and Reproduction

Subscriptions

Facilities and Services

Personnel Services

Insurance

Attorney General Services

Other Contractual Services

Office of Equity Services

Other Goods and Services

In-State Air Transportation

Other Travel Expenses

Motor Pool Services

.IA Noncanitalized Assets

NZ Other Grants and Benefits

In-State Subsistence & Lodging

Out-of-State Subsistence & Lodging

Out-of-State Air Transportation

Employee Prof Dev & Training

Terminal Leave

State Classifier

Professional Service Contracts

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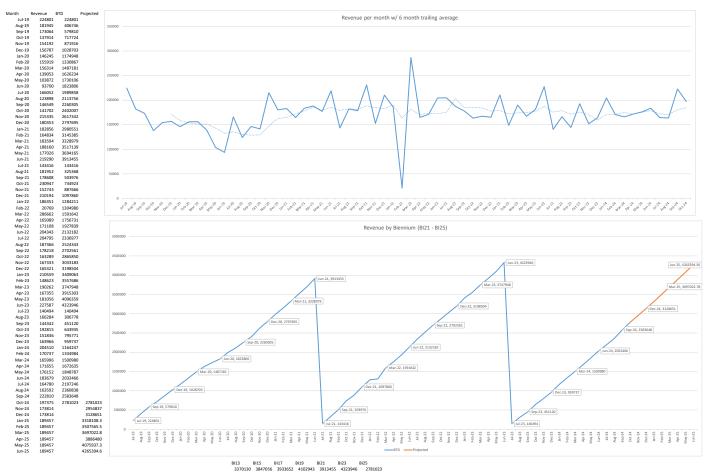
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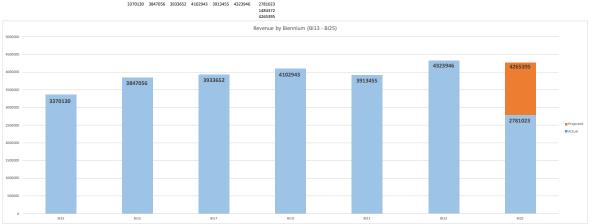
Financial	Repor

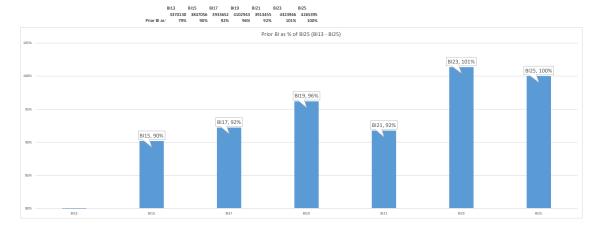
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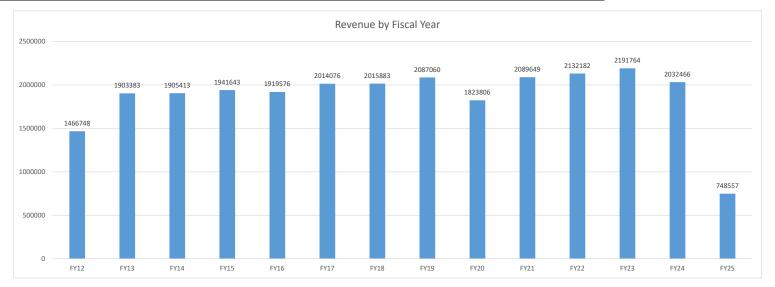


AGENDA ITEM 6.1. Financial Report

Month	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
July	127625	149849	174970	168693	171962	159508	156426	197617	224801	166052	143416	204795	140494	164780
August	169048	179531	174558	151473	161551	212394	186038	181405	181945	123898	181952	187366	166284	163592
September	109002	130767	139120	164368	152293	163894	150107	151334	173064	146549	178608	178218	144342	222810
October	104695	171814	159247	164489	157631	120367	172541	189679	137914	141702	230947	163289	192815	197375
November	107710	146687	128839	126697	114726	167788	135487	152934	154192	215335	152743	167333	151836	
December	119743	116347	136871	157214	126706	163042	126116	134830	156787	180353	210194	165321	163966	
January	145781	245427	216842	196922	206628	211291	252004	232422	146245	182856	186351	210559	204510	
February	127188	132423	141973	157397	169010	165078	154275	144586	155919	164834	20769	148623	170737	
March	118593	164355	166458	168154	175691	161888	176725	189657	156314	183594	286662	190262	165996	
April	101645	149660	158815	170928	175999	144450	160145	185859	139053	188160	165089	167355	171655	
May	120066	166911	149171	132190	169596	182627	185543	173108	103872	177026	171108	181056	176152	
June + adj	115652	149612	158550	183118	137783	161749	160476	153629	93700	219290	204343	227587	183679	
Total	1466748	1903383	1905413	1941643	1919576	2014076	2015883	2087060	1823806	2089649	2132182	2191764	2032466	748557

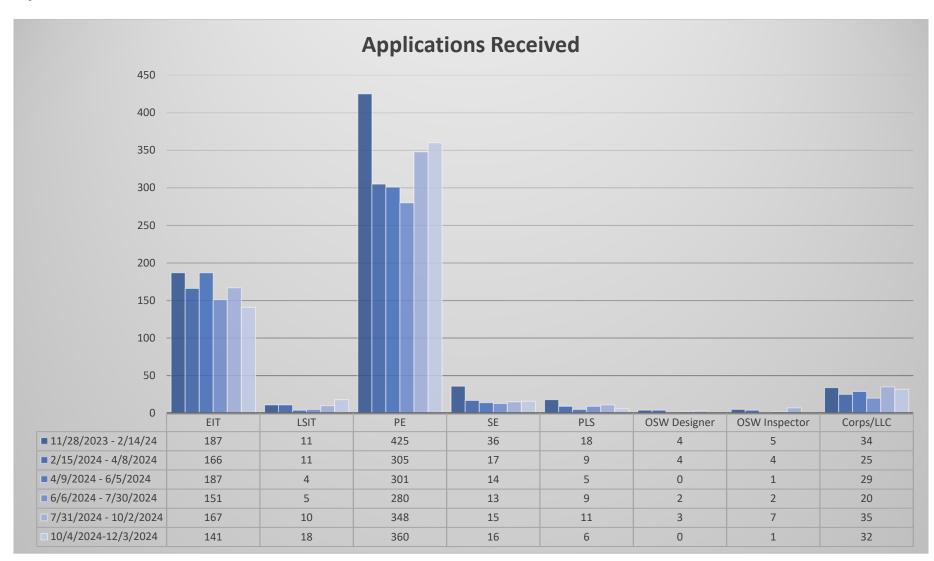
% of FY re	evenue by	month
Month	Cohort 1	Cohort 2
July	8.6%	8.6%
August	9.2%	8.5%
September	7.9%	7.6%
October	8.7%	7.8%
November	7.1%	8.0%
December	7.8%	7.5%
January	10.2%	10.5%
February	8.1%	7.5%
March	8.4%	8.7%
April	8.1%	8.2%
May	8.1%	8.3%
June + adj	7.9%	9.0%

Month	FY12	FY13	FY14	FY15	FY16	FY17	FY18	FY19	FY20	FY21	FY22	FY23	FY24	FY25
Year on year % change		29.8%	0.1%	1.9%	-1.1%	4.9%	0.1%	3.5%	-12.6%	14.6%	2.0%	2.8%	-7.3%	
Cohort % change			29.9%	2.0%	0.7%	3.7%	5.0%	3.6%	-9.5%	0.1%	16.9%	4.9%	-4.7%	



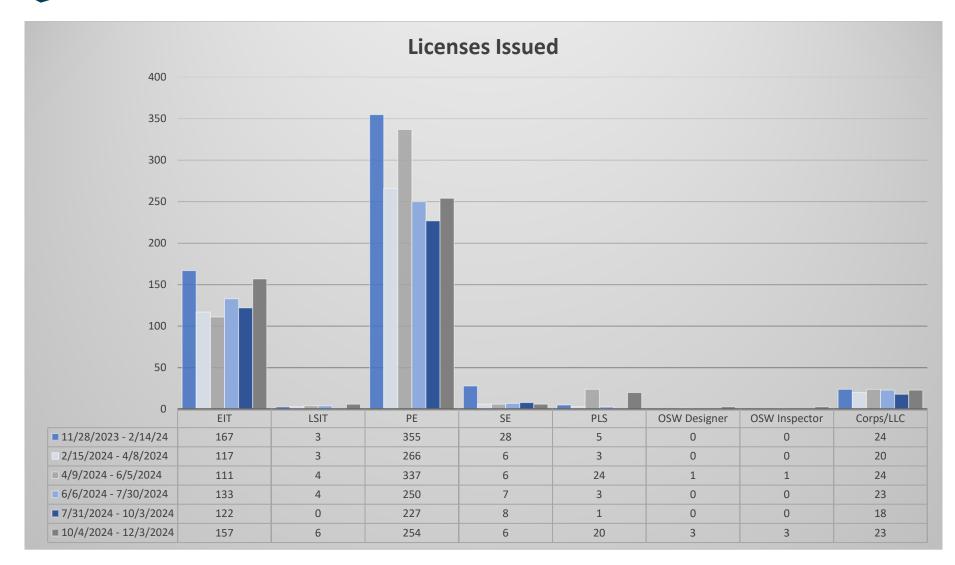


Licensing Program Report December 12, 2024



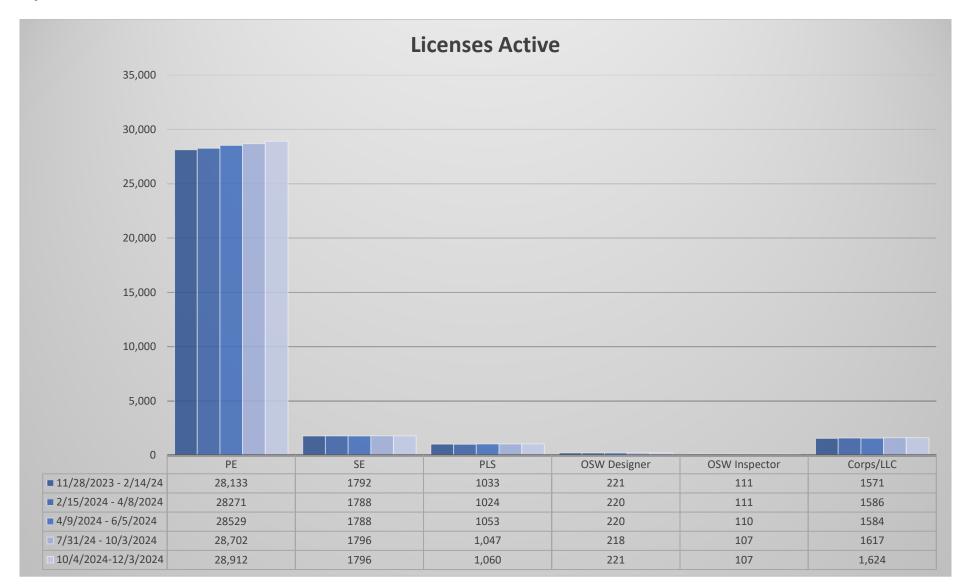


Licensing Program Report December 12, 2024





Licensing Program Report December 12, 2024



Special Board Meeting Tab 7 Other Business

- 7.1 Additional Public Comment
- 7.2 Upcoming Outreach and Events
- 7.3 Board/Staff Affiliate Involvement
- 7.4 Action Items from this Meeting
- 7.5 Agenda Items for Next Meeting



BRPELS 2025 Upcoming Events Calendar

Su	Мо	Tu	We	Th	Fr	Sa	JAN	Su	Мо	Tu	We	Th	Fr	Sa	FEB
			1	2	3	4								1	1 & 2 Home & Garden Show - Tacoma
5	6	7	8	9	10	11		2	3	4	5	6	7	8	
12	13	14	15	16	17	18		9	10	11	12	13	14	15	12 & 13 BRPELS Board Meeting - SeaTac
19	20	21	22	23	24	25	23-25 WOSSA Septic Con - Tacoma	16	17	18	19	20	21	22	
26	27	28	29	30	31		30 & 31 Home & Garden Show - Tacoma	23	24	25	26	27	28		26 - 28 LSAW Conference - Tulalip
Su	Мо	Tu	We	Th	Fr	Sa	MAR	Su	Мо	Tu	We	Th	Fr	Sa	APR
						1				1	2	3	4	5	
2	3	4	5	6	7	8	6-8 WITEA Spring Conference - Wenatchee	6	7	8	9	10	11	12	
9	10	11	12	13	14	15		13	14	15	16	17	18	19	16 & 17 BRPELS Board Meeting - Bothel
16	17	18	19	20	21	22	21 PLS & On-Site State Exams	20	21	22	23	24	25	26	23 & 24 APWA Spring Conference - Tacoma
23	24	25	26	27	28	29		27	28	29	30				
30	31														
Su	Мо	Tu	We	Th	Fr	Sa	MAY	Su	Мо	Tu	We	Th	Fr	Sa	JUN
Su	IVIO	Tu	WE					1	2	3	4	5	6	7	
4	_	,	7	1	2	3		8	9	10	11	12	13	14	
4	5	6	7	8	9 16	10 17	15-19 NCEES Western Zone Mtg - NM	15	16	17	18	19	20	21	16 & 17 BRPELS Annual Board Mtg - SeaTac
10	12	13	14 21	15 22	23	24	13-19 NOLLS Western Zone Mitg - Nivi	22	23	24	25	26	27	28	TO & 17 Bit LES Aimain Board Wilg Scarac
25	19 26	27	28	29	30	31		29	30	24	20	20	21	20	
23	20	21	20	29	30	31			00						
Su	Мо	Tu	We	Th	Fr	Sa	JUL	Su	Мо	Tu	We	Th	Fr	Sa	AUG
		1	2	3	4	5							1	2	
6	7	8	9	10	11	12		3	4	5	6	7	8	9	6 & 7 BRPELS Board Meeting - SeaTac
13	14	15	16	17	18	19		10	11	12	13	14	15	16	
20	21	22	23	24	25	26		17	18	19	20	21	22	23	19-20 NCEES Annual Mtg - New Orleans, LA
27	28	29	30	31				24	25	26	27	28	29	30	
								31							
Su	Мо	Tu	We	Th	Fr	Sa	SEP	Su	Мо	Tu	We	Th	Fr	Sa	ОСТ
	1	2	3	4	5	6					1	2	3	4	
7	8	9	10	11	12	13		5	6	7	8	9	10	11	
14	15	16	17	18	19	20	19 State PLS & On-Site Exams	12	13	14	15	16	17	18	15 & 16 BRPELS Board Meeting - Pullman
21	22	23	24	25	26	27		19	20	21	22	23	24	25	
28	29	30						26	27	28	29	30	31		
Cu	Mo	Terr	\\\\\	Th	Er	Co	NOV	C	NA	Torr	10/0	Th	Г.	Co	DEC
Su	Мо	Tu	We	Th	Fr	Sa 1		Su	Mo	Tu	We	Th	Fr	Sa	
2	3	4	5	6	7	8		7	1	2	3	4	5	6	10 & 11 BRPELS Board Meeting - Olympia
9	10	11	12	13	14	15		14	8 15	9	10 17	11 18	12 19	13	TO & TT DIVI ELS BOARD MEETING - Olympia
16	17	18	19	20	21	22		21	22	23	24	25	26	27	
		25	26	27	0.0	0.0		21	~~	20	24	20	20	2/	
23	24	25	20	27	28	29		28	29	30	31				

Board of Registration for Professional Engineers and Land Surveyors Action Item List

Executive Committee (EC)

Date Assigned	Action Item	Assigned To	Status
06/21/23	Staff to work on a license review/report out document regarding all three of the professions the Board regulates and provide it to the Board at a future meeting.	Board Staff	When completed, will provide

Exam Qualifications Committee (EQC)

Date Assigned	Action Item	Assigned To	Status
10/09/24	Begin reviewing language in 18.43 concerning the decoupling of the PE exams and create attestations for NCEES.	Committee	Pending
10/09/24	Consider using the California Seismic exam for all civil discipline licensees.	Committee	Pending
10/09/24	The committee should consider using an attestation for initial or comity applicants stating they are aware of the Washington State and other applicable jurisdictional building codes.	Committee	Pending
10/17/24	Prepare revisions to RCW 18.43 and WAC provisions to support decoupling for Professional Engineers.	Committee	Pending

Practice Committee (PC)

Tuotioe ooiiiii	actice committee (FC)							
Date Assigned	Action Item	Assigned To	Status					
04/25/24	 Checklists for public officials (best practices) Simplify RCW's into a checklist or easy to follow doc Staff (Jill) will start a list to include in the next packet. 	Committee	Pending					
10/16/24	Review language for draft legislative changes to RCW 18.43 review the language and discuss at the December meeting.	Committee	On Agenda					
10/16/24	Digital signatures and the future of the verification system will be added to the December meeting discussion topics. PC members will research the level of concern and have the facts ready for discussion at that meeting.	Committee	On Agenda					

Survey Committee (SC)

Date Assigned	Action Item	Assigned To	Status
10/16/24	Discuss PDH carryover: Some states allow, and some do not. Include considerations of calendar year vs. renewal year, and the intent of the PDH requirement	Committee	On Agenda
10/16/24	Report out about new PLS Exam progress	Board Staff & Ms. Horton	On Agenda
10/16/24	LSAW Conference presentation(s): Discuss idea and topics	Committee	On Agenda
10/17/24	SC to review decoupling the PLS exams	Committee	In Progress

On-Site Committee

1 12/03/2024

Date Assigned	Action Item	Assigned To	Status

Structural Committee (SEC)

Date Assigned	Action Item	Assigned To	Status
08/01/24	Staff to send NCEES exam results to SE committee	Ms. Cramer	On Agenda
10/17/24	SEC to review decoupling the SE exams	Committee	In Progress

Board Staff

Date Assigned	Action Item	Assigned To	Status
04/25/24	Accessibility review of all business lines	Board Staff	In Progress
10/17/24	Work on and submit a nomination for Mr. Blaisdell for the NCEES National Service award.	Mr. Wengler, Mr. Fuller & Ms. Wherrett	In Progress

AGO

Date Assigned	Action Item	Assigned To	Status
08/08/24	Ms. Lagerberg to review recommendations from PC about title use and adding 'Professional' in front of Engineer and Land Surveyor as defined in chapter 18.43	Ms. Lagerberg	Pending

UK MRA Task Force

Date Assigned	Action Item	Assigned To	Status
7/25/24	Review the IEA requirements	Ms. Lund	Pending
7/25/24	Develop a policy	Board Staff	Pending

Communication Task Force (CTF)

Date Assigned	Action Item	Assigned To	Status
-	-	-	-

Special Board Meeting Tab 8 Adjourn Meeting