



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

DATE: April 17, 2025
TIME: 8:30 a.m.
LOCATION: 7122 W Okanogan Place, Building E, Room 303
Commissioners' Hearing Room, 3rd Floor
Kennewick, WA, 99336

ATTENDANCE:

Board Members

Marjorie Lund, PE, SE, Chair
Doug Hendrickson, PE, Vice Chair
Aaron Blaisdell, PLS
Dave Peden, PE, SE
Mike Harney, PE
Maureen Jackson, PE
Matt Rasmussen, PE, PLS

Staff Members

Ken Fuller, PE, Director
Kristina Horton, PLS, Deputy Director
Mackenzie Wherrett, Executive Assistant
Bryce Dickison, Administrative Assistant
Greg Schieferstein, Communication Manager (via WebEx)
Kevin Ballard, Internal Control Manager (via WebEx)
Shanan Gillespie, Regulatory Program (via WebEx)
Vonna Cramer, Licensing Lead (via WebEx)
Jill Short, Investigations & Compliance (via WebEx)
Randy Garcia, Investigations & Compliance (via WebEx)
Elizabeth Lagerberg, Advising AAG (via WebEx)
Ian Shelley, DES, Sr Financial Advisor (via WebEx)

1. Call to Order at 8:30 a.m.

1.1. Roll Call

Ms. Lund took roll call.

1.2. Order of Agenda

A motion was made by Mr. Blaisdell, second by Mr. Peden, to accept the agenda as written. Motion approved.

Executive Session

Ms. Lund, Board Chair, announced the board would go into executive session to consult with the board attorney, discuss matters related to enforcement, and cases in current or potential litigation. It was estimated executive session would last from 8:32 a.m. until 9:30 a.m.

Open Session Reconvened – 9:30 a.m.

Executive Session

Ms. Lund announced additional time was needed and the executive session was extended from 9:30 a.m. to 10:00 a.m.

Open Session Reconvened – 10:00 a.m.

Executive Session

Ms. Lund announced additional time was needed and the executive session was extended from 10:00 a.m. to 10:10 a.m.

Open Session Reconvened – 10:10 a.m.

2. Call to Order Continued

2.1. Approval of February 13, 2025 Meeting Minutes

A motion was made by Mr. Hendrickson, seconded by Ms. Jackson, to accept the February 13, 2025 Meeting Minutes as written. Mr. Blaisdell and Mr. Peden asked to be listed as absent. Motion carried.

2.2. Public Comment Opportunity

No public comment

3. Disciplinary Action

3.1. Case Deliberation

2024-03-0530-00LSV

Mr. Rasmussen recommended the case be closed with no further action. A motion was made by Ms. Jackson, second by Mr. Blaisdell, to accept the Case Manager's recommendation for closure. Motion approved. Mr. Rasmussen abstained.

2024-08-2200-00ENG

Ms. Jackson recommended the case be closed with no further action. A motion was made by Mr. Peden, second by Mr. Harney, to accept the Case Manager's recommendation for closure. Mr. Peden and Mr. Harney were in favor. Mr. Hendrickson, Mr. Blaisdell, and Mr. Rasmussen were opposed. Ms. Jackson abstained. Motion did not pass.

2024-12-3615-00ENG

Mr. Hendrickson recommended the case be closed with no further action. A motion was made by Mr. Rasmussen, second by Ms. Jackson, to accept the Case Manager's recommendation for closure. Motion approved. Mr. Hendrickson abstained.

ACTION ITEM: Practice Committee to consider enforcement actions for companies that bid on projects and don't have a Designated Engineer/Land Surveyor or Certificate of Authorization in Washington State

3.2. Disciplinary Report

Ms. Short provided a summary of the Disciplinary Report included in the [board packet](#).

ACTION ITEM: Ms. Short to add Mr. Rasmussen to the disciplinary report.

4. Committee Reports

4.1. Exam Qualifications Committee (EQC)

The board received the committee's reports as delivered by Mr. Harney.

- [3/12/2025 EQC Report](#)
- [4/16/2025 EQC Report](#)

4.2. Executive Committee (EC)

The board received the committee's report as delivered by Mr. Hendrickson.

- [4/16/2025 EC Report](#)

4.3. Practice Committee (PC)

The board received the committee's report as delivered by Mr. Hendrickson.

- [4/16/2025 PC Report](#)

4.4. Structural Committee (SE)

The board received the committee's report as delivered by Ms. Lund.

- [4/11/2025 SE Report](#)

4.5. Survey Committee (SC)

The board received the committee's report as delivered by Mr. Hendrickson.

- [4/14/2025 SC Report](#)

5. New Business

5.1. NCEES

5.1.1. Western Zone Update

Mr. Blaisdell reminded the board of the upcoming NCEES Western Zone (WZ) meeting in May which is anticipated to have lengthy discussions within the engineering and surveying forums. Mr. Blaisdell also reminded board members to complete the NCEES committee preference questionnaire sent to them via email.

Mr. Blaisdell attended the NCEES Northeast Zone meeting which had many of the same discussions that are planned for the WZ meeting. Additionally, Mr. Peden was announced by NCEES as a candidate for reelection to the Secretary Treasurer position.

5.1.2. Western Zone Motions & Voting Instructions

The board discussed presenting a motion at the NCEES WZ meeting regarding issues with the NCEES SE exam. The board considered the possibility of a task force addressing specific issues and discussed seeking support from other boards. The SE exam issues will be a topic within the engineering forum.

Mr. Hendrickson moved that the Board Chair, Marjorie Lund, represent the Washington State board at the NCEES WZ meeting as the official voting member. The motion was seconded by Ms. Jackson. Mr. Blaisdell abstained. Motion approved.

Mr. Peden motioned, seconded by Mr. Hendrickson, for Ms. Lund to address the topic of issues with the new SE exam at the NCEES WZ Engineering Forum and seek support from other boards.

ACTION ITEM: Ms. Lund to represent Washington State as the official voting member at the 2025 NCEES Western Zone Meeting.

ACTION ITEM: Ms. Lund to address the topic of issues with the new SE exam at the NCEES WZ engineering forum and see support from other boards.

5.1.3. 2025 Annual Meeting Funded Delegate Selection

Ms. Wherrett provided a list of possible delegates. Ms. Lund directed board staff to submit Mr. Hendrickson and Ms. Lund as NCEES funded delegates. Mr. Fuller, Mr. Blaisdell, and Mr. Peden will attend, also funded by NCEES. Mr. Rasmussen will review the calendar and let Ms. Wherrett know if he can attend. Ms. Jackson will not attend.

ACTION ITEM: Mr. Fuller, as MBA, to submit Ms. Lund and Mr. Hendrickson as NCEES funded delegates for the 2025 NCEES annual meeting.

5.2. PLS & On-Site State Exam Cutscores

The board reviewed the PLS and On-Site state exam cutscores from the March 2025 exam administration.

Mr. Peden motioned to approve the On-Site exam cutscore of 81/99, second by Mr. Hendrickson. Motion approved.

Ms. Jackson moved to approve the PLS exam cutscore of 28/40, second by Mr. Hendrickson. Motion approved.

One question from the On-Site exam was thrown out because of a misprint. That question will be corrected for future exams.

Ms. Horton explained the new exam form used in the March 2025 exam administration had a higher passing rate than other forms. The new exam form passing rates will be closely monitored and tracked with future use.

ACTION ITEM: Board staff to release the March 2025 state exam results

5.3. Possible Changes to Work Experience Verification Forms

Ms. Lund requested the SE and PE application forms be consistent. Board staff will make final changes and present to EQC at the June committee meeting.

5.4. Draft Attestations

Ms. Lund introduced the latest version of a draft attestation which was reviewed by the SE committee. The committee asked if the board's current language is sufficient or if an attestation should be included in all application forms. Mr. Hendrickson suggested that WAC 196-27A-020 (2)(d) meets the board's intent of ensuring registrants are competent and knowledgeable of the codes, technology, and regulations applicable to the services they perform.

Mr. Peden made a motion not to include the attestation on application forms. Mr.

Hendrickson seconded the motion. Motion carried.

5.5. Approval of CR101 for WAC 196-25

Ms. Gillespie gave an overview of the possible language changes. The changes will include adding language to WAC 196-25 that was repealed from WAC 196-26A.

Mr. Hendrickson motioned to advance CR101 for WAC 196-25 Business practices, second by Mr. Harney. Motion carried.

ACTION ITEM: Ms. Gillespie to advance CR101 for WAC 196-25 Business Practices

6. Director's Report

6.1. Financial Report

Mr. Shelley summarized the agency Financial Report presented to the Executive Committee and in the [board packet](#). Mr. Shelley was available for questions about the report and the current legislative session ending April 27, 2025.

6.2. Agency Operations

Ms. Horton gave an overview of the agency's current operations.

- The 2026-2031 office space lease has been executed.
- Work on the case management tracker with Vorsite concluded.
- The licensing program is undergoing a Lean process that includes changes to the law review format, POLARIS modifications, and how applications are reviewed.

Ms. Lund suggested the law reviews should be reviewed for applicability within a 10-year cycle or similar

6.3. Other Items

No other items discussed.

7. Other Business

7.1. Additional Public Comment

No comments provided.

7.2. Upcoming Outreach and Events

Mr. Schieferstein informed the Board of the following outreach events:

- April 23 & 24, 2025 | APWA Spring Conference | Tacoma, WA
- May 7, 2025 | State Employee Appreciation Event | Olympia, WA
- May 15 – 19, 2025 | NCEES Western Zone Meeting | Albuquerque, NM

Mr. Harney recommended the agency and board members engage with the ASCE national convention in Seattle, October 8-11, 2025.

7.3. Board/Staff Affiliate Involvement

Mr. Hendrickson informed the board of his work with the National Society of

Professional Engineers' (NSPE) policy review committee. The board of directors subcommittee is working on outreach to state societies and other associations. Mr. Hendrickson was selected as the NSPE Washington State delegate but will be unable to attend the NSPE convention in person.

Mr. Blaisdell added that the board should engage more with LSAW for the upcoming changes to the PLSS exam.

Ms. Horton regularly attends the Survey Advisory Board (SAB) meetings and a Washington State group specific to land surveyors in state government. Ms. Horton suggested others should attend and will provide more information to those interested.

7.4. Action Items from This Meeting

- Practice Committee to consider enforcement actions for companies that bid on projects and don't have a Designated Engineer/Land Surveyor or Certificate of Authorization in Washington State
- Ms. Short to add Mr. Rasmussen to the disciplinary report
- Ms. Lund to represent Washington State as the official voting member at the 2025 NCEES Western Zone Meeting
- Ms. Lund to address the topic of issues with the new SE exam at the NCEES WZ engineering forum and seek support from other boards.
- Board staff to release the March 2025 state exam results
- Mr. Fuller, as MBA, submit Ms. Lund and Mr. Hendrickson as NCEES funded delegates for the 2025 NCEES annual meeting.
- Ms. Gillespie to advance CR101 for WAC 196-25 Business Practices

7.5. Agenda Items for Next Meeting

- Nominating Committee Recommendation for 25-26 Board Chair & Voting
- Changes to Work Experience Verification Forms (EQC)
- NCEES Western Zone Meeting Update
- Approval of draft language and CR102 for WAC 196-25 Business Practices (PC)
- RCW 18.43 changes (PC/EQC)
- Outreach Strategic Plan (EC)

8. Adjourn Meeting

A motion was made by Mr. Harney, and seconded by Ms. Jackson, to adjourn the meeting at 1:48 p.m. Motion approved. Meeting adjourned.

Next Meeting: June 17, 2025 – Annual Board Meeting –Marriott Hotel, SeaTac, WA & WebEx

Respectfully submitted,

Ken Fuller, PE, Director