



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

DATE: June 17, 2025
TIME: 9:00 am
LOCATION: Seattle Airport Marriott
Olympia Suite
3201 S. 176th St
Seattle, WA, 98188

ATTENDANCE:

Board Members

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

Guest(s)

Jim Wengler, PLS, CFedS, Pro-Tem
Jon Warren, PLS
Leif Kirchoff (via WebEx)
Call-in User 1 (via WebEx)
Elizabeth Johnston, PE (via WebEx)

Staff Members

Ken Fuller, PE, Director (via WebEx)
Kristina Horton, PLS, Deputy Director
Kevin Ballard, Internal Control Manager
Mackenzie Wherrett, Executive Assistant
Bryce Dickison, Administrative Assistant
Greg Schieferstein, Communication 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
Ian Shelley, DES, Sr Financial Advisor (via WebEx)

1. Call to Order at 9:00 am

1.1. Roll Call

Ms. Lund took roll call.

1.2. Order of Agenda

A motion was made by Mr. Hendrickson, and seconded by Ms. Jackson, to accept the agenda as written. Motion approved.

Executive Session

Ms. Lund, Board Chair, announced that the Board would go into closed session to consult with the board attorney to discuss matters related to enforcement and cases in current litigation. It was estimated the Executive Session would last from 9:05 a.m. until 9:30 a.m.

Open Session Reconvened – 9:30 a.m.

2. Call to Order Continued

2.1. Approval of April 17, 2025 Meeting Minutes

A motion was made by Ms. Jackson, seconded by Mr. Blaisdell, to accept the April 17, 2025 Meeting Minutes as written. Motion carried.

2.2. Public Comment Opportunity

Mr. Kirchoff provided public comment by addressing the board related to a recent case closure. Ms. Lund mentioned that any new documentation or evidence related to a closed case cannot be disclosed during public comment. Mr. Kirchoff believed the board did not properly review the case and stated he would pursue further legal action.

3. Disciplinary Action

3.1. Case Deliberation

No cases were deliberated.

3.2. Disciplinary Report

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

4. Committee Reports

4.1. Exam Qualifications Committee (EQC)

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

- [5/28/2025 EQC Report](#)
- [6/16/2025 EQC Report](#)

Discussion: The committee discussed the process of implementing updated law reviews. The committee recommended the law review exams be approved at the next board meeting. Mr. Ballard confirmed the updated law review exam questions were ready pending board approval.

Action Item: Review proposed updates to PE Application forms at the August Special Board Meeting.

Action Item: Ms. Lund directed Ms. Lagerberg to review the law and rule citations on the updated law review exams prior to approval at the August Board Meeting.

4.2. Structural Committee (SE)

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

- [6/16/2025 SE Report](#)

4.3. Survey Committee (SC)

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

- [6/16/2025 SC Report](#)

4.4. Executive Committee (EQC)

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

- [6/16/2025 EC Report](#)

4.5. Practice Committee (PC)

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

- [6/16/2025 PC Report](#)

4.6. On-Site Wastewater Ad-Hoc Committee (OSW)

No meeting to report. The next meeting will be scheduled for July.

5. New Business

5.1. Approval of Draft Language and CR102 for WAC 196-25 (from PC)

A motion was made by Mr. Peden, seconded by Mr. Blaisdell to approve the draft language and advance filing of a CR102 for WAC 196-25. Motion approved.

Action Item: Board staff to file the CR102 for WAC 196-25.

5.2. Approval of CR101 for WAC 196-09 (from PC)

A motion was made by Mr. Hendrickson, seconded by Ms. Jackson to approve filing of a CR101 for WAC 196-09 regarding the brief adjudicative proceeding process. Motion approved.

Action Item: Board staff to file the CR101 for WAC 196-09.

5.3. Approval of draft language and CR102 for WAC 196-16 (from SC)

The Survey Committee moved the draft language for WAC 196-16 to Exam Qualifications Committee to further review and edits.

5.4. RCW 18.43 changes (from PC/EQC)

Ms. Gillespie and Ms. Lagerberg detailed the combined 18.43 RCW changes from EQC and SE. Ms. Gillespie made edits during the meeting. A motion was made by Mr. Hendrickson and seconded by Ms. Jackson to bring the combined proposed changes to the next board meeting for approval. Motion carried. Ms. Lund will review the final edits for consistency.

5.4.1. Discussion of Legislative Presentation (from EC)

Ms. Lund summarized the upcoming legislative push and strategy going into session led by Kevin VanDeWege on behalf of BRPELS.

5.4.2. Approval of Board Position

A motion was made by Mr. Hendrickson and seconded by Mr. Rasmussen, to approve the 18.43 edits as made over the course of the year and move the edits to stakeholder review. Motion carried.

Action Item: Ms. Lund to review edits to 18.43 RCW and then board staff to advance for stakeholder review.

A motion was made by Mr. Peden and seconded by Mr. Hendrickson to modify the application language to require passing of exams prior to applying for a license with the Washington State Board and for EQC to work on NCEES attestation language. Motion carried.

Action Item: EQC will modify applications to require passing of exams prior to application with the Washington State board.

Action Item: EQC to work on the NCEES attestation regarding decoupling.

Action Item: EQC to work on the WAC changes that come out of changes to RCW 18.43.

5.5. Changes to Work Experience Verification Forms *(from EQC/SE)*

The board did not approve proposed changes to forms at the meeting.

Action Item: Staff will coordinate with EQC once the registration and experience and verification forms are ready for approval and the forms are consistent in language.

5.6. Outreach Strategic Plan *(from EC)*

Mr. Schieferstein presented the Outreach Strategic Plan as provided in the [board packet](#).

5.7. NCEES Western Zone Meeting Update

Mr. Blaisdell covered the action taken at the NCEES Western Zone meeting and work the NCEES board of directors is working on. Mr. Blaisdell mentioned awards given by NCEES.

5.8. Nominating Committee Recommendation for 25-26 Board Chair/Vice Chair & Voting

The committee nominated Mr. Hendrickson as chair and Mr. Harney as vice chair. A motion was made by Mr. Rasmussen and seconded by Ms. Jackson to accept the nomination for Mr. Hendrickson as chair and Mr. Harney as vice chair. Motion carried.

Action Item: Mr. Hendrickson as the incoming Board Chair to select committee members for the 2025-2026 cycle

5.9. Director's Compensation

Ms. Lund presented an updated Position Description for the agency Director position. A motion was made by Mr. Hendrickson and seconded by Mr. Rasmussen to accept the updated Position Description for the Director position and approve staff to move forward with requesting an increase in salary. Motion carried.

Action Item: Board staff to advance the updated PD to state HR and request for a salary increase to the director position.

Discussion: Mr. Hendrickson asked if the agency has control over the suggested compensation. Ms. Wherrett confirmed the board has flexibility on the actual amount once the salary band is decided with OFM. The agency and board want the position to be attractive to future candidates with the required experience.

6. Director's Report

6.1. Financial Report

Mr. Shelley detailed the agency Financial Report as presented to the Executive Committee and in the [board packet](#).

6.2. Agency Operations

Mr. Fuller gave an overview of the agency's current operations.

- Culture development with Open Gate Consulting and the executive team continuing to work on promoting a culture of excellence
- In July 2025, BRPELS and OSBEELS staff will meet in Vancouver for a joint staff workshop
- Updated the board about the Lean process including changes to the law review format, POLARIS modifications, and how applications are reviewed.
- Mr. Ballard is working to implement fixes to the compliance case management tracker

Discussion: Mr. Fuller proposed allowing a FE waiver for military members with applicable experience. Ms. Lund requested more information for the board's consideration related to transitioning military members into engineering or land surveying professions, additionally college professors and individuals in the manufacturing industry.

Action Item: Board staff will investigate waivers for industry, government, and military members.

Mr. Blaisdell inquired whether the agency had revisited the UK Mutual Recognition Agreement (MRA) for greater mobility of international applicants. Mr. Fuller explained that the agency may accept UK MRA applicant qualifications, however they would be required to take the PE exam.

6.3. Other Items

Ms. Horton mentioned that the agency will begin to print all wall certificates in house on July 1, 2025. Mr. Dickison submitted this change to the Productivity Board and received an award for creating efficiency.

7. Other Business

7.1. Additional Public Comment

Ms. Johnson thanked Mr. Blaisdell for 10 years of dedication to the Washington State Board and looks forward to working with him as an NCEES Emeritus Member.

7.2. Upcoming Outreach and Events

Mr. Schieferstein covered upcoming events.

- NCEES Annual Meeting: August 19-20, 2025
- PLS and On-Site Exams: September 19, 2025
- October 8-11, 2025: ASCE Convention
- October 15, 2025: WSU Meet and Greet
- ASCE Tacoma YMF at St. Martins: November 19, 2025

7.3. Board/Staff Affiliate Involvement

Mr. Hendrickson continues to work with the National Society of Professional Engineers' (NSPE). He also works with NCEES on its EPP committee.

Mr. Blaisdell inquired about becoming an NCEES Emeritus Member. The Board Chair, Ms. Lund, had nominated Mr. Blaisdell and submitted the nomination to NCEES.

7.4. Action Items from This Meeting

- Ms. Lagerberg to review the updated law reviews for accuracy and have ready for the August board meeting
- Ms. Lund to review edits to 18.43 RCW and then board staff to advance for stakeholder review.
- Ms. Gillespie to file the CR102 for WAC 196-25
- Ms. Gillespie to file the CR101 for WAC 196-09
- EQC and PC will modify applications to require passing of exams prior to application with the Washington State board
- EQC to work on the NCEES attestation regarding decoupling
- Staff will coordinate with EQC once the registration and experience and verification forms are ready for approval and the forms are consistent in language
- EQC to work on the WAC changes that come out of changes to RCW 18.43
- Ms. Cramer to bring the licensing reports to PC for further review
- Board staff to investigate waivers/equivalency for industry, government, and military members
- Ms. Short to add On-Site Wastewater to the disciplinary report
- Mr. Hendrickson as the incoming Board Chair to select committee members for the 2025-2026 cycle
- Board staff to advance the updated PD to state HR and request for a salary increase to the director position.

7.5. Agenda Items for Next Meeting

- RCW 18.43 Changes
- Approval of Licensing Applications and Forms
- Approval of Draft Language and filing of CR102 for WAC 196-09
- Approval of Concise Explanatory Statement and filing of CR103 for WAC 196-25
- NCEES Annual Meeting Motions & Voting
- 2026 Board Meeting Dates & Locations
- Introduction of New Board Member

8. Adjourn Meeting

A motion was made by Mr. Blaisdell, and seconded by Ms. Jackson, to adjourn the meeting at 3:13 p.m. Motion approved. Meeting adjourned.

Next Meeting: August 7, 2025 – Special Board Meeting – Virtual via WebEx & Olympia, WA

Respectfully submitted,

Ken Fuller, PE, Director