



Executive Committee Meeting

February 22, 2023

10:45 a.m.

Vancouver, WA (in-person) & Teams Meeting (virtual)

The Heathman Lodge
Chief Comcomly Room
7801 NE Greenwood Dr
Vancouver, WA 98662

Committee: Doug Hendrickson, PE, Chair
David Peden, PE, SE, Vice Chair

Member Excused: Marjorie Lund, PE, SE, Past Chair

Staff: Ken Fuller, PE, Director
Shanan Gillespie, Regulatory Program Manager
Greg Schieferstein, Communication & Outreach Manager
Rich Larson, PLS, Deputy Director
Jill Short, Investigations & Compliance Manager
Vonna Cramer, Licensing Lead
Mackenzie Wherrett, Executive Assistant
Elizabeth Lagerberg, AAG Advisor
Paul Bitar, DES Senior Financial Consultant

Guests: Ivan VanDeWege, PE

Discussion Topics

- Financial Report
Mr. Bitar provided an overview of the Board's financial status. He stated that the board is on track to have \$1.71 million in their operating account, and the agency's account balance is growing. He is projecting that the agency will underspend their appropriations by about \$506,000.

Mr. Hendrickson asked Mr. Bitar to reach out to DOL to get a projection of the service life of the on-line licensing system and supporting infrastructure, and when is the next time we can expect to pay a balloon payment.
- Review/Respond to public comments received for amendments to WAC 196-26A *Registered professional engineers and land surveyor fees* & WAC 196-30 *Fees for on-site wastewater treatment designers and inspectors* (Concise Explanatory Statement)
The committee reviewed the draft concise explanatory statement, comments, and draft responses. Ms. Lagerberg informed the committee that RCW 18.235.130 is the statutory authority granting the Board the authority to request and consider criminal and enforcement

actions. The staff informed the committee that Ms. Cramer has been working with DOL to remove the “criminal history” question, but that the question regarding previous disciplinary action against a professional license would remain.

The committee is recommending to the Board that they approve the concise explanatory statement and the filing of the CR103.

- Director’s Report

- Board/Agency operations

- Mr. Fuller informed the committee that at the direction of OFM, the agency was required to update position descriptions. He informed the committee that Emily Weston was hired to fill the permanent Customer Service Specialist 2 position. He also informed the committee that Ms. Wherrett’s probation period will be over in March, and she will become an Administrative Assistant (AA) 5.

- Mr. Hendrickson asked Mr. Fuller about the pro-tem members. Mr. Fuller informed the committee that the appointment of Chun Lau, PE, SE, as a pro-tem member was extended. The appointment of Daniel Clark, PLS has expired, and will not be extended, due to his retirement. Mr. Fuller told the committee that he does not believe another pro-tem member is needed at this time, but that if a PLS pro-tem member is needed, Mr. Larson has reached out to a PLS in Olympia.

- Communication & Outreach Discussion/Report to Executive Committee

- Mr. Schieferstein discussed the development of establishing a communication task force, and provided the committee with a written document listing potential goals and objectives. Mr. Peden stated he would like to see outreach or more interaction with the Washington Association of Building Officials (WABO) listed.

- Mr. Hendrickson will establish who will be on the task force and provide the names/recommendations to the Board at their meeting the next day.

- Legislation update

- Bill tracking report

- Ms. Gillespie and Mr. Fuller discussed the status of some of the bills that Board staff is currently tracking.

- Discussion of *SB 5283 Engineer comity applicants*

- The committee was informed that SB 5283 was passed to Rules Committee for second reading. The last day for this bill to be considered in committee is March 8, 2023.

- Review of Strategic Planning Items

- The committee discussed the Strategic Planning Items but no action was taken.

Strategic Planning Items

- Remain engaged and informed on deregulation
- Emphasis on outreach and education
- Measure performance and gain stakeholder feedback that is relevant and useful for improving our agency

- Measure the licensing system software functionality from stakeholders
- ~~PD for communications and outreach manager with Marjorie, Doug, and Aaron in consultation~~ **complete**
- ~~Task force for review of current outreach plan (Marjorie, Dave, Doug, Carmena, Vonna, Ken) and report back to board~~ **complete**
- ~~Budget development with PB, ML, KF~~ **complete**

Action Items

1. The committee is recommending to the Board that they approve the concise explanatory statement and the filing of the CR103.