



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

DATE: October 24, 2019
TIME: 9:15 a.m.
LOCATION: Radisson Hotel SeaTac Airport
18118 International Blvd
Seattle, WA 98188

BOARD MEMBERS

Ivan VanDeWege, PE, Chair
Aaron Blaisdell, PLS, Vice Chair
Nirmala Gnanapragasam, Ph.D, PE
Doug Hendrickson, PE
Marjorie Lund, PE, SE
Stephen Shrope, PE, SE
James Wengler, PLS, CFedS

STAFF MEMBERS

Ken Fuller, PE, Executive Director
Carmena Moretti, Executive Assistant
Elizabeth Lagerberg, Advising AAG
Shanan Gillespie, Regulatory Program Manager
Jill Short, Investigations & Compliance Manager

OPEN SESSION

1. Call to Order 9:15 a.m.

1.1. Introductions

Board members, and staff introduced themselves

1.2. Order of agenda

A motion was made by Mr. Blaisdell, and seconded by Mr. Wengler to accept the agenda. Motion carried.

1.3. Approval of draft minutes: August 8, 2019, October 4, 2019

A motion was made by Mr. Blaisdell, and seconded by Mr. Wengler to accept the August 8, 2019 minutes as written. Motion carried.

A motion was made by Mr. Shrope, and seconded by Ms. Lund to accept the October 4, 2019 minutes as written. Motion carried.

Ms. Gnanapragasam subsequently recommended an amendment to the October 4, 2019 meeting minutes item 6.2. Ms. Gnanapragasam volunteered but did not serve on a review panel for Accreditation Board for Engineering and Technology (ABET).

A motion was made by Mr. Wengler, and seconded by Mr. Blaisdell to accept Ms. Gnanapragasam amendment to the approved October 4, 2019 minutes. Motion carried.

1.4. Review communications

No Business

1.5. Public comment opportunity

Alan Rathbun, BORPELS Executive Director 1985 – 1997, introduced himself.

EXECUTIVE SESSION: Mr. VanDeWege, Board Chair, announced the purpose and estimated time 9:22 a.m. to 9:55 a.m. for Executive Session. Open session reconvened at 9:55 a.m.

OPEN SESSION RECONVENES 9:55 a.m.

2. Disciplinary Activity

2.1. Recommended closures

2017-10-002-00ENG

Ms. Short presented the case for pro-tem board member and case manager, Mr. Clark, along with his recommendation that the case be closed.

A motion was made by Mr. Shrope, and seconded by Mr. Wengler to accept the case manager's recommendation for closure. Motion carried.

2019-04-008-00ENG

Ms. Lund recommended the case be closed.

A motion was made by Mr. Blaisdell, and seconded by Ms. Gnanapragasam to accept the case manager's recommendation for closure. Motion carried. Ms. Lund abstained.

2.2. Disciplinary report

Total Complaints	48
Daily Intake (pending response to complaint)	2
Investigative Status (Staff or Preliminary Case Manager Review)	13
Legal	4
AGO (statement of charges pending)	5

Pending Case Manager Review	20
BAP	1
Compliance Monitoring	3

Ms. Short asked the Board to consider delegating authority to the Executive Director to review and close administrative, non-technical complaints if a respondent becomes compliant prior to assigning it to a case manager. All cases would be continued to be logged and reported to the Board or Practice Committee.

A motion was made by Mr. Hendrickson for the Board to delegate authority to its agency director those authorities for actions that are complaints that are not at the threshold for board action.

The motion was withdrawn and after discussion, the Board asked Mr. Fuller and Ms. Short to come up with a description or motion that delineates non-technical, administrative complaints for the next board meeting.

Ms. Lagerberg cautioned against using the phrase, "The Board does not have jurisdiction or authority" as it may be used too broadly and cause unnecessary confusion. Instead, describe and be clear about why the Board isn't going to look at something.

A motion was made by Mr. Hendrickson, and seconded by Mr. Wengler that until the Board resolved further details, delegations previously made to the Executive Director be applied to the Agency Director and include management of administrative complaints that are not deemed technical in nature. Motion carried.

3. Committee/Task Reports

3.1. Exam/Qualifications Committee (EQC)

Mr. Hendrickson delivered the committee's report

- Polaris: Department of Licensing (DOL) new licensing system
 - Neither CTS nor Venture will be available one week prior to going live on November 4th to accommodate extensive data transfer and internal testing.
 - DOL staff will process all payments/refunds and attach outstanding documents prior to transition.
 - Licensees with a renewal during this time have been notified and penalties will not be assessed unless the overdue renewal is greater than 90 days.
 - DOL is utilizing outreach, webpages and listservs to communicate changes to licensees.
 - Online engineering application now has two experience sections.
- ABET | MS Degree Accreditation
 - Affects Washington State EITs experience under WAC 196-12.

- Committee members will research and consider impacts for later discussion.
- Committee reviewed affected WACs changes affecting BORPELS:
 - Chapter 196-12 (PE)
 - Chapter 196-16 (LS)
 - Chapter 196-20 (EIT)
 - Chapter 196-21 (LSIT)
 - Chapter 196-32 (OS)
 - Chapter 196-34 (CPD for OS)

A motion was made by Mr. Wengler, and seconded by Mr. Blaisdell to accept the Exam Qualification report. Motion carried.

3.2. Practice Committee (PC)

Mr. Wengler delivered the committee's report

Total Complaints Received	10
Engineering Complaints	1
Surveying Complaints	8
Unlicensed Engineering Complaints	0
Unlicensed Surveying Complaint	1
Corporation Complaints	0

Compliance Report:

Mr. Wengler reported there are 3 individuals on compliance monitoring. All three individuals are currently in compliance with the terms of their board orders.

Action Items:

1. The PC reviewed and discussed an email from Jon Warren, City of Bellevue Land Survey Division Manager regarding proposed legislation on monument preservation. Mr. Wengler and Mr. Blaisdell will develop questions regarding the legislation and email those to Mr. Warren. Mr. Warren will also be invited to a future PC meeting for further discussion.
2. PC will review assigned board policies at the next meeting.
3. Communicate with Washington Association of Building Officials (WABO) about how to use DOL's on-line licensing system. Ask Authorities Having Jurisdiction (AHJ's) to encourage their members to verify licenses for all sealed documents submitted for approval.

A motion was made by Mr. Shrope, and seconded by Mr. Hendrickson to accept the Practice Committee report. Motion carried.

4. New Business

4.1 Mission Statement

The Board reviewed a draft of its mission statement.

A motion was made by Mr. Hendrickson, and seconded by Ms. Lund to accept the mission statement as amended. Motion carried.

4.2 Outreach Program Guidelines

A two-hour work session will be scheduled in December. Mr. Fuller will compile board member comments beforehand.

5. Old Business

5.1. Review prior action items list

- The Board discussed its peer review process. Ms. Short will gather peer review processes from other states as well as from the Accountancy Board and create a new process for the Practice Committee to revise and ultimately present to the Board for approval.
- There are 2.5 articles ready for the next Board Journal. Ms. Gillespie is still waiting on several important submissions. Mr. Shrope suggested the board position he's vacating next year be advertised in upcoming issues.
- Investigation Status Report for each board member is still being compiled by Ms. Short.
- Board members were sent 2016 Outreach Plan.
- Mission Statement is completed and will be signed shortly.
- List of rule amendments will be presented at December's meeting.
- Edits to the board manual is still in progress.

5.2. Outreach and event calendar

- LSAW Annual Meeting in February 2020.
- Mr. Fuller will be traveling to San Francisco in January, Mr. Wengler to Texas, and Mr. Blaisdell to Clemson, S.C., for NCEES meetings.
- Board members will bring their calendars to the next meeting to schedule 2020 meetings. Annual meeting must be scheduled the third week in June and should be scheduled in Spokane to accommodate Mr. Shrope's retirement from the board.

6. Executive Director's Report

6.1. Agency operations

- DOL's licensing system will be down for 1 week during the transition. All licensees with renewals due during that time period have been notified.
- Board staff temporarily moved to Black Lake 3. DES and OFM are looking for permanent space, possibly co-located with another small agency.
- Logo options will be presented at the next meeting, including the one from the new website and another from a BORPELS shirt a few years ago.
- The new BORPELS production website was briefly reviewed. Comments on the website will be shared with the developer.
- The new e-mail domain (brpels@wa.gov) is being set up by WaTech. Board members will also be set up with an e-mail address. Mr. Fuller asked if they would also consider having a board provided laptop to assist with public records requests.
- Negotiations for the second Statement of Work with DOL is currently in process.
- Mr. Fuller is considering SPSCC for desktop support.
- Rich Larson, PLS was appointed as a pro tem board member to assist with surveying issues and the recent hearing.
- Chun Lau, PE, SE will be appointed as a pro-tem board member for BAP review.

6.2. Financial Report

- Mr. Fuller presented a fund balance report from DES' which he will also e-mail to board members. The major hits include new agency setup costs, including the new licensing system.

6.3. Travel

- Ms. Moretti will complete travel reimbursements for board members using TEMS.
- Ms. Moretti will also be booking all travel for board members and staff.

6.4. Other items

- NCEES is accepting candidate applications for national Treasurer.

7. Other Business

7.1. Any other business

7.2. Additional Public Comment

- Alan Rathbun congratulated the Board on becoming an independent agency.

7.3. Action items from this meeting

- Ms. Short will present draft of revised peer review process to Practice Committee.

- Mr. Wengler and Mr. Blaisdell will develop questions regarding the legislation and email those to Mr. Warren. Mr. Warren will also be invited to a future PC meeting for further discussion
- Mr. Fuller and Ms. Short will provide a description that delineates the non-technical, administrative complaints that the Executive Director can review and close without case manager review.
- Board members will bring their calendars to December's meeting.
- Overdue Journal articles will be sent to Ms. Moretti.
- Ms. Moretti will schedule a 2-hour Communication and Outreach Strategy Planning Session after committee meetings on December 11th.
- Ms. Moretti will check with WABO to see if they would like Mr. Fuller and Licensing Supervisor, Ms. Cramer, to visit at an upcoming meeting to discuss the new licensing system.

7.4. Agenda items for next meeting

- Rulemaking update.
- Board policies update.
- 2020 board meeting schedule.
- Logo options.

8. Adjourn Meeting 12:26 p.m.

Next Meeting: December 12, 2019 8:00 a.m. – Special Board Meeting
Radisson Hotel
18118 International Blvd
Seattle, WA 98188

Respectfully submitted



Ken Fuller, PE, Interim Director