

**Washington State
Board of Registration for
Professional Engineers
& Land Surveyors**

Board Meeting

December 12, 2019

Radisson Hotel SeaTac Airport
Seattle, WA

Board Meeting

Tab 1

Call to Order

- Introductions
- Order of Agenda
- Approval of October 24, 2019 Meeting Minutes
- Review Communications
- Public Comment Opportunity



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

Special Board Meeting Agenda

DATE & TIME:

December 12, 2019 8:00 a.m.

LOCATION:

Radisson Hotel SeaTac Airport
Orcas Room
18118 International Blvd
Seattle, WA 98188

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 8:00 a.m.

1. Call to Order

- 1.1. Introductions
- 1.2. Order Of Agenda
- 1.3. Approval Of Draft Minutes: October 24, 2019
- 1.4. Review Communications
- 1.5. Public Comment Opportunity

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

OPEN SESSION RECONVENES

2. Disciplinary Activity

- 2.1. Recommended Closures
- 2.2. Disciplinary report

3. Committee/Task Reports

- 3.1. Executive Committee
- 3.2. Exam/Qualifications Committee
- 3.3. Practice Committee

4. New Business

- 4.1. 2020 Board Meeting Schedule
- 4.2. Update on Executive Director Appointment

- 4.3. Licensing Discipline Request - Welding Engineering
- 4.4. Rulemaking
- 4.5. Logo
- 4.6. BORPELS Website Content
- 4.7. Outreach Strategic Planning Session Outcomes

5. Old Business

- 5.1. Review Prior Action Items List
- 5.2. Outreach And Event Calendar
- 5.3. Time on WABO Meeting Agenda (FYI)

6. Executive Director's Report

- 6.1. Agency Operations
- 6.2. Financial Report
- 6.3. Travel
- 6.4. Other items

7. Assistant Attorney General's Report

8. Other Business

- 8.1. Any Other Business
- 8.2. Additional Public Comment
- 8.3. Action Items From This Meeting
- 8.4. Agenda Items For Next Meeting

9. Adjourn Meeting – 3:00



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

From: Antonio E. Medina (Basecamp) [<mailto:notifications@3.basecamp.com>]
Sent: Tuesday, December 03, 2019 6:01 AM
To: Fuller, Ken (BRPELS) <ken.fuller@brpels.wa.gov>
Subject: Re: (MBA Link) ACCA question

On Mon, Nov 25, 2019 at 3:22 PM Andrew Ritter (Basecamp) <notifications@3.basecamp.com> (mailto:notifications@3.basecamp.com)> wrote:

All,

I am on ACCA this year and one of our charges is:

Consider if the Bylaws should be amended to add a ninth seat on the NCEES board of directors to be filled by a member board administrator.

The charge does not come with a lot of guidance so I have been tasked with polling the MBAs to get your thoughts. For reference, currently the chair of the MBA committee or their designee attends the BoD meetings at the NCEES expense but is not a voting member of the Board. Often their opinion is sought at the BoD meeting, but when it comes to voting they do not have a vote. Please let me know the following:

1. Are you in favor of adding an MBA as an official, voting member of the NCEES Board of Directors?
2. If yes - why? If no - why?
3. If yes how would that MBA be added - voted on by NCEES membership, voted on by MBAs or as a result of being named MBA chair?
4. If yes would the MBA be eligible to serve as an officer and become President of NCEES?
5. If yes - would you be eligible to serve on the Board or would there be restraints put on you by the Government organization you work for?

And lastly - if you can, please poll your member boards and ask them (in general) the above questions?

Thanks and Happy Thanksgiving everyone!

Andrew Ritter
Executive Director
NC Board of Examiners for Engineers and Surveyors
4601 Six Forks Rd
Raleigh, NC 27609
919.791.2000
www.ncbels.org (<http://www.ncbels.org>)

You can reply to this email or respond in Basecamp

From: [Fuller, Ken \(BRPELS\)](#)
To: [Moretti, Carmena \(BRPELS\)](#)
Subject: FW: NCEES 2019 Election for Treasurer
Date: Tuesday, December 03, 2019 1:08:57 PM
Attachments: [10-24-19 MA - Treasurer nomination Tyrell.pdf](#)

From: Tyrell, Paul J. [mailto:Paul.Tyrell@stvinc.com]
Sent: Tuesday, December 03, 2019 12:36 PM
To: alysia.jones@alaska.gov; melissa.cornelius@azbtr.gov; ric.Moore@dca.ca.gov; joyce.young@state.co.us; catherinegutierrez.guampeals@gmail.com; sandra.m.matsushima@dcca.hawaii.gov; keith.simila@ipels.idaho.gov; imarquand@mt.gov; Samuel.hunthausen@mt.gov; Pmamola@boe.state.nv.us; perry.valdez@state.nm.us; esther.fleming@gov.mp; Jason.BARBEE@oregon.gov; sduncombe@utah.gov; Fuller, Ken (BRPELS) <ken.fuller@brpels.wa.gov>; shannon.stanfill@wyo.gov
Subject: FW: NCEES 2019 Election for Treasurer

Good afternoon to the Western Zone MBA's

I'm pleased to announce that the MA Board has nominated me to run for Treasure of NCEES at our annual meeting in August. I'm honored by their support and would appreciate the support of the entire Western Zone.

I ask that you pass along the MA nomination to each of your Board's and my sincere request for their support.

My contact information is below and I'm available to answer any questions any board member may have, thank you all for your assistance.

Have a safe and Happy Holiday season.

Paul J. Tyrell P.E., P.L.S., LEED AP
Vice President, Chief Civil Engineer

STV Incorporated
One Financial Center, 3rd Floor
Boston, MA 02111-2621
(617) 947-1319 (cell)

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CHARLES D. BAKER
GOVERNOR

KARYN E. POLITO
LIEUTENANT GOVERNOR

MIKE KENNEALY
SECRETARY OF HOUSING AND
ECONOMIC DEVELOPMENT

Commonwealth of Massachusetts
Division of Professional Licensure
BOARD OF REGISTRATION OF PROFESSIONAL
ENGINEERS AND LAND SURVEYORS
1000 Washington Street • Boston • Massachusetts • 02118

EDWARD A. PALLESCHI
UNDERSECRETARY OF CONSUMER
AFFAIRS AND BUSINESS
REGULATION

DIANE M. SYMONDS
COMMISSIONER, DIVISION OF
PROFESSIONAL LICENSURE

October 24, 2019

Board of Directors and its member boards
National Council of Examiners for Engineering and Surveying
280 Seneca Creek Road
Seneca, SC 29678

From: The Massachusetts Board of Registration of Professional Engineers and Land Surveyors

Referencing: Nomination for Treasurer Elect

During its regularly scheduled meeting on September 26, 2019 the Massachusetts Board of Registration of Professional Engineers and Land Surveyors unanimously voted to endorse the candidacy of Paul J. Tyrell PE, PLS for Treasurer of NCEES.

Paul has been a member of the MA Board since October 21, 2011 and has been the Board Chair since January 1, 2018. He has previously served on the NCEES Board of Directors as the Northeast Zone Vice President (2017-2019), currently serves as a member of Uniform Procedures and Legislative Guidelines committee ("UPLG"), and has previously served on numerous Committees and Task forces including:

2017-2018

Committee on Examinations for Professional Surveyors, Board Liaison
Technology Task Force, Board Liaison
Board of Directors, Vice President - NorthEast Zone

2016-2017

Committee on Examinations for Professional Engineers

2015-2016

Committee on Examination Policy and Procedures, Chair
Committee on Nominations

2014-2015

Committee on Examination Policy and Procedures
Committee on Nominations



2013-2014

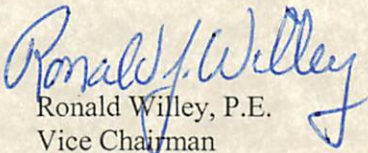
Committee on Examinations for Professional Engineers
Definition of Engineering Task Force

2012-2013

Committee on Examinations for Professional Engineers

Paul is a Vice President with STV Incorporated and has led the design for numerous significant transportation projects throughout greater Boston including the Massachusetts Bay Transportation Authorities One Billion Dollar Green Line Extension.

We proudly support Paul's candidacy and ask that you all join us in electing him the next Treasurer of NCEES.



Ronald Willey, P.E.
Vice Chairman



Azuanuka Etoniru, P.E., P.L.S.
Secretary



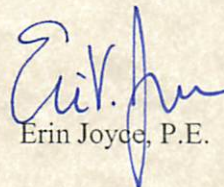
Dennis Drumm, P.L.S.



Daniel Caron, P.E.



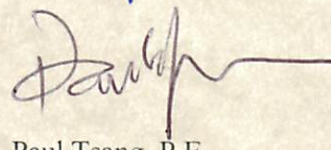
Maurice Pilette, P.E.



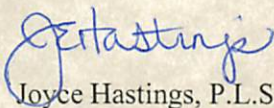
Erin Joyce, P.E.



Shannon Slaughter, Esq.



Paul Tsang, P.E.



Joyce Hastings, P.L.S.

Board Meeting

Tab 2

Disciplinary Activity

- Recommended Closures
- Disciplinary Report

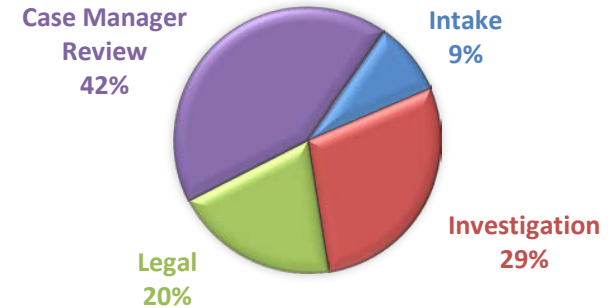
Board of Registration for Professional Engineers Land Surveyors

Disciplinary Report - December 2019

Open Case Status

Status	Program Type			Total
	Engineers	Land Surveyors	OSW	
Intake	3	1	0	4
Investigation	2	11	0	13
Legal	4	5	0	9
Case Manager Review	1	18	0	19
Total	10	35	0	45

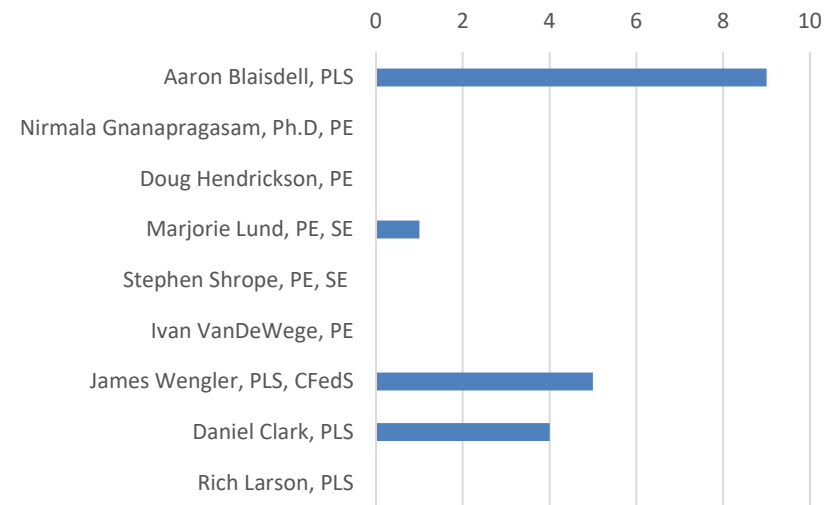
Open Complaint Status



Case Manager Review

Case Manager	Program Type		Total
	Engineers	Land Surveyors	
Aaron Blaisdell, PLS	0	9	9
Nirmala Gnanapragasam, Ph.D, PE	0	0	0
Doug Hendrickson, PE	0	0	0
Marjorie Lund, PE, SE	1	0	1
Stephen Shrope, PE, SE	0	0	0
Ivan VanDeWege, PE	0	0	0
James Wengler, PLS, CFedS	0	5	5
Daniel Clark, PLS	0	4	4
Rich Larson, PLS	0	0	0
Total	1	18	19

Case Manager Open Complaints



Board Meeting

Tab 3

Committee/Task Reports

- Executive Committee
- Exam/Qualifications Committee
- Practice Committee

Board Meeting

Tab 4

New Business

- 2020 Board Meeting Schedule
- Update on Executive Director Appointment
- Licensing Discipline Request - Welding Engineering
- Rulemaking
- Logo
- BORPELS Website Content
- Outreach Strategic Planning Session Outcomes

2020 BORPELS EVENT CALENDAR

January						
S	M	T	W	T	F	S
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30	31	

February						
S	M	T	W	T	F	S
						1
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23	24	25	26	27	28	29

March						
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29	30	31				

April						
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26	27	28	29	30		

May						
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31						

June						
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28	29	30				

July						
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26	27	28	29	30	31	

August						
S	M	T	W	T	F	S
						1
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30	31					

September						
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20	21	22	23	24	25	26
27	28	29	30			

October						
S	M	T	W	T	F	S
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25	26	27	28	29	30	31

November						
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30					

December						
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		1	2	3	4	5
6	7	8	9	10	11	12
13	14	15	16	17	18	19
20	21	22	23	24	25	26
27	28	29	30	31		

LSAW
Annual Conference
 February 26-28
 Tulalip WA

NCEES MEETINGS
Joint All-Zone **Annual Meeting**
 April 23-25 August 26-29
 Houston TX Chicago IL

BOARD MEETING or TRAINING

COMMITTEE MEETINGS

NCEES EXAMS

STATE HOLIDAYS

October 29, 2019

Andy Steber
6605 NE 71st Ave
Vancouver, WA 98661

Washington Board of Registration for Professional Engineers and Land Surveyors
Department of Licensing
PO Box 9025
Olympia, WA 98507-9025

Dear Board Members,

I am writing to you to request action be taken to establish a recognized Professional Engineering (PE) discipline in welding engineering. Currently there is no PE discipline in welding engineering. I find this shocking as such an integral part of many Washington State industries rely heavily on producing sound welds. PEs in other disciplines than welding are tasked with addressing welding when they have no background or education in the field of welding.

I believe most engineers realize they have an ethical obligation to practice only in their area of competence. Therefore, these engineers are seeking guidance from their skilled welders or certified welding inspectors (CWI). However, an enormous lack of knowledge exists no matter what avenue the PE takes. A skilled welder typically does not have the appropriate knowledge to advise the engineer. A CWI is also not the answer. While some have a great deal of knowledge, most are simply qualified to visually inspect welds.

The term engineer is being devalued. Most of the time individuals calling themselves "welding engineers" are not engineers. These individuals often have no formal education and usually have minimal knowledge of the complex field of welding engineering. I believe this is devaluing the role of engineers and should be of concern.

The welding field is more than just a specialty; it is a complex engineering discipline that begins in the design phase and continues throughout the production process. Decisions are being made daily on welded structures and products that can affect the public, by people that lack the required competence.

Please feel free to contact me at 206-678-5317.

Sincerely,



Andy Steber

From: [Gillespie, Shanan \(BRPELS\)](#)
To: [Ivan VanDeWege](#); [Gnanapragasam, Nirmala](#); [Marjorie Lund](#); [stelind@aol.com](#); [Blaisdell, Aaron](#); [James Wengler](#); [Hendrickson, Doug](#); [Lagerberg, Elizabeth E \(ATG\)](#)
Cc: [Fuller, Ken \(BRPELS\)](#); [Moretti, Carmena \(BRPELS\)](#); [Short, Jill \(BRPELS\)](#); [Cramer, Vonna \(DOL\)](#)
Subject: Rule Making and Board Policies
Date: Monday, November 25, 2019 10:59:49 AM
Attachments: [Tracking sheet.xlsx](#)
[1176.SL.pdf](#)

Hi Board members.

A couple of things regarding rules and policies that I wanted to send to you prior to the board meeting.

RULES

Attached is the rule making tracking sheet. The first tab lists all of the board's rules, and there is a tab for each committee and what rules they have responsibility for. The rules assignments for the committees were determined by the description given of each committee in [Policy #36](#) (which needs updated also).

Under the notes section of each tab, there are notes with color coding. If there are notes without any color coding, those are reminders for me regarding questions I may have for our licensing staff.

The gold color is for agency rules that needs to be created

The bluish color is for rules that need updated, but it doesn't appear to be critical.

The green color is for rules that need to be rewritten based on changes to RCW 18.43

The pink color is for rules that already have new approved language, and is currently going through the rule making process.

I have also attached a copy of HB 1176 that includes the language that was passed by the legislature.

Also, I am asking that each committee review the rules that they are responsible for, and determine which rules they will be working on through June 2020. RCW [34.05.314](#) requires each state agency prepare a semiannual agenda for rules under development, and I will need to know what to file with the Office of the Code Reviser before we have another board meeting.

BOARD POLICIES

Here are the current board policies:

[Policy #3](#) – At the October Strategic Planning Session, the board agreed to rescind this policy, but no action was ever taken to rescind it.

[Policy #36](#) – This needs to be rewritten. It is assigned to the **Executive Committee**.

[Policy #42](#) – No changes.

[Policy #44](#) – This has been edited. Ken is working with others to rewrite. It is assigned to the **Practice Committee**

[Policy #48](#) – it is assigned to the Practice Committee. I know it's up to the Board, but I think that this policy needs to be rescinded, and the Executive Committee write rule language regarding complaints/investigations.

Please let me know if you have any questions.

Shanan Gillespie

Regulatory Program Manager
Board of Registration for Professional Engineers
and Land Surveyors
Office: 360-664-1570
shanan.gillespie@brpels.wa.gov

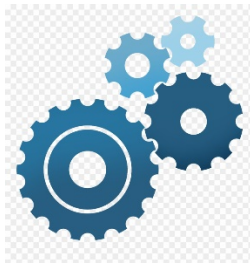
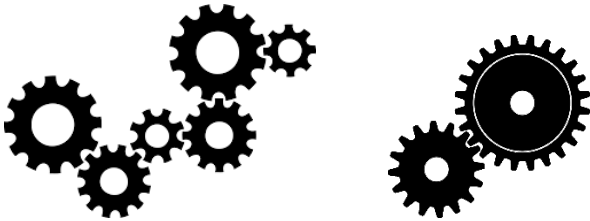
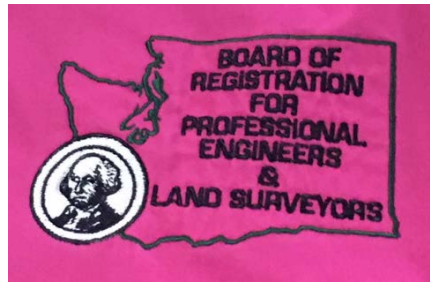
 State of Washington
Board of Registration for
Professional Engineers & Land Surveyors

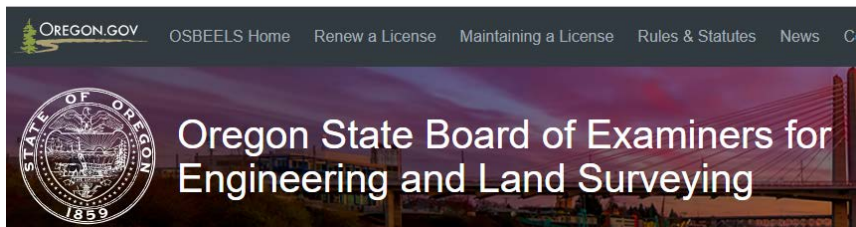


 **BRPELS**
Board of Registration for
Professional Engineers & Land Surveyors



**State of Washington
Board of Registration for
Professional Engineers & Land Surveyors**





Board Meeting

Tab 5

Old Business

- Review Prior Action Items List
- Outreach And Event Calendar
- Time on WABO Meeting Agenda (FYI)

Board of Registration for Professional Engineers and Land Surveyors

Board or Staff Assignments

Date Assigned	Action Item	Assigned To	Status	Due Date
10/18/18	Outreach Plan	Board Members	In Progress	
02/06/19	Peer review process - bullet points	Ms. Short	Completed	
4/25/19	Current case manager work sheet	Ms. Short	Completed	
6/20/19	Fall 2019 Board Journal <ul style="list-style-type: none"> • Message from the Chair • Executive Director Report • Q & A • Disciplinary Stats & Summaries • Exam Results • Calendar • Other Articles 	Mr. VanDe Wege Mr. Fuller All Ms. Short Ms. Cramer Ms. Gillespie All	In Progress	9/9/19
6/20/19	Investigation Status Report for each board member.	Ms. Short	Completed	
8/7/19	Send out 2016 draft outreach plan with M. Lund's comments	Mr. Fuller	Completed	
8/7/19	Update Mission Statement for signature at October board meeting	Ms. Gillespie	Completed	
8/7/19	Send list of rule amendments to board members	Ms. Gillespie	Completed	12/11/19
8/7/19	Board manual edits to board members for review	Staff	Pending	
10/24/19	Gather peer review processes from other states as well as from the Accountancy Board and create a new process for the Practice Committee.	Ms. Short	Completed	12/12/19
10/24/19	Investigation Status Report for next meeting	Ms. Short	Completed	12/12/19
10/24/19	List of rule amendments for next meeting.	Ms. Gillespie	Completed	12/12/19
8/7/19	2020 Board Meeting Schedule	Board Members	In Progress	10/24/19
10/24/19	Draft of revised peer review process to Practice Committee	Ms. Short	In Progress	12/12/19
10/24/19	Provide a description that delineates non-technical, administrative complaints that the Executive Director can review and close without case manager review.	Mr. Fuller Ms. Short	In Progress	12/12/19
10/24/19	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	Ms. Moretti	Completed (answer pending)	
10/24/19	2-hour Communication and Outreach Strategy Planning Session after committee meetings on December 11th	Ms. Moretti	Completed	
10/24/19	Develop questions regarding proposed legislation on monument preservation and email those to Mr. Warren and invite him to a future PC meeting for further discussion	Mr. Wengler Mr. Blaisdell	In Progress	

From: [Tara Jenkins](#)
To: [Moretti, Carmena \(BRPELS\)](#)
Subject: RE: Time on WABO Agenda?
Date: Thursday, November 21, 2019 12:04:52 PM
Attachments: [image001.png](#)
[image002.png](#)
[image004.png](#)

Hello Carmena,

I will send this request to our Board of Directors and see if there is interest. We do not have our next regular quarterly business meeting until Spring of 2020. I will let you know what the Board decides.

Tara

Tara Jenkins, Executive Director
Washington Association of Building Officials
PO Box 7310
Olympia, WA 98507
360-628-8669



Hi,

Ken, the Executive Director of the Board of Registration for Professional Engineers and Land Surveyors (BORPELS) asked me to reach out to see if there's time available at one of WABO's upcoming meetings for a Q & A session? He and Licensing Supervisor, Vonna Cramer, would be happy to talk about Polaris, the Department of Licensing's new system and its impacts to licensees. If you think this may be useful, let me know and we can work on scheduling maybe a half-hour or less? Thank!

Make it a Great Day!

Carmena Moretti

Executive Assistant

Board of Registration for Professional Engineers and Land Surveyors

carmena.moretti@brpels.wa.gov

(360) 664-1397

Board Meeting

Tab 6

Executive Director's Report

- Agency Operations
- Financial Report
- Travel
- Other Items

BORPELS Financial Status

Summary

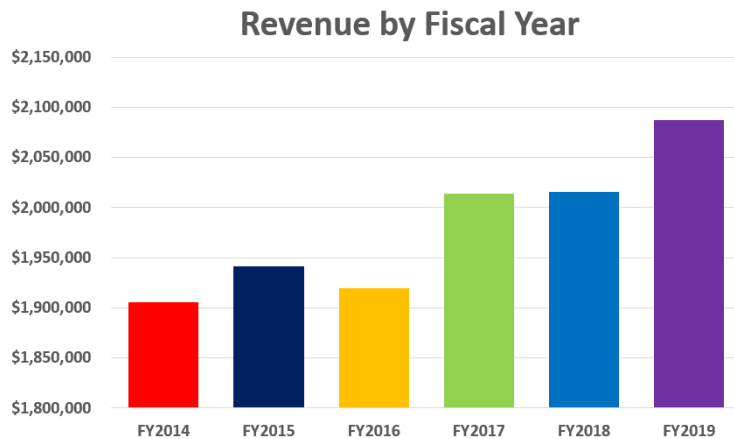
The Board of Registration for Professional Engineers and Land Surveyors (BORPELS) is in good financial condition. The agency faces significant one-time expenses in the current biennium, covering the period of July 1, 2019 through June 30, 2021, but it has sufficient funds in its operating account to cover these expenses. Additionally, strong licensing revenues are expected to help offset the impact of the expenses.

Revenue

Revenue from engineer and land surveyor license applications and renewals has steadily increased over the past six years. Results show that from fiscal year (FY) 2014 to FY 2019, revenue grew at an average rate of 1.84% per year.

Fiscal-year-to-date (FYTD) results for the current fiscal year, FY 2020, show that revenue has been strong and is roughly on pace with FY 2019. Revenue for the first four months of FY 2020 was \$717,724 vs. \$720,260 during the same period last year.

Current biennium revenue is projected at \$4.1 million. This figure is based on actual revenue earned in the prior biennium (FY 2018 + FY 2019). If FY 2020 revenue remains strong, the current biennium revenue projection may need to be increased.



* Chart shows that revenue has grown an average of 1.84% for period of FY2014 - FY2019.

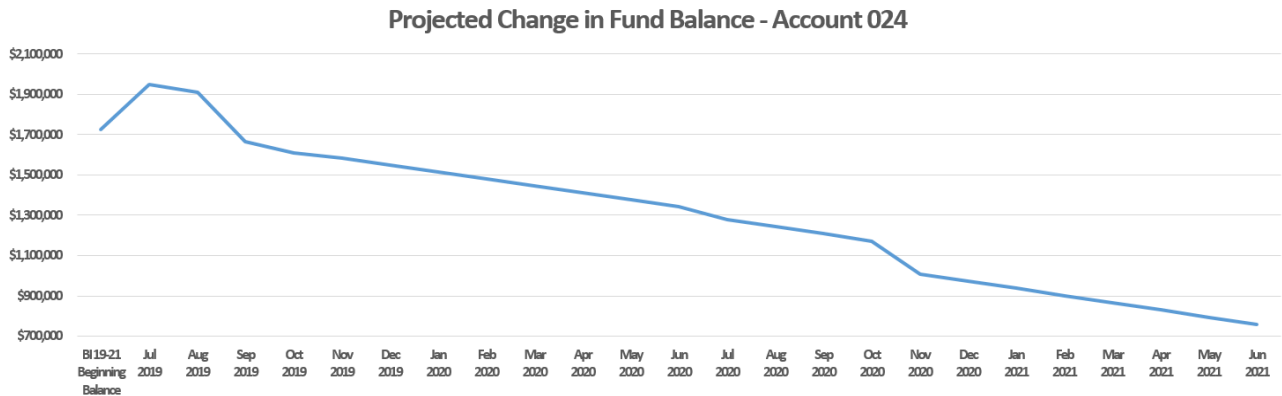
Expenses

Expenses are projected at about \$5 million for the current biennium, which is relatively high compared to prior fiscal years. This projected cost increase is due to one-time expenses, totaling about \$1.3 million, which are associated with implementation of a new licensing system, a possible agency relocation to another building, legal work to establish BORPELS as a new state agency, and other miscellaneous agency setup costs.

Fund Balance

As of October 31, 2019, BORPELS has a healthy fund balance of \$1,609,240 in its operating account - Account 024. Due to the one-time expenses discussed in the “Expenses” section above, the account balance is expected to decline to about \$760,000 by the end of the current biennium (June 30, 2021).

Next biennium, the balance of Account 024 is expected to stabilize, because revenues and expenses are expected to be approximately equal.



Conclusion

The long-term financial outlook for BORPELS is positive. The agency is expected to have sufficient resources to carry out its mission into the foreseeable future. Revenues are expected to remain strong, and expenses will likely decline next biennium.

**Board of Registration for Professional Engineers and Land Surveyors
BI 19-21 Projections
Fund - Operating Account**

		BI 19-21	Actual	Projected																			Projected	Projected		
Revenue Category		Revenue Allotments	Revenues through FM 04 Oct-2017	FM 05 Nov-2019	FM 06 Dec-2019	FM 07 Jan-2020	FM 08 Feb-2020	FM 09 Mar-2020	FM 10 Apr-2020	FM 11 May-2020	FM 12 Jun-2020	FM 13 Jul-2020	FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Rev. Total	Variance	
Licenses and Fees		4,100,000	717,724	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	4,100,000	0
Total Revenue		4,100,000	717,724	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	169,114	4,100,000	0
Expenses Category		Expense Allotments	Expenses through FM 04 Oct-2017	FM 05 Nov-2019	FM 06 Dec-2019	FM 07 Jan-2020	FM 08 Feb-2020	FM 09 Mar-2020	FM 10 Apr-2020	FM 11 May-2020	FM 12 Jun-2020	FM 13 Jul-2020	FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Exp. Total	Variance	
Salaries and Wages		821,380	74,190	27,967	35,050	35,050	35,050	35,050	35,050	35,050	35,050	36,080	36,080	36,080	36,080	36,080	36,080	36,080	36,080	36,080	36,080	36,080	36,080	36,080	780,465	40,915
Employee Benefits		280,420	25,905	9,383	11,784	11,784	11,784	11,784	11,784	11,784	11,784	12,180	12,180	12,180	12,180	12,180	12,180	12,180	12,180	12,180	12,180	12,180	12,180	12,180	263,936	16,484
Professional Service Contracts		0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0	0
Goods and Other Services		3,666,099	683,213	151,823	151,823	151,823	151,823	151,823	151,823	151,823	151,823	151,823	151,823	151,823	151,823	280,823	151,823	151,823	151,823	151,823	151,823	151,823	151,823	151,823	3,848,679	(182,580)
Travel		91,920	7,502	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	4,221	91,920	0
Capital Outlays		3,181	0	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	500	10,000	(6,819)
Sum:		4,863,000	790,810	193,894	203,378	203,378	203,378	203,378	203,378	203,378	203,378	204,804	204,804	204,804	204,804	333,804	204,804	204,804	204,804	204,804	204,804	204,804	204,804	204,804	4,994,999	(131,999)
Operating Transfers		Operating Transfers	Operating transfers through FM 04 Oct-2017	FM 05 Nov-2019	FM 06 Dec-2019	FM 07 Jan-2020	FM 08 Feb-2020	FM 09 Mar-2020	FM 10 Apr-2020	FM 11 May-2020	FM 12 Jun-2020	FM 13 Jul-2020	FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	Op. Trans. Total	Variance	
Operating Transfer Out			(44,000)									(29,000)													(73,000)	73,000
Total Net Operating Transfers		0	(44,000)	0	0	0	0	0	0	0	0	(29,000)	0	0	0	0	0	0	0	0	0	0	0	0	(73,000)	73,000
Fund Balance Projection		Rev Allotments - Exp	Rev - Exp through FM 04 Oct-2017	FM 05 Nov-2019	FM 06 Dec-2019	FM 07 Jan-2020	FM 08 Feb-2020	FM 09 Mar-2020	FM 10 Apr-2020	FM 11 May-2020	FM 12 Jun-2020	FM 13 Jul-2020	FM 14 Aug-2020	FM 15 Sep-2020	FM 16 Oct-2020	FM 17 Nov-2020	FM 18 Dec-2020	FM 19 Jan-2021	FM 20 Feb-2021	FM 21 Mar-2021	FM 22 Apr-2021	FM 23 May-2021	FM 24 Jun-2021	end of BI 19-21	Variance	
Net Income (Loss)	BI 19-21 Beginning Balance	(763,000)	(117,086)	(24,780)	(34,264)	(34,264)	(34,264)	(34,264)	(34,264)	(34,264)	(34,264)	(64,690)	(35,690)	(35,690)	(35,690)	(164,690)	(35,690)	(35,690)	(35,690)	(35,690)	(35,690)	(35,690)	(35,690)	(967,999)	(204,999)	
	\$	1,726,326	963,326	1,609,240	1,584,460	1,550,195	1,515,931	1,481,667	1,447,403	1,413,138	1,378,874	1,344,610	1,279,920	1,244,229	1,208,539	1,172,849	1,008,159	972,468	936,778	901,088	865,397	829,707	794,017	758,327	758,327	← Ending Fund Balance (projected)



NCEES

advancing licensure for
engineers and surveyors

P.O. Box 1686 (280 Seneca Creek Rd.), Clemson, SC 29633 USA T: (864) 654-6824 F: (864) 654-6033 NCEES.ORG

2019-20
BOARD OF DIRECTORS/OFFICERS

December 2, 2019

Dean Ringle, P.E., P.S.
President

Christopher Knotts, P.E.
President-Elect

James Purcell, P.E.
Past President

Timothy Rickborn, P.E.
Treasurer

Marlon Vogt, P.E.
Central Zone Vice President

Christopher Duhamel, P.E., P.S.
Northeast Zone Vice President

Timothy Lingerfelt, P.L.S.
Southern Zone Vice President

Brian Robertson, P.E.
Western Zone Vice President

David Cox
Chief Executive Officer

MEMORANDUM

TO: Member Board Administrators

FROM: David Cox, Chief Executive Officer

SUBJECT: Funded Delegate and Member Board Administrator Notification for the 2020 NCEES Zone Interim Meeting

The 2020 NCEES zone interim meeting will be held April 23-25 in Houston, Texas. A meeting summary is attached.

In accordance with NCEES policy, the Council will fund the lodging, travel expenses, and registration fees for three board members or associate members from each eligible member board. The Council will provide the same funding for the designated member board administrator (MBA) from each member board. When an MBA represents more than one board, the funding is for the designated MBA only and not for the assistant MBA or member board staff.

To qualify for this funding (up to three nights), designated delegates and MBAs must attend the business sessions on Friday, April 24 and Saturday, April 25. Please notify NCEES of your member board's funded delegates by completing and returning the attached form by **Wednesday, January 22**. Delegates will not be allowed to register or book travel until this form is received.

As required by the NCEES *Bylaws*, member board chairs must notify NCEES in writing on board letterhead by January 22 if an associate member is to be designated as the board's sole voting delegate. For boards that require authorization from the state, such designation may come from the agency director for that board.

Please provide contact information for the funded attendees, not the board office. When meeting registration opens in late January, NCEES will send an invitation to each funded attendee via email with meeting information and instructions for registering and making travel arrangements. NCEES will make the hotel reservations for all funded attendees based on information provided during registration.

For questions regarding NCEES-funded delegates, contact Sherrie Dyer at sdyer@ncees.org or 800-250-3196.

/ld
Attachment

**NCEES***advancing licensure for
engineers and surveyors*P.O. Box 1686 (280 Seneca Creek Rd.), Clemson, SC 29633 USA T: (864) 654-6824 F: (864) 654-6033 NCEES.ORG**NCEES Zone Interim Meeting Summary**

Location	Royal Sonesta Houston Galleria 2222 West Loop Houston, TX 77027
Meeting summary	The NCEES zone interim meetings are held each spring. This year, the four zones will meet together in Houston. The primary purpose of the meeting is for representatives from the member licensing boards to hear and discuss reports from the NCEES board of directors, CEO, standing committees, and task forces. The work of the committees and task forces results in motions that will be presented for Council vote at the annual meeting in August. Zone meeting delegates have the opportunity to ask questions and discuss possible annual meeting motions, and they are encouraged to take information back to their boards for further discussion. Additionally, delegates will provide individual board updates to their respective zones, and each zone will hold the following elections: <ul style="list-style-type: none"> • Central Zone—zone vice president and assistant vice president • Northeast Zone—zone secretary-treasurer • Southern Zone —zone secretary-treasurer • Western Zone—zone vice president and assistant vice president and NCEES president-elect nominee (election to be held at the annual meeting in August)
Meeting dates and agenda	April 23–25, 2020 The business meeting begins at 8:00 a.m. on Friday, April 24 and concludes at noon on Saturday, April 25. The awards luncheons will be held Saturday after the last business meeting. A draft business meeting agenda follows on the next page. A full schedule of events will be posted at www.ncees.org/zones when registration opens.
Registration fee	\$350 delegates Meals include Thursday’s welcome dinner; Friday’s breakfast, lunch, and dinner; and Saturday’s breakfast and awards luncheon.
Hotel room block rate	\$159/night for standard rooms The rate includes complimentary Internet access in the guest rooms. The rate does not include sales tax (currently 17 percent).
Travel and airport ground transportation	The Royal Sonesta is 28 miles from George Bush Intercontinental Airport and 16 miles from William P. Hobby Airport. There are several ground transportation options available from each airport, including shared-ride shuttles and taxi service. Instructions to book air travel will be available in individual invitations, and group transportation options will be posted at www.ncees.org/zones when registration opens in late January.
Hotel parking costs	Self-parking is discounted to \$12.99 per night (normally \$25.98) for meeting attendees. Valet parking is \$34 per night.
NCEES funding summary	The Council will fund the meeting registration, travel, and lodging expenses for up to three nights (April 23–25) for three delegates (members or associate members) from each board and each member board administrator. Following the meeting, each funded delegate will receive a \$275 check to cover expenses such as transportation to/from the airport, tips, travel meals, parking, and miscellaneous incidentals.

NCEES Zone Interim Meeting
Houston, Texas
April 23–25, 2020
Meeting Agenda (draft)

Thursday, April 23

3:00–6:00 p.m.	Registration
3:00–5:00 p.m.	Colonial States Boards of Surveyor Registration meeting
6:00–6:30 p.m.	First-time attendee receptions
6:30–9:00 p.m.	Welcome dinner

Friday, April 24

6:30–8:00 a.m.	Breakfast buffet
8:00–11:45 a.m.	Business session 1 <ul style="list-style-type: none">▪ Call to order▪ Pledge of Allegiance▪ Welcome and roll call of member boards▪ Introduction of guests and attendees▪ Review of schedule for the day▪ Appointment of Resolutions Committee▪ NCEES officer and CEO reports▪ NCEES committee and task force reports<ul style="list-style-type: none">○ Advisory Committee on Council Activities (ACCA)○ Committee on Education○ Committee on Examination Policy and Procedures (EPP)○ Committee on Examinations for Professional Engineers (EPE)○ Committee on Examinations for Professional Surveyors (EPS)○ Committee on Finances○ Committee on Law Enforcement○ Committee on Member Board Administrators (MBA)○ Committee on Uniform Procedures and Legislative Guidelines (UPLG)○ Special Committee on Bylaws○ Public Outreach Task Force
Noon–1:15 p.m.	Luncheon
1:30–2:30 p.m.	Business session 2 <ul style="list-style-type: none">▪ NCEES committee and task force reports (continued)
2:45–4:30 p.m.	Individual zone meetings <ul style="list-style-type: none">▪ Call to order▪ Approval of zone meeting minutes from NCEES annual meeting▪ Call for additional agenda items▪ Zone committee reports

- Site-Selection Committee
- Awards Committee
- Leadership Development Committee
- Nominating Committee (elections on Saturday morning)
 - Nominations for zone offices and candidate remarks
 - Central Zone: Vice president and assistant vice president
 - Northeast Zone: Secretary/treasurer
 - Southern Zone: Secretary/treasurer
 - Western Zone: Vice president and assistant vice president; NCEES president-elect nominee
 - Zone task force reports (if applicable)
 - Update on state activities

Evening

Dinner by zone

Saturday, April 25

6:30–8:00 a.m.

Breakfast buffet

8:00–9:30 a.m.

Breakout forums

- Engineers
- Law enforcement
- Member board administrators
- Surveyors

9:45–11:00 a.m.

Individual zone meetings

- Elections
 - Central Zone: Vice president and assistant vice president
 - Northeast Zone: Secretary/treasurer
 - Southern Zone: Secretary/treasurer
 - Western Zone: Vice president and assistant vice president; NCEES president-elect nominee
- Site-Selection Committee report
- Update on state activities (continued)
- Invitations to 2021 zone interim meetings

11:15 a.m.–noon

Business session 3

- Forum reports
- New business
- Resolutions Committee report
- Other
- Closing comments and adjournment

12:15–1:30 p.m.

Awards luncheons

**2020 NCEES ZONE INTERIM MEETING
FUNDED DELEGATE AND MBA NOTIFICATION FORM**



Fax or email to NCEES headquarters at 864-654-6033 or sdyer@ncees.org by **January 22, 2020**. ATTENTION: Sherrie Dyer

Licensing board name (state)	
-------------------------------------	--

To qualify for this funding

- Delegates and MBAs must attend the business sessions on Friday, April 24 and Saturday, April 25.
- Member boards must be in active status as defined in *Bylaws* Section 10.012.

Please select appropriate response

YES, our member board will appoint funded attendees as designated below.

NO, our member board will not appoint any funded attendees.

This is a revision to a previously submitted form.

Date and revision details: _____

Please provide contact information for the member board administrator and each funded delegate (not for the member board office). Information will be emailed directly to each delegate.

Member board administrator	Full name			
	Relationship to board	<input type="checkbox"/> Member board administrator (When an MBA represents more than one board, the funding is available for the designated MBA only and not for the assistant MBA or for member board staff.)		
	Email		Phone	
Funded Delegate 1	Full name			
	Relationship to board	<input type="checkbox"/> Member <input type="checkbox"/> Associate member		
	Email		Phone	
Funded Delegate 2	Full name			
	Relationship to board	<input type="checkbox"/> Member <input type="checkbox"/> Associate member		
	Email		Phone	
Funded Delegate 3	Full name			
	Relationship to board	<input type="checkbox"/> Member <input type="checkbox"/> Associate member		
	Email		Phone	

Member board administrator's signature		Date	
Printed name			
Form completed by			

Member board chairs must notify NCEES in writing on board letterhead by January 22 if an associate member is to be designated as the board's sole voting delegate. For boards that require authorization from the state, such designation may come from the agency director for that board.

Board Meeting

Tab 7

**Assistant Attorney
General's Report**

Board Meeting

Tab 8

Other Business

- Any Other Business
- Additional Public Comment
- Action Items from this Meeting
- Action Items for Next Meeting

Board Meeting

Tab 9

Adjourn Meeting