

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

Board Meeting

June 16, 2016

9:00 AM

The Conference Center at
SeaTac Airport, Seattle, WA

Board Meeting

Tab 1

Call to Order



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

**COMMITTEE MEETING SCHEDULES
 &
 ANNUAL BOARD MEETING AGENDA**

DATE: Committee Meetings – Wednesday, June 15, 2016
 Annual Board Meeting – Thursday, June 16, 2016

TIME: June 15, 2016 10:00 a.m.
 June 16, 2016 9:00 a.m.

LOCATION: The Conference Center at SeaTac International Airport
 17801 International Boulevard
 Seattle, WA 98518

ATTENTION: Board and Committee 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.

All meetings include lunch for board members. Guests may choose to join the board during lunch, but meals will not be provided for guests.

BOARD MEMBERS

Chun Lau, PE, SE, Chair	(Bellevue)
Nirmala Gnanapragasam, PhD, PE, Vice-Chair	(Shoreline)
Stephen Shrope, PE, SE	(Spokane)
Neil A. Norman, PE	(Richland)
James Wengler, PLS, CFedS	(Port Angeles)
Aaron Blaisdell, PLS	(Tacoma)
Ivan VanDeWege, PE	(Battle Ground)

STAFF MEMBERS

Michael Villnave, PE, Executive Director
 Shanán Gillespie, Regulatory Manager
 Jenni Lingle, Administrative Assistant
 Jill Short, Investigations Manager
 Vonna Rakestraw, Licensing Lead
 Julia Gambrel, Licensing Manager
 Elizabeth Lagerberg, AAG Advisor

COMMITTEE MEETING SCHEDULE
Wednesday, June 15, 2016

**Committee Reports are given under the Annual Board Meeting agenda item #3
*Committee Reports.***

Exam/Qualifications Committee (EQ) **10:00 a.m.**

Review of exam related subjects and application eligibility. Discuss on-site cut scores.
Committee: Mr. Norman, PE, Chair; Mr. Shrope, PE, SE; Mr. Blaisdell, PLS.
Board staff.
Report under #3.1

Practice Committee (PC) **10:00 a.m.**

Review of complaints, disciplinary actions, and questions on scope of practice.
Committee: Mr. Wengler, PLS, CFedS, Chair; Mr. VanDeWege, PE; Ms.
Gnanapragasam, PhD, PE.
Board staff.
Report under #3.2

Surveying Committee **Upon completion of PC and EQ Committees**

Review and development of policy or rules on land surveying.
Committee: Mr. Wengler, PLS, CFedS, Chair; Mr. Blaisdell PLS; Mr. VanDeWege, PE
Board staff.
Report under #3.3

Executive Committee **Upon completion of PC and EQ Committees**

Review of budget, travel, and staffing issues.
Committee: Chun Lau, PE, SE, Board Chair; Ms. Gnanapragasam, PhD, PE, Board
Vice-Chair
Board staff.
Report under #3.4

The full Board will reconvene for their Annual Meeting at 9:00 a.m., Thursday, June 16, 2016.

ANNUAL BOARD MEETING AGENDA

Thursday, June 16, 2016

OPEN SESSION 9:00 AM

1. Call to Order

1.1. Introductions

EXECUTIVE SESSION: The Board Chair will open the meeting with introductions of board members, staff, and visitors. The chair will then 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 short break to announce and invite visitors to *Open Session*.

OPEN SESSION RECONVENES

- 1.2 Order of agenda
- 1.3 Approval of draft minutes: April 19, 2016
- 1.4 Review communications
 - 1.4.1 NCEES Exam Updates
- 1.5 Public comment opportunity

2. Disciplinary Actions

- 2.1. New board orders
 - 2.1.1 14-03-0005 & 14-03-0013
- 2.2 Disciplinary report
- 2.3 Complaints summary
- 2.4 Compliance report
- 2.5 Recommended closures
 - 2.5.1 2013-06-0001

3. Committee Reports

- 3.1 Exam / Qualifications Committee
- 3.2 Practice Committee
- 3.3 Surveying Committee
- 3.4 Executive Committee

4. Old Business

- 4.1 Review prior action items list
 - 4.1.1 Open committee policy
- 4.2 Outreach and event calendar
 - 4.2.1 NCEES Western Zone meeting report
 - 4.2.2 WABO planning update

5. Executive Director's Report

- 5.1. Program operations
- 5.2. Travel
- 5.3. Other items

6. Assistant Attorney General's report**7. New Business**

7.1 Election of officers

8. Other Business

8.1 Action items from this meeting

8.2 Agenda items for next meeting

8.3 Any other business

9. Adjourn Meeting



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

DATE: April 19, 2016

TIME: 8:00 am

LOCATION: Red Lion Hotel
 Olympic Room
 2300 Evergreen Park Dr. SW
 Olympia, WA 98502

BOARD MEMBERS

Chun Lau, PE, SE, Chair	(Bellevue)
Nirmala Gnanapragasam, PhD, PE, Vice-Chair	(Shoreline)
Ivan VanDeWege, PE	(Battle Ground)
Neil A. Norman, PE	(Richland)
James Wengler, PLS, CFedS	(Port Angeles)
Aaron Blaisdell, PLS	(Tacoma)

ABSENT

Stephen Shrope, PE, SE	(Spokane)
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STAFF MEMBERS

Michael Villnave, PE, Executive Director	(360) 664-1565
Shanan Gillespie, Regulatory Boards Program Mgr	(360) 664-1570
Autumn Dryden, Executive Assistant	(360) 664-1567
Jennifer Lingle, Administrative Assistant	(360) 664-1564
Vonna Rakestraw, Licensing Lead	(360) 664-1573
Jill Short, Investigations & Compliance Mgr	(360) 664-1561
Julia Gambrel, Licensing Manager	(360) 664-6557
Jim McDonnell, Licensing Representative	(360) 664-1568
Lorin Doyle, Administrator	(360) 664-1386
Elizabeth Lagerberg, AAG Advisor	(360) 753-6987

GUESTS

Sam Mutt
 Sharon Zimmerman
 John Rothlin
 Charles Pearson

SPECIAL BOARD MEETING MINUTES
April 19, 2016

OPEN SESSION**1. Call to Order 12:30 pm**

1.1. Introductions

Board members, staff, and guests introduced themselves.

EXECUTIVE SESSION: Mr. Lau, PE, SE, Board Chair, called the meeting to order at 12:30 pm. He then announced the purpose and estimated duration for *Executive Session*. No formal actions were taken during *Executive Session*. At the conclusion of *Executive Session*, the Board took a short break and invited visitors back for *Open Session*.

OPEN SESSION RECONVENES

1.2 Order of agenda

The order of the agenda was amended as follows:

- Added item 2.5 – recommended case closure, 15-08-0003

MOTION: Ms. Gnanapragasam made a motion to approve the agenda as amended. Mr. Blaisdell seconded the motion and it passed.

1.3 Approval of draft minutes: February 4, 2016 & March 10, 2016

The February 4, 2016 were amended as follows:

- The total cases reviewed by the Practice Committee was changed from 1 to 10.

MOTION: Mr. Blaisdell made a motion to approve the February 4, 2016 minutes as amended. Mr. VanDeWege seconded the motion and it passed.

MOTION: Mr. Norman made a motion to approve the March 10, 2016 minutes as presented. Ms. Gnanapragasam seconded the motion and it passed.

1.4 Review communications

1.4.1 Nominations for NCEES Western Zone Vice President

The board reviewed the nominations for NCEES Western Zone Vice President.

MOTION: Mr. Norman made a motion the board cast a unanimous ballot for Mr. Lau. Mr. Blaisdell seconded the motion and it passed.

1.5 Public comment opportunity

Ms. Zimmerman thanked the board for having the opportunity for public comment on the agenda.

2. Disciplinary Activity

2.1 New board orders

2.1.1 Order 14-09-0004 – Robert B. Bittner, PE

The respondent was charged with unprofessional conduct for practicing with an expired license. The agreed order imposed the following sanctions:

- Within 30 days of the effective date of the agreed order, the respondent shall notify his clients that his license was expired at the time he stamped and signed engineering plans and provide a copy of the correspondence to the board.
- Within 30 days of the effective date of the agreed order, the respondent shall, at his own expense, reissue the engineering plans to his clients and notify the Board when completed.
- Within 60 days of the effective date of the agreed order, the respondent shall pay a fine to the board in the amount of \$2,000.

MOTION: Ms. Gnanapragasam made a motion to accept the agreed order as presented. Mr. Wengler seconded the motion and it passed. Mr. VanDeWege abstained.

2.1.2 Order 15-01-0001 – Donald Ray Nielsen, PE

The respondent was charged with unprofessional conduct for practicing with an expired license. The agreed order imposed the following sanctions:

- Within 30 days of the effective date of the agreed order, the respondent shall notify his clients that his license was expired at the time he stamped and signed engineering plans and provide a copy of the correspondence to the board.
- Within 90 days of the effective date of the agreed order, the respondent shall, at his own expense, reissue the engineering plans to his clients and notify the Board when completed.
- The respondent shall pay a fine to the board in the amount of \$2,500 in five monthly installments.

MOTION: Mr. Blaisdell made a motion to accept the agreed order as presented. Mr. VanDeWege seconded the motion and it passed. Ms. Gnanapragasam abstained.

- 2.2 Disciplinary report
Packet item only; no action.
- 2.3 Complaints summary
Packet item only; no action.
- 2.4 Compliance report
Packet item only; no action
- 2.5 Case 15-08-0003 recommended for closure
Mr. Wengler recommended the case be closed.

MOTION: Mr. VanDeWege made a motion to accept the case manager's recommendation for closure. Ms. Gnanapragasam seconded the motion and it passed. Mr. Wengler abstained.

3. Committee Reports

- 3.1 Exam / Qualifications Committee
Mr. Norman delivered the committee's report.

Professional Engineer comity with background issues:

<u>1</u>	Reviewed
<u>1</u>	Approved

Professional Engineer comity with special circumstances:

<u>1</u>	Reviewed
<u>1</u>	Not approved

Structural Engineer comity:

<u>2</u>	Reviewed
<u>1</u>	Approved
<u>1</u>	Not approved

Committee actions Items:

Board/staff will consider how to license individuals that are not licensed by an NCEES member board, but have taken and passed the NCEES FE & PE exams.

Board/staff will review law/rule language pertaining to specialty SE licensure (cell towers, bridges etc.).

Staff will consider putting current policy & application language into WAC regarding structural licensure (possibly add definitions of significant structures).

MOTION: Ms. Gnanapragasam made a motion to accept the Exam/Qualifications Committee report. Mr. Wengler seconded the motion and it passed.

3.2 Practice Committee

Mr. Wengler delivered the committee's report.

Total cases reviewed by the committee:

12 cases

Total cases opened by the committee:

2 cases

Total cases tabled for review until next meeting

0 case

Total cases not opened by the committee:

10 cases

Mr. Wengler reported there are currently four individuals in compliance monitoring. Of those four, one is in compliance, one has filed a petition for Judicial Review by the Whatcom County Superior Court, and the board has had no contact from two.

MOTION: Mr. Blaisdell made a motion to accept the Practice Committee report. Mr. VanDeWege seconded the motion and it passed.

3.3 Survey Committee

Mr. Wengler reported that once the Board's outreach guideline document is completed, the committee will develop an outreach plan to discuss issues that stakeholders and registrants may have with the definition of land surveying as written in RCW 18.43.020(9).

Mr. Wengler discussed the need to put "disclaimers" on Journal articles written by board members, identifying their opinions as their own, not the boards.

Action Item: Mr. Blaisdell will draft a letter regarding the withdrawal of the CR101 to be used as outreach.

Action Item: Staff will insert a disclaimer statement in the journal to indicate that articles written by board members are the opinion of the board member and not necessarily the opinion of the board.

3.4 Executive Committee

Mr. Lau reported the committee discussed whether or not to have committees as open or closed meetings. The Executive Committee recommends the

committee meetings remain open followed by a closed session to discuss complaints, applications, and other confidential information. Guests would be welcome during the open session. The Executive Committee would remain a closed meeting.

Action Item: Staff will draft a policy regarding open and closed committees.

MOTION: Mr. Norman made a motion staff draft a policy regarding open and closed committee meetings. Mr. Wengler seconded the motion and it passed.

Mr. Villnave shared the budget report and noted that due to the \$500,000 fund sweep, staff would not be seeking a temporary partial suspension of licensing fees at this time.

Action Item: Staff will check the number of incoming applications to help determine the board's estimated revenue.

Mr. Villnave shared staffing changes with the board and introduced existing staff who are now supporting the Board of Registration of Professional Engineers & Land Surveyors.

Action Item: Staff will share a summary of staff and duties at the August board meeting.

4. New Business

4.1. Scope of practice question from Washington On-Site Sewage Association (WOSSA)

Ms. Short presented a question sent by email from the Washington On-site Sewage Association (WOSSA) asking whether the replacement of tank components under a permitted repair of a previously approved OSS system should be done by a licensed designer. A response from a former On-site Advisory Board member was included with the meeting materials. The board discussed the issue and agreed with the On-site Advisory Board member's response to the question.

MOTION: Mr. Wengler made a motion staff send a letter from the board to WOSSA concurring with the on-site advisory board member's response. Mr. Blaisdell seconded the motion and it passed.

Action Item: Staff will draft a response to WOSSA's question indicating the board agrees with the On-Site Advisory Board member's opinion and defers to local jurisdictions. Ms. Lagerberg will review the letter.

4.2. NCEES Annual Meeting – August 24-27, 2016 in Indianapolis, IN

The board discussed the 2016 NCEES Annual Meeting and decided to send four board members and two board staff. Two board members will be funded

by NCEES, one board member will receive funding as a new member attending for the first time, and the last board member will be funded by the board.

Action Item: Mr. Villnave and Ms. Lingle will prepare a memo requesting department approval to attend the 2016 NCEES Annual Meeting.

4.3. Nominating Committee

Mr. Lau recommended Mr. VanDeWege and Mr. Blaisdell form the nominating committee for board officers. Ms. Gnanapragasam may participate as an ex-officio member. All board members concurred.

5. Old Business

5.1 Outreach and event calendar

The board reviewed and discussed past and upcoming outreach opportunities.

5.2 Review prior action items list

The board reviewed and discussed the master action items list.

6. Executive Director's Report

6.1 Program operations

Mr. Villnave shared that the staff move from the second floor of their office building to the first floor is complete.

As requested by the Board, staff prepared a statistical analysis of pass rates of Washington candidates for the NCEES Structural 16 hour exam since April 2011.

6.2 Travel

Ms. Short and Ms. Gillespie are attending the NCEES Western Zone meeting in Anchorage, AK May 19-21, 2016 in Mr. Villnave's place.

6.3 Other items

No business.

7. Assistant Attorney General's report

No business.

8. Other Business

8.1 Action items from this meeting

Action items were reviewed and will be added to the master action items list.

8.2 Agenda items for next meeting

No agenda items were identified for the next board meeting.

8.3 Any other business

No business.

9. Adjourn Meeting 2:36 pm

Next meeting: June 15, 2016 – Committee Meetings
June 16, 2016 – Regular Board Meeting
Conference Center at SeaTac, SeaTac Airport

Respectfully submitted:

Michael Villnave, Executive Director

MEMO

DATE: May 16, 2016

TO: Member Board Administrators and Testing Services

FROM: Tim Miller, P.E., Director of Examination Services

RE: Notice of Future Changes to NCEES Exams and Supporting Materials

This letter provides Member Boards and testing services with the 1-year notice required by the NCEES *Manual of Policy and Position Statements*, Exam Development Policy (EDP) 9.

April 2017 Exam Changes

- **PE Mechanical Engineering** — The PE Mechanical Engineering exam has new specifications starting in April 2017. The specifications are attached and will not be posted on the NCEES website until after the October 2016 administration. Starting with the April 2017 administration, the PE Mechanical exam will no longer be a “breadth and depth” exam. It will become three distinct, separate exams:
 - **PE Mechanical** – HVAC and REFRIGERATION
 - **PE Mechanical** – MACHINE DESIGN and MATERIALS
 - **PE Mechanical** – THERMAL and FLUID SYSTEMS
- **PE Chemical Engineering** — The PE Chemical Engineering exam will be administered in pencil-and-paper format for the last time in April 2017. The exam will be converted to a computer-based test after that, with the first appointments available in January, 2018.
- **Structural 16-hour** — The Structural 16-hour exam will have revised design standards starting in April 2017. The standards are attached and will be posted on the NCEES website after the October 2016 exam. To avoid confusing the examinees, please do not publish or distribute these standards until after the October 2016 administration.
- **PE Civil** — The PE Civil exam will have revised design standards for the Civil Structural module starting in April 2017. The standard is attached and will be posted on the NCEES website after the October 2016 exam. To avoid confusing the examinees, please do not publish or distribute the standard until after the October 2016 administration.

October 2016 Exam Changes

As a reminder, the following changes are in place for the October 2016 exam administration.

- **PE Mining and Mineral Processing** — The PE Mining and Mineral Processing exam has new specifications starting in October 2016. The specifications are posted on the NCEES website.

- **Principles and Practice of Surveying (PS)** — The PS exam will be administered in computer-based testing (CBT) format with the first appointments available on Monday, October 3, 2016. CBT registration for the PS exam will begin in mid-June 2016.

October 2016 NCEES Registration Deadlines

- **Fall 2016 Exam Dates** — The fall exams will be administered on **October 28 and 29, 2016**. The PE exams and the Vertical Forces component of the SE exam will be administered only on Friday, October 28. The Lateral Forces component of the SE exam will be administered only on Saturday, October 29.
- **Fall 2016 Registration** — Registration for the fall exams will open on **June 20, 2016**, and close for examinees at 3:00 p.m. eastern time on **September 1, 2016**. The deadline for boards/testing services to mark candidates approved and confirm shipping information is 3:00 p.m. eastern time on **September 15, 2016**. To meet the fulfillment and shipping requirements, we cannot add candidates after this time.
- **Special Accommodations** — All requests for testing accommodations must be submitted through the E3 system by the registration deadline of **September 1, 2016**. These include accommodations for ADA and religious reasons and for active military service. More information about special accommodations is posted on the NCEES website. Member boards/testing services must provide all override information for approved ADA and religious accommodations to ensure that correct information is shown on a candidate's exam authorization.
- **Exam Shipping** — The earliest day an exam order will be delivered to a site is **October 10**. The last day an exam order will be delivered to a site is **October 24**. Inventory must be completed by **October 25**. Any request for deviations from the schedule must be submitted to Bob Whorton, P.E., Manager of Compliance and Security, at bwhorton@ncees.org. A packing list identifying the exam booklet serial numbers will be included with each shipment. Discrepancies between the packing list and the actual contents of the boxes should be reported to Bob Whorton at bwhorton@ncees.org as soon as they are found.

If you have any questions about these changes or require additional information, please contact me at tmiller@ncees.org.

C: NCEES Board of Directors
Dave Whitman, Ph.D., P.E., EPE Chair
Georg Murgel, Ph.D., P.E., EPE Vice-Chair
Lisa Hanni, L.S., EPS Chair
Joe Flynn, L.S., EPS Vice-Chair
Jerry Carter, Chief Executive Officer
Davy McDowell, P.E., Chief Operating Officer
Steven Matthews, Chief Technology Officer
Bob Whorton, P.E., Manager of Compliance and Security
Ashley Cheney, Manager of Exam Publications
Keri Anderson, Manager of Corporate Communications

**NCEES Principles and Practice of Engineering Examination
MECHANICAL—HVAC AND REFRIGERATION Exam Specifications**

Effective beginning with the April 2017 Examinations

- The exam is an 8-hour open-book exam. It contains 40 multiple-choice questions in the 4-hour morning session, and 40 multiple-choice questions in the 4-hour afternoon session. Examinee works all questions.
- The exam uses U.S. Customary System (USCS) units.
- Sea level conditions apply unless otherwise noted.
- The exam is developed with questions that will require a variety of approaches and methodologies, including design, analysis, and application.
- The knowledge areas specified as examples of kinds of knowledge are not exclusive or exhaustive categories.

	Approximate Number of Questions
I. Principles	32
A. Basic Engineering Practice	4
1. Units and conversions	
2. Economic analysis	
3. Electrical concepts (e.g., power consumption, motor ratings, heat output, amperage)	
B. Thermodynamics	4
1. Cycles	
2. Properties	
3. Compression processes	
C. Psychrometrics (e.g., sea level, 5,000-ft elevation)	8
1. Heating/cooling processes	
2. Humidification/dehumidification processes	
D. Heat Transfer	7
E. Fluid Mechanics	4
F. Energy/Mass Balances	5
II. Applications	48
A. Heating/Cooling Loads	8
B. Equipment and Components	18
1. Cooling towers and fluid coolers	
2. Boilers and furnaces (e.g., efficiencies, fuel types, combustion)	
3. Heat exchangers (e.g., shell and tube, plate and frame)	
4. Condensers/evaporators (e.g., chillers, variable refrigerant flow, heat pumps)	
5. Pumps/compressors/fans (e.g., laws, efficiency, selection)	
6. Cooling/heating coils	

7. Control systems components (e.g., valves, dampers)
 8. Refrigerants (e.g., properties, types)
 9. Refrigeration components (e.g., expansion valves, accumulators)
- C. Systems and Components 18
1. Air distribution (e.g., air handlers, duct design, system type, terminal devices)
 2. Fluid distribution/piping (e.g., hydronic, oil, fuel gas, compressed air, steam, system type)
 3. Refrigeration (e.g., food storage, cooling and freezing)
 4. Energy recovery (e.g., enthalpy wheels, heat pipes, run-around systems)
 5. Basic control concepts (e.g., economizer, temperature reset)
- D. Supportive Knowledge 4
1. Codes and standards
 2. Air quality and ventilation (e.g., filtration, dilution)
 3. Vibration control (e.g., transmission effect, isolation)
 4. Acoustics (e.g., sound control, absorption, attenuators, noise-level criteria)

**Principles and Practice of Engineering Examination
 MECHANICAL—MACHINE DESIGN AND MATERIALS Exam Specifications**

Effective Beginning with the April 2017 Examinations

- The exam is an 8-hour open-book exam. It contains 40 multiple-choice questions in the 4-hour morning session, and 40 multiple-choice questions in the 4-hour afternoon session. Examinee works all questions.
- The exam uses both the International System of units (SI) and the U.S. Customary System (USCS).
- The exam is developed with questions that will require a variety of approaches and methodologies, including design, analysis, and application.
- The knowledge areas specified as examples of kinds of knowledge are not exclusive or exhaustive categories.

	Approximate Number of Questions
I. Principles	40
A. Basic Engineering Practice	9
1. Engineering terms, symbols	
2. Interpretation of technical drawings	
3. Quality assurance/quality control (QA/QC)	
4. Project management and economic analysis	
5. Units and conversions	
6. Design methodology (e.g., identifying requirements, risk assessment, verification/validation)	
B. Engineering Science and Mechanics	10
1. Statics	
2. Kinematics	
3. Dynamics	
C. Material Properties	8
1. Physical (e.g., density, melting point, optical)	
2. Chemical (e.g., corrosion, alloys, oxidation)	
3. Mechanical	
a. Time-independent behavior (e.g., modulus, hardness, thermal expansion)	
b. Time-dependent behavior (e.g., creep, viscoelastic, thermal conductivity)	
D. Strength of Materials	10
1. Stress/strain (e.g., tension, compression)	
2. Shear	
3. Bending	
4. Buckling	
5. Torsion	

6. Fatigue	
7. Failure theories (e.g., Von Mises, maximum shear stress)	
E. Vibration	3
1. Natural frequencies (e.g., linear, bending, torsional) and acoustics	
2. Damping (e.g., frequency, damping ratio, critical damping)	
3. Forced vibrations (e.g., magnification factor, transmissibility, balancing, isolation)	
II. Applications	40
A. Mechanical Components	18
1. Pressure vessels and piping (e.g., thick/thin wall)	
2. Bearings (e.g., types, lubrication analysis, life-load analysis)	
3. Gears (e.g., types, speed analysis, force analysis)	
4. Springs (e.g., types, force analysis, fatigue analysis)	
5. Dampers (e.g., types, selection)	
6. Belt, pulley and chain drives (e.g., types, force analysis)	
7. Clutches and brakes (e.g., types, torque/force analysis)	
8. Power screws (e.g., types, lifting and lowering torque, locking conditions)	
9. Shafts and keys (e.g., torsion, bending, static/fatigue failure, stress risers)	
10. Mechanisms (e.g., linkages, cams, slider crank, levers, force analysis, kinetic analysis)	
11. Basic mechatronics (e.g., electromechanical interfaces, sensors, basic circuits, basic controls)	
12. Hydraulic and pneumatic components (e.g., pumps, cylinders, presses)	
13. Motors and engines (e.g., energy conservation, efficiency)	
B. Joints and Fasteners	12
1. Welding and brazing (e.g., types, symbols, stress analysis)	
2. Bolts, screws, rivets (e.g., grade/class selection, preload, fastener group force analysis)	
3. Adhesives (e.g., types, analysis)	
C. Supportive Knowledge	10
1. Manufacturing processes (e.g., machining, molding, heat treatment)	
2. Fits and tolerances	
3. Codes and standards	
4. Computational methods and their limitations (e.g., FEA, CAE)	
5. Testing and instrumentation	

**NCEES Principles and Practice of Engineering Examination
MECHANICAL—THERMAL AND FLUID SYSTEMS Exam Specifications**

Effective Beginning with the April 2017 Examinations

- The exam is an 8-hour open-book exam. It contains 40 multiple-choice questions in the 4-hour morning session, and 40 multiple-choice questions in the 4-hour afternoon session. Examinee works all questions.
- The exam uses both the International System of units (SI) and the U.S. Customary System (USCS).
- The exam is developed with questions that will require a variety of approaches and methodologies, including design, analysis, and application.
- The knowledge areas specified as examples of kinds of knowledge are not exclusive or exhaustive categories.

	Approximate Number of Questions
I. Principles	32
A. Basic Engineering Practice	6
1. Engineering terms, symbols, and technical drawings	
2. Economic analysis	
3. Units and conversions	
B. Fluid Mechanics	6
1. Fluid properties (e.g., density, viscosity)	
2. Compressible flow (e.g., Mach number, nozzles, diffusers)	
3. Incompressible flow (e.g., friction factor, Reynolds number, lift, drag)	
C. Heat Transfer Principles (e.g., convection, conduction, radiation)	6
D. Mass Balance Principles (e.g., evaporation, dehumidification, mixing)	4
E. Thermodynamics	6
1. Thermodynamic properties (e.g., enthalpy, entropy)	
2. Thermodynamic cycles (e.g., Combined, Brayton, Rankine)	
3. Energy balances (e.g., 1st and 2nd laws)	
4. Combustion (e.g., stoichiometrics, efficiency)	
F. Supportive Knowledge	4
1. Pipe system analysis (e.g., pipe stress, pipe supports, hoop stress)	
2. Joints (e.g., welded, bolted, threaded)	
3. Psychrometrics (e.g., dew point, relative humidity)	
4. Codes and standards	

II. Hydraulic and Fluid Applications	24
A. Hydraulic and Fluid Equipment	15
1. Pumps and fans (e.g., cavitation, curves, power, series, parallel)	
2. Compressors (e.g., dynamic head, power, efficiency)	
3. Pressure vessels (e.g., design factors, materials, pressure relief)	
4. Control valves (e.g., flow characteristics, sizing)	
5. Actuators (e.g., hydraulic, pneumatic)	
6. Connections (e.g., fittings, tubing)	
B. Distribution Systems (e.g., pipe flow)	9
III. Energy/Power System Applications	24
A. Energy/Power Equipment	8
1. Turbines (e.g., steam, gas)	
2. Boilers and steam generators (e.g., heat rate, efficiency)	
3. Internal combustion engines (e.g., compression ratio, BMEP)	
4. Heat exchangers (e.g., shell and tube, feedwater heaters)	
5. Cooling towers (e.g., approach, drift, blowdown)	
6. Condensers (e.g., surface area, materials)	
B. Cooling/Heating (e.g., capacity, loads, cycles)	6
C. Energy Recovery (e.g., waste heat, storage)	5
D. Combined Cycles (e.g., components, efficiency)	5

Board Meeting

Tab 2

Disciplinary Activity

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

In the Matter of the License to Practice as a
Professional Land Surveyor of:

Richard Steven Russum, PLS

Respondent.

License #41966

NO. 14-01-0005 & 14-03-0013

**STIPULATED FINDINGS OF FACT,
CONCLUSIONS OF LAW, AND
AGREED ORDER**

The Washington State Board of Registration for Professional Engineers and Land Surveyors ("Board"), by and through Meg McCann, Prosecuting Assistant Attorney General, and Richard Steven Russum ("Respondent"), stipulate and agree to the following:

**Section 1
BACKGROUND**

- 1.1** Richard Steven Russum, Respondent, holds/held a license to practice as a professional land surveyor. Respondent's license number is 41966.
- 1.2** The Respondent's license to practice is due to expire on July 22, 2016.
- 1.3** On January 20, 2016, the Board issued a Statement of Charges against the Respondent alleging that the Respondent violated the following: **RCW 18.43.105(2), (5) & (10), RCW 18.235.130(4), (8) & (11), WAC 196-09-110, WAC 196-27A-20(1)(a), (b), (d), (e) & (f), (2)(a), (b), (g) & (h), (3)(c), and (4)(a), WAC 196-27A-030(4), (5), (6), (7), (8) & (16), , RCW 58.09.040(1)(a), (b), (c), (d) and (2) and WAC 196-29-110.**

**Section 2
PROCEDURAL STIPULATIONS**

- 2.1** The Respondent understands that the Board is prepared to proceed to a hearing on the allegations in the Statement of Charges.
- 2.2** The Respondent understands that he has the right to defend himself against the allegations in the Statement of Charges by presenting evidence at a hearing.

2.3 The Respondent understands that, should the Board prove at a hearing the allegations in the Statement of Charges, the Board has the power and authority to impose sanctions, including fines, pursuant to RCW 18.235.110 and/or RCW 18.43.110.

2.4 The Respondent and the Board agree to expedite the resolution of this matter by means of this Stipulated Findings of Fact, Conclusions of Law, and Agreed Order ("AGREED ORDER").

2.5 The Respondent waives the opportunity to present evidence at a hearing on the Statement of Charges contingent upon signature and acceptance of this Agreed Order by the Board.

2.6 This AGREED ORDER is not binding on any party unless and until it is signed and accepted by the Board. Should this Agreed Order be rejected, the Respondent waives any objection to the participation at a hearing of all or some of the Board members who considered the Agreed Order. The exception is Board Member Aaron Blaisdell, PLS, Case Manager for this matter, who is recused from participating as a presiding or reviewing officer in an adjudicative hearing on this matter.

2.7 Once this AGREED ORDER is signed by the Board, the Respondent waives any and all right to judicial review and/or reconsideration by the Board.

Section 3 STIPULATED FACTS

The Respondent acknowledges that evidence is sufficient to justify the following findings of fact:

#14-01-0005

3.1 Respondent was hired by Ms. Willie Stewart to perform a survey for a boundary line adjustment of a 0.2 acre parcel in West Richland that she was intending to purchase. Respondent was paid a retainer of \$750.00 (total proposal was \$1500) in August of 2012. Subsequently, Respondent performed some minor field work but as of December 2013, he had failed to complete the contracted work. In addition, he failed to provide information to the client when requested and failed to explain delays. The 16 month delay jeopardized the client's intended land purchase and forced the client to hire another surveyor.

3.2 The complaint by Ms. Stewart against the Respondent was received January 27, 2014. By letter from the Board investigator dated January 30, 2014, the Respondent was notified of the complaint

and asked to provide a response by February 14, 2014, including a detailed response to the allegations, copies of the survey referred to in the complaint, copies of Records of Surveys for the adjoining properties, copies of all reference data (recordings, underlying records) shown on the Records of Survey, copies of the county assessors map/parcel map, copies of subject property and surrounding property legal descriptions and deeds, copies of data supplied by the complainant or others, information on any court actions or judgments on the issue, and any other information or data relating to the case. Respondent was also requested to provide a log of required Professional Development Hours (PDH) from July 2010 to present, including the date of activity, description of activity, name of instructor/presenter (if applicable), location of activity, number of PDH claimed, and the period to which the PDH applied. On February 24, 2014, after no response was received, a Board investigator called Respondent about the information. Respondent affirmed in a phone call with the Board investigator that he would provide information responding to the complaint and the PDH data within two weeks. As of March 26, 2014, no information was received. On May 5, 2014, the Board investigator sent by email a letter to Respondent, reminding him that his response was required. Information from Respondent was received by email on May 12, 2014, attaching files related to Ms. Stewart's complaint and explaining "when she called and told me she was not happy with how long it was tak[ing] I returned her all monies she had paid in[.] I thought that was the end of it[.] [W]e did not set any corners[;] all we have is the initial research for the project. [I]f you need anything else please give me a call and I will see that you get it right a way[.]" Respondent did not at that time provide any information relating to his PDH compliance.

3.3 On June 24, 2014, the Board investigator sent a letter to the Respondent notifying him that an investigation was opened concerning Ms. Stewart's complaint. The letter requested further records concerning Ms. Stewart's allegations, requested an interview, and reminded Respondent that he was still required to submit his PDH log. Respondent agreed to an interview, which was conducted on July 22, 2014. The Board investigator sent an email to Respondent on July 10, 2014, to confirm the interview, and stating in pertinent part: "Remember to bring all the requested information to the meeting." At the interview on July 22, 2014, Respondent brought a PDH log with the last activity date in May 2012.

Respondent admitted that he was “missing this year’s and part of last year’s” PDH and “did not realize [he] was that behind in hours.” To date, Respondent has not provided proof of his PDH for periods postdating May 2012.

3.4 On July 10, 2014, Respondent falsely affirmed when submitting an online license renewal application to the Board that he has “complied with the requirements for continuing professional development as provided in RCW 18.43.080(2) and WAC 196-16-100 to 196-16-160.” Respondent has failed to complete 15 PDH for each year after 2012.

#14-03-0013

3.5 In his capacity as a professional land surveyor, Respondent performed a survey in 2010 for Farmland Management Services, Inc. Said survey included portions of Sections 1, 2, 10, 11, 12, 13, 14 & 15, Township 22 North, Range 33 East and Section 18, Township 22 North, Range 34 East, all in Lincoln County, Washington. The survey was not recorded, and the Respondent failed to respond to multiple inquiries by another licensed land surveyor about the project.

3.6 The unrecorded survey contained several substantive errors. In the course of the Board investigation, the Respondent amended the original map from 2010 and submitted it to the Board investigator with a new title including the phrase “Record of Survey.” The Amended Record of Survey (AROS) was provided by Respondent by email to the Board investigator on May 1, 2014. The email stated in pertinent part: “I have prepared a Record of Survey for recording as I should have done back then. I have no excuse for not following through with it.”

3.7 As of the issuance of these charges, despite statements by the Respondent to the Board investigator that the survey was submitted to the Lincoln County Auditor for recording, the survey has not been recorded.

Section 4

CONCLUSIONS OF LAW & ALLEGED VIOLATIONS

The Respondent acknowledges that, based upon the Findings of Fact, the following Conclusions of Law are justified:

4.1 The Board has jurisdiction over the subject matter of this proceeding and over the Respondent.

4.2 The Respondent's acts, errors, or omissions in connection with his practice as a professional land surveyor represent violations of one or more of the following:

RCW 18.43.105(2), (5) & (10), RCW 18.235.130(4), (8) & (11), WAC 196-09-110, WAC 196-27A-20(1)(a), (b), (d), (e) & (f), (2)(a), (b), (g) & (h), (3)(c), and (4)(a), WAC 196-27A-030(4), (5), (6), (7), (8) & (16), , RCW 58.09.040(1)(a), (b), (c), (d) and (2) and WAC 196-29-110.

The acts, omissions, errors and/or discrepancies stated above in this AGREED ORDER, individually and cumulatively, constitute misconduct, malpractice and/or unprofessional conduct as defined in chapters 18.43 and 18.235 RCW. Such acts are grounds for the Board to suspend or revoke the license to practice land surveying issued to Richard Steven Russum and/or to impose a monetary fine against the Respondent, as provided in RCW 18.235.110.

Section 5 AGREED ORDER

The Board and the Respondent stipulate and agree to the following terms and conditions:

5.1 **Ninety (90) days from the effective date of this AGREED ORDER**, the professional land surveyor's license of the Respondent is suspended for a period of two (2) years. Said suspension is stayed (not imposed) for two years from the effective date of this Agreed Order contingent upon Respondent complying with the conditions outlined in sections 5.2 through 5.6 below.

5.2 **Within ninety (90) days of the effective date of this AGREED ORDER**, the Respondent shall complete and file, with the Lincoln County Auditor, the amended survey for Farmland Management Services, Inc. that was provided to the Board investigator in 2014. Said survey must fully comply with all

land surveying procedures and standards as provided for in chapter 58.09 RCW (Survey Recording Act) and chapter 332-130 WAC (Survey Standards) and otherwise comply with Board rules in title 196 WAC. Upon filing the survey, the Respondent must provide the Board with a copy. The determination of compliance with all pertinent statutes and rules will be reviewed by a qualified licensed land surveyor, approved by the Board's Executive Director, who will provide comments to the Board case manager for this matter. Based on these comments and the Board case manager's review, the Board's case manager will determine whether the survey filed pursuant to this section complies with all pertinent statutes and rules. If it does not, then the Board's case manager may recommend pursuit of further charges for violation of this AGREED ORDER.

5.3 **Within ninety (90) days of the effective date of this AGREED ORDER**, the Respondent shall pay a fine to the Board, by check or money order, in the amount of two thousand five hundred (U.S.) dollars (\$2,500). The check or money order shall be made payable to the "Department of Licensing" and mailed to the Department of Licensing, Engineers and Land Surveyors Board, Revenue Accounting, PO Box 3907, Seattle, WA 98124-3907. Upon Board acceptance of this AGREED ORDER, the Board will provide the Respondent with an invoice.

5.4 **Within ninety (90) days of the effective date of this AGREED ORDER**, the Respondent must present all documents showing he has completed all necessary Professional Development Hours to support the renewal of his license between July 22, 2012, and July 22, 2014. As of May 1, 2016, the Respondent has provided proof of fifteen (15) completed Professional Development Hours. The Respondent must complete fifteen (15) additional Professional Development Hours to satisfy this condition.

5.5 **Within ninety (90) days of the effective date of this AGREED ORDER**, the Respondent must enroll in the "Ethics in Land Surveying" course as administered by New Mexico State University, or a similar course approved in advance by the Board's Executive Director. The particulars of the New Mexico State University course, costs and scheduling are provided as Attachment A.

5.6 **Within one year of the effective date of this AGREED ORDER**, the Respondent must complete the "Ethics in Land Surveying" course as administered by New Mexico State University, or a similar course approved in advance by the Board's Executive Director. Enrollment and completion of this

course will not count towards satisfying the Respondents Professional Development Hours for 2012-2014 or 2014 through 2016. This course must be completed in addition to the Professional Development Hours requirement.

5.7 The Respondent shall be responsible for all costs, expenses, fees and/or tax consequences incurred by the Respondent in complying with this AGREED ORDER.

5.8 Should the Respondent fail to comply with any of the terms or conditions of this AGREED ORDER within the timeframes set forth above, the Respondent's license will be immediately suspended for two (2) years per paragraph 5.1 of this Agreed Order. Further, the Board may initiate administrative steps for imposition of further penalties and/or sanctions authorized and deemed appropriate. In making a determination of compliance under the terms of this AGREED ORDER, the Board may rely upon the records in their possession, or lack thereof, in reaching such a decision.

5.9 This AGREED ORDER addresses and concerns itself solely with those issues referenced herein relating to the Respondent's practices as a professional land surveyor that are within the license-disciplining authority of the Board. This AGREED ORDER should not be considered to address, encompass, or limit judicial or other remedies relating to those practices and activities of the Respondent not deemed within the Board's license-disciplining authority.

5.10 The AGREED ORDER becomes effective immediately upon its being served pursuant to RCW 18.235.080. Service of this order is complete upon mailing. RCW 34.05.010(19).

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I, Richard Steven Russum, Respondent, certify that I have read this Stipulated Findings of Fact, Conclusions of Law and Agreed Order in its entirety; that my counsel of record, if any, has fully explained the legal significance and consequence of it; that I fully understand and agree to all of it; and that it may be presented to the Board without my appearance. If the Board accepts the Stipulated Findings of Fact, Conclusions of Law and Agreed Order, I understand that I will receive a signed copy.



Richard Steven Russum, Respondent

MAY-5-2016

Date

Attorney for Respondent WSBA #:
(if applicable)

Date

**Section 6
FINAL ORDER**

The Board accepts and enters this Stipulated Findings of Fact, Conclusions of Law, and Agreed Order.

DATED this _____ day of _____, 2016

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

Chun Lau, PE, SE
Presiding Officer

Presented by:

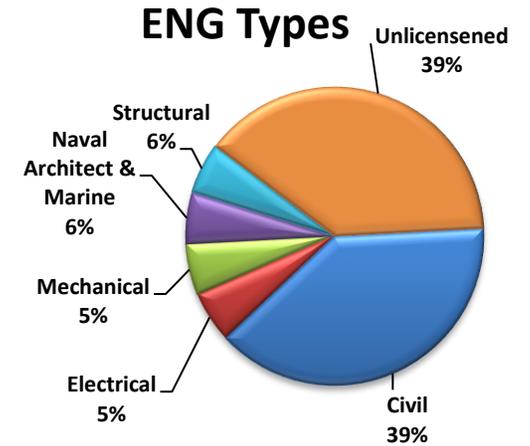
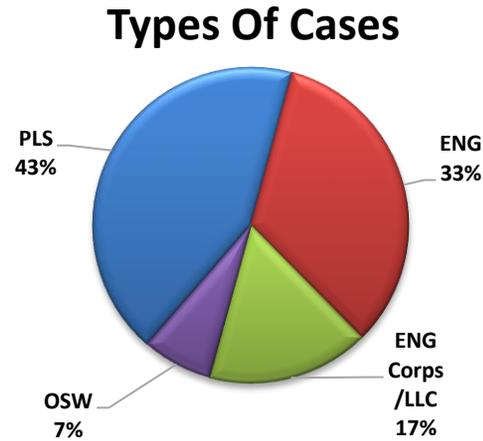
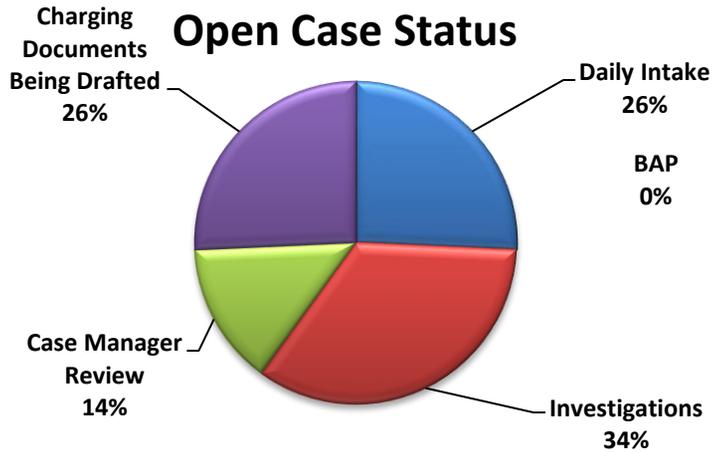


Meg McCann, WSBA #37069
Prosecuting Attorney for Board of Registration for
Professional Engineers & Land Surveyors

5/20/16
Date

We are committed to providing equal access to our services.
If you need accommodation, please call (360) 664-1578 or TTY (360) 664-0116.

Professional Engineers & Land Surveyors Board Disciplinary Report



	Total cases				Case Status					
	PLS	ENG	ENG Corps /LLC	OSW	Daily Intake	Investigations	Case Manager Review	Charging Documents Being Drafted	BAP	AAGs Office
Case Manager										
Aaron Blaisdell	2	0	0	0	0	1	0	1	0	0
Chun Lau, PE	0	1	0	0	0	0	0	1	0	0
Ivan VanDewege	0	1	1	0	0	0	2	0	0	0
James Wengler	9	1	0	0	0	1	2	4	0	3
Nirmala Gnanapragasam	0	1	0	3	0	1	0	1	0	2
Scott Valentine	2	0	0	0	0	0	0	1	0	1
Unassigned	5	10	6	0	9	9	1	1	0	1
Totals as of: 23 May 2016	18	14	7	3	9	12	5	9	0	7
Recent Case History	2016	2015	2014		Recent Case History	2016	2015	2014		
ENG Beginning	13	8	16		PLS Beginning	22	21	9		
ENG Opened	11	30	16		PLS Opened	10	25	32		
ENG Closed	7	25	24		PLS Closed	12	24	20		
ENG Total	17	13	8		PLS Total	20	22	21		
ENG Corp/LLC Beginning	9	1	11		OSW Beginning	3	4	5		
ENG Corp/LLC Opened	14	52	40		OSW Opened	0	4	7		
ENG Corp/LLC Closed	15	44	50		OSW Closed	0	5	8		
ENG Corp/LLC Total	8	9	1		OSW Total	3	3	4		

Typical Complaint Process (Open Case Status)
 -- Staff receive complaint (Daily intake)
 -- Staff evaluate complaint (Daily intake)
 -- Staff assign to Case Manager (CM) (CM Review)
 -- CM review; determine whether to investigate (CM Review)
 -- Staff investigate complaint (Investigations)
 -- If no evidence supports allegation, CM recommend closure (CM Review)

(cont.)
 -- If no evidence supports allegation, CM recommend closure (CM Review)
 -- If evidence supports allegation, CM determine sanctions (CM Review)
 -- Staff use BAP if appropriate (BAP)
 -- Staff drafts charging documents (Charging Documents Being Drafted)
 -- Board Attorney reviews charges, moves forward with prosecution (AAG review)
 -- Following Prosecution / Disposition decision (Compliance Monitoring)

Complaints Summary June 15, 2016

Engineering complaints:

3 complaints

- 2016-03-0003 – PE designed a second floor addition to a home that contained errors.
- 2016-04-0002 – Not completing a geotechnical report after receiving payment for service, and not responding to complainant
- 2016-05-0003 – Self reporting of disciplinary action by another state.

Surveying complaints:

3 complaints

- 2016-03-0009 – The County PE refuses to follow Washington State law and County Codes.
- 2016-03-0011 – The surveyor did not sign or record a survey he performed that contained mistakes.
- 2016-04-0001 – The surveyor located the Northwest marker in the wrong place.

Unlicensed Surveying complaint:

1 Complaint

- 2016-05-0005 – A person locating and marking property lines and corners

Legal status:

18 cases for charges

- 5 – Engineering
- 9 – Land Surveying
- 1 – Unlicensed Land Surveying
- 3 – On-Site Designers

<p>Bittner, Robert PE 14-09-0004</p> <p>Stipulated Findings of Fact, Conclusions of Law and Agreed Order</p> <p>Signed: 04/19/16 Effective: 04/19/16</p>	<ul style="list-style-type: none"> • Within sixty (60) days of the effective date of the Order he shall pay a fine in the amount of two thousand (U.S.) dollars (2,000). • Within thirty (30) days of effective date of the Order he shall notify his clients that his license was expired at the time he signed and stamped the engineering plans and provide a copy of the correspondence to the Board. • Within thirty (30) days of the date of the Order he shall, at his own expense, reissue the engineering plans to his clients and notify the Board when completed. 	<p>6/21/16</p> <p>5/21/16</p> <p>5/21/16</p>	<ul style="list-style-type: none"> • 04/21/16 - Copy of Order sent, via first class mail, to Mr. Bittner • 5/9/2016 - Rec'd Mr. Bittner's fine and copies of notifications he sent to clients regarding his expired license.
<p>Hodde, Benjamin PLS 14-06-0003</p> <p>Stipulated Findings of Fact, Conclusions of Law and Default Order</p> <p>Signed: 08/13/2015 Effective: 08/13/2015</p>	<ul style="list-style-type: none"> • He shall not be eligible to renew his license to practice professional land surveying through December 28, 2016, representing a two year suspension from when his license expired. • Within 30 days he shall refund to his client money paid in connection with the July 2013 land surveying services. • After proof of reimbursement and with the clients advance permission he shall remove any evidence in the form of monuments he set in the course of said survey. He shall provide proof he has done so. • Within one year of this Order he shall pay a fine of \$5000.00. • Before he is eligible to reinstate his license, which shall be no sooner than December 28, 2016, he is required to comply with the sanctions above and also take and pass the Washington State 2-hour Professional Land Surveyor's Exam. 	<p>8/28/16</p> <p>9/13/15</p> <p>8/13/16</p>	<ul style="list-style-type: none"> • 08/13/14 - Copy of Default Order sent, via first class mail, to Mr. Hodde, Prosecuting AAG and the Executive Director of the Board. <p>The Statement of Charges was mailed May 11, 2015, returned 5/20/15 as unable to forward</p> <p>The Default Order was mailed August 19, 2015, returned 8/28/15 as unable to forward.</p> <p>Called the complainant on December 7, 2015, Mr. Hodde has not contacted them.</p> <p>May 25, 2016, nothing has been received as of this date.</p>

<p>Mahoney, Michael PLS 14-10-0004</p> <p>Findings of Fact, Conclusions of Law, and Final Order of Default Signed: 02/09/16 Effective: 02/09/16</p>	<ul style="list-style-type: none"> • Findings of Fact, Conclusions of Law and Default Order. • Upon the effective date of this Order, your professional land surveyor's license is suspended for a period of two (2) years. The suspension is in effect for the first nine (9) months from the effective date of this order. The additional fifteen (15) months of said suspension is stayed (not imposed) contingent upon you complying with the conditions outlined in 4.2 and 4.3 of the order. • You must complete the required thirty (30) hours of Professional Development Hours (PDH) for the period of July 2012 to July 2014 and provide proof of such completion as required by the Board. • Within 60 days of the effective date of the Order he shall pay a fine of \$500.00. 	<p>04/09/16</p>	<ul style="list-style-type: none"> • 02/09/16 - Copy of Default Order sent, via first class mail, to Mr. Mahoney, AAG and the Board's Executive Director. <p>May 25, 2016, nothing has been received as of this date.</p>
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<p>McIntire, Leigh OS 11-07-0002, 11-08-0001 12-01-0001, 12-09-0001</p> <p>Stipulated Findings of Fact, Conclusions of Law and Agreed Order</p> <p>Signed: 06/19/2014 Effective: 06/19/2014</p>	<ul style="list-style-type: none"> Licensed suspended for a minimum of 2 years, suspension stayed as long as he complies with the terms of the Order. Pay a fine of \$10,000.00 to be paid in 4 installments of \$2,500.00 each Within 90 days, which is September 17, 2014, reimburse two clients; \$900.00 to Davis Allan Hull and \$450.00 to Margaret Gahan. Must provide a copy of cancelled checks to the Board .No later than 6/1/16, must complete and pass the Texas Tech University ethics course 	<p>01/01/15 07/01/15 01/01/16 06/01/16</p> <p>01/17/14 Hull Gahan</p> <p>06/01/16</p>	<ul style="list-style-type: none"> 06/23/14 - Copy of order sent, via first class mail, to Mr. McIntire & AAG. 06/26/14 - Board staff sent a letter, via first class mail, to the complainant (a copy of the Order was attached). 10/01/14 - A letter was sent to Mr. McIntire reminding him of the terms of the Board Order. In the letter it was highlighted 'to provided to the Board a copy of a cancelled check' 12/01/14 - Received an email from Mr. McIntire. Attached were copies of the checks he sent to his clients and a copy of the certified mail receipt. Board staff talked to Mr. McIntire and he will send copies of the canceled check when available. 12/29/14 - Received an email from Mr. McIntire. Attached was a copy of the check for his first installment of \$2,500.00. He said his first payment has been sent. 1/6/15 - Received Mr. McIntire's fine of \$2,500. 6/10/15 - A letter was sent to Mr. McIntire reminding him of the remaining terms of the Board Order. The letter noted his due date of July 1, 2015 for his next installment of \$2500. 6/30/15 - Email received from Mr. McIntire that fine was put in mail. 7/8/15 - Received Mr. McIntire's fine of \$2,500. 9/17/15 - FYI for PC meeting - A reminder will be mailed to Mr. McIntire the first part of December reminding him of his next installment. 12/07/15 - A letter was sent to Mr. McIntire reminding him of the remaining terms of the Board Order. The letter noted his due date of January 1, 2016 for his next installment of \$2500. The letter also reminded him of the Texas Tech University course due date 01/05/16 - Received email from Revenue Accounting that they had received Mr. McIntire's payment and was processing it. 01/11/16 - Received Mr. McIntire's third installment of \$2,500. 3/23/16 - Called Texas Tech University to verify if Mr. McIntire was enrolled, he was not enrolled and has not completed the course. 3/23/16 - Called Mr. McIntire; left him a message reminding him the course needs to be completed by June 1, 2016 and the course could take up to 6 weeks to complete.
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<p>Nielsen, Donald Ray PE 15-01-0001</p> <p>Stipulated Findings of Fact, Conclusions of Law and Agreed Order</p> <p>Signed: 04/19/16 Effective: 04/19/16</p>	<ul style="list-style-type: none"> • Within thirty (30) days of the effective date of the Order he shall pay a fine in the amount of twenty-five hundred (U.S.) dollars (2,500), in five monthly installments of five hundred (\$500) each. • Within thirty (30) days of effective date of the Order he shall notify his clients that his license was expired at the time he signed and stamped the engineering plans and provide a copy of the correspondence to the Board. • Within ninety (90) days of the effective date of the Order he shall, at his own expense, resubmit all projects that were signed and stamped with an expired license. 	<p>5/21/16 6/21/16 7/21/16 8/21/16 9/21/16</p> <p>5/21/16</p> <p>7/20/16</p>	<ul style="list-style-type: none"> • 04/21/16 - Copy of Order sent, via first class mail, to Mr. Nielson • 05/18/16 - Letter received from Mr. Nielsen that he has contacted his clients and he submitted a copy of the letter that was sent to them. • 05/24/16 - Received Mr. Nielsen's first installment of \$500.00
<p>Prince, Adam 14-04-0003</p> <p>Findings of Fact, Conclusions of Law, and Final Order of Default</p> <p>Signed: 4/13/15 Effective: 4/16/15</p>	<ul style="list-style-type: none"> • Findings of Fact, Conclusions of Law and Final Agreed Order of Default. • Mr. Prince's ability to reinstate his license to practice on-site wastewater designing is removed. Mr. Prince is permanently ineligible to obtain a new license as an on-site wastewater designer. • Within 90 days of the effective date of the Order he shall pay a fine of \$2,000.00. 	<p>7/16/15</p>	<ul style="list-style-type: none"> • 04/16/15 - Copy of Order sent, via first class mail, to Mr. Prince, Prince's Attorney, AAG and the Board's Executive Director.

Board Meeting

Tab 3

Committee Reports

Board Meeting

Tab 4

Old Business

Board of Registration for Engineers and Land Surveyor

Board or Staff Assignments

Date Assigned

<i>Agenda Item</i>	<i>Action Item</i>	<i>Assigned to</i>	<i>Status</i>
4/19/2016 ..	Committees: Staff will draft a policy regarding open and closed committees.		<i>Due Date</i> <i>Completed</i> <input checked="" type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
4/19/2016 ..	Journal: Staff will insert a disclaimer statement in the journal to indicate that articles written by board members are the opinion of the board member and not necessarily the opinion of the board.	Gillespie	<i>Due Date</i> <i>Completed</i> <input checked="" type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
4/19/2016 ..	NCEES Annual Meeting: Staff will prepare a memo requesting department approval to attend the 2016 NCEES Annual Meeting.	Villnave and Lingle	<i>Due Date</i> <i>Completed</i> <input checked="" type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
4/19/2016 ..	Scope of practice question: Staff will draft a response to WOSSA's question indicating the board agrees with the On-Site Advisory Board member's opinion and defers to local jurisdictions. Ms. Lagerberg will review the letter.	Short and Lagerberg	<i>Due Date</i> <i>Completed</i> <input checked="" type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
4/19/2016 ..	Exec Committee Report: Staff will share a summary of staff and duties the August board meeting.		<i>Due Date</i> <i>Completed</i> <input type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>

Board or Staff Assignments

<i>Date Assigned</i>				
<i>Agenda Item</i>	<i>Action Item</i>	<i>Assigned to</i>	<i>Status</i>	
4/19/2016 ..	From EQ Report: Board/staff will consider how to license individuals that are not licensed by an NCEES member board, but have taken and passed the NCEES FE & PE exams. Board/staff will review law/rule language pertaining to specialty SE licensure (cell towers, bridges etc.). Staff will consider putting current policy & application language into WAC regarding structural licensure (possibly add definitions of significant structures).	EQ Committee		<i>Due Date</i> <i>Completed</i> <input type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
3/10/2016 ..	The next board journal will include an article about rules outreach.	Blaisdell		<i>Due Date</i> <i>Completed</i> <input checked="" type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
2/4/2016 ..	Staff will provide the EQ committee/board with applicant and renewal data to help determine board's revenue.			<i>Due Date</i> <i>Completed</i> <input type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
2/4/2016 ..	From EQ Report: Staff will provide the board with draft policy language for review at the next board meeting.		In process	<i>Due Date</i> <i>Completed</i> <input type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>
12/10/2015 ..	Staff will develop guidelines for what qualifies as outreach.	Villnave	In process	<i>Due Date</i> <i>Completed</i> <input type="checkbox"/> <i>Out dated</i> <input type="checkbox"/>

BOARD COMMITTEES AND OPEN MEETINGS

The Board establishes committees to carry out specific assignments on behalf of the Board. Committees are formed from three or fewer board members (less than a quorum) and are charged with making recommendations to the full board about specific topics (application approval, complaint review, etc.)

In the interest of open public meetings, all board committees with the exception of the Executive Committee will open their work in a public meeting, and then go into a closed session for the work delegated to the committee which qualifies for a closed meeting.

Recommended standard agendas for the committees are as follows:

Practice Committee Agenda

- 1. Call to Order – Open Session**
 - 1.1. Introductions
 - 1.2. Committee Role (see Appendix for proposed script)
- 2. New Business**
 - 2.1. Overview of complaints to be reviewed (no identifying information)
 - 2.2. As needed: review and respond to questions about the scope of practice
 - 2.3. As needed: review of existing laws, rules and policy related to the scope of practice
- 3. Old Business**
- 4. Public comment**
- 5. Close meeting for committee work**

Exam/Qualifications Committee Agenda

- 1. Call to Order – Open Session**
 - 1.1. Introductions
 - 1.2. Committee Role (see Appendix for proposed script)
- 2. New Business**
 - 2.1. Overview of applications to be reviewed (no identifying information)
 - 2.2. As needed: review and respond to questions about licensing requirements
 - 2.3. As needed: review of existing laws, rules and policy related to professional licensure
- 3. Old Business**
- 4. Public comment**
- 5. Close meeting for committee work**

Surveying Committee Agenda:

- 1. Call to Order – Open Session**
 - 1.1. Introductions
 - 1.2. Committee Role (see Appendix for proposed script)
- 2. New Business**
 - 2.1. As needed: review and respond to questions about surveying practice
 - 2.2. As needed: review of existing laws, rules and policy related to surveying
- 3. Old Business**
- 4. Public comment**
- 5. Close meeting for committee work**

Approved:

[INSERT CHAIR], Board Chair

Date

This policy supersedes any versions of content or title approved by the Board prior to this date.

APPENDIX: SAMPLE SCRIPTS FOR EACH COMMITTEE CHAIR

Practice Committee Chair's script:

Good morning and welcome to the meeting of the Board's Practice Committee. My name is (insert your name here) and I am the Chair for the Committee.

In its review of complaints, the Practice Committee is charged by the Board to only make a threshold decision on whether a complaint presents sufficient probable cause to open an investigation. The committee meetings are not adjudicative proceedings or hearings so the committee cannot accept and consider direct oral testimony in support or opposition to any given complaint.

In open session the Committee Chair (or designee) will present the general information from the complaints and – as needed - review and respond to questions about the scope of practice, and conduct review of existing laws, rules and policy related to the scope of practice.

- *Guests are invited to observe the process and may be asked questions by committee members pertaining to any written information they have provided. On occasion, guests may be invited or allowed to comment on general issues before the Committee.*

At the beginning of the closed session, all guests are excused. During the closed session, committee members

- *hear the staff presentations on pending complaint considerations.*
- *determine whether:*
 1. *The Board has jurisdiction over the individuals or their conduct;*
 2. *The information in the complaint provides sufficient details to enable a decision; AND*
 3. *The Board would have good cause to take action if infractions/violations were proven.*
- *decide on what action to take. The options available to the Committee are:*
 1. *Open the investigation*
 2. *Not open the investigation*
 3. *Defer a decision pending receipt of additional information*

Thank you.

Exam/Qualifications Committee Chair's script:

Good morning and welcome to the meeting of the Board's Exam Qualifications Committee. My name is (insert your name here) and I am the Chair for the Committee.

In its review of applications, the Exam Qualifications Committee is charged by the Board to review licensing requirements and assess applications where the applicant's combination of experience and education does not follow typical practice, or the applicant has special conditions such as industrial exemption or criminal history. The committee meetings are not adjudicative proceedings or hearings so the committee cannot accept and consider direct oral testimony in support or opposition to any given application.

In open session the Committee Chair (or designee) will present the general information from the applications, and – as needed - review and respond to questions about licensing requirements and facilitate review of existing laws, rules and policies related to professional licensure.

- *Guests are invited to observe the process and may be asked questions by committee members pertaining to any written information they have provided. On occasion, guests may be invited or allowed to comment on general issues before the Committee.*

This policy supersedes any versions of content or title approved by the Board prior to this date.

At the beginning of the closed session, all guests are excused. During the closed session, committee members

- *hear the staff presentations on pending applications.*
- *determine whether applicants meet the board's eligibility requirements or identify deficiencies in education or experience.*
- *review exam performance statistics and identify cut-score recommendations.*
- *may conduct exam misconduct investigations.*

Thank you.

Surveying Committee Chair's script:

Good morning and welcome to the meeting of the Board's Surveying Committee. My name is (insert your name here) and I am the Chair for the Committee.

The Surveying Committee is charged by the Board to review and respond to questions about surveying practice, and as needed, to review existing laws, rules and policy related to surveying.

The committee meetings are not adjudicative proceedings or hearings so the committee cannot accept and consider direct oral testimony in support or opposition to any given application.

In open session the Committee Chair (or designee) will identify questions about surveying practice for response, conduct periodic evaluation of curriculums for land surveying programs and determine level of credit that graduates of programs can obtain toward licensure, and – as needed - facilitate review of existing laws, rules and policies related to professional licensure.

- *Guests are invited to observe the process and may be asked questions by committee members pertaining to any written information they have provided. On occasion, guests may be invited or allowed to comment on general issues before the Committee.*

At the beginning of the closed session, all guests are excused. During the closed session, committee members

- *perform periodic review of state PS examination content and manage exam items.*
- *review exam performance statistics and identify cut-score recommendations.*

Thank you.

Washington State BORPELS
 June 16, 2016
 Seattle, WA

Subject: Outreach and event calendar

General Outreach Events		
DATE	EVENT, LOCATION	ATTENDEES
May 19 -21, 2016	NCEES Western Zone Meeting; Anchorage, AK	Mr. Lau, Mr. Shrope, Mr. Wengler, Ms. Gnanapragasam, Ms. Short & Ms. Gillespie
May 21, 2016	LSAW Board Meeting; Spokane, WA	Mr. Blaisdell & Mr. Villnave
May 25, 2016	ASCE Columbia Section Joint Meeting; Sunnyside, WA	Mr. Norman

Outreach to Students		
DATE	EVENT, LOCATION	ATTENDEES

Recommendation: For information only.

Submitted by Board Staff
 June 16, 2016

Board Meeting

Tab 5

Executive Director's Report

Engineers & Land Surveyors Board Financial Reports

2015-2017 Biennium

Apr 2016

2015-2017 Revenue Summary

PERIOD ENDING

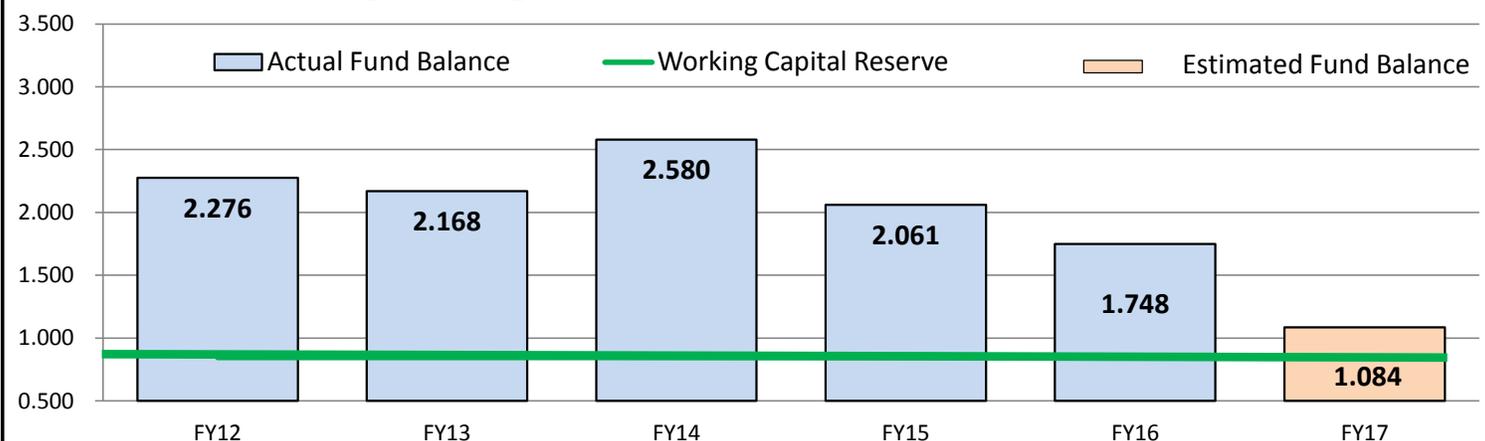
4/30/2016

Current Revenue Data based on Actuals

Projected Revenue Data based on Six-Year Plan

Beginning FY 16 Fund Balance	\$ 1,748,437	FEB 16 Fund Balance	\$ 1,974,976
Add: Current Biennium Revenue to Date	\$ 1,612,197	Less: Legislative Fund Sweep	\$ (500,000)
Less: Actual Expenditures to Date	\$ (1,385,658)	Add: Projected Revenue Remainder FY16	\$ 324,830
		Less: Projected Expenditures Remainder FY 16	\$ (715,629)
Current Fund Balance	\$ 1,974,976	Estimated Fund Balance	\$ 1,084,177

Beginning FY Fund Balance (in millions)



Working Capital Reserve: \$845,000

2015-2017 Expenditure Summary

Period ending 04/30/2016

Expenditure	Biennium-to-Date Actual				
	Allotment	Expenditure	Variance	FY1 Allotment	\$1,205,762
FTE	10.93	9.83	10%	FY2 Allotment	\$1,235,207
Professional Engineers' Account	\$922,871	\$1,385,658	-50%	Total BIEN Allotment	\$2,440,969
Staff		\$1,010,548			
Operations	No	\$81,581			
Meeting Facilities	Specific	\$12,521			
NCEES	Allotment	\$13,738			
Attorney General	Information	\$39,460			
Travel	Available	\$42,710			
Other		\$185,101			
Total		\$1,385,658			

Board Meeting

Tab 6

Assistant Attorney General's Report

Board Meeting

Tab 7

New Business

Board Meeting

Tab 8

Other Business

Board Meeting

Tab 9

Adjournment