



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

SPECIAL BOARD MEETING MINUTES

**DATE:** August 11, 2016  
**TIME:** 12:30 p.m.  
**LOCATION:** The Hilton Vancouver  
Hemlock Room  
301 West 6<sup>th</sup> Street  
Vancouver, WA 98660

**BOARD MEMBERS**

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

**STAFF MEMBERS**

Michael Villnave, PE, Executive Director  
Jennifer Lingle, Administrative Assistant  
Jill Short, Investigations & Compliance Manager  
Rick Storvick, Assistant Administrator  
Julia Manley, Licensing Manager  
Vonna Rakestraw, Licensing Lead

**GUESTS**

Sharon Zimmerman, PE  
Thomas Barger, PLS, Land Surveyors Association of Washington

## **OPEN SESSION**

### **1. Call to Order 12:30 p.m.**

#### **1.1. Introductions**

Board members, staff, and guests introduced themselves.

#### **1.2 Approval of order of agenda**

**MOTION:** Mr. Wengler made a motion to approve the agenda. Mr. Blaisdell seconded the motion, and it passed.

#### **1.3 Approval of Draft Minutes: June 16, 2016**

**MOTION:** Mr. Shrope made a motion to approve the June 16, 2016 minutes, as presented. Mr. VanDeWege seconded the motion, and it passed.

### **1.4 Review Communications**

#### **1.4.1 National Council of Examiners for Engineering and Surveying (NCEES) Invitation**

Mr. Villnave reviewed a letter NCEES provided about attending a future board meeting. The Board discussed inviting NCEES to the February 2017 meeting to be held at Seattle University. The Board would also meet with students during the meeting at Seattle University.

**Action Item:** Staff will research location options for the February 2017 meeting.

#### **1.4.2 NCEES 2016 Engineering Awards**

Mr. Villnave reviewed the 2016 NCEES engineering awards. Seattle University was highlighted as having won 3 awards in 2016, bringing the total to 13 awards since the introduction of the program in 2009.

#### **1.4.3 NCEES 2016 Surveying Education Awards**

Mr. Villnave reviewed the 2016 NCEES surveying education awards. Ten \$10,000 awards were presented.

**Action Item:** Mr. Villnave will research whether any Washington programs applied for the NCEES surveying education awards.

### **1.5 Public Comment Opportunity**

Ms. Zimmerman welcomed and thanked the Board and staff for holding the board meeting in Vancouver, noting it reduces travel and time for individuals who would like to attend the meetings.

## 2. Committee Reports

### 2.1 Exam/Qualifications Committee

Mr. Shrope delivered the committee's report.

#### Professional Engineer with special circumstances:

2 Reviewed  
2 Approved

#### Structural Engineer by Exam:

2 Reviewed  
2 Approved for SE 16hr exam

**MOTION:** Mr. Wengler made a motion to accept the Exam/Qualifications Committee report and imbedded action items. Mr. VanDeWege seconded the motion, and it passed.

Action Item: Review Policy 47 (Comity for Professional Engineers), Policy 49 (PE Applicants with Canadian Education and Experience), Policy 50 (Structural Engineering Experience) for the October Exam Qualification Committee meeting will introduce new language in order to move the policies into rule.

### 2.2 Practice Committee

Mr. VanDeWege delivered the committee's report.

#### Total cases reviewed by the committee:

8 cases

#### Total cases opened by the committee:

\* 5 cases

#### Tabled for review until next meeting:

1 case

#### Total cases not opened by the committee:

3 cases

\* One investigation was opened at the recommendation of the Practice Committee during review of the initial complaint.

Mr. VanDeWege reported there are currently seven individuals in compliance monitoring. Of those seven, one has filed a petition for judicial review by the Whatcom County Superior Court. The board has had no contact from the two individuals in compliance monitoring.

**MOTION:** Mr. Norman made a motion to accept the Practice Committee report. Mr. Wengler seconded the motion, and it passed.

Action Item: Staff will draft a reminder letter to King County about RCW 58.09.080's specific language requirement on the surveyor's certificate. A draft of the letter will be provided to board members and the Assistant Attorney General advisor prior to mailing.

### 2.3 Surveying Committee

Mr. Norman discussed the review of the outreach document and the committee had minor comments.

Mr. Norman reported during the Department of Natural Resources Survey Advisory Committee meeting regarding the King County question and to have a discussion with King County.

Mr. Villnave discussed an On-Site Advisory Committee being recreated to review current practices and review guidelines.

### 2.4 Executive Committee

Ms. Gnanapragasam reported the committee met briefly and discussed the budget and no changes to the renewal fees is warranted at this time.

The committee discussed having the Interagency Agreement signed by December.

Ms. Gnanapragasam informed the Board of preparation on Mr. Villnave's evaluation.

Action Item: Staff will send the Interagency Agreement to board members for review prior to the October meeting.

## 3. Disciplinary Activity

### 3.1. New board orders

No new board orders.

### 3.2. Recommended closures

No recommended closures.

### 3.3. Disciplinary report

Packet item only; no action.

### 3.4. Complaints summary

Packet item only; no action.

### 3.5. Compliance report

Packet item only; no action.

#### **4. New Business**

##### **4.1 NCEES Annual Meeting Summary of Motions**

Mr. Villnave shared the summary of the NCEES annual meeting motions and reviewed each motion pertinent to Washington State. The Board agreed the attending board delegate will decide how to vote after attending forums, hearing debates and amendments from the floor.

#### **5. Old Business**

##### **5.1 Review prior action items list.**

Ms. Lingle reviewed master action item list with the Board.

##### **5.2 Outreach and event calendar**

The Board reviewed and discussed past and upcoming outreach opportunities.

The Board discussed sending Mr. Villnave and Mr. Shrope to the Association of Professional Engineers and Geoscientists of British Columbia (APEGBC) 2016 annual conference in Victoria, British Columbia, Canada in October 2016.

**MOTION:** Mr. Wengler made a motion to approve sending Mr. Villnave and Mr. Shrope to the APEGBC conference. Mr. Blaisdell seconded the motion, and it passed.

#### **6 Executive Director's Report**

##### **6.1 Program operations**

Mr. Villnave updated the Board regarding the appointment of the new board member, Marjorie Lund, PE, SE, and the hiring of Yvonne Brumfield as the new Board Support Supervisor.

##### **6.2 Travel**

Mr. Villnave shared information regarding the Washington Association of Building Officials (WABO) presentation to be held on October 14, 2016.

##### **6.3 Other items**

Mr. Villnave reviewed the section staffing structure and background.

Action Item: Mr. Villnave will email a copy of Marjorie Lund's resume to board.

Action Item: Mr. Villnave will provide an organizational chart at the next meeting.

#### **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**

The Board discussed the board journal's format, and whether it should continue on paper or move to an online format.

Mr. Shrope briefly discussed questions regarding Policy 51 being signed off.

Mr. Blaisdell requested the letter to the State Building Code Council be sent to all board members.

Action Item: Staff will submit a journal draft to the Board prior to publishing.

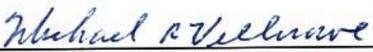
Action Item: Mr. Villnave will send Policy 51 to board members.

Action Item: Mr. Villnave will send the Board a copy of the letter sent to the State Building Council.

**9 Adjourn Meeting: 2:39 p.m.**

**Next meeting:** October 12, 2016 – Committee Meetings  
October 13, 2016 – Regular Board Meeting  
Location: Historic Davenport, Spokane, WA.

Respectfully Submitted:

  
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Michael R. Villnave, Executive Director