

**NEVADA STATE BOARD OF  
PROFESSIONAL ENGINEERS  
AND  
LAND SURVEYORS**



**Regular Board Meeting  
July 20, 2023  
Elko, NV**

# 1. Meeting Call to Order

## 2. Pledge of Allegiance

# 3. Public Comment

# 4. Introductions

# 5. NRS/NAC 625 Waiver Requests

**WAIVER REQUESTS**  
**Thursday, July 20, 2023**

<b>APPLICANTS REQUESTING WAIVER OF NRS 625.183(4)(B)</b>			
<b>NAME</b>	<b>DISCIPLINE</b>	<b>TO:</b>	<b>GRANT?</b>
1. Taha Alamin	CSE	Karen Purcell, PE	
<p><i><b>NRS 625.183, item 4, part b, “Two of the 4 years of active experience must have been completed by working under the direct supervision of a professional engineer who is licensed in the discipline in which the applicant is applying for licensure....”</b></i></p>			

<b>APPLICANTS REQUESTING WAIVER OF NRS 625.270(3)</b>			
<b>NAME</b>	<b>DISCIPLINE</b>	<b>TO:</b>	<b>GRANT?</b>
1. Edward Rodriguez	PLS	Matthew Gingerich, PLS	
<p><i><b>NRS 625.270, item 3, “An applicant for licensure as a professional land surveyor may not take the examination on the principles and practices of land surveying required by paragraph (b) of subsection 1 of NRS 625.280 unless the applicant is a graduate of a land-surveying curriculum of 4 years or more that is approved by the Board.”</b></i></p>			

# 6. Non-Appearance Applications for Initial Licensure




Civil

# MATTHEW CLODFELTER (20-037-69)


All work experience reviewed by two licensed professionals





DISCIPLINE: CIVIL

## GENERAL


 Applying To **Nevada**  
Application Type **Initial - PE**  
Application Date **06/12/2023**  
Citizenship **United States**

## SUMMARY


 Engineering Experience after EAC degree **4 years**  
Total Engineering Experience **4 years**  
Experience under licensed engineer **4 years**  
Disciplinary Action **None reported**

## EDUCATION

 Bachelors in Civil Engineering (EAC)  
**University of Nevada, Reno**  
August 2015–May 2019

## EXAMS

 Fundamentals of Engineering (FE)  
**Nevada**  
March 2019  
Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
April 2021

## LICENSES

 Additional Licenses **None**

# MATTHEW CLODFELTER (20-037-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Summit Engineering  
Nevada (United States)  
Civil Inspector 1  
May 2019—July 2021

Verified by  
**Joseph Richard Pursel**  
joe@summitnv.com

Experience Summary  
**Full-Time**  
**Engineering: 2 years, 2 months**  
**Post EAC degree: 2 years, 2 months**  
**Experience under licensed engineer:**  
**2 years, 2 months**

## TASKS

My primary tasks at Summit Engineering were performing field and lab inspection, testing and onsite engineering services for the geotech department on soils, asphalt and concrete and performing Phase I Environmental Assessments. The daily duties for concrete testing included performing ACI standard testing on compression strength cylinders in lab and air content, concrete slump and temperature testing in the field. The daily duties for soils testing included performing NAQTC standard testing on standard and modified proctor tests, plasticity index and moisture content in lab and compaction testing in field. The daily duties for asphalt testing included performing NAQTC standard testing for Marshall stability and flow testing in lab and compaction testing in the field. Engineering services were provided in coordination with office Professional Engineers in recommending and redesigning of civil aspects (utility infrastructure, soil material specs, and AC and Concrete material specs and sections). For the Phase I Environmental Assessments I worked closely with Jack Glynn, the previous Geotech Manager, on site visits and assessments for environmental contamination and occasional Phase 2 Environmental Clean Ups. My secondary tasks were assisting in safety standards for the office for both field safety and building fire safety and compiling and reporting test results for the lab. My primary tasks (Construction Engineering) composed 95% of my timecard and my secondary tasks (admin/safety Engineering) composed 5% of my timecard.

## REPRESENTATIVE PROJECTS

The first project I worked on at Summit Engineering was the Silver Dollar Estates at Sky Vista which was a single-family residential development comprised of over 200 units. This project I worked on during the full duration of the project phase that Summit Engineering was contracted. My beginning tasks on the project were mass grading inspections with NAQTC compaction testing of the subgrade to ensure pad elevation and road designs were to engineered design and offering onsite engineering services revisions as necessary with office professional engineers. The mass grading and associated improvements covered my first 4 months at Summit Engineering with other onsite engineering services filling in my free time when not at Silver Dollar Estates. As the project continued I performed lab testing on the soils including but not limited to standard proctor testing, moisture content sampling and Atterberg limits to ensure proper geotechnical designed soils were provided onsite for utility implementation. When the project transitioned to subsurface installation of utilities, my daily tasks included watching, maintaining and adjusting manhole placement, pipe slopes and electric utility installation due to onsite conditions and discovered utility conflicts. I continued to both lab test and field test the concrete and asphalt samples for the project during the surface improvements installation portion and then coring and sampling for quality control of the installation.

I also worked on the Campbell Lane project for the Walker River Paiute Tribe in Yerington, Nevada. I was the solo inspector for the project that consisted of reconstructing the main stretch of Campbell Lane leading to the Paiute Tribe's police headquarters. The project spanned many weeks of lane widening where I sampled, lab tested and proceeded to compaction test the native subgrade and base material. I proceeded to sample and lab test the asphalt mixture used for the reconstruction and coordinated with office professional engineers for proper AC sections, field adjusted flow lines and transitions at tie-in locations. I inspected the asphalt laid in place for quality control on compaction and correct asphalt mixture. At the end of the project the asphalt surface was chip sealed. I observed the placement and inspected the depth of placement for engineering designed sections.

Towards the end of my tenure at Summit Engineering I worked with Geary Robertson to observe and learn some ICC 1704 Inspections on Steel and Fireproofing Inspections. The main project this experience came from was the Parkplace Student Housing project on North Virginia Street. The project intended to serve the University of Nevada, Reno student population. Under Geary's wing I inspected Rebar both in the concrete foundations and running through the building vertically. After installation of the rebar the project proceeded to install the fireproofing across all I-beams and under Geary's supervision we inspected placement depth and material type throughout the building. On this project I also performed the initial compaction testing of the soils and the ACI testing of the concrete. This project gave me experience in understanding proper rebar dowel spacing and proper material specs in construction to meet International Fire Code Specs and how to offer alternative designs for field encountered conflicts of

material locations.

A side task that filled my free time at Summit Engineering was working with Jack Glynn, P.E., CEM on Phase I Environmental Assessments. The first projects I worked on were open lots with no previous development like 427 Evans Avenue which ultimately became a small parking lot. As my experience grew, Jack and I worked on projects like the single-family residential housing development Kiley Ranch which existed within a floodplain and Hot Springs Road which borders the Elko Water Treatment Plant. During the assessment process I was involved in recommending remediation measures and engineering design implementation for environmental contamination and closely working with NDEP and EPA for reporting and documentation of the assessments findings and remediations.

# MATTHEW CLODFELTER (20-037-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Lumos & Associates  
Nevada (United States)  
Project Designer  
July 2021 – May 2023

Verified by  
**William Randolph Anderson**  
wanderson@lumosinc.com

Experience Summary  
**Full-Time**  
**Engineering: 1 year, 10 months**  
**Post EAC degree: 1 year, 10 months**  
**Experience under licensed engineer:**  
**1 year, 10 months**

## TASKS

As an Engineering Tech 1 and 2 at Lumos & Associates my primary tasks are to assist in drafting, designing and planning public and private infrastructure, residential developments and commercial centers. My secondary tasks are assisting the landscape architect in drafting, designing and planning the landscape on the projects associated with my primary tasks. During landscape drafting and design I coordinate with Civil designers to change site elements to meet minimum landscape requirements in Tree and Shrub count as well as landscaping areas. My primary tasks (Engineering) are 90% of my time and my secondary tasks (Engineering/Landscape) are about 10% of my time.

As Project Designer at Lumos & Associates my primary tasks are providing and designing engineering solutions in grading and utility systems to licensed professional engineers. Grading tasks include proposed placements of structural elements like retaining walls and channeled swales to prevent infrastructure erosion. Utility system designs include working with local agencies on approved structures and fitting types to meet strength and pressure requirements for deep and shallow utilities. My secondary tasks include advising and directing Engineering Technicians for creation of details and plan sets. My primary tasks (Engineering Design) are about 90% of my time and my secondary tasks (Engineering Coordination) are about 10% of my time.

## REPRESENTATIVE PROJECTS

My first project at Lumos & Associates was titled Humboldt North 2022 Rehabilitation Project 60% and 90% submittals for both Area 1 and Area 2. On this project I assisted William Anderson and Joe Ketron on drafting plans and performing low level street and sidewalk grading and storm drain and sanitary sewer utility design. The project spanned the midtown district of Reno, Nevada and was a multi-million dollar public works project. Our office proceeded to submit a plan set and a few field requested revisions during construction of 2022-2023. The stamping engineer on these plans was Alex Greenblat.

My second project from start to finish was West 2nd Avenue Highlands Tentative Map where I assisted in performing low level grading design and complex storm drain and sanitary sewer utility design and layout. On this project I worked closely with William Anderson and Joe Ketron on active design revision changes and plan production. The project was a 48 unit hill side single family home subdivision in Sun Valley, Nevada.

My third project was Ridge Park Tentative Map where I performed low level grading design and assisted in storm drain, sanitary sewer and potable water utility design and layout. On this project I worked closely with William Anderson and Joe Ketron on active design revision changes and plan production. The project was a 80 unit hill side duplex multi family home subdivision in Lemmon Valley, Nevada. Lumos proceeded to work on the final map submittal to City of Reno during late 2022 - mid 2023. During the final map design I was promoted to project designer and acted in a capacity of lead designer under the direct supervision of William Anderson for fine tuned grading and vertical and horizontal utility design from tentative map. The utility design included proper sizing of pipes and retention basins based on 100 year hydrology calculations. The grading included intricate tie-ins to adjacent properties which required several 6 ft retaining walls around all sides of the project and between lots and a large retention basin wall to prevent any increase in the terminal basin per City of Reno codes for Swan Lake. The final map submittal is estimated to be in Summer 2023.

My first project performing grading and utility design layout on my own under a licensed professional engineer was the University of Nevada, Reno Basketball Locker Room and Lounge Facility. My supervising engineer was Larry Bibee and who approved my grading and utility design layout. The grading was in the central part of UNR where existing grades did not meet ADA standards and part of the project was remediating these slopes within the project areas. The utility design included a sanitary sewer main which required close coordination with plumbing to mitigate the need for a force main and only needing a gravity sewer main. The submittal was the schematic design which proceeded into the construction set in May 2022.

My first field constructed project was the Washington Street Parking Lot in downtown Reno, Nevada. The project consisted of grading surface drainage and parking for 250 stalls. The project had a lot of existing grade tie-ins that complicated curb and gutter designs and maintaining flow to existing catch basins due to deteriorated concrete and occasional buckled concrete sections. With the project being adjacent to the UPRR train trench through downtown Reno, adjacent design was imperative to not disturb or overburden the trench wall by maintaining minimal fill and shallow elevation changes while maintaining positive drainage to onsite infiltration chambers.

# CARA DUMONTE (19-223-61)

All work experience reviewed by two licensed professionals

DISCIPLINE: CIVIL

## GENERAL



Applying To  
**Nevada**

Application Type  
**Initial - PE**

Application Date  
**06/01/2023**

Citizenship  
**United States**

## SUMMARY



Engineering Experience  
after EAC degree  
**4 years, 4 months**

Total Engineering  
Experience  
**4 years, 4 months**

Experience under licensed  
engineer  
**4 years, 4 months**

Disciplinary Action  
**None reported**



## EDUCATION



Associates in Science  
**Truckee Meadows Community College**  
**September 2013–December 2019**

Bachelors in Civil Engineering (EAC)  
**University of Nevada, Reno**  
**August 2015–December 2018**

Masters in Green Technologies  
**University of Southern California**  
**August 2019–May 2021**



## EXAMS



Fundamentals of Engineering (FE)  
**Nevada**  
**October 2018**

Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
**April 2019**

## LICENSES



Additional Licenses  
**None**

# CARA DUMONTE (19-223-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Wood Rodgers  
Nevada (United States)  
Assistant Civil Engineer  
December 2018—December 2019

Verified by  
**Steven Strickland**  
sstrickland@woodrogers.com

Experience Summary  
**Full-Time**  
**Engineering: 1 year**  
**Post EAC degree: 1 year**  
**Experience under licensed engineer:  
1 year**

### TASKS

Grading plans, civil utility plans, parking lot layout design, precise grading, civil utility design, residential plot plans, site planning, tentative mapping. Set grading elevations to provide positive drainage, determined invert elevations of storm drain and sanitary sewer to meet flow requirements, designed parking lot layout with code compliant dimensions and accessible grading, designed water in plan and profile to provide adequate clearance from other civil utilities, set tentative map lot lines to maintain appropriate setbacks and maximize the number of lots, set house pad elevations for subdivision projects.

### REPRESENTATIVE PROJECTS

Stead 40, Residential Subdivision, Stead, NV, 2018-2019, 40 acres, 256 lots -- This project included three villages within the development, each with a different building type: single family residential, 6-unit T-courts, and duplexes. I was responsible for coordinating with the home builder to create plot plans for each lot based on their release schedules. I placed the building footprints within the setbacks of each lot, designed the fine grading surrounding the houses to ensure proper drainage away from the buildings and out of the lots, and checked driveway slopes to ensure they did not exceed the maximum allowed slopes.

Broken Hills Subdivision, Washoe County, NV, 2018-2019, 255 acres, 170 lots -- Assisted with the drafting and design of the water, sanitary sewer, and storm drain system for a large residential subdivision. I was responsible for updating the water system layout and invert elevations for the offsite water plans when this project resurfaced after being put on hold. This waterline connected a lift station to a 350,000 gallon tank and passed through future phases of the project. When we began the next phases of the project, I assisted with designing the storm drain and sanitary sewer layout and invert elevations

Eagle Canyon Ranch, Sparks, NV, 2018-2019, 155 acres, 465 lots -- Large master planned community with numerous villages. For one village, I was responsible for laying out the lot lines to meet minimum lot areas and setback requirements based on the proposed house pad dimensions. I assisted with the drafting and design of the water, storm drain, sanitary sewer, and grading design for multiple villages. I developed utility layouts that maintained proper separation between pipes and set invert elevations. For multiple villages, I was responsible for coordinating with the home builder to create plot plans for each lot based on their release schedules. I placed the building footprints within the setbacks of each lot, designed the fine grading surrounding the houses to ensure proper drainage away from the buildings and out of the lots, and checked driveway slopes to ensure they did not exceed the maximum allowed slopes. I determined which lots required backflow preventers for the sanitary sewer services.



# CARA DUMONTE (19-223-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Psomas  
California (United States)  
Civil Engineering Designer III  
January 2020—January 2022

Verified by  
**Ryan Lynch**  
ryan.lynych@psomas.com

Experience Summary  
**Full-Time**  
**Engineering: 2 years**  
**Post EAC degree: 2 years**  
**Experience under licensed engineer:**  
**2 years**

### TASKS

Worked approximately 30 hours during the semesters and 40 hours during the summer and winter breaks. Graduated in May 2021 and worked 40 hours for the remainder of my time at Psomas. Grading plans, civil utility plans, demolition plans, horizontal control plans, roadway layout design, precise grading, rough grading, civil utility design, civil quantity cost estimate, low-impact design calculations, site hydrology calculations. Selected grading elevations to provide positive drainage and comply with accessibility requirements, determined invert elevations of storm drain and sanitary sewer to meet flow requirements, analyzed existing and proposed site conditions to determine storm runoff, sized treatment devices to handle the proposed design flows, designed utility layouts with appropriate clearance between utility types.

### REPRESENTATIVE PROJECTS

Reeder Ranch Park, Montclair, CA, 2021, 1.5 acres -- I conducted a site walk to understand existing site conditions and to gain a better understanding of the existing site conditions. This site walk helped inform decisions of what curb and sidewalk would need to be replaced, as well as provided insight on the existing drainage patterns. I assisted with the design and drafting of the storm drain, sewer, and water infrastructure. I was the primary designer for the grading of the site, which included drive aisles, parking, hardscape, and swales to convey stormwater to out of the site. As changes were made to the site, I was responsible for revising the grading and utilities. Lastly, I analyzed the hydrology of the site and produced a hydrology report.

Chaffey College Chino Campus, Chino, CA, 3 acres -- I conducted a site walk with employees of the college and various subconsultants for the project to understand existing site conditions and collaborate on proposed design ideas. During this site walk, I was able to gain valuable information regarding existing utilities, drainage patterns, and demolition limits. I assisted with the design and drafting of the storm drain, sewer, and water infrastructure. I was the primary designer for the grading of the site, which included the stepped walls, open landscape areas, and hardscape surrounding the building. I worked closely with the plumbing engineer to understand utility points of connections. As changes were made to the site, I was responsible for revising the grading and utilities. Lastly, I analyzed the hydrology of the site and produced an LID report that discussed pre- and post-construction runoff and on-site treatment of stormwater.

Malibu High School, Malibu, CA, 2020-2021, 6.1 acres -- This project was a demolition of an existing elementary school that was to be replaced with a high school. I conducted an extensive site walk of the site to understand demolition limits and existing drainage patterns. I was able to gain insight on the proposed outfalls for the projects. Stormwater management was extremely important for this project, as runoff from the project entered into a delineated Environmentally Sensitive Habitat Area that ultimately discharged into the ocean. I assisted with the drafting and design of the grading, storm drain, sanitary sewer, and water infrastructure. I analyzed the hydrology of the site and completed an LID report that discussed pre- and post-construction runoff and on-site treatment of stormwater. This site utilized numerous stormwater BMPs across the site that I calculated treatment volumes for, including rain gardens and permeable pavements. As changes were made to the site, I was responsible for revising the grading and utilities to ensure the drainage/utility design was feasible with the new site design.

# CARA DUMONTE (19-223-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Fuscoe Engineering  
California (United States)  
Engineer II  
January 2022—April 2022

Verified by  
**Andrew Jefferson Willrodt**  
awillrodt@fuscoe.com

Experience Summary  
**Full-Time**  
**Engineering: 3 months**  
**Post EAC degree: 3 months**  
**Experience under licensed engineer:  
3 months**



### TASKS

Assist in the design and drafting of student housing and commercial developments, including grading, sewer design, storm water design, and water system design. I was also responsible for vehicle tracking to ensure projects were accessible for various vehicles. I updated our base files and adjusted grading and utility design as we received site plan changes.



### REPRESENTATIVE PROJECTS

The Mark Student Housing, Los Angeles, CA, 2022, 0.42 acres, 37 units -- This project was a student housing development with 7 stories and subterranean parking. I assisted with the grading design of the site, which included courtyards, sidewalks and staircases around the perimeter of the building, planters, the entrance area to the building, stepped retaining walls, and the driveway entering the parking garage. The site was strategically graded to split up drainage areas to various biofiltration planters for stormwater treatment. I also assisted with the utility design and placement of drain inlets to ensure proper drainage of the upper courtyard areas. I worked directly with plans from the plumbing engineer to tie into the proper points of connection to the building. I utilized vehicle tracking to inform design decisions related to the slope of the driveway, as to avoid vehicles bottoming out or colliding with the ceiling of the garage at the entrance. Lastly, I was responsible for updating the grading and utility design as we received changes from the architect.

# CARA DUMONTE (19-223-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Wood Rodgers  
Nevada (United States)  
Assistant Civil Engineer  
April 2022—May 2023

Verified by  
**Mark Joseph Fakler**  
mfakler@woodrogers.com

*Experience Summary*  
**Full-Time**  
**Engineering: 1 year, 1 month**  
**Post EAC degree: 1 year, 1 month**  
**Experience under licensed engineer:**  
**1 year, 1 month**



### TASKS

Assist in the design and drafting of various project types, including townhomes, apartments, roadways, and commercial developments. I am responsible for site grading, utility layout and invert design, vehicle tracking, and cut/fill analysis. I coordinate with the drainage team during grading and utility design to ensure the system can adequately handle storm flows. I reference standards of local jurisdictions while designing projects.



### REPRESENTATIVE PROJECTS

Trails Townhomes, Las Vegas, NV, 2022-2023, 16.06 acres, 210 units -- I was responsible for the grading design of the site, including roadways, fine grading around buildings, interconnecting sidewalks, etc. I set finished floor elevations to minimize driveway slopes while maintaining adequate flood protection. I also assisted with storm drain, sewer, and water system design, including the utility layout and invert elevations. I am included in weekly design meetings with the home builder to understand and implement changes throughout the project. I am responsible for addressing design changes and updates per review comments provided by the City of Henderson.

Ascend Apartments, Las Vegas, NV, 2023, 11.73 acres, 312 units -- I was responsible for the grading design of the site, including drive aisles, parking, fine grading around buildings, interconnecting sidewalks, etc. I set finished floor elevations to maintain adequate flood protection and maintain accessible slopes between apartment buildings. I also designed channels and flowlines to handle storm flows. I was responsible for revising sidewalk layouts in order to flatten slopes and avoid stairs. I assisted with storm drain, sewer, and water system design, including the utility layout and invert elevations. I am included in weekly design meetings with the home builder to understand and implement changes throughout the project. I am responsible for addressing design changes and updates per review comments provided by the City of Henderson.

# JUAN MENDOZA SANTIAGO (18-314-68)

All work experience reviewed by two licensed professionals

DISCIPLINE: CIVIL

## GENERAL



Applying To  
**Nevada**

Application Type  
**Initial - PE**

Application Date  
**06/06/2023**

Citizenship  
**Venezuela**

## SUMMARY



Engineering Experience  
after EAC degree

Total Engineering  
Experience  
**6 years, 6 months**

Experience under licensed  
engineer  
**6 years, 6 months**

Other Experience  
**5 years, 8 months**

Disciplinary Action  
**None reported**



## EDUCATION



Bachelors in Civil Engineering  
**University of Los Andes - Venezuela**  
January 2004–July 2010

## EXAMS



Fundamentals of Engineering (FE)  
**Nevada**  
**September 2022**

Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
**December 2022**



## LICENSES



Additional Licenses  
**None**

# JUAN MENDOZA SANTIAGO (18-314-68)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Universidad de Los Andes  
Mérida (Venezuela)  
Professor Instructor  
January 2011 – September 2016

Verified by  
**Prof. Pedro Rivero**  
riverop@ula.ve

Experience Summary  
**Full-Time**  
**Other: 5 years, 8 months**  
Experience under licensed surveyor:  
**None**



## DESCRIPTION

# JUAN MENDOZA SANTIAGO (18-314-68)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Rietz Consulting, Inc.  
Nevada (United States)  
Project Designer  
October 2016—April 2022

Verified by  
**Eric Joseph Rietz**  
eric.rietz@rietzconsulting.com

Experience Summary  
**Full-Time**  
**Engineering: 5 years, 6 months**  
**Experience under licensed engineer:**  
**5 years, 6 months**



### TASKS

During my time working at Rietz Consulting, I focused on preparing Civil Improvement Plans and Technical Drainage Studies for commercial, industrial, and retail sites under the supervision and close direction of the Project Engineer Eric Rietz.

I began each project by reviewing relevant reference studies and existing plans. This helped me understand the site conditions and its surroundings, identify existing structures, and existing drainage or grading conditions that could potentially impact the design process.

For the projects I worked on, I analyzed the point survey data and created the existing surface and topography that were the base for all the calculations and project design. On different opportunities I was able to calculate the hydrology by delineating drainage basins, using soil runoff data and land use information from the Clark County Regional Flood District Hydrologic Criteria and Design Manual.

Grading Design was a big part of my effort at this firm. For small sites (less than 10 Acres) I was able to grade from start to finish by following existing drainage patterns, making sure the site was always flood protected and maintaining a healthy earthwork balance. Part of the grading task and my duties was the detailed grading which consisted of A.D.A ramps, swales, flowlines, checking minimum and maximum slopes in the design, berms, retaining wall locations, road improvement design, and regrading areas either due to site plan and Architectural changes or redlines from jurisdictions.

Other tasks I performed at this firm were sanitary sewer design, fire and domestic water network design and Traffic control design when the project required offsite street improvements.

Lastly, I followed the project submittal process until the final mylar approval. This required addressing comments and plan redlines from different jurisdictions within the Las Vegas Valley area and Nevada.



### REPRESENTATIVE PROJECTS

1. JR Lightning at Russell and Edmond. (2017), Clark County, Las Vegas Nevada.

This project consisted of a proposed warehouse and half improvements for an existing street. My responsibilities on this project included working under the direction of the project engineer to determine both the onsite and offsite grading and utility design. This included making sure the site is flood protected for the 100-year storm, setting adequate finish floor elevations and flow line elevations to flood protect the building, complying with ADA slope standards and providing domestic and fire water service from public facilities. In addition, I designed the sanitary sewer connection from the building to the public sewer main, this included the sizing and slopes calculations for the sewer lateral and invert elevation for cleanouts and sewer manholes.

2. Rainbow and 215N – Rainbow Commons. (2017 and 2018)

This project consisted of a commercial plaza at the south-east corner of an existing intersection with five buildings that included a convenience store with a gas station, three drive thru buildings for restaurants and an office building. My responsibilities on this project included working under the direction of the project engineer to determine the onsite and offsite grading, utility and traffic control design. I used Civil 3D for the grading design ensuring all five buildings were flood protected for the 100-year storm and complying with ADA design standards. I worked on the sanitary sewer design for an 8 inch onsite main that collects the sewer from the buildings to a public sewer main. I worked on the domestic and fire water design feeding the buildings with individual meters and backflow preventers from two different mains; an existing 16 inch public water line and a proposed 12 inch public water line. On this project I was able to layout the induction loops for the traffic signal at the intersection.

3. O'Reilly Auto parts Carson City. (2018)

This project consisted of a proposed O'Reilly Auto parts store next to a Nevada DOT road. My responsibilities on this project

included working under the direction of the project engineer to determining the onsite grading, utility design and the full set of plans including the NDOT package. I used Civil 3D to generate the onsite grading design and balanced the earthworks. I generated infiltration calculations for two onsite trenches to collect and retained the surface flow from the 100-year storm.

#### 4. West Village – Narrative. (2019 and 2022)

This project consisted of a four-story office building and a three-story garage building separated with a drive aisle and a private pedestrian crossing between both buildings. My responsibilities on this project included working under the direction of the project engineer to determining both the onsite and offsite grading and utility design. I generated the grading design and earthworks calculations using Civil 3D. For the grading design I calculated the elevations for the high points at the driveways using the existing drainage study and FlowMaster to obtain the depth of flow at the new driveways location and flood protect the site from the 100-year storm. I designed the public offsite main sanitary sewer from the point of connection 800 feet south of the property to the site with a 10 inch PVC pipe at 0.5% and two sewer manholes.

#### 5. Church on Haven. (2019)

This project consisted of a one-story Building on a 2.07 Acres site with a proposed septic system. My responsibilities on this project included working under the direction of the project engineer to determine both the onsite and offsite hydrology calculations for a technical drainage study, the onsite grading and utility design. I generated a hydrology analysis by delineating drainage basins, using soil runoff data and land use information from the Clark County Regional Flood District Hydrologic Criteria and Design Manual. I used HEC-1 to generate surface flow values for a 10-year and 100-year storm design.

# JUAN MENDOZA SANTIAGO (18-314-68)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Kimley-Horn  
Nevada (United States)  
Civil Analyst  
May 2022—May 2023

Verified by  
**Marianna Aleman Hunnicutt**  
marianna.hunnicuttt@kimley-horn.com

Experience Summary  
**Full-Time**  
**Engineering: 1 year**  
**Experience under licensed engineer:**  
**1 year**

## TASKS

My time at this firm has centered on preparing civil design and improvement plans for Industrial, retail, and commercial developments under the supervision and close direction of Marianna Hunnicutt.

I begin each project by reviewing relevant reference studies and existing plans. This helps me understand the site conditions and its surroundings, identify existing structures, and existing drainage or grading conditions that could potentially impact the design process.

For the projects I have worked on, I analyze the point survey data and create the existing surface and topography that are the base for all the calculations and project design. I perform initial hydrology calculations to flood protect the site and set building finish floors and driveways highpoint elevations.

Offsite and onsite grading design is a big part of my effort at this firm. I have worked on grading design for industrial sites over 100 acres with buildings over 1,000,000 square feet in area. I design from start to finish by following existing drainage patterns, making sure the site is always flood protected and maintaining a healthy earthwork balance. Part of the grading task and my duties is the rough and concept grading design, detailed grading which consist of A.D.A ramps, swales, flowlines, checking minimum and maximum slopes in the design, berms, detention basins, retaining wall locations, road improvement design, and regrading areas either due to site plan and Architectural changes or redlines from jurisdictions.

## REPRESENTATIVE PROJECTS

1. Majestic EJM Arroyo 1. (2022 and 2023), Clark County, Las Vegas Nevada.

This project Consisted of a proposed four (4) warehouse buildings on a 40 acres site, half improvements for an existing street and full design for a proposed street. My responsibilities on this project included working under the direction of the project engineer to determining both the onsite and offsite grading and utility design. This included making sure the site is flood protected for the 100-year storm, setting adequate finish floor elevations and flow line elevations to flood protect the building, complying with ADA slope standards and providing domestic and fire water service from public facilities. In addition, I designed the sanitary sewer connection from the building to the public sewer main, this included the sizing and slopes calculations for the sewer lateral and Invert elevation for cleanouts and sewer manholes.

2. El Dorado 94 Industrial. (2023)

This project consists of a 94 acres Industrial site located in a new master plan development south of Henderson, Nevada. My responsibilities on this project include working under the direction of the project engineer to determine both the onsite and offsite grading and Utility design for two buildings with flat slab, building #1 is 1,100,000 square feet and building #2 over 600,00 square feet. I am working on the design of an improved intersection between a new proposed main collector to bring access to the site and a Nevada DOT highway. Part of my work for the new collector includes the horizontal geometry and the vertical design. Both the offsite and onsite grading are being designed using Civil 3D and following the local standards and design criteria.



# JUAN MENDOZA SANTIAGO (18-314-68)

All work experience reviewed by two licensed professionals

## ADDITIONAL INFORMATION



### TIME GAPS

Start Date	End Date	Reason	Explanation
07/2003	12/2003	Unemployed	I studied to take the Civil Engineering School's admission test at the University of Los Andes. Took the test on November 2003. After the test till the end of December 2003 I took the days off to recharge my batteries



### DEGREES EVALUATED

Institution/Degree	Country	Language	Courses
University of Los Andes - Venezuela / Bachelors in Civil Engineering 01/01/2004 – 07/01/2010	Venezuela	Spanish	45

### COMPARABILITY SUMMARY

**Outcome: Not Equivalent**

Area	Hours	Deficiency
Math/Science	42 / 32	None
Engineering	85 / 48	None
General Education	7 / 12	Missing 5 hours
Elective/Other	25 / N/A	None

### SPECIAL NOTE

The NCEES Engineering Education Standard requires 12 college semester credit hours in general education that complement the technical content of the curriculum. Courses that instill cultural values are acceptable, while routine exercises of personal craft are not.

## Specified Criteria Hours: 32

Course	Institution/Degree	U.S. Credits
Applied Mathematics	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Calculus I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.8
Calculus II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.8
Calculus III	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.8
Chemistry	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Geology	University of Los Andes - Venezuela / Bachelors in Civil Engineering	2.4
Ordinary Differential Equations	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.8
Physics I: Calculus Based	University of Los Andes - Venezuela / Bachelors in Civil Engineering	5.6
Physics II: Calculus Based	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Statistics	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2

**Total semester credit hours earned: 42.40**

## Specified Criteria Hours: 48

Course	Institution/Degree	U.S. Credits
Aqueducts	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Bachelor Thesis	University of Los Andes - Venezuela / Bachelors in Civil Engineering	6.0
Building Facilities	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Environmental Sanitation	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Fluid Flow	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Fluid Mechanics I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Fluid Mechanics II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Foundation Engineering	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Hydraulic Works	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Hydrology	University of Los Andes - Venezuela / Bachelors in Civil Engineering	2.4
Pavement Design	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Reinforced Concrete	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Road Design	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Roads I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Roads II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Seismic Engineering	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Soil Mechanics	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Statics	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Steel Structures	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Strength of Materials I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.8
Strength of Materials II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.8
Structural Design	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Structures I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Structures II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2

**Total semester credit hours earned: 85.20**

GENERAL EDUCATION

Specified Criteria Hours: 12

Course	Institution/Degree	U.S. Credits
Communication Skills	University of Los Andes - Venezuela / Bachelors in Civil Engineering	2.4
Law	University of Los Andes - Venezuela / Bachelors in Civil Engineering	2.4
Sociology	University of Los Andes - Venezuela / Bachelors in Civil Engineering	2.4

**Total semester credit hours earned: 7.20**

ELECTIVE/OTHER

Specified Criteria Hours: N/A

Course	Institution/Degree	U.S. Credits
Construction I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Construction II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Descriptive Geometry I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Descriptive Geometry II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Digital Programming	University of Los Andes - Venezuela / Bachelors in Civil Engineering	3.2
Engineering Materials	University of Los Andes - Venezuela / Bachelors in Civil Engineering	2.4
Topography I	University of Los Andes - Venezuela / Bachelors in Civil Engineering	4.0
Topography II	University of Los Andes - Venezuela / Bachelors in Civil Engineering	2.4

**Total semester credit hours earned: 24.80**

**Total Semester Credit Hours Earned: 159**

PROCESS DESCRIPTION

All education is compared to the NCEES Engineering Education Standard

The evaluation of your academic studies has been prepared to provide engineering and surveying licensing boards with the required assessment of foreign qualifications to facilitate them in determining if you qualify for licensure examination. This is an advisory report prepared based on records received and verified by the institutions issuing the degrees or qualifications. Eligibility to take the examination is determined by the licensing boards.

This report does not include the assessment of written and oral communication skills, computer skills, the quality of laboratory or field work, and the scope of design experience, which require an onsite review. Academic records (such as transcripts and catalogs) do not document qualitative factors and practical constraints to desirable outcomes.

NCEES houses a library of reference materials from around the world. These references are used for the completion of evaluations in conjunction with the NCEES Engineering Education Standard.

# CHAD VICKERY (18-871-05)

All work experience reviewed by two licensed professionals

DISCIPLINE: CIVIL

## GENERAL



Applying To  
**Nevada**

Application Type  
**Initial - PE**

Application Date  
**06/20/2023**

Citizenship  
**United States**

## SUMMARY



Engineering Experience  
after EAC degree  
**3 years, 1 month**

Total Engineering  
Experience  
**3 years, 1 month**

Experience under licensed  
engineer  
**3 years, 1 month**

Other Experience  
**3 months**

Disciplinary Action  
**None reported**



## EDUCATION



Bachelors in Civil Engineering (EAC)  
**Brigham Young University - Idaho**  
**January 2015–April 2019**

Masters in Civil Engineering  
**Brigham Young University**  
**August 2019–June 2020**



## EXAMS



Fundamentals of Engineering (FE)  
**Idaho**  
**November 2018**

Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
**March 2023**

## LICENSES



Additional Licenses  
**None**

# CHAD VICKERY (18-871-05)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

AgriNorthwest  
Washington (United States)  
Farm Hand  
June 2012—August 2012

Verified by

Experience Summary

**Part-Time**

**Other: 1 month (50%)**

**Experience under licensed surveyor:**

**None**



DESCRIPTION



# CHAD VICKERY (18-871-05)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

AgriNorthwest  
Washington (United States)  
Farm Hand  
October 2014—December 2014

Verified by

Experience Summary

**Full-Time**

**Other: 2 months**

Experience under licensed surveyor:

**None**



DESCRIPTION

# CHAD VICKERY (18-871-05)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Jacobs  
Nevada (United States)  
Highway Engineer  
May 2020—May 2023

Verified by  
**Tyler Yorgason**  
tyler.yorgason@jacobs.com

Experience Summary  
**Full-Time**  
**Engineering: 3 years**  
**Post EAC degree: 3 years**  
**Experience under licensed engineer:**  
**3 years**

### TASKS

Performed geometric design including design of horizontal and vertical alignments, superelevations, and cross sections components for highways, local roads, and pedestrian facilities. Calculated pavement, earthwork, and other roadway related quantities. Performed feasibility analysis taking into account right-of-way impacts and existing utility conflicts. Created and designed conceptual models for freeways and interchanges. Produced and reviewed plan sheets meeting client requirements. Provided training and support for CAD software use, ensuring best practices were implemented. Produced informational exhibits and data to clients and made decision recommendations.

### REPRESENTATIVE PROJECTS

Name, Location: US-89 Bear Lake Marina Access Improvements, Bear Lake, UT  
Scope: New access road needed for entrance into Bear Lake Marina, widening of US-89, new intersection and turn lanes, addition of new pedestrian crossing, microsurfacing, new signing and striping.  
Dates: May 2020 to June 2021  
Work Performed: I designed and evaluated multiple roadway layout options, reviewed utility conflicts, determined needed removals of existing conditions, produced roadway plan sheets, and prepared material quantities for the project summary.

Name, Location: Ogden-WSU Bus Rapid Transit, Ogden, UT  
Scope: 5.3 mile Bus Rapid transit system on City of Ogden and UDOT roadways, and Weber State University Campus. Included both designated bus lane and mixed flow segments, bus stops, bus charging stations, and consideration of pedestrians and cyclists.  
Dates: May 2020 to June 2021  
Work performed: I designed and modeled roadways, designed and modeled pedestrian paths to meet ADA standards, designed site grading, produced plan sheets, profile sheets, wall profile sheets, and grading sheets, created figures and provided information to answer contractor RFI's, calculated required areas of right-of-way acquisitions.

Name, Location: SR 303L 51st Ave and 43rd Ave Traffic Interchanges, Phoenix, AZ.  
Scope: Two diamond interchanges on the 303L freeway at 51st Ave and 43rd Ave to provide access to a new large manufacturing facility. Included design of the interchanges and a drainage channel to redirect flow from a wash.  
Dates: August 2021 to March 2022  
Work Performed: I designed and modeled the roadway according to ADOT standards, modeled drainage channel, performed site grading, produced roadway sheets, profile sheets, and cross section sheets. Calculated earthwork quantities.

Name, Location: U.S. 97/U.S. 20 Bend North Corridor, Bend, OR  
Scope: A 3-mile realignment of U.S. 97 east of its original location including 3 bridges, multiple ramp connections, a shared use path along the entire corridor, and roadway improvements to U.S. 20 including two roundabouts.  
Dates: December 2021 to May 2023  
Work Performed: Designed horizontal and vertical alignments for U.S. 97 and six ramp connections according to ODOT standards and taking into account bridge clearances. Designed superelevations, designed and modeled roadway and shared use path. Produced figures to communicate design concepts to the client. Produced cross sections and earthwork quantities. Designed site grading. Conducted a quality control check on plan, profile, and superelevation sheets.

# CHAD VICKERY (18-871-05)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Parametrix  
Nevada (United States)  
Engineer III  
May 2023—June 2023

Verified by  
**Adam Pocock**  
apocock@parametrix.com

Experience Summary  
**Full-Time Engineering: 1 month**  
**Post EAC degree: 1 month**  
**Experience under licensed engineer: 1 month**



### TASKS

Reviewed plan sheets, designed pedestrian access ramps, created conceptual options for highway improvements.



### REPRESENTATIVE PROJECTS

Name, Location: SR-171 Highland Drive to I-215, Salt Lake City, UT

Scope: 1" Mill and overlay of SR-171 (3300 S) in Salt Lake City, and evaluation and redesign if necessary of existing signing and pedestrian facilities.

Dates: May 2023 to Current

Work Performed: I evaluated and designed approximately 40 pedestrian access ramps to meet ADA standards.

# CHAD VICKERY (18-871-05)

All work experience reviewed by two licensed professionals

## ADDITIONAL INFORMATION



### TIME GAPS

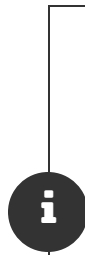
Start Date	End Date	Reason	Explanation
09/2012	09/2014	Unemployed	I served a two-year full-time service mission for the Church of Jesus Christ of Latter-Day Saints from 09/2012 to 09/2014.

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

DISCIPLINE: CIVIL

## GENERAL



Applying To  
**Nevada**

Application Type  
**Initial - PE**

Application Date  
**06/07/2023**

Citizenship  
**United States**

## SUMMARY



Engineering Experience  
after EAC degree  
**4 years**

Total Engineering  
Experience  
**4 years**

Experience under licensed  
engineer  
**4 years**

Other Experience  
**8 years, 8 months**

Disciplinary Action  
**None reported**



## EDUCATION



Associates in Science  
**College of Southern Nevada**  
**August 2006–December 2015**

Bachelors in Civil Engineering (EAC)  
**University of Nevada, Las Vegas**  
**May 2016–May 2019**



## EXAMS



Fundamentals of Engineering (FE)  
**Nevada**  
**January 2019**

Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
**October 2020**

## LICENSES



Additional Licenses  
**None**

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Hirschi Masonry  
Nevada (United States)  
Office Assistant  
August 2005—January 2006

Verified by

Experience Summary

**Part-Time**

**Other: 3 months (50%)**

**Experience under licensed surveyor:**

**None**



DESCRIPTION

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Great Harvest Bread Co.  
Nevada (United States)  
Baker  
September 2005—April 2007

Verified by

Experience Summary

**Full-Time**

**Other: 1 year, 7 months**

**Experience under licensed surveyor:**

**None**



DESCRIPTION

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

CTS Auto Wash  
Nevada (United States)  
Supervisor  
May 2006—July 2007

Verified by

Experience Summary

**Part-Time**

**Other: 7 months (50%)**

**Experience under licensed surveyor:**

**None**



DESCRIPTION



# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Aluminum Screen Manufacturers  
Nevada (United States)  
Delivery Driver  
July 2007—July 2008

Verified by

Experience Summary

**Full-Time**

**Other: 1 year**

**Experience under licensed surveyor:**

**None**



DESCRIPTION

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Aluminum Screen Manufacturers  
Nevada (United States)  
Production Manager  
March 2010—September 2013

Verified by

Experience Summary

**Full-Time**

**Other: 3 years, 6 months**

**Experience under licensed surveyor:**

**None**



DESCRIPTION

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Catholic Charities of Southern Nevada  
Nevada (United States)  
Driver  
September 2013—August 2014

Verified by

Experience Summary

**Full-Time**

**Other: 11 months**

Experience under licensed surveyor:

**None**



DESCRIPTION

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Great Harvest Bread Co.  
Nevada (United States)  
Baker

September 2014 – December 2014

Verified by

Experience Summary

**Full-Time**

**Other: 3 months**

Experience under licensed surveyor:

**None**



DESCRIPTION

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Clark County School District  
Nevada (United States)  
Library Aide  
March 2015—June 2016

Verified by

Experience Summary

**Full-Time**

**Other: 1 year, 3 months**

**Experience under licensed surveyor:**

**None**



## DESCRIPTION

# JOELL WALDRON (19-580-61)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Wright Engineers  
Nevada (United States)  
Structural Designer 2  
May 2019—May 2023

Verified by  
**Benjamin Dale Rogers**  
brogers@wrightengineers.com

Experience Summary  
**Full-Time**  
**Engineering: 4 years**  
**Post EAC degree: 4 years**  
**Experience under licensed engineer:  
4 years**



### TASKS

At the start of employment for Wright Engineers I was a structural designer 1. My tasks and duties included reviewing architectural drawings to determine parameters for the structural engineering design, applying engineering knowledge I gained in school to perform structural design calculations for member loads and stresses, selecting appropriate construction materials based on design, and redlining and preparing structural drawings in conformance with code requirements. My tasks also included writing memos and revising structural plans in response to requests for information from the field during construction, creating solutions to unique design problems, and being responsible for the design of a smaller portion of a project for large projects being completed by multiple team members.

Currently as a structural designer 2, my tasks and duties have expanded to include complete structural analysis and design of simpler projects, compiling specifications, and exercising individual judgment in evaluating, selecting, and applying standard structural design techniques and procedures. Further engineering tasks include observing construction in the field and writing reports and evaluations based on field conditions, assigning tasks to and working closely with other less experienced structural designers, answering questions and helping other designers in review of their structural designs, writing additional service authorizations, managing time to ensure deadlines are met, and communicating directly with clients and participating in client meetings.



### REPRESENTATIVE PROJECTS

From June 2019 to January 2022 I engineered in-ground concrete swimming pools and above ground structures that tied in to the main pool structure. Most pools were located in Las Vegas and its surrounding jurisdictions of Henderson, Clark County, Pahrump, and Boulder City. My responsibilities included designing concrete pool walls reinforced with rebar to resist lateral soil, water, and seismic loads as well as loads from above ground structures. Above ground structures were designed for gravity, wind, and seismic loads. I ran calculations to determine concrete pool wall thicknesses and required rebar size and spacing at various pool depths. I drew structural details and compiled structural plans for homeowners and clients. I also designed out of state pools in California, Missouri, and Pennsylvania which required further coordination with the building department and geotechnical engineers. Out of state structural designs were often calculated using local materials and rebar sizes that varied from what is typically used in Las Vegas pool designs. I engineered an average of 7 pools a week.

Bank of Nevada was a project located in Las Vegas near Sahara Ave. and Rancho Dr. that involved the structural analysis of an existing multi-story structure to determine if the existing structural members were adequate to support the replacement of mechanical and plumbing members at the top floor and roof that were heavier than the existing component loads. I started design on this project in July 2021 and construction ended in March 2022. One challenge that this project had was that no structural drawings were available, therefore my first step included site visits and observations to determine the existing structural system, member sizes, and in-place loads. I then ran calculations for the existing distributed loads plus the addition of the new mechanical unit and plumbing line loads on the structural steel members. I determined that the existing steel members supporting the mechanical units were adequate to take the additional loads without additional reinforcement. I designed concrete curbs at the mechanical units as well. The steel members supporting the plumbing lines needed to be strengthened to meet the new load demands. I decided that I would add a steel plate to the bottom flange of the inadequate steel beam to strengthen the member. I performed calculations to determine the plate size and the necessary weld size for the new composite member. I prepared structural drawings and compiled calculations for the engineer's review and subsequent issue to the client. During construction, once structural members were more fully exposed, it was determined that revisions to the engineering were required at unique site conditions. Adjustments to the concrete curb, embedment depths, and detailing were addressed at that time.

Inspirada Greencourts was a residential wood project located in Henderson near Via Inspirada and Bicentennial Pkwy. that added a new 2-story plan (plan 1767) to their tract home options. I started design on this project in April 2022 and issued structural plans

and calculations in August 2022. Recent revisions to our plans as a result of architectural revisions were issued in May 2023. I had full responsibility for the structural design of this plan and its revisions. After reviewing architectural drawings and the geotechnical report, I ran calculations for gravity and lateral design. Gravity design included determining dead and live loads based on construction materials and use, laying out roof and floor trusses, designing headers and beams at openings and under bearing walls, sizing studs, and foundation and slab design. Lateral design included determining my force resisting system for wind and seismic. I chose wood shear walls and designed them to resist these forces. I put design information from the calculations onto the structural plans, edited specifications, added standard details and designed custom details, added framing and foundation notes and keynotes, and reviewed my design with the engineer of record. I compiled structural calculations and provided structural plans to the client upon completion of my design. I also reviewed truss design and concrete design submittals for compliance with my structural design.

# LU WANG (21-016-33)

All work experience reviewed by two licensed professionals

DISCIPLINE: CIVIL

## GENERAL



Applying To  
**Nevada**

Application Type  
**Initial - PE**

Application Date  
**06/03/2023**

Citizenship  
**China**

## SUMMARY



Engineering Experience  
after EAC degree

Total Engineering  
Experience  
**4 years, 7 months**

Experience under licensed  
engineer  
**4 years, 7 months**

Other Experience  
**6 months**

Disciplinary Action  
**None reported**



## EDUCATION



Bachelors in Transportation Engineering  
**Harbin Institute of Technology**  
September 2009–July 2013

Masters in Civil Engineering  
**Shandong University**  
September 2014–September 2017

Masters in Civil and Environmental Engineering -  
Transportation  
**University of Nevada, Reno**  
January 2018–May 2020



## EXAMS



Fundamentals of Engineering (FE)  
**Nevada**  
March 2022

Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
August 2022

## LICENSES



Additional Licenses  
**None**



# LU WANG (21-016-33)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

University of Nevada, Reno  
Nevada (United States)  
Graduate Research Assistant  
January 2018—May 2020

Verified by  
**Hao Xu**  
haox@unr.edu

Experience Summary  
**Full-Time**  
**Engineering: 2 years, 4 months**  
**Experience under licensed engineer:  
2 years, 4 months**



### TASKS

My duties as being a research assistant include

1. I searched and read published literature on research topics.
2. I attended projects meeting and provided meeting minutes after meetings.
3. I collected and analyzed traffic data for projects.
4. I prepared reports and slides for presentations for projects.



### REPRESENTATIVE PROJECTS

Projects Name:

NDOT safety benefit-cost analysis of roundabouts in Nevada  
project description

this is a research project cooperated between the Nevada Department of Transportation (NDOT) and the University of Nevada, Reno (UNR), so there is no specific location for this project, I attended this project from January 2018 to January 2020. UNR tasks include

1. UNR created a Nevada statewide roundabout database
2. UNR developed a spreadsheet tool for estimating roundabout construction costs.
3. UNR estimated the safety-related benefits of roundabouts by using the Nevada project safety process spreadsheet tool.
4. UNR estimated benefit-cost ratios for selected roundabouts.
5. UNR provided reports

My role:

1. I updated geometry data (such as roundabout leg lengths, speed limit, etc) for the Nevada roundabout database by checking google maps and street view.
2. I improved and updated the formulas for the UNR roundabout cost estimation spreadsheet tool per FHWA roundabout guidance and green book.
3. I extracted roundabout-related crashes from the NDOT database by using Arc GIS.
4. I calculated and analyzed roundabout crash data per Highway Safety Manual.
5. I calculated the benefit-cost ratios for selected roundabouts by using the Nevada project safety process spreadsheet tool.
6. I wrote reports and made presentation slides for this project.

# LU WANG (21-016-33)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

UBER Eats  
Nevada (United States)  
Food delivery  
June 2020—June 2021

Verified by

Experience Summary

**Part-Time**

**Other: 6 months (50%)**

**Experience under licensed surveyor:**

**None**



DESCRIPTION

# LU WANG (21-016-33)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Nevada Department of Transportation  
Nevada (United States)  
Engineering technician 3  
July 2021 – June 2022

Verified by  
**Jonathan Zuniega Samar**  
jsamar@dot.nv.gov

Experience Summary  
**Full-Time**  
**Engineering: 11 months**  
**Experience under licensed engineer:**  
**11 months**



### TASKS

My duties and tasks are:

1. Under general supervision, I received training in technical engineering methods and practices.
2. I performed a broad range of duties involving technical engineering work in support of professional engineers including engineering calculations, surveying, materials, soil testing, and construction inspection.



### REPRESENTATIVE PROJECTS

Project: NDOT 3849 I 80 Emigrant climbing lane

My role:

1. I did miscellaneous field inspections which included:
  - I did weight inspections for Type 1 Class B Base hauling in an Emigrant pit in Elko
  - I did inspections at the Batch plant
  - I did bridge deck sounding check & Force account inspection
  - I did inspections for guard rail installation and dike paving
  - I helped my supervisor to do some surveying.
  - I did inspections for overlay placement and pull-out test after overlay placement.
2. I also helped the office engineer to check the field & lab daily inspection and test reports
3. I finished NDOT testing school training for soil, asphalt, concrete tests

# LU WANG (21-016-33)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Nevada Department of Transportation  
Nevada (United States)  
Staff 2 Associate Engineer  
June 2022—November 2022

Verified by  
**Brian Michael Deal**  
bdeal@dot.nv.gov

Experience Summary  
**Full-Time**  
**Engineering: 5 months**  
**Experience under licensed engineer:**  
**5 months**



### TASKS

My duties and tasks are:

1. I received training in construction plan drawing, engineering methods, and practices.
2. I developed construction plans by using Micro Station and Inroad.



### REPRESENTATIVE PROJECTS

Project info:

preservation project (project #:74357) , 2.75" coldmill w/2" plantmix bit surface w/Open grade

Project range:

SR 562 Sunset Rd (from Las Vegas Blvd to Annie Oakley Dr)

SR 171 (from IR215 to Airport tunnel entrance)

1. I finished the training for being a new engineer in NDOT which include:

MicroStation basic training, Inroad Fundamentals using Inroad training and hands-on practice, Open Road Fundamental operation training.

2. I produced CADD drawings by using Microstation, which include:

1) I did the Americans with Disabilities Act (ADA) evaluation for curb ramps and driveways, after evaluation I drew new ramps and driveways that comply with NDOT standards.

3) I drew existing utility lines based on the existing document we have.

4) I created an alignment file for SR 562 based on the existing documents and advice from my supervisor.

5) I finished the ROW (Right of Way) lines drawing for project 74357 based on the parcel map and other previous plans.

6) I finished drawing the ROW acquisition

3. I did engineering calculations, checked plan quantities, and developed estimate summaries (3-sheet).

4. I applied roadway design standards set by the American Association of State Highway and Transportation Officials (AASHTO), the Manual on Uniform Traffic Control Devices (MUTCD), and the Nevada Department of Transportation (NDOT) policy.

# LU WANG (21-016-33)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Atkins  
Nevada (United States)  
Engineer 2  
November 2022—October 2023

Verified by  
**David Dodson**  
david.dodson@atkinglobal.com

Experience Summary  
**Full-Time**  
**Engineering: 11 months**  
**Experience under licensed engineer:  
11 months**



### TASKS

my tasks are

1. I receive training ( such as Openroad training, skill to draw plans for signs and ITS devices )
2. I produce CADD drawing for signs, striping and ITS for projects.
3. I do QC checks for submittals.



### REPRESENTATIVE PROJECTS

Projects I attended:

1. NDOT Winnemucca ADA project.

This is a Nevada Department of Transportation (NDOT) preservation project to upgrade roadway features and ITS (such as traffic signs and signals), Location: Winnemucca, NV.

I get involved in ITS design parts(which include traffic signs & signals & striping) when I started my job at Atkins.

2. NDOT ATCMTD project

This is another NDOT preservation project, location: Las Vegas, NV. working on US-95, starting from I-15 Tropicana to Rainbow Blvd. I got involved in the ITS design part.

3. RTC Sparks Blvd Capacity project phase 2

This is a phase 2 project from Regional Transportation Commission (RTC), it is aiming to add a third lane to sparks blvd in Reno, NV from I-80 off-ramp to Baring Blvd. I started to work on this project when I started my job at Atkins

4. Boulder Hwy corridor

This is a traffic-improved project from the City of Henderson, Las Vegas, working on Boulder Hwy in Las Vegas from Wagonwheel Dr to Gibson Rd. I got involved in Sign & striping design part in May 2022

5. I-15 Tropicana project

This is the NDOT project in Las Vegas, I attend its submittal review part in November.

My role:

1. I produced CADD drawings for signs, signals, striping, Structure sheets, and ATM gantry details for projects: ATCMTD, Winnemucca project, Boulder hwy, and Sparks phs2 project.
2. I updated the ITS spreadsheets for Project ATCMTD and Winnemucca by collecting related data from CADD drawings, such as detector, CCTV, cabinet schedules
2. I produced special signs by using signCAD for the Winnemucca project.
3. I did ADA sign checking for the Winnemucca project's existing signs.
4. I calculated and check sign quantities for the Winnemucca project and Sparks Blvd phase 2 project.
5. I collected existing sign size& location data, signal data, and photos from the field survey for the Winnemucca project.
6. I finished sign summary sheets for Winnemucca project
7. I finished Openroad training.
8. I reviewed project submittals for project Winnemucca project, the ATCMTD project, Boulder hwy project, the sparks blvd phs 2 project, I-15 Tropicana project.

# LU WANG (21-016-33)

All work experience reviewed by two licensed professionals

## ADDITIONAL INFORMATION



### TIME GAPS


Start Date	End Date	Reason	Explanation
08/2013	08/2014	Unemployed	I prepared for the entry exam for master degree during this time period

# TYLER YOHRMAN (18-196-47)

All work experience reviewed by two licensed professionals

DISCIPLINE: CIVIL

## GENERAL


 Applying To **Nevada**

Application Type **Initial - PE**

Application Date **06/20/2023**

Citizenship **United States**



## SUMMARY



 Engineering Experience after EAC degree **4 years, 9 months**

Total Engineering Experience **4 years, 9 months**

Experience under licensed engineer **4 years, 9 months**

Disciplinary Action **None reported**


 

## EDUCATION

 Bachelors in Civil Engineering (EAC)  
**University of Akron**  
**August 2012–December 2017**

## EXAMS

 Fundamentals of Engineering (FE)  
**Nevada**  
**May 2022**

Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
**April 2023**



## LICENSES

 Additional Licenses **None**

# TYLER YOHRMAN (18-196-47)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Lewis Land Professionals  
Ohio (United States)  
Engineering Technician  
May 2017—September 2018

Verified by  
Tyler Yohman (Self)

Experience Summary  
**Full-Time**  
**Engineering: (0%)**  
**Experience under licensed engineer:**  
**None**



### TASKS

Worked on individual home improvements to show grading and utility connections along with showing proper setbacks. Assisted managing PE on multiple commercial and residential land development projects



### REPRESENTATIVE PROJECTS

Land Development Design  
Sharon Township Fire Station  
March 2018 - July 2018

I worked on a land development team that focused on the development for a fire station. I performed design for water utilities and sanitary sewer.

Land Development Design  
Wadsworth Township Municipal Building  
February 2018 - May 2018

I worked on a land development team that focused on the development for a new municipal building. I performed design for water utilities, sanitary sewer, storm drain, paving, grading, drainage design and a detention pond. I analyzed the site grading to balance fully to include no import or export of materials.

Land Development Design  
Restored Church of God  
November 2017 - January 2018

I worked on a land development team that focused on the development for a mixture of residential and commercial development. I performed design for roadway, water utilities, sanitary sewer, storm drain, paving, grading, drainage design and a detention pond.



# TYLER YOHRMAN (18-196-47)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Atkins North America  
Nevada (United States)  
Engineer 2  
September 2018—June 2023

Verified by  
**Nicolas A Barcos**  
nicolas.barcos@atkinsglobal.com

Experience Summary  
**Full-Time**  
**Engineering: 4 years, 9 months**  
**Post EAC degree: 4 years, 9 months**  
**Experience under licensed engineer:  
4 years, 9 months**



### TASKS

Producing Engineering Plans, Preliminary Design, Digital Modelling, Plan Reviews and CAD Standards



### REPRESENTATIVE PROJECTS

#### Land Development Design

Summerlin West Master Planned Community, 5,000 acre community with 15 plus miles of roadway  
(September 2018 to July 2020) (June 2021 to Current)

Village 22 Desert Foothills (January 2019 to January 2020)

I worked on a land development team that focused on roadway design for a master planned community land development projects. I performed analysis and design of approximately 0.5 miles of roadway. I performed the design of water utilities, sanitary sewer, storm drain, horizontal roadway design, and grading.

Village 22 Kettle Ridge (January 2019 to January 2020)

I worked on a land development team that focused on roadway design for a master planned community land development projects. I performed the analysis and design for approximately 0.5 miles of water utilities, sanitary sewer, storm drain, horizontal roadway design,

Village 22 Fleet Wing (February 2020 to April 2020)

I worked on a land development team that focused on roadway design for a master planned community land development projects. I performed the analysis and design for approximately 0.25 miles of water utilities, sanitary sewer, storm drain, horizontal roadway design,

Village 22 Master Planning (December 2019 to January 2020)

I worked on a land development team responsible for a master plan of 6.25 miles of roadway and 35 developer parcels encompassing 445 acres. I performed analysis of utility design for developer parcels and preliminary utility layouts for 6.25 miles of roadway.

Village 27 Wash Infrastructure (January 2020 to April 2020)

I worked on a land development team in charge of leading production and responsible for analyzing and creating the preliminary design for 2.5 miles of roadway, a detention basin, and debris basin abutting national conservation land. I was responsible for designing the infrastructure to ensure no impacts to the national conservation land.

Village 29 Park Drift Trail (May 2022 to Current)

I lead a land development team responsible for design and analysis for over 0.5 miles of roadway. I performed the design of water utilities, sanitary sewer, and storm drain. I reviewed and lead the grading for 0.5 miles of roadways and approximately 2 miles of rough grading and interim drainage channels.

Village 32 Master Planning (April 2022 to May 2023)

I lead a land development team responsible for the master planning for road and utilities for 5 miles of roadway, 20 developer parcels, encompassing 905 acres for water utilities design, storm drain and sanitary sewer. I designed the roadway profiling for 5 miles of interconnected roadway in accordance with AASHTO and local standards.

Village 28 Master Planning (April 2022 to June 2022)

I lead a land development team responsible for the master planning for road and utilities for 3 miles of roadway, 15 developer parcels, encompassing 445 acres for water utilities design, storm drain and sanitary sewer. I designed the roadway profiling for 3 miles on interconnected roadway in accordance with AASHTO and local standards.

#### Land Development Design

Cadence Master Planned Community, 2,200 acre community  
(July 2020 to June 2021)

I worked on a land development team responsible for roadway design for creation of residential parcels. I performed analysis and design for water utilities, sanitary sewer and storm drain, and drainage channels.

# Control Systems

# TAHA ALAMIN (13-262-99)

All work experience reviewed by two licensed professionals

DISCIPLINE: CONTROL SYSTEMS

## GENERAL


 Applying To **Nevada**

Application Type **Initial - PE**

Application Date **06/09/2023**

Citizenship **Sudan**



## SUMMARY



 Engineering Experience after EAC degree

Total Engineering Experience **11 years, 10 months**


Experience under licensed engineer **None**

Disciplinary Action **None reported**


## EDUCATION

 Meets NCEES Engineering Education Standard


Non-degree  
**University of Khartoum**  
**July 2001–May 2003**

Bachelors in Electrical and Electronics Engineering  
**University of Technology Petronas**  
**July 2003–August 2007**

Masters in Computational Engineering  
**Illinois Institute of Technology**  
**January 2020–December 2021**

 **Waiver Request:** NRS 625.183, item 4, part b, "Two of the 4 years of active experience must have been completed by working under the direct supervision of a professional engineer who is licensed in the discipline in which the applicant is applying for licensure...."

## EXAMS

 Fundamentals of Engineering (FE)  
**AUC**  
**October 2011**

Principles and Practice of Engineering (PE)  
**Control Systems**  
**SCE**  
**November 2015**

## LICENSES

 Additional Licenses  
**None**

# TAHA ALAMIN (13-262-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Petronas Carigali Overseas  
Khartoum (Sudan)  
Instrumentation and Control Engineer  
August 2007 – February 2010*

*Verified by  
Husameldeen Mohammed Ibrahim  
Mohammedhkair  
h.e.mohammed@gmail.com*

*Experience Summary  
Full-Time  
Engineering: 2 years, 6 months  
Experience under licensed engineer:  
None*



### TASKS

I worked on a project for crude oil processing and dehydration, I was part of the project management consultancy team I reviewed the design documents at the design stage for compliance to standards . I later joined the site team and did the inspection for received instruments and electrical material, Also I answered the request for information from construction contractors, prepared the commissioning plan for control systems (DCS/SIS) and instruments. Led the commissioning team for the loop checking and site acceptance test. Conducted the troubleshooting with the respective technicians to resolve issues faced in commissioning.



### REPRESENTATIVE PROJECTS

#### Adar Field Surface Facilities (Aug 2007 - Feb 2008)

The project is field facilities for 20 well heads. each well head has flow, pressure and temperature transmitters and control valves the signals are sent to an RTU and through fiber optic network to the main SCADA terminal.

I reviewed the design and bill of materials, prepared the testing plans, conducted the testing plans, prepared weekly progress reports for construction, I consulted with senior engineers for modifications, I prepared the handover packages for the client.

#### Palogue and Aljabaleen Expansion project (Feb 2008 - Feb 2010)

The project is an expansion of the process line for oil crude dehydration and valued at above 150 million USD.

My role is a PMC junior instrumentation and control engineer under the supervision of the senior instrumentation and control engineer I reviewed the design drawings Material take-off, attended and commented on the factory acceptance test. when transferred to construction site I inspected the received equipment prepared the weekly progress reports followed the schedule for procurement and construction of the instrument and control scope in the project prepared the commissioning plan for control systems (DCS/SIS) and instruments. Led the commissioning team for the loop checking and site acceptance test. Conducted the troubleshooting with the respective technicians to resolve issues faced in commissioning.

## WORK EXPERIENCE

Centroid Technical Services  
Khartoum (Sudan)  
Instrumentation and Control Engineer  
February 2010—January 2013

Verified by  
**Bakri Ismail Elbakri**  
bakri.ismail@gmail.com

Experience Summary  
**Full-Time**  
**Engineering: 2 years, 11 months**  
**Experience under licensed engineer:**  
**None**



### TASKS

I worked on a project for crude oil processing and dehydration, I was part of the project management consultancy team I reviewed the design documents at the design stage for compliance to standards . I later joined the site team and did the inspection for received instruments and electrical material, Also I answered the request for information from construction contractors, prepared the commissioning plan for control systems (DCS/SIS) and instruments. Led the commissioning team for the loop checking and site acceptance test. Conducted the troubleshooting with the respective technicians to resolve issues faced in commissioning.



### REPRESENTATIVE PROJECTS

#### Moleeta Field Processing Facility

The project is a new field processing facility (valued at 90 Million USD) for water removal from crude oil received from oil wells to less than 10% water content and transfer the oil to central processing facility

I Joined the project at the construction and commissioning stage part of the PMC team. I was the main Instrument and control engineer in the project my role is to prepare the progress reports weekly and monthly, inspect the received instrument and control equipment, answer the construction request for technical information and approve the minor design changes as per site conditions. I was the main focal point for the commissioning of the instrument and control scope worked with the vendors and construction team to ensure the commissioning is done and the system is operational.

#### Staroil Early Production Facility

The project is an early processing facility (valued at 25 million USD) for water removal from crude oil to 10% water content and transfer to central processing facility.

I was in charge of the project for the instrumentation and control scope from the concept design, prepared the scope of work and front end engineering, participated in the Hazop study, participated in the SIS study, prepared the technical bid documentation for engineering contractors, reviewed the design documents from the engineering consultant, prepared and monitored the schedule for instrument and control scope, led the factory acceptance test at the vendor premises and commented on the equipment and ensured the clearance of the issues. Transferred to the site for the construction and was the focal point for request for information, supported in the commissioning of the control and instrumentation system and prepared the final documentation for the client operation team.

# TAHA ALAMIN (13-262-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Tasnee (National Industrialization Company)  
Eastern Province (Saudi Arabia)  
Project Engineer Instrumentation and Control  
February 2014 – March 2017

Verified by  
**Mushtaq Ahmad Shah**  
Mushishah@gmail.com

Experience Summary  
**Full-Time**  
**Engineering: 3 years, 1 month**  
**Experience under licensed engineer: None**

### TASKS

Electrical Control system and Instrumentation Engineer in charge of small in site modification projects -Management of Change(MOC) in a petrochemical plant part of site projects department.  
Receive requests for improvements from maintenance and operation. Develop a basic scope of work / preliminary schedule and cost estimation and arrange a meeting with stakeholders to agree on the solution. Develop detail design for the modification including instrument loop diagrams, instrument specification, P&ID modification, logic diagrams modification, set point and control strategy and scope of work write up in addition to detail schedule. Issue the scope of work for contractor bidding and technical qualify contractors. prepare progress reports and follow the schedule after the PO issuance to contractors, answer technical queries and site notification, arrange work permits and supervision of contractors on site, arrange pre startup safety review and complete the documentation for commissioning and handover to operation. engineering 100%

### REPRESENTATIVE PROJECTS

Addition of radioactive level transmitters

Project done for PP reactors to improve the reading of the level and further analyze the efficiency of the process  
I was the lead engineer on the project and contacted the vendor for recommendation on a better solution, I developed the Instrument loop diagrams and the specification sheet and detail scope of work, arranged with the contractor for the installation, developed the schedule and sent weekly progress reports to the planner, completed the commissioning of the radioactive detectors, update the drawings and submitted to the document controller.

Above is an example of the type of projects I have done during my experience those management of change projects ranged from 20 to 30 projects each financial year.

Completed about 80 projects with the same type for process improvement, safety requirements, debottle necking

Telecommunication Tower for handheld radios

This is a mid range project that covered the whole plant serving about 300 users, I joined the project at the final construction stage, supported the contractor in the permit works and power requirement connections from the plant, supported in the commissioning of Automated transfer switch and uninterrupted power supply.

# TAHA ALAMIN (13-262-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Dar Petro Operation and Maintenance  
Eastern Province (Saudi Arabia)  
Lead Project Instrumentation and  
Control Engineer  
April 2017—September 2018*

Verified by  
**Khalid Elhussein**  
khalid.elhussein@live.co.uk

*Experience Summary*  
**Full-Time**  
**Engineering: 1 year, 5 months**  
**Experience under licensed engineer:**  
**None**



### TASKS

I was part of the Projects Engineering department for an EPC company, worked as a lead project engineer in charge of different projects from bidding to completion. I prepared bid packages, I performed the detail design by doing cable sizing calculations, Instrument specification and Instrument Selection, hookup drawings, I prepared material take off lists and bill of materials, I reviewed design packages received from Junior Engineers and subcontractors, I recommended best engineering solutions for client projects, I performed testing of completed control systems and instruments, I performed the redline markups and updated the final drawings.



### REPRESENTATIVE PROJECTS

Duba Concentrated Solar and Combined cycle power plant (April 2017 - Feb 2018)

The project is a concentrated solar and combined cycle power plant 600 MW of which 50 MW is from concentrated solar, I conducted loop checks and start up tests, I prepared the testing documentation, I supported the vendors in the startup and commissioning by providing the engineering documents and process specifications, I prepared the commissioning package with the redlines drawings, test results, instrument set points for the startup of the project.

Sharq Petrochemical security building renovation  
(Feb 2018 - Sep 2018)

The project is a renovation of two story building which was constructed 30 years ago. I prepared the electrical single line diagrams and the cable sizing as following NFPA 70, I prepared the specifications sheets for the electrical receptacles, lights and distribution panels as per UL508A, I prepared the fire and gas system specifications as per NFPA 72, I answered technical queries from subcontractors and engineers in the team, I prepared the testing plans for electrical and fire and gas systems, I conducted the testing of the completed systems, I prepared redline and the final engineering documents for submission to the client.

Jubail Industrial Complex checkpoint buildings  
(April 2018 - June 2018)

The scope we received is the as built documentation for a total of 10 buildings, I prepared the redline and yellow line activities for electrical, fire and gas and control systems. I recommended rectification to the main contractor, I prepared and updated the as built documents.

# TAHA ALAMIN (13-262-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Maaden Aluminum  
Eastern Province (Saudi Arabia)  
Senior Instrumentation and Control  
Engineer  
September 2018—January 2020

Verified by  
Taha Alamin (Self)

Experience Summary  
**Full-Time  
Engineering: (0%)  
Experience under licensed engineer:  
None**



### TASKS

Senior instrumentation and control engineer in charge of developing engineering procedures for the utilities department, developed standard work instructions, standard operating procedures for maintenance and calibration lab. As an instrument and control engineer I was in charge of Management of Change (MOCs) to prepare scope of work, prepare instrument loop diagrams, review drawings from engineering consultants, develop the redline markup and update the Asbuilt drawings



### REPRESENTATIVE PROJECTS

#### Addition of new bypass gas line

The project is to add a new bypass line to segregate the input of the gas to the Aluminum smelter from the Aluminum refinery I prepared the scope of work, identify spare I/O channels for instruments and control valves, develop Instrument loop diagrams, develop specification sheets, submit datasheets to vendors for quotation, receive and inspect instruments and control valves, arrange site visits for contractors, answer request for information on scope , support in the troubleshooting and root cause analysis

Developed and updated standard work instructions for technicians and standard operating procedures for operation. Prepared maintenance plan for gas station. participated in safety review studies and Hazop. participated in root cause analysis.



# TAHA ALAMIN (13-262-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

L&T Technology Services  
West Virginia (United States)  
Senior Process Control and Information  
Systems Engineer  
May 2021 – April 2023

Verified by  
**Arumugam Ramachandran**  
Arumugam.R@lts.com

Experience Summary  
**Full-Time**  
**Engineering: 1 year, 11 months**  
**Experience under licensed engineer:**  
**None**



### TASKS

I was part of L&T Plant Engineering team supporting Proctor and Gamble as an engineering consultancy. My role covers the control systems electrical systems and communication systems.

Receive requests for improvements from proctor and gamble engineering department. Develop a basic scope of work preliminary schedule and cost estimation and arrange a meeting with stakeholders to agree on the solution. Arrange with the team of designers to develop detail design for the modification including elementary drawings, single line diagrams, instrument specification, P&ID modification, logic diagrams modification, set point and control strategy and scope of work write up in addition to detail schedule. Receive the Engineering instruction package from design team and review, submit the complete package to proctor and gamble engineering lead. Arrange with construction for site visit and explanation of scope, answer request for information from construction, support in troubleshooting and commissioning, prepare redline markups and yellow line markups, submit the final as built documentation to Proctor and Gamble.



### REPRESENTATIVE PROJECTS

#### Ionization bar installation for sleeve Project

The project purpose is to eliminate static charges from sleeves using specially designed ionization bars. My role was to identify the proper spares to supply the ionization bars, the setup of the junction box to house them, the feedback signal spare I/O terminals and the concept design with the support of the vendor.

#### Case opener electrical supply and installation Project

A new case opener machine was procured and required electrical supply, I identified the spare breakers, performed the voltage drop calculation and identified the right sizing, reviewed the elementary drawings from the vendor and asked for the revision of the SCCR rating to comply with the client specifications.

#### Modification of new line Project

The project is to re-use an existing tank for a different process by rerouting the piping and adding controls and instrumentation. My role was to identify spare channels for control valves, develop specification for the control valves and prepare and Engineering instruction for construction.

#### Conveyor Design and Electrical supply installation Project

My role is to develop the engineering instruction for construction to assemble the machine and supply it with electrical power. I identified spare breakers, voltage drop calculation and cable sizing, level instrument specification and elementary drawings update, submit a complete package for construction

#### SCCR study and 2 panel modification

The project is to modify two existing panels to be complaint with the client standard in terms of SCCR rating  
My role is to identify all the components in the panel, review the existing SCCR study, redo the study by exchanging the non complaint breakers and redo the study with the help of electrical designer, identify the new components (circuit breakers and electrical termination block) and list in the bill of materials, develop the Engineering instructions and submit to construction

The above are examples of projects and modifications done, I was in charge of the design the total number of projects completed during my two year with L&T is 40 small size projects .


# Electrical

# JUN WU (17-433-53)


All work experience reviewed by two licensed professionals





DISCIPLINE: ELECTRICAL

## GENERAL

 Applying To **Nevada**  
Application Type **Initial - PE**  
Application Date **06/14/2023**  
Citizenship **United States**

## SUMMARY


 Engineering Experience after EAC degree **6 years, 5 months**  
Total Engineering Experience **6 years, 5 months**  
Experience under licensed engineer **6 years, 5 months**  
Disciplinary Action **None reported**


   
 

## EDUCATION

 Bachelors in Mechanical Engineering (EAC)  
**University of Nevada, Las Vegas**  
**August 2012–December 2016**

## EXAMS

 Fundamentals of Engineering (FE)  
**Nevada**  
**November 2016**  
Principles and Practice of Engineering (PE)  
**Electrical & Computer**  
**Nevada**  
**November 2022**



## LICENSES

 Additional Licenses **None**

## WORK EXPERIENCE

NV Energy  
Nevada (United States)  
Substation Engineer 2  
January 2017—June 2023

Verified by  
**Fatima Bouzidi**  
fatima.bouzidi@nvenergy.com

Experience Summary  
**Full-Time**  
**Engineering: 6 years, 5 months**  
**Post EAC degree: 6 years, 5 months**  
**Experience under licensed engineer:  
6 years, 5 months**



### TASKS

My duty as a Substation Engineer in the Electrical Engineering field requires me to focus on illustrating complex Substation design and be responsible for all material procurement of several construction projects in the power utility industry. I specialize in performing new substation physical plan layout, drafting assembly details with bill of material item numbers, selection of robust and cost-effective material, perform engineering analysis of grounding and cable voltage drop, and quality peer-review of project drawings.

My experience working as an Electrical Engineer at NV Energy has been incredibly rewarding given how challenging each project I am responsible for. I began designing simple and straightforward circuit breaker additions and worked my way up to large apparatus equipment additions (e.g. 33MVA transformer bank, capacitor bank, control enclosures) and full substation buildout.

As a Substation Engineer, my job responsibilities shifts throughout the workday. I perform engineering cost estimates of large scale projects that will vary from \$1-10 million each. I will engineer solutions to retrofit obsolete and outdated relay equipment with the latest state-of-the-art modern technology. I plan out future and ultimate site layouts for phased construction projects. I review engineering deliverables from professional engineers within a team. For example, I perform conflict analysis to verify that substation plans can work with the Distribution Engineer's and the Transmission Engineer's vision. Lastly, I complete feasibility studies of proposed engineering projects requested by new business and project managers.

I maintain the highest degree of personal responsibility by keeping my word with meeting deadlines and resolving unexpected events during construction. I am always ready to accept criticism and feedback from Professional Engineers. This has led me to gain the confidence and engineering know-how required for my role as a Substation Engineer.



### REPRESENTATIVE PROJECTS

Village 12kV Bus Section Extension, Design 12kV main bus extension with (3) 12kV feeder breaker addition, Las Vegas NV

January 2017 - August 2017

I worked with my professional Electrical Engineer to design the 12kV main bus extension and new customer feeder additions. I obtained knowledge and engineering know-how to utilize AutoCAD software. The professional engineer reviewed my design work and provided feedback to improve the overall work product.

Pecos Bank #7, Design 33MVA transformer bank addition with main circuit breaker, North Las Vegas NV.

September 2017 - December 2018

I worked on my first major design project that required a long time commitment to design a new standard 33MVA transformer addition. The manufacturer drawings for the transformer was developed over several months due to many changes in the standard material specification. I created new substation drawings to parallel the new transformer with an adjacent existing and similar sized transformer. I recommended new equipment to balance the paralleled 12kV loads.

Sparta Bank #3 Addition, Design 33MVA transformer bank addition with main circuit breaker, Las Vegas NV.

January 2019 - June 2019

As the sole Electrical Engineer on the project, I verified existing as-built conditions with the existing drawings. I drafted the one-

line and three-line diagrams, schematic and connection diagrams, and physical plot plans depicting the new required 33MVA transformer bank addition.

Warm Springs Ground Grid Replacement, Perform Grounding analysis, Las Vegas NV

June 2019 - December 2020

I utilized industry software to simulate a virtual ground grid for Warm Springs Substation. A geotechnical soils resistivity report was obtained from the Civil Engineer and I used the recorded values in the report to determine the optimal ground grid design. Through several iterations of using CDEGS, a possible ground grid configuration was proven to handle the maximum available ground fault current.

Prospector 230kV Switchyard, Design Electrical drawings and Physical plans and details, North Las Vegas NV.

January 2020 - May 2021

Planning Team provided a one-line diagram for the Substation Engineering Team to provide a fully engineered design package for the Substation Construction team to construct and energize.

I designed the physical plot plans and physical details illustrating all the various components required to assemble all the substation equipment together. I completed the final physical design package which included Conduit/Grounding/Electrical drawings. I worked with an Engineering consulting firm to design the electrical protection and control drawings. I reviewed and red-lined the Preliminary Design, 60% design, 90% design.

Larson 138/12kV Substation, Full Substation Buildout, Henderson NV.

May 2021 - June 2022

I was responsible for ordering/procuring all major material and was required to provide technical evaluation of suppliers and reviewed manufacturer approval drawings. For example, I marked up drawings to ensure the following material would be pre-fabricated correctly: 46' x 30 control enclosure, a dozen relay panels, 138kV circuit breakers, 138kV disconnect switches, and 138kV Couple Capacitor Voltage Transformers.

I collaborated with the Civil and Structural Engineering Team during the steel structure design and foundation design. I verified that all the steel connection points were correct for all the equipment mounting pattern/dimensions. I performed an engineering study on the 138kV rigid bus to ensure a 63kA short circuit fault can be tolerated with extra-high strength post insulators.

Sunrise 138/69kV Substation, 224MVA Auto Transformer Bank Addition & 69kV Line Termination, Las Vegas NV

June 2022 - Present

I estimated the \$7 million project and procured all the substation material required for this Auto Transformer addition. I completed engineering calculations related to emergency overload conditions and open-delta station service backup. I designed the complete electrical protection and control design package which required obsolete electromechanical relay upgrades. I improved standard material specification after receiving feedback from construction team about circuit breaker lockout scheme due to low SF6 auto-trip setting. I also observed construction progress and inspected installed equipment and provided feedback to construction crew to correct flawed installations per PE stamped drawings.

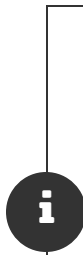
# Environmental

# SOUNDARYA KRISHNAMURTHY (20-382-41)

All work experience reviewed by two licensed professionals

DISCIPLINE: ENVIRONMENTAL

## GENERAL



Applying To  
**Nevada**

Application Type  
**Initial - PE**

Application Date  
**06/27/2023**

Citizenship  
**India**

## SUMMARY



Engineering Experience  
after EAC degree

Total Engineering  
Experience  
**3 years, 3 months**

Experience under licensed  
engineer  
**3 years, 3 months**

Disciplinary Action  
**None reported**



## EDUCATION



Bachelors in Chemical Engineering  
**Visvesvaraya National Institute of Technology**  
July 2012–May 2016

Masters in Environmental Engineering  
**Virginia Polytechnic Institute and State University**  
August 2018–August 2020



## EXAMS



Fundamentals of Engineering (FE)  
**Virginia**  
November 2019

Principles and Practice of Engineering (PE)  
**Environmental**  
**Oregon**  
June 2023

## LICENSES



Additional Licenses  
**None**

# SOUNDARYA KRISHNAMURTHY (20-382-41)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Western Virginia Water Authority  
Virginia (United States)  
Engineering Intern  
May 2019—November 2019

Verified by  
**Will Bulloss**  
william.bulloss@westernvawater.org

Experience Summary  
**Full-Time**  
**Engineering: 6 months**  
**Experience under licensed engineer:  
6 months**

### TASKS

As an intern working in the Western Virginia Water Authority (WVWA) engineering department, I was provided the opportunity to work on projects involving utility design, construction administration, inspection, and management, asset management analysis, water treatment, wastewater treatment, collection and distribution systems. I assisted the Project Managers in the design and construction of capital projects like water line and sewer line construction. I used modelling softwares like ArcGIS, Infoworks ICM and InfoWater Pro for a wide range of analyses, including fire flow, pipe break, water quality, system curves, and energy usage. The job involved using 100 percent of my Engineering skills and applying the knowledge acquired during my Masters in Environmental Engineering in real time applications.

### REPRESENTATIVE PROJECTS

#### Wastewater Treatment Plant Improvement Project

Role: Engineering Intern

Dates: May 2019 to November 2019

Role: I reviewed the Key Performance Indicators (KPIs) of the wastewater treatment plant, to evaluate the efficiency of operation. I performed design calculations and cost estimates to enhance the wastewater plant performance. I performed hydraulic calculations for piping system and sized a pump for one of the pump stations. I also worked on evaluating short term and long term improvement projects in the wastewater treatment plant, water treatment plant, lift stations and water distribution system.

#### CIP Projects

Role: Engineering Intern

Dates: May 2019 to November 2019

Responsibilities: I assisted the Project Manager with the development of bid documents for capital projects (water line and sewer line construction) and work with various stakeholders during the construction phase. I coordinated with the internal design team and engineering firms to review layout drawings. I performed plan review, cost estimate, reviewed project status and schedule of the capital projects.

#### Household Water Affordability Assessment

Role: Engineering Intern

Dates: May 2019 to November 2019

Responsibilities: I performed the Water Affordability study for the City of Roanoke, by calculating the Household Burden Indicator (HBI) defined as basic water service costs as a percent of the 20th percentile household income (i.e. the Lowest Quintile of Income (LQI) for the Service Area and the Poverty Prevalence Indicator (PPI) defined as the percentage of community households at or below 200% of Federal Poverty Level (FPL). Both HBI and PPI are interpreted together in a benchmark matrix which measures the true water affordability in the community.



# SOUNDARYA KRISHNAMURTHY (20-382-41)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Western Virginia Water Authority  
Virginia (United States)  
Engineer 1  
August 2020—June 2021

Verified by  
**Soundarya Krishnamurthy (Self)**

Experience Summary  
**Full-Time**  
**Engineering: (0%)**  
**Experience under licensed engineer:**  
**None**



### TASKS

As an Engineer 1 at Western Virginia Water Authority (WVWA) I assisted the Project Managers in the design and construction of capital projects like water line and sewer line construction. This involved working on all phases of assigned projects from inception through project close out, including planning, budgeting, design, procurement, permitting, construction, contract administration, and final acceptance. I prepared cost estimates on engineering projects including water and wastewater capital improvements. I coordinated activities with local jurisdictions, contractors, design consultants and others involved with WVWA projects. I prepared Invitations for Bid, Project Manuals, technical specifications, and construction contract documents, and managed the procurement of construction services for assigned projects.



### REPRESENTATIVE PROJECTS

Western Virginia Regional Design and Construction Standards

Role: Engineer 1

Dates: August 2020 to June 2021

Responsibilities: I worked on updating the 2014 Western Virginia Regional Design and Construction Standards document as per the current Virginia Department of Health (VDH) regulations. This involved changing the general detail drawings, water and sewer detail drawings and water/sewer design standards.

Mudlick and Roanoke River Interceptor Project

Role: Engineer 1

Dates: August 2020 to June 2021

Responsibilities: I reviewed the existing GIS database and Infoworks ICM model of the project area to identify the number of past customer complaints, overflow information, manhole and pipe information. I analyzed the existing scenario for a 2-year, 25-year and 100-year storm to identify the areas of surcharge and flooding. Once the Hydraulic Grade Line (HGL) profile for the existing scenario was completed, the capital tasks were identified to address the flooding issues. This involved upsizing few sections of pipe, reconnecting to the old Roanoke interceptor and installing cam-lock lids in manholes. The proposed scenarios were analyzed for 2-year, 25-year and 100-year storms to calculate the flooding levels and check if the surcharging/flooding issues have been addressed. I also enrolled in a 2-day Innovyze training in Infoworks ICM for this project. I worked on troubleshooting the Inflow and Infiltration issues using hydraulic modelling of sewer network with Infoworks ICM.

CIP Projects

Role: Engineer 1

Dates: June 2020 to June 2021

Responsibilities: I reviewed consultant plans and specifications to ensure conformity to the Western Virginia Water Authority (WVWA) specifications and requirements. I worked with the asset management team to structure a Capacity Management Operations and Maintenance (CMOM) program for the Water Authority. I worked on developing the bid documents for the capital projects and assisted the Project Manager with organizing the bid openings. I prepared preliminary cost estimates for the capital projects.

# SOUNDARYA KRISHNAMURTHY (20-382-41)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Western Virginia Water Authority  
Virginia (United States)  
Engineer 1  
August 2020—June 2021

Verified by  
**Will Charles Bulloss**  
william.bulloss@westernvawater.org

Experience Summary  
**Full-Time**  
**Engineering: 10 months**  
**Experience under licensed engineer: 10 months**



### TASKS

As an Engineer 1 at Western Virginia Water Authority (WVWA) I assisted the Project Managers in the design and construction of capital projects like water line and sewer line construction. This involved working on all phases of assigned projects from inception through project close out, including planning, budgeting, design, procurement, permitting, construction, contract administration, and final acceptance. I prepared cost estimates on engineering projects including water and wastewater capital improvements. I coordinated activities with local jurisdictions, contractors, design consultants and others involved with WVWA projects. I prepared Invitations for Bid, Project Manuals, technical specifications, and construction contract documents, and managed the procurement of construction services for assigned projects.



### REPRESENTATIVE PROJECTS

Western Virginia Regional Design and Construction Standards

Role: Engineer 1

Dates: August 2020 to June 2021

Responsibilities: I worked on updating the 2014 Western Virginia Regional Design and Construction Standards document as per the current Virginia Department of Health (VDH) regulations. This involved changing the general detail drawings, water and sewer detail drawings and water/sewer design standards.

CIP Projects

Role: Engineer 1

Dates: June 2020 to June 2021

Responsibilities: I assisted the Project Manager with the development of bid documents for capital projects (water line and sewer line construction) and work with various stakeholders during the construction phase. I coordinated with the internal design team and engineering firms to review layout drawings. I performed plan review, cost estimate, reviewed project status and schedule of the capital projects. I worked with the asset management team to structure a Capacity Management Operations and Maintenance (CMOM) program for the Water Authority. I reviewed consultant plans and specifications to ensure conformity to the Western Virginia Water Authority (WVWA) specifications and requirements.

# SOUNDARYA KRISHNAMURTHY (20-382-41)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Washington Department of Fish & Wildlife  
Washington (United States)  
Environmental Engineer 2  
July 2021 — January 2022

Verified by  
**MICHAEL Paul POLODNA**  
michael.polodna@dfw.wa.gov

Experience Summary  
**Full-Time**  
**Engineering: 6 months**  
**Experience under licensed engineer: 6 months**



### TASKS

As Engineer 2 of the Capital and Asset Management Program (CAMP), I was performing Environmental Engineering duties for the restoration of existing facilities and construction of new facilities for water distribution, fish passage, marine and inland recreational water access and general department infrastructure facilities as required. I was also given the opportunity to manage a few capital projects.

I worked on the preparation of preliminary engineering designs, cost estimates, feasibility studies, final engineering designs, plans and specifications, utilizing technical design and analysis skills in civil, hydraulic and environmental engineering for the design and construction of hydraulic structures and unit processes involved in hatcheries like raceways or round ponds. I coordinated with survey, drafting, permit and construction team to oversee my project through its closure.



### REPRESENTATIVE PROJECTS

1. Project Name: L.T. Murray Upper Robinson Creek Crossing

Project Role: Project Manager

Project Timeline: July 2021- Oct 2021

Responsibilities: I performed the calculations to design a Ford crossing and Culvert crossing for Ainsley and Robinson creeks, in Kittitas County. I coordinated with the drafting team to prepare the permit plans.

2. Project Name: Naches Hatchery Rearing Ponds

Project Role: Project Manager

Project Timeline: Oct 2021- Jan 2022

Responsibilities: I worked on developing the project scope, schedule and cost estimate. The project involved designing a 0.25 acre rearing pond for the Naches hatchery to include packed columns to remove gasses, addition of oxygen supply header, fish collection and drain box, feeding access platforms, and predation protection netting. I coordinated with survey, CAD team to develop the 30 percent design plans.

3. Project Name: Nisqually Access Redevelopment Project

Project Role: Project Manager

Project Timeline: Sept 2021- Dec 2021

Responsibilities: The project involved developing permit plans for parking lot design and construction in the river access area. I performed calculations to design bioswale and vegetative filter strip, that were used to manage runoff in the area. The allowable storage footprint was constrained by tree protection requirements and allowable excavation slopes. I used WWHM software to design Stormwater-control facilities so that they can best mitigate the effects of increased runoff. A Stormwater report was prepared and submitted to Thurston county.

4. Project Name: Pipe calculations for Hurd Creek Hatchery

Project Role: Engineer

Project Timeline: Sept 2021- Jan 2022

Responsibilities: I performed hydraulic calculations to size the pipes for Hurd creek hatchery from source wells to distribution box and pipes from distribution box to raceways & round ponds. I had to size pumps which involved defining the required flow rate and total dynamic head that were included in the project specification for submersible pumps. I used fluid mechanics and hydraulics concept to design the pumps/pipes and developed a spreadsheet model to be used in future for other hatcheries.

# SOUNDARYA KRISHNAMURTHY (20-382-41)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*BHC Consultants*  
*Washington (United States)*  
*Staff Engineer*  
**January 2022—June 2023**

*Verified by*  
**Cameron Ochiltree**  
cameron.ochiltree@bhconsultants.com

*Experience Summary*  
**Full-Time**  
**Engineering: 1 year, 5 months**  
**Experience under licensed engineer:  
1 year, 5 months**

### TASKS

As a Staff Engineer, I performed field work and site observations for various wastewater treatment plan and Stormwater projects, to include construction observation, facility evaluation and condition assessments. I prepared utility studies, engineering reports, general sewer plans and comprehensive plans. I coordinated with various teams and developed technical plans, specifications, and cost estimates for stormwater, wastewater treatment, pumping, storage, and pipeline facilities. I had the opportunity to learn and use various modeling softwares like InfoSWMM, XPSWMM, BioWin and GIS for various projects.

### REPRESENTATIVE PROJECTS

#### Mossyrock General Sewer Plan

Location- Mossyrock, WA

Dates- January 2022- March 2023

Role- I recently worked on a General Sewer Plan that provides a summary of the City's current sewage capacities, an analysis of the impact of projected growth on the City's conveyance and treatment systems and proposes a Capital Improvement Program (CIP) to alleviate system deficiencies. I calculated the projected flows in the sewer conveyance system with respect to population growth. I performed a detailed capacity analysis of the wastewater treatment plant unit processes to identify any deficiencies based on projected flows and loads. I calculated the planning level opinion of probable project cost (OPPC) for the identified 6-year and 20-year Capital Improvement Program (CIP) projects.

#### Clearview Long Range Facility Plan

Location- Snohomish, WA

Dates- January 2022- March 2023

Role- The project provides a Long-Range Facility Plan for the Clearview system comprising of pump station, reservoir and pipeline, which is owned and operated by the Clearview Water Supply Agency (CWSA) and serves the the Clearview Districts. I reviewed the Water System Plans of Clearview districts and calculated the population and employment projections for the aggregate service areas of the three Clearview Districts for 2020 to 2050 design period. These projections were used to evaluate existing reservoir and pump station capacities and to calculate the water demand projections of the districts. I performed the headloss calculations for Clearview pipeline and analyzed the Clearview pump station system hydraulics. I also calculated the opinion of probable project cost (OPPC) for the identified Clearview Capital Improvement Plan (CIP) projects.

#### South Langston Road Project

Location- King County

Dates- July 2022-April 2022

Role- I worked on a Concept Development Report (CDR) to evaluate and document the decision criteria and methodology for the design of Stormwater improvements for this project. The CDR included an evaluation and analysis of storm drain improvement and replacement design concepts and alternatives. Factors considered in the evaluation process included, cost, schedule, constructability, drainage, environmental permitting, sustainability, easement availability and acquisition needs,

#### Snohomish WWTP Nutrient Optimization Analysis

Location-Snohomish, WA

Dates- March 2022-July 2022

Role- The project identifies and evaluates a list of alternatives to optimize performance of the existing wastewater treatment plant with the goal of minimizing discharge of Total Nitrogen. I worked on a basis of design memo which involved evaluating alternatives for nutrient removal like Step Feed, Cycled Aeration, Adding Supplemental Carbon and Denitrifying in Existing Sand Filters. I developed a BioWin model for each alternative and evaluated the alternatives based on Total Nitrogen reduction, cost of implementation and construction time.

# SOUNDARYA KRISHNAMURTHY (20-382-41)

All work experience reviewed by two licensed professionals

## ADDITIONAL INFORMATION



### TIME GAPS

Start Date	End Date	Reason	Explanation
06/2016	07/2018	Unemployed	I worked at Godrej Industries Limited from September 2016 to February 2018 in India. I took a break for 6 months till August 2018 to move to USA from India for my Masters.



DEGREES EVALUATED

Institution/Degree	Country	Language	Courses
Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering 07/01/2012 — 05/01/2016	India	English	49
Virginia Polytechnic Institute and State University / Masters in Environmental Engineering 08/01/2018 — 08/01/2020	United States	English	1

COMPARABILITY SUMMARY

**Outcome: Not Equivalent**

Area	Hours	Deficiency
Math/Science	33 / 32	None
Engineering	79 / 48	None
General Education	4 / 12	Missing 8 hours
Elective/Other	16 / N/A	None

SPECIAL NOTE

The NCEES Engineering Education Standard requires 12 college semester credit hours in general education that complement the technical content of the curriculum. Courses that instill cultural values are acceptable, while routine exercises of personal craft are not.

## Specified Criteria Hours: 32

<b>Course</b>	<b>Institution/Degree</b>	<b>U.S. Credits</b>
Atmospheric Chemistry	Virginia Polytechnic Institute and State University / Masters in Environmental Engineering	3.0
Calculus I	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Calculus II	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Chemistry	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Engineering Mechanics	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Fluid Mechanics	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Heat Transfer I	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Numerical Methods	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Organic Chemistry	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Physical Chemistry	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Physics: Calculus Based	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2

**Total semester credit hours earned: 33.40**

## Specified Criteria Hours: 48

<b>Course</b>	<b>Institution/Degree</b>	<b>U.S. Credits</b>
Biomechanical Engineering	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Chemical Engineering Process Calculations	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Chemical Engineering Thermodynamics	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Chemical Reaction Engineering I	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Chemical Reaction Engineering II	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Computational Fluid Dynamics	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Control & Instrumentation	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Electrical Engineering	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Engineering Design I	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	0.8
Engineering Design II	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	0.8
Engineering Project	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	6.0
Fuels & Lubricants	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Heat Transfer II	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Industrial Wastewater Treatment	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Inorganic Chemical Process Technology	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Instrumental Analysis	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Mass Transfer I	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Mass Transfer II	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Mechanical Operations	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Membrane Separation Technology	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Nanotechnology	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4



Ore Dressing	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Organic Chemical Process Technology	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Petrochemical Engineering	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Plant Design	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Polymer Engineering	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Process Equipment Design	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Process Modeling & Control	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Separation Processes	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Transport Phenomena	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4

**Total semester credit hours earned: 78.80**

GENERAL EDUCATION

Specified Criteria Hours: 12

<b>Course</b>	<b>Institution/Degree</b>	<b>U.S. Credits</b>
Communication Skills	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Social Science	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	1.6

**Total semester credit hours earned: 4.00**

## ELECTIVE/OTHER

Specified Criteria Hours: N/A

Course	Institution/Degree	U.S. Credits
Computer Aided Design	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Computer Programming	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Engineering Drawing	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	3.2
Process Plant Utilities	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Project Management	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	2.4
Seminar	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	0.8
Workshop	Visvesvaraya National Institute of Technology / Bachelors in Chemical Engineering	1.6

**Total semester credit hours earned: 16.00**

## Total Semester Credit Hours Earned: 132

## PROCESS DESCRIPTION

All education is compared to the NCEES Engineering Education Standard

The evaluation of your academic studies has been prepared to provide engineering and surveying licensing boards with the required assessment of foreign qualifications to facilitate them in determining if you qualify for licensure examination. This is an advisory report prepared based on records received and verified by the institutions issuing the degrees or qualifications. Eligibility to take the examination is determined by the licensing boards.

This report does not include the assessment of written and oral communication skills, computer skills, the quality of laboratory or field work, and the scope of design experience, which require an onsite review. Academic records (such as transcripts and catalogs) do not document qualitative factors and practical constraints to desirable outcomes.

NCEES houses a library of reference materials from around the world. These references are used for the completion of evaluations in conjunction with the NCEES Engineering Education Standard.


# Land Surveyor

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

DISCIPLINE: LAND SURVEYING

## GENERAL


 Applying To  
**Nevada**

Application Type  
**Initial - PS**

Application Date  
**06/07/2023**

Citizenship  
**United States**



## SUMMARY


 Total Surveying Experience  
**26 years, 4 months**

Experience under licensed surveyor  
**22 years, 2 months**


Other Experience  
**2 years, 9 months**

Disciplinary Action  
**None reported**




## EDUCATION


 Non-degree  
**Community College of the Air Force**  
**May 1996–June 1998**

**Waiver Request:** NRS 625.270, item 3, "An applicant for licensure as a professional land surveyor may not take the examination on the principles and practices of land surveying required by paragraph (b) of subsection 1 of NRS 625.280 unless the applicant is a graduate of a land-surveying curriculum of 4 years or more that is approved by the Board."

## EXAMS

 *Fundamentals of Surveying (FS)*  
**Nevada**  
**October 2006**

*Principles and Practice of Surveying (PS)*  
**Nevada**  
**May 2023**



## LICENSES

 Additional Licenses  
**None**

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

A&R MicroSystems  
Puerto Rico (Puerto Rico)  
Computer Repair Technician  
July 1993—December 1994

Verified by

Experience Summary

**Full-Time**

**Other: 1 year, 5 months**

**Experience under licensed surveyor:**

**None**



DESCRIPTION

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Radio Shack*  
*New York (United States)*  
*Sales Associate*  
**January 1995—September 1995**

*Verified by*

*Experience Summary*

**Full-Time**

**Other: 8 months**

**Experience under licensed surveyor:**

**None**



DESCRIPTION

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Bargain Hunters*  
*New York (United States)*  
*Assistant Warehouse Manager*  
**October 1995—February 1996**

*Verified by*

*Experience Summary*

**Full-Time**

**Other: 4 months**

**Experience under licensed surveyor:**

**None**



DESCRIPTION



# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

US Air Force  
Nevada (United States)  
Engineering Journeyman (Land Surveyor)  
March 1996—March 2000

Verified by  
**William Adrian Garrison**  
adrian.garrison@yahoo.com

Experience Summary  
**Full-Time**  
**Surveying: 4 years**  
**Experience under licensed surveyor:**  
**None**



### TASKS

Trained and learned land surveying and manual/computer aided drafting with the US Army Corps of Engineers in Ft. Leonard Wood, Mo.  
Managed the military base master Survey CAD file and GIS CAD file.  
Conducted as-built topo field surveys.  
Calculated survey construction points and staked points in field.  
Trained new field crews on proper survey procedures and equipment setup.  
I was assigned as primary surveyor/mapper for 14 projects worth over \$3.9 million.  
Worked directly with the Base commander in the war readiness room when conducting Rapid Runway Repairs for the Airfield Damage Assessment Team, assessing runway damage after bombings, calculating best and safest scenario for minimum runway survey/construction repair for various military plane landings. Then conducting field survey for said runway.



### REPRESENTATIVE PROJECTS

US Air Force Rank - E-4 (Senior Airman)  
US Air Force Specialty Code (AFSC) - 3E531 (Engineering Journeyman)

Washington State (1996) - surveyed over 300 concrete pad design and layout for tent city.

I designed the layout for 300 concrete slabs for a tent city. The tent city was designed to be a training facility for different US military forces. Also, calculated the survey points to be staked and as the Party Chief I provided construction staking for the entire site. In addition, I provided quality control for the Red Horse Civil Engineering Squadron on additional sites nearby.

Saudi Arabia (1998) - Cargo Hanger and New Dorms.

Designed cargo hanger for new Base. Provided construction staking services for site. Designated as quality control for all survey construction being conducting by the US Army on the New Dorms project.

Nevada (1999-2000) - Managed Base CAD map

Conducted several post construction field as-built surveys throughout the Base. As-built surveys included, re-designed roadways, new buildings, building additions, training camp sites. Updated the CAD file once field work was completed.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

GC Wallace Inc  
Nevada (United States)  
Survey Technician  
January 2000—June 2003

Verified by  
**Paul Burn**  
pburn@gcwengineering.com

*Experience Summary*  
**Full-Time**  
**Surveying: 3 years, 5 months**  
**Experience under licensed surveyor:**  
**3 years, 5 months**



### TASKS

Prepared all types of Survey maps, from residential subdivision maps, to commercial subdivision maps, Records of Survey, Parcel Maps, legal descriptions. Connected as-built survey topo points. Re-created boundary for projects.



### REPRESENTATIVE PROJECTS

Lamb Boulevard Parcel Map  
2000

Prepared a 2-lot parcel map by verifying all linework provided by civil engineers, labeled and dimensioned all centerlines, parcel lines, boundary lines, section lines and easements on said map. Prepared the coversheet and ran lot closure to verify accuracy.

Tenaya Way & Robindale Road  
2001

Verified, adjusted and finalized civil engineers right-of-way linework. Prepared a metes and bounds legal description and exhibit for the dedication of the rights-of-way of Tenaya Way and Robindale Road. Prepared manual lot closure error calculation utilizing MS DOS Mapcheck software. The overall acreage was 10 acres +/-.

Craig Road 280 lot subdivision map  
2002

Prepared a 280 lot residential subdivision map, by verifying all linework provided by civil engineers, labeled and dimensioned all centerlines, lot lines, boundary lines, section lines and easements on said map. Prepared the coversheet and ran lot closure to verify accuracy.

Cox Communications Commercial Subdivision Map  
2003

Prepared a commercial subdivision map, by verifying all linework provided by civil engineers, labeled and dimensioned all centerlines, lot lines, boundary lines, section lines. Reviewing Preliminary Title Report exceptions and plotting the respective easements on said map. Prepared the coversheet and ran lot closure to verify accuracy.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Poggemeyer Design Group*  
*Nevada (United States)*  
*Mapping Manager*  
**June 2003—December 2003**

*Verified by*  
**Edward Rodriguez (Self)**

*Experience Summary*  
**Full-Time**  
**Surveying: (0%)**  
**Experience under licensed surveyor:**  
**None**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps and legal descriptions. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field crews, re-created project boundaries, conducted boundary resolutions. Also, conducted as-built surveys.



### REPRESENTATIVE PROJECTS

Ely, NV Post Office  
2003

Conducted map and document research for project. Re-created boundary linework, calculated the boundary corners and additional control points in order to assist field crew with monument search. Also, went to the field as part of 2-man field crew, conducted boundary and as-built topography survey. Conducted a boundary resolution, reviewed Preliminary Title Report, plotted easement exceptions, prepared a ALTA/ACSM survey map.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

GC Wallace Inc  
Nevada (United States)  
Survey Analyst  
December 2003—March 2005

Verified by  
**Jason Paul Higgins**  
jhiggins@wmksurveying.com

Experience Summary  
**Full-Time**  
**Surveying: 1 year, 3 months**  
**Experience under licensed surveyor:**  
**1 year, 3 months**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps and legal descriptions and exhibits. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field crews, re-created project boundaries, conducted boundary resolutions. Trained new employees on mapping standards.



### REPRESENTATIVE PROJECTS

Allen Manor residential subdivision map  
2004

Prepared a residential subdivision map, by verifying all linework provided by civil engineers, labeled and dimensioned all centerlines, lot lines, boundary lines, section lines and easements on said map. Prepared the coversheet and ran lot closure to verify accuracy.

Anthem Highlands Drive (Monument Tie Map) Record of Survey Map  
2005

Prepared a Record of Survey Monument Tie Map for 1 mile +/- of Anthem Highlands Drive, by reviewing all survey field notes and survey points provided. Labeled and dimensioned all centerlines, created tie-lines for each monument and reference monument set.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

VadaTech  
Nevada (United States)  
Computer Board Designer  
March 2005—July 2005

Verified by

Experience Summary

**Full-Time**

**Other: 4 months**

Experience under licensed surveyor:

**None**



DESCRIPTION

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

GC Wallace Inc  
Nevada (United States)  
Survey Analyst  
July 2005—November 2005

Verified by  
**Jason Paul Higgins**  
jhiggins@wmksurveying.com

*Experience Summary*  
**Full-Time**  
**Surveying: 4 months**  
**Experience under licensed surveyor:  
4 months**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps and legal descriptions and exhibits. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field crews, re-created project boundaries, conducted boundary resolutions. Trained new employees on mapping standards. Reviewed employee maps, legal descriptions and exhibits.



### REPRESENTATIVE PROJECTS

Henderson, NV (Sun City Anthem multiple Subdivision Maps)  
2005

Conducted record map and document research for subdivision projects. Re-created boundary linework, calculated the boundary corners and additional control points in order to assist field crew with monument search. Reviewed all survey field notes. Verified, adjusted (if found errors, advised civil engineers) and made linework survey-ready. Prepared multiple residential subdivision maps. Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software. Labeled and dimensioned all centerlines, lot lines, boundary lines, section lines and easements on said maps.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Wood Rodgers  
Nevada (United States)  
Survey Analyst  
December 2005—February 2008

Verified by  
**Jason Kline**  
jkline@wmksurveying.com

Experience Summary  
**Full-Time**  
**Surveying: 2 years, 2 months**  
**Experience under licensed surveyor:**  
**1 year, 10 months**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps and legal descriptions and exhibits. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field crews, re-created project boundaries, conducted boundary resolutions. Trained new employees on mapping standards. Reviewed employee maps, legal descriptions and exhibits.



### REPRESENTATIVE PROJECTS

Henderson, NV (Executive Airport Drive\_Volunteer Boulevard)  
2006

Conducted record map and document research for project. Re-created control section lines, calculated the boundary corners and additional control points in order to assist field crew with monument search. Reviewed all field notes and prepared a Record of Survey depicting the alignment of Executive Airport Drive & Volunteer Boulevard, with total length of 2.5 miles +/- . Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software.

Mesquite, NV (Mesquite Summit Plaza)  
2007

Conducted record map and document research for project. Re-created project boundary, calculated the boundary corners and additional control points in order to assist field crew with monument search. Prepared field packet with all information collected, instructed field crew of field work required. Reviewed all field notes, field verified field located monuments and as-built survey points. Connected all field located survey points. Prepared a Parcel Map of the project limit. Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*RCI Engineering & Surveying  
Nevada (United States)  
Field Survey Manager/Principal  
February 2008—January 2010*

Verified by  
**Jason Kline**  
jkline@wmksurveying.com

*Experience Summary*  
**Full-Time**  
**Surveying: 1 year, 11 months**  
**Experience under licensed surveyor:  
1 year, 11 months**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps, legal descriptions and exhibits. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field work, re-created project boundaries, conducted boundary resolutions. Conducted all field work utilizing conventional survey equipment and survey grade GPS equipment. Conducted Bureau of Land Management map ad document research. Also, tasked with the setting of all control monuments.



### REPRESENTATIVE PROJECTS

Las Vegas, NV (Cox Communications multiple sites)  
2008

Conducted record map and document research for sites. Re-created boundary linework, calculated the boundary corners and additional control points for field monument search. Prepared legal descriptions and exhibits. Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software. Labeled and dimensioned all centerlines, lot lines, boundary lines, section lines. Conducted construction staking of easements and rights-of-way as directed by clients.

Henderson, NV (Lake Las Vegas - South Shore Parcels 20 and 24)  
2009

Researched record maps and documents for sites. Conducted field boundary and control survey utilizing survey grade GPS equipment. Processed and calibrated all RTK survey data.



# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

KR Consulting Group  
Nevada (United States)  
Principal  
January 2010—August 2012

Verified by  
**Jason Kline**  
jkline@wmksurveying.com

Experience Summary  
**Full-Time**  
**Surveying: 2 years, 7 months**  
**Experience under licensed surveyor:**  
**2 years, 7 months**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps, legal descriptions and exhibits. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field work, re-created project boundaries, conducted boundary resolutions. Conducted all field work utilizing conventional survey equipment and survey grade GPS equipment. Conducted Bureau of Land Management map ad document research. Also, tasked with the setting of all control monuments.



### REPRESENTATIVE PROJECTS

Las Vegas, NV (Cox Communications multiple sites)  
2010

Conducted record map and document research for sites. Re-created boundary linework, calculated the boundary corners and additional control points for field monument search. Prepared legal descriptions and exhibits. Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software. Labeled and dimensioned all centerlines, lot lines, boundary lines, section lines. Conducted construction staking of easements and rights-of-way as directed by clients.

Las Vegas, NV (NDOT Legal Descriptions & Exhibits)  
2011

Reviewed engineering linework and prepared over 30 NDOT legal descriptions and exhibits, all in NDOT format. Labeled and dimensioned all centerlines, lot lines, boundary lines, section lines. Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software.

Las Vegas, NV (Las Vegas Boulevard Southwest Gas)  
2012

Conducted a as-built survey topo locating all improvements within the right-of-way, to include all surface utilities. Connected all as-built topo points and prepared an exhibit with all survey monuments, improvements and utilities located in the field.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Wallace Morris Kline Surveying LLC  
Nevada (United States)  
Project Manager  
August 2012—August 2015

Verified by  
**Jason Kline**  
jkline@wmksurveying.com

Experience Summary  
**Full-Time**  
**Surveying: 3 years**  
**Experience under licensed surveyor:**  
**3 years**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps, legal descriptions and exhibits. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field work, re-created project boundaries, conducted boundary resolutions. Conducted Bureau of Land Management map ad document research. Reviewed all maps, legal descriptions and exhibits from survey staff.



### REPRESENTATIVE PROJECTS

Las Vegas, NV (Kyle Canyon/Skye Canyon Master ALTA)  
2013

Conducted record map and document research for sites. Created boundary linework, calculated the boundary corners and additional control points for field monument search. Prepared an ALTA/ACSM for a parcel of land that covered over 1000 acres in total. Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software. Labeled and dimensioned all centerlines, lot lines, boundary lines, section lines. Reviewed multiple Title Reports and the attached exceptions.

Mt. Charleston, NV (Rainbow Canyon Subdivision Parcel Map)  
2013

Conducted record map and document research for sites. Created boundary linework, calculated the boundary corners and additional control points for field monument search. Instructed field crew with type of field survey that is required. Prepared a Parcel Map combining the parcels in question, utilizing MS DOS Mapcheck software. Labeled and dimensioned all centerlines, lot lines, boundary lines, section lines. Reviewed Title Reports and the attached exceptions. Field verified all field located monuments and as-built field survey data.

Las Vegas, NV (Jockey Club Condominium ALTA)  
2014

Conducted record map and document research for sites. Created boundary linework, calculated the boundary corners and additional control points for field monument search. Prepared an ALTA/ACSM for a parcel of land that covered over 1000 acres in total. Prepared manual lot closure error calculation, utilizing MS DOS Mapcheck software. Labeled and dimensioned all centerlines, lot lines, boundary lines, section lines. Reviewed multiple Title Reports and the attached exceptions.

# EDWARD RODRIGUEZ (13-382-69)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Brenner & Associates*  
*Nevada (United States)*  
*Principal*  
**August 2015—June 2023**

*Verified by*  
**Eric Thanh Phan**  
ericphan@atmlv.com

*Experience Summary*  
**Full-Time**  
**Surveying: 7 years, 10 months**  
**Experience under licensed surveyor:**  
**7 years, 10 months**



### TASKS

Prepared all types of Survey maps, from Records of Survey, Parcel Maps, ALTA/ACSM survey maps, legal descriptions and exhibits. Connected as-built survey topo points with contour lines for use in engineering designs. Reviewed Preliminary Title Reports and plotting the easements depicted on said documents. Setup packet for field work, re-created project boundaries, conducted boundary resolutions. Conducted all field work utilizing conventional survey equipment and survey grade GPS equipment. Conducted Bureau of Land Management map and document research. Conduct Bathymetric Survey and drone aerial surveys. Process all forms of survey data, RTK GPS, Static GPS, bathymetric survey data and aerial drone data.



### REPRESENTATIVE PROJECTS

Nevada Department of Transportation (9 Sprung sites) US-50 Projects  
2015

Coordinated and conducted a field and office survey for the locating of ground control, utility survey and as-built survey of site for Dayton NV, Silver Springs, Fallon (Trento Lane), Fallon (Site 2), Cold Springs, Austin, Eureka, Eureka (County Building) and Ely in Nevada. An RTK GPS survey was conducted for each site and local NDOT coordinate monuments found on NDOT datasheets were held for horizontal and vertical control.

Laughlin, NV (Casino Drive)  
2017

Prepared an as-built survey map for 3 miles of Casino Drive in Laughlin. 1,400 acre +/- ALTA/NSPS map, which would ultimately be used for the Parent Final Maps which were recorded at the County. Including research of multiple Title Reports w/ exceptions. Processed all RTK GPS data, to include Static GPS post processing of data generating an OPUS solution.

City of Lake Havasu, Arizona survey (covered over 36,000 acres)  
2018

Coordinated and implemented a field and office survey, locating existing NGS and local control monuments. Set aerial control targets for the entire City of Lake Havasu utilizing GPS. A static control GPS survey was conducted and processed with multiple OPUS Solutions. Coordinates provided were in State Plane Grid and a combined scale factor was calculated for Ground coordinates as well.

USACE – CPB - US-Mexico Border  
2015-2022

I have mapped & surveyed over 500 miles of border roads and fencing; to include project control network, horizontal control plans, and staking. A static control GPS survey was conducted and processed with multiple OPUS Solutions. Coordinates provided were in State Plane Grid and a combined scale factor was generated for Ground coordinates as well. Also provided QA/QC services for staking projects utilizing RTK GPS.

Las Vegas Boulevard Bollards and Waterline project (6-miles)  
2019-2020

Coordinated and conducted a field and office survey for the locating of ground control, utility survey and as-built survey of site. Generated a horizontal control plan along Las Vegas Boulevard from Sahara Avenue to I-215. A static control GPS survey was conducted and processed with multiple OPUS Solutions for all control monuments and aerial targets. RTK GPS and conventional survey equipment was utilized for the survey. Coordinates provided were in State Plane Grid and a combined scale factor was calculated for Ground coordinates as well.

NDOT 8 Sprung Sites  
2019

Ground Control, Utility Survey and as-built survey of site for Blue Jay Maintenance Station, Montgomery Pass Maintenance Station, Cold Springs Maintenance Station, Independence Valley Maintenance Station, Maintenance Area at I-80 Exit 298 (near Elko), Lund Maintenance Station, Mina Maintenance Station and Panaca Maintenance Station. An RTK GPS survey was conducted for each site and local NDOT coordinate monuments found on NDOT datasheets were held for horizontal and vertical control.

Multiple Public Works Projects for the City of Henderson, NV  
2019-2023

Coordinated field crews for the setting of aerial control targets, conducted control survey, supplemental topo for all utilities. Research and preparation of boundary control survey map, Horizontal Control Plans and Right-of-Way plans were prepared for all projects listed but not limited to: Greenway Road, Stephanie Road and St. Rose Parkway Improvements, Horizon Ridge Parkway from Gibson Road to Ray Boulevard, Kelso Dunes & Mark Street, Seven Hills Drive Improvements.

Multiple Public Works Projects for the City of North Las Vegas, NV  
2017-2022

Coordinated field crews for the setting of aerial control targets, a control survey, supplemental topo for all utilities. In many instances research and preparation of boundary control survey map, Horizontal Control Plans and Right-of-Way plans for all projects listed: Lone Mountain Road (from Decatur Boulevard to North 5th Street), multiple Craig Road projects from Las Vegas Boulevard to Tenaya Way.


# Structural

# KYLE AHRENS (17-894-40)

All work experience reviewed by two licensed professionals

DISCIPLINE: STRUCTURAL

## GENERAL


 Applying To **Nevada**

Application Type **Initial - PE**

Application Date **06/20/2023**

Citizenship **United States**



## SUMMARY



 Engineering Experience after EAC degree **5 years, 4 months**


Total Engineering Experience **5 years, 4 months**

Experience under licensed engineer **2 years**

Disciplinary Action **None reported**




## EDUCATION

 Bachelors in Civil Engineering (EAC)  
**Georgia Institute of Technology**  
**August 2012–December 2016**

Masters in Civil Engineering  
**Georgia Institute of Technology**  
**January 2017–December 2017**

## EXAMS

 Fundamentals of Engineering (FE)  
**Georgia**  
**July 2017**

Principles and Practice of Engineering (PE)  
**Civil**  
**California**  
**April 2019**

NCEES 16HR Structural (SE)  
**Nevada**  
**April 2023**

## LICENSES

 Additional Licenses **None**

# KYLE AHRENS (17-894-40)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Englekirk Structural Engineers  
California (United States)  
Associate  
February 2018—June 2023

Verified by  
**Saurabh Prasad**  
saurabh.prasad@englekirk.com

Experience Summary  
**Full-Time  
Engineering: 5 years, 4 months  
Post EAC degree: 5 years, 4 months  
Experience under licensed engineer:  
2 years**



### TASKS

- Develop complete designs and structural drawings for concrete mid-rise and high-rise tower structures, commercial steel buildings, and residential wood-over-podium developments
- Consult on multiple tenant improvement projects involving metal stud construction, new floor openings, steel stairs, and FRP slab strengthening
- Coordinate with owners, architects, and general contractors during design development through construction administration
- Respond to RFIs and review submittals and shop drawings for projects in construction
- Perform site visits and produce structural observation reports
- Create fee proposals for new developments and additional services for ongoing projects
- Supervise the work and time management of new and experienced engineers at the firm
- Organize frequent in-house seminars and train new engineers
- Head of hiring committee for firm



### REPRESENTATIVE PROJECTS

Westfield Topanga Mall Center Expansion (2018 - 2022): This project is a 400,000 sf addition to the Westfield Topanga Mall complex. The structure is three levels of steel construction sitting on a single-story concrete podium. The steel gravity system is beams and columns supporting concrete over metal deck. The steel lateral system is special moment frames. The concrete gravity system is a reinforced slab supported by beams, columns, and footings. The concrete lateral system is special reinforced shear walls. I designed the steel gravity system per the AISC Steel Manual and the special moment frames per the AISC Seismic Design Manual. I designed the concrete gravity and lateral elements per ACI 318. I was also involved in Building Department submittal process and the construction administration phase. This project has been completed.

1010 Kenmore (Los Angeles, CA; 2019 - 2021): This project is a seven-story apartment complex in the Koreatown neighborhood. The structure is five levels of wood construction sitting on a four-story concrete podium with two levels of below-grade parking. The wood gravity system is joists, beams, and columns supporting plywood decking. The wood lateral system is shear walls. The concrete gravity system is reinforced slabs supported by beams, columns, and footings. The concrete lateral system is special reinforced shear walls and special reinforced masonry shear walls. I designed the wood gravity system per NDS and the wood shear walls per the NDS SDPWS. I designed the concrete gravity and lateral elements per ACI 318. I designed the masonry lateral elements per TMS. I was also involved in Building Department submittal process. This project has been completed.

NBCU Office Building (Universal City, CA; 2019 - Present): This project is a 350,000 sf office tower in the NBC Universal complex. The structure is eleven levels of concrete construction with creative office space and parking. The concrete gravity system is reinforced and post-tensioned slabs supported by beams, columns, and footings. The concrete lateral system is special reinforced shear walls. I designed the wood gravity system per NDS and the wood shear walls per the NDS SDPWS. I designed the concrete gravity and lateral elements per ACI 318. All miscellaneous steel elements were designed per the AISC Steel Manual. I was also involved in Building Department submittal process and the construction administration phase. This project is currently 95% completed and I am assisting via submittals and RFIs.

Warner Brothers' Second Century TI (Burbank, CA; 2019 - 2023): This project is a 800,000 sf tenant improvement project for the WB2C Towers. The scope of this project included several steel mechanical platforms for server units, metal stud office pods, and miscellaneous steel framing for communal spaces. I designed the steel framing per the AISC Steel Manual and routinely checked the existing structure for added loads. I designed the metal stud gravity and lateral elements per AISI. I was also involved in Building Department submittal process and the construction administration phase. This project has been completed.

3535 Hayden Seismic Evaluation & Retrofit (Culver City, CA; 2022 - Present): This project is a seismic evaluation and retrofit for

an existing five-story creative office space. The structure is five levels of steel construction. The steel gravity system is beams and columns supporting plywood decking. The steel lateral system is Pre-Northridge special moment frames. I evaluated the special moment frames and wood diaphragms per the ASCE 41-17 Tier 3 requirements and offered retrofit recommendations to the design team. These recommendations were then reviewed and approved by an independent peer review panel. This project has is being priced and has yet to enter the Building Department.

Griffith Park Studios (Glendale, CA; 2022 - Present): This project is 420,000 sf of sound stages and creative office space. The office structure is six levels of steel construction and the sound stages are concrete tilt-up construction supporting steel truss framing. The steel gravity system is beams and columns supporting concrete over metal deck. The steel lateral system is steel BRBFs. I designed the steel gravity system per the AISC Steel Manual and the BRBFs per the AISC Seismic Design Manual. I designed the concrete gravity and lateral elements per ACI 318. This project is currently in the construction documents phase.




# ROLAND BOGDANI (14-832-99)

All work experience reviewed by two licensed professionals

DISCIPLINE: STRUCTURAL

## GENERAL


 Applying To  
**Nevada**

Application Type  
**Comity - PE**

Application Date  
**06/14/2023**

Citizenship  
**United States**



## SUMMARY



 Engineering Experience  
after EAC degree  
**11 years, 8 months**



Total Engineering  
Experience  
**11 years, 8 months**

Experience under licensed  
engineer  
**10 years, 3 months**

Disciplinary Action  
**None reported**


## EDUCATION

 Bachelors in Civil Engineering (EAC)  
**Wayne State University**  
**September 2006–August 2010**

Masters in Civil Engineering  
**Wayne State University**  
**September 2010–May 2011**

**NOTE:** FIRST DISCIPLINE SPECIFIC STRUCTURAL LICENSE.

## EXAMS

 Principles and Practice of Engineering (PE)  
**Civil**  
**Michigan PE**  
**April 2014**

Fundamentals of Engineering (FE)  
**Michigan PE**  
**April 2010**

NCEES 16HR Structural (SE)  
**Nevada**  
**April 2023**

## LICENSES

 Initial License  
**Michigan PE**  
**Issued: June 2014**  
**Expires: June 2023**

Additional Licenses  
**AR**

# ROLAND BOGDANI (14-832-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*SME*  
*Michigan (United States)*  
*Project Engineer*  
**March 2011—January 2021**

*Verified by*  
**Robert Charles Ireland**  
Charley.Ireland@sme-usa.com

*Experience Summary*  
**Full-Time**  
**Engineering: 9 years, 10 months**  
**Post EAC degree: 9 years, 10 months**  
**Experience under licensed engineer:**  
**9 years, 10 months**



## TASKS

2011-2013:

I initially joined SME as a staff engineer. In this role, I provided support to project managers and senior engineers on a variety of projects that included concrete, steel, timber, and construction materials testing. Additionally, I provided construction material testing of concrete, including air-content, density, and slump.

2013-2015:

In 2013, I was promoted to Senior Engineer. I no longer performed construction material testing in this role. I assisted project managers with proposal writing, data analysis, field work, and report writing.

I perform field work on a variety of project types, but mainly focused on condition assessments of existing structures, nondestructive testing, and quality assurance observations of on-going projects. I performed nondestructive testing (NDT) of concrete, CMU, and wood components. NDT methodologies include Ground Penetrating Radar (GPR-soils and concrete), Spectral Analysis of Surface Waves (SASW), Impact Echo (IE) sonic and ultrasonic, Ultrasonic Pulse Velocity (UPV), Slab Impulse Response (Slab IR), and resistograph wood testing.

2015-2021:

In 2015, I was promoted Project Engineer, then to Senior Project Engineer in 2018.

As a Project Engineer, I conducted structural condition assessments for concrete, steel, masonry, and wood-framed buildings. Following field assessment activities, I provided Clients with engineering reports. I designed repairs, prepared construction documents, and monitored construction progress.

As a Senior Project Engineer, I performed Project Engineer tasks as well as managed projects, developed Client relationships, mentored junior engineers, and conducted new-hire interviews.



## REPRESENTATIVE PROJECTS

In my tenure at SME, I have provided services related to condition assessments and repair of existing structures, including parking garages, bridges, historic buildings, commercial complexes, and high-rise structures. These services were related to new and existing structures. I have been involved in projects that have included all major types of building materials, including concrete, steel, masonry, timber, CMU, and stone construction.

2011

I was a field engineer for the Ambassador bridge main span deck rehabilitation project in Detroit, MI. I provided on-site quality assurance observations of on-going construction and concrete testing such as air content, slump, yield, etc. I also verified installation of structural components was in accordance with project documents.

2012

I performed a facade assessment of the high-rise building 150 West Jefferson in Detroit, MI. I produced documents showing distress areas, types, and extent on elevation drawings.

On another project, the Aureus parking garage in Southfield, MI I performed a condition assessment of structural elements and designed repairs for deteriorated concrete columns, prestressed beams, and a post-tensioned concrete deck. I also designed corbels for columns.

2013

During the renovation of the David Whitney Building in Detroit, MI, I was a field engineering tasked with reviewing on-going repairs and assessing areas with additional deteriorated brick and terracotta.

I conducted a condition assessment of concrete framing that supports the COBO Hall loading dock in Detroit, Michigan. Following the assessment, I designed repairs for a deteriorated ledger beam, bearings, and an expansion joint.

2014

I performed a slab-on-grade evaluation at the Comcast Technical Operations facility in Indiana. Following the assessment, I designed repairs that included injection of voids beneath the slab in order to stabilize the slab and prevent movement under forklift traffic.

2015

I designed, and was the Engineer of Record, for structural renovations that were made at Harbor Grand hotel in New Buffalo, Michigan. Renovations called for removing a portion of a load-bearing wall and installing a steel beam to support upper floors. In addition to the steel beam, I designed steel columns and bearings.

2016

I provided quality assurance observations of multi-story wood framing construction that serves as student housing for Michigan State University. As the project manager, I trained colleague engineers in assessment procedures. I checked as-built conditions for compliance with project documents. I documented as-built conditions and assisted the project team in addressing wood framing issues that arose.

2017

I provided grout assessment services for a turbine foundation at Woodbridge Energy Center in Keasbey, New Jersey. For the assessment, I utilized nondestructive testing methods that included Impact Echo and Spectral Analysis of Surface Waves ultrasonic testing.

I provided structural condition assessment services and design services for an existing pedestrian bridge in Wyandotte, Michigan. We performed a condition assessment of concrete piers in order to gain an understanding of deterioration extent. Following the assessment, I designed repairs to rehabilitate the piers.

I provided structural condition assessment services and design services for an existing underground storm water detention basin in Rochester Hills, Michigan. The storm water basin had suffered for extensive deterioration due to weather exposure and de-icing salts. Additionally, there were scour zones at water inlets that had partially undermined the foundation. Sections of wall, which supported precast concrete double-tee sections were also laterally displaced. I designed repairs that addressed the various types of deterioration. The repair documents included drawings, bidding documents, and specifications.

2018

I provided concrete assessment services for a turbine foundation at power plant under construction in Pennsylvania. The assessment was needed because a concrete pedestal had become damaged from on-going activities. I assessed the damage and provided repair recommendations.

I provided condition assessment and nondestructive testing of structural concrete elements an early 1900's building in Chelsea, Michigan. The assessment utilized nondestructive testing methods including ground penetrating radar, Windsor Probe testing, Windsor Pin testing, and coring for concrete compression strength testing.

2019-2020

Conducted condition assessment of existing reinforced concrete building located in Galesburg, IL (Koppers). Provided repair design drawings to address concrete deterioration of roofs, walls, columns, and beams. Reviewed contractor submittals as well as design changes requested by the Owner.

# ROLAND BOGDANI (14-832-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

SMR  
California (United States)  
Project Manager  
April 2021 – September 2021

Verified by  
**Mehdi Rashti**  
Mehdi@smr-eng.com

Experience Summary  
**Full-Time**  
**Engineering: 5 months**  
**Post EAC degree: 5 months**  
**Experience under licensed engineer:  
5 months**

### TASKS

Worked on structural design of buildings comprised of steel, CMU, concrete, and light-gauge steel. Worked on forensic engineering for legal cases.

For steel buildings, I designed roof open web bar joists, steel beams, and columns, including beam/column connections and column connections to the foundations.

For CMU buildings, I designed shear walls, bearing walls, lintels, and wall connection to foundations.

For light gauge buildings, I analyzed existing roof trusses for a building being upgraded. Trusses were checked for uplift wind forces and I designed truss strengthening. I analyzed wall studs for proposed loads and designed repairs for studs that had experienced corrosion.

### REPRESENTATIVE PROJECTS

Designed steel framing and CMU walls for one to three story structures (Log-Ops). For this project, I designed CMU shear walls, bearing walls, and lintels. I designed open web bar joists and beams used for roof framing. I worked on this project in April, 2021 through about June, 2021.

For a light gauge building that was being remodeled, I traveled to the site to obtain as-built information on existing framing. Then, I performed engineering analysis to check that the structure meets current building codes. I checked roof trusses and wall studs. For members that were found to be inadequate, I design repairs and strengthening. I worked on this project between June, 2021 through July, 2021.

For forensic engineering work (legal cases - structural expert witness work), I visited sites for destructive testing to investigate damage. Additionally, I review project documents to determine the cause of deterioration or damage, and used this information to write report detailing our professional opinion on the cause of damage. I worked on various legal cases between April, 2021 through February 2023 (I currently work as a part-time employee for the firm, though I resigned from my full time position in September, 2021).

# ROLAND BOGDANI (14-832-99)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*PARTNER ESI*  
*California (United States)*  
*Project Engineer*  
**September 2021 – February 2023**

Verified by  
**Candace Walkup**  
cwalkup@partneresi.com

*Experience Summary*  
**Full-Time**  
**Engineering: 1 year, 5 months**  
**Post EAC degree: 1 year, 5 months**  
**Experience under licensed engineer:**  
**None**



### TASKS

At Partner, I was involved in conducting structural evaluations of existing buildings as part of due diligence for prospective buyers. Buildings I evaluated were steel, concrete, CMU, brick, and wood framed.

I also worked in performing balcony inspections required by California SB (Senate Bill) 721.



### REPRESENTATIVE PROJECTS

#### Structural Evaluations:

I conducted fieldwork to investigate the condition of existing buildings to check for signs of damage or deterioration. These buildings were constructed using concrete, wood, CMU, brick, or steel. These reviews were visual in nature and did not include destructive testing or exploratory openings. I then wrote engineering reports that summarized findings from the field investigation, conceptual-level repair recommendations for observed damage, and order of magnitude cost estimates for proposed repairs. These projects occurred from September 2021 through February 2023.

#### Balcony Inspection:

California senate bill 721 requires that balconies at apartments buildings, along with other exterior elevated elements (EEE) be inspected every six years to check for signs of damage. I assisted in conducting these inspections at several apartment buildings in southern and northern CA. Exploratory holes were drilled through the stucco soffit and a borescope camera was utilized to check framing. I then wrote engineering reports that detailed field observations and repair recommendations.

# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

DISCIPLINE: STRUCTURAL

## GENERAL



Applying To  
**Nevada**

Application Type  
**Comity - PE**

Application Date  
**06/23/2023**

Citizenship  
**United States**

## SUMMARY



Engineering Experience  
after EAC degree  
**11 years, 2 months**

Total Engineering  
Experience  
**11 years, 2 months**

Experience under licensed  
engineer  
**11 years, 2 months**

Surveying Experience after  
EAC degree

Total Surveying  
Experience

Experience under licensed  
surveyor  
**None**

Other Experience  
**1 year, 9 months**

Disciplinary Action  
**None reported**



## EDUCATION



Bachelors in Civil Engineering (EAC)  
**University of Nevada, Reno**  
September 2005–May 2011

**NOTE:** FIRST DISCIPLINE SPECIFIC STRUCTURAL LICENSE.

## EXAMS



Fundamentals of Engineering (FE)  
**Nevada**  
October 2010

Principles and Practice of Engineering (PE)  
**Civil**  
**Nevada**  
October 2012

NCEES 16HR Structural (SE)  
**Nevada**  
April 2023



## LICENSES



Initial License  
**California**  
Issued: May 2015  
Expires: September 2023

Additional Licenses  
**None**

# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Blimpie Sub*  
*Team Leader/ Crew Workder*  
**May 2005—January 2010**

Verified by  
**Chris Tam Nguyen (Self)**

*Experience Summary*  
**Part-Time**  
**Other: (0%)**  
**Experience under licensed surveyor:**  
**None**



### TASKS

I supervised employees and maintained store when supervisor was not currently present. I also balanced money at the end of the day and prepared money for the following day. I maintained a clear working environment and kept all products stocked and organized.



### REPRESENTATIVE PROJECTS

- Provided exceptional customer service and supervised employees.

# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Catherine Dunn School  
Tutor  
January 2010—June 2011

Verified by  
**Lisa Smith**  
smithpals1@yahoo.com

Experience Summary  
**Part-Time**  
**Other: 9 months (50%)**  
Experience under licensed surveyor:  
**None**



### TASKS

I mentored struggling students and provided assistance in reading, writing, and math. I also collaborated with teachers to identify students' weaknesses and helped develop strategies that emphasized on these areas. Finally, I assisted teachers with daily lectures and activities while providing assistance to students that had difficulties.



### REPRESENTATIVE PROJECTS

- Mentored 1st to 6th graders



# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Nevada Department of Transportation  
Highway Construction Aid  
June 2011 – December 2011

Verified by  
Chris Tam Nguyen (Self)

Experience Summary  
**Full-Time**  
**Surveying: (0%)**  
**Experience under licensed surveyor:**  
**None**



### TASKS

Assisted engineering technicians with their daily inspections (retaining walls, bridges, road paving...etc.). I also aided the testing crew with concrete and asphalt testing. Among that, I worked and supported the surveying crew with their job requests (construction staking, topo., read heading...etc.)



### REPRESENTATIVE PROJECTS

- I580 bypass project.
- Meadowood Mall Interchange

# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Sky West Services  
Database Manager  
May 2010—December 2011

Verified by  
**Jeffrey Lowden**  
Info@skywestservices.com

Experience Summary  
**Full-Time**  
**Other: 1 year, 7 months**  
**Experience under licensed surveyor:**  
**None**



### TASKS

I mined and organized data for company's database and uploading them into a cloud program. I also collaborated with coworkers to market the company through online social networking media. I also cooperated with the team to do research on software that can help speed up the process of data mining.



### REPRESENTATIVE PROJECTS

- Commercial real estate buildings.

# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Valley Joist  
Nevada (United States)  
Assistant Chief Engineer  
January 2012—January 2018

Verified by  
**Walter Frederick Worthley Jr.**  
wworthley@valleyjoist.com

Experience Summary  
**Full-Time**  
**Engineering: 6 years**  
**Post EAC degree: 6 years**  
**Experience under licensed engineer:**  
**6 years**

### TASKS

I design open web steel joists based on the current steel joist specifications and building codes. I also provide support to sales and detailing by interpreting contract drawings and deciphering loads. I back check all joist calculations after they are inputted into our joist design program to ensure they are correct and are the most economical design for the joists. I also have to ensure they are the most proficient setup for manufacturing. I engineer fixes for the shop when errors occur and I also participate in tenant improvements of prior jobs. On top of everything, I joined the SJI research committee to continue the study of open web steel joists.

### REPRESENTATIVE PROJECTS

For projects that I personally oversee, my duties typically include directing the workflow when compiling the final calculations and joist plan submittal. This includes the detailers and shop order writers and any other parties directly involved with the project. Calculations I do on a daily basis includes but not limited to, the joist design, design for additional bending due to axial loads transferred through the joist seats, joist composite design, bearing seat connections, frame connections, joist subs and headers, and chord splices. I draft all the required reinforcement and connection details that corresponded to the calculation and I do the final check on the joist plans. During manufacturing, I would do routine inspections to ensure the joists are manufactured per the intended design and provide fixes and repair details for any errors the shop may have. This includes damaged webs chords, undersized members, or improper welds. Below is a small list of jobs that I personally participated and took lead in directly the work flow and performed all necessary calculations.

- Redwood High School - CA - 24,900 Sq Ft.
- IVC Career Technical Facility - CA - 17,308 Sq Ft
- Palo Alto High School Gym - CA - 92,000 Sq Ft.
- Longfellow Middle School - CA - 6,000 Sq Ft
- Orange County School of the Art - CA - 62,113 Sq Ft.
- Industry Gateway - CA - 93,794 Sq Ft.
- Duke Heasock - CA - 400,935 Sq Ft.
- Cedar Hills - CA - 47916 Sq Ft.

# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*K2 Engineering and Structural Design  
Nevada (United States)  
Project Engineer  
January 2018—April 2018*

Verified by  
**Chris Tam Nguyen (Self)**

*Experience Summary*  
**Full-Time  
Engineering: (0%)  
Experience under licensed engineer:  
None**



### TASKS

While at K2, I was in charge of designing residential additions, remodels, and brand new custom residential homes. This requires me to perform both vertical and lateral analysis of the buildings. In addition, I drafted all structural connections for the corresponding projects. I worked directly with the detailers and senior engineers to ensure my designs were correctly represented on the structural documents.



### REPRESENTATIVE PROJECTS

My projects ranged from small 300 sq foot addition to 4000 sq foot and larger custom homes. These projects are typically framed with traditional wood construction with light frame wood shear walls as the lateral force resisting system. Steel members and frames were utilized when required.

# CHRIS TAM NGUYEN (12-609-85)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Linchpin Structural Engineering  
Nevada (United States)  
Senior Engineer  
April 2018—June 2023

Verified by  
**Douglas Gadow**  
doug@linchpinse.com

Experience Summary  
**Full-Time**  
**Engineering: 5 years, 2 months**  
**Post EAC degree: 5 years, 2 months**  
**Experience under licensed engineer:**  
**5 years, 2 months**

## TASKS

I am responsible for overseeing the complete engineering process of various projects, encompassing both residential and commercial undertakings. These projects typically involve the structural design of vertical and lateral components, employing various materials including wood, concrete, steel, masonry, and cold-form steel. Various lateral force-resisting systems like shear walls, moment frames, and braced frames are also utilized. As a project manager, my time is divided between design work and supervising junior engineers, offering guidance and assistance in resolving engineering challenges. In my role, I collaborate directly with architects, contractors, homeowners, and developers during the entire design and construction process. This involves many tasks, including but not limited to writing proposals, participating in schematic design meetings, coordinating with sub-consultants for structural integration, and overseeing construction administration. I meticulously review all shop drawings to ensure they align with the intended structural design and promptly address any RFIs that may arise during construction. Additionally, I conduct structural observations throughout construction to ensure strict adherence to the design specifications, unless otherwise approved. Furthermore, I am entrusted with the responsibility of producing structural reports based on field observations of any structural issues that may arise. All my tasks are done under the supervision of Senior Principal Structural Engineers.

## REPRESENTATIVE PROJECTS

Reno Public Market (June 2019 - January 2023)

- This project involves an extensive renovation of an existing strip mall, transforming it into a food court. To ensure uninterrupted daily operations, the project is divided into multiple phases that involve relocating existing tenants to new operational spaces before remodeling the main building. The initial phase focused on constructing a new building capable of accommodating four tenants, using a combination of wood and metal studs. The following two phases entailed significant renovations of the outer sections of the strip mall. This included retrofitting new openings, reinforcing existing framing to support additional loads, and constructing a new enclosed metal stairwell and a covered roof above a drive-through CVS. The final phase involved demolishing the middle portion of the strip mall and reconstructing it with a steel and concrete frame. This section serves as the centerpiece of the project, functioning as the new food hall.

As the project manager, I was responsible for overseeing and managing this project, including all aspects of the structural design. I designed all structural vertical and lateral resisting elements for all four phases and served as the Engineer of Record. My design work includes, but is not limited to, sizing gravity members, designing steel and concrete moment frames, retrofitting framing elements, and tying them to the existing building. I actively participated in coordination meetings among the architect, clients, and sub-consultants to identify and resolve any potential conflicts that arose. Additionally, I provided construction support through engineering solutions for field issues encountered during the construction process. This included offering structural recommendations and implementing fixes for existing buildings that exhibited signs of structural deterioration or insufficiency.

The Crossing Remodel (March 2022-May 2023)

- This project involves renovating an existing strip mall, which encompasses the installation of new openings in the existing concrete walls, the construction of a new steel frame vestibule, the addition of steel awnings, and the retrofitting of a new lateral system. As the project manager for this remodel, I closely collaborated with the project architect. I supervised two junior engineers and oversaw and reviewed their structural design work and served as the project Engineer of Record. In this capacity, I provided recommendations and solutions for complex connections and addressed any challenges posed by existing obstructions. Additionally, I worked in conjunction with the junior engineers to thoroughly review all shop drawings, promptly addressing any questions or concerns that arose during the construction phase.

Sands Casino Infill (June 2021-April 2023)

- This project constitutes one of several phases within an extensive casino expansion. The objective of this particular phase was

to expand the existing casino by filling in the space between two existing buildings. The infill space was constructed using steel frames and a metal roof deck. The roof was designed to support three large mechanical units and a prominent suspended ceiling feature.

As the project manager for this expansion, I assumed responsibility for the design of all structural components which includes me designing all vertical and lateral resisting elements for this building. I actively participated in coordination meetings with the architect, contractors, and sub-consultants, contributing to the schematic design, design development, and construction document phases of the project. I diligently reviewed and approved all relevant structural submittals and addressed any RFIs (Requests for Information) pertaining to the project. Additionally, I provided engineering solutions to resolve any structural-related issues or conflicts that arose during the construction process.

#### Sands North Expansion (April 2022-Present)

- This project represents the ongoing phase of the Sand's casino expansion. It encompasses the construction of a 37,000-square-foot casino floor, a new 7,800-square-foot porte cochere, and the addition of a spa and covered swimming pool located directly above the casino floor. I collaborate with a team of engineers to undertake the design, modeling and detailing aspects of this project. My engineering tasks includes designing and detailing vertical resisting elements and their connections for this building. Throughout the design phase, I actively participate in coordination meetings alongside architects, contractors, and sub-consultants. This ensures effective collaboration and alignment of project goals. I also play a role in reviewing structural submittals and addressing ongoing RFIs to ensure smooth project progress and resolve any questions or concerns that arise.

# ZAKARY PRUITT (17-600-45)

All work experience reviewed by two licensed professionals

DISCIPLINE: STRUCTURAL

## GENERAL


 Applying To  
**Nevada**

Application Type  
**Comity - PE**

Application Date  
**06/27/2023**

Citizenship  
**United States**



## SUMMARY



 Engineering Experience  
after EAC degree  
**6 years, 1 month**



Total Engineering  
Experience  
**6 years, 1 month**

Experience under licensed  
engineer  
**6 years, 1 month**


Disciplinary Action  
**None reported**


## EDUCATION

 Bachelors in Civil Engineering (EAC)  
**University of Kentucky, Lexington**  
**August 2012–May 2016**

Masters in Civil Engineering  
**University of Kentucky, Lexington**  
**January 2016–May 2017**

**NOTE:** FIRST DISCIPLINE SPECIFIC STRUCTURAL LICENSE.


## EXAMS

 Fundamentals of Engineering (FE)  
**Kentucky**  
**January 2017**

Principles and Practice of Engineering (PE)  
**Civil**  
**Tennessee PE**  
**October 2020**

NCEES 16HR Structural (SE)  
**Tennessee PE**  
**April 2023**

## LICENSES

 Initial License  
**Tennessee PE**  
**Issued: January 2021**  
**Expires: January 2025**

Additional Licenses  
**None**

# ZAKARY PRUITT (17-600-45)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Structural Design Group  
Tennessee (United States)  
Senior Design Engineer  
May 2017—June 2023

Verified by  
**Jeremy Salmon**  
JeremyS@sdg-structure.com

Experience Summary  
**Full-Time**  
**Engineering: 6 years, 1 month**  
**Post EAC degree: 6 years, 1 month**  
**Experience under licensed engineer:**  
**6 years, 1 month**

## TASKS

- A vast majority of my experience is with healthcare facilities such as hospitals, medical office buildings, free standing emergency departments, urgent care centers, and parking garages for medical campuses
- Design experience includes composite and non-composite steel beams, floor vibration, one-way/two-way concrete slabs, conventional and post-tensioned concrete beams, steel and concrete columns, spread footing, pile caps supported by auger cast piles, drilled piers, concrete shearwalls, masonry shearwalls, steel and concrete moment frames, steel braced frames, buckling restrained braced frames. With these various materials, I have experience in high wind regions of southern Florida as well as high seismic regions of South Carolina and Alaska. In these regions, I have designed and detailed the structural system to comply with seismic design and detailing requirements of ASCE 7, AISC 341/358, and ACI 318. I have performed equivalent lateral force method and modal response spectrum analysis.
- In addition to the design responsibilities, I also assist my supervising principal with managing team of drafters and younger engineers, develop structural plans and sections, reviewing and assisting with structural narratives for schematic design, and work closely with our construction administration team assisting with contractor coordination during construction.
- Coordinating with architects, mechanical engineers, civil engineers, and other design team disciplines throughout the design process

## REPRESENTATIVE PROJECTS

- As a senior design engineer at Structural Design Group, I am responsible for the design of the structural system. I also assist my supervising principal with managing a team of drafters and younger engineers in addition to developing the structural framing plans and sections. Throughout the design, I coordinate with architects and other design disciplines. I assist with review of the structural notes, structural quality assurance plans, and structural narratives. After the design phase of a project is complete, I also work closely with the construction administration department assisting with shop drawing review and general contractor coordination.
- Centennial Parking Garage, Nashville, TN (2018) – 981,000 square-foot eight-story garage and connector. I designed the spread and continuous footings, rock anchors, retaining walls, and a Vierendeel steel truss connector supported by cantilevered concrete columns.
  - UCF Lake Nona Medical Center, Lake Nona, FL (2019): 205,000 square-foot, three-story structural steel hospital in a high wind area. I designed the steel moment frame utilizing SidePlate connections, concrete grade beams, composite/non-composite steel beams/girders, steel columns, spread footings, and steel braced frames. I coordinated with SidePlate and assisted in coordination with other design disciplines and developing the structural framing plans and sections.
  - Encompass Inpatient Rehab, Naples, FL (2020): 52,000 square-foot one-story structural steel building in a high wind area. I designed steel braced frames, continuous steel girders, steel joists, spread footings, and steel framed canopies. I assisted with generation of sections and coordination with other disciplines throughout the design process.
  - Ohio County Surgery Expansion, Hartford, KY (2020): 29,000 square-foot one-story structural steel building in Seismic Design Category D. I designed ordinary steel braced frames, steel beams/girders, spread footings, and steel framed canopy. I assisted with generation of sections and coordination with other disciplines throughout the design process.
  - Williamson Medical Center, Franklin, TN (2021) – 160,000 square-foot vertical and horizontal expansion six-story hospital addition. I designed steel moment frames, concrete grade beams, composite/non-composite steel beams/girders, steel columns, drilled pier foundations, and steel framed canopies. I coordination with other design disciplines and assisted in developing the structural framing plans and sections.
  - Mountainview ED Tower Expansion, Las Vegas, NV (2021)– 75,000 square-foot seven-story hospital located in seismic design category D. I designed special steel moment frames, special concrete moment frame beams, spread footings, composite/non-composite steel beams/girders, steel columns, and a steel framed canopy supported by special concrete cantilevered columns. I coordination with other design disciplines and assisted in developing the structural framing plans and sections.
  - Wadley Regional Medical Center, Texarkana, TX (2022) – 285,000 square-foot three-story hospital designed for two future floors



and 203,000 square foot four-story MOB designed for one future floor. I designed and supervised the design of steel moment frames using SidePlate connections, composite/non-composite steel beams/girders, steel columns, augercast piles and pile caps, concrete grade beams, and steel framed canopies supported by cantilever concrete columns. I coordinated with SidePlate and other design disciplines and assisted in developing the structural framing plans and sections.

-Summerville Medical Center, Summerville, SC (2022) – 43,000 square-foot two-story expansion on existing three-story building located in high wind and high seismic region. I designed the special steel moment frames using SidePlate connections, special concrete shearwalls, composite/non-composite steel beams/girders, steel columns, and verified the adequacy of the existing lower structure/foundations. I coordinated with SidePlate and other design disciplines and assisted in developing the structural framing plans and sections.

-Kings Daughter Medical Center, Ashland, KY (2023) – 143,000 square-foot two-story hospital design for four future floors and six-story elevator tower designed for four future floors. I designed the concrete pan joist, concrete beams, concrete columns, intermediate concrete moment frames, ordinary concrete shearwalls, augercast piles and pile caps, basement walls, retaining walls, concrete grade beams, and steel framed canopies supported by intermediate cantilever concrete columns. I coordinated with other disciplines while assisting in developing the structural framing plans and sections.

-Trailwinds Hospital, Wildwood, FL (2023) – 168,000 square-foot three-story hospital designed for three future floors located in a high wind region. I designed and supervised the design of steel moment frames using SidePlate connections, composite/non-composite steel beams/girders, steel columns, spread footings, concrete grade beams, and cantilevered concrete columns. I coordinated with SidePlate and other design disciplines and assisted in developing the structural framing plans and sections.

# JAKOB STANFORD (16-842-23)

All work experience reviewed by two licensed professionals

DISCIPLINE: STRUCTURAL

## GENERAL


 Applying To  
**Nevada**

Application Type  
**Comity - PE**

Application Date  
**12/17/2020**

Citizenship  
**Austria**

## SUMMARY



 Engineering Experience  
after EAC degree



Total Engineering  
Experience  
**8 years, 8 months**


Experience under licensed  
engineer  
**3 years, 6 months**

Other Experience

Disciplinary Action  
**None reported**



## EDUCATION

 Meets NCEES Engineering Education Standard


Non-degree  
**HTL1 Bau und Design (Leaving Certificate)**  
**September 2002–June 2007**

**Bachelors in Civil Engineering (Environment and Construction Management)**  
**Graz University of Technology**  
**September 2008–February 2012**

**Masters in Civil Engineering (Geotechnics and Hydraulics)**  
**Graz University of Technology**  
**March 2012–May 2014**

**NOTE:** FIRST DISCIPLINE SPECIFIC STRUCTURAL LICENSE.


## EXAMS

 **Fundamentals of Engineering (FE)**  
**California**  
**August 2016**

**Principles and Practice of Engineering (PE)**  
**Civil**  
**California**  
**October 2020**

**NCEES 16HR Structural (SE)**  
**Nevada**  
**April 2023**

## LICENSES

 **Initial License**  
**Nevada**  
**Issued: January 2021**  
**Expires: June 2024**

**Additional Licenses**  
**None**

# JAKOB STANFORD (16-842-23)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*Austrian armed forces*  
*Lower Austria (Austria)*  
*Military Service*  
**July 2007—January 2008**

*Verified by*  
**Jakob Stanford (Self)**

*Experience Summary*  
**Full-Time**  
**Other: (0%)**  
**Experience under licensed surveyor:**  
**None**



### TASKS

I served compulsory military service after high-school graduation.

My tasks and duties included:

- Basic military training
- Radio operating training



### REPRESENTATIVE PROJECTS

Schengen Border Patrol, Austria:

For approx. 3 months, I was assigned to patrol the border of the European Schengen area.

I was assigned as guard and radio operator at a platoon base.

# JAKOB STANFORD (16-842-23)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Warnecke Consult  
Upper Austria (Austria)  
Technician  
January 2008—September 2008

Verified by  
**Jakob Stanford (Self)**

Experience Summary  
**Full-Time**  
**Engineering: (0%)**  
**Experience under licensed engineer:**  
**None**



### TASKS

My tasks and duties as technician included:

- Preparation of drawings for hydro-power plants, flood mitigations and municipal fresh- and waste-water networks.
- Review of contractors' as-built documentation (ex. surveys, field notes) to incorporate into as-built drawings.
- Support engineers by preparing models for open channel flow analyses.
- Manage the production/printing of drawing sets.



### REPRESENTATIVE PROJECTS

Notable Projects:

Hydro Power Plant near Niklasdorf, Styria, Austria:

Modernization of an existing run-of-river power station for a paper factory.

I created 2D structural drawings of the weir and water intake structure for construction phase. I created the drawings using a 2D/3D CAD software, based on a rough 3D geometry provided by an engineer. I coordinated my efforts with the technician who added detailed reinforcement plans based on my cleaned-up version of the 3D geometry. I digitized historic drawings of the existing power plant.

Flood mitigation various Municipalities, Upper Austria, Austria:

Project to reduce flood risk by increasing run-off capacity of natural river beds by widening river beds and adding levees.

I prepared 2D site plans and sections of the proposed measures. I based the proposed riverbed surface on run-off analysis results provided by engineers, hand-sketches provided by engineers, topographic surveys and aerial imagery. Additionally, I helped to prepare the river-bed analysis models by importing and refining cross-sectional riverbed survey data into the analysis software.

# JAKOB STANFORD (16-842-23)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

*PORR Bau GmbH*  
*Vienna (Austria)*  
*Geotechnical Structural Engineer*  
**October 2014—June 2015**

Verified by  
**Bernhard Hinterplattner**  
bernhard.hinterplattner@porr.at

*Experience Summary*  
**Full-Time**  
**Engineering: 8 months**  
**Experience under licensed engineer:**  
**None**



### TASKS

My tasks and duties as entry level structural engineer included:

- Design and analysis of construction pit support systems and deep foundations including bore piles, diaphragm walls, sheet pile walls and soil anchors for responding to RFPs and for design/build projects in bidding and execution phases.
- Design and analysis of members in reinforced concrete and structural steel.
- Stability analysis in soil mechanics.
- Respond to RFPs by creating cost estimations for pit support systems.
- Oversee CAD operators and work with team members.

Tasks were performed under supervision of senior colleagues and my formal supervisor.



### REPRESENTATIVE PROJECTS

I worked on the following projects:

Quartier Belvedere Central (Commercial Property), Vienna, Austria:

Redevelopment of a former railyard site to a multi-use building complex in a prestigious location in downtown Vienna, worth 233 Mill. EUR.

I performed construction phase analysis and design optimization of deep foundations as and anchored pile sheet walls.

Monte Laa (Commercial Property), Vienna, Austria:

Redevelopment of a former storage yard into mixed-use (office, residential) building complexes. I worked on the project during design development.

I carried out design and analysis of diaphragm walls acting as deep foundations, basement walls and construction pit support for various building complexes.

Saint Josef Private Hospital (Health Care), Vienna, Austria:

New construction of a hospital building as part of a major modernization project.

I carried out analysis of the whole construction pit support system, consisting of: cast-in-place piles, sheet pile walls and soil nailing was retaining walls and jet grouted piles as foundation underpinning. I inherited the design and fine-tuned it according to my analysis results and according to feedback from external reviews.

# JAKOB STANFORD (16-842-23)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Graz University of Technology, Institute  
of Structural Analysis  
Styria (Austria)  
University Assistant  
June 2015—December 2019

Verified by  
**Thomas-Peter Fries**  
fries@tugraz.at

*Experience Summary*  
**Full-Time**  
**Engineering: 4 years, 6 months**  
**Experience under licensed engineer:**  
**None**

### TASKS

This job was a 40 hour/week, 5-year contract with Institute of Structural Analysis at the Graz University of Technology. I was a government employee and assigned to Job group B1 for University Staff according to the Austria's national Collective Bargaining Agreement. Nationwide, job group B1 consists of: "university assistants (referred to as 'assistant professors' in the Collective Bargaining Agreement), senior scientists, senior lecturers and project staff who have completed a master's or diploma program." I enrolled in a PhD program 15 months after starting this job, but did not follow through.

\_40% of my time was devoted to structural engineering teaching activities at University to BSc and MSc students. I independently held structural engineering courses and conducted examinations. I independently prepared and conducted structural engineering lecture exercises. I independently prepared, conducted and corrected examinations. I individually created and provided structural engineering lecture notes, course materials and exercise materials. I individually coordinated course dates and location for the structural engineering master courses.

\_40% of my time I independently conducted research in the field of numerical methods (FEM, BEM). I submitted conference publications and attended conferences in Greece, Sweden, Russia, UK & United States, in which I presented my work on how I developed and implemented novel algorithms in the context of the finite element method. I attended courses on advanced numerical methods in Netherlands, Italy and Russia. I published my research in reputable publications such as Elsevier and Springer.

\_20% of my time was devoted to administrative activities in the Institute of Structural Analysis. I maintained and offered user support for structural engineering related educational apps developed by the institute. I maintained the Institute's computer software, hardware & websites.

### REPRESENTATIVE PROJECTS

#### Teaching:

I lectured the students that signed up for engineering courses offered by me at Graz University of Technology for the whole semester independently from other lecturers. I was mainly the lecturer for compulsory subjects "Structural Analysis I" and "Structural Analysis II" each 2 semester hours exercise offered to bachelor's students in Civil Engineering Sciences & Construction Management in third and fourth semesters; and compulsory subjects "Finite Element Method" and "Finite Element Method – Advanced Course" each 1 semester hour exercise course offered to students in Master programs of Civil Engineering Sciences & Structural Engineering, and Biomedical Engineering.

I also supervised and supported students carrying out their individually selected structural engineering projects under the 4 semester hours elective courses called "project" offered to 6th Semester BSc and MSc students.

#### Research:

Structural analysis plays a major role in the education and practice of civil engineers - no matter whether constructions are built in wood, concrete or steel. Computer-based simulation methods such as the Finite Element Method are in the focus of the research at Institute of Structural Analysis. During my structural analysis research, I developed and implemented novel algorithms in the context of the finite element method. My project aimed at creating a method to run fully automated simulations on typical engineering geometries with higher-order accuracy. Cutting away labor-intensive mesh creation and employing a higher-order finite element method, enables many industries to accelerate their product development process. I designed and implemented numerical algorithms in MATLAB, I reviewed relevant publications in the field and I recommended best practices – based on my research findings – to peers through publications and talks at international conferences. The publications of my research are as follows:

- “Higher-Order Accurate Meshing of Implicitly Defined Non-Smooth Manifolds”, Proceedings of the 28th International Meshing Roundtable, October 14, 2019
- “Higher-order Accurate Meshing of Implicitly Defined Tangential and Transversal Intersection Curves”, Numerical Geometry, Grid Generation and Scientific Computing/ Springer, October 11, 2019
- “A Higher-order Conformal Decomposition Finite Element Method for Plane B-rep Geometries”, Computers & Structures/ Elsevier, April 1, 2019
- “Higher-order Accurate Meshing of Non-Smooth Implicitly Defined Surfaces and Intersection Curves”, Computational Mathematics and Mathematical Physics/ Springer, 2019
- A Higher-Order Conformal Decomposition FEM for NURBS-Based Geometries, Proceedings of ECCM-ECFD 2018: 6th European Conference on Computational Mechanics

I also attended the following advanced courses relevant to my research in different countries:

"Advanced School on Immersed Methods", Eindhoven University of Technology, Netherlands, Nov 2017 "Advanced School on Modelling in Engineering using Innovative Numerical Methods for Solids and Fluids", CISM (International Centre for Mechanical Sciences), Italy, Oct 2018

"Winter School at NUMGRID 2018 / Voronoi 150", Russian Academy of Sciences, Moscow, Dec 2018

Administrative activity example:

The team at Institute of Structural Analysis has developed multiple, award-winning, educational apps. I maintained Schnittkraftmeister – an educational game app in which users have to pick the correct internal force diagram for a given 2d frame structure – I consistently provided user-support, managed the app’s online presence and critical maintenance. I recompiled the source code so that the app would work with Android and iOS updates. I reviewed user-reported bugs and fixed issues with the app if necessary.

# JAKOB STANFORD (16-842-23)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Arup  
California (United States)  
Graduate Engineer  
December 2019—January 2021

Verified by  
**Gregory Nielsen**  
gregory.nielsen@arup.com

Experience Summary  
**Full-Time**  
**Engineering: 1 year, 1 month**  
**Experience under licensed engineer:**  
**1 year, 1 month**

### TASKS

70% of my weekly tasks and duties are devoted to typical Grade II Structural Engineering work:

I personally design and analyze building and non-building structures in a range of materials, such as: steel, reinforced concrete and timber. I personally create finite element analysis models for building structures. I personally apply data analysis for post-processing structural analysis results. I personally create calculation reports and markups for construction drawings.

30% of my weekly tasks and duties are devoted to the following:

I personally enhance Arup Los Angeles internal structural engineering software tools. I personally develop new digital structural engineering software tools. I personally create/ develop digital solutions to automate different structural engineering tasks performed at different levels in Arup LA office. Advanced structural analysis knowledge and advanced coding skills are a prerequisite for this part of my work.

### REPRESENTATIVE PROJECTS

- I worked on Scripps Mercury Replacement Hospital/ San Diego, California from Dec 2019 to Apr 2020, which is a 13-levels above ground hospital with total height of 235 feet and total sq ft of 640,000.

I personally implemented novel algorithms for structural optimization of seismic force resisting systems. I personally refined finite element analysis models of the hospital building for this project and I personally executed the structural analyses of these models. I personally designed and optimized the special steel moment frames on this project to adhere to architectural and seismic requirements.

- I worked on Guggenheim Abu-Dhabi Museum of Contemporary Art/ Abu-Dhabi, UAE from May 2020 to Dec 2020, which is a 320,000 sq ft art museum, to be located in Saadiyat Island cultural district in Abu Dhabi.

I personally did the design checks of all vertical load-bearing reinforced concrete elements of this project, such as columns, shear walls and building cores. I also verified members and connections in structural timber and steel on this project. I personally wrote an interface to enable bi-directional communication between structural analysis software and in-house software for designing timber members and connections. I personally created and refined several finite element analysis models of building structures for this project. I personally created markups of connection details in steel, timber and reinforced concrete for construction drawings.

- One third of my weekly work has been devoted to digital structural engineering projects for Arup Los Angeles office from Dec 2019 to present.

I personally develop digital tools for Arup's internal use. The tools I create optimize and automate our structural and seismic engineering calculation workflows. I specifically create digital engineering tools that enable Arup LA structural engineering staff perform their structural engineering tasks on elements/structures made of steel, concrete and/or timber much faster, easier and in higher quality. The tools I personally create, automate typical design and calculation tasks that are used in customary structural engineering projects carried out at Arup. I use Grasshopper, Python and C# to write/create these tools.



# JAKOB STANFORD (16-842-23)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Arup  
California (United States)  
Engineer  
January 2021 – June 2023

Verified by  
**Allan James Olson**  
Allan.olson@arup.com

Experience Summary  
**Full-Time**  
**Engineering: 2 years, 5 months**  
**Experience under licensed engineer:  
2 years, 5 months**

### TASKS

As a Grade III and IV Structural Engineer, I design and analyze building and non-building structures in high-seismic regions to be made of steel, reinforced concrete, and timber. I create analysis models for building structures and evaluate their results. I create calculation reports and markups for construction drawings. I review shop drawings and submittals.

### REPRESENTATIVE PROJECTS

Beginning in April 2023 I resumed working on Scripps Mercy Replacement Hospital located in San Diego, CA. The hospital is a 14-story steel framed building. I am personally creating the finite element analysis model that is being used in the seismic design with nonlinear time-history analysis. To carry out this analysis, I also personally designed steel members of the lateral force resisting system.

Starting in September 2022, I worked on the two 482-ft and 443-ft tall, respectively, residential towers that are part of the “One Beverly Hills” development located in Beverly Hills, CA. For these towers, I personally designed the openings in the reinforced concrete core, I personally designed the reinforcement in the mat foundation, and I personally evaluated analysis results of the seismic nonlinear time-history analysis.

I continued to work on Samuel Oschin Air and Space Center located in Los Angeles, CA. This project is a 200,000-sf extension of the California Science Center. On top of its 4-story reinforced concrete podium structure sits a 158-ft-tall steel diagrid system that I personally analyzed and designed using performance-based seismic design approach per ASCE41 standard. I personally verified the adequacy of each steel member. Using the same approach, I also analyzed and verified two more braced steel towers of similar height. Also, I updated the analysis model of the building’s foundation system and studied different pile layouts. Furthermore, I personally analyzed and designed the complete anchorage and foundation system of the Air and Space Center’s main exhibit. For the same anchorage and foundation system – as well as for steel elements of the rest of the Air and Space Center – I personally reviewed shop drawings and submittals.

Since July 2021, I’ve been working on Samuel Oschin Air and Space Center located in Los Angeles. This project is a 200,000-sf extension of the California Science Center. I personally analyzed and optimized the 158ft tall steel braced frame diagrid structure, which is part of the shuttle hall roof. To this end I personally applied performance-based design according to ASCE41 standard. I personally verified the adequacy of each steel member. Using the same approach, I also analyzed and verified two more braced steel towers of similar height. I updated the analysis model of the building’s foundation and studied different pile layouts.

I continued to work on Guggenheim Abu-Dhabi Museum of Contemporary Art/ Abu-Dhabi, UAE up until July 2021, which is a 320,000 sq ft art museum. I worked on the re-design of two buildings located at the front entry. For these buildings, I personally created analysis models, studied several structural options and ultimately verified the final design. In addition, I personally designed and analyzed details for connections between steel, timber and reinforced concrete members.

# SHREE TRIPATHI (20-809-02)

All work experience reviewed by two licensed professionals

DISCIPLINE: STRUCTURAL

## GENERAL


 Applying To **Nevada**

Application Type **Comity - PE**

Application Date **03/21/2023**

Citizenship **Nepal**



## SUMMARY



 Engineering Experience after EAC degree

Total Engineering Experience **4 years, 1 month**

Experience under licensed engineer **2 years, 10 months**

Disciplinary Action **None reported**


## EDUCATION

 Bachelors in Civil Engineering  
**Tribhuvan University**  
November 2013–January 2018

Masters in Civil Engineering  
**Southern Illinois University, Carbondale**  
August 2019–December 2020

**NOTE:** FIRST DISCIPLINE SPECIFIC STRUCTURAL LICENSE.

## EXAMS

 Fundamentals of Engineering (FE)  
**Michigan PE**  
January 2020

Principles and Practice of Engineering (PE)  
**Civil**  
**California**  
April 2021

NCEES 16HR Structural (SE)  
**North Carolina**  
April 2023

## LICENSES

 Initial License  
**Nevada**  
**Issued: April 2023**  
**Expires: June 2024**

Additional Licenses  
**None**

# SHREE TRIPATHI (20-809-02)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Asal Chhimekee Nepal  
Gandaki (Nepal)  
Site Engineer  
March 2018—December 2018

Verified by  
**Rajendra Kumar Adhikari (Raju)**  
director@acn.org.np

Experience Summary  
**Full-Time**  
**Engineering: 9 months**  
**Experience under licensed engineer:**  
**None**



### TASKS

- Prepared the estimates of the materials (cement, reinforcement, and galvanized iron sheets) for fifty houses including their design within a certain budget.
- Distributed materials (cement, reinforcement, and galvanized iron sheets) to 50 households listed in 2015 earthquake victims who were unable to complete their house on time due to financial problems.
- Monitored the houses being constructed on the technical aspects of the building as per the building codes and guided masons for constructing houses as per building codes.
- Resolved different conflicts that arose in the community.
- Tracked project status through all steps and ensured compliance with safety regulations and design requirements.
- Prepared action plans, half monthly reports, monthly reports, and progress reports, and attended meetings.
- Mobilized the community.
- Co-ordinated with the local government for carrying out engineering works.



### REPRESENTATIVE PROJECTS

-In 2015, there was a huge earthquake in Nepal with the epicenter in Gorkha, Nepal. It destroyed many houses and took many lives. The government had provided some limited amount of funds to every household of the Gorkha district for the reconstruction of the houses, but that fund was not sufficient for every household due to financial problems and lack of proper technical monitoring for construction. Thus, they were not being able to reconstruct their houses and the project could not go forward but more importantly, those people did not have anywhere to live and were having very difficult living with their family in their temporary made house. Asal Chhimekee Nepal reached that place and helped those households for taking their construction work forward by providing all the necessary construction materials as well as technical monitoring for the construction.

-The project date was from March 2018 to December 2018.

-My role in the project was to design the house for the beneficiaries which meets the building code of Nepal as well as seismic codes. I distributed the construction materials provided by Asal Chhimekee Nepal to the households and guided the masons on the technical aspects of the building construction. Also, I was involved in the community works so there were some social conflicts which I had solved with the coordination with my social mobilizer and local authorities. Under my supervision at the end of the project, houses were successfully constructed which were as per the building codes as well as the seismic provisions were also met.

# SHREE TRIPATHI (20-809-02)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Asal Chhimekee Nepal  
Gandaki (Nepal)  
Project Officer  
January 2019—July 2019

Verified by  
**Raju Adhikari**  
director@acn.org.np

Experience Summary  
**Full-Time**  
**Engineering: 6 months**  
**Experience under licensed engineer:**  
**None**



### TASKS

- Managed the whole project from the Planning Phase to Completion Phase including Design and Estimates, Procurement, coordination with Local Government, Supply of construction materials, Social Mobilization.
- Resolved different conflicts that arose in the community.
- Provided training on the importance of reinforcement and ductility in a building to the local people of the community to construct sound houses against landslide and earthquake.
- Kept project teams on-task with proactive control of budgets, schedules, and scopes.
- Guided the masons for house construction as per building code and monitored the houses being constructed.
- Changed the traditional method of house construction without reinforcement to building a house with reinforcements.



### REPRESENTATIVE PROJECTS

-This is the project I was able to handle from the starting to the completion after the successful role of site engineer at Asal Chhimekee Nepal. In 2018 there was a huge landslide in Parbat, Nepal destroying 23 houses and took the life of a teenage boy. These people were not being able to afford to build a new house and they were facing difficulty staying in the rented house due to different social and economic factors. Asal Chhimekee Nepal is not for a profit organization that reached out to the people of that place and helped them build a new house by providing all the necessary construction materials.

- The Project date was from January 2019 to July 2019.

- For this project, I started with the collaboration with local government to find the number of actual landslide affected households which are in the need of the help. Then, I did the design works of the houses which are resistant to both earthquake and landslide. People had the traditional method of house construction without the use of reinforcement. I gave them training on the importance of ductility of the buildings to resist the seismic as well as ground scouring by landslide. People then got convinced and changed their method of house construction by the use of reinforcement. Then I asked for the quotation of the building materials from several suppliers and chose the lowest quoted and quality supplier. Then the construction work began and I continuously monitored the construction works. With the help of my social mobilizer and local government, I was able to resolve the conflicts in the community and I was able to complete the project on time and successfully handed over the houses to the beneficiaries.

# SHREE TRIPATHI (20-809-02)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Jacobs Engineering Group Inc.  
Colorado (United States)  
Structural Bridge Engineering Intern  
June 2020—August 2020

Verified by  
**Matthew Nork**  
Matthew.Nork@jacobs.com

Experience Summary  
**Full-Time  
Engineering: 2 months  
Experience under licensed engineer:  
2 months**



### TASKS

- Completed the load rating of North Halsted St. Bridges.
- Completed the load rating of South Bridge.
- Performed thermal gradient analysis of South Bridge.
- Performed the preliminary analysis of bridge of Nevada High Speed rail project.



### REPRESENTATIVE PROJECTS

- Bridges located in N. Halsted St, Chicago, built around 1957 AD needed to be rated again. Bridges initially designed to withstand the railway track load as well. The rating was done as per the IDOT rating criteria and the field inspection reports. They were skewed bridges with built-up steel plate girders. I performed the load rating of some of the bridges and for this, I went through the drawings of the bridge, calculated the loads and formed a BrR model. Then rated the bridge in AASHTO BrR and generated a rating package report.
- The South bridge was on a 60% design phase. Located in Glenwood Springs, this bridge would improve emergency evacuation, emergency service access, and local land use access. It was a unique bridge in the way that it carried airplane load. The bridge had twenty-eight numbers of prestressed box girders BX 72x20 with nearly half of them skewed and remaining non-skewed. I performed the load rating of the newly designed bridges and for this, I went through the drawings of the bridge, calculated the loads and formed a BrR model. Then rated the bridge in AASHTO BrR.
- One of the box girders Bridges among three bridge structures of Southbridge at Glenwood Springs. A thermal gradient analysis of the cross-section of the bridge was conducted as per AASHTO LRFD in LARSA 4D by the team. I calculated the thermal stresses and plotted the variation of stresses along the cross section of the box girder for thermal analysis.
- The Nevada high speed rail runs from Nevada to Las Vegas with a maximum speed of 180 mph. One of the bridges along this railway included a three-span continuous prestressed spliced girder bridge with a total length of 465 ft. The bridge was in the 30% completion phase. For the preliminary design, feasibility checked for three girder system, four girder system and five girder configuration system of CA WF 120 girders to adopt the optimal girder configuration for the bridge. I modeled the bridge configuration in Midas Civil, calculated the dynamic loads to be applied to the model and then performed the dynamic analysis of the bridge to select the optimal girder configuration for the bridge.
- The worked on all of these projects from June 2020 to August 2020.

# SHREE TRIPATHI (20-809-02)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Jacobs Engineering Group  
Colorado (United States)  
Entry level Bridge Engineering  
Professional  
June 2020—August 2020

Verified by  
**Jennifer Drake**  
jennifer.drake@jacobs.com

Experience Summary  
**Full-Time**  
**Engineering: 2 months**  
**Experience under licensed engineer:**  
**2 months**



### TASKS

Load Rating of North Halsted St. Bridges: Load calculation, modeling of bridge, load rating.



### REPRESENTATIVE PROJECTS

The load rating project was located in Chicago. It was my first project that I started with Jacobs which was a very learning experience for me. I had never load rated a bridge and when I started this project, I was able to learn all the aspects that required for the load rating. I started with the load calculations with reference to the plans. I was able to model the bridges in AASHTO BrR and applied the loads and boundary conditions. I was also able to calculate the live load distribution factors for shear, moment and as per needed used them in the BrR model. The bridges were load rated as per AASHTO LFD and IDOT specifications and the rating factors for inventory level and operating level along with the rating for permit vehicles were recorded. I was finally able to conduct loads rating and ever since that project I feel comfortable in load rating and so far I have also been involving in load rating of bridges from states like Washington, Colorado and Wyoming.

# SHREE TRIPATHI (20-809-02)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Jacobs Engineering Group Inc.  
Colorado (United States)  
Structural Bridge Engineer  
January 2021 – September 2022

Verified by  
**Matthew Nork**  
Matthew.Nork@jacobs.com

Experience Summary  
**Full-Time**  
**Engineering: 1 year, 8 months**  
**Experience under licensed engineer:**  
**1 year, 8 months**



### TASKS

- Completed the load rating of Seattle Viaduct Load Rating in Seattle.
- Completed the quantity calculation and retaining wall design of Southbridge.
- Completed the design of bridges in Yellowstone National Park.
- Performed the load rating of Yellowstone bridge.
- Performed the Structural type selection for several bridges in Yellowstone park.
- Completed the Load rating of Galer street bridge in Seattle.
- Completed the design of superstructure components of ward road bridge.
- Completed the load rating of ward road bridge.
- Performed preliminary design of South Cheyenne bridge.
- Performed preliminary design of Crystal valley bridge.
- Performed miscellaneous structure tasks of bridge and other structures.



### REPRESENTATIVE PROJECTS

- The South Spokane Street Viaduct was originally constructed in 1941, and seismically retrofit in 1998. In the mid-1990's, bridge widening drawings were prepared in accordance with the AASHTO Standard Specifications for Highway Bridges, Fifteenth Edition, 1992, including 1993 Interim Specifications. The widening design and construction were delayed pending funding and were eventually completed between 2010 and 2013. The viaduct spans west to east with the west end being near West Seattle and the east end being near Interstate 5 (I-5). The superstructure consists of various spans of precast/prestressed (PC/PS) concrete beams, cast-in-place concrete beams, and steel I-girders. In this project, I analysed all the steel girders to get the demand, then rated the girders in MS excel. I also rated the beam ledges and finally prepared a rating report.
- Located in Glenwood Springs, this bridge would improve emergency evacuation, emergency service access, and local land use access. It was a unique bridge in the way that it carried airplane load. The bridge had twenty-eight numbers of prestressed box girders BX 72x20 with nearly half of them skewed and remaining non-skewed. My role was to design the retaining walls (MSE walls/Cantilever walls) and also to estimate their quantities.
- Yellowstone reiver bridge is one of the longest and massive composite steel girder continuous span bridges (1275 ft) in the USA located in Yellowstone National Park. It has four spans with the span length of 235ft, 400ft, 400ft and 240ft. This bridge is designed to replace the current located near by the project location. My role in this project was to design the superstructure. I also designed a pedestrian bridge in the Yellowstone park under the same project. In addition, after the completeion of the design works, I worked on the stucure type selection report for five bridges in north entrance road of Yellowstone park in which I conducted the preliminary design of the bridges and conducted the cost/quantity works to come to the selection report.
- The Galer street project was conducted to support the city of Seattle in performing the load rating of the Galer street Flyover bridge. My role in this project was to create the superstructure model in CSiBridge software, rating the cross frames, beam ledges and pier crossbeams.
- Ward road bridge is the ongoing project in which new bridges are designed to replace the existing ward road bridge in the town of wheat ridge. The bridge will be constructed in phases without disturbing the traffic. My role in this project was to design the superstructure/substructure components which includes deck, approach slab, leveling pad, expansion joint. After the completion of the bridge design, I performed the load rating of the bridge and submitted a rating package of the bridge.
- South Cheyenne bridge project is located in Colorado Springs and the bridge is designed to expand the crossing in contrast to the existing bridge which has narrow roadway at the bridge and there is a curve in the crossing for which a new bridge is needed. My role in this project was to do the preliminary design along with the final design of the bridge which included girders, deck and other bridge components.
- Crystal valley bridge is located in Crystal valley in which new ramp bridge is designed to have a new crossing over the I-70. My role in this project was to conduct the preliminary analysis of different girder types to figure out the maxium span length we can go for the girders. Also, I performed preliminary quantitiy estimate of the wall that is present in the bridge.
- Other misselleneous works are some quick turnover taks I worked on. My role in the misseleneous taks were performing

calculations of anchor bolts checks of California high speed rail in California, QC of BRT structure in Utah, screed adjustment calculations in New mexico.



# SHREE TRIPATHI (20-809-02)

All work experience reviewed by two licensed professionals

## WORK EXPERIENCE

Jacobs Engineering Group  
Colorado (United States)  
Bridge Engineer  
September 2022—September 2023

Verified by  
**Sean Joseph McAuley**  
sean.mcauley@jacobs.com

Experience Summary  
**Full-Time**  
**Engineering: 1 year**  
**Experience under licensed engineer:**  
**1 year**



### TASKS

The degree of responsibility of my tasks was high because I was the designer for the superstructure components. The level of responsibility was intermediate as my position is intermediate bridge engineer. Out of three superstructure I designed, two were more or less similar but the third was quite complex regarding the loading. The geometry of one of the bridges was complex as it had a flared deck and the deck design was also complex. For one of the complex bridges, for the design, I made a decision to use an EPS foam which decreases the load on the girders and the girders then worked well. Moreover, for the flared deck geometry, I decided to use rebars with one number more than the interior bays because the length was changing and to work for the moment, I had to increase the bar size. For all the bridges, I made decision on the total number of permanent strands, total number of temporary strands, the size and spacing of stirrups, size and spacing of deck reinforcement, size of expansion joint and bearings.



### REPRESENTATIVE PROJECTS

Name of Project: Northwest Fish passage Project

Date started: 09/2022 and it's ongoing and expected to completed on July for design and we might get involved in answering the contractors during construction till December 2023.

I designed all the girders for the project using PGSuper and MS excel. This project has three bridges. I calculated the number of strands for the girders. I also designed the deck for all bridges by calculating the moment based on the spacing of the girders. I calculated the bearing reactions and rotations and then designed the bearings for all bridges. Moreover, I also calculated the movement for all the bridges and then designed expansion joint to accommodate the movements. This project also had a box culvert to be designed. I calculated the dead loads, live loads, water load, earth pressure loads and applied all these loads to analyze the frame of the box culvert. I then designed the box culvert and calculated the reinforcing required for all the faces and all the walls and slabs of the box culvert.



DEGREES EVALUATED

Institution/Degree	Country	Language	Courses
Tribhuvan University / Bachelors in Civil Engineering 11/01/2013 – 01/01/2018	Nepal	English	50
Southern Illinois University, Carbondale / Masters in Civil Engineering 08/01/2019 – 12/01/2020	United States	English	None

COMPARABILITY SUMMARY

**Outcome: Not Equivalent**

Area	Hours	Deficiency
Math/Science	36 / 32	None
Engineering	78 / 48	None
General Education	10 / 12	Missing 2 hours
Elective/Other	39 / N/A	None

SPECIAL NOTE

The NCEES Engineering Education Standard requires 12 college semester credit hours in general education that complement the technical content of the curriculum. Courses that instill cultural values are acceptable, while routine exercises of personal craft are not.

## Specified Criteria Hours: 32

Course	Institution/Degree	U.S. Credits
Calculus I	Tribhuvan University / Bachelors in Civil Engineering	3.0
Calculus II	Tribhuvan University / Bachelors in Civil Engineering	3.0
Chemistry	Tribhuvan University / Bachelors in Civil Engineering	3.5
Differential Equations	Tribhuvan University / Bachelors in Civil Engineering	3.0
Engineering Geology I	Tribhuvan University / Bachelors in Civil Engineering	3.5
Engineering Geology II	Tribhuvan University / Bachelors in Civil Engineering	3.5
Mechanics I	Tribhuvan University / Bachelors in Civil Engineering	3.0
Mechanics II	Tribhuvan University / Bachelors in Civil Engineering	3.0
Numerical Methods	Tribhuvan University / Bachelors in Civil Engineering	3.5
Physics: Calculus Based	Tribhuvan University / Bachelors in Civil Engineering	3.5
Probability & Statistics	Tribhuvan University / Bachelors in Civil Engineering	3.0

**Total semester credit hours earned: 35.50**

## Specified Criteria Hours: 48

Course	Institution/Degree	U.S. Credits
Earthquake Resistant Design of Structures	Tribhuvan University / Bachelors in Civil Engineering	3.5
Electrical Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.5
Electronic Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.5
Engineering Economics	Tribhuvan University / Bachelors in Civil Engineering	3.0
Fluid Mechanics	Tribhuvan University / Bachelors in Civil Engineering	3.5
Foundation Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.5
Hydraulics	Tribhuvan University / Bachelors in Civil Engineering	3.5
Hydrology	Tribhuvan University / Bachelors in Civil Engineering	3.5
Hydropower Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.5
Irrigation Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.0
Project	Tribhuvan University / Bachelors in Civil Engineering	3.0
Reinforced Concrete Structures	Tribhuvan University / Bachelors in Civil Engineering	3.5
Sanitary Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.0
Soil Mechanics	Tribhuvan University / Bachelors in Civil Engineering	3.5
Steel & Timber Structures	Tribhuvan University / Bachelors in Civil Engineering	3.0
Strength of Materials	Tribhuvan University / Bachelors in Civil Engineering	3.5
Structural Dynamics	Tribhuvan University / Bachelors in Civil Engineering	3.5
Theory of Structures I	Tribhuvan University / Bachelors in Civil Engineering	3.5
Theory of Structures II	Tribhuvan University / Bachelors in Civil Engineering	3.5
Thermodynamics	Tribhuvan University / Bachelors in Civil Engineering	3.5
Transportation Engineering I	Tribhuvan University / Bachelors in Civil Engineering	3.5
Transportation Engineering II	Tribhuvan University / Bachelors in Civil Engineering	3.5
Water Supply Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.5

**Total semester credit hours earned: 78.00**

GENERAL EDUCATION

Specified Criteria Hours: 12

<b>Course</b>	<b>Institution/Degree</b>	<b>U.S. Credits</b>
Communication Skills	Tribhuvan University / Bachelors in Civil Engineering	3.5
Professional Ethics for Engineering	Tribhuvan University / Bachelors in Civil Engineering	3.0
Technology, Environment & Society	Tribhuvan University / Bachelors in Civil Engineering	3.0

**Total semester credit hours earned: 9.50**

## ELECTIVE/OTHER

Specified Criteria Hours: N/A

Course	Institution/Degree	U.S. Credits
Building Construction	Tribhuvan University / Bachelors in Civil Engineering	3.5
Computer Applications	Tribhuvan University / Bachelors in Civil Engineering	3.0
Computer Programming	Tribhuvan University / Bachelors in Civil Engineering	3.5
Concrete Technology	Tribhuvan University / Bachelors in Civil Engineering	3.5
Construction Management	Tribhuvan University / Bachelors in Civil Engineering	3.0
Cost Estimating	Tribhuvan University / Bachelors in Civil Engineering	3.0
Drawing	Tribhuvan University / Bachelors in Civil Engineering	1.0
Engineering Materials	Tribhuvan University / Bachelors in Civil Engineering	3.5
Project Management	Tribhuvan University / Bachelors in Civil Engineering	3.0
Surveying I	Tribhuvan University / Bachelors in Civil Engineering	3.5
Surveying II	Tribhuvan University / Bachelors in Civil Engineering	3.5
Time & Methods Study	Tribhuvan University / Bachelors in Civil Engineering	3.5
Workshop Technology	Tribhuvan University / Bachelors in Civil Engineering	1.0

**Total semester credit hours earned: 38.50**

**Total Semester Credit Hours Earned: 163**

## PROCESS DESCRIPTION

All education is compared to the NCEES Engineering Education Standard

The evaluation of your academic studies has been prepared to provide engineering and surveying licensing boards with the required assessment of foreign qualifications to facilitate them in determining if you qualify for licensure examination. This is an advisory report prepared based on records received and verified by the institutions issuing the degrees or qualifications. Eligibility to take the examination is determined by the licensing boards.

This report does not include the assessment of written and oral communication skills, computer skills, the quality of laboratory or field work, and the scope of design experience, which require an onsite review. Academic records (such as transcripts and catalogs) do not document qualitative factors and practical constraints to desirable outcomes.


NCEES houses a library of reference materials from around the world. These references are used for the completion of evaluations in conjunction with the NCEES Engineering Education Standard.

# ELLEN WEISS (17-793-04)

All work experience reviewed by two licensed professionals

DISCIPLINE: STRUCTURAL

## GENERAL


 Applying To **Nevada**

Application Type **Initial - PE**

Application Date **07/05/2023**

Citizenship **United States**



## SUMMARY



 Engineering Experience after EAC degree **4 years, 6 months**

Total Engineering Experience **4 years, 6 months**

Experience under licensed engineer **4 years, 6 months**

Disciplinary Action **None reported**


## EDUCATION

 Bachelors in Architectural Engineering (EAC)  
**Penn State University, Main Campus**  
January 2013–December 2018

Masters in Architectural Engineering  
**Penn State University, Main Campus**  
January 2017–December 2018

**NOTE:** FIRST DISCIPLINE SPECIFIC STRUCTURAL LICENSE.

## EXAMS

 Fundamentals of Engineering (FE)  
**Pennsylvania**  
August 2017

Structural (SE)  
**Virginia**  
April 2023

## LICENSES

 Additional Licenses **None**

## WORK EXPERIENCE

EM Structural  
Virginia (United States)  
Project Manager  
January 2019—July 2023

Verified by  
**Keith Thomas Bretzfield**  
kbretzfield@emstructural.com

Experience Summary  
**Full-Time**  
**Engineering: 4 years, 6 months**  
**Post EAC degree: 4 years, 6 months**  
**Experience under licensed engineer:  
4 years, 6 months**

## TASKS

I have laid out and designed wood gravity framing for apartment units, amenity spaces, and clubhouses. During layout, I used engineering judgement to determine the best bearing lines and framing direction to use. Designs include running calculations for all beams, columns, wall studs, and balcony conditions.

I have designed many wood framed shear wall lateral systems using either OSB sheathing or gypsum sheathing, including determining which walls are better suited to be shear walls.

I have used RAM Concept to analyze and design concrete slabs. Designs have used both post-tensioning tendons and conventional mild reinforcement only. I have used engineering judgement to interpret the programs results into a constructable design and drafted those designs onto plans.

I have built, de-bugged, and analyzed the results from ETABS models to design lateral systems using ordinary concrete moment frames and shear wall-frame interactive systems. I have interpreted the results from the program to confirm that input parameters were set correctly and that output results were valid and yielded acceptable designs.

In situations where revisions were needed in order to allow the structural design to work, I have brainstormed with architects and other team members to come up with a workable solution for both function of the structure and also use of the spaces.

I begin my career as a Project Engineer and was promoted to Project Manager in July 2021.

## REPRESENTATIVE PROJECTS

Amore Apollo: Largo, MD – Spring 2019-Fall 2019. This project consisted of wood framed multi-family apartments and a precast parking garage. I performed the calculations for the wood framed gravity system and the wood shear wall lateral design under supervision from the project manager.

Alexan Clarendon: Arlington, VA – Summer 2019-Summer 2020. This project consisted of two concrete towers, one 13-story the other 7-stories, used for multi-family residential. I reviewed of all of the submittals and RFIs with oversight from the principle. I performed site visits to review reinforcement layout and installation prior to concrete placements.

Skyline: Falls Church, VA – Fall 2020-Fall 2021. This project was a retrofit of three identical existing concrete office buildings into apartment units. The three office building towers were constructed on a connecting underground parking structure consisting of a waffle slab system. I performed the analysis of the existing waffle slab system for additional weight from new landscape planters. I designed connections for new fences, hanging chairs, and swings for outdoor spaces. I performed calculations for a new steel canopy structure and supports for new folding glass storefronts in the three existing towers. I calculated loads and designed light-gage overbuild structure to create a new movie theater seating space.

Union Market: Washington, DC – Spring 2020-Spring 2023. This project is a 13-story post-tensioned concrete tower above grade with three levels of underground parking. The building is mixed-use with retail spaces, parking, and multi-family apartments. I had full management of the project with oversight from the principle involved. I performed the analysis and design of the underground mild slabs in the parking areas. I built and analyzed a 3D ETABS model to design the shear wall-frame interactive lateral system. I ran the calculations for a large steel canopy, trellis with solar panels, and mechanical screen walls and detailed the connections of these steel elements. I performed several site visits for review of reinforcing installation prior concrete placement, and I reviewed and responded to all submittals and RFIs during construction.

Mangum: Durham, NC – Spring 2021-Spring 2023. This project was 5-stories of wood framed apartments on 3 levels of PT concrete framing with parking. I was managing the project with limited involvement from the principle. I lead structural coordination with the architect. I performed calculations for the design of all 3 concrete slabs. I performed all the calculations for the design of wood gravity and wood lateral systems. I reviewed all submittals and RFIs during the construction phase of the project.



Cameron Village: Raleigh, NC – Summer 2021-current. Project consists of two multi-family apartment buildings and a precast parking garage on site. One building is wood framing on slab-on-grade, with 5-story and 6-story wood structures. The other is wood framing on several concrete podium levels. The buildings are connected by a steel framed pedestrian bridge. I have full management of the project with oversight from the principle and was heavily involved in coordination with architect and owner. I oversaw a younger engineer assisting with the wood framing design. I performed the calculations for the wood lateral system myself. I taught a younger engineer the process for concrete moment frame lateral design using ETABS and reviewed his final results. I performed the calculations for all the spread footings and concrete retaining walls on the site. I detailed the steel connecting bridge between the two buildings on site, including a slip connection to allow movement on one side of the bridge. I am currently involved with the review of submittals and answering RFIs during construction.

Eastfield Station: Charlotte, NC – Summer 2022-current. Thirteen 3-story garden-style multi-family apartment buildings + 110 townhouses on a 43-acre site. I have full management of the project and oversight of younger engineers completing the gravity and lateral design for the multi-family buildings. I coordinated with the architect for fire-rated conditions in the stairs of the multi-family buildings. I laid out and performed the calculations for the 2-story and 3-story townhouse framing for gravity and lateral designs. I designed the foundations for all buildings and coordinated them with the civil site information. I am continuing as project manager on the project while it advances into the construction phase.

7. Approval of  
May 11, 2023,  
Board Meeting Minutes

**NEVADA STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Regular Board Meeting**  
**Held at 241 W Charleston Blvd Suite 130, Las Vegas, NV 89102**  
**on Thursday, May 11, 2023, at 8:30am**

Board members participating were Chairman Michael Kidd, PLS; Vice Chair Thomas Matter, public member; Karen Purcell, PE; Angelo Spata, PE; Matthew Gingerich, PLS; Greg DeSart, PE; Brent Wright, PE/SE; Lynnette Russell, PE. Also joining were Patty Mamola, Executive Director; Chris MacKenzie, Board Legal Counsel; Murray Blaney, Operations/Compliance; Jasmine Bailey, Licensing specialist; and Derek Vogel, Communications/Compliance. Robert Fyda, PE was excused.

**1. Meeting conducted by Chair Michael Kidd, call to order and roll call of board members to determine presence of quorum—board members Karen Purcell, Thomas Matter, Angelo Spata, Matt Gingerich, Robert Fyda, Lynnette Russell, Brent Wright, Greg DeSart.**

It was determined a quorum was present, and Mr Kidd read the board's purpose and mission.

*The purpose of the board as stated in Nevada Revised Statute 625.005 is to safeguard life, health and property and to promote the public welfare by providing for the licensure of qualified and competent professional engineers and professional land surveyors and our mission is founded on the board's purpose, the board's mission is to uphold the value of professional engineering and land surveying licensure by assessing minimum competency for initial entry into the profession and to insure on going standard of professionalism by facilitating compliance with laws regulations and code of practice and to provide understanding and progression in licensure by openly engaging with all stake holders.*

**2. Pledge of Allegiance.**

**3. Public comment.**

Ms Mamola read into the record public comment received via email.

*With all due respect, as I have expressed numerous times, up to and including individuals at the Board both in writing and verbally, your general requirements for digital signatures are without exception overly burdensome and are most certainly NOT adopted standards throughout most of the west (as one individual within your office has erroneously claimed multiple times). This issue is continuing to cause significant problems and is also the cause of much angst and disagreement even within personnel from the same jurisdiction. If you doubt me, I invite you, with all seriousness, to reach out to different jurisdictions to find out just how problematic your policies regarding digital signatures actually are. You as the Board really need to provide reasonable alternatives. Even California doesn't require anything*

*remotely similar to what you require, and NONE of the other 6 states where I am currently licensed have these sorts of restrictions, either.*

Thanks.

T Merritt Mavy, PE

#### **4. Introductions.**

Board members and staff introduced themselves.

#### **5. Consideration of initial licensure applicant requests to waive certain requirements of Nevada Revised Statutes and Nevada Administrative Code Chapter 625.**

Ms Purcell recommended approval of the request to waive NRS 625.183 (4)(b) made by Kylee O'Connor applying for mechanical engineering licensure.

23-30 A motion was made by Ms Purcell, seconded by Mr Gingerich to approve the waiver request. The motion passed unanimously. Mr Fyda was absent for the vote.

Mr DeSart recommended approval of the request to waive NRS 625.183 (4)(b) made by Sayan Sakhakarmi applying for civil engineering licensure.

23-31 A motion was made by Mr DeSart, seconded by Ms Purcell to approve the waiver request. The motion passed unanimously. Mr Fyda was absent for the vote.

Mr Gingerich recommended denial of the request to waive NRS 625.270 (4)(a) made by Shawn Healy applying for land surveying licensure. He said the applicant is deficient in education and experience requirements and would need specific classes in land surveying (30 units) and an additional 2 years 5 months experience to be reconsidered for licensure.

23-32 A motion was made by Mr Gingerich, seconded by Ms Purcell to deny the waiver request. The motion passed unanimously. Mr Fyda was absent for the vote.

#### **6. Board approval of non-appearance applications for initial licensure. Refer to Addendum A for list of applicants.**

The Board reviewed eleven applications in the board packet for initial licensure and recommendations were made.

23-33 A motion was made by Mr Spata, seconded by Ms Russell to approve the applications for

initial licensure contained in the board packet with recommendations noted. The motion passed unanimously. Mr Fyda was absent for the vote.

The Board reviewed six additional applications in the supplement to the board packet for initial licensure and recommendations were made.

23-34 A motion was made by Ms Purcell, seconded by Mr DeSart to approve the applications for initial licensure contained in the board packet with recommendations noted with the exception of the denied waiver request. The motion passed unanimously. Mr Fyda was absent for the vote.

**7. Discussion and possible action on approval of March 9, 2023, board meeting minutes.**

23-35 A motion was made by Mr Spata, seconded by Mr Gingerich to approve the March 9, 2023, board meeting minutes. The motion passed unanimously. Mr Fyda was absent for the vote.

**8. Discussion and possible action on approval of April 13, 2023, interim board meeting minutes.**

23-36 A motion was made by Mr Wright, seconded by Mr DeSart to approve the April 8, 2023, interim board meeting minutes. The motion passed unanimously. Mr Fyda was absent for the vote.

**9. Discussion and possible action on approval of April 25, 2023, special board meeting minutes.**

23-37 A motion was made by Ms Purcell, seconded by Ms Russell to approve the April 25, 2023, special board meeting minutes. The motion passed unanimously. Mr Fyda was absent for the vote.

**10. Discussion and possible action on financial statements.**

**a. February 2023**

**b. March 2023**

Ms Mamola reviewed the February 2023 and March 2023 financial statements as presented in the board packet and provided clarifications for the board.

23-38 A motion was made by Ms Russell, seconded by Mr Gingerich to approve the February 2023 and March 2023 financial statements. The motion passed unanimously. Mr Fyda was

absent for the vote.

**11. Discussion and possible action on compliance reports by Compliance Officer.**

**a. Compliance officer report on complaints being investigated.**

Mr Blaney reported on the status of the nine (9) open compliance case files. There were no questions from board members.

**b. Consideration of probation reports:**

Dooley Riva, PE #18231

Jason Caster, PLS #19338

Lazell Preator, PE #14982

Robert Mercado, PLS #10352

Douglas Fellenz, EI #OT8691

Timothy Prockish, PE #12931

Ali Fakih, PE #28788

Armando Monarrez, PE #19652

Lynn Affleck, PE #7676

Mr Blaney reported that those on probation were compliant except for Mr Preator and Mr Mercado whose licenses are under suspension. He said the situation with Mr Mercado would be considered by the board under agenda item 12.

**10:00 AM**

**12. Formal hearing and possible disciplinary action related to non-compliance with stipulated agreement for Robert Mercado, PLS, license number 10352, complaint number 20230005.**

Mr MacKenzie introduced and reviewed the complaint as presented in the board materials.

Mr MacKenzie stated that in a pre-hearing meeting with Mr Mercado, Mr Mercado agreed that he was not in compliance with the terms of his stipulated agreement with the board and he did not contest the facts as outlined in the complaint.

Mr Mercado said he did not dispute the facts. He said he wanted an opportunity to explain his situation to the board before they considered their decision relating to the status of his license suspension.

Mr MacKenzie stated that Mr Mercado, albeit belatedly, had submitted items required of the stipulated agreement. He asked board staff to confirm the receipt and completeness of what Mr Mercado submitted.

Mr Blaney said he can confirm the outstanding terms of the stipulated agreement had been received at the board office on Tuesday May 9, 2023. He said whitepaper and probation reports were complete,

and the legal cost recovery and administrative fine were now paid in full.

Mr MacKenzie said to Mr Mercado that the floor was his to present his circumstances to the board.

Mr Mercado explained in detail the personal events that led to him not maintaining the terms of his stipulated settlement.

Board members asked questions of Mr Mercado as to whether personal events he described, that impacted his ability focus on his practice and to meet the deadlines of his stipulated settlement, were now behind him.

Mr Mercado said they were now behind him, and he was ready to move forward and meet his obligations. He added he had been a licensed professional land surveyor in the state for 25 years with a clean record until the circumstances that led to his disciplinary action. He said he is now in a good place and ready to move forward.

23-39 A motion was made by Mr DeSart, seconded by Mr Wright to reinstate the stay on Mr Mercado's license to lift the suspension, with probation extended for a period of twenty-four months from the date stated in the original stipulated settlement. The motion passed unanimously. Mr Fyda was absent for the vote.

Mr Mercado thanked the board for their consideration and decision.

Mr MacKenzie said he would draft the terms of the motion in the form of a Decision and Order of the board to be executed by the board chair. He said it would then be sent Mr Mercado. (ACTION Item)

**13. [intentionally left blank]**

**14. Discussion on Board Counsel Report.**

Mr MacKenzie reviewed the status of compliance cases that he is working on, including stipulated agreements, that would likely be presented to the board at the next full meeting.

Mr MacKenzie said following a discussion with a colleague familiar with state board operations, and those that have a degree of autonomy and don't necessarily fall under the purview of the state employee policy/procedure, highlighted a possible need to formalize an employee handbook for board staff. He said the board manual is directed toward board members rather than staff, and having a specific operating policy and procedures would be beneficial.

Mr Spata said having something in place would help create an environment for people to succeed and provides guidelines if we have challenges. He suggested that any draft document should be put before one of the board's committees for review and editing.

Ms Purcell agreed that it would be a good idea and could only help how the board operates.

Ms Mamola recommended that she work with Mr MacKenzie to draft a framework that would then be presented to APOC for refinement. (ACTION Item)

## **15. Discussion and possible action on administrative report by Executive Director.**

### **a. Approved licensees report.**

Ms Mamola reviewed the approved licensees report in the board packet.

Mr Wright asked how efficiency of our review and licensing process compared to other states.

Ms Mamola replied that following discussions with her counterparts at the NCEES mega-zone meeting, she believes Nevada has the fastest turn-around time in the nation. She added that we have heard anecdotally from comity applicants too that Nevada is by far the most efficient in processing and approving applications.

Mr Wright suggested that the methods we have in place be shared with other state engineering boards to help improve portability of licensure.

Ms Mamola said she has shared and continues to share with member board administrators (MBAs) how we have implemented changes to be more efficient. People are listening but whether they have the appetite to make the changes within their operations is a different story.

### **b. Action items related to 2021-2025 Strategic Plan.**

There were no questions or comments from the board relating to the strategic plan.

### **c. Items related to National Council of Examiners for Engineering & Surveying (NCEES).**

Ms Mamola reviewed the key items of the NCEES mega-zone meeting held April 27-29, 2023, highlighting the ongoing debate about the PLS exam format.

Mr Gingerich agreed that the PLS exam module format was a contentious and that it may take some serious negotiating among states to actually move forward with a revised exam format.



Mr Kidd suggested the item be added to the next meeting agenda to consider the board's position for the vote at the annual meeting.

Ms Mamola said the next board meeting would be timely as the NCEES conference action item reports should be available for review by then. She recommended that the board consider its position related to the revised PLS exam modules and be prepared to articulate it at the annual meeting. She said it would be noted as an item on the next full meeting agenda. (ACTION Item)

Mr Wright added in his experience going to the annual meetings and the regional meetings, that a well thought out and articulated argument makes a big difference in people's opinions. If on the recommendation of our surveyors, we can put together something persuasive it could have a big impact on the outcome.

## **16. Discussion and possible action on board committee reports.**

### **a. Administrative Procedures Oversight Committee, Chair Angelo Spata.**

Mr Spata reported that the committee has had two meetings since our last board meeting, one on March 30 and the second one yesterday, May 10. He said a number of items have been review and three of are being presented today for consideration by the full board.

#### **i. Purchase of artwork for office**

Mr Spata reviewed the proposal for the artwork purchase as presented in the board packet. He said the committee recommends to the board that the purchase be approved.

23-40 A motion was made by Mr Spata, seconded by Ms Purcell to approve the purchase of artwork for the office. The motion passed unanimously. Mr Fyda was absent for the vote.

#### **ii. Executive director work performance and salary**

Mr Spata said the next item is a significant one and we will take it in two parts. The first is the review of the executive directors' work performance. He directed board members to the performance review documents included in the meeting materials. Mr Spata said the review reflects that our executive director does a lot for this board throughout the year and hopefully the board members concur with the findings of the review. He added Mr Kidd, board chair, did an in-person performance review with the executive director and a 360 review with board staff managed by Ms Mamola which provided a lot of good input. Mr Spata said the APOC members also have had discussions and agree we have a very high performing executive director who is not only a PE but also a past president of NCEES and is very active in related areas on a national and international level.

Mr Spata said with performance review comes the consideration of a merit salary increase. In APOC meetings we have discussed what executive directors at other similar boards nationally are paid as well executive directors at comparable boards in Nevada. The last market study/salary survey we have for reference was completed in 2017, which was projected out to today's levels factoring in annual increases, and we looked at where our executive director sits within those levels. Mr Spata added there is a limiting factor in that the salary cannot be more than 95% of what the governor is paid. He said our consideration was that any proposed compensation reflects the results of the performance evaluation and where Ms Mamola's market value is in comparison to her peers. Mr Spata said with those parameters APOC is recommending to the board a 12.5% increase in salary.

Mr Kidd asked for any questions or comments from the board.

Mr Wright said Ms Mamola is at the top end of performers in her position anywhere in the country, so her pay should reflect that.

Mr DeSart asked where the proposed amount is in relation to the governor's salary.

Mr Spata said the proposed rate equates to about 90%.

23-41 A motion was made by Ms Purcell, seconded by Mr Gingerich to approve the performance evaluation and a salary increase of 12.5% for the executive director. The motion passed unanimously. Mr Fyda was absent for the vote.

### **iii. Budget for fiscal year July 1, 2023, to June 30, 2024**

Mr Spata said the budget as outlined in the meeting materials is being recommended for approval as is by the committee. He added there was concern discussed at the APOC meeting in March about the cash positive position and initial discussion was started on ways to address it. The committee decided to take some time to consider options that will be presented by staff as we move into the next FY with a target of having a direction in place for FY 24/25. Mr Spata said there was also a suggestion of expanding health benefits as part of a retention program for staff, with the committee deciding to hold until there was a full suite of numbers to consider for the impact to expenses.

Ms Purcell asked what the reasoning was in holding proposed revenue for comity applications at current the current level when it appears that we are about budget this FY.

Ms Mamola said the initial trend was down for the last quarter of last year then a quick reversal in the first quarter of 2023. We are not sure if the recent upward movement is longer term, so we here staying on the conservative side with our revenue projections.

23-42 A motion was made by Mr Spata, seconded by Mr Wright to approve the Budget for fiscal year July 1, 2023, to June 20, 2024. The motion passed unanimously. Mr Fyda was absent for the vote.

**b. Legislative Committee report, Chair Greg DeSart.**

Mr DeSart said the committee has not met since the last board meeting. The legislative committee has been focused on the governor's executive orders and that's really all we can do until that process is completed and there is further direction from the governor or the LCB.

**c. Professional Association Liaison Committee, Chair Brent Wright.**

Mr Wright reported the PAL Committee met yesterday with the key item being a presentation on the best practice guide put together by the Quality of Plan Submittal Taskforce. He added that the guide was well received by those participating in the meeting.

**d. Public Outreach Committee, Chair Robert Fyda.**

There was no update. Mr Fyda was excused from the board meeting.

**e. PLS Standards of Practice Subcommittee of the Legislative Committee, Chair Matt Gingerich.**

Mr Gingerich said the committee was in a holding pattern until further direction is received from the governor's office or LCB.

**17. Election of board chair and vice chair for one-year terms commencing on July 1, 2023, in accordance with Nevada Revised Statute 625.110 and Nevada Administrative Code 625.100.**

Mr Matter said traditionally the vice chair would be in contention for the upcoming chair position, but with his current work commitment he did not feel he could do the position justice, and with that he'd respectfully withdraw himself from any nomination.

Mr Kidd thanked Mr Matter on behalf of the board for his honesty and for his service as vice chair. He asked if there were any nominations for the position of board chair.

23-43 A motion was made by Ms Purcell, seconded by Mr DeSart to nominate Mr Spata for the position of board chair. The motion passed unanimously. Mr Fyda was absent for the vote.

Nominations were opened for the position of board vice chair.

23-44 A motion was made by Mr Kidd, seconded by Mr DeSart to nominate Mr Wright for the position of board vice chair. The motion passed unanimously. Mr Fyda was absent for the vote.

**18. Discuss legislative matters with board's government liaison, Susan Fisher.**

Ms Fisher reviewed the remaining timeline of the legislative session and reported on bills with possible relevance to the board.

Mr MacKenzie asked what the status was of omnibus bill (SB 431) put forward by the governor relating to state oversight of all boards.

Ms Fisher said the bill could go away or at the very least be significantly amended from its initial form if it survives the process.

Mr MacKenzie asked for an update on SB 210 which includes ensuring diversity on boards through board appointments.

Ms Fisher reported the bill has been under discussion and the relevant section reads that persons appointed to certain public bodies by the governor should reflect the diversity of the state. Ms Fisher said she believes the bill will likely move forward.

**19. Consider any bill draft requests proposed by the Legislature to amend Nevada Revised Statutes.**

There were no items put forward.

**20. Discussion and possible action on status of Board and staff assignments.**

Ms Mamola said the action item list and status of board and staff assignments is shown in the board packet. There were no questions from the board.

**21. Discussion and possible action on meeting dates.**

Ms Mamola said future meetings were outlined in the board packet and that any new dates added would be emailed as schedule reminders for board members to add to their calendars. (ACTION Item)

**22. Discussion and identification of topics for future meetings including possible proposed amendments to the Nevada Professional Engineers and Land Surveyors Law, Nevada Revised Statutes and Nevada Administrative Code Chapter 625.**

Mr Kidd said, relating to the public comment, that a future agenda item relating to digital signatures be added.

Ms Mamola said it will be added to a future board meeting and staff would compile additional detail beyond the discussions already had with the licensee who made the public comment earlier in the meeting. (ACTION Item)

Mr Gingerich said he had two issues which may need consideration for agenda items or assignment to a committee. He said the first relates creating an education credit guideline specific to land surveying, for both undergraduate and postgraduate education.

Ms Mamola said the best pathway for that topic would be to LegComm, with staff creating a draft guide table for consideration by the committee. She added then after review and edit it could then come before the full board for review and approval.

Mr Gingerich said his second topic was for clarification of NAC 625.240 based on comments during the recent public relating to Model Law Surveyors and the issuance of a license.

Ms Mamola said staff had connected with the licensee who made the comments for clarification and will add the topic to a future LegComm agenda. (ACTION Item). Ms Mamola added that the licensee was going to forward suggested edits to the regulation.

### **23. Public comment.**

There was no additional public comment in-person, virtually, or by written correspondence.

### **24. Adjournment.**

Mr Kidd thanked the board members for their participation and adjourned the meeting at 11:00 am.

Respectfully,

Patty Mamola  
Executive Director

# Addendum A - May Initials

LNAME	FNAME	ABREV	COMMENTS
Baba	Daniel	CE	Board approved; 5/11/23
Boice	Justin	CE	Board approved; 5/11/23
Cashman	Joseph	CE	Board approved; 5/11/23
Galang	Fritzie	CE	Board approved; 5/11/23

LNAME	FNAME	ABREV	COMMENTS
Garcia Zamora	Benjamin	CE	Board approved; 5/11/23
Hernandez	Christian	CE	Board approved; 5/11/23
Hughes	David	CE	Board approved; 5/11/23
Millar	Justin	CE	Board approved; 5/11/23
Mullenbach	Jared	CE	Board approved; 5/11/23

LNAME	FNAME	ABREV	COMMENTS
Saini	Dikshant Singh	CE	Board approved; 5/11/23
Sakhakarmi	Sayan	CE	Board approved; 5/11/23;Waiver Request:NRS 625.183, item 4, part b; Waiver Granted
Saraei	Armin	FPE	Board approved; 5/11/23
McCormack	Benjamin	ME	Board approved; 5/11/23
O'Connor	Kylee	ME	Board approved; 5/11/23;Waiver Request:NRS 625.183, item 4, part b.; Waiver Granted



LNAME	FNAME	ABREV	COMMENTS
Healey	Shawn	PLS	Waiver Request:NRS 625.270, item 4, part a; Waiver Denied. Needs atleast 30 credit hours in surveying.
Pearce Price	Laurie	PLS	Board approved; 5/11/23; PASSED PLS Exam 6/2/23 85%

8. Approval of  
June 8, 2023,  
Interim Board Meeting  
Minutes

**NEVADA STATE BOARD OF PROFESSIONAL ENGINEERS AND LAND SURVEYORS**  
**Minutes of the Interim Board Meeting**  
**Held virtually, Thursday, June 8, 2023, at 9:15AM**

Board members participating were chairman Michael Kidd, PLS; Angelo Spata, PE; Matthew Gingerich, PLS; Karen Purcell, PE; and Greg DeSart, PE. Also joining were Chris MacKenzie, Board Counsel; Murray Blaney, Operations/Compliance; and Jasmine Bailey, Licensing Specialist.

Board members Lynnette Russell, PE, Robert Fyda, PE; Thomas Matter, public member; and Brent Wright, PE/SE were excused.

**1. Meeting conducted by Chair Michael Kidd, call to order and roll call of board members to determine presence of quorum—board members Thomas Matter, Karen Purcell, Angelo Spata, Brent Wright, Matt Gingerich, Robert Fyda, Lynnette Russell, Greg DeSart.**

It was determined a quorum was present.

**2. Pledge of Allegiance.**

**3. Public comment.**

There was no public comment virtually, in-person or via written correspondence.

**4. Consideration of initial licensure applicant requests to waive certain requirements of Nevada Revised Statutes and Nevada Administrative Code Chapter 625.**

Ms Purcell recommended approval of the request to waive NRS 625.183 (4)(b) made by Jens Christiansen applying for mechanical engineering licensure.

23-45 A motion was made by Ms Purcell, seconded by Mr Gingerich to approve the waiver request. The motion passed unanimously. Ms Russell, Mr Fyda, Mr Matter, and Mr Wright were absent for the vote.

Ms Purcell recommended approval of the request to waive NRS 625.183 (1)(a) made by Todd Dias de Valdes applying for mechanical engineering licensure.

23-46 A motion was made by Ms Purcell, seconded by Mr Spata to approve the waiver request. The motion passed unanimously. Ms Russell, Mr Fyda, Mr Matter, and Mr Wright were absent for the vote.

**5. Board approval of non-appearance applications for initial licensure. Refer to Addendum A for list of applicants.**

The board reviewed fourteen applications in the board packet for initial licensure and recommendations were made.

23-47 A motion was made by Ms Purcell, seconded by Mr Spata to approve the initial license applications contained in the board packet. The motion passed unanimously. Ms Russell, Mr Fyda, Mr Matter, and Mr Wright were absent for the vote.

**6. Public comment.**

There was no public comment virtually, in-person or via written correspondence.

**7. Adjournment.**

Mr Kidd thanked the board for their participation and adjourned the meeting at 9:25 am.

Respectfully,

Patty Mamola  
Executive Director

DRAFT

# Addendum A - June Initials

LNAME	FNAME	ABREV	COMMENTS
Hunter	Ashton	CE	Board approved; 6/8/23
Nguyen	Toan	CE	Board approved; 6/8/23
O'Leary	Tristan	CE	Board approved; 6/8/23
Parks	Stevie	CE	Board approved; 6/8/23
Udofia Jr	Don	CE	Board approved; 6/8/23

LNAME	FNAME	ABREV	COMMENTS
Spriggs	Dylan	EE	Board approved; 6/8/23
Banner	Bryce	ENVE	Board approved; 6/8/23
Dutra	Daniel	ENVE	Board approved; 6/8/23
Christiansen	Jens	ME	Board approved; 6/8/23; Waiver Request: NRS 625.183, item 4, part b, "Two of the 4 years of active experience must have been completed by working under the direct supervision of a professional engineer who is licensed in the same discipline."
Diaz de Valdes	Todd	ME	Board approved; 6/8/23; Waiver Request: NRS 625.183, item 1, part a, "Waiver of FE with 15 or more years of experience."
Preda	Bogdan	ME	Board approved; 6/8/23

LNAME	FNAME	ABREV	COMMENTS
Sevilla	Ricardo	ME	Board approved; 6/8/23
Stueve	Julia	ME	Board approved; 6/8/23
Saunders	Gregory	PLS	Board approved; 6/8/23; Passed PLS exam 06/26/23 76%

# 9. Financial Statements



9.a. April 2023

11:53 AM

05/25/23

Accrual Basis

**Nevada Board of Professional Engineers & Land Surveyors**  
**Profit & Loss Budget Performance**  
 April 2023

	<u>Apr 23</u>	<u>Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Jul '22 - Apr 23</u>	<u>YTD Budget</u>	<u>\$ Over Budget</u>	<u>% of Budget</u>	<u>Annual Budget</u>
Ordinary Income/Expense									
Income									
<b>4000 · REVENUE</b>	91,018.93	78,283.36	12,735.57	116.3%	854,074.44	714,658.28	139,416.16	119.5%	1,026,400.00
<b>Total Income</b>	91,018.93	78,283.36	12,735.57	116.3%	854,074.44	714,658.28	139,416.16	119.5%	1,026,400.00
<b>Gross Profit</b>	91,018.93	78,283.36	12,735.57	116.3%	854,074.44	714,658.28	139,416.16	119.5%	1,026,400.00
Expense									
<b>5100 · PAYROLL EXPENSES</b>	30,773.39	52,641.68	-21,868.29	58.5%	439,699.76	481,416.64	-41,716.88	91.3%	571,700.00
<b>5110 · PAYROLL TAXES</b>	1,471.22	2,925.02	-1,453.80	50.3%	29,545.49	29,249.96	295.53	101.0%	37,800.00
<b>6001 · OPERATING EXPENSES</b>	36,845.61	48,245.03	-11,399.42	76.4%	410,220.42	491,843.28	-81,622.86	83.4%	587,900.00
<b>Total Expense</b>	69,090.22	103,811.73	-34,721.51	66.6%	879,465.67	1,002,509.88	-123,044.21	87.7%	1,197,400.00
<b>Net Ordinary Income</b>	21,928.71	-25,528.37	47,457.08	-85.9%	-25,391.23	-287,851.60	262,460.37	8.8%	-171,000.00
<b>Net Income</b>	<u>21,928.71</u>	<u>-25,528.37</u>	<u>47,457.08</u>	<u>-85.9%</u>	<u>-25,391.23</u>	<u>-287,851.60</u>	<u>262,460.37</u>	<u>8.8%</u>	<u>-171,000.00</u>

## Profit &amp; Loss YTD Comparison

April 2023

	Apr 23	Jul '22 - Apr 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · REVENUE		
4201 · Application Fees		
4202 · PE Comity Application	10,625.00	114,625.00
4203 · PLS Comity Application	450.00	3,075.00
4204 · PE Initial License Application	325.00	3,900.00
4205 · PLS Initial License Application	50.00	75.00
4206 · PE Reinstatement Application	1,225.00	18,675.00
4207 · PLS Reinstatement Application	0.00	300.00
4208 · EI Certification Application	1,000.00	9,200.00
<b>Total 4201 · Application Fees</b>	<b>13,675.00</b>	<b>149,850.00</b>
4250 · Renewals & Exam Fees		
4251 · PE/PLS Renewals	58,700.00	471,100.00
4252 · Renewal Late Fees	1,100.00	20,200.00
4253 · PE License Fees	7,825.00	76,525.00
4254 · PLS License Fees	0.00	125.00
<b>Total 4250 · Renewals &amp; Exam Fees</b>	<b>67,625.00</b>	<b>567,950.00</b>
4300 · Other Revenue		
4301 · Replacement Certificate/Pocket	5.00	90.00
4303 · Interest Income	5,363.93	33,712.94
4304 · Discipline Pd to NV Gen Fund	0.00	13,650.00
4305 · Investigative Cost Recovery	0.00	7,846.50
4307 · Firm Registration	4,350.00	80,950.00
4311 · Waiver/Document Fees	0.00	25.00
<b>Total 4300 · Other Revenue</b>	<b>9,718.93</b>	<b>136,274.44</b>
<b>Total 4000 · REVENUE</b>	<b>91,018.93</b>	<b>854,074.44</b>
<b>Total Income</b>	<b>91,018.93</b>	<b>854,074.44</b>
<b>Gross Profit</b>	<b>91,018.93</b>	<b>854,074.44</b>
<b>Expense</b>		
5100 · PAYROLL EXPENSES		
5102 · Employee Health Insurance	4,571.75	41,097.40
5103 · Employee IRA/SEP	8,365.63	28,090.20
5105 · Payroll Service Fees	74.56	1,543.01
5107 · Salaries	17,761.45	364,469.15
5108 · Board Salaries	0.00	4,500.00
<b>Total 5100 · PAYROLL EXPENSES</b>	<b>30,773.39</b>	<b>439,699.76</b>
5110 · PAYROLL TAXES		
5111 · FICA	1,101.23	22,010.26
5113 · Medicare	257.54	5,284.54
5114 · Modified Business Tax	0.00	990.68
5116 · SUINV	70.16	922.15
5117 · SUI	42.29	337.86
<b>Total 5110 · PAYROLL TAXES</b>	<b>1,471.22</b>	<b>29,545.49</b>
6001 · OPERATING EXPENSES		
Non State Owned Office Bldg.		
6002 · Rent		
6002.2 · Rent	7,462.64	73,799.29
6002.1 · Sub-Lease	0.00	-6,000.00
<b>Total 6002 · Rent</b>	<b>7,462.64</b>	<b>67,799.29</b>

## Profit &amp; Loss YTD Comparison

April 2023

	Apr 23	Jul '22 - Apr 23
6004 · Utilities	73.72	234.12
6005 · Telephone/Internet	860.73	7,588.01
<b>Total Non State Owned Office Bldg.</b>	<b>8,397.09</b>	<b>75,621.42</b>
6006 · Office Supplies	330.93	7,603.78
6007 · Equipment/Furniture		
6008 · Furniture	0.00	4,320.00
6010 · Equipment Purchases	0.00	24,068.54
6011 · Equipment Leasing	260.00	2,945.45
6012 · Software		
6012.1 · Deferred Exp-Software Upgrades	540.00	540.00
6012.5 · Software	383.16	1,848.96
6012 · Software - Other	0.00	31.49
<b>Total 6012 · Software</b>	<b>923.16</b>	<b>2,420.45</b>
6015 · Website Hosting	1,575.00	12,975.16
<b>Total 6007 · Equipment/Furniture</b>	<b>2,758.16</b>	<b>46,729.60</b>
6101 · Insurance		
6102 · Workers Comp	1,296.67	3,428.32
6103 · General Liability	0.00	1,151.42
<b>Total 6101 · Insurance</b>	<b>1,296.67</b>	<b>4,579.74</b>
6201 · Postage		
6202 · Postage	862.34	9,999.20
6202.5 · E-Postage	780.00	2,300.00
6205 · Postage Renewals	1,440.21	1,630.42
<b>Total 6201 · Postage</b>	<b>3,082.55</b>	<b>13,929.62</b>
6301 · Board Meetings		
6303 · Travel - In State	1,082.88	18,821.52
6304 · Board Meeting Expenses	388.22	3,694.38
<b>Total 6301 · Board Meetings</b>	<b>1,471.10</b>	<b>22,515.90</b>
6401 · Printing		
6402 · Printing General	4,933.32	5,699.69
6404 · Printing NRS/NAC, Blue Book	0.00	2,866.02
<b>Total 6401 · Printing</b>	<b>4,933.32</b>	<b>8,565.71</b>
6501 · Professional Services		
6502 · Legal		
6503 · Board Meetings	1,885.00	20,277.22
6504 · Regulations/Legislation		
6504.1 · Deferred Exp-Regs/Legislation	0.00	232.00
6504.5 · Regulations/Legislation	455.00	8,561.50
<b>Total 6504 · Regulations/Legislation</b>	<b>455.00</b>	<b>8,793.50</b>
6505 · Discipline	2,147.50	13,479.25
<b>Total 6502 · Legal</b>	<b>4,487.50</b>	<b>42,549.97</b>
6508 · Accounting Fees	510.00	22,901.00

## Profit &amp; Loss YTD Comparison

April 2023

	Apr 23	Jul '22 - Apr 23
6509 · Governemnt Liaison Services		
6509.1 · Def Exp-Government Liaison	2,000.00	18,000.00
6509.5 · Government Liaison	0.00	2,000.00
<b>Total 6509 · Governemnt Liaison Services</b>	<b>2,000.00</b>	<b>20,000.00</b>
6510 · Database/Website Design		
6510.1 · Deferred Exp-Website Update	0.00	89.00
6510.2 · Deferred Exp-Database Update	0.00	28,978.10
6510.5 · Database/Website Design	125.00	712.20
<b>Total 6510 · Database/Website Design</b>	<b>125.00</b>	<b>29,779.30</b>
6511 · Public Outreach	600.00	5,050.00
6514 · Contract Labor		
6514.1 · Def Exp-Contract Labor	483.32	6,002.16
<b>Total 6514 · Contract Labor</b>	<b>483.32</b>	<b>6,002.16</b>
6515 · IT Support	1,491.87	25,993.70
<b>Total 6501 · Professional Services</b>	<b>9,697.69</b>	<b>152,276.13</b>
6601 · Program Services		
6604 · NCEES		
6605 · Dues	0.00	6,500.00
6606 · Registration	0.00	2,150.00
6607 · Travel	0.00	5,042.50
<b>Total 6604 · NCEES</b>	<b>0.00</b>	<b>13,692.50</b>
6615 · Bank Fees	46.70	6,095.42
6616 · Merchant Services Fees	3,612.19	37,785.80
6630 · LAS Office Support	0.00	2,272.67
<b>Total 6601 · Program Services</b>	<b>3,658.89</b>	<b>59,846.39</b>
6700 · Other		
6704 · State Administrative Fees		
6705 · Attorney General	0.00	163.00
6709 · Email - EITS	0.00	1,483.99
<b>Total 6704 · State Administrative Fees</b>	<b>0.00</b>	<b>1,646.99</b>
6720 · Miscellaneous	0.00	10.00
<b>Total 6700 · Other</b>	<b>0.00</b>	<b>1,656.99</b>
6801 · Training & Conferences		
6802 · Travel - Out of State	1,044.21	11,847.88
6803 · Travel - In State	0.00	400.51
6804 · Registration	175.00	4,646.75
<b>Total 6801 · Training &amp; Conferences</b>	<b>1,219.21</b>	<b>16,895.14</b>
<b>Total 6001 · OPERATING EXPENSES</b>	<b>36,845.61</b>	<b>410,220.42</b>
<b>Total Expense</b>	<b>69,090.22</b>	<b>879,465.67</b>
<b>Net Ordinary Income</b>	<b>21,928.71</b>	<b>-25,391.23</b>
<b>Net Income</b>	<b>21,928.71</b>	<b>-25,391.23</b>

## Balance Sheet

As of April 30, 2023

	<u>Apr 30, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · ASSETS	2,576,069.96
Total Checking/Savings	2,576,069.96
Other Current Assets	
1305 · Prepaid Expense	15,937.40
1310 · Prepaid Lease/Deposit	5,005.00
Total Other Current Assets	20,942.40
Total Current Assets	2,597,012.36
<b>TOTAL ASSETS</b>	<b><u>2,597,012 .36</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,576.24
Total Accounts Payable	5,576.24
Credit Cards	
2025 · Western Alliance Bank CC	5,458.46
Total Credit Cards	5,458.46
Other Current Liabilities	
2001 · PAYROLL LIABILITIES	29,136.47
4100 · Deferred Revenue	805,573.69
Total Other Current Liabilities	834,710.16
Total Current Liabilities	845,744.86
Total Liabilities	845,744.86
Equity	
3510 · Website Phase 2	30,000.00
3520 · Data System Upgrade	175,000.00
3530 · Electronic/Digital Pathway	175,000.00
3900 · Retained Earnings	1,396,658.73
Net Income	-25,391.23
Total Equity	1,751,267.50
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,597,012 .36</u></b>

## Balance Sheet Detail

As of April 30, 2023

	Apr 30, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · ASSETS	
1051 · First Indep. Bank - Operating	222,502.08
1052 · First Indep. Bank - Payroll	43,584.52
1053 · First Indep. Bank - Petty Cash	2,527.94
1054 · First Indep. Bank - MMA	708,663.26
1055 · First Indep. Bank - 24mo CD	539,641.97
1056 · First Indep. Bank - 18mo CD	269,062.11
1057 · First Indep. Bank - 12mo CD	265,636.52
1058 · First Indep. Bank - 24mo FlexCD	524,451.56
Total 1001 · ASSETS	2,576,069.96
Total Checking/Savings	2,576,069.96
Other Current Assets	
1305 · Prepaid Expense	15,937.40
1310 · Prepaid Lease/Deposit	5,005.00
Total Other Current Assets	20,942.40
Total Current Assets	2,597,012.36
<b>TOTAL ASSETS</b>	<b>2,597,012 .36</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	5,576.24
Total Accounts Payable	5,576.24
Credit Cards	
2025 · Western Alliance Bank CC	5,458.46
Total Credit Cards	5,458.46
Other Current Liabilities	
2001 · PAYROLL LIABILITIES	
2002 · Accrued Benefits	29,136.47
Total 2001 · PAYROLL LIABILITIES	29,136.47
4100 · Deferred Revenue	805,573.69
Total Other Current Liabilities	834,710.16
Total Current Liabilities	845,744.86
Total Liabilities	845,744.86
Equity	
3510 · Website Phase 2	30,000.00
3520 · Data System Upgrade	175,000.00
3530 · Electronic/Digital Pathway	175,000.00
3900 · Retained Earnings	1,396,658.73
Net Income	-25,391.23
Total Equity	1,751,267.50
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,597,012 .36</b>

9.b. May 2023



**Nevada Board of Professional Engineers & Land Surveyors**  
**Profit & Loss Budget Performance**  
**May 2023**

06/01/23

Accrual Basis

	May 23	Budget	\$ Over Budget	% of Budget	Jul '22 - May 23	YTD Budget	\$ Over Budget	% of Budget	Annual Budget
Ordinary Income/Expense									
Income									
<b>4000 · REVENUE</b>	107,464.52	123,433.36	-15,968.84	87.1%	961,538.96	838,091.64	123,447.32	114.7%	1,026,400.00
<b>Total Income</b>	107,464.52	123,433.36	-15,968.84	87.1%	961,538.96	838,091.64	123,447.32	114.7%	1,026,400.00
<b>Gross Profit</b>	107,464.52	123,433.36	-15,968.84	87.1%	961,538.96	838,091.64	123,447.32	114.7%	1,026,400.00
Expense									
<b>5100 · PAYROLL EXPENSES</b>	47,649.79	45,141.68	2,508.11	105.6%	487,349.55	526,558.32	-39,208.77	92.6%	571,700.00
<b>5110 · PAYROLL TAXES</b>	3,564.30	5,625.02	-2,060.72	63.4%	33,109.79	34,874.98	-1,765.19	94.9%	37,800.00
<b>6001 · OPERATING EXPENSES</b>	50,915.19	53,886.69	-2,971.50	94.5%	461,135.61	545,729.97	-84,594.36	84.5%	587,900.00
<b>Total Expense</b>	102,129.28	104,653.39	-2,524.11	97.6%	981,594.95	1,107,163.27	-125,568.32	88.7%	1,197,400.00
<b>Net Ordinary Income</b>	5,335.24	18,779.97	-13,444.73	28.4%	-20,055.99	-269,071.63	249,015.64	7.5%	-171,000.00
<b>Net Income</b>	<b>5,335.24</b>	<b>18,779.97</b>	<b>-13,444.73</b>	<b>28.4%</b>	<b>-20,055.99</b>	<b>-269,071.63</b>	<b>249,015.64</b>	<b>7.5%</b>	<b>-171,000.00</b>

## Profit &amp; Loss YTD Comparison

May 2023

	May 23	Jul '22 - May 23
<b>Ordinary Income/Expense</b>		
<b>Income</b>		
4000 · REVENUE		
4201 · Application Fees		
4202 · PE Comity Application	12,500.00	127,125.00
4203 · PLS Comity Application	1,000.00	4,125.00
4204 · PE Initial License Application	425.00	4,350.00
4205 · PLS Initial License Application	75.00	150.00
4206 · PE Reinstatement Application	1,400.00	20,000.00
4207 · PLS Reinstatement Application	200.00	500.00
4208 · EI Certification Application	1,600.00	10,800.00
<b>Total 4201 · Application Fees</b>	<b>17,200.00</b>	<b>167,050.00</b>
4250 · Renewals & Exam Fees		
4251 · PE/PLS Renewals	69,550.00	540,625.00
4252 · Renewal Late Fees	400.00	20,625.00
4253 · PE License Fees	7,150.00	83,675.00
4254 · PLS License Fees	0.00	125.00
<b>Total 4250 · Renewals &amp; Exam Fees</b>	<b>77,100.00</b>	<b>645,050.00</b>
4300 · Other Revenue		
4301 · Replacement Certificate/Pocket	40.00	130.00
4303 · Interest Income	5,253.52	38,966.46
4304 · Discipline Pd to NV Gen Fund	2,000.00	15,650.00
4305 · Investigative Cost Recovery	1,271.00	9,117.50
4307 · Firm Registration	4,600.00	85,550.00
4311 · Waiver/Document Fees	0.00	25.00
<b>Total 4300 · Other Revenue</b>	<b>13,164.52</b>	<b>149,438.96</b>
<b>Total 4000 · REVENUE</b>	<b>107,464.52</b>	<b>961,538.96</b>
<b>Total Income</b>	<b>107,464.52</b>	<b>961,538.96</b>
<b>Gross Profit</b>	<b>107,464.52</b>	<b>961,538.96</b>
<b>Expense</b>		
5100 · PAYROLL EXPENSES		
5102 · Employee Health Insurance	4,203.85	45,301.25
5103 · Employee IRA/SEP	0.00	28,090.20
5105 · Payroll Service Fees	165.37	1,708.38
5107 · Salaries	40,430.57	404,899.72
5108 · Board Salaries	2,850.00	7,350.00
<b>Total 5100 · PAYROLL EXPENSES</b>	<b>47,649.79</b>	<b>487,349.55</b>
5110 · PAYROLL TAXES		
5111 · FICA	2,506.68	24,516.94
5113 · Medicare	586.25	5,870.79
5114 · Modified Business Tax	288.18	1,278.86
5116 · SUINV	122.25	1,044.40
5117 · SUI	60.94	398.80
<b>Total 5110 · PAYROLL TAXES</b>	<b>3,564.30</b>	<b>33,109.79</b>
6001 · OPERATING EXPENSES		
Non State Owned Office Bldg.		
6002 · Rent		
6002.2 · Rent	7,462.64	81,261.93
6002.1 · Sub-Lease	-1,500.00	-7,500.00
<b>Total 6002 · Rent</b>	<b>5,962.64</b>	<b>73,761.93</b>

## Nevada Board of Professional Engineers &amp; Land Surveyors

## Profit &amp; Loss YTD Comparison

06/01/23

May 2023

Accrual Basis

	May 23	Jul '22 - May 23
6004 · Utilities	-73.72	160.40
6005 · Telephone/Internet	473.39	8,061.40
<b>Total Non State Owned Office Bldg.</b>	<b>6,362.31</b>	<b>81,983.73</b>
6006 · Office Supplies	83.19	7,686.97
6007 · Equipment/Furniture		
6008 · Furniture	0.00	4,320.00
6010 · Equipment Purchases	0.00	24,068.54
6011 · Equipment Leasing	260.00	3,205.45
6012 · Software		
6012.1 · Deferred Exp-Software Upgrades	0.00	540.00
6012.5 · Software	1,023.00	2,871.96
6012 · Software - Other	0.00	31.49
<b>Total 6012 · Software</b>	<b>1,023.00</b>	<b>3,443.45</b>
6015 · Website Hosting	1,575.00	14,550.16
<b>Total 6007 · Equipment/Furniture</b>	<b>2,858.00</b>	<b>49,587.60</b>
6101 · Insurance		
6102 · Workers Comp	0.00	3,428.32
6103 · General Liability	0.00	1,151.42
<b>Total 6101 · Insurance</b>	<b>0.00</b>	<b>4,579.74</b>
6201 · Postage		
6202 · Postage	0.00	9,999.20
6202.5 · E-Postage	0.00	2,300.00
6205 · Postage Renewals	0.00	1,630.42
<b>Total 6201 · Postage</b>	<b>0.00</b>	<b>13,929.62</b>
6301 · Board Meetings		
6303 · Travel - In State	2,043.79	20,865.31
6304 · Board Meeting Expenses	135.97	3,830.35
<b>Total 6301 · Board Meetings</b>	<b>2,179.76</b>	<b>24,695.66</b>
6401 · Printing		
6402 · Printing General	0.00	5,699.69
6404 · Printing NRS/NAC, Blue Book	0.00	2,866.02
<b>Total 6401 · Printing</b>	<b>0.00</b>	<b>8,565.71</b>
6501 · Professional Services		
6502 · Legal		
6503 · Board Meetings	2,429.96	22,707.18
6504 · Regulations/Legislation		
6504.1 · Deferred Exp-Regs/Legislation	0.00	232.00
6504.5 · Regulations/Legislation	1,982.00	10,543.50
<b>Total 6504 · Regulations/Legislation</b>	<b>1,982.00</b>	<b>10,775.50</b>
6505 · Discipline	2,507.50	15,986.75
<b>Total 6502 · Legal</b>	<b>6,919.46</b>	<b>49,469.43</b>
6508 · Accounting Fees	680.00	23,581.00

## Nevada Board of Professional Engineers &amp; Land Surveyors

## Profit &amp; Loss YTD Comparison

06/01/23

May 2023

Accrual Basis

	May 23	Jul '22 - May 23
6509 · Governemnt Liaison Services		
6509.1 · Def Exp-Government Liaison	2,000.00	20,000.00
6509.5 · Government Liaison	0.00	2,000.00
<b>Total 6509 · Governemnt Liaison Services</b>	<b>2,000.00</b>	<b>22,000.00</b>
6510 · Database/Website Design		
6510.1 · Deferred Exp-Website Update	125.00	214.00
6510.2 · Deferred Exp-Database Update	5,280.00	34,258.10
6510.5 · Database/Website Design	0.00	712.20
<b>Total 6510 · Database/Website Design</b>	<b>5,405.00</b>	<b>35,184.30</b>
6511 · Public Outreach	600.00	5,650.00
6514 · Contract Labor		
6514.1 · Def Exp-Contract Labor	118.02	6,120.18
<b>Total 6514 · Contract Labor</b>	<b>118.02</b>	<b>6,120.18</b>
6515 · IT Support	468.87	26,462.57
<b>Total 6501 · Professional Services</b>	<b>16,191.35</b>	<b>168,467.48</b>
6601 · Program Services		
6604 · NCEES		
6605 · Dues	0.00	6,500.00
6606 · Registration	0.00	2,150.00
6607 · Travel	3,044.51	8,087.01
<b>Total 6604 · NCEES</b>	<b>3,044.51</b>	<b>16,737.01</b>
6615 · Bank Fees	19.85	6,125.27
6616 · Merchant Services Fees	4,317.26	42,103.06
6630 · LAS Office Support	0.00	2,272.67
<b>Total 6601 · Program Services</b>	<b>7,381.62</b>	<b>67,238.01</b>
6700 · Other		
6702 · Discipline Pd to NV Gen Fund	15,250.00	15,250.00
6704 · State Administrative Fees		
6705 · Attorney General	0.00	163.00
6709 · Email - EITS	0.00	1,483.99
<b>Total 6704 · State Administrative Fees</b>	<b>0.00</b>	<b>1,646.99</b>
6720 · Miscellaneous	0.00	0.00
<b>Total 6700 · Other</b>	<b>15,250.00</b>	<b>16,896.99</b>
6801 · Training & Conferences		
6802 · Travel - Out of State	608.96	12,456.84
6803 · Travel - In State	0.00	400.51
6804 · Registration	0.00	4,646.75
<b>Total 6801 · Training &amp; Conferences</b>	<b>608.96</b>	<b>17,504.10</b>
<b>Total 6001 · OPERATING EXPENSES</b>	<b>50,915.19</b>	<b>461,135.61</b>
<b>Total Expense</b>	<b>102,129.28</b>	<b>981,594.95</b>
<b>Net Ordinary Income</b>	<b>5,335.24</b>	<b>-20,055.99</b>
<b>Net Income</b>	<b>5,335.24</b>	<b>-20,055.99</b>

## Balance Sheet

As of May 31, 2023

	<u>May 31, 23</u>
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · ASSETS	2,570,704.50
Total Checking/Savings	2,570,704.50
Other Current Assets	
1305 · Prepaid Expense	15,775.53
1310 · Prepaid Lease/Deposit	5,005.00
Total Other Current Assets	20,780.53
Total Current Assets	2,591,485.03
<b>TOTAL ASSETS</b>	<b><u>2,591,485 .03</u></b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	172.13
Total Accounts Payable	172.13
Other Current Liabilities	
2001 · PAYROLL LIABILITIES	29,136.47
4100 · Deferred Revenue	805,573.69
Total Other Current Liabilities	834,710.16
Total Current Liabilities	834,882.29
Total Liabilities	834,882.29
Equity	
3510 · Website Phase 2	30,000.00
3520 · Data System Upgrade	175,000.00
3530 · Electronic/Digital Pathway	175,000.00
3900 · Retained Earnings	1,396,658.73
Net Income	-20,055.99
Total Equity	1,756,602.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b><u>2,591,485 .03</u></b>

## Balance Sheet Detail

As of May 31, 2023

	May 31, 23
<b>ASSETS</b>	
Current Assets	
Checking/Savings	
1001 · ASSETS	
1051 · First Indep. Bank - Operating	255,011.10
1052 · First Indep. Bank - Payroll	456.52
1053 · First Indep. Bank - Petty Cash	2,527.94
1054 · First Indep. Bank - MMA	709,867.02
1055 · First Indep. Bank - 24mo CD	541,189.93
1056 · First Indep. Bank - 18mo CD	269,833.92
1057 · First Indep. Bank - 12mo CD	265,862.13
1058 · First Indep. Bank - 24mo FlexCD	525,955.94
Total 1001 · ASSETS	2,570,704.50
Total Checking/Savings	2,570,704.50
Other Current Assets	
1305 · Prepaid Expense	15,775.53
1310 · Prepaid Lease/Deposit	5,005.00
Total Other Current Assets	20,780.53
Total Current Assets	2,591,485.03
<b>TOTAL ASSETS</b>	<b>2,591,485 .03</b>
<b>LIABILITIES &amp; EQUITY</b>	
Liabilities	
Current Liabilities	
Accounts Payable	
2000 · Accounts Payable	172.13
Total Accounts Payable	172.13
Other Current Liabilities	
2001 · PAYROLL LIABILITIES	
2002 · Accrued Benefits	29,136.47
Total 2001 · PAYROLL LIABILITIES	29,136.47
4100 · Deferred Revenue	805,573.69
Total Other Current Liabilities	834,710.16
Total Current Liabilities	834,882.29
Total Liabilities	834,882.29
Equity	
3510 · Website Phase 2	30,000.00
3520 · Data System Upgrade	175,000.00
3530 · Electronic/Digital Pathway	175,000.00
3900 · Retained Earnings	1,396,658.73
Net Income	-20,055.99
Total Equity	1,756,602.74
<b>TOTAL LIABILITIES &amp; EQUITY</b>	<b>2,591,485 .03</b>

# 9.c. June 2023

[not available at time board packet was published]

# 10. Compliance Officer Report



# 10.a. Compliance Report

## 10. a. Compliance Investigations

Currently there are ten (10) cases to report on:

1. 20220004 – Failure to act as faithful agent  
Investigation complete
2. 20220005 – Incompetency and misconduct  
Investigation complete
3. 20220006 – Failure to act as faithful agent  
Investigation complete
4. 20220007 – Gross negligence and misconduct  
Investigation complete
5. 20220009 – Failure to act as faithful agent  
Investigation ongoing
6. 20230002 – Failure to act as faithful agent  
Investigation complete
7. 20230004 – Reciprocal action based on CA discipline  
Investigation complete
8. 20230006 – Failure to act as faithful agent and incompetency  
Under investigation
9. 20230007 – Failure to execute contract for and deliver services in a timely manner  
Under investigation
10. 20230008 – Incompetency in engineering  
Under investigation

### 1. 20220004 – Failure to act as faithful agent

Summary:

Complaint alleges a sceptic design failure resulted in additional costs incurred by client, and the two parties have not been able to come to a resolution.

Status:

Stipulated agreement for board consideration.

### 2. 20220005 – Incompetency and misconduct

Summary:

Complaint filed by a public entity against a civil engineer alleging incompetency and misconduct relating to submittals for an addition to a commercial building.

Status:

Case under board liaison review.

### 3. 20220006 – Failure to act as faithful agent

Summary:

Allegations by a contractor against a civil engineer for failure to deliver services in a timely manner relating to fence and gate system for an existing subdivision in Las Vegas.

Status:

Case under board counsel review.

### 4. 20220007 – Gross negligence and misconduct

Summary:

Complaint filed by a public entity against a civil engineer alleging the stamping and signing of false and manipulated information, and the submittal of testing information for which the engineer was not in responsible charge.

Status:

Case under board counsel review.

### 5. 20220009 – Failure to act as faithful agent

Summary:

Complaint filed against a PE/PLS for failure to deliver services in a timely manner relating to residential new build in the Red Rock area north of Reno.

Status:

Investigation ongoing.

## 6. 20230002 – Failure to act as faithful agent

### Summary:

Complaint filed against a PE for failure to deliver services in a timely manner relating to three separate civil projects in the greater Las Vegas area.

### Status:

Case under board liaison review.

## 7. 20230004 – Reciprocal action based on CA discipline

### Summary:

Disciplinary action was disclosed by a PLS at the time of license renewal. The complaint was settled via a Stipulated Agreement and Disciplinary Order. The California board found seventeen items as cause for discipline.

### Status:

Stipulated agreement for board consideration.

## 8. 20230006 – Failure to act as faithful agent and incompetency

### Summary:

Two complaints filed by a developer/contractor against a PE relating to two residential projects in the Henderson area. The complaint alleges engineering services were not delivered in a timely manner, excessive number of correction comments generated during plan review, inconsistency in design, and incompetence that prompted a homeowner to file a complaint with the Nevada State Contractor's Board against the complaining developer/contractor.

### Status:

Under investigation.

## 9. 20230007 – Failure to execute contract for and deliver services in a timely manner

### Summary:

Complaint relates to surveying services retained to resolve a neighborhood boundary dispute.

### Status:

Under investigation.

## 10. 20230008 – Incompetency in engineering

### Summary:

Allegation of incompetency against a CE providing structural services to a contractor on an elementary school repair project in northern Nevada.

### Status:

Under investigation.

# 10.b. Probation Reports

## 10. b. Probation reports

### Probation Summary:

Name	Case #	Status/Action	Date Ending
Dooley Riva	20190001	Good Standing	October 10, 2029
Lazell Preator	20190008 & 20200003	License Suspended	February 1, 2024
Robert Mercado	20210001 & 20230005	Good Standing	May 11, 2025
Timothy Prockish	20210002	Good Standing	October 1, 2023
Jason Caster	20210004	Good Standing	February 1, 2025
Ali Fakh	20210007	Good Standing	May 12, 2023
M Armando Monarrez	20210011	Good Standing	February 1, 2025
Lynn Affleck	Petition – Board D&O	Good Standing	December 1, 2023
Douglas Fellenz	Petition – Board D&O	Good Standing	January 1, 2024

### Payment Due Summary:

Name	Case #	Paid	Remaining	Final Due Date
Dooley Riva	20190001	\$16,850.00	\$7,900.00	September 12, 2024
Lazell Preator	20190008 & 20200003	\$6,569.50	\$3,200.00	October 15, 2023
Robert Mercado	20210001	\$3,771.00	\$0.00	Paid in full
Jason Caster	20210004	\$4,627.50	\$2,500.00	July 29, 2024

**Robert “Dooley” Riva, PE 018231**

Case Number: 20190001

Violation of NRS 625.520, NRS 625.565, NAC 625.510, and NAC 625.610

Mr Riva allowed his license to lapse on December 31, 2009, and continued to practice professional engineering with an expired license until self-reporting to the Board on January 10, 2019.

Mr Riva admitted, during the investigation in this matter, that he stamped, signed, and put false expiration dates for his license on the plans that he had submitted to reviewing agencies, as well as to his clients.

Mr Riva has maintained his California Professional Engineering license throughout this period from December 31, 2009, to the present. Mr Riva's California license is currently in good standing. A third-party competency review of a sampling of the thirty-seven (37) identified Nevada projects, that Mr Riva stamped while unlicensed has been completed, and his work was found to be competent.

NRS 625.410 states that the Board may take disciplinary action against a licensee for practicing after the license of the professional engineer has expired or has been suspended or revoked. NRS 625.520 also states that it is unlawful for any professional engineer to practice in a discipline of professional engineering in which the Board has not qualified him and for any person to use an expired license. Accordingly, NRS 625.565 makes it unlawful for any person to impress any documents with the stamp of a professional engineer after that person's license has expired. In addition, NAC 625.610 requires that licensees include the date of expiration of his or her license on the stamp or seal. Moreover, under NAC 625.510, licensees must be honest and impartial, and serve their employers, clients, and the public with devotion. Mr Riva has violated the aforementioned provisions by continuing to practice professional engineering for nine (9) years after the expiration of his license and knowingly falsifying expiration dates when signing and stamping plans for submission to building departments for permits.

NRS 625.410(5) authorizes the State Board to take disciplinary action against a licensee for a violation of any provision of NRS Chapter 625 or NAC Chapter 625. Further, pursuant to NAC 625.640(3)(b)(2) this matter may be resolved without a formal hearing by Stipulated Agreement.

Mr Riva and the State Board hereby stipulate to the following terms for the above-referenced violation(s):

1. Mr Riva's license shall be reinstated and suspended for ten (10) years immediately following entry of this Agreement, but with the suspension stayed and probation imposed for the duration of that time period.
2. The stay of Mr Riva's license suspension may be lifted by the State Board upon notice and the opportunity for Mr Riva to be heard should Mr Riva fail to abide by the terms hereof.
3. Mr Riva's successful completion of probation is expressly conditioned upon his full compliance with the following conditions of probation:
  - a. Mr Riva shall pay all of the State Board's legal and investigative costs associated with this matter, in the total amount of Two Thousand Three Hundred Fifty and No/100 Dollars (\$2,350.00), which includes One Thousand Three Hundred Fifty and No/100 Dollars (\$1,350.00) in legal fees and One Thousand and No/100 Dollars (\$1,000.00) for the cost for a third-party competency review of a sampling of the thirty-seven (37) projects stamped by Mr Riva while practicing without a license. This payment is due to the State Board within thirty (30) days of the State Board's acceptance and execution of this First Revised Stipulated Agreement.
  - b. Mr Riva shall pay an administrative fine to the State Board in the amount of Fifteen Thousand and No/100 Dollars (\$15,000.00), plus Two Hundred and No/100 Dollars (\$200.00) for each of the thirty-seven (37) projects lawfully stamped by Mr Riva, for a total of Twenty-Two Thousand Four Hundred and No/100 Dollars (\$22,400.00). Two Thousand Six Hundred Fifty and No/100 Dollars (\$2,650.00) of this amount is due to the State Board within thirty (30) days of the Board's acceptance and execution of this First Revised Stipulated Agreement. The balance thereof shall be due in five (5) equal annual installments of Three Thousand Nine Hundred Fifty and No/100 Dollars (\$3,950.00). The first (1st) due on or before one year of the State Boards acceptance and execution of this First Revised Stipulated Agreement, and the remaining four payment due on or before each subsequent anniversary thereof, through the fifth (5th) anniversary of the State Boards acceptance and execution of this First Revised Stipulated Agreement.
  - c. Mr Riva shall undertake and assume all costs associated with reviewing and re-stamping the drawings associated with the aforementioned projects that are on file with the appropriate building departments and provide the Board with sufficient proof thereof.



d. Mr Riva registering in, paying for, and completing an advanced level ethics course with Texas Tech University Murdough Center for Engineering Professionalism, and providing proof of completion thereof to Board staff within one (1) year of the date of full execution of this First Revised Stipulated Agreement.

**LAST PROBATION REPORTS DUE October 1, 2029**

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH

CLIENT:

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

SIGNATURE:

DATE:

## **Lazell Preator, PE 014982**

Case Numbers: 20190008 and 20200003

Violations: NRS 625.410(2), NRS 625.540, NRS 625.560, NAC 625.510, NAC 625.530, and NAC 625.540

### **Previous 2018 Complaint and Stipulated Agreement**

Before setting forth the facts for the two complaints at issue, the following summation of a previous Stipulated Agreement is relevant. A Stipulated Agreement was entered by and between the State Board and Mr Preator on November 8, 2018 ("2018 Stipulated Agreement"), regarding previous Complaint number 20180006. In the 2018 Stipulated Agreement, Mr Preator acknowledged violations of NRS Chapter 625 in which his conduct constituted gross negligence, incompetence, or misconduct in the practice of professional engineering and failure to exercise due care and oversight in submitting the plan set to the office of the Deputy Building and Safety Director for the City of Las Vegas.

The facts pertaining to the 2018 Stipulated Agreement involved the filing of a complaint alleging the submission of plans containing the forged signatures of two senior building officials in an attempt to obtain a building permit.

Specifically, on March 7, 2018, the office of the Deputy Building and Safety Director for the City of Las Vegas received a plan set. The plan set included an irregular and misspelled signature of the City Engineer, Allen Pavelka, with his name signed "Alan" as opposed to the proper spelling "Allen." The plan set further included a signature of a retired Director of Building and Safety, Chris Knight. Mr Preator asserted that he relied on a third party, Jorge Guzman, to acquire said signatures, and that said third party, unbeknownst to Mr Preator, obtained or affixed the forged signatures. Although Mr Preator denied forging the signatures at issue, he admitted that he is responsible for documents that he seals and signs and that he is responsible to use due care and oversight to manage originals and copies of all documents he has signed and sealed.

In the 2018 Stipulated Agreement, Mr Preator's Nevada license was placed on probation for twelve (12) months. As part of his probation, Mr Preator was required to pay certain fines, costs, and fees, and require that he write a Whitepaper on Responsible Charge. The probation under the 2018 Stipulated Agreement has since been completed.

## **Case No. 20190008 - "Forgery Case"**

In regard Case No. 20190008, a complaint has been submitted against Mr Preator by the Executive Director for the State Board on behalf of a professional land surveyor, alleging fraudulent stamping and signing of legal descriptions.

Specifically, On December 18, 2017, Mr Preator submitted two legal descriptions for a project on Du Fort Avenue to the City of Henderson. The complainant land surveyor inadvertently discovered the two legal descriptions while reviewing projects on the City of Henderson website in August 2019. The two legal descriptions were produced for Preator Consulting by the land surveyor. However, Preator Consulting had not paid for the work, and thus, the land surveyor had not completed the work, as he had not signed or dated the two legal descriptions. The two legal descriptions were, hand signed, dated and submitted to the city on December 18, 2017.

In an effort to explain how the legal descriptions at issue were fraudulently signed, Mr Preator asserts that he relied on the same third-party blamed in the 2018 Stipulated Agreement, i.e., Jorge Guzman, to obtain the stamp and signature of the land surveyor before submitting the legal descriptions now at issue. Mr Preator again asserts that Jorge Guzman must have forged the surveyor's signature before submitting the legal descriptions to the City of Henderson. Although Mr Preator denied forging the signatures at issue, he admits that he is responsible for documents that he submits and that he is responsible to use due care and oversight to manage originals and copies of all said documents.

Mr Preator has not been able to provide any information or documentation regarding his working relationship with Mr Guzman, or any evidence that Mr Guzman exists.

NRS 625.410(2) provides authority for the State Board to administer discipline in Nevada for any gross negligence, incompetency, or misconduct in the practice of professional engineering as a professional engineer. NRS 625.410(5) provides authority for the State Board to administer discipline in Nevada for a violation of any provision of NRS Chapter 625. A licensee violates NRS 625.540 by unlawfully practicing land surveying. Specifically, it is unlawful to present or attempt to use, as his or her own, the license or stamp of another person and to impersonate any other licensee of the same or a different name. Additionally, it is a violation of NRS 625.560 to sign a description unless the person holds an unsuspended and unrevoked license as a professional land surveyor.

NRS 625.410(5) provides authority for the State Board to administer discipline in Nevada for a violation of any regulation adopted by the Board. A licensee violates NAC 625.510 by failing to uphold and advance the honor and dignity of the profession by maintaining high standards of

ethical conduct regarding honesty. It is a violation of NAC 625.530 for a licensee to fail to act in professional matters as a faithful agent. A licensee violates NAC 625.540(1) by failing to take care that credit for engineering or land surveying work is given to those to whom credit is properly due and violates NAC 625.540(4) by failing to not maliciously injure the professional reputation, business prospects or practice of another engineer or land surveyor.

Based on the foregoing, Mr Preator stipulates that he violated NRS 625.410 (2), in that his conduct constituted gross negligence, incompetence, or misconduct in the practice of professional engineering. Mr Preator stipulates that he violated NRS 625.540 by unlawfully practicing land surveying by presenting the license or stamp of another person and by impersonating another licensee. Likewise, Mr Preator stipulates that he violated NRS 625.560 by signing a description without a license as a professional land surveyor.

Further, Mr Preator stipulates that he violated NAC 625.510 by failing to uphold and advance the honor and dignity of the profession by maintaining high standards of ethical conduct regarding honesty. In addition, Mr Preator stipulates that he violated NAC 625.530 by failing to act in professional matters as a faithful agent. Finally, Mr Preator stipulates that he violated NAC 625.540 by failing to take care that credit for land surveying work was given to those to whom credit was properly due and by failing to not maliciously injure the professional reputation, business prospects or practice of another engineer or land surveyor.

### **Case No. 20200003 - "Faithful Agent Case"**

In regard Case No. 20200003, a complaint has been submitted against Mr Preator alleging misconduct and failure to meet terms of a contract.

Specifically, on February 2, 2018, the complainant contracted with Mr Preator to provide civil engineering for an auto body repair shop construction project, and paid Mr Preator a \$7,100 retainer. Per the contract, Mr Preator was to begin working on the project within two days of receiving the retainer. Between February 2018 and February 2020, no work product was provided to the client nor to the professionals and contractors working on the client's behalf. There were various interactions and requests for updates on the status of the project. Mr Preator asserts that, during the project, he was unable to speak with the architect on the project, from whom Mr Preator asserts that he received differing site plans. Nevertheless, Mr Preator informed the client that various items were under review by planning authorities, even though they were never actually submitted.

NRS 625.410(2) provides authority for the State Board to administer discipline in Nevada for any gross negligence, incompetency, or misconduct in the practice of professional engineering as a professional engineer. NRS 625.410(5) provides authority for the State Board

to administer discipline in Nevada for a violation of any regulation adopted by the Board. A licensee violates NAC 625.510 by failing to uphold and advance the honor and dignity of the profession by maintaining high standards of ethical conduct regarding honesty. It is a violation of NAC 625.530 when a licensee fails to act in professional matters as a faithful agent.

Based on the foregoing, Mr Preator stipulates that he violated NRS 625.410(2), in that his conduct constituted gross negligence, incompetence, or misconduct in the practice of professional

engineering. Further, Mr Preator stipulates that he violated NAC 625.510 by failing to uphold and advance the honor and dignity of the profession by maintaining high standards of ethical conduct regarding honesty. Finally, Mr Preator stipulates that he violated NAC 625.530 by failing to act in a timely and professional matters as a faithful agent.

Pursuant to NAC 625.640, a disciplinary matter may be resolved without a formal hearing by a Stipulated Agreement. To that end, to resolve Complaint Numbers 2019008 and 20200003, Mr Preator and the State Board resolve this matter on the following basis:

(1) Mr Preator's Nevada license shall be suspended for thirty-six (36) months following entry of this Agreement, pursuant to NRS 625.410 (2) and NAC 625.530, but with the suspension stayed and probation imposed for the duration of that time period.

(2) The stay of Mr Preator's suspension may be lifted by the State Board upon notice and the opportunity to be heard should Mr Preator fail to abide by the terms hereof.

(3) Mr Preator's successful completion of probation is expressly conditioned upon his full compliance with the following conditions of probation:

(a) Mr Preator shall pay a fine of Five Thousand and Noll 00 Dollars (\$5,000.00) for the Forgery Case and a fine of Two Thousand and No/1 00 Dollars (\$2,000.00) for the Faithful Agent Case, for a total fine of Seven Thousand and No/100 Dollars (\$7,000.00), within six (6) months of acceptance and execution of this Agreement by the State Board.

(b) Mr Preator shall pay the professional land surveyor in full under his contract therewith for work on the Du Fort project.

(c) Mr Preator shall pay for cost of hiring a Nevada licensed professional land surveyor to review, re-stamp and sign the Du Fort legal descriptions.

(d) Mr Preator shall immediately notify client and the relevant public entity via letter, with copy to the Board, of the necessity of the Du Fort legal descriptions to be re- submitted with lawful stamping and signature.

(e) Mr Preator shall reimburse in full the deposited amount the complainant paid for the Autobody Repair Shop project.

(f) Mr Preator shall pay the State Board Two Thousand Seven Hundred Sixty-Nine and 50/100 Dollars (\$2,769.50) as reimbursement of administrative expenses in this matter.

(g) Mr Preator registering in, paying for and completing an entry level ethics course with Texas Tech University Murdough Center for Engineering Professionalism, and providing proof of completion thereof to Board staff.

(h) Mr Preator shall provide to the State Board staff, within thirty (30) days of execution of this agreement by the State Board, a list of projects that were submitted for governmental review in 2017 and 2018, and provide project names, clients, and to which agencies submissions were made. These submissions will be reviewed by State Board staff to determine and identify any other possible statutory and/or regulatory violations.

(i) Mr Preator shall submit detailed bi-monthly probation reports to the Executive Director of the Nevada Board, which shall report any work completed in Nevada during the previous two (2) month period. A report shall be filed even if no work is performed in Nevada during the previous two (2) month period. The first report shall be due within two (2) months of the effective date of this Stipulated Agreement. Each report shall include client contact information and a copy of the contract executed for any work in Nevada, including the scope of work detail.

(j) Mr Preator shall provide proof of the completion of thirty (30) professional development hours that are required on a biennial basis for license renewal, pursuant to NAC 625.430 and NAC 625.480.

**LAST PROBATION REPORTS DUE February 1, 2024**

**Lazell Preator, PE 014982**

Case Numbers: 20190008 and 20200003

Violations: NRS 625.410(2), NRS 625.540, NRS 625.560, NAC 625.510, NAC 625.530, and NAC 625.540

As of July 6, 2023, the following probation report has not been received:

- Nevada work performed Nov 14, 2023 – Jan 31, 2023. (reports due April 1, 2023)



**Robert Mercado, PLS 010352**

Case Number: 20210001 and 20230005

Violation of NRS 625.410(5), NRS 625.340, NAC 625.425, NAC 625.545, and NRS 625.410 (8)

**Case No. 20210001 - "Faithful Agent Case"**

On September 10, 2020, Sundance Surveying, Inc was hired to provide surveying and mapping services for a vacant property located in Las Vegas. As part of the contract, Mr Mercado was to file a Record of Survey Map with the Clark County Recorder's Office. Although the contract did not contain an anticipated date of completion, Mr Mercado informed his client that the work would only take a few weeks. Mr Mercado completed the survey on October 11, 2020, and emailed the survey map to his client on October 12, 2020. The survey map was not recorded at that time. On October 16, 2020, Mr Mercado was paid in full for his work.

Thereafter, the client made numerous attempts to contact Mr Mercado regarding the status of the recordation of the survey map, but he was unresponsive. As a result of Mr Mercado's unresponsiveness, coupled with his failure to have the survey map recorded, a complaint was filed on January 12, 2021. When contacted by the State Board, the complainant stated that she filed the complaint in an effort to prompt Mr Mercado to record the survey map and her only objective in filing the complaint was to ensure the survey map was recorded.

On January 14, 2021, the State Board staff left a voicemail for Mr Mercado regarding the complaint. On January 19, 2021, Mr Mercado responded to staff's voicemail and informed the State Board that, although the survey map had not yet been recorded, he intended to file it with the Clark County Recorder's Office on January 22, 2021. Mr Mercado did not file the survey map with the Clark County Recorder's Office on January 22, 2021, as promised. On two more occasions (January 26, 2021, and February 1, 2021), Mr Mercado assured the State Board staff that the survey map would be recorded, however, in each instance, Mr Mercado failed to make good on his promises. During this time, Mr Mercado provided a number of explanations for the delay in filing the survey map, which have not proven to be credible. As of February 5, 2021, the survey map was still not recorded.

On February 5, 2021, the State Board staff requested that Mr Mercado submit a formal response to the Complaint no later than March 8, 2021. The State Board staff followed up with Mr Mercado on multiple occasions in that regard. On March 8, 2021, Mr Mercado informed the State Board staff that he would be submitting his formal response to the complaint by the end of the day, but he did not.

On March 8, 2021, nearly 150 days after the survey was completed, the survey map was recorded with the Clark County Recorder's Office. The survey was stamped, signed, and dated by Mr Mercado on March 7, 2021.

On March 9, 2021, Mr Mercado submitted his formal response to the complaint. The State Board staff still determined that Mr Mercado's actions were in violation of various provisions of NRS Chapter 625 and NAC Chapter 625

It is a violation of NAC 625.425 for a land surveying firm to engage or offer to engage in the practice of professional engineering without first registering with the State Board and paying the annual fee of Fifty and No/100 Dollars (\$50.00).<sup>1</sup> It is a violation of NAC 625.545 to fail to provide a written contract to each client which sets forth the scope of work, costs, and anticipated date of completion of the work.<sup>2</sup> It is a violation of NRS 625.340 to fail to file a survey map with the county recorder in the county in which the survey was made a record of survey relating to land boundaries and property lines within ninety (90) days of the creation of such survey.<sup>3</sup> It is a violation of NAC 625.530 for a licensee to fail to act in professional matters as a faithful agent.

Based on the foregoing, Mr Mercado stipulates that he violated NAC 625.425 by failing to register Sundance Surveying, Inc. with the State Board for the past ten (10) years. Further, Mr Mercado stipulates that he violated NAC 625.545 by failing to include the anticipated date of completion in his written contract with his client. Also, Mr Mercado stipulates that he violated NRS 625.340 by failing to file the survey map with the Clark County Recorder within ninety (90) days of the creation of such survey map. Finally, Mr Mercado stipulates that he violated NAC 625.530 by failing to act in professional matters as a faithful agent of his client in connection with his performance of the services therefor.

Pursuant to NAC 625.640, a disciplinary matter may be resolved without a formal hearing by a Stipulated Agreement. To that end, to resolve the complaint, Mr Mercado and the State Board resolve this matter on the following basis:

(1) Mr Mercado shall pay an administrative fine of \$1,500.00 for his violations of NAC 625.545, NRS 625.340 and NAC 625.530 within 90 days of the board's approval of the stipulated agreement.

(2) Mr Mercado shall reimburse the State Board \$2,271.00 for administrative expenses in this matter.

(3) Mr Mercado shall prepare and submit a whitepaper within 90 days of the board's approval of the stipulated agreement on the following topics:

- a) Elements necessary for a valid written contract for providing professional land surveying

services in the State of Nevada (NAC 625.545).

- b) Applicable deadlines and requirements for the timely recordation of records of surveys (NRS 625.340).

(4) Mr Mercado's Nevada license shall be suspended for twenty (24) months following entry of this agreement, but with the suspension stayed and probation imposed for the duration of that time period.

### **Case No. 20230005 - "Failure to Comply with Stipulated Agreement Case"**

The board initiated a complaint against Mr Mercado for failing to comply with the stipulated agreement for the above referenced complaint executed on July 14, 2021. The terms of the settlement required filing bi-monthly probation reports for work performed in Nevada, submitting a white-paper, reimbursement of board legal fees, and payment of an administrative fine.

Mr Mercado failed to meet the milestone dates for submissions required by the agreement. Board staff offered extended milestone dates and a payment plan for the fees and fine, which were acceptable to by Mr Mercado. Mr Mercado continued to not meet the terms of the stipulated agreement despite the accommodations made for extending the milestones and the payment plan.

The board notified Mr Mercado, via written notice, to appear at a hearing on January 20, 2022, to provide Mr Mercado the opportunity to explain his continued failure to meet the terms of the stipulated agreement. Mr Mercado acknowledged receiving the notice to appear but failed to appear or participate virtually. Based on the presentation of facts at the hearing, and a non-showing of Mr Mercado, the board entered a Decision and Order, dated February 8, 2022, lifting the stay of suspension on Mr Mercado's license.

Due to Mr Mercado's continued failure to satisfy the terms of the July 14, 2021, Stipulated Agreement, even after the February 8, 2022, Decision and Order by the board to lift the stay on his license suspension, the board filed a second complaint which was heard on May 11, 2023, after due notice was provided to Mr Mercado.

At the May 11, 2023, hearing, Mr Mercado admitted and acknowledged that he had continually failed to abide by the terms of the stipulated agreement by failing to make timely payments of fees and fines, not submitting the white-paper as specified, and not meeting submittal dates for bi-monthly probation reports, and that he also no-showed to the January 20, 2022, hearing.

Mr Mercado paid the over-due fees and fines, submitted the delinquent whitepaper, and provided all required bi-monthly probation reports on May 9, 2023, two days prior to the May 11, 2023, hearing.

Upon hearing the matter and deliberation, the board ordered the following:

(1) Mr Mercado's Nevada Professional Land Surveying license was suspended through July 24, 2025, but the suspension is stayed, and probation imposed for the duration of the stayed suspension.

(2) Mr Mercado is to submit detailed bi-monthly probation reports to board staff for any Nevada work complete during the previous two-month period.

(3) The stay of Mr Mercado's license suspension may be lifted by the board, upon due notice and the opportunity to be heard, should Mr Mercado fail to abide by the terms above.

**LAST PROBATION REPORTS DUE May 11, 2025**

**Robert Mercado, PLS 010352**

Case Number: 20210001 and 20230005

Violation of NRS 625.410(5), NRS 625.340, NAC 625.425, NAC 625.545, and NRS 625.410 (8)

**The first probation reports for Mr Mercado will be included for review in the Sept 21, 2023, board meeting packet.**

**Timothy Prockish, PE 012931**

Case Number: 20210001

Violation of NRS 625.565(3) and NAC 625.610 (5)

The disciplinary action was a result of facts brought to the attention of the Board in February 2021 relating to the improper use and incorporation of another firm's work into electrical designs submitted by Mr Prockish and Dinter Engineering for the Washoe County School District O'Brien Middle School project (the Project).

The complaint alleged that Mr Prockish and Dinter improperly used and copied another firm's designs, specifications, and drawings from several of the firm's projects including: Wildcreek High School; Sun Valley Middle School; and Spanish Springs Middle School. The complainant became aware of Mr Prockish's and Dinter's improper use of their electrical designs when an electrical contractor working on the Project, believing he was looking at electrical designs created by the complainant firm (despite the fact the designs had the Dinter title block), contacted the complainant with questions regarding the Project. The complainant obtained copies of Dinter's designs for the Project and identified multiple references to sheets and details that are not actually part of the Project, but rather were specific to one or more of the complainant firm's designs.

Mr Prockish acknowledged therein that certain elements from the complainant's designs were incorporated into Dinter's electrical designs for the Project. However, Mr Prockish denied that such unauthorized use of complainant's designs was done intentionally by him. Mr Prockish also stated that, upon learning that complainant's work product had erroneously been incorporated into the designs for the Project by a drafter for Dinter, he immediately took corrective action and redesigned the electrical designs from start to finish. Mr Prockish added that, following the incident, he implemented new policies, procedures, and training to ensure that this type of situation does not occur in the future.

Board staff conducted a review and noted that the revised designs for the Project were markedly unique when compared to the original designs that were stamped and signed by Mr Prockish for the Project. Staff also noted that the original designs for the Project contained obvious incorrect references to non-existent sheets, missing construction details, and erroneous design details. While it is unclear who, if anyone, directed the Dinter drafter(s) to copy specific elements from the complainant's designs, Mr Prockish admitted that portions of the complainant's designs were indeed obviously copied, and that he stamped and signed the original designs for the Project.

NRS 625.565(3) provides that "(i)t is unlawful for a professional engineer to sign or stamp any plans, specifications or reports that were not prepared by the professional engineer or for which he or she did not have responsible charge of the work."1 NRS 625.080 defines "responsible charge of work" as "the independent control and direction, by the use of initiative, skill and independent judgment, of the investigation or design of professional engineering or land surveying work or the supervision of such work". Further, pursuant to NAC 625.610(5), "[w]hen a licensee signs, stamps or seals a document containing the work of others, the licensee represents that the licensee has prepared or has been in responsible charge of the production of the entire document unless the licensee includes a written statement adjacent to his or her signature, stamp or seal identifying the portion of the document that the licensee prepared or for which the licensee had responsible charge of the work".

Based on the above, Mr Prockish stipulated that he violated NAC 625.610(5) and NRS 625.565(3) by signing and stamping work for which he did not have responsible charge, ie the complainant's designs that were incorporated into the Project designs and the work of the Dinter drafter that incorporated the complainant's work into the Project designs.

Pursuant to NAC 625.640, a disciplinary matter may be resolved without a formal hearing by a Stipulated Agreement. To that end, to resolve the complaint, Mr Prockish and the State Board resolve this matter on the following basis:

- (1) Mr Prockish shall pay an administrative fine of \$4,000.00 for his violations of NRS 625.565(3) and NAC 625.610 (5) within 90 days of the board's approval of the stipulated agreement.
- (2) Mr Prockish shall reimburse the State Board \$2,679.00 for legal fees incurred in this matter.
- (3) Mr Prockish shall prepare and submit a whitepaper within 90 days of the board's approval of the stipulated agreement on the following topics:
  - a) Mr Prockish's and Dinter Engineering's roles in what "responsible charge of work" in means (NRS 625.080).
  - b) What it means to ensure responsible charge of documents signed stamped by him (NAC 625.610).
- (4) Mr Prockish's Nevada license shall be suspended for twenty (24) months following entry of this agreement, but with the suspension stayed and probation imposed for the duration of that time period.

**LAST PROBATION REPORTS DUE February 1, 2025**

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Hilltop Community Church

ADDRESS: 3588 Romans Rd

CITY: Carson City STATE: NV ZIP CODE: 89706

PROJECT:

NAME: Hilltop Community Church Exterior Lighting - CA Services J-4521.3

LOCATION OF PROJECT: 3588 Romans Rd

CITY: Carson City STATE: NV ZIP CODE: 89706

SIZE: Small START DATE: 8/1/2022 END DATE: TBD

STATUS OF PROJECT: Under Construction - Phase 1 Parking Lot Improvements

FEE PAID BY CLIENT: T & M

SCOPE OF WORK:

Construction administration for the Phase 1 Parking Lot Improvements. Work includes review of material submittals and responding to Contractor RFI's.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023



**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: TSK Architects

ADDRESS: 225 S Arlington Ave

CITY: Reno STATE: NV ZIP CODE: 89501

PROJECT:

NAME: O'Brien Middle School Replacement Design through CA J-4661.2

LOCATION OF PROJECT: 10500 Stead Blvd,

CITY: Reno STATE: NV ZIP CODE: 89506

SIZE: Large START DATE: 03/03/2020 END DATE: 07/2022

STATUS OF PROJECT: Ongoing Construction Administration. Status unchanged since last period.

FEE PAID BY CLIENT: \$525,000.00

SCOPE OF WORK:

This project is to replace the existing O'Brien Middle School that is in need of upgrading. This project will build a new 180,000 square foot Facility to house up to 1400 students. The new Facility is being built on the existing School Ballfields and when completed the existing School will be demolished and the new Ballfields/ Play area will be built on the current School location. The electrical design includes new lighting, lighting controls, general power receptacles, power to special classrooms, power to Mechanical and Plumbing equipment, and Kitchen equipment; new Classroom telcom/data systems; security systems including CCTV cameras, door controls, and motion sensors; Sound/Paging systems; Fire Alarm system; site lighting; power to site water system(s) pumps and controls; new power, telephone, and cable television systems from serving utility companies. The project has now moved into the final stages of construction and inspections are being done for portions of the School. Dinter has been performing punch lists for all of the electrical systems and providing reports that are submitted to the Contractor(s) for corrections.

The School Building is now complete so the project continues to be site work of the Ballfields and parking lot. This includes the demolition of the existing O'Brien School building and parking lot. Construction administration will include site observations, reports, and responding to Contractor RFI's.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

For this period the project remains in the construction phase. My involvement continues to be to review requests for information, requests for clarification, contract change requests and provide direction as

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: JP Copoulos Architect

ADDRESS: PO Box 2517

CITY: Carson City STATE: NV ZIP CODE: 89702

PROJECT:

NAME: New Frontier Care Facility Design J-4687.1

LOCATION OF PROJECT: New Frontier Facility

CITY: Fallon STATE: NV ZIP CODE: 89408

SIZE: small START DATE: Mar 1, 2023 END DATE: TBD

STATUS OF PROJECT: Schematic design

FEE PAID BY CLIENT: \$45,000.00

SCOPE OF WORK:

This project will add on to an existing building for Adult Substance abuse care. The total square footage will be 16,191. The electrical design will include new LED lighting, power, telephone/data, and fire alarm systems, and upgrades to the electrical distribution. New site lighting will be designed for the revised site plan. Design will also include power to new mechanical equipment and Owner supplied laundry and kitchen equipment. This will be a CMAR cooperation project so the design team will work closely with the selected CMAR Contractor to provide a completed project for the Owner.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Reviewed and coordinated electrical design progress with other disciplines. Directed and supervised designers activities and efforts to produce schematic documents package. Participate in project status meetings and progress review meetings. Have scheduled detailed review of document package in anticipation of progress submittal.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Have implemented policy for document handling which will qualify documents recieved from facility managers and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

**PROBATION REPORT**

(MUST BE TYPED)

SIGNATURE:

*Jim Prodan*

DATE:

5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Watry Design Architects & Engineers Inc

ADDRESS: 2099 Gateway Place Suite 550

CITY: San Jose STATE: CA ZIP CODE: 95110

PROJECT:

NAME: UNR Gateway Parking Garage J-4693

LOCATION OF PROJECT: Gateway District eastern half of block-N Center, E 9th, Lake St, E 8th

CITY: Reno STATE: NV ZIP CODE:

SIZE: Medium START DATE: 09/19/2019 END DATE: 12/2022

STATUS OF PROJECT: Ongoing Construction Administration

FEE PAID BY CLIENT: \$162,000.00

SCOPE OF WORK:

The project consists of a new multi-level parking structure for the University of Nevada Reno. The project includes a 235' pedestrian bridge. The electrical design includes new lighting, lighting controls, general power receptacles, power to elevators, power to Mechanical and Plumbing equipment, and heat trace for ice melt systems; telcom/data systems; fire alarm system; emergency call system; site lighting; power to site water system(s) boxes for heating; new power, and telephone systems from serving utility companies. Work includes relocation of existing overhead utility lines to underground. The project is now into construction and Dinter is performing field observations with reports. Dinter has also been performing added design services requested by UNR, which are then submitted to the Contractor(s) for completing the work.

Dinter has completed as-built plans based on Contractor supplied red-line mark-ups. Some of the added services construction is currently being performed.


DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

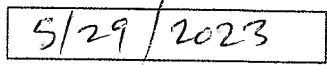
For this period the project has been in the construction phase. My involvement is to review requests for information and provide direction as required, review meeting minutes and construction reports and provide input to staff for resolution of issues that arise during construction. Perform detailed review of design change documents prior to sealing, signing and issuance of design changes/additions.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

**PROBATION REPORT**  
**(MUST BE TYPED)**

Although it isnt usually an issue in this phase of the project I have implemented a policy for document handling which will qualify documents recieved from facility managers and/or the Owner as eligible or ineligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed reviews of clarifications or revisions to ensure that unauthorized use of content does not occur.

SIGNATURE: 

DATE: 

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Pierce/Cooley Architects Inc

ADDRESS: 11871 Gonsalves St

CITY: Cerritos STATE: CA ZIP CODE: 90703

PROJECT:

NAME: Design for Bldg 12 Replace Transformers, Switchboard and Feeders J-4698

LOCATION OF PROJECT: VA Sierra Healthcare System

CITY: Reno STATE: NV ZIP CODE:

SIZE: Medium START DATE: 06/15/2022 END DATE: project on going

STATUS OF PROJECT: Construction complete. Final walk through scheduled for next period.

FEE PAID BY CLIENT: \$120,806.00

SCOPE OF WORK:


Replace two existing 2000kVA pad-mount transformers, two existing 3000amp main switchboards, and associated feeders, equipment, and demand calculations. Construct of new electrical room for new switchboards will require lighting, power, life safety, fire protection, communications, controls, and changes to some existing electrical panels and ATs.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No engineering work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No engineering work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 20, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Nevada State Public Works Division

ADDRESS: 515 E Musser Street, Suite 102

CITY: Carson City STATE: NV ZIP CODE: 89701

PROJECT:

NAME: Install Emergency Generator - Washoe County Armory J-4716

LOCATION OF PROJECT: 19980 Army Aviation Drive

CITY: Reno STATE: NV ZIP CODE: 89506

SIZE: medium START DATE: 04/14/2020 END DATE: May 31, 2023

STATUS OF PROJECT: status unchanged since last period.

FEE PAID BY CLIENT: \$63,590.00

SCOPE OF WORK:

THE PURPOSE OF THIS PROJECT IS TO PROVIDE (2) NEW STANDBY GENERATORS WITH PARALLELING CAPABILITY TO POWER THE EXISTING FACILITY. DIESEL AND NATURAL GAS FUEL IS REQUIRED TO PROVIDE REDUNDANCY IN THE EVENT OF A DISASTER, THAT MAY AFFECT THE SUPPLY AND AVAILABILITY OF EITHER FUEL SOURCE. ADDITIONAL DESIGN IS REQUIRED FOR TIE-IN TO EXISTING ELECTRICAL DISTRIBUTION SYSTEM AND TIE-IN NATURAL GAS PIPING. SITE WORK FOR GENERATOR, FENCING, EQUIPMENT PADS, INTERIOR DOOR MODIFICATIONS, SAWCUTTING, AND TRENCHING FOR GAS AND ELECTRIC LINES WILL ALSO BE DESIGNED AS PART OF THIS PROJECT.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.


No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

**PROBATION REPORT**  
(MUST BE TYPED)

SIGNATURE:



DATE:

5/29/2023



**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Tate Snyder Kimsey Architect Ltd (TSK)

ADDRESS: 225 South Arlington Avenue

CITY: Reno STATE: NV ZIP CODE: 89501

PROJECT:

NAME: UNR Building 58 Renovation Phase 2 J-4739.1

LOCATION OF PROJECT: University of Nevada Reno

CITY: Reno STATE: NV ZIP CODE:

SIZE: Medium START DATE: 05/10/2021 END DATE: TBD

STATUS OF PROJECT: Ongoing Construction Administration.

FEE PAID BY CLIENT: \$65,000.00

SCOPE OF WORK:

The electrical design work includes developing the electrical construction documents for remediation and remodel construction of existing 3-story building. Electrical design work will meet UNR, NEC and Nevada State standards. The electrical design includes new lighting, lighting controls, general power receptacles, power to special classrooms, power to Mechanical and Plumbing equipment, and elevator equipment; new Classroom and Offices telcom/data systems; security systems including CCTV cameras, door controls, and motion sensors; Fire Alarm system; exterior building lighting; power to site water system(s) boxes heat trace; new power and telcom/data systems from existing UNR facilities. The project is now into construction and Dinter is performing reviews of product submittals and responding to RFI's.

A final field observation punch list has been performed and the contractor is correcting noted items.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

For this period the project is in the construction phase. My involvement is to review requests for information and provide direction as required, review meeting minutes and construction reports and provide input to staff for resolution of issues that arise during construction.

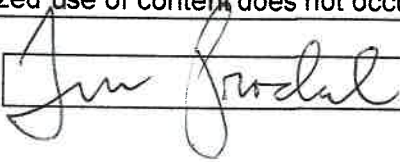
DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Have implemented policy for document handling which will qualify documents recieved from facility managers

**PROBATION REPORT**  
**(MUST BE TYPED)**

and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

SIGNATURE:



DATE:

5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Dube Group Architecture

ADDRESS: 458 Court St

CITY: Reno STATE: NV ZIP CODE: 89501

PROJECT:

NAME: Evelyn Way Apartments J-4743

LOCATION OF PROJECT: Evelyn Way, Reno NV

CITY: Reno STATE: NV ZIP CODE: 89502

SIZE: Small START DATE: Nov 23, 2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$16,670.00

SCOPE OF WORK:

Dinter is providing the electrical engineering and design for this new 9-unit Multi-Family building. Work includes design for providing Utilities to the site from NV Energy, AT&T Telephone, and Spectrum TV; pole mounted lights for illumination of the parking lot; interior design for each unit includes lighting, general receptacles, Kitchen and Laundry receptacles, Fire Alarm system, telephone and television outlets and cabling, and mechanical equipment connections. Includes coordination with other design consultants and Architect.

The Building had to be flipped on the site so the entrance and Parking Lot is from Evelyn Way. This resulted in the electrical site plan being revised for site lighting and NV Energy transformer and primary. There will also be some changes to the locations of mechanical equipment.

The project was submitted to the City of Reno for permit review. City provided review comments to the Design Team. Drawings were corrected where needed, comments were responded to, and the drawings were re-submitted to City.

NV Energy changed their service rates as of January 1 so a new service contract was provided to the Owner. Dinter coordinated the contract with NVE and the Owner.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

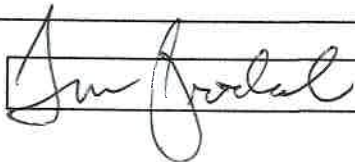
No work this period.

**PROBATION REPORT**  
**(MUST BE TYPED)**

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE:



DATE:

5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: 01/21/2023 THROUGH: Mar 20, 2023

CLIENT:

NAME: HNTB Corporation

ADDRESS: 200 E Sandpointe Ave Suite 200

CITY: Santa Ana STATE: CA ZIP CODE: 92707

PROJECT:

NAME: LAS RIM Projects and Rehabilitation of Runways 1/19 J-4745

LOCATION OF PROJECT: Harry Reid International Airport, 5757 Wayne Newton Blvd

CITY: Las Vegas STATE: NV ZIP CODE: 89119

SIZE: Large START DATE: 05/27/2021 END DATE: TBD

STATUS OF PROJECT: Continued construction support services

FEE PAID BY CLIENT: \$105,926.00

SCOPE OF WORK:

Construction administration for project with the following scope: replacement of existing incandescent taxiway centerline lights (on Taxiways D, E, F, W, and Z) and runway edge lights (on Runways 1L-19R and 1R-19L) with new LED lights, design new taxiway edge lights, taxiway centerline lights, and guidance signs where three hot spots are being reconfigured, reconfigure the lighting on the end of Runways 19R and 8L, and change guidance signs where taxiways being redesignated, add new LED in-pavement and elevated RGL lights at 23 runway hold positions, replace RDR signs on Runway 1L-19R, add or replace three constant current regulators (CCRs) in two airfield lighting vaults, update the existing ALCMS to include all taxiway reconfigurations, new RGL locations, and new CCRs.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

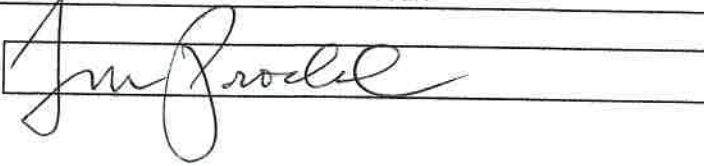
For this period the project continues to be in the construction phase. My involvement includes review of requests for information, requests for clarification, contract change requests and provide direction as required, review meeting minutes and construction reports and provide input to staff for resolution of issues that arise during construction. Also I am involved in supervising the design of connections for added or changed materials and production of revisions to the construction documents. Performed detailed review of two owner requested design changes based on geometry and/or striping changes.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

**PROBATION REPORT**  
**(MUST BE TYPED)**

Have implemented policy for document handling which will qualify documents recieved from facility managers and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

SIGNATURE:



DATE:

05/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Pierce/Cooley Architects Inc

ADDRESS: 11871 Gonsalves St

CITY: Cerritos STATE: CA ZIP CODE: 90703

PROJECT:

NAME: Bldg 1 Replace Transformer J-4749

LOCATION OF PROJECT: VA Sierra Healthcare System

CITY: Reno STATE: NV ZIP CODE:

SIZE: Small START DATE: 05/17/2021 END DATE: project on going

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$37,313.00

SCOPE OF WORK:

Replace existing building #1 service transformers and existing primary and secondary feeder conductors. Design to reuse underground infrastructure for new primary and secondary transformer feeders.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Nevada State Public Works Board

ADDRESS: 515 Musser St Suite 102

CITY: Carson City STATE: NV ZIP CODE: 89710

PROJECT:

NAME: Replace Interior Lighting - Nevada Youth Training Center J-4751

LOCATION OF PROJECT: 100 Youth Center Road

CITY: Elko STATE: NV ZIP CODE: 89801

SIZE: large START DATE: 08/09/2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period

FEE PAID BY CLIENT: \$107,680.00

SCOPE OF WORK:

Provide design and construction documents for replacement of aged and inefficient interior and exterior lighting systems (fixtures and controls) at the following buildings at the Nevada Youth Training Center:

- Administration
- classroom & infirmary
- Multi-purpose
- warehouse
- Gymnasium
- Industrial/vocational buildings
- Eight cottages

Photometric and IECC Calculations will be performed

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.



**PROBATION REPORT**  
(MUST BE TYPED)

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SIGNATURE:

*Jim Powell*

DATE:

5 / 29 / 2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Nevada State Public Works Board

ADDRESS: 515 Musser St Suite 102

CITY: Carson City STATE: NV ZIP CODE: 89710

PROJECT:

NAME: Access Control Systems - Nevada Youth Training Center J-4751.1

LOCATION OF PROJECT: 100 Youth Center Road

CITY: Elko STATE: NV ZIP CODE: 89801

SIZE: Large START DATE: 08/18/2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$103,905.00

SCOPE OF WORK:

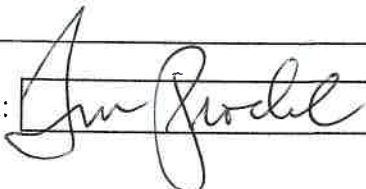
The purpose of this project is to replace the existing door assemblies, door locks and magnetic door controls in the Administration, classroom & infirmary, warehouse, Mountaineer, Indian and Explorer R & C cottages at the Nevada Youth Training Center. The doors, locks and controls are approximately 40 years old, and have reached the end of their useful life.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Jan 21, 2023 THROUGH: Mar 20, 2023

CLIENT:

NAME: Carson City Public Works Dept

ADDRESS: 3505 Butti Way

CITY: Carson City STATE: NV ZIP CODE: 89701

PROJECT:

NAME: Carson Juvenile Probation Modular Power Well #4 J-4754

LOCATION OF PROJECT: 740 S Saliman Rd

CITY: Carson City STATE: NV ZIP CODE: 89701

SIZE: Small START DATE: 10/07/2021 END DATE: TBD

STATUS OF PROJECT: Currently on hold per CCPWD.

FEE PAID BY CLIENT: \$3,000.00

SCOPE OF WORK:

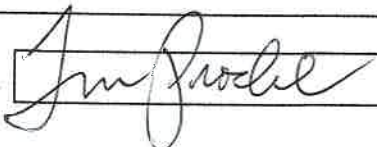
Determine if existing well electrical service is adequate to serve addition of modular building by performing load calculation, then develop appropriate design to upgrade service or feed from existing service.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: SGF Engineering

ADDRESS: 9500 Prototype Ct

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: 21-M02-7 Replace Fire-Smoke Dampers-Dini Townsend Psychiatric Hospital J-4756

LOCATION OF PROJECT: 480 Galletti Way

CITY: Sparks STATE: NV ZIP CODE: 89431

SIZE: SMALL START DATE: 11/03/2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$6,500.00

SCOPE OF WORK:

The purpose of this project is to Replace Fire-Smoke Dampers at Dini-Townsend hospital located on the Northern Nevada Adult Mental health services campus in Sparks, NV. Dinter will design modifications to power and fire alarm systems resulting from smoke damper replacements.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No engineering scope performed this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No engineering scope performed this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:  
NAME: SGF Engineering

ADDRESS: 9500 Prototype Ct

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:  
NAME: Replace HVAC in Bldgs 1,2,3,5,6 - Carlin Readiness Center J-4757

LOCATION OF PROJECT: Carlin Readiness Center

CITY: Carlin STATE: NV ZIP CODE: 89801

SIZE: Small START DATE: 11/11/2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$24,500.00

SCOPE OF WORK:  
The purpose of this project is to Replace the HVAC in buildings 1,2,3,5,and 6 (21-M19) at the Carlin readiness center in Carlin, NV. Dinter will design modifications to power systems necessary for these upgrades to the mechanical systems.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.  
No work performed this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.  
No work performed this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: SGF Engineering

ADDRESS: 9500 Prototype Ct

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: Replace Water Heater - Carlin Readiness Center J-4757.1

LOCATION OF PROJECT: Carlin Readiness Center

CITY: Carlin STATE: NV ZIP CODE: 89801

SIZE: Small START DATE: 11/11/2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$8,200.00

SCOPE OF WORK:

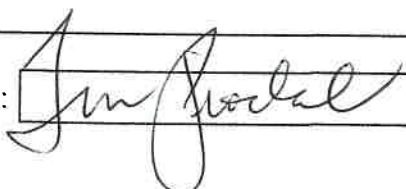
The purpose of this project is to Replace the water heaters (21-M-27) at the Carlin readiness center in Carlin, NV. Dinter will design modifications to power systems necessary for these upgrades to the plumbing systems.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: SGF Engineering

ADDRESS: 9500 Prototype Ct

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: Nevada Supreme Court Snow Melt 21-M17 J-4757.2

LOCATION OF PROJECT: 201 S Carson St #201

CITY: Carson City STATE: NV ZIP CODE: 89701

SIZE: Small START DATE: 08/25/2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period

FEE PAID BY CLIENT: \$8,500.00

SCOPE OF WORK:


This project will replace the existing electrical-based driveway snow melt system with a hot water-based system. The electrical design includes demolition of the existing snow melt system cables, controls, wiring and connections for the driveway system, and new power connections to new hot water pumps and controls.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 20, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: SGF Engineering

ADDRESS: 9500 Prototype Ct

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: Stewart Facility Bldg 89 Chiller Replacement J-4757.3

LOCATION OF PROJECT: 5500 Snyder Ave

CITY: Carson City STATE: NV ZIP CODE: 89701

SIZE: Small START DATE: 08/25/2021 END DATE: TBD

STATUS OF PROJECT: Construction phase - Reviewed Submittals

FEE PAID BY CLIENT: \$7,500.00

SCOPE OF WORK:

This project will replace the air-cooled chiller, chilled water pumps, piping, and temperature controls serving the existing Stewart Facility, Building 89. The electrical design includes demolition of the existing chiller and pumps controls, wiring and connections, and new power connections to the new chiller and chilled water pumps and controls.

The project is now into construction and Dinter is performing reviews of product submittals and responding to RFI's.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Supervised review and comments for chiller equipment from an electrical perspective. Supervised calculations and design associated with alternate mechanical equipment(larger). Performed detailed review of field bulletin resulting from alternate equipment selection.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

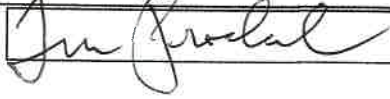
Have implemented policy for document handling which will qualify documents recieved from facility managers an/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also



**PROBATION REPORT**  
**(MUST BE TYPED)**

includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

SIGNATURE:



DATE:

5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Performance Electric

ADDRESS: 3945 Glen St

CITY: Reno STATE: NV ZIP CODE: 89502

PROJECT:

NAME: BG301 Relocate Transformer and Switchgear J-4758

LOCATION OF PROJECT: FNAS

CITY: Fallon STATE: NV ZIP CODE: 89408

SIZE: small START DATE: 12/15/2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$22,500.00

SCOPE OF WORK:


Design to replace existing substation and enclosed circuit breakers with a new substation with new 5KV switch, 500KVA transformer and 1600A switchboard sections. Design will require design for new unit substation to fit in existing unit substation room.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Jan 21, 2023 THROUGH: Mar 20, 2023

CLIENT:

NAME: Performance Electric

ADDRESS: 3945 Glen St

CITY: Reno STATE: NV ZIP CODE: 89502

PROJECT:

NAME: BG301 New Service Feeder J-4758.1

LOCATION OF PROJECT: FNAS

CITY: Fallon STATE: NV ZIP CODE: 89408

SIZE: small START DATE: 08/15/2022 END DATE: TBD

STATUS OF PROJECT: Construction Phase(material procurement)

FEE PAID BY CLIENT: \$4100.00

SCOPE OF WORK:

Design to replace aging and inadequately sized feeder to the existing substation at BLDG 301at FNAS.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Case Inc

ADDRESS: PO Box 4825

CITY: Lafayette STATE: LA ZIP CODE: 70502

PROJECT:

NAME: Battle Mountain Grinding Plant Expansion J-4759

LOCATION OF PROJECT: Raymond Mill

CITY: Battle Mountain STATE: NV ZIP CODE: 89820

SIZE: Small START DATE: Nov 26, 2021 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$7,800.00

SCOPE OF WORK:

Design for electrical and grounding system for new grinder mill and grinder mill building. Scope amended to include coordination of utility requirements and placement of service entrance equipment.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: 03/21/2023 THROUGH: May 20, 2023

CLIENT:

NAME: HNTB Corporation

ADDRESS: 200 E Sandpointe Ave Suite 200

CITY: Santa Ana STATE: CA ZIP CODE: 92707

PROJECT:

NAME: LAS Holding Pad 7 and Main Gate J-4762

LOCATION OF PROJECT: Harry Reid International Airport, 5757 Wayne Newton Blvd

CITY: Las Vegas STATE: NV ZIP CODE: 89119

SIZE: Large START DATE: 05/30/2022 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$119,698

SCOPE OF WORK:

Design and construction administration for a project with the following scope: revise taxiway edge lighting and signage where Taxiway Q geometry is changing, removal and replacement of high mast apron lights, removal of miscellaneous power equipment related to the retractable bollard system, removal and replacement of components of main gate in construction area, addition of conduit, handholes, and enclosure for future fiber optic service for use by Air Force One, consolidate all high-mast lights on cargo apron and holding pad 7 onto existing power and control for cargo apron, reconfigure the cargo apron switchgear, removal of electrical utilities along Spencer Street and retrofit existing cargo apron high-mast lights to LED.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

My involvement included direction of design and production of contract documents, attendance at project coordination meetings, review of vendor documents, and coordination with other disciplines. Performed detailed review of document package prior to issuance. For this period, project has been issued for bid and is awaiting the start of construction.

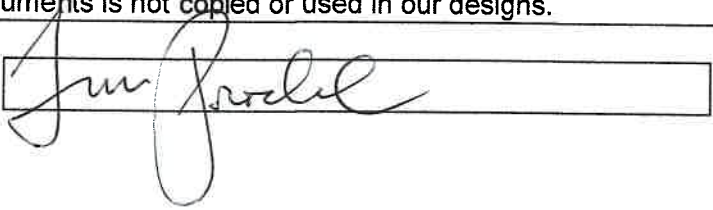
DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Each design input, record drawing or other document received from team members or the Owner was documented and qualified for use, or not, based on the document provider's ownership or authority to provide the document as a design input.

**PROBATION REPORT**  
**(MUST BE TYPED)**

If the document is not qualified for use it is documented as such and during detailed reviews of the progress of the project, I have verified that these documents were not used. This ensures that content from reference or sample documents is not copied or used in our designs.

SIGNATURE:



DATE:

05/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

CLIENT:

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

Project scope is to provide power for (4) electric gates at various entrances to the Park. This will require using existing power from the existing light pole receptacles and/or existing panels. This will also require cutting and patching of existing parking lots, curbs, sidewalks, and landscaping. Coordination with the City of Reno Civil Engineering Department is required for the new gate power requirements and gate controls.

Dinter will be providing Construction Administration for the City on as-needed basis for material submittals and Contractor RFI's.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

**PROBATION REPORT**  
(MUST BE TYPED)

SIGNATURE:

*Jim Prodel*

DATE:

5/29/2023



**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: City of Carson

ADDRESS: 3505 Butti Way

CITY: Carson City STATE: NV ZIP CODE: 89701

PROJECT:

NAME: Electrical Design for Well #40 Generator J-4769

LOCATION OF PROJECT: Carson City

CITY: Carson City STATE: NV ZIP CODE: 89701

SIZE: Small START DATE: May 29, 2022 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$19,100

SCOPE OF WORK:

This project will provide electrical engineering design for a new emergency generator at Existing Well #40 Building for the existing 300HP Well pump; and provide mechanical engineering design for a new ventilation fan for the building. Work includes: 1. Provide new electrical feeder conduits and conductors from the new generator to the existing electrical service inside the building; Remove old pump starter equipment from electrical gear; 3. Replace existing low-voltage transformer; relocate transformer to the wall to minimize corrosion damage; 4. Control wiring to Generator and Automatic Transfer Switch; 5. Coordination with Generator Supplier- Caterpillar; 6. Coordination with Carson City Public Works.

Updated service design for conductors and equipment to correct existing service installation.

Dinter provided a final stamped/signed set of drawings to the Owner for there use. The project will be put on hold by the Owner until funding can be finalized.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

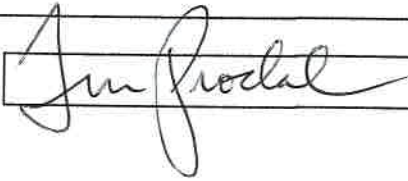
No work this period.

**PROBATION REPORT**  
**(MUST BE TYPED)**

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE:



DATE:

5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Pierce/Cooley Architects Inc

ADDRESS: 11871 Gonsalve St

CITY: Cerritos STATE: CA ZIP CODE: 90703

PROJECT:

NAME: Taylor Street Lighting - VA Reno J-4771

LOCATION OF PROJECT: Taylor Street

CITY: Reno STATE: NV ZIP CODE: 89502

SIZE: Small START DATE: Feb 15, 2022 END DATE: TBD

STATUS OF PROJECT: Construction Phase

FEE PAID BY CLIENT: \$14,543.00

SCOPE OF WORK:

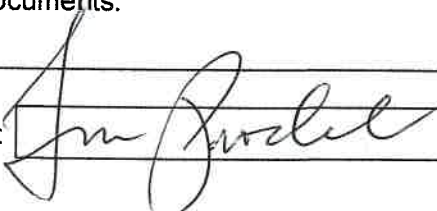
Provide design for exterior lighting along Taylor street on the North side of the VA Campus in Reno including compliance with VA and city requirements for lighting, design of electrical service, connections and control.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No design work this period. Performed review of vendor documents submitted by contractor for use on the project. to verify that the materials/products to be used are adequate based on the requirements of the project documents.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

ongoing performance of detailed review/comparison of the submittals with reference to the requirements of the project documents.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Frame Architecture

ADDRESS: 4090 S McCarran Blvd Suite E

CITY: Reno STATE: NV ZIP CODE: 89502

PROJECT:

NAME: Nurses Station Security Enclosure - Dini Townsend J-4773

LOCATION OF PROJECT: Northern Nevada Mental health services 480 Galletti way

CITY: Sparks STATE: NV ZIP CODE: 89431

SIZE: small START DATE: Jan 31, 2022 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$7,100.00

SCOPE OF WORK:


Electrical design for security system modification to accommodate revised nurses station protective enclosures.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Ormat Nevada Inc

ADDRESS: 1010 Powerplant Dr

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: Solar Projects Churchill and Washoe County J-4774

LOCATION OF PROJECT: Tungsten Mnt, City of Reno, Brady, North Valley

CITY: Various sites STATE: NV ZIP CODE:

SIZE: medium START DATE: Mar 9, 2022 END DATE: May 24, 2023

STATUS OF PROJECT: (Design complete.

FEE PAID BY CLIENT: \$84,500.00

SCOPE OF WORK:

Provide electrical engineering support for addition of solar fields to (4) sites. Scope of design will include the following elements:

- Partial Single line diagram for electrical distribution tying inverters back to main distribution.
- Electrical site plan depicting electrical distribution tying inverters back to main distribution.
- Conductors will be specified and properly sized per NEC.
- Undergrounding details for trenching and associated infrastructure.
- Grounding Plan and details including details fencing.
- Schedules and other details pertaining electrical distribution design.
- Short Circuit Study and voltage drop/load flow model and lighting calculation.
- Exterior lighting site with controls

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

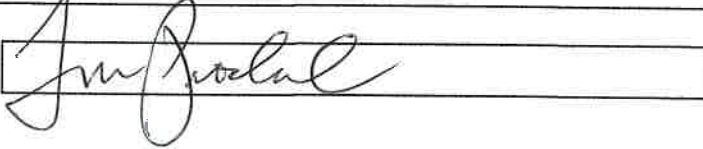
Supervising and directing design staff in production of layout and single line diagrams for conduit routing, conductor sizing, preparation of electrical system model and studies, lighting design and control at four sites. Performed detailed review of document package prior to documents being sealed and signed.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

**PROBATION REPORT**  
**(MUST BE TYPED)**

Have implemented policy for document handling which will qualify documents recieved from facility managers and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

SIGNATURE:

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "Jim [unclear]".

DATE:

5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Carson City Public Works

ADDRESS: 3505 Butti Way

CITY: Carson City STATE: NV ZIP CODE: 89701

PROJECT:

NAME: Corporate Yard Parking Lot Electrical J-4775

LOCATION OF PROJECT: Carson City Public Works Corporate Yard

CITY: Carson City STATE: NV ZIP CODE: 89701

SIZE: small START DATE: Mar 15, 2022 END DATE: 12/31/2022

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$7,700.00

SCOPE OF WORK:


This project is to provide electrical and lighting design for a parking lot upgrade. New lighting is to be controlled by existing controls. Provisions for future security cameras to be included.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: McFadden Electric

ADDRESS: PO Box 5148

CITY: Fallon STATE: NV ZIP CODE: 89407

PROJECT:

NAME: B-17, B-19 Arc Flash Calcs - 5 Generators J-4776

LOCATION OF PROJECT: Fallon Naval Air Station

CITY: Fallon STATE: NV ZIP CODE: 89406

SIZE: Small START DATE: Apr 2, 2022 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$2,500.00

SCOPE OF WORK:

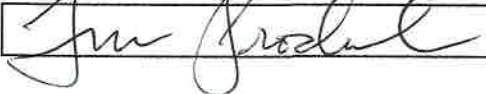
Perform Arcflash calculations for (5) generators providing standby emergency power to various buildings at Fallon Naval Air Station.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period

SIGNATURE: 

DATE: 5/29/2023



**PROBATION REPORT**  
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Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Structural Systems Solutions

ADDRESS: PO Box 19669

CITY: Reno STATE: NV ZIP CODE: 89511

PROJECT:

NAME: Office Addition Building 1003 J-4780

LOCATION OF PROJECT: Creech AFB

CITY: STATE: NV ZIP CODE: 89502

SIZE: small START DATE: 8/1/2022 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$8,600.00

SCOPE OF WORK:

Design of electrical systems for small addition to an existing government office building. Production of drawings, details and specification in GSA format.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Nor work this period

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Structural Systems Solutions

ADDRESS: PO Box 19669

CITY: Reno STATE: NV ZIP CODE: 89511

PROJECT:

NAME: B85 Bedrooms J-4780.1

LOCATION OF PROJECT: Creech AFB

CITY: STATE: NV ZIP CODE: 89502

SIZE: Small START DATE: 8/1/2022 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$7,400.00

SCOPE OF WORK:

Design of electrical systems for addition of two bedrooms with adjoining bathroom in an existing dormitory building. Production of drawings, details and specifications using GSA format.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

SIGNATURE: 

DATE: 5/29/2023

**PROBATION REPORT**  
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Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Stantec Consulting

ADDRESS: 6995 Sierra Center Parkway

CITY: Reno STATE: NV ZIP CODE: 89511

PROJECT:

NAME: Meadowood RAPID Bus Station J-4781

LOCATION OF PROJECT: Meadowood Mall

CITY: Reno STATE: NV ZIP CODE: 89502

SIZE: small START DATE: 8/12/2022 END DATE: TBD

STATUS OF PROJECT: Status unchanged since last period.

FEE PAID BY CLIENT: \$9,000.00

SCOPE OF WORK:

This project will provide electrical design for a new RTC Bus Shelter/Station that will replace the current Station that needs to be removed to make room for a driveway to the adjacent property. The design will include new service meter pedestal, lighting, power, and security devices to meet RTC requirements, and will include the need to remove the existing NV Energy service to the existing Station and provide new service to the new location. Coordination with NV Energy and the General Contractor will be required for the existing and new services

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

No work this period.

**PROBATION REPORT**

(MUST BE TYPED)

SIGNATURE:

*Jim Groedel*

DATE:

5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: McFadden

ADDRESS: PO Box 5148

CITY: Fallon STATE: NV ZIP CODE: 89407

PROJECT:

NAME: Truckee Canal Gate Structure J-4784

LOCATION OF PROJECT: 205 E First St

CITY: Sparks STATE: NV ZIP CODE: 89433

SIZE: Small START DATE: Mar 1, 2023 END DATE: TBD

STATUS OF PROJECT: In construction phase.

FEE PAID BY CLIENT: \$10,020.00

SCOPE OF WORK:

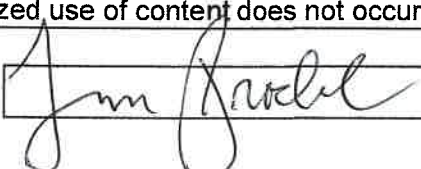
Design power connections and grounding for automated flow regulation gate controller at Truckee Canal feeding the Newlands Project/Truckee Carson Irrigation district system.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Supervised design and production of document package, including vendor document review, resource scheduling, progress document submittal etc. Performed detailed review of document package prior to sealing, signing and issuance.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Have implemented policy for document handling which will qualify documents recieved from facility managers and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

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DATE: 05/29/2023

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Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Architects +

ADDRESS: 35 Martin Street

CITY: Reno STATE: NV ZIP CODE: 89509

PROJECT:

NAME: Our Lady of Snows Holy Child Learning Center Electrical Assessment J-4786

LOCATION OF PROJECT: Our Lady of Snows Church

CITY: Reno STATE: NV ZIP CODE: 89509

SIZE: small START DATE: Dec 1, 2022 END DATE: TBD

STATUS OF PROJECT: status unchanged since last period

FEE PAID BY CLIENT: \$5,500.00

SCOPE OF WORK:

Dinter provided evaluation of the existing electrical systems for the building including service from the power company pole to the electrical main disconnect, distribution to electrical panels, and the general receptacles to existing classrooms and offices. Light fixtures were evaluated for light types, conditions of the units, and lighting levels in the rooms. Other systems evaluated included telephone, security, and fire alarm. A report of the findings and recommendations was submitted to the Architect, to include in the overall report to the Owner.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

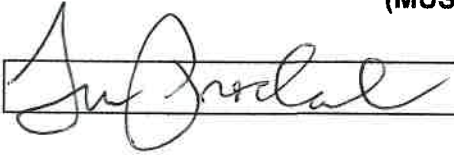
No work this period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

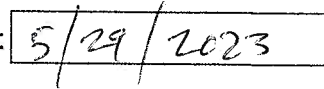
No work this period.

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SIGNATURE:

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DATE:

A handwritten date "5/29/2023" is written in a simple font over a horizontal rectangular box.

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Clark Construction

ADDRESS: 180 Howard St Suite 1200

CITY: San Francisco STATE: CA ZIP CODE: 94105

PROJECT:

NAME: UNR Matthewson University Gateway Development Phase 1 J-4793

LOCATION OF PROJECT: UNR

CITY: Reno STATE: NV ZIP CODE: 89512

SIZE: small START DATE: Dec 9, 2022 END DATE: TBD

STATUS OF PROJECT: Design development

FEE PAID BY CLIENT: \$15,500.00

SCOPE OF WORK:

Dinter is responsible for the coordination with Utility Companies for relocating existing overhead utility lines to underground, providing design drawings for the underground conduits and vaults for the utilities to the new College of Business and continuing services to off site customers. Dinter also will be coordinating with other design consultants for routing of the conduits through the new site.

Coordinated NV Energy application for new electrical design to the Business Building and the new underground service lines.

Dinter completed design and coordination with other disciplines and provided final stamped/signed drawings to the Architect that will be submitted to State Public Works for plan check review.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Scoping, resource allocation and scheduling of activities. Supervision and direction of design and document production. Performance of detailed reviews of progress and design media prior to transmitting progress sets or sealing and signing of documents.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

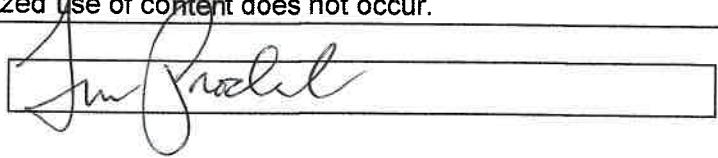
Have implemented policy for document handling which will qualify documents received from facility managers



**PROBATION REPORT**  
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and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

SIGNATURE:

A rectangular box containing a handwritten signature in black ink. The signature is cursive and appears to read "Jim Proehl".

DATE:

5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 20, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: SGF Engineering

ADDRESS: 9500 Prototype Ct

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: WCSO Master Plan Update J-4794

LOCATION OF PROJECT: 911 Parr Blvd

CITY: Reno STATE: NV ZIP CODE: 89502

SIZE: Small START DATE: Mar 23, 2023 END DATE: TBD

STATUS OF PROJECT: Electrical report is being updated

FEE PAID BY CLIENT: \$3,000.00

SCOPE OF WORK:

Dinter's work is to update the electrical report for the Master Plan study done in 2017. We have participated in meetings with the Washoe County Sheriff's Office personnel and the Architect for a future Medical Infirmary that needs to be added to the original report and will present recommendations for electrical services that will be needed.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Scoping, resource allocation and scheduling of activities. Supervision and direction of design and document production. Performance of detailed reviews of progress and design media prior to transmitting progress sets or sealing and signing of documents.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

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PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Ormat Nevada Inc

ADDRESS: 1010 Powerplant Dr

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: Solar Projects - SB Solar Phase 2 J-4795

LOCATION OF PROJECT: Steamboat Plant

CITY: Reno STATE: NV ZIP CODE:

SIZE: small START DATE: Jan 23, 2023 END DATE: Apr 25, 2023

STATUS OF PROJECT: 100% design phase

FEE PAID BY CLIENT: \$12,500.00

SCOPE OF WORK:

Design of electrical systems for addition of solar array at the existing Steamboat springs geothermal power plant and tie in the the medium voltage switchboard.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Reviewed and coordinated electrical design progress with other disciplines. Directed and supervised designers activities and efforts to produce construction documents package. Participate in project status meetings and progress review meetings. Have scheduled detailed review of document package prior to sealing and signing.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

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PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Ormat Nevada Inc

ADDRESS: 1010 Powerplant Dr

CITY: Reno STATE: NV ZIP CODE: 89521

PROJECT:

NAME: Beowawe Geothermal Project J-4796

LOCATION OF PROJECT: Eureka County

CITY: Beowawe STATE: NV ZIP CODE: 89821

SIZE: medium START DATE: 12/14/2022 END DATE: TBD

STATUS OF PROJECT: 75% design.

FEE PAID BY CLIENT: \$41,541.00

SCOPE OF WORK:

Cable sizing and routing for connection of electrical equipment at a new geothermal power plant.  
Layout of electrical room with electrical equipment, cable trays and conduits  
conduit and cable schedule  
connection of new injection pumps with VFD's  
Grounding Plan and details including details for grounding of cable trays and fence with associated BOM  
Heat Trace Plans with circuiting and details  
Short Circuit Study  
Arc Flash Study  
Production and application of AF labels  
Interior and exterior lighting with controls  
Building systems connection plans(power, HVAC Etc)  
Lightning protection  
Plant process and control by others

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

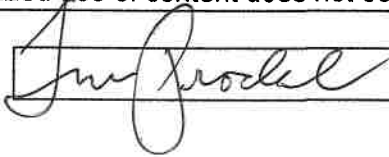
Supervision and direction of design staff in production of layout and single line diagrams for conduit routing, conductor sizing, preparation of electrical system model and studies, lighting design and control, grounding design etc. Performance of detailed reviews of progress and design media prior to transmitting progress sets to client and/or sealing and signing of documents.

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PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: TSK Architects

ADDRESS: 225 S Arlington

CITY: Reno STATE: NV ZIP CODE: 89501

PROJECT:

NAME: WCSD Vaughn Middle School J-4800

LOCATION OF PROJECT: Reno, NV

CITY: Reno STATE: NV ZIP CODE:

SIZE: large START DATE: Feb 2, 2023 END DATE: TBD

STATUS OF PROJECT: Schematic design phase

FEE PAID BY CLIENT: \$200,000.00

SCOPE OF WORK:

This project is to replace the existing Vaughn Middle School that is in need of upgrading. This project will build a new 180,000 square foot Facility to house up to 1400 students. The new Facility is being built on the existing School Ballfields and when completed the existing School will be demolished and the new Ballfields/ Play area will be built on the current School location. The electrical design includes new lighting, lighting controls, general power receptacles, power to special classrooms, power to Mechanical and Plumbing equipment, and Kitchen equipment; new Classroom telcom/data systems; security systems including CCTV cameras, door controls, and motion sensors; Sound/Paging systems; Fire Alarm system; site lighting; power to site water system(s) pumps and controls; new power, telephone, and cable television systems from serving utility companies.

Schematic design is ongoing for proposed layout of electrical rooms, NVE transformer, site lighting, and other Utilities to the building.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

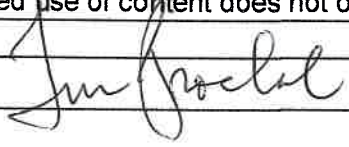
Reviewed and coordinated electrical design progress with other disciplines. Directed and supervised designers activities and efforts to produce construction documents package. Participate in project status meetings and progress review meetings. Have scheduled a detailed review of document package prior to sealing, signing and/or issuance of progress sets to client.

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**(MUST BE TYPED)**

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

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5/29/2023

**PROBATION REPORT**  
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Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Jaeger Electrical

ADDRESS: 6155 Plumas St. Apt 131

CITY: Reno STATE: NV ZIP CODE: 89519

PROJECT:

NAME: Holcomb Ranch Lane Electrical Upgrade J-4805

LOCATION OF PROJECT: 3400 Holcomb Ranch Lane

CITY: Reno STATE: NV ZIP CODE: 89511

SIZE: Small START DATE: Feb 22, 2023 END DATE: TBD

STATUS OF PROJECT: Utility coordination, preliminary design

FEE PAID BY CLIENT: \$2,350.00

SCOPE OF WORK:

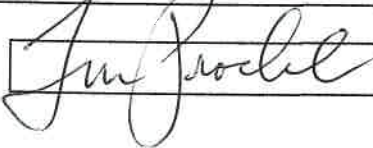
Residential service upgrade.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Supervised design and ongoing production of document package, including vendor document review, resource scheduling, progress document submittal etc.. periodic progress reviews and have scheduled detailed review of document package prior to sealing, signing and issuance.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Have implemented policy for document handling which will qualify documents recieved from facility managers and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

SIGNATURE: 

DATE: 05/29/2023



**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: New Millennium Building Systems

ADDRESS: 8200 Woolery Way

CITY: Fallon STATE: NV ZIP CODE: 89406

PROJECT:

NAME: New Millennium Building Systems J-4806

LOCATION OF PROJECT: 8200 Woolery Way

CITY: Fallon STATE: NV ZIP CODE: 89406

SIZE: small START DATE: Feb 6, 2023 END DATE: TBD

STATUS OF PROJECT: Design development

FEE PAID BY CLIENT: \$5,000.00

SCOPE OF WORK:

Project is to upgrade the existing electrical service from 480 volt. 3 phase, 2000 amp to 4000 amps. Dinter will be coordinating with NV Energy, Electrical Contractor, and the Owner to determine how to provide the new service transformer, switchboard, and re-feed the existing switchboard.

Design has progressed for the layout of the proposed new switchboard and NVE transformer.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Reviewed and coordinated electrical design progress with other disciplines. Directed and supervised designers activities and efforts to produce construction documents package. Participate in project status meetings and progress review meetings. Have scheduled a detailed review of document package prior to sealing, signing and/or issuance of progress sets to client.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

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**PROBATION REPORT**  
(MUST BE TYPED)

SIGNATURE:

*Jim Prodel*

DATE:

5/29/2023

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Timothy Prockish PE/PLS #: 012931

EMPLOYER: Dinter Engineering Company

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Mar 21, 2023 THROUGH: May 20, 2023

CLIENT:

NAME: Arrington Watkins Architects LLC

ADDRESS: 3003 N Central Ave

CITY: Phoenix STATE: AZ ZIP CODE: 85012

PROJECT:

NAME: WCSO B-10 Cell House Conversion J-4808

LOCATION OF PROJECT: 911 Parr Blvd

CITY: Reno STATE: NV ZIP CODE:

SIZE: Small START DATE: Mar 31, 2023 END DATE: TBD

STATUS OF PROJECT: Schematic design.

FEE PAID BY CLIENT: \$13,550.00

SCOPE OF WORK:

This project will provide a proposed schematic design for the remodel of the existing programs building to a Womens Detention facility. Our work will provide proposed demolition of the existing electrical systems and then new lighting, power, data, fire signal system, and security equipment layouts. This will include coordination with other design disciplines and the cost estimator.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Reviewed and coordinated electrical design progress with other disciplines. Directed and supervised designers activities and efforts to produce schematic design documents package. Participate in project status meetings and progress review meetings. Have scheduled a detailed review of document package prior to sealing, signing and/or issuance of progress sets to client.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Have implemented policy for document handling which will qualify documents recieved from facility managers and/or the Owner as eligible or in-eligible for use in our designs and documents going forward. Procedure also includes verification for these documents status during my detailed project progress reviews to ensure that unauthorized use of content does not occur.

**PROBATION REPORT**  
(MUST BE TYPED)

SIGNATURE: 

DATE: 5/29/2023

**Jason Caster, PLS 019338**

Case Number: 20210004

Violation of NRS 625.410(2), NRS 625.565(2) and NAC 625.545

On or about February 25, 2021, the State Board received a complaint against Mr Caster. The complaint alleged incompetence and failure to provide a written contract. In July 2019, Mr Caster was hired to perform a boundary survey on a property and requested, through email, that Mr Caster locate property corners, stake them, and create an exhibit. Mr Caster completed the boundary survey in August 2019. In September 2019, the client requested Mr Caster to perform a topographic map and encumbrance survey. The survey was completed in October 2019. In June 2020, the project had been through the design and review process and subsequently permitted.

During construction, it was discovered that Mr Caster's survey was "busted" horizontally by approximately 6 feet and vertically by 7 inches. In June 2020, Mr Caster was made aware of the error. Subsequently, the client, through his company, filed a court action for damages against Mr Caster. In February 2021, Mr Caster filed for bankruptcy.

Mr Caster planned to use the boundary survey as the basis and control for the topographic survey, but Mr Caster did not perform the topographic map himself. Rather, Mr Caster had an employee of his company that is not a Professional Land Surveyor do the field work and create the map. Mr Caster failed to notice the errors in the topographic survey, and Mr Caster's failure to maintain responsible charge of the work performed resulted in the errant map being released to the client.

No formal contract was executed between Mr Caster and the client. Mr Wagner and Mr Caster exchanged emails for surveying services, including the scope of the project, cost, and time frame. Mr Caster indicated to client that a contract for the work would be forthcoming, but no contract was ever presented to the client. Additionally, Mr Caster did not disclose to the client that he did not have professional liability insurance until after the damage was done.

Based on the foregoing, Mr Caster stipulates that he violated NRS 625.410(2) and NRS 625.565 (2), as Mr Caster is grossly negligent in fulfilling his obligation as demonstrated by not being in responsible charge of his employee's work. Mr Caster further stipulates that he violated NAC 625.545 by failing to provide an appropriate written contract to a client prior to completion of work he performed.

Pursuant to NAC 625.640, a disciplinary matter may be resolved without a formal hearing by a Stipulated Agreement. To that end, to resolve the complaint, Mr Caster and the State Board resolve this matter on the following basis:

1. Mr Caster's Nevada license shall be suspended for three (3) years following entry of this Agreement, pursuant to NRS 625.410 (2) and NAC 625.530, but with the suspension stayed and probation imposed for the duration of that time period.
2. Mr Caster shall submit detailed bi-monthly probation reports to the Executive Director of the State Board, which shall report any work completed in Nevada during the previous two (2) month period. The first report shall be due within two (2) months of the effective date of this Stipulated Agreement. Further, when stamping any work in Nevada, Mr Caster shall have his work reviewed by another Nevada licensed surveyor, and the cost therefor shall be paid by Mr Caster. When submitting his bi-monthly probation reports to the Executive Director, said reports shall include an attestation of review from the Nevada licensed surveyor for any work listed in the probation report that required a stamp by Mr Caster. A probation report shall be filed even if no work was performed in Nevada during the previous two (2) month period.
3. Mr Caster's successful completion of probation is expressly conditioned upon his full compliance with the following conditions of probation:
  - (a) Mr Caster shall pay a fine of Five Thousand and No/100 Dollars (\$5,000.00), payable in ten (10) quarterly payments of Five Hundred and No/1 00 Dollars (\$500.00) apiece, the first due three (3) months from the date of acceptance and execution of this Agreement by the State Board, and the final due thirty (30) months from the date of acceptance and execution of this Agreement by the State Board.
  - (b) Mr Caster shall pay the State Board Two Thousand One Hundred Twenty-Seven and 50/100 Dollars (\$2,127.50) as reimbursement of legal and administrative expenses expanded by the State Board in this matter, within six (6) months of acceptance and execution of this Agreement by the State Board.
  - (c) Mr Caster shall provide to the State Board staff, within thirty (30) days of execution of this agreement by the State Board, an attestation that he has reviewed the current statutes under NRS Chapter 625 and regulations under NAC Chapter 625.
  - (d) Mr Caster shall prepare a White Paper and submit it to the Executive Director of the State Board within sixty (60) days of the State Board's approval of this Stipulated Agreement, for

State Board review and approval, on the meaning of being in responsible charge of land surveying, as it is defined under Nevada law.

**LAST PROBATION REPORTS DUE October 1, 2023**

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Jason E. Caster PE/PLS #: 19338

EMPLOYER: Multnomah County

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Apr 1, 2023 THROUGH: Jun 1, 2023

CLIENT:

NAME:

ADDRESS:

CITY: STATE: ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY: STATE: ZIP CODE:

SIZE: START DATE: END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

I did not perform any work in the State of Nevada during this time period.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

SIGNATURE: Jason E. Caster Digitally signed by Jason E. Caster  
Date: 2023.05.31 10:26:18 -07'00' DATE: June 1, 2023



**Ali Fakih, PE 028788**

Case Number: 20210007

Violation of NRS 625.520(1), (2) and (3); NRS 625.407(3)(b); and NAC 625.530

In June 2020, Sustainability Engineering Group, LLC ("SEG"), of which Mr Fakih is the principal engineer, began engaging in discussions with a client for SEG to provide professional services for actual and conceptual commercial property development projects in Arizona, California, Colorado, New Mexico and Nevada. On October 12, 2020, a contract was accepted and executed between the client and SEG.

In early 2021, issues arose between the parties. SEG claims the client was late on payments and failed to pay for some of the completed work, while the client alleges SEG failed to meet the contracted obligations by not performing services in a timely and diligent manner, plus billing for fifty percent (50%) completion on projects yet-to-be fifty percent (50%) completed. The client refused to pay SEG until they received an explanation as to why it was being billed for work that had not been completed. However, SEG did not provide explanation acceptable for the billing irregularities. In May of 2021, after failed attempts at resolution, SEG terminated the contract due to the client's failure to pay invoices, and filed a mechanic's lien on a Las Vegas project. In May 2021, P9 learned that, during the course of work, Mr Fakih was not licensed in Nevada and SEG was not registered with the State Board. As a result of the above assertions, the client filed the complaint initiating this matter with the State Board.

On February 27, 2020, prior to beginning work with the client, Mr Fakih submitted an online endorsement licensure application. At the time of application, Mr Fakih was actively licensed in Arizona, California, Colorado, and Oregon and was seeking licensure in Florida. On February 28, 2020, a record from the National Council of Examiners for Engineering and Surveying ("NCEES") was received by the State Board. On March 6, 2020, an email was sent by the State Board to Mr Fakih with conditional approval pending him passing of a short-written exam per NAC 625.240.1(b) and payment of a pro-rated license fee per NAC 625.410(3). Between April 2020 and March 2021, the State Board sent several reminder emails to Mr Fakih of the additional steps needed to complete his application process.

**Violations and Disciplinary Actions**

Pursuant to NRS 625.520 (a), (1) and (2), it is unlawful for any professional engineer to practice or to offer to practice a discipline of professional engineering in which the State Board has not qualified him. Mr Fakih admits that he erred in not completing licensure in Nevada and not filing firm registration before contracting for and providing professional engineering services in Nevada, but he asserts that these errors were inadvertent and without intent.

Nevertheless, even if inadvertent, the error is a violation of NRS 625.520 (a)(1) and (2). In addition, under NRS 625.520(3), it is unlawful to offer services as an engineer in a discipline licensed in Nevada without disclosing the lack of licensure. Mr Fakih did not disclose his lack of licensure as a professional civil engineer in Nevada to the client, so he violated NRS 625.520(3).

Further, it is a violation of NRS 625.407(3)(b) for a person to hold him or herself out as practicing a certain discipline of engineering services in Nevada, unless that person is licensed in that discipline or employs at least one full-time professional engineer or professional land surveyor licensed in that discipline. Mr Fakih was neither licensed in Nevada for any discipline of engineering, nor did he have any licensed Nevada engineer in his employ, civil or otherwise. Thus, Mr Fakih violated NRS 625.407(3)(b).

Additionally, Pursuant to NAC 625.530, in a professional engineer's relations with his clients, the professional engineer shall act in professional matters as a faithful agent or trustee for his client. Mr Fakih failed to act as a faithful agent to the client by providing engineering services therefor in Nevada without appropriate licensing for himself or registering SEG with the State Board, and he did not disclose these facts to the client when contracting, and subsequently performing the work. The client only discovered the lack of licensure and registration when filing a complaint with the State Board. This lack of disclosure is not the act of a faithful agent, and, thus, Mr Fakih violated NAC 625.530.

Based on the foregoing, Mr Fakih stipulates that he violated NRS 625.520(1), (2) and (3); NRS 625.407(3)(b); and NAC 625.530.

Pursuant to NAC 625.640, a disciplinary matter may be resolved without a formal hearing by a Stipulated Agreement. To that end, to resolve the complaint, Mr Fakih and the State Board resolve this matter on the following basis:

1. Mr Fakih's Nevada license shall be suspended for twelve (12) months but with the suspension stayed and probation imposed for the duration of that time period. The stay of Mr Fakih's suspension may be lifted by the State Board upon notice and the opportunity to be heard should Mr Fakih fail to abide by the terms hereof. Mr Fakih's successful completion of probation is expressly conditioned upon his full compliance with the following conditions of probation:

- (a) Mr Fakih shall submit detailed bi-monthly probation reports to the Executive Director of the Nevada Board, which shall report any work completed in Nevada during the previous two (2) month period. A report shall be filed even if no work is performed in Nevada during the previous two (2) month period. The first report shall be due within two (2) months of the

effective date of this Stipulated Agreement. Each report shall include client contact information and a copy of the contract executed for any work in Nevada, including the scope of work detail.

(b) Mr Fakih shall pay a fine of Three Thousand and No/100 Dollars (\$3,000.00) within six (6) months of acceptance and execution of this Agreement by the State Board.

(c) Mr Fakih shall pay the State Board Two Thousand Seven Hundred Three and No/100 Dollars (\$2,703.00) as reimbursement of legal and administrative expenses expended by the State Board in this matter, within six (6) months of acceptance and execution of this Agreement by the Board.

(d) Mr Fakih shall provide notice to client(s) on Nevada projects whereupon work was performed prior to May 10, 2021, that he was not licensed to offer or perform engineering services in Nevada, and that SEG was not properly registered to operate in Nevada prior to May 10, 2021. Mr Fakih shall provide proof of notice to the Board within thirty (30) days of acceptance and execution of this Agreement by the Board.

**LAST PROBATION REPORTS DUE May 12, 2023**

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

CLIENT:

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

SIGNATURE:  

DATE:

**M Armando Monarrez, PE 019652**

Case Number: 20210011

Violation of NAC 625.530(1) and NAC 625.545

In 2017, Mr Monarrez's current client was contracted with the then President of CVL, to provide civil engineering services for a project in Henderson, Nevada. This project was a master improvement plan that included services such as hydraulic and hydrologic calculations, precise grading and wall plan, sewer plans, and technical drainage study. The contract for this project provided, "[i]f the site plan should change after CVL has commenced work, any revision required will be considered extra to the contract, subject to renegotiation of our fees."

In 2018, when the engineering work was well underway, the President of CVL passed away. CVL was then purchased by Mr Monarrez.

On or about February 12, 2019, Mr. Monarrez sent an email to the client stating that part of the original design for the Hills project would no longer work and that he (Mr Monarrez) had revised the design plan.

On or about February 13, 2019, Mr Monarrez sent an email to the client, informing them that his designs could save a significant amount of money. In addition, this email stated, among other things, that "Typically Value Engineering is rewarded at 50/50 between owner and engineer of all cost savings."

On or about May 17, 2019, Mr Monarrez sent a letter to the client titled, "The Hills Value Engineering Agreement" (hereinafter "The Change Order"). The Change Order included a term that stated, "CVL will be compensated with 30% of all construction costs savings from Cut, Blasting, Fill, Over-excavation, Import, Export, and Rock wall construction." The Change Order also included a term that stated, "Growth Construction shall make payments of \$50,000 / month until the full compensation (30% of savings) has been paid, or prior to the recordation of the Final Map." The Change Order stated that compensation would be based on the differences between a contractor's bid price on the original design and the revised design.

On or about May 18, 2019, the client sent Mr. Monarrez an email that rejected Mr. Monarrez's proposed Change Order, stating, "we are NOT in agreement regarding the attached change order."

In the following months, despite the client's rejection, CVL sent invoices pursuant to the requested but rejected Change Order.

## Violations and Disciplinary Actions

Pursuant to NAC 625.545, it is a violation for a licensee to perform work for a client before the licensee enters into a written contract with the client. Here, no written contract existed between Mr Monarrez and the client with regard to Mr Monarrez receiving a certain percentage of the costs saved, and no written contract existed for CVL to invoice the client \$50,000 per month. Even if Mr Monarrez believed a verbal agreement existed between him and the client, NAC 625.545 is clear that a written contract must exist before a licensee performs work for a client. Thus, Mr Monarrez's actions were in violation of NAC 625.545, as he performed work without a written contract and sent invoices pursuant to his proposed Change Order that was not accepted by the client.

Further, pursuant to NAC 625.530, it is a violation for a professional engineer to fail to act as a faithful agent or trustee for each client in the professional engineer's relations with his or her clients. As noted previously, the client had rejected Mr Monarrez's proposal for the Change Order, but Mr Monarrez continued to submit invoices pursuant to the Change Order over several months. Such behavior is not acting as a faithful agent for a client in the professional engineer's relationship. Accordingly, Mr Monarrez's actions violated NAC 625.530.

Based on the foregoing, Mr Monarrez stipulates that he violated NAC 625.545 and NAC 625.530(1).

Pursuant to NAC 625.640, a disciplinary matter may be resolved without a formal hearing by a Stipulated Agreement. To that end, to resolve the complaint, Mr Monarrez and the State Board resolve this matter on the following basis:

1. Mr Monarrez's Nevada license shall be suspended for twenty-four (24) months following entry of this Agreement, but with the suspension stayed and probation imposed for the duration of that time period. The stay of Mr Monarrez's suspension may be lifted by the State Board, upon notice and the opportunity to be heard, should Mr Monarrez fail to abide by the terms hereof. Mr Monarrez's successful completion of probation is expressly conditioned upon his full compliance with the following conditions of probation:

- (a) Mr Monarrez shall submit detailed bi-monthly probation reports to the Executive Director of the State Board, which shall report any work completed in Nevada during the previous two (2) month period. A report shall be filed even if no work is performed in Nevada during the previous two (2) month period. The first report shall be due within two (2) months of the effective date of this Stipulated Agreement. Each report shall include client contact information and a copy of the contract executed for any work in Nevada, including the scope of work detail.

(b) Mr Monarrez shall pay an administrative fine of Two Thousand and No/100 Dollars (\$2,000.00) within six (6) months of acceptance and execution of this Agreement by the State Board.

(c) Mr Monarrez shall pay the State Board Three Thousand Sixteen and No/100 Dollars (\$3,016.00) as reimbursement of legal expenses expended by the State Board in this matter, within six (6) months of acceptance and execution of this Agreement by the State Board.

(d) Mr Monarrez shall, within one (1) year of the effective date of this Stipulated Agreement, successfully complete an intermediate level ethics course with Texas Tech University, Murdough Center for Engineering Professionalism, and submit proof of completion to the Board within sixty (60) days of completion of the course.

(e) Within thirty (30) days of license renewal, Mr Monarrez shall provide proof of completion of thirty (30) professional development hours that are required on a biennial basis for license renewal, pursuant to NAC 625.430, NAC 625.470 and NAC 625.480.

**LAST PROBATION REPORTS DUE Feb 1, 2025**

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

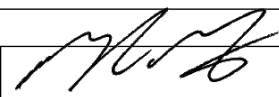
Perform Engineering Services During Construction (ESDCs) at the request of CCWRD. These tasks include, review submittals, review contractor's as-builts and prepare record drawings, and preparation of asset management tables.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I personally review submittals, review contractor as-builts, review and approve record drawings prepared by CVL's designers and upload them into CCWRD's portal, and worked on the asset management tables.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I do not performed tasks that are outside the scope of work without having a written change order/additional service request. I do not invoice for any tasks for which I do not have a written contract or change order for.

SIGNATURE: 

DATE:



**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

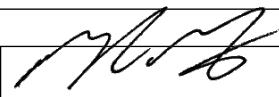
Prepare contract documents including plans and specifications for rehabilitation of approximately 300 sewer pipe assets and 200 sewer manholes all over the CCWRD service area. The tasks include project management, pre-design report, dewatering evaluation, CCTV, potholes, survey, drawings, and specifications.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am the project manager and stamping engineer. I perform all project management tasks, coordinate with subconsultants, submit invoices, review pothole data, review CCTV, coordinate with CCWRD representatives, perform QC on the plans, write the specifications for the project, and responsible for the success of the project in the engineering design phase.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I do not performed tasks that are outside the scope of work without having a written change order/additional service request. I do not invoice for any tasks for which I do not have a written contract or change order for.

SIGNATURE: 

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

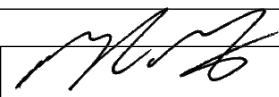
Perform Engineering Services for up to 80 Condominium unit project in the hillside including, assistance with Zone Change, Tentative Map, Survey, Drainage Study, Traffic Study, Water Network Analysis, Water Master Plan, Civil Improvement Plans, and Final Map.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am the project manager and stamping engineer for the civil engineering tasks. I coordinate the progress with the design team including sub-consultants. I update the client with the progress of the project and review the changes the architect makes to make sure we are staying in compliance. I personally prepared the grading design, utility design, and QC the plans, survey, and drainage study.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I do not performed tasks that are outside the scope of work without having a written change order/additional service request. I do not invoice for any tasks for which I do not have a written contract or change order for.

SIGNATURE: 

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

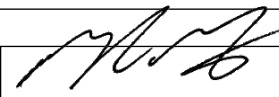
Perform engineering services as requested by Client. Such services may include revisions to previously approved plans, attend meetings, perform site inspections, coordinate with contractors and client as necessary.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I personally attend the meetings, perform field inspections, coordinate with client and contractors. I also review the revisions to the improvement plans and stamp for submittal.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I do not performed tasks that are outside the scope of work without having a written change order/additional service request. I do not invoice for any tasks for which I do not have a written contract or change order for.

SIGNATURE: 

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

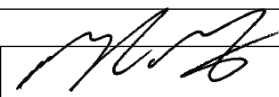
Amend Tentative Map, Revision to Civil Improvement Plans, and Amend Final Map to combine lots 22 & 23 into lot 22A.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I personally performed the project management for this project. I coordinated with the design team and clients to address any comments received from COH and get the plans revised. I am the stamping engineer on this project.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I do not performed tasks that are outside the scope of work without having a written change order/additional service request. I do not invoice for any tasks for which I do not have a written contract or change order for.

SIGNATURE: 

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

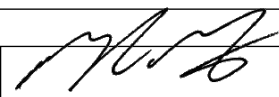
Perform Engineering Services for up to 53 Townhome unit project in Henderson NV including Drainage Study, Traffic Study, Water Network Analysis, Civil Improvement Plans, and Final Map.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am the project manager and stamping engineer for the civil engineering tasks. I coordinate the progress with the design team including sub-consultants. I update the client with the progress of the project. I personally prepared the grading design, utility design, and QC the grading plans that was submitted with the drainage study. Preparing civil improvement plans and coordinating with design team.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I do not performed tasks that are outside the scope of work without having a written change order/additional service request. I do not invoice for any tasks for which I do not have a written contract or change order for.

SIGNATURE: 

DATE:

**Lynn Affleck, PE 007676**

Petition for Re-Licensure

Decision and Order

Through a series of disciplinary hearings against Mr Affleck, the the first being held on May 11, 2006, and the final held on January 14, 2010, Mr Affleck's Nevada Professional Engineering License was revoked. In addition, Mr Affleck was prohibited from petitioning for re-licensure until January 14, 2012, and Mr Affleck could only be considered for re-licensure if he complied with certain terms set forth by the State Board in its January 25, 2010, Decision and Order.

The January 25, 2010, Decision and Order was subject to Petition for Judicial Review by Mr Affleck in Nevada District Court, and, subsequently by appeal to the Nevada Supreme Court, and the State Board's Decision and Order was upheld at both levels, ultimately by a February 10, 2012 Order of the Nevada Supreme Court.

On or about April 23, 2021, Mr Affleck submitted his Petition for Re-Licensure to the Nevada Board, and the matter was heard on May 20, 2021. Following deliberation, a motion was made, seconded, and adopted, and the Board ruled that Mr Affleck be re-licensed upon satisfying the following conditions:

- a. Mr Affleck obtains and delivers to the Executive Director of the Nevada Board a letter from his present employer, Jeffrey J. Jensen, P.E. No. 15737, of GIS Engineering, recommending that Mr Affleck be immediately re-licensed as a Professional Civil Engineer in the State of Nevada.
- b. Mr Affleck pays the Board the amount of Two Thousand Five Hundred and No/100 Dollars (\$2,500.00) still owed to the Board pursuant to its January 25, 2010 Decision and Order.
- c. Mr Affleck provides proof of obtaining thirty (30) Professional Development Hours in the immediately previous two (2) year period, plus proof of one (1) hour of review of Nevada engineering law and two (2) hours of professional engineering ethics.
- d. Mr Affleck's license shall be suspended for two (2) years immediately upon issuance, but the suspension stayed, and probation imposed for the duration of that time period.
- e. The stay of Mr Affleck's license suspension may be lifted by the State Board, upon notice and the opportunity for Mr Affleck to be heard, should Mr Affleck fail to abide by the terms hereof.

- f. Mr Affleck's successful completion of probation is expressly conditioned upon his full compliance with the above terms and following conditions of probation:
  - i. Mr Affleck shall submit detailed quarterly probation reports to the Executive Director of the Board, which shall report any work performed and/or completed in Nevada during the previous three (3) month period. A report shall be filed even if no work has performed during the previous two (2) month period. The first report shall be due within two (2) months of Mr Affleck's re-licensure. Each report shall include a copy of the contract executed for any work in Nevada, including the scope of work detail, as well as the supporting project documentation.

**LAST PROBATION REPORTS DUE December 1, 2023**



**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Lynn H. Affleck PE/PLS #: 007676

EMPLOYER: Affleck Civil Engineers

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Feb 15, 2022 THROUGH: May 14, 2023

CLIENT:

NAME: DIS & DAT INC

ADDRESS: 2635 BLEDSOE LN

CITY: Las Vegas STATE: NV ZIP CODE: 89156

PROJECT:

NAME: BETTY LANE OFF-SITE IMPROVEMENTS

LOCATION OF PROJECT: Betty Lane and Cartier Ave

CITY: Las Vegas STATE: NV ZIP CODE: 89156

SIZE: \$8,500.00 START DATE: Jan 10, 2022 END DATE: Continuing

STATUS OF PROJECT: Clark County review comments received.

FEE PAID BY CLIENT: \$4,500.00

SCOPE OF WORK:

Street Improvement Plans, Bond Estimate, and Processing.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

Previously, I did a complete work for this project, which allowed for the completion of the Zone Change and the recordation of the Parcel Map. Now we are moving onto the next phase. I am working on the Street Improvement Plans.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

In my communications with County staff, I represent my clients interest. At the same time, I am responsible to have the project comply with County standards and requirements. I also have a responsibility to uphold professional ethics and quality in design. This project has provided a way to practice all three.

SIGNATURE: Digitally signed by Lynn H. Affleck, PE  
Date: 2023.05.31 13:08:19-06'00'

DATE:

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

CLIENT:

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

While this project was previously approved, LVVWD came back and requested that the plan adjusted to new field measurements and include LVVWD meters and account numbers.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

I had previously successfully drawn up the original plans. I then revised the plans to meet the request made by LVVWD. I had to coordinate LVVWD requests with City of Las Vegas. My client was financially responsible for his portion, the City for their portion, and LVVWD for their portion.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

This project not only required standard civil engineering practices, but it also required the coordination between the owner, the City and the LVVWD. This project required integrity towards all three such that there was an air of trust that all parties were being acknowledged and satisfied. The project was a success.

SIGNATURE:  DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

CLIENT:

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

SIGNATURE:  DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

CLIENT:

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

This project was previously approved and completed. Now, during construction it is discovered that there is a conflict between crossing sewer and water mains. A bypass detail had to be added to the plans as a revision.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

I negotiated the contract. I coordinated between three entities and the owners. I drew up the plans. I have now drawn up the bypass detail and submitted it for review and signature.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

As I have negotiated between three entities and the client, I was obliged to adapt to different protocols for each entity and represent all on the same plan. This has required a bit of engineering skill.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

CLIENT:

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

PROJECT:

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

SCOPE OF WORK:

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

SIGNATURE:  DATE:

**PROBATION REPORT**  
(MUST BE TYPED)

Print Form

PROBATIONER: Lynn H. Affleck PE/PLS #: 007676

EMPLOYER: Affleck Civil Engineers

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Feb 15, 2022 THROUGH: May 14, 2023

CLIENT:

NAME: FANGYAN PAN

ADDRESS: 2901 S HIGHLAND DR 15 D

CITY: LAS VEGAS STATE: NV ZIP CODE: 89109

PROJECT:

NAME: PAN RESIDENCE

LOCATION OF PROJECT: Vista Valley St. (between Stewart Ave and Sunrise Ave

CITY: Las Vegas STATE: NV ZIP CODE: 89110

SIZE: \$1,700.00 START DATE: Sep 3, 2021 END DATE: Apr 7, 2023

STATUS OF PROJECT: Complete

FEE PAID BY CLIENT: \$1,700.00

SCOPE OF WORK:

Provide a Plot and Grading Plan for a single family residence.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

I negotiated the contract and drew the Plot and Grading plan.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

In order to draw a Plot and Grading Plan for a single family residence, it requires a knowledge of the Building Department standard requirements and then apply them to the special situation at hand. In addition, the final product needs to provide convenience for the future resident.

SIGNATURE: Digitally signed by Lynn H. Affleck, PE  
Date: 2023.05.31 16:38:16-06'00' DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

Print Form

PROBATIONER: Lynn H. Affleck PE/PLS #: 007676

EMPLOYER: Affleck Civil Engineers

PROBATION REPORT SUBMITTED FOR THE PERIOD OF: Feb 15, 2022 THROUGH: May 14, 2023

CLIENT:

NAME: EDGAR & JENNIFER BASILIO

ADDRESS: 8055 DOLCE VOLPE AVE

CITY: LAS VEGAS STATE: NV ZIP CODE: 89178

PROJECT:

NAME: BASILIO RESIDENCE

LOCATION OF PROJECT: EAST SIDE OF KULKA RD & SOUTH SIDE OF BLUE DIAMOND RD

CITY: Las Vegas STATE: NV ZIP CODE: 89161

SIZE: \$8,000.00 START DATE: Sep 9, 2020 END DATE: Continuing

STATUS OF PROJECT: Previous revisions have been approved, now revising the septic system

FEE PAID BY CLIENT: \$8,000.00

SCOPE OF WORK:

Plot and Grading Plan for single family residence, 100 year flood plain review, Design Review for Excess Fill, Waiver for Excess Fill, On-site Utilities Plan, Septic System Design.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

I handled the entire project. I wrote the proposals, researched the existing Drainage Study, coordinated with Clark County Planning and Public Works. I designed the Septic System and made application to the Health District. I wrote the justification letters and got the waivers. I am now revising the Septic System Design.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

Although this is a single family residence, there are a lot of plans for the site and a lot going into putting the site together. There were a lot of complications along the way and a lot of coordination necessary. I found myself to be a guide for these people as they make applications for permits.

SIGNATURE: Digitally signed by Lynn H. Affleck, PE  
Date: 2023.05.31 17:31:35-06'00' DATE:

## **Douglas Fellenz, EI OT8691**

### Petition for Engineering Intern Certification

#### Decision and Order

Mr Fellenz submitted an application with the Nevada Board to be registered in Nevada as an Engineering Intern on October 12, 2021, pursuant to NRS 625.385 and NAC 625.210. In his application Mr Fellenz disclosed that he had entered into a Consent Agreement with the Arkansas State Board of Licensure for Professional Engineers and Professional Surveys (“Arkansas Board”), which provided for the entry of an order of professional discipline by the Arkansas Board, revoking Mr Fellenz’ engineering and surveying intern certifications in Arkansas, based upon his admission of violating various provisions of Arkansas Code.

Due to concerns regarding the circumstances of Mr Fellenz previous discipline by the Arkansas Board, the Executive Director of the Nevada Board submitted the question of whether Mr Fellenz satisfies the qualifications and competency requirements to be certified as an engineering intern under NRS 625.152(1), and the matter was heard by the Board at its November 18, 2021, Meeting. Following deliberation, a motion was made, seconded, and adopted, and the Board that Mr Fellenz be certified as an engineering intern in the state of Nevada, subject to the following conditions:

- a. Mr Fellenz takes an ethics in engineering course, pre-approved by State Board staff, and provides proof of completion to Nevada Board staff by May 18, 2022.
- b. Mr Fellenz’ engineer intern certification, or if applied for and granted, engineering and/or land surveying licensure, shall be suspended until November 18, 2023, but the suspension shall be stayed, and probation imposed for that time period.
- c. Mr Fellenz successful completion of probation is expressly conditioned upon his full compliance with the above terms and the following conditions of probation:
  - i. Mr Fellenz shall submit detailed bi-monthly (i.e., every two months) probation reports to the Executive Director of the Board, which shall report any engineering related and/or surveying related work performed and/or completed in Nevada during the previous two (2) month period, as well as the name of the employer for whom/which the work was performed. The report shall be filled even if no work was performed during the previous two (2) month period. The first report shall be due on January 31, 2022.
  - ii. During his probation, Mr Fellenz shall disclose this discipline by the Board, and the basis therefor, to any and all organizations or individuals that hire Mr Fellenz.

**LAST PROBATION REPORTS DUE January 1, 2024**



# **PROBATION REPORT**

**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

## **CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

## **PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

## **SCOPE OF WORK:**

Preliminary Engineering services to prepare a preliminary layout, as well as site grading & drainage, site utilities layout/tie ins, cross sections, and hydrology report for Preliminary Permit review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the application process.

## **DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am performing all phases of Scope of Services from beginning to final submittal, and I participate in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase.

## **DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I am acting in a professional and ethical manner in all aspects of the project, and I will not be affixing a stamp to any of the drawings or reports submit. I also do not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Completed Final Engineering services to prepare site layout, grading drainage, utility plan, details, final hydrology report and final sewer report for Construction Drawings review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the process. Serving as Clients' EOR during Construction for all aspects of need.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am performing all phases of Scope of Services from beginning to final submittal, and participating in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase. Also addressing and working through redline comments from City & TMWA reviews. Currently serving as EOR for construction phase of project.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I acted in a professional and ethical manner in all aspects of the project, and I did not affix a stamp to any of the drawings or reports submitted. I also did not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Preliminary Engineering services to prepare a preliminary subdivision layout, roadway alignments and lot/building configurations, as well as site grading & drainage, site utilities layout/tie ins, cross sections, and hydrology report for Preliminary Subdivision Permit review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the application process.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

I performed all phases of Scope of Services from beginning to final submittal, and I participated in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

I am acting in a professional and ethical manner in all aspects of the project, and I will not be affixing a stamp to any of the drawings or reports submit. I also do not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Final Engineering services to prepare Civil Construction Plans for Site Improvements to be made to the existing Taco Bell leasehold space, including site layout, site grading & drainage, site utilities layout/tie ins, cross sections, and hydrology report for City of Reno Permit review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the application process.

DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.

I am performing all phases of Scope of Services from beginning to final submittal, and I participate in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase.

DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.

I am acting in a professional and ethical manner in all aspects of the project, and I will not be affixing a stamp to any of the drawings or reports submit. I also do not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Final Engineering services to prepare site layout, grading drainage, utility plan, details, final hydrology report and final sewer report for Construction Drawings review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the process.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am performing all phases of Scope of Services from beginning to final submittal, and participating in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase. Currently working through value engineering aspects of the project per Client request.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I acted in a professional and ethical manner in all aspects of the project, and I did not affix a stamp to any of the drawings or reports submitted. I also did not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Preliminary Engineering services to prepare a preliminary layout, as well as site grading & drainage, site utilities layout/tie ins, cross sections, and hydrology report for Preliminary Permit review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the application process.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am performing all phases of Scope of Services from beginning to final submittal, and I participate in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I am acting in a professional and ethical manner in all aspects of the project, and I will not be affixing a stamp to any of the drawings or reports submit. I also do not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Preliminary & Final Engineering services to prepare a site layout, as well as site grading & drainage, site utilities layout/tie ins, cross sections, and hydrology report for Final Permit review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the application process.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am performing all phases of Scope of Services from beginning to final submittal, and I participate in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I am acting in a professional and ethical manner in all aspects of the project, and I will not be affixing a stamp to any of the drawings or reports submit. I also do not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Re-Design: Final Engineering services to prepare site layout, grading drainage, utility plan, details, SWPPP, final hydrology report and final sewer report for Construction Drawings review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the process. Plans approved – project in construction phase, acting as EOR

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I performed all phases of Scope of Services from beginning to final submittal, and participated in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase. Currently working through redline comments from City & TMWA.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I acted in a professional and ethical manner in all aspects of the project, and I did not affix a stamp to any of the drawings or reports submitted. I also did not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:



**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Final Engineering Design services to prepare site layout, grading drainage, utility plan, cross sections, profiles, hydrology report and sewer report, details, TMWA plans, etc. for final approval for Construction, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the application and entitlement process.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am currently performing all phases of Scope of Services from beginning to final submittal, and participate in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase. (Initial Submittal made August 1, 2022). Currently working through value engineering aspects of the project.

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I acted in a professional and ethical manner in all aspects of the project, and I did not affix a stamp to any of the drawings or reports submitted. I also did not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

**PROBATION REPORT**  
**(MUST BE TYPED)**

PROBATIONER:  PE/PLS #:

EMPLOYER:

PROBATION REPORT SUBMITTED FOR THE PERIOD OF:  THROUGH:

**CLIENT**

NAME:

ADDRESS:

CITY:  STATE:  ZIP CODE:

**PROJECT**

NAME:

LOCATION OF PROJECT:

CITY:  STATE:  ZIP CODE:

SIZE:  START DATE:  END DATE:

STATUS OF PROJECT:

FEE PAID BY CLIENT:

**SCOPE OF WORK:**

Final Engineering services to prepare site layout, grading drainage, utility plan, details, final hydrology report and final sewer report for Construction Drawings review & approval, along with Administrative Services to coordinate with Client, Client's representatives and jurisdictional agencies as necessary throughout the process.

**DESCRIBE IN DETAIL YOUR INVOLVEMENT IN THIS PROJECT AND HOW YOU HANDLED THIS PROJECT.**

I am performing all phases of Scope of Services from beginning to final submittal, and participating in all correspondence with Client, Client's representatives, jurisdictional agencies as necessary during design phase. Currently working through redline comments from City. (Project Completed) Contacted by Client 03/31/23 to assist in obtaining final inspection approvals for Cert of Occ and Business License

**DESCRIBE IN DETAIL HOW YOU IMPROVED ON THIS PROJECT IN THE AREAS FOR WHICH YOU ARE ON PROBATION.**

I acted in a professional and ethical manner in all aspects of the project, and I did not affix a stamp to any of the drawings or reports submitted. I also did not represent during any interactions as a currently licensed PE.

SIGNATURE:

DATE:

11. Stipulated  
Agreement for Mark  
Johnson, PE Lic# 19830

STIPULATED AGREEMENT  
OF MARK JOHNSON  
LICENSE NO. PE #019830  
COMPLAINT NO. 20220004

This Stipulated Agreement is made by and between the Nevada State Board of Professional Engineers and Land Surveyors (the “State Board”) and MARK JOHNSON, licensed as a Professional Engineer in the State of Nevada under License No. PE #019830 (“Mr. Johnson”).

On or about February 28, 2022, the State Board received a complaint against Mr. Johnson, of Stanka Consulting, LTD. (“SC”), from Gloria Canova (“Ms. Canova”). Mr. Johnson stipulates to the facts as stated herein as being truthful.

**Stipulated Agreement of Facts**

In July 2018, Ms. Canova contracted with SC to provide engineering services for a single-family home and work barn located at 923 Dressler Lane, Gardnerville, NV. These services included the site layout, design of the engineered septic system, mapping of the existing site, submittal to Douglas County, and follow-up. The estimated cost for these services was \$5,280, but the actual charges would be based on “time and materials.”

Mr. Johnson, as the professional engineer in charge on behalf of SC, requested Ms. Canova commission and provide a Geotechnical Report for the property. SC received this report in late August 2018. This geotechnical report noted that “local groundwater levels are expected to fluctuate during flood irrigation, changes in precipitation, seasonal variations.”

The septic tank was installed in July 2019. Soon after the installation, the farmland in the immediate area of Ms. Canova home was predictably flood irrigated. Within a week, water was found to have entered into the septic tank as a result of pipes in the system being compromised due to the tank “floating” i.e. vertical displacement, due to the rise in surrounding ground water.

Following discovery of this failure, Mr. Johnson recommended a system design change, requiring installation of the tank above-ground (change from gravity flow to pump system). Ms. Canova agreed to this recommendation.

After installation of the revised septic tank layout, Ms. Canova learned that the above-ground tanks could have been located anywhere. Ms. Canova reported that, had she known this, she would have placed the tanks next to the large leach field mound, instead of directly outside her bedroom window, where the revised installation was sited by Mr. Johnson. She questioned whether SC would bear responsibility for the extra expense incurred for the reinstallation of the above-ground septic tank system.

SC agreed to absorb the engineering fees for the above-ground system, but not the additional expense associated with the removal and reinstallation of the septic tank.

During the investigation, Mr. Johnson admitted that he did not anticipate that the flood irrigation would have any impact on the groundwater level.

### **Violations and Disciplinary Actions**

Pursuant to NRS 625.410, in relevant part, the State Board may take disciplinary action against a licensee for “[a]ny gross negligence, incompetency or misconduct in the practice of professional engineering as a professional engineer or in the practice of land surveying as a professional land surveyor.” NRS 625.410(2). Here, Mr. Johnson had the information that local groundwater levels would fluctuate during flood irrigation, changes in precipitation, and seasonal variation. Mr. Johnson, however, failed to factor the known ground water variability into the in-ground septic tank design.

Based on the foregoing, Mr. Johnson stipulates that he was grossly negligent in the engineering of Ms. Canova’s septic system, and thus in violation of NRS 625.410(2).

NRS 625.410(5) provides authority for the State Board to administer discipline in Nevada for a violation of any NRS Chapter 625 statute and/or any regulation adopted by the State Board. Further, pursuant to NAC 625.640, a disciplinary matter may be resolved without a formal hearing by a Stipulated Agreement. To that end, to resolve Complaint Number 20220004 now pending, Mr. Johnson and the State Board resolve this matter on the following basis:

1. Mr. Johnson's Nevada license shall be suspended for twenty-four (24) months following entry of this Agreement, but with the suspension stayed and probation imposed for the duration of that time period. The stay of Mr. Johnson's suspension may be lifted by the State Board, and Mr. Johnson can be subject to additional discipline, upon notice and the opportunity to be heard, should Mr. Johnson fail to abide by the terms hereof. Mr. Johnson's successful completion of probation is expressly conditioned upon his full compliance with the following conditions of probation:

(a) Mr. Johnson shall submit, to the State Board, a complete list and description of his projects from July 01, 2018 to December 31, 2022 that involved septic design undertaken by Mr. Johnson. The State Board will then randomly select three (3) of those projects to be subjected to an independent third-party peer review to evaluate Mr. Johnson's septic competency as a civil engineer. The third-party engineer shall be selected by the State Board, and Mr. Johnson shall be responsible to pay for the services thereof upon presentment of the service's invoice. The third-party engineer shall have no conflict of interest relating to Mr. Johnson, SC, or Ms. Canova.

(b) Mr. Johnson shall pay an administrative fine of Five Thousand and No/100 Dollars (\$5,000.00) within ninety (90) days of acceptance and execution of this Agreement by the State Board. A payment plan may be granted by State Board staff if

requested by Mr. Johnson and deemed warranted by State Board staff.

(c) Mr. Johnson shall pay legal and investigative costs to the State Board a total of Two Thousand One Hundred Six and 50/100 Dollars (\$2,106.50) within ninety (90) days of acceptance and execution of this Agreement by the State Board.

(d) Mr. Johnson shall, within one (1) year of the effective date of this Stipulated Agreement, successfully complete a NAWT Designer Course (<https://www.cpow.net/events/>), and submit proof of completion to the State Board within sixty (60) days of completion of the course.

(e) Mr. Johnson shall pay Ms. Canova restitution in the amount of \$15,816.40 pursuant to NRS 625.460(1)(e), within ninety (90) days of acceptance and execution of this Agreement by the State Board.

2. Mr. Johnson understands that he must accept this Stipulated Agreement before it will be presented to the State Board for consideration.

3. Mr. Johnson understands that this Stipulated Agreement is subject to the approval of the State Board and has no force or effect until a final decision is rendered by the State Board.

4. The imposition of discipline set forth in this Stipulated Agreement does not limit the powers of the State Board to impose discipline upon Mr. Johnson on matters not yet presented to the State Board.

5. Mr. Johnson acknowledges that he has the following rights, among others:

- (a) The right to a formal fact-finding hearing before the State Board;
- (b) The right to counsel;
- (c) The right to compel testimony of witnesses at hearing;

(d) The right to cross-examine witnesses of the prosecution at hearing;

and

(e) The appellate right of judicial review of the State Board’s decision

resulting from a formal hearing.

6. By entering into this Stipulated Agreement, Mr. Johnson hereby waives the

above-stated hearing rights, as well as any corresponding appellate rights, should this Agreement

be approved and executed by the State Board.

7. Mr. Johnson is entering this Stipulated Agreement upon his own volition,

with full opportunity to consult legal counsel.

8. This Stipulated Agreement contains the entire agreement between the

parties. Mr. Johnson is not relying on any other agreement or representation, verbal or otherwise.

This Agreement shall be effective upon approval and execution by the State Board, and shall

constitute an order of the State Board.

I, MARK JOHNSON, PE, have read the above Stipulated Agreement, understand its contents, and **accept** the conditions set forth within it.

Signed: Mark Johnson Date: May 16, 2023.  
MARK JOHNSON, PE

Digitally signed by Mark Johnson  
DN: cn=Mark Johnson, o=Stanka Consulting LTD,  
ou=Engineering, email=markj@stankaconsulting.com, c=US  
Date: 2023.05.16 18:12:40 -0600

I, MARK JOHNSON, PE, have read the above Stipulated Agreement, understand its contents, and **do not accept** the conditions set forth within it. I request that this matter be scheduled for a formal hearing before the Nevada State Board of Professional Engineers and Land Surveyors.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 2023.  
MARK JOHNSON, PE



This Stipulated Agreement is approved by the Nevada State Board of Professional Engineers and Land Surveyors this \_\_\_\_ day of \_\_\_\_\_, 2023. The effective date of this Stipulated Agreement is \_\_\_\_\_, 2023.

Date: \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_  
MICHAEL KIDD, PLS, Chairman

12. Stipulated  
Agreement for Buckley  
Blew, PLS Lic# 24520

STIPULATED AGREEMENT  
OF BUCKLEY BLEW  
LICENSE NO. PLS #024520  
COMPLAINT NO. 20230004

This Stipulated Agreement is made by and between the Nevada State Board of Professional Engineers and Land Surveyors (the "State Board") and BUCKLEY BLEW ("Mr. Blew"), a licensed professional land surveyor in the State of Nevada. Mr. Blew self-reported a disciplinary action imposed against his California professional land surveyor license by the California Board of Professional Engineers, Land Surveyors, and Geologists (the "California Board").

The facts, as presented in a stipulation and order entered by the California Board, were as follows. On or about July 11, 2019, Mr. Blew completed field work at 555 and 575 Market Street, San Francisco, and subsequently submitted an ALTA/NSPS map dated July 17, 2019 (revised December 6, 2019). The property mapped consisted of two parcels, identified as Parcels 1 and 2. A Certificate of Compliance recorded on the property December 28, 2019, describing the Parcels as A and B, contained an Exhibit C being a Lot Line Adjustment Map that depicts the boundaries of the two Parcels. The Certificate of Compliance was not listed in the preliminary title report or Mr. Blew's ALTA/NSPS map. Mr. Blew never filed a record of survey for the work he performed on 555 and 575 Market Street, San Francisco.

On or about December 20, 2020, Mr. Blew completed field work at 1281 W. National Drive, Sacramento, and subsequently submitted an ALTA/NSPS map dated January 2, 2021 (revised January 21, 2021). The northerly property line of the parcels was not shown on a map of record and Mr. Blew did not file a record of survey indicating how the north line of the property was established.

Mr. Blew submitted an ALTA/NSPS map regarding 1520 and 1620 W. National Drive, Sacramento, with a revised date of February 1, 2021. The west line was not shown on a previously recorded map and no monuments were shown to the south or west. Mr. Blew, having established the west line during the survey, did not set monuments and did not file a record of survey.

Mr. Blew submitted an ALTA/NSPS map regarding 1534 N. Market Blvd. and 4201 Sierra Point Drive, Sacramento, with a revised date of July 25, 2017, that only included 1534 N. Market Blvd. Mr. Blew's certification included the requirement that monuments be found or set at all major property corners. No monument notes were given at the property corners and the symbol used at each only indicated "computed point". The south line was created by deed and was not shown on a previously recorded map. Mr. Blew did not monument the south line and did not file a record of survey.

Mr. Blew submitted an ALTA/NSPS map regarding 1700 W. National Drive, Sacramento, with a revised date of February 1, 2021. The east line of the property was not shown on a previously recorded survey or subdivision map and no monuments were set along the east line of the property. Mr. Blew, having established the east line during the survey, did not set monuments and did not file a record of survey to show how the line was established.

Mr. Blew submitted an ALTA/NSPS map regarding 3200-3298 Orange Grove Avenue, Sacramento, with a revised date of January 28, 2021. The east line of the property was not shown on a previously recorded survey or subdivision map and no monuments were set along the east line of the property. Mr. Blew, having established the east line during the survey, did not set monuments and did not file a record of survey to show how the line was established.

Mr. Blew submitted an ALTA/NSPS map regarding 8845 Washington Blvd., Roseville, with a revised date of February 2, 2021. The boundary portion of this survey was a retracement of

lines shown on the parcel map on 8845 Washington Blvd., Roseville. A record of survey is not required when the survey is a retracement of a subdivision map, provided that a "corner record" is filed for any points set or found to be of a different character than previously shown. The parcel map showed that monuments tagged LS 3923 were to be set at the property comers. The boundary portion of Mr. Blew's ALTA/NSPS map shows that the surveyor found monuments tagged LS 4590 at three points along the east boundary of the property. Mr. Blew, having points set or found to be of a different character than previously shown, did not file a corner record.

Mr. Blew submitted an ALTA/NSPS map regarding 1401 Civic Court, Concord, dated of June 21, 2019. The boundary lines on this map were calculated from the position of a "drill hole" and PK nail found on the centerline of Civic Court found easterly of the property and a "found chiseled X (no record)" along the westerly boundary of the property. The westerly boundary lines established for Mr. Blew's ALTA/NSPS map were not shown on a previously recorded subdivision map or record of survey. Mr. Blew did not file a record of survey.

Mr. Blew stipulated with the California Board to the following violations: (1) failure to file a timely record of survey; (2) negligence in the practice of land surveying; (3) failure to file a corner report; and (4) incompetence in the practice of land surveying. Pursuant to the California Board Stipulation and Order, Mr. Blew's license was revoked, but the revocation was stayed pending the successful completion of three (3) years probation, reimbursement of investigative costs in the amount of Twelve Thousand Six Hundred Thirteen and 75/100 Dollars (\$12,613.75), completion and passage of the California Laws and Board Rules examination, passage of a Board approved ethics course within one (1) year, and completion and passage of two (2) college-level Board approved land surveying courses.

NRS 625.410 states that the State Board may take disciplinary action against a licensee for discipline by another state or territory if at least one of the grounds for discipline is the same or substantially equivalent to any ground under Nevada law.<sup>1</sup>

First, Mr. Blew was disciplined under the California Business and Professions Code ("Code") § 8780(d) and § 8762(b)(4) and (c) for failing to file a record of survey within ninety (90) days of his survey of the following properties:

- 555 and 575 Market Street, San Francisco
- 1281 W. National Drive, Sacramento
- 1520 and 1620 W. National Drive, Sacramento
- 1534 N. Market Blvd. and 4201 Sierra Point Drive, Sacramento
- 1700 W. National Drive, Sacramento
- 3200-3298 Orange Grove Avenue, Sacramento
- 1401 Civic Court, Concord

Second, Mr. Blew was disciplined under Code § 8780(b) for negligence in the practice of land surveying, in that Mr. Blew did not meet the standard of care for a licensed land surveying when he failed to file a record of survey for the aforementioned properties. In addition, for the properties located at 1520 and 1620 W. National Drive, Sacramento, at 1534 N. Market Blvd. and 4201 Sierra Point Drive, Sacramento, and at 1700 W. National Drive, Sacramento, Mr. Blew was

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<sup>1</sup> NRS 625.410 Grounds for disciplinary action.

Except as otherwise provided in subsection 6 of NRS 701.220, the Board may take disciplinary action against a licensee, an applicant for licensure, an intern or an applicant for certification as an intern for:

...

6. Discipline by another state or territory, the District of Columbia, a foreign country, the Federal Government or any other governmental agency, if at least one of the grounds for discipline is the same or substantially equivalent to any ground contained in this chapter.

disciplined under Code § 8780(b) for negligence in the practice of land surveying, in that Mr. Blew did not meet the standard of care for a licensed land surveying when he failed to set monuments.

Third, Mr. Blew was disciplined under Code § 8780(d) and § 8765(d) for failing to file a corner record for 8845 Washington Blvd., Roseville. In addition, Mr. Blew was disciplined under Code § 8780(b) in that he was negligent in his practice of land surveying regarding 8845 Washington Blvd., Roseville.

Finally, Mr. Blew was disciplined under Code § 8780(b) in that he was negligent and/or incompetent in the practice of land surveying in that the establishment of boundaries shown on Mr. Blew's ALTA/NSPS maps indicated a practice of using a minimum of unreferenced control points and using "record" information from a single direction to establish boundary lines. This practice is reasonably foreseeable to lead to gaps and overlaps in boundaries.

The State Board does not have statutory authority to take disciplinary action against licensees for mere negligence. Thus, Mr. Blew's cause for discipline due to his negligence does not constitute a violation of NRS 625.410(6).

Mr. Blew's cause for discipline for failure to file a timely record of survey, however, is substantially equivalent to NRS 625.340, in which professional land surveyors shall "within 90 day after the establishment of points or lines, file . . . a record of survey relating to land boundaries and property lines." In addition, NRS 625.350 states that a record of survey must show, among other things, "[a]ll monuments found, set, reset, or replaced, describing their kind, size and location and giving other data relating thereto." NRS 625.350(2)(a).

Mr. Blew was also disciplined for failing to file a corner record. This cause for discipline is substantially equivalent NRS 329.140, in which a "a surveyor shall complete, sign and record or cause to be recorded . . . a written record of the establishment or restoration or a corner. . . . The

survey information must be recorded within 90 days after the survey is completed.” NRS 329.140(1).

Finally, Mr. Blew was disciplined for negligence and/or incompetence. NRS 625.410 states that the Board may take disciplinary action against a licensee for “[a]ny gross negligence, incompetency or misconduct in the practice of professional engineering as a professional engineer or in the practice of land surveying as a professional land surveyor.” NRS 625.410(2).

Thus, since at least one of the grounds for discipline in California is substantially similar to a ground for discipline in Nevada, the State Board may take disciplinary action against Mr. Blew.

Pursuant to NAC 625.640(3)(b)(2), a disciplinary matter against a licensee may be resolved without a formal hearing by Stipulated Agreement. As such, Mr. Blew and the State Board hereby stipulate to the following terms for the above-referenced violation(s):

1. Mr. Blew’s license shall be revoked following entry of this Agreement, but with revocation stayed and probation imposed for a term of three (3) years.

2. The licensee shall submit detailed bi-monthly probation reports to the Executive Director of the State Board, which shall report any work completed in Nevada during the previous two (2) month period. A report shall be filed even if no work was performed in Nevada during the previous two (2) month period. The first report shall be due within two (2) months of the effective date of this Stipulated Agreement. Each report shall include a copy of the contract executed for any work in Nevada, including the scope of work detail.

3. The stay of Mr. Blew’s license revocation may be lifted by the State Board, upon notice and the opportunity for Mr. Blew to be heard, should Mr. Blew fail to abide by the terms hereof.



4. Mr. Blew's successful completion of probation is expressly conditioned upon his full compliance with the following conditions of probation:

(a) Mr. Blew shall obey all laws and regulations related to the practices of professional engineering and professional land surveying;

(b) Mr. Blew shall provide the State Board with proof of fulfilling the California Stipulated Agreement obligations.

5. Mr. Blew understands that this Stipulated Agreement is subject to the approval of the State Board and has no force or effect until a final decision is rendered by the State Board.

6. The imposition of discipline set forth in this Stipulation does not limit the powers of the State Board to impose discipline upon Mr. Blew on matters not yet presented to the State Board.

7. This Stipulation is offered by the Executive Director in an effort to resolve the pending complaint against Mr. Blew, but should either Mr. Blew or the State Board reject this Stipulated Agreement, the Executive Director is not precluded from initiating a formal process for any and all counts arising from the complaint and subsequent investigation thereof.

8. Mr. Blew acknowledges that he has the following rights, among others:

(a) The right to a formal fact-finding hearing before the State Board;

(b) The right to counsel;

(c) The right to compel testimony of witnesses at hearing;

(d) The right to cross-examine witnesses of the prosecution at hearing; and

(e) The appellate right of judicial review of the State Board's decision resulting from a formal hearing.

9. By entering into this Stipulated Agreement, Mr. Blew hereby waives the above-stated hearing rights, as well as any corresponding appellate rights, should this Agreement be approved and executed by the State Board.

10. Mr. Blew is entering this Stipulated Agreement upon his own volition, with full opportunity to consult legal counsel.

11. This Stipulated Agreement contains the entire agreement between the parties. Mr. Blew is not relying on any other agreement or representation, verbal or otherwise.

This Agreement shall be effective upon approval and execution by the State Board.

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I, BUCKLEY BLEW, have read the above Stipulated Agreement, understand its contents, and accept the conditions set forth within it.

Signed:  Date: July 5<sup>th</sup>, 2023  
BUCKLEY BLEW, PLS

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I, BUCKLEY BLEW, have read the above Stipulated Agreement, understand its contents, and do not accept the conditions set forth within it. I request that this matter be scheduled for a formal hearing before the Nevada State Board of Professional Engineers and Land Surveyors.

Signed: \_\_\_\_\_ Date: \_\_\_\_\_, 2023  
BUCKLEY BLEW, PLS

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This Stipulated Agreement is approved by the Nevada State Board of Professional Engineers and Land Surveyors this \_\_\_\_ day of \_\_\_\_\_, 2023.

The effective date of this Stipulated Agreement is \_\_\_\_\_, 2023.

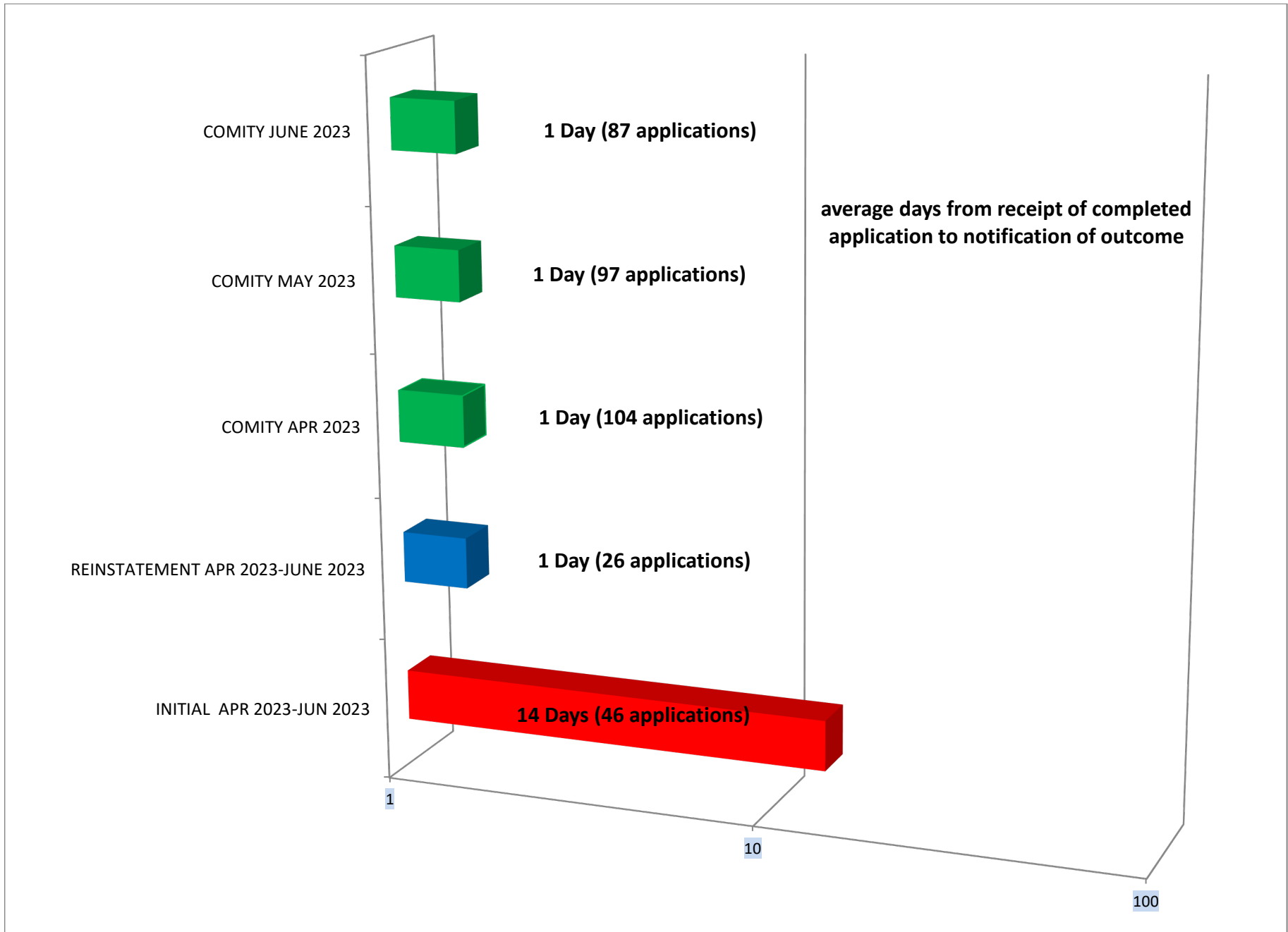
Date: \_\_\_\_\_, 2023.

Signed: \_\_\_\_\_  
ANGELO A. SPATA, P.E, Chairman

# 13. Board Counsel Report

# 14. Executive Director Report

# 14.a. Approved Licensees Report



# 14.b. 2021-2025 Strategic Plan





# STRATEGIC PLAN UPDATE

## Executive Summary

Approved November 12, 2020

UPDATED Fall 2020

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# EXECUTIVE SUMMARY

## STRATEGIC PLAN UPDATE ~ SEPTEMBER 11, 2020

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The Nevada Board of Professional Engineers and Land Surveyors developed a comprehensive Strategic Plan in March 2017. The plan was created using a 10-30 year planning horizon based on the board's core ideology consisting of a core purpose and core values.

Because the Strategic Plan had been developed in 2017, the board felt it was timely to reconsider its contents. The Board met September 11, 2020 to comprehensively review its Strategic Plan and consider any needed updates to that plan.

At the September 11, 2020 Strategic Planning Session, the board reaffirmed that the goals developed in the current Strategic Plan based on a 10-30 year planning horizon were still relevant. The session then focused on review and refresh of strategies. It was agreed that tactics and action items would be driven by the strategies and developed by the board and its committees at future meetings.

This document restates the board's goals for its updated Strategic Plan and captures the board's strategies for the next 3-5 year planning horizon.

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## EXECUTIVE SUMMARY

### PURPOSE ~ MISSION ~ CORE VALUES

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#### Purpose

The purpose of the board, as stated in Nevada Revised Statute 625.005, is to safeguard life, health and property and to promote the public welfare by providing for the licensure of qualified and competent professional engineers and professional land surveyors.

#### Mission

Founded on the board's purpose, the board's mission is to uphold the value of professional engineering and land surveying licensure by assessing minimum competency for initial entry into the profession, and to ensure ongoing standard of professionalism by facilitating compliance with laws, regulations, and code of practice; and to provide understanding and progression in licensure by openly engaging with all stakeholders.

#### Core Values

The board's core values are:

*Integrity*

*Transparency*

The core values were identified by board members and staff during the strategic planning sessions as guiding principles in the performance of their duties. A commitment was made to deliver on these values and provide governance that is ethical, honest, and consistent, and to function on a daily basis with accessibility and openness that is without obstruction.

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## 3-5 YEAR PLANNING HORIZON

~ OUTCOME-FOCUSED GOALS AND STRATEGIES ~

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The following thinking represents the organization's goals for the next 3-5 years. These **Goals** are outcome-oriented statements that represent what will constitute the Nevada board's future success. The achievement of each goal will move the organization towards the realization of its Envisioned Future. The **Strategies** reflect the broad range of direction that will be undertaken to change the existing conditions in order to achieve the goal – they drive **Tactics** -- the type of work and initiatives that will need to be undertaken to achieve the goal.

**Strategies** considered at the the September 11, 2020 strategic planning session discussion were presented for board consideration November 12, 2020. New or updated strategies are in bold text.

### Outcome-Focused Goals

#### 1. Outreach

The general public, prospective licensees and other key stakeholders have a greater understanding that engineering and surveying licensure are essential to safeguarding public health, safety and welfare.

#### 2. Licensure

The demonstrated value of licensure results in continued growth in the number, quality and diversity of licensed engineers and surveyors practicing in Nevada.

#### 3. Regulation

Nevada regulations are compatible with and reflective of the current state of practice in engineering and surveying and are in alignment with Nevada's economic development strategy.

#### 4. Operational Excellence

The Nevada Board's efficient and effective use of technology and streamlined systems, processes and procedures result in high levels of satisfaction by all stakeholders.

## Goal 1: Outreach

The general public, prospective licensees and other key stakeholders have a greater understanding that engineering and surveying licensure are essential to safeguarding public health, safety and welfare.

### Strategies

1. Increase legislators understanding of criticality of services provided by the board and professional engineers/professional land surveyors
2. **Evolve technical capability and expand social media presence**
3. Increase visibility of the Board
4. **Sustain appropriate allocation of resources for effective content development**

## Goal 2: Licensure

The demonstrated value of licensure results in continued growth in the number, quality and diversity of licensed engineers and surveyors practicing in Nevada

### Strategies

1. Increase/stress the importance of licensure to university level students
2. Increase the public's knowledge about the value of licensure
3. Increase kids' knowledge of what engineers/land surveyors do
4. **Continuously work to improve the process and portability of licenses**
5. Provide options to meet land surveyor educational requirements
6. **Increase knowledge of the quality of experience required for licensure to potential licensees**

7. **Maintain relevancy of engineering licensure, specifically as it relates to emerging technologies**

### Goal 3: Regulation

Nevada regulations are compatible with and reflective of the current state of practice in engineering and surveying and are in alignment with Nevada's economic development strategy.

#### Strategies

1. **Maintain currency and applicability of statutes and regulations**
2. Increase relationships with key stakeholders
3. **Increase awareness of new/emerging technologies in relation to statutes and regulations**

### Goal 4: Operational Excellence

The Nevada Board's efficient and effective use of technology and streamlined systems, processes and procedures result in high levels of satisfaction by all stakeholders.

#### Strategies

1. **Maintain effective staff capacity**
2. **Maintain business plan for resource allocation to support board goals**
3. **Maintain effective office and administrative processes**
4. Build a data collection strategy to ensure we have data needed for effective decision making
5. **Increase transparency and communication with stakeholders of board functions, operations, and initiatives**

# 14.c. NCEES

# 14.c.i. Annual Meeting Conference Report and Action Items

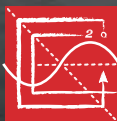


NCEES ANNUAL MEETING

# BOSTON

No. 102

AUGUST 15-18, 2023



**NCEES**

ACTION ITEMS AND CONFERENCE REPORTS

**Action Items and Conference Reports  
102nd NCEES Annual Meeting  
Boston, Massachusetts  
August 15–18, 2023**

**Vision**

The vision of NCEES is to provide leadership in professional licensure of engineers and surveyors through excellence in uniform laws, licensing standards, and professional ethics in order to safeguard the health, safety, and welfare of the public and to shape the future of professional licensure.

**Mission**

The mission of NCEES is to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public.

This mission is supported through its member boards, board of directors, staff, board administrators, and volunteers by:

- Providing outstanding nationally normed examinations for engineers and surveyors
- Providing uniform model laws and model rules for adoption by the member boards
- Promoting professional ethics among all engineers and surveyors
- Coordinating with domestic and international organizations to advance licensure of all engineers and surveyors



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Cover photo courtesy of Kyle Klein for Greater Boston CVB

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## Introduction

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This publication includes all officer, committee, and task force reports from the 2022–23 fiscal year, along with the motions that will be presented for Council vote at the annual meeting. The proposed 2023–24 operating and capital budgets are also included. We encourage all member boards to review these reports and motions so that your board can decide on its vote before the annual meeting.

The latest meeting information and resources are posted at [ncees.org/annual\\_meeting](https://ncees.org/annual_meeting).

Please contact NCEES if you have questions about any reports or motions so we can respond before the annual meeting.

Sincerely,



B. David Cox  
NCEES Chief Executive Officer

# Annual Meeting Business Agenda

NCEES President Christopher Duhamel, P.E., P.L.S., presiding

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## Wednesday, August 16

### 9:00–10:30 a.m., Business Session 1

- Call to order
- Welcome
- Pledge of Allegiance
- Invocation
- Introduction of NCEES board of directors and past presidents
- Quorum report
- Introduction of guests from other organizations
- Announcements and practice motions
- Officer reports
  - President
  - President-elect
    - Actions taken by board of directors
    - Approval of 2022 annual meeting minutes
    - Approval of consent agenda
  - Treasurer
  - Central Zone vice president
  - Northeast Zone vice president
  - Southern Zone vice president
  - Western Zone vice president
  - Chief executive officer
    - Speeches from nominees for 2023–24 president-elect (if election is contested)
    - Speeches from nominees for 2023–26 treasurer

## Thursday, August 17

### 9:00–10:00 a.m., Business Session 2

- Call to order
- Introduction of new motions to agenda
- Election of 2023–24 president-elect
- Election of 2023–26 treasurer
- Committee and task force reports with motions
  - Special Committee on Bylaws (4 motions)
  - Advisory Committee on Council Activities (2 motions)
  - Committee on Education (3 motions)
  - Committee on Examination Policy and Procedures (10 motions)

### 11:15 a.m.–12:15 p.m., Business Session 3

- Call to order
- Committee and task force reports with motions (continued)
  - Committee on Examinations for Professional Surveyors (1 motion)
  - Committee on Finances (4 motions)
  - Committee on Law Enforcement (1 motion)

### 2:00–4:00 p.m., Business Session 4

- Call to order
- Committee and task force reports with motions (continued)
  - Committee on Uniform Procedures and Legislative Guidelines (27 motions)
  - Engineering Licensure Model Task Force (1 motion)
- Board of directors motions (2 motions)
- Zone resolutions
- New business
- Unfinished business
  - Approval of budgets

## Consent Agenda

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The board of directors endorses the following motions as potential consent items. Council delegates will be asked to approve the individual motions on the consent agenda. It is proposed that this ratification be made with a single motion. However, any member board may request that an item be removed from the consent agenda and returned to the non-consent agenda for separate consideration and action by the Council.

- Bylaws ..... Motions 1–4
- ACCA..... Motion 1
- Education ..... Motions 1–2
- EPP..... Motions 1–7, 9–10
- Finance..... Motions 1–4
- Law Enforcement..... Motion 1
- UPLG..... Motions 1–3, 5–8, 10–12, 14–25, 27
- ELMTF ..... Motion 1

## Board of Directors' Positions on All Motions

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Motion number	Topic	Board of directors' position	Consent agenda	Page number
Bylaws 1	Amend <i>Bylaws</i> 4.05	Endorses	Yes	35
Bylaws 2	Amend <i>Bylaws</i> 3.021	Endorses	Yes	37
Bylaws 3	Amend <i>Bylaws</i> 3.09	Endorses	Yes	37
Bylaws 4	Amend <i>Bylaws</i> 11.04	Endorses	Yes	38
ACCA 1	Charge Bylaws Committee with amending <i>Bylaws</i> 3.021	Endorses	Yes	65
ACCA 2	Charge Bylaws Committee with amending <i>Bylaws</i> 4.05	Endorses	No	66
Education 1	Modify Surveying Education Award to expand eligibility	Endorses	Yes	70
Education 2	Charge UPLG with amending <i>Model Rules</i> 240.30 B	Endorses	Yes	70
Education 3	Charge UPLG with amending <i>Model Rules</i> 240.30	Endorses	No	71
EPP 1	Amend EDP 2	Endorses	Yes	80
EPP 2	Amend EDP 3	Endorses	Yes	81
EPP 3	Amend EDP 4	Endorses	Yes	82
EPP 4	Amend EDP 5	Endorses	Yes	83
EPP 5	Delete EDP 6	Endorses	Yes	83
EPP 6	Amend EDP 7	Endorses	Yes	84
EPP 7	Amend EDP 9	Endorses	Yes	84
EPP 8	Amend EDP 10	Does not endorse	No	85
EPP 9	Amend EAP 2	Endorses	Yes	86
EPP 10	Amend EAP 8	Endorses	Yes	87

<b>Motion number</b>	<b>Topic</b>	<b>Board of directors' position</b>	<b>Consent agenda</b>	<b>Page number</b>
EPS 1	Approve development of PS exam PLSS module	No position	No	92
Finance 1	Postpone adoption of operating budget until end of last business session	Endorses	Yes	97
Finance 2	Postpone adoption of capital budget until end of last business session	Endorses	Yes	97
Finance 3	Amend FP 1C	Endorses	Yes	98
Finance 4	Amend FP 6 to set price for PS exam PLSS module if EPS Motion 1 passes	Endorses	Yes	98
Law Enforcement 1	Amend FP 3	Endorses	Yes	112
UPLG 1	Replace "certificate of licensure" with "license" in <i>Model Law</i> and <i>Model Rules</i>	Endorses	Yes	131
UPLG 2	Replace "licensed engineer" and "licensed surveyor" with "professional engineer" and "professional surveyor" in <i>Model Law</i> and <i>Model Rules</i>	Endorses	Yes	131
UPLG 3	Amend <i>Model Law</i> 110.20 A	Endorses	Yes	132
UPLG 4	Amend <i>Model Law</i> 110.20 A	Endorses	No	132
UPLG 5	Amend <i>Model Law</i> 110.20 B	Endorses	Yes	133
UPLG 6	Amend <i>Model Law</i> 110.20 J	Endorses	Yes	134
UPLG 7	Amend <i>Model Law</i> 110.20 N	Endorses	Yes	134
UPLG 8	Amend <i>Model Law</i> 110.20 O	Endorses	Yes	134
UPLG 9	Amend <i>Model Law</i> 120.20	Endorses	No	135
UPLG 10	Amend <i>Model Law</i> 120.60 B	Endorses	Yes	136
UPLG 11	Amend <i>Model Law</i> 130.10 B	Endorses	Yes	136
UPLG 12	Amend <i>Model Law</i> 130.10 B	Endorses	Yes	137
UPLG 13	Amend <i>Model Law</i> 130.10 C	Endorses	No	137
UPLG 14	Amend <i>Model Law</i> 130.20	Endorses	Yes	139
UPLG 15	Amend <i>Model Law</i> 150.30 A	Endorses	Yes	140
UPLG 16	Amend <i>Model Law</i> 160.20	Endorses	Yes	141
UPLG 17	Delete <i>Model Law</i> 170.20	Endorses	Yes	142
UPLG 18	Amend <i>Model Rules</i> 210.30	Endorses	Yes	142
UPLG 19	Amend <i>Model Rules</i> 230.10	Endorses	Yes	143
UPLG 20	Amend <i>Model Rules</i> 230.40 A	Endorses	Yes	143
UPLG 21	Amend <i>Model Rules</i> 230.40 B	Endorses	Yes	144
UPLG 22	Amend <i>Model Rules</i> 230.40 C	Endorses	Yes	145
UPLG 23	Amend <i>Model Rules</i> 230.40 D	Endorses	Yes	145



<b>Motion number</b>	<b>Topic</b>	<b>Board of directors' position</b>	<b>Consent agenda</b>	<b>Page number</b>
UPLG 24	Amend <i>Model Rules</i> 230.40 E, K–M	Endorses	Yes	146
UPLG 25	Amend <i>Model Rules</i> 230.60 E	Endorses	Yes	147
UPLG 26	Amend <i>Model Rules</i> 240.20	Endorses	No	147
UPLG 27	Amend <i>Model Rules</i> 240.30 H and 240.40	Endorses	Yes	149
ELMTF 1	Charge Bylaws Committee with amending <i>Bylaws</i> Section 7 to establish Committee on Licensure	Endorses	Yes	153
BoD 1	Approve SELC as POLC member	Endorses	No	154
BoD 2	Direct NCEES staff to remove references to pencil-and-paper exams from NCEES documents and website	Endorses	No	154

## Convention Rules

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- In accordance with NCEES *Bylaws* 6.05, Rules of Order, “The Council shall be governed by the most recent edition of *Robert’s Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.”
- Individuals who desire to address the annual meeting delegates shall approach a microphone and wait to be recognized by the chair. When recognized, they will give their name and the name of their member board or organization.
- Any delegate wishing to make additions or changes to the published agenda must present the addition in writing to Chief Executive Officer David Cox or Chief Operating Officer Davy McDowell and to all delegates no later than 8:00 a.m. (EDT) on Thursday, August 17.
- All main motions, except those made by a committee, a task force, or the NCEES board of directors, shall be in writing on the official motions form. The official motions form is on page 11 of this publication. It is also available for download at [ncees.org/annual\\_meeting](http://ncees.org/annual_meeting) and will be available electronically on the NCEES guest business office computers. Whoever is making a motion that was not already published in the *Action Items and Conference Reports* (zone, member board, or individual) is responsible for distributing a hard copy of the motion on the official motions form to all delegate seats no later than 8:00 a.m. (EDT) on Thursday, August 17. The NCEES guest business office has the equipment necessary for printing and copying.
- Motions proposed by committees, task forces, zones, and the board of directors do not need a second. Motions and amendments proposed by individuals/member boards do require a second.
- In all cases, the maker of the motion or resolution shall be entitled to speak first. The chair will then ask for those who wish to speak in favor and then those who wish to speak against the motion or resolution in alternating fashion. This procedure will continue until there are no persons desiring to speak on one side of the question, at which time debate will cease and the issue will be voted on.
- A delegate who moves to close debate must do so immediately upon recognition by the presiding officer. A delegate may not first make comments in favor or opposed to the motion on the floor and then move to close debate at the end of those comments.
- For contested offices, each candidate will be permitted to make a five-minute speech during Business Session 1, and each candidate will be given five minutes to answer questions from the floor during the business session.
- Where there is only one candidate for election, a ballot vote may be dispensed with and an election by acclamation shall be held. However, upon the request of a single member, a ballot vote will be conducted electronically.
- A consent agenda shall be presented to the delegates for adoption without debate. Upon request of a single member board, any item may be removed from the consent agenda for separate consideration and action by the Council.
- Voting on motions and the election of officers will be conducted using the electronic voting keypads placed at each board’s placard. In accordance with NCEES *Bylaws* 6.02, Quorum and Voting, “Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote.”
- An associate member may serve as a member board delegate for voting purposes only when so designated by the board’s chair through written, signed communication presented to NCEES staff prior to the opening session of the meeting. For boards that require authorization from the state, such designation may come from the agency director for that board.
- A majority vote of the member boards represented shall be required for affirmative action on all motions except for amendments to the *Bylaws*. An affirmative vote of two-thirds of member boards present and in good standing shall be required to adopt amendments to the *Bylaws*.
- Should any delegate have an emergency that requires early departure from the meeting, the delegate must notify a member of the NCEES staff before departing.

## **Provisions of the *Bylaws* Relating to the 2023 Annual Meeting**

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**Section 3.01 Member Boards.** A Member Board of NCEES shall be a State Board, as defined in Article 1, Section 1.02, which is a member of the Council. Acceptance of a Member Board shall be by majority vote of the Council. Member Boards shall pay fees as set forth in the *Bylaws*.

**Section 3.02 Members.** A member of NCEES shall be a person who is a member of a Member Board.

**Section 3.021 Associate Members.** An Associate Member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

Recommendations for associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members of NCEES shall have the privilege of the floor at meetings of the Council. Associate Members may serve on any committee or task force to which duly appointed under the *Bylaws*. Associate Members are eligible to hold the elective office of zone Secretary-Treasurer but are not eligible to serve on the NCEES Board of Directors.

**Section 3.022 Emeritus Members.** An Emeritus Member of NCEES shall be a person who is a former member of a Member Board who is duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus Members of NCEES shall have the privilege of the floor at meetings of the Council. Emeritus Members may serve on any committee or task force to which duly appointed under the *Bylaws*.

**Section 3.05 Delegates.** A delegate shall be a member or an associate member designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many delegates as it has members but may cast votes only as prescribed. Any delegate shall have the privilege of the floor.

**Section 4.04 Elections and Terms of Office.** The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the *Bylaws*. The President-Elect shall serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President. Any member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with full authority of the offices and board privileges. Past Presidents shall be ineligible for reelection as President-Elect of the Council.

The Treasurer shall be elected at the Annual Business Meeting every three years in the manner prescribed in the *Bylaws*. Treasurers shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Treasurer, a partial term served shall not be considered a term for term-limit purposes.

Vice Presidents shall be elected at their respective Zone Interim Meeting every two years in the manner prescribed in the *Bylaws*. Vice Presidents from the Northeast and Southern Zones shall be elected in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected in even-numbered years. Vice Presidents shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Vice President, a partial term served shall not be considered a term for term-limit purposes.

New members of the Board of Directors shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with Member Boards have ended.

**Section 4.05 Qualifications.** Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed engineer or surveyor, shall have been a member of NCEES at least three years, and shall have attended at least two NCEES Annual Business Meetings.

Members of the Board of Directors may run for President-Elect if

- Their term on their state board has expired during their term as NCEES Treasurer or Vice President;
- They have obtained emeritus standing within the Council, they have the approval of their state board;
- It is their zone's rotation to elect a President-Elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer or surveyor and shall be from the zone that elects him or her.

**Section 5.01 President.** The President shall be the chair of the Board of Directors and shall preside over all meetings of the Board as well as the Annual Business Meeting of the Council. The President shall be an ex-officio member of all committees and task forces of the Council. The President shall perform all other duties ordinarily pertaining to the office of President. The President shall prepare and present to the Council at the Annual Business Meeting a report of the President's activities during the term of office.

The President shall appoint all members, chairs, vice-chairs, and consultants of the standing committees as defined in Article 7 of the *Bylaws*. The President shall also appoint all members, chairs, vice-chairs, and consultants of special committees and task forces unless specific action of the Council or of the Board of Directors names the personnel of the committee or task force. The President shall also appoint one member of the Board of Directors to serve as board liaison to each standing committee, special committee, and task force. The President shall appoint all official representatives of the Council to any other organizations. If needed during the annual meeting, the President shall appoint a Tellers Committee for the election of the President-Elect and/or Treasurer.

If the President is absent, the President-Elect will serve as the acting President in accordance with *Bylaws* 5.02. If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will serve as the acting President. The acting President shall have all powers of the President while presiding in this capacity.

**Section 6.01 Annual Business Meetings.** The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors.

Notice of the Annual Business Meeting shall be provided to each Member Board, member, associate member, International Affiliate Organization, and Participating Organization not less than four weeks prior to each meeting.

The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.

**Section 6.02 Quorum and Voting.** A quorum for the transaction of business at the Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. A majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*.

Only Member Boards shall be entitled to vote. Voting shall be by Member Boards, with each board entitled to one vote. An associate member may serve as a Member Board delegate for voting purposes only when so designated by the Member Board's chair through written, signed communication presented to NCEES staff prior

to the opening session of the meeting. For Member Boards that require authorization from the state, such designation may come from the agency director for that board.

Voting by one Member Board on behalf of another Member Board not physically present in the meeting room at the time of the vote shall not be permitted.

**Section 6.05 Rules of Order.** The Council shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.

The order of business for the Annual Business Meeting shall be established by the President and published as part of the meeting agenda prior to the beginning of the meeting.

**Section 9.01 Budget Preparation.** The Committee on Finances shall submit a recommended annual budget for review by the Board of Directors. The Committee on Finances will present the budget as part of its committee report for Council approval at the Annual Meeting.

The fiscal year shall begin on October 1 and extend through September 30 of the following calendar year.

**Section 10.012 Inactive Status.** Any Member Board in arrears in membership fees 90 days prior to the Annual Business Meeting shall be placed in an inactive status by the Board of Directors. Member Boards in an inactive status shall not be entitled to vote. Individual members of Member Boards may not hold office or serve on committees. Representatives of boards in inactive status may attend meetings of the Council and may have the privilege of the floor. To be reinstated to an active status and to all the rights and privileges pertaining thereto, an inactive Member Board shall pay all fees and assessments in arrears plus those that have accrued during such inactive status period.

**Section 11.01 Nominations.** A nomination for the office of President-Elect shall be presented to the Board of Directors by the respective Zone Vice President as voted on by the respective zone at its Zone Interim Meeting. The order of rotation for President-Elect shall be Northeast Zone, Central Zone, Southern Zone, and Western Zone.

Member boards may submit nominations for qualified Treasurer candidates in the third year of the outgoing Treasurer's term. These nominations shall be filed with the Chief Executive Officer not later than 60 days prior to the opening of the Annual Business Meeting.

Any delegate shall have the privilege of making nominations for President-Elect and Treasurer from the floor. Such nominees from the floor must meet requirements set out in Section 4.05 and be seconded by at least four Member Boards.

**Section 11.02 Tellers Committee.** The Tellers Committee shall consist of five members, including a chair and one representative from each zone. No member of the committee is eligible to serve as a teller for an election in which he or she is a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.

**Section 11.03 Voting.** All elections shall be by ballot at the Annual Business Meeting. All elections shall be by a majority of votes cast unless otherwise stipulated by the *Bylaws*.

**Section 12.02 Amendments.** The *Bylaws* may be amended at any annual business meeting by a two-thirds affirmative vote of the member boards present and in good standing. Any amendment proposed shall be sent to a Special Committee on Bylaws by the President at the President's initiative or as requested based on action by the Council. Any amendments recommended by a Special Committee on Bylaws shall be submitted to all member boards at least 60 days prior to the date of the earliest zone meeting preceding the next annual business meeting. Voting shall be by sections. All sections shall be considered in their proposed form, including punctuation and verbiage. Changes to the published amendments will not be permitted during the annual business meeting. Copies of the proposed amendments to be voted upon shall be distributed in written form to delegates at the annual business meeting.

**Section 12.021 Effective Date of Amendments.** An amendment to the *Bylaws* shall become effective upon certification by the presiding officer at the annual business meeting of a two-thirds affirmative vote of the member boards in good standing represented.



## Acronyms and Abbreviations

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AAEES	American Academy of Environmental Engineers and Scientists
ABET	Accreditation Board for Engineering and Technology, Inc.
ACCA	Advisory Committee on Council Activities
ACEC	American Council of Engineering Companies
ADA	Americans with Disabilities Act
AEI	Architectural Engineering Institute of ASCE
AIA	American Institute of Architects
AIChE	American Institute of Chemical Engineers
AIME	American Institute of Mining, Metallurgical, and Petroleum Engineers
ANS	American Nuclear Society
ANSAC/ABET	Applied and Natural Science Accreditation Commission of ABET
AP	NCEES administrative policy
APEC	Asia-Pacific Economic Cooperation
APEGA	Association of Professional Engineers and Geoscientists of Alberta
APEGBC	Association of Professional Engineers and Geoscientists of British Columbia
APEGM	Association of Professional Engineers and Geoscientists of Manitoba
APEGNB	Association of Professional Engineers and Geoscientists of New Brunswick
APEGS	Association of Professional Engineers and Geoscientists of Saskatchewan
ARPL	Alliance for Responsible Professional Licensing
ASABE	American Society of Agricultural and Biological Engineers
ASCE	American Society of Civil Engineers
ASEE	American Society for Engineering Education
ASHRAE	American Society of Heating, Refrigerating, and Air-Conditioning Engineers
ASME	American Society of Mechanical Engineers
ASPE	American Society of Plumbing Engineers
ASPRS	American Society for Photogrammetry and Remote Sensing
AUC	American University in Cairo
AUS	American University of Sharjah
CBT	Computer-based testing
CEAB	Canadian Engineering Accreditation Board
CESB	Council of Engineering and Scientific Specialty Boards
CIDQ	Council for Interior Design Qualification
CIE	Chinese Institute of Engineers (Taiwan)
CLARB	Council of Landscape Architectural Registration Boards
CLEAR	Council on Licensure, Enforcement, and Regulation
CLSA	California Land Surveyors Association
CPC	Continuing professional competency
CSBSR	Colonial States Boards of Surveyor Registration
E.I.	Engineer intern
E.I.T.	Engineer-in-training
EAC/ABET	Engineering Accreditation Commission of ABET
EAP	NCEES examination administration policy
EDP	NCEES examination development policy
EES	Egyptian Engineers Syndicate
EPE	Committee on Examinations for Professional Engineers
EPP	Committee on Examination Policy and Procedures
EPS	Committee on Examinations for Professional Surveyors
ETAC/ABET	Engineering Technology Accreditation Commission of ABET
EWB–USA	Engineers Without Borders USA
EWeek	DiscoverE Engineers Week
FE exam	Fundamentals of Engineering examination
FP	NCEES financial policy
FS exam	Fundamentals of Surveying examination
ICOR	Interprofessional Council on Registration
IEA	International Engineering Alliance
IEEE-USA	Institute of Electrical and Electronics Engineers-USA
IISE	Institute of Industrial and Systems Engineers



IPEA	International Professional Engineers Agreement
ISA	International Society of Automation
ITU	Istanbul Technical University
JPEC	Japan PE/FE Examiners Council
KPEA	Korean Professional Engineers Association
L.S.	Land surveyor
L.S.I.	Land surveyor intern
L.S.I.T.	Land-surveyor-in-training
MBA	Member board administrator
MLE	Model Law Engineer
MLS	Model Law Surveyor
MLSE	Model Law Structural Engineer
MSPS	Michigan Society of Professional Surveyors
NAE	National Academy of Engineering
NAFE	National Academy of Forensic Engineers
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
NCSEA	National Council of Structural Engineers Associations
NICET	National Institute for Certification in Engineering Technologies
NIEE	National Institute for Engineering Ethics
NSAE	National Society of Architectural Engineers
NSBE	National Society of Black Engineers
NSPE	National Society of Professional Engineers
NSPS	National Society of Professional Surveyors
PAKS	Professional activities and knowledge study
P.E.	Professional engineer
PE exam	Principles and Practice of Engineering examination
P.L.S.	Professional land surveyor
POLC	Participating Organizations Liaison Council
PP	NCEES professional policy
PS	NCEES position statement
P.S.	Professional surveyor
PS exam	Principles and Practice of Surveying examination
SaGES	Surveying and Geomatics Educators Society
SAME	Society of American Military Engineers
SCE	Saudi Council of Engineers
S.E.	Structural engineer
SEI	Structural Engineering Institute of ASCE
SFPE	Society of Fire Protection Engineers
SHPE	Society of Hispanic Professional Engineers
S.I.	Surveyor intern
S.I.T.	Surveyor-in-training
SME	Society for Mining, Metallurgy, and Exploration
SNAME	Society of Naval Architects and Marine Engineers
SPE	Society of Petroleum Engineers
SWE	Society of Women Engineers
TAMUQ	Texas A&M University at Qatar
TMS	The Minerals, Metals, and Materials Society
UESI	Utility Engineering and Surveying Institute of ASCE
UPLG	Committee on Uniform Procedures and Legislative Guidelines

## 2022–23 NCEES Leadership

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### **BOARD OF DIRECTORS/OFFICERS**

#### **President**

Christopher Duhamel, P.E., P.L.S.  
Rhode Island

#### **President-Elect**

Laura Sievers, P.E.  
Iowa

#### **Immediate Past President**

Brian Robertson, P.E.  
Colorado

#### **Treasurer**

Paul Tyrell, P.E., P.L.S.  
Massachusetts

#### **Central Zone Vice President**

Janice Bostelman, P.E., PMP  
Nebraska

#### **Northeast Zone Vice President**

Thomas Orisich, P.L.S.  
Maryland

#### **Southern Zone Vice President**

Andrew Zoutewelle, P.L.S.  
North Carolina

#### **Western Zone Vice President**

Mohammad Qureshi, Ph.D., P.E.  
California

#### **Secretary/Chief Executive Officer**

David Cox  
South Carolina

### **ZONE ASSISTANT VICE PRESIDENTS**

#### **Central Zone**

Ryan Callaghan, P.E.  
South Dakota

#### **Northeast Zone**

Samuel Wilson, P.E.  
District of Columbia

#### **Southern Zone**

Lamberto Ballí, P.E.  
Texas

#### **Western Zone**

Elizabeth Johnston, P.E.  
Alaska

### **ZONE SECRETARY-TREASURERS**

#### **Central Zone**

Sam Reed, P.E.  
Indiana

#### **Northeast Zone**

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

#### **Southern Zone**

Linda Bergeron, P.E.  
Louisiana

#### **Western Zone**

Karl Tonander, P.E.  
New Mexico



## **President's Report**

*Christopher Duhamel, P.E., P.L.S.*

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It is with great honor and gratitude that I thank you for allowing me to serve as the 2022–23 NCEES president. Working with the volunteer committee members, NCEES staff, and the board of directors this year has been rewarding, and together we have made significant progress on NCEES initiatives.

### **Advancement of licensure**

Our organization remains dedicated to advancing licensure for engineers and surveyors to safeguard the health, safety, and welfare of the public. To this end, the NCEES board of directors, with the authority granted by the Council, has provided support for various programs in 2022–23 to advance the NCEES mission and vision.

In February 2023, the board of directors approved a \$1 million contribution to support DiscoverE's expansion of its popular Future City competition to high school students. This funding will support the expanded program's first two years, and we look forward to seeing this program's extended impact on promoting the professions of engineering and surveying.

In April, the board of directors voted to partner with the American Council of Engineering Companies scholarship program for each state and the District of Columbia. This is a grassroots program to support undergraduate engineering and surveying students, helping keep students in the career pipeline.

In an effort to expand our ability to advance the NCEES mission, the board of directors also approved the transfer of \$7 million from the organization's reserves to establish the NCEES Foundation. A separate board of directors will focus on supporting programs that will fulfill the NCEES mission to advance engineering and surveying licensure. Future funding of the foundation will be at the discretion of the Council, with recommendations through the Committee on Finances. The foundation structure will ensure that the priority of promoting licensure receives the focus it requires.

### **Committee and task force efforts**

The work of volunteers serving on NCEES standing committees and task forces has been impressive this year—many hours are required to address the various charges.

Highlights of these efforts include the Committee on Uniform Procedures and Legislative Guidelines' review of the *Model Law* and *Model Rules*, a comprehensive assessment undertaken every five years. The Committee on Examinations for Professional Surveyors reviewed the results of the Principles and Practice of Surveying exam's professional activities and knowledge study and is recommending the development of a Public Land Survey System module for jurisdictions that require such an exam. Consideration of the future needs of the PS exam will continue with a Surveying and Mapping Sciences Licensure Task Force in 2023–24. The Engineering Licensure Model Task Force has concluded three years of study begun under Past President Christopher Knotts, P.E. One of the results of its extended study is a motion to take the first step toward creating a standing committee on licensure. The Committee on Finances charges included evaluating reserve amounts in the NCEES policy on Council funds. The committee will present a motion at the annual meeting to amend this policy.

Each committee and task force was tasked to advance initiatives that support licensure for engineers and surveyors, with the ultimate goal of protecting the health, safety, and welfare of the public. The reports and proposed motions included in the *Action Items and Conference Reports* are the result of their hard work. As president, I am very appreciative of their dedication.

### **Staff support**

As president, I want to sincerely thank the NCEES staff for all their support for the organization and the member boards. Much of the work is behind the scenes, with research, staff meetings, and project planning—all of which

supports the member boards. Serving as NCEES president has affirmed how fortunate we are to be served by CEO David Cox and his staff supporting the board of directors and the Council.

**In closing**

I want to thank the Council again for this opportunity to serve as president, and I look forward to the incoming leadership of Laura Sievers, P.E.



## President-Elect's Report

*Laura Sievers, P.E.*

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It has been an honor serving as the 2022–23 president-elect. Since last August, I have participated in numerous meetings and committee assignments. As I serve in this position, my thoughts are always on our mission to advance licensure for engineers and surveyors in order to safeguard the health, safety, and welfare of the public. NCEES is an amazing organization, and the staff of NCEES and our volunteers on standing committees, task forces, and exam development committees are the best.

Thank you, President Duhamel, Past President Robertson, and many other NCEES past presidents for your support and help with getting me up to speed on everything this year.

A big thank you to the Texas board for its hospitality at the first ever all-zone interim meeting. The zone vice presidents and committee chairs covered a lot of information in Houston, and it was great hearing many conversations and perspectives from across the United States. Thank you all!

Along with being guided by our mission, I really want to accomplish three things: 1) to inspire many, 2) to educate many, and 3) to create the desire for many to be licensed.

To inspire many, we all are striving every day. Thank you for your hard work in your profession. Thank you for taking a seat on your state board to safeguard the health, safety, and welfare of the public. The NCEES Foundation will further advance these endeavors, allowing organizations that align with our mission to get monetary support to broaden our reach and encourage many more people to consider engineering and surveying as a profession and, further, to encourage licensure. When we partner with others that need support, it advances our mission without preaching it, and I love that approach.

To educate many, we are utilizing outreach partnerships, like our support for DiscoverE to expand the Future City competition to high school students. This initiative will expose soon-to-be college students to the exciting and important contributions that they can make with engineering and surveying careers and to the vital role of licensure in public protection.

To create the desire to be licensed, the student ambassador program and the FE and FS honor cords available at graduation for students who have passed their Fundamentals of Engineering or Fundamentals of Surveying exam will promote taking a fundamentals exam—and starting the path to licensure—while still in college. Programs such as these will encourage individuals to pass the exam while everything is still fresh from their classes.

All examinations will soon be computer based. This will expand the type of exam questions that can be asked and will offer individuals more locations and more scheduling options for the exams. We will need to transition the rest of our policies and procedures to reflect this in the next year. The computer-based exams, reference materials, and practice exams are outstanding! Our exams have embraced new methods, and now I hope to work with many of you on emerging disciplines in engineering. I also hope to have many conversations on the surveying exams. We all want examinations that work for our states and their needs.

In over 100 years, the states' licensing laws and the exams have evolved into what we all uphold today. What other ways can we find competent individuals who have the same desires that we had years ago when we decided that we wanted to be a licensed engineer or surveyor?

I started with it, but also want to end with it—my gratitude for NCEES committee participants and exam volunteers. Thank you! I cannot say it better than Pericles: “What you leave behind is not what is engraved in stone monuments, but what is woven into the lives of others.” So, keep doing great things in your profession, for your state, and for the public, and tell others about licensure and NCEES.

## **Board of Directors Action Items**

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### **Action items from the fourth meeting of the 2021–22 board of directors**

**August 22, 2022, Carlsbad, California**

- Approved the minutes of the third meeting of the 2021–22 board of directors
- Approved the appointment of emeritus and associate members
- Approved the recommendation from the Committee on Examination Policy and Procedures, for NCEES staff to request assistance from the American Nuclear Society with the preparation of a specific remedial action plan for increasing the number of first-time takers to a level that meets or exceeds the minimum candidate requirements, and for staff to submit this plan to NCEES Exam Development staff by March 31, 2023
- Waived the requirements of Examination Development Policy 16 for the PE Structural examination that state that examinations shall have no more than four years between audits and that the next audit of the examination occur after conversion to computer-based testing
- Approved not holding the Board Presidents' Assembly in 2023 and the cessation of planning another assembly until the board feels there is a need to do so
- Approved an additional 4 percent contribution to the 401(k) retirement plan for all eligible NCEES staff participants

### **Action items from the first meeting of the 2022–23 board of directors**

**August 26, 2022, Calsbad, California**

- Approved the proposed resolution authorizing the CEO to execute contracts and other documents on behalf of the board and to select banks or other thrift institutions for the deposit of Council funds

### **Action items from a conference call of the 2022–23 board of directors**

**October 17, 2022**

- Adopted a resolution regarding the request from the American Society for Engineering Education leadership that authorized CEO Cox to provide financial assistance to ASEE in the form of donations, loans, and prepayments with a maximum total of \$700,000 and to execute all documents necessary in connection with the foregoing and to take such other action as he deems necessary or advisable to carry out the purpose and intent of the foregoing resolution

### **Action items from the second meeting of the 2022–23 board of directors**

**October 28–29, 2022, Nashville, Tennessee**

- Approved the minutes of the fourth meeting of the 2021–22 board of directors
- Approved the minutes of the first meeting of the 2022–23 board of directors
- Ratified ABET commission representatives
- Approved the appointment of emeritus and associate members
- Approved Participating Organizations Liaison Council dues at \$0
- Approved International Affiliate Organizations dues at \$0
- Approved minutes from the board conference call held October 17, 2022
- Approved conveyance to the Committee on Examinations for Professional Surveyors that the current approach to a multidivisional examination could adversely impact examinees due to increased cost and increased length of the examination
- Approved exam item replacement costs for 2022–23 as \$2,900 for each CBT item and \$15,770 for each constructed response item; further, approved \$7 million in designated assets as replacement costs in the event of a total examination breach
- Approved the NCEES Travel Policy as submitted

### **Action items from the third meeting of the 2022–23 board of directors**

**February 17–18, 2023, Tuscon, Arizona**

- Approved the \$1,012,000 DiscoverE funding request for inclusion in the 2023–24 budget
- Approved the minutes of the second meeting of the 2022–23 board of directors
- Approved the appointment of emeritus and associate members
- Ratified the audit report of the 2021–22 NCEES financial records

- Approved the 2022–23 auditors
- Ratified the Arizona lobbying contract
- Ratified a one-time \$39,000 expenditure to fund National Society of Professional Engineers scholarships for the upcoming year
- Approved the Engineering Change Lab-USA funding request of \$50,000

**Action items from the fourth meeting of the 2022–23 board of directors**

**April 29–30, 2023, Houston, Texas**

- Approved the minutes of the third meeting of the 2022–23 board of directors
- Approved the appointment of emeritus and associate members
- Ratified modifications to the investment guidelines
- Ratified the appointment of Brian Robertson as a substitute attendee at the International Engineering Alliance meeting in Taiwan
- Ratified the 2024 Southern Zone interim meeting date change
- Approved funding an American Council of Engineering Companies scholarship program that would award annual \$5,000 scholarships over the next five years in each state that has an ACEC scholarship program
- Approved the changes to the Travel Policy with revisions as noted
- Directed NCEES staff to establish the NCEES Foundation
- Authorized the transfer of \$7 million from the NCEES reserve fund to the NCEES Foundation, which will support the mission of NCEES once the foundation is established
- Placed the PE Nuclear examination on probation for two exam administrations
- Approved the 2023–24 operating budget and the 2023–24 capital budget as recommended by the Committee on Finances
- Approved charging the 2023–24 Special Committee on Bylaws with incorporating Category 1 modifications to the *Bylaws*
- Approved directing NCEES staff to organize and recommend Category 2 modifications to the *Bylaws* and report back to the board at the August 2023 meeting
- Approved the NCEES Committee on Awards recommendations for the NCEES Distinguished Service Award and Distinguished Examination Service Award
- Adopted the consent agenda as approved for the 2023 annual meeting
- Adopted the order of business as noted for the 2023 annual meeting
- Approved a motion to present at the 2023 NCEES annual meeting that approves the application of the Structural Engineering Licensure Coalition to become a member of the NCEES Participating Organizations Liaison Council
- Approved a motion to present at the 2023 NCEES annual meeting that directs NCEES staff to prepare amended language to remove references to pencil-and-paper examinations in all NCEES documents after completion of the last pencil-and-paper examination, to present such amended language to the NCEES board of directors for approval, and to add additional language as needed to clarify any references to pencil-and-paper examinations that cannot be changed by staff
- Approved the 2022–23 committee, task force, and officer reports for publication in the annual meeting *Action Items and Conference Reports*

**Approval of 2022 Annual Meeting Minutes**

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The 2022 NCEES annual meeting minutes are posted at [ncees.org/annual\\_meeting](https://ncees.org/annual_meeting).

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## **Treasurer's Report**

*Paul Tyrell, P.E., P.L.S.*

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As I round third and head for home on my three-year term as treasurer, I am proud to say that we have lots to be thankful for. We have weathered a pandemic that brought our income to a screaming halt and required that we return payments to many of our examinees, converted our highest-volume exam—the Principles and Practice of Engineering (PE) Civil—to computer-based testing (CBT) and withstood its much-planned negative impact to our income, and approved new exam prices to avoid an adverse impact on the future finances of our organization.

I am proud to hand the keys to the new treasurer knowing that the financial health of NCEES is as strong as it's ever been.

The transition of nearly all our exams to CBT is not only an example of our exam development competence but also evidence of our financial strength.

As treasurer, I have served as board liaison to the Committee on Finances, the Financial Audit Committee, and the Investment Advisory Group. I also participated in the Council's annual budget development process, during which staff presents the proposed budget. I have found this to be an informative, transparent, and collaborative process. Finally, I proudly served this past year as board liaison on the Committee on Examinations for Professional Surveyors as it wrestled with the difficult decision on the future of the Principles and Practice of Surveying exam.

The 2021–22 financial audit resulted in an “unmodified opinion from the auditors”—a less-than-exciting way to give us a 100% grade on the audit.

The \$194,000 operational surplus for the fiscal year was a result of lower Fundamentals of Engineering (FE) exam deliveries, due to lingering impacts from the COVID-19 pandemic, as well as reduced PE exam volumes. While these volume-reductions in our two largest exams had a substantial impact to our revenue, that impact was partially offset by effective expense controls and monitoring.

As treasurer, the one meeting I enjoyed the most was our quarterly meeting with the Wealth Enhancement Group (WEG) representatives and NCEES staff. During these meetings, we monitor the current financial trends and performances, and we consider appropriate portfolio-allocation adjustments to our investments. Like other organizations (and individuals, including myself), the Council has experienced substantial reductions in the valuation of its investments, especially since fall 2021; however, it is anticipated that there will be a valuation recovery longer term. Through May 31, 2023, the valuation increase was 3.4 percent, or \$1.8 million for the calendar year.

In March 2023, WEG representatives met with the Investment Advisory Group to review the investment portfolio's comparative performance with prior years, as well as the current asset allocation. Through that discussion, they recommended minor changes to the asset allocation. These recommendations are consistent with our conservative investment strategies and are designed to protect and grow the Council reserves. The recommended changes to the asset allocation were approved by the NCEES board of directors at the May board meeting. Information about the value of NCEES investments can be found on page 43 of the 2022 annual report, which is available at [ncees.org/annualreport](https://ncees.org/annualreport). As reported above, the WEG recommendations were always minor adjustments (a testament to the strength of our current portfolio balance) to allow our investments to better navigate the expected market adjustments over the short term, and I always felt proud of the strength WEG reported in the economic outlook of our country and our organization.

I have considered my position as treasurer to be one of oversight as well as being a strong advocate for the hard work of the many groups that I mentioned above, and I cannot speak highly enough of each and every one of them.

Through the first eight months of the fiscal year, we have continued to experience lower FE exam volumes versus pre-pandemic levels, and PE exams are maturing in their transition from pencil-and-paper to CBT. The good news is that we are seeing an uptick in FE volumes compared to last year and the PE exams are transitioning at the projected pace. Through May 31, 2023, there is a loss from operations of \$703,000, which is \$356,000 better than the year-to-date budget. With the exam-revenue challenges, the appropriate expense controls have been implemented to ensure overall financial alignment with budget. Beyond exam volumes, we are experiencing elevated Member Services revenue, growing outreach opportunities, a more normal exam development schedule (post-pandemic), and increased Study Materials publication sales, which is a great indication of future exam-delivery revenue.

As we conclude 2022–23 and begin a new fiscal year, there is much to be thankful for financially. As mentioned, exam volumes are improving, and the new exam prices will become effective January 1, 2024. Expense monitoring, especially during these transitional times, will continue at an elevated level. Finally, we are working toward the establishment of an NCEES Foundation, a separate entity with a sole purpose of supporting and advancing the mission of the Council. This will allow for greater focus on operations and mission advancement.

That which I have found most rewarding is our work on mission initiatives. Our efforts in this area have been expanding for a number of years. Initially, we were proud to help support well-deserving programs in some small manner, but NCEES has now moved to more significant investments, maintaining the financial integrity of a strong licensing partner. I am proud that during my tenure we have realized the need for a focused approach on this and that the board is creating a philanthropic arm devoted to mission initiatives.

I have heard stories about the financial health of our organization in the past, and I can't say that my term was the worst a treasurer has had to deal with, but I can't say it wasn't.

I thank you all for the honor to serve.



## **Central Zone Vice President's Report**

*Janice Bostelman, P.E., PMP*

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Greetings from the Central Zone!

### **Committee meetings**

I had the honor of serving as board of directors liaison to the Committee on Examination Policy and Procedures for 2022–23. A highlight of this year for me was attending and participating in the EPP Committee meetings.

### **Member board visits**

Due to my demanding work schedule, I was not able to get to various member board meetings within the Central Zone this past year. With a little more leeway in my schedule, I hope to be able to visit board meetings in the upcoming year. Please let me know if you would like a visit to your board, and I will attempt to make it happen either in person or virtually.

### **Board of directors meetings**

I was able to attend all NCEES board of directors meetings in 2022–23, either in person or remotely.

### **2023 combined zone interim meeting**

I participated in the first combined zone interim meeting in Houston, Texas, in April. This all-zone meeting was originally a suggestion from the member board administrators and postponed from 2020 due to the COVID-19 pandemic, so it was great to finally hold this meeting of all four zones.

Over 300 people attended the meeting. All enjoyed an enthusiastic Texas welcome, I thank the Texas board for their hospitality. I also thank my fellow Central Zone officers—Assistant Vice President Ryan Callaghan, P.E., and Secretary-Treasurer Sam Reed, P.E.—for their support at the Central Zone sessions and for welcoming folks to kick off the meeting. We had almost 60 people in attendance from the Central Zone.

Sixteen of the 17 Central Zone member boards were present in Texas. We were able to hear from these boards during the Central Zone breakout sessions. I compliment those speaking on their board's issues, trends, and questions. It is always humbling to learn of the various volunteer efforts that boards conduct on behalf of supporting licensure. Feedback from the Central Zone was that they would like to see the all-zone meeting concept repeated in the future.

The Awards Committee identified a very deserving Central Zone Distinguished Service Award winner in Kevin Skibiski, P.E., S.E., P.L.S., of the Missouri board. The award was presented to Missouri board representatives on Kevin's behalf at a luncheon during the interim meeting. Kevin was able to record an acceptance video for us, which we watched during the luncheon.

I will be seeking to fill positions on the Central Zone committees for 2023–24, so please let me know if you would like to serve on a zone committee. Zone service is a great way to learn more about NCEES if you are new to a member board or if you want to take that first step to be more engaged. Please let me know if you have a desire to serve, I will be more than glad to talk with you.

### **Election results**

The Central Zone held an election for 2023–25 Central Zone secretary-treasurer at the interim meeting. Jason Suelter, P.E., S.E. (NE-PE) was elected; he will be installed at the conclusion of the 2023 annual meeting.

We thank Sam Reed, P.E. (IN-PE) for his efforts as 2021–23 secretary-treasurer for the Central Zone.

We closed out the Central Zone meeting with a presentation from Marlon Vogt, P.E. (IA emeritus) to tempt us with the upcoming 2024 Central Zone interim meeting in Des Moines, Iowa. We look forward to that meeting.

### **2022–23 zone committees**

I would like to note our Central Zone committee volunteers and thank them for their service. Without their efforts, work would not be accomplished in a timely matter within the zone.

#### **Awards Committee**

- Chair—Jennifer Taylor, P.E. (KS)
- Laura Sievers, P.E. (IA)
- Larry Graham P.E., P.S. (KS)

#### **Leadership Committee**

- Chair—Ryan Callaghan, P.E. (SD)
- Jason Suelter, P.E., S.E. (NE-PE)
- Kimberly Kramer, Ph.D., P.E., S.E. (KS)
- Darcie Handt (ND MBA)

#### **Nominating Committee**

- Chair—John Greenhalge (OH MBA)
- Amanda Uwague (OH staff)
- Timothy Platz, P.S. (MI-PS)
- Lisa VanDenBerg, P.E. (IA)

#### **Resolutions Committee**

- Sherrie Dyer (SD MBA)

#### **Site Selection Committee**

- Chair—Marlon Vogt, P.E. (IA emeritus)
- Robert Lampe (IA MBA)

#### **Future NCEES and Central Zone meetings**

**2023 annual meeting:** August 15–18; Boston, Massachusetts

**2024 Central Zone interim meeting:** April 25–27; Des Moines, Iowa

**2024 annual meeting:** August 20–23; Chicago, Illinois (dates may be adjusted)

**2025 Central/Western Zone joint interim meeting:** New Mexico

**2025 annual meeting:** August 19–22; New Orleans, Louisiana

In closing, I want to thank each zone member for allowing me this opportunity to serve you as Central Zone vice president. I hope to see many of you in Boston, Massachusetts, in August.



## **Northeast Zone Vice President's Report**

*Thomas Orisich, P.L.S.*

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I respectfully submit my 2022–23 Northeast Zone vice president's report.

My two-year board position has been a rewarding and educational experience as I attended to the ever-changing issues that this outstanding organization addressed. It is an honor to serve you all. I can report that the NCEES staff were outstanding, with timely support and guidance to navigate through any uncertainties in planning and executing the numerous meetings, whether in person or virtual, and with addressing their various duties. I was able to attend all meetings of the board of directors and my assigned committees—UPLG and Education—in person.

The 2023 Northeast Zone interim meeting was, for the first time, part of an all-zone meeting. It was held April 27–29 in Houston, Texas. Our meeting was well attended, with all 20 Northeast Zone member boards in attendance. Reports were given by the officers, nine standing committees, the Engineering Licensure Model Task Force, and the Special Committee on Bylaws in the joint zone business sessions. The committees and task force reviewed motions that will be presented at the annual meeting in Boston, Massachusetts, August 15–18, to help prepare us for the important business that we will address there. Breakout sessions were held for the member board administrator, engineering, surveying, and law enforcement forums in the joint format. These sessions allowed for collaborative discussion on issues facing each group. I think these forums allow the greatest exchange of information due to the limited sizes and ability for each attendee to speak and be heard.

The agenda included time for the individual zones to meet to discuss other zone business, hold elections, provide updates on individual state activities, and have separate award luncheons.

The meeting also included a joint luncheon with guest speaker Assistant Director Montgomery Goforth, Strategic Pursuits and Partnerships, Engineering Directorate, NASA Johnson Space Center, who provided an insightful presentation titled “Artemis: NASA's Plan for Sustainable Lunar Exploration,” as well as a dinner event at the Houston Astros game and a tour of Space Center Houston.

I would like to thank the Texas Board of Professional Engineers and Land Surveyors, especially chair Sina Nejad, P.E., for their warm hospitality at this meeting.

Other business completed at the interim meeting includes the following.

### **Northeast Zone Awards Committee**

- Lesley Rosier-Tabor, P.E. (WV-PE), Chair
- Azuanuka (Azu) Etoniru, P.E., P.L.S. (MA)

The 2023 Northeast Distinguished Service Award (ENNY) recipient is John Mettee III, P.L.S. (MD-PS). Congratulations to John on this well-deserved honor.

### **Northeast Zone Nominating Committee**

- Joseph Flynn, L.S. (VT-PS), Chair
- Mandy Holway, P.E. (ME-PE)
- Scott Sabol, P.E. (VT-PE)
- Daniel Barbato, P.E. (DE-PE)

Nominations for the 2023–25 Northeast Zone vice president and assistant vice president were received, and the elections were held at the interim meeting. Congratulations to Samuel Wilson, P.E. (DC), who was elected zone vice president, and Michael Brinkash, P.L.S. (PA), who was elected assistant zone vice president. With them, I am confident that the Northeast Zone will continue to have strong leadership and an active presence in the Council.

### **Northeast Zone Leadership Development Committee**

- Samuel Wilson, P.E. (DC), Chair
- William Atkinson, P.E. (VT-PE)
- Erin Joyce, P.E. (MA)
- Mandy Holway, P.E. (ME-PE)
- Barry Lucas, P.E. (DC)

The committee members have been sent Leadership Development Committee guidance included in the *Zone Meeting and Continuity Guidelines* and are to meet virtually and provide a brief report at our zone annual meeting in August.

### **Northeast Zone Site Selection Committee**

- Sallye Perrin, P.E. (MD-PE)
- Christine Horne (NH-PE & PS)
- Joyce Hastings, P.L.S. (MA)
- Samuel Wilson, P.E. (DC)

The schedule of the Northeast Zone interim meetings is as follows:

- 2024: May 2–4, Washington, D.C.
- 2025: Massachusetts
- 2026: New York
- 2027: Maryland
- 2028: Pennsylvania

### **Interim meeting minutes**

Draft minutes from the zone interim meeting will be available for download on the MyNCEES portion of the NCEES website by August.

### **In closing**

I want to thank Samuel Wilson, P.E., for his service as Northeast Zone assistant vice president for the past two years. Sam is also chair of the District of Columbia Board of Professional Engineering and has been very active in leadership roles for various professional, academic, and community organizations and is a strong advocate for licensure.

A special thanks also to Azuanuka (Azu) Etoniru, P.E., P.L.S., Northeast Zone secretary-treasurer, for preparing the meeting minutes.

Finally, I express my sincere gratitude for your support as zone vice president. I look forward to seeing you all at the annual meeting.



## **Southern Zone Vice President's Report**

*Andrew Zoutewelle, P.L.S.*

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This year, I was honored to serve as vice president of the Southern Zone. I am appreciative of the leadership of 2021–23 Southern Zone Assistant Vice President Lamberto (Bobby) Ballí, P.E. (TX) and the 2022–24 Southern Zone Secretary-Treasurer Linda Bergeron, P.E. (LA). Their service to our zone is greatly appreciated. I also have enjoyed serving with each of the NCEES board of directors, and I appreciate having the opportunity to learn from each of them and NCEES staff.

The Southern Zone conducted its first ever “four-way” interim meeting in Houston, Texas. The meeting was a combined meeting with the Central Zone, Northeast Zone, and Western Zone. It was a productive meeting, and everyone was glad to have the opportunity to meet together and to hear the officer and committee reports together. Several elections were held within the Southern Zone: Chimin (Jimmy) Chao, P.E. (SC) was elected assistant vice president of the Southern Zone; James Kelly, P.E. (VA) was elected vice president of the Southern Zone; and I was the successful candidate for president-elect nominee. The new officers will begin their terms in August. The minutes from the zone interim meeting will be available for download on the MyNCEES section of the NCEES website prior to the August annual meeting.

For upcoming meetings, we will meet as a zone in Boston, Massachusetts, during the 2023 NCEES annual meeting. The 2024 Southern Zone interim meeting will be held in Asheville, North Carolina. Arkansas will host the 2025 Southern Zone interim meeting, and Puerto Rico will host the 2026 Southern Zone interim meeting. At its 2022 interim meeting, the Southern Zone adopted the recommendations presented by the Site Selection Committee for future interim meeting sites as follows: Georgia will host the 2027 interim meeting, Kentucky will host the 2028 interim meeting, and Mississippi will host the 2029 interim meeting.

The 2022–23 Awards Committee received nominations for the Southern Zone Distinguished Service Award. The 2023 recipients are Doyle Allen, L.S. (VA); Christopher Knotts, P.E. (LA and past president of NCEES); and Ivan Hoffman, P.S. (AR, awarded posthumously). The awards were presented to the recipients in person in Houston, with the Arkansas board and executive director Heather Richardson accepting Ivan’s award on behalf of his family. These were well-deserved choices for their contributions to the Southern Zone.

I thank all of the Southern Zone committee members for their service to the zone. The following were the committee appointments for 2022–23:

### **Awards Committee**

- Chair—Dennis Hoyle, P.E., P.L.S. (NC)
- Nathan Johnson, P.E., P.L.S. (AL)
- Pankaj (P.J) Shah, P.E. (FL-PE)

### **Leadership Development Committee**

- Chair—Lamberto (Bobby) Ballí, P.E. (TX)
- Vicki Anglin, P.L.S. (VA)
- Linda Bergeron, P.E. (LA and Southern Zone Secretary-Treasurer)
- Chimin (Jimmy) Chao, P.E. (SC)
- Patricia (Liz) Compton (FL-PS MBA)
- Nicole Galavotti, P.E. (KY)
- Iarelis (Ia) Hall, P.S.M. (FL-PS)
- Andrew Ritter (NC MBA)

**Nominating Committee**

- Chair—Doyle Allen, L.S. (VA)
- Raymond Burton, P.E. (VI)
- Robert Campbell, P.E. (TN-PE)
- James (Jay) Caughman, P.L.S. (TN-PS)
- Brenda Moore, P.E. (NC)
- William Mitchell, P.E., P.L.S. (MS)

**Resolutions Committee**

- Lamberto (Bobby) Ballí, P.E. (TX)

**Site Selection Committee**

- Chair—Kathy Hart (OK MBA)
- Antonio Medina-Delgado, P.E. (PR, PR MBA)
- Heather Richardson (AR MBA)
- James (Don) Pedigo, P.L.S. (KY)
- Darien Sykes, P.E. (GA)

In closing, I thank each zone member for allowing me this opportunity to serve you as vice president. Also, I offer special thanks to Past President Christopher Knotts, P.E., for providing guidance this year.





## **Western Zone Vice President's Report**

*Mohammad (Dr. Q) Qureshi, Ph.D., P.E.*

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As my first year of service as Western Zone vice president closes, I would like to thank my fellow 2022–23 zone officers: Assistant Vice President Elizabeth Johnston, P.E. (AK) and Secretary-Treasurer Karl Tonander, P.E. (NM). We had regular communication to stay connected and coordinated and met regularly to prepare for the zone interim meeting. I appreciate that our zone leadership was a team effort.

My ability to travel for visits to boards this year was more restricted than I anticipated. However, we were able to hold virtual visits with the member board administrators in Hawaii (interim) and Idaho to advise them, and I hope to conduct a few more visits this fall. I was also able to virtually join the Utah board as they considered hosting the zone interim meeting in 2027. I am pleased to report that they have expressed their desire to host.

The Western Zone was able to have a unique in-person zone interim meeting in April in Houston, Texas, where we met in conjunction with the other three zones. The venue was exceptional, the location was beautiful, the meeting went well, and the weather even cooperated. The best part was being back together to renew friendships and create new ones. I would like to thank the Texas board for their hospitality and thank NCEES meetings staff for all that they did to make it a successful meeting.

During the meeting, we were able to present Jeffrey Jones, P.L.S. (WY); Sean St.Clair, Ph.D., P.E. (OR); and Perry Valdez (NM) the Western Zone Distinguished Service Award. These individuals have contributed greatly to the zone, and it was an honor to recognize them for their service and present them their awards.

As a zone, we voted to hold a combined zone meeting with the Central Zone in 2025 when we meet in New Mexico.

I would like to congratulate David Peden, P.E., S.E. (WA) on his election as 2023–25 Western Zone secretary-treasurer and look forward to working with him following the end of the annual meeting in Boston.

Future Western Zone interim meetings are currently scheduled as follows:

- May 16–18, 2024    Bozeman, Montana
- 2025                New Mexico (joint with Central Zone)
- 2026                Oregon
- 2027                Utah

Contracts are in place for the 2024 meeting, and negotiations are already in the works for the joint meeting with the Central Zone in New Mexico scheduled for 2025.

It has truly been my pleasure to serve as your zone vice president this year. I want to thank all the Western Zone committee members for their service. The following were the committee appointments for 2022–23:

### **Awards Committee**

- Chair—Shannon Stanfill (WY)
- Roy Reyes, P.E. (NMI)
- Richard (Ric) Moore, P.L.S. (CA)

### **Leadership Development Committee**

- Chair—Elizabeth Johnston, P.E. (AK)

**Nominating Committee**

- Chair—Marie Elizabeth Cristi, P.E. (GU)
- Cevin Imus, L.S. (WY)
- Karl Tonander, P.E. (NM)

**Resolutions Committee Representative**

- Esther Fleming (NMI)



## **Chief Executive Officer's Report**

*David Cox*

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NCEES staff is committed to supporting the member boards in protecting the public through engineering and surveying licensure. In 2022–23, we developed and implemented new programs and supported established initiatives to further this support. This report highlights some of those efforts.

### **Mission initiatives**

Mission initiatives—our activities and programs to support our vision and mission—are a key part of efforts to advance licensure.

### **FE and FS honor cords**

At the 2022 Southern Zone interim meeting, a member of the South Carolina board reported that the University of South Carolina was providing graduation honor cords for its students who pass the Fundamentals of Engineering (FE) exam before graduation.

NCEES staff have worked diligently to implement this idea nationally, including for students who pass the Fundamentals of Surveying (FS) exam. Almost 2,500 students at over 80 colleges and universities are wearing FE and FS honor cords at spring graduation ceremonies. And those numbers continue to grow. The cords have been extremely popular and appear to be a motivating factor in influencing when students take the exams.

I ask that member boards continue to encourage schools in their state or territory to participate. Simply identify an on-campus contact who is willing to receive and distribute the cords each semester and send the name and contact information to [outreach@ncees.org](mailto:outreach@ncees.org).

### **FE Ambassadors**

Another program within mission initiatives is the FE Ambassador program. Staff is in the final planning stages for the program's pilot version, which will place two student ambassadors each at five campuses this fall. These students will be responsible for using on-campus, peer-to-peer networking to promote licensure and the FE exam to their fellow students. They will coordinate and present licensure information to on-campus groups, represent NCEES at on-campus career fairs, and host regular Q&A sessions for those who have questions or need information.

This program, as well as the honor cords initiative, is an innovative on-campus approach that I am confident will increase the number of students taking the FE and FS exams before graduation.

### **Future City expansion**

NCEES is a longstanding supporter of the outreach programs of DiscoverE, including the Future City competition. Since 1992, Future City has been challenging middle-school teams to design and build cities of the future. NCEES is going to help DiscoverE expand that reach.

At its February 2023 meeting, the board of directors approved a funding request from DiscoverE for \$1,012,000 to expand Future City to include high school students. This funding will support the first two years of the high school program. As a signature sponsor, NCEES will also provide scholarships to students from the top three teams. This financial contribution is included in the proposed operating budget for 2023–24.

Support for DiscoverE is central to NCEES efforts to engage with K–12 students. The collaboration allows NCEES to promote the professions of engineering and surveying and the importance of licensure to a wider audience. And the expansion of Future City, a key program of DiscoverE, will spread that message even further.

### **ACEC scholarships**

At its April 2023 meeting, the board of directors approved a partnership with the American Council of Engineering Companies (ACEC) to create an NCEES scholarship program to award annual \$5,000 scholarships over the next three years in all 50 states and the District of Columbia. These scholarships will be open to current engineering and surveying students.

While it remains important to implement strategies that help build the pipeline of high school students who choose to study engineering or surveying at college, it is increasingly important to implement strategies that help keep them there. These scholarships are designed to help do that. The goal is to have everything ready for ACEC's next awards cycle, which will launch at the start of the upcoming fall semester.

### **NCEES Foundation**

In response to these increased mission initiative efforts, the board of directors recently approved the establishment of an NCEES Foundation. At its April 2023 meeting, the board authorized the transfer of \$7 million from the NCEES reserve fund to the NCEES Foundation, which will support the mission of NCEES once the foundation is established. A foundation will allow us to better support our mission initiatives by formalizing our financial support and giving process. Although it will be primarily funded by NCEES and completely under NCEES control, it will be able to accept financial contributions from individuals and other groups to support our efforts to build and strengthen the professions. It will also have a separate board of directors, allowing the NCEES board to remain focused on the strategic operational initiatives of the Council.

We have considerable work to do before the foundation is established—including drawing up bylaws and articles of incorporation, as well as finalizing decisions on the size, background, and terms of the foundation's board of directors. All will be completed in due course, but NCEES has taken an important first step toward meaningful expansion of our efforts to advance licensure for engineers and surveyors.

### **Redesigned website**

NCEES launched a redesigned website in April 2023 to help users more quickly and easily find information. The new design gives the site a fresh look and a fresh focus—now that the transition to computer-based testing is complete, the site can focus on a more holistic approach to the user experience, instead of funneling examinees to resources and support needed for pencil-and-paper versus computer-based exams.

The new site offers clear and concise navigation paths. Dropdown menus at the top of each page guide users to five broad topic areas: exams, licensure, NCEES services, outreach, and about (a general information area). MyNCEES, the members-only section of the website, continues to provide advocacy, board, enforcement, new-member, and volunteer resources.

### **Threats to public protection**

NCEES remains committed to helping its member boards address attempts to weaken licensure's public protections. This assistance is provided both through NCEES staff efforts and our active membership in the Alliance for Responsible Professional Licensing (ARPL).

Legislative efforts related to professional licensing have continued to increase during the current sessions, and universal licensure bills remain prevalent throughout the country. Several board reform bills have attempted to merge independent boards into larger umbrella boards and, in many cases, limit the board's authority.

NCEES staff monitors legislative activity throughout the United States and has worked with many member boards in 2022–23 to provide necessary resources at the state level.

Resources are available to all member boards in the Advocacy Resources section of MyNCEES and through ARPL's online resource portal at [responsiblelicensing.org](https://responsiblelicensing.org). I encourage you to review these resources if you are not familiar with them.

### **PE Structural exam**

NCEES began transitioning pencil-and-paper exams to computer-based testing (CBT) in 2010, and now we are preparing to transition our last—the Principles and Practice of Engineering (PE) Structural exam—to CBT in 2024.

Due to its small volume of examinees, the pencil-and-paper PE Structural exam is being administered at regional sites throughout the country until the transition to CBT is completed. More than 1,500 examinees registered for the April 2023 administration—a record number—and the last pencil-and-paper administration will be held in October 2023.

The process to transition our exams to a computer-based format has been a tremendous undertaking. I'm sure many of us wondered at times if we would ever get to the end. But here we are in the homestretch. NCEES staff—especially the Exam Services department—has done a tremendous job in making this happen. But we could not have done it without the support of our member boards and the contributions of our many exam volunteers. We look forward to celebrating with everyone when the computer-based PE Structural exam launches in 2024.

**In closing**

I am excited about the future of NCEES, as we continue to find new ways to address our enduring mission. I remain grateful for the dedication of those who volunteer their energy and expertise toward our efforts to advance licensure and public protection.



**Special Committee on Bylaws**  
*Nancy Gavlin, P.E., S.E., Chair*

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**ABSTRACT**

The 2022–23 Special Committee on Bylaws was established to provide revisions to the *Bylaws* based on actions by the Council at the 2022 annual meeting.

The committee met several times virtually via Zoom to address its charges. On February 24, 2023, the committee emailed NCEES members, associate members, and board administrators to inform them that the proposed amendments to the *Bylaws* were posted online at MyNCEES/Board Resources. This notification was made in accordance with *Bylaws* Section 12.02, which requires member boards to be notified about proposed amendments to the *Bylaws* at least 60 days prior to the first zone interim meeting.

*Bylaws* 12.02 states that voting shall be by sections and that changes to the published amendments will not be permitted during the annual meeting. An affirmative vote of two-thirds of boards present and in good standing is required to adopt amendments to the *Bylaws*.

The committee has four motions for Council action. **The motions are shown beginning on page 35.**

**CHARGES**

**Charge 1**

*Review the current Bylaws with consideration of parliamentary comments/guidance and develop recommendations for discussion by the board of directors and the Council at the August 2023 annual meeting.*

At the request of the NCEES chief executive officer, parliamentarian Sarah Merkle, JD, CPP-T, PRP, conducted a thorough and thoughtful review of the *Bylaws*. She provided more than 60 comments and suggestions to NCEES. The Special Committee on Bylaws reviewed and responded to each comment individually. The parliamentary comments can be found in **Appendix A**. The committee’s responses can be found in **Appendix B**.

The committee’s responses are divided into three categories.

**Category N:** No changes or clarifications to the *Bylaws* are considered necessary.

**Category 1:** Category 1 responses are related to grammatical and spelling corrections, capitalizations, wording cleanup, removal of redundant statements, etc. Changes to the *Bylaws* based on Category 1 responses would not result in substantive changes to the *Bylaws*. These responses may be able to be incorporated into the *Bylaws* directly by a Special Committee on Bylaws without first being reviewed by another committee.

**Category 2:** Changes or clarifications to the *Bylaws* based on Category 2 responses could create substantive changes to the *Bylaws*. The Category 2 comments and responses should be referred to an appropriate committee for additional review.

Category 2 responses include several terms and other items that seem to hold historical meaning for NCEES but are not defined anywhere. One example of this is the term “privilege of the floor.” This term is used throughout the *Bylaws* but is not defined. The term typically means the right to be admitted onto the floor of a legislative assembly while it is in session. The definition does not refer to any rights to address the assembly, make a motion, vote, etc. The *Bylaws* should clarify which rights NCEES intends “privilege of the floor” to include.

Several items in the Category 2 responses are related to various types of votes and how the results of these votes are to be decided. *Bylaws* sections 3.01, 4.01, 4.07, 6.02, 11.03, and 12.02 all are related to voting. There are subtle differences in these sections in the different criteria for how the votes are decided. See **Appendix C**, Quorums and Majorities in the NCEES *Bylaws* and Beyond, for clarification of the differences. The Special

Committee on Bylaws is not suggesting that all these sections should be changed. It is suggesting that these sections should be carefully reviewed to verify that what is in the *Bylaws* is what is intended.

Additional Category 2 comments can be found in Appendix B.

### **Charge 2**

*Review revisions to Bylaws 4.05 as presented by the Advisory Committee on Council Activities and approved by the Council at the 2022 annual meeting. Propose an amendment to clarify eligibility of members of the board of directors to run for President-Elect and to modify the qualifications to be President-Elect or Zone Vice President to include public members as eligible to serve in that capacity.*

At the 2022 annual meeting, the Advisory Committee on Council Activities (ACCA) presented a motion for a Special Committee on Bylaws to be charged with modifying *Bylaws* Section 4.05. The motion passed, and the committee received Charge 2 as a result. **Motion 1** will be presented to amend the *Bylaws* accordingly. A rationale is included with the motion.

During its review, the committee noted that the term “public member” is not defined in the *Bylaws*. The committee recommends that the president-elect charge a committee to propose a definition for this term to provide clarification.

### **Charge 3**

*Propose amendments as necessary to remove “Treasurer” from the “Secretary-Treasurer” zone officer title throughout the Bylaws.*

President Duhamel, in consultation with NCEES Chief Executive Officer David Cox, asked the committee to review the *Bylaws* and remove any references to treasurer related to zone officer functions. **Motions 2–4** will be presented to amend the *Bylaws* accordingly.

In addition, the Special Committee on Bylaws has two recommendations that resulted from this charge. First, the committee recommends that NCEES staff be charged with making corresponding changes to remove “Treasurer” from the “Secretary-Treasurer” zone officer title in the *Zone Meeting and Continuity Guidelines*. Second, the committee recommends charging a future committee with reviewing *Bylaws* Section 3.09, Zone Organization, to consider amendments to reflect that each zone shall operate under these guidelines and to change the publication title to the *Zone Meeting and Continuity Manual*.

Respectfully submitted, the **Special Committee on Bylaws:**

Nancy Gavlin, P.E., S.E., Chair

#### **Members**

Gene Dinkins, P.E., P.L.S.  
Jason Henderson, P.S.  
Coby King  
David Widmer, P.L.S.

#### **Board liaison**

Laura Sievers, P.E.

#### **Staff liaison**

Davy McDowell, P.E.

### **MOTIONS**

#### **Bylaws Motion 1**

Move that *Bylaws* 4.05 be amended as follows:

**Section 4.05 Qualifications.** Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed [professional](#) engineer, ~~or licensed~~ [professional](#) surveyor, [or public member](#); shall have been a member of NCEES at least three years; and shall have attended at least two NCEES Annual Business Meetings.

Members of the current Board of Directors whose term on their Member Board has expired during their term as NCEES Treasurer or Vice-President may run for President-Elect if

- ~~Their term on their state board has expired during their term as NCEES Treasurer or Vice President;~~
- They have obtained emeritus standing within the Council, ~~they have the approval of their state board;~~ and
- They have the approval of their Member Board; and
- It is their zone’s rotation to elect a President-Elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer, ~~or licensed~~ professional surveyor, or public member and shall be from the zone that elects him or her.

**Rationale**

The Special Committee on Bylaws received a charge to review changes to *Bylaws* 4.05 as presented by ACCA and approved by the Council at the 2022 annual meeting. The amendment is to clarify the eligibility of members of the board of directors to run for president-elect and to modify the qualifications for the offices of president-elect and zone vice president to include public members as eligible to serve in that capacity.

**Board of directors’ position**

Endorses, consent agenda

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**Bylaws Motion 2**

Move that *Bylaws* 3.021 be amended as follows:

**Section 3.021 Associate Members.** An Associate Member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

Recommendations for associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members of NCEES shall have the privilege of the floor at meetings of the Council. Associate Members may serve on any committee or task force to which duly appointed under the *Bylaws*. Associate Members are eligible to hold the elective office of zone Secretary-~~Treasurer~~ but are not eligible to serve on the NCEES Board of Directors.

**Rationale**

Monies for each zone meeting are now handled through the budget approval process. Therefore, the sole duty of the zone officer currently titled “Secretary-Treasurer” is to act as the secretary for the zone. The title change is proposed to reflect the duties of the office, which no longer include handling zone financial affairs or submitting financial statements.

**Board of directors’ position**

Endorses, consent agenda

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**Bylaws Motion 3**

Move that *Bylaws* 3.09 be amended as follows:

**Section 3.09 Zone Organization.** Each zone shall adopt the *Zone Meeting and Continuity Guidelines* for its organization and operation consistent with and in conformity to the NCEES *Bylaws*.

Each zone shall submit copies of its minutes to the Council at the Annual Business Meeting of the Council. Each zone shall elect an Assistant Vice President who shall serve a two-year term concurrent with the Vice President. The Assistant Vice President shall assist the Vice President, shall perform the duties outlined in the *Zone Meeting and Continuity Guidelines*, and shall perform all duties of the Vice President in the event that the Vice President is unable to perform for any reason. This shall include fulfilling the duties as Vice President on the Board of Directors.

Each zone shall elect a Secretary-~~Treasurer~~. Members and associate members shall be eligible to hold the office of Secretary-~~Treasurer~~. The Secretary-~~Treasurer~~ shall keep and have published zone minutes and maintain records of zone activities.

Administration of the financial affairs of the zone shall be consistent with those of the Council as governed by the Council’s Articles of Incorporation and the *Bylaws*.

**Rationale**

Monies for each zone meeting are now handled through the budget approval process. Therefore, the sole duty of the zone officer currently titled “Secretary-Treasurer” is to act as the secretary for the zone. The title change is proposed to reflect the duties of the office, which no longer include handling zone financial affairs or submitting financial statements.

**Board of directors' position**  
Endorses, consent agenda

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**Bylaws Motion 4**

Move that *Bylaws* 11.04 be amended as follows:

**Section 11.04 Election of Vice Presidents.** Vice Presidents from the Southern and Northeast Zones shall be elected at their Zone Interim Meeting in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected at their Zone Interim Meeting in even-numbered years.

The Secretary-~~Treasurer~~ of the zone shall file with the Chief Executive Officer the name of the zone-elected Vice President and Assistant Vice President not less than 60 days prior to the opening of the Annual Business Meeting of the Council.

**Rationale**

Monies for each zone meeting are now handled through the budget approval process. Therefore, the sole duty of the zone officer currently titled "Secretary-Treasurer" is to act as the secretary for the zone. The title change is proposed to reflect the duties of the office, which no longer include handling zone financial affairs or submitting financial statements.

**Board of directors' position**  
Endorses, consent agenda

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# BYLAWS

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August 2020



# APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

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## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

### ARTICLE 1. NAME.

**Section 1.01 Name.** The name of this organization shall be the National Council of Examiners for Engineering and Surveying.

**Section 1.02 Definitions and Abbreviations.** Wherever the word “Council” is used, it shall mean the National Council of Examiners for Engineering and Surveying, for which the official abbreviation shall be NCEES. The words “State Board” shall mean a legally constituted board of any state, territory, or political subdivision of the United States of America that administers an Act regulating the practice of professional engineering, a single branch of professional engineering or surveying, or a combination of professional engineering and surveying; or a board that serves in an advisory capacity to a state agency in the administration of such an Act. Wherever the word “State” is used, it shall mean any state, territory, or political subdivision of the United States of America.

### ARTICLE 2. PURPOSE.

**Section 2.01 Purpose.** The purpose of this Council shall be to provide an organization through which state boards may act and counsel together to better discharge their responsibilities in regulating the practice of engineering and surveying as it relates to safeguarding the health, safety, and welfare of the public. The Council shall also provide such services as may be required by the boards in their mandate to safeguard the public.

**Section 2.02 Objectives.** In the public interest, NCEES shall provide to licensing boards services that assist in the development and administration of the licensing process by promoting

- (1) Improvements of licensing laws for engineering and surveying, including the administration and effectiveness of ~~these~~ ~~those~~ laws;
- (2) Uniformity of standards and practices used in engineering and surveying licensure;
- (3) General acceptance and recognition of comity for engineering and surveying licensure among boards;
- (4) Definition and maintenance of nationally recognized licensing qualifications to become professional engineers and professional surveyors;
- (5) Identification and observation of international engineering and surveying licensing procedures and the maintenance of a liaison with international licensing agencies;
- (6) Improvement and uniformity of standards for law enforcement and disciplinary action in engineering and surveying licensing laws and their administration; and
- (7) Value of the licensure of engineers and surveyors as it relates to safeguarding the health, safety, and welfare of the public.

### ARTICLE 3. MEMBERSHIP.

**Section 3.01 Member Boards.** A Member Board of NCEES shall be a State Board, as defined in Article 1, Section 1.02, which is a member of the Council. Acceptance of a Member Board shall be by majority vote of the Council. Member Boards shall pay fees as set forth in the *Bylaws*.

**Section 3.02 Members.** A ~~member~~ ~~Member~~ of NCEES shall be a person who is a member of a Member Board.

**Section 3.021 Associate Members.** An Associate Member of NCEES shall be a designee of a Member Board, but ~~not a member~~ of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

Recommendations for ~~a~~ ~~Associate~~ ~~m~~ ~~Members~~ ~~of~~ ~~NCEES~~ shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be

**Commented [A1]:** And also not a former member of a Member Board? In other words, completely distinct from a Member and Emeritus Member?

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members of NCEES shall have the privilege of the floor upon approval of the presiding officer and may serve on any committee to which duly appointed under the *Bylaws*. Associate Members are eligible to hold the elective office of zone Secretary-Treasurer but are not eligible to serve on the NCEES Board of Directors.

**Section 3.022 Emeritus Members.** An Emeritus Member of NCEES shall be a person who is a former member of a Member Board, who is appointed by the NCEES Board of Directors as an Emeritus Member of NCEES.

Recommendations for emeritus members of NCESS shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors, duly recommended by that Member Board and approved by the NCEES Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Emeritus Members of NCEES shall have the privilege of the floor upon approval of the presiding officer and may serve on any committee to which duly appointed under the *Bylaws*.

**Section 3.03 International Affiliate Organization.** An International Affiliate Organization of NCEES shall be a legally constituted entity located outside the United States having a collateral and supportive position with the licensure of engineers or surveyors. International Affiliate Organizations are entitled to representation at Council meetings without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. Acceptance of an International Affiliate Organization shall be by majority vote of the Council.

**Section 3.04 Participating Organizations.** A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council. Participating Organizations are entitled to representation at meetings of the Council without voting privileges and, on approval of the presiding officer, may have the privilege of the floor. They shall be privileged to communicate with the officers and Board of Directors of the Council on matters of mutual concern. Acceptance of a Participating Organization shall be by majority vote of the Council.

**Section 3.05 Delegates.** A ~~delegate-Delegate~~ shall be a member-Member or an associate-memberAssociate Member designated by a Member Board to represent it at meetings of the Council. A Member Board may have as many ~~delegates-Delegates~~ as it has members but may cast votes only the number of votes as prescribed in the *Bylaws*. Any ~~delegate-Delegate~~ shall have the privilege of the floor.

**Section 3.06 Representatives.** A representative-Representative shall be a member of an International Affiliate Organization or a Participating Organization designated to represent his or her respective organization at meetings of the Council.

**Section 3.07 Past Presidents.** Past presidents of the Council who are not members of Member Boards shall be considered as honorary participants in the Council eligible to serve on the committees, to have the privilege of the floor at meetings of the Council, to take part in discussions, and to perform all functions of members except to hold office and vote.

**Section 3.08 Zones.** ~~The Member Boards of the Council~~ shall be divided into four zones as follows: **Central Zone:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, Wisconsin; **Northeast Zone:** Connecticut, Delaware, District of Columbia, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, West Virginia; **Southern Zone:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina,

**Commented [A2]:** We should be more specific. Do we want them to be able to speak, make motions, vote? If I'm remembering correctly, it's just the right to speak. That's probably well-understood internally, but we should be clear here. We should change throughout.

**Commented [A3]:** This originally said "approval." I'm not sure if you're trying to distinguish that from "appointment," but I think it's probably a distinction without a difference.

**Commented [A4]:** I revised this section to mirror the Associate Member section for consistency. I think you want it to be easy to follow the difference between each type of member, and how each type becomes a member, and what privileges each type of member has.

**Commented [A5]:** Should probably specify here – like in the Associate Member section – regarding whether Emeritus Members are eligible for elective office and/or the Board of Directors?

**Commented [A6]:** Is there any termination of the acceptance – i.e., once accepted, always accepted? Or renewed each year?

**Commented [A7]:** I'm not sure what this means. Maybe it's clear internally, and if so, that's completely fine. Just want to be sure we are being as clear a necessary.

**Commented [A8]:** Same as comment on International Affiliates as far as how long the acceptance is effective.

**Commented [A9]:** I attempted to make the wording here a little bit more precise but may have missed what that clause is getting at.

**Commented [A10]:** Once we are further along in the revision process, let's circle back to this sentence and make sure we are comfortable that the document is clear about privileges of Associate Members at meetings of the Council. My understanding is that an Associate Member has unfettered speaking privileges if he/she is a Delegate, and if not a Delegate, then only if the presiding officer approves. But, you have to piece the sections together to come to that conclusion. That could be completely fine, but I just want to be sure as we work towards refining the document.

**Commented [A11]:** Is there a certain number of Representatives to which each organization is entitled?

**Commented [A12]:** Consider making "zone" a defined term that can be referenced throughout.

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands (U.S.), Virginia; **Western Zone:** Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington, Wyoming.

**Section 3.09 Zone Organization.** Each zone shall adopt the *Zone Meeting and Continuity Guidelines* for its organization and operation consistent with and in conformity to the *NCEES Bylaws*.

Each zone shall submit copies of its minutes to the Council at the Annual Business Meeting of the Council. Each zone shall elect an Assistant Vice President who shall serve a two-year term concurrent with the Vice President. The Assistant Vice President shall assist the Vice President, shall perform the duties outlined in the *Zone Meeting and Continuity Guidelines*, and shall perform all duties of the Vice President in the event that the Vice President is unable to perform them for any reason. This shall include fulfilling the duties as Vice President on the Board of Directors.

Each zone shall elect a Secretary-Treasurer. Members and ~~associate members~~ **Associate Members** shall be eligible to hold the office of Secretary-Treasurer. The Secretary-Treasurer shall keep and have published zone minutes and maintain records of zone activities.

Administration of the financial affairs of the zone shall be consistent with those of the Council as governed by the Council's Articles of Incorporation and the *Bylaws*.

### ARTICLE 4. BOARD OF DIRECTORS.

**Section 4.01 Board of Directors.** The Board of Directors shall be the executive board of ~~the National Council of Examiners for Engineering and Surveying~~ **NCEES**. The Board of Directors shall exercise the corporate powers as set forth in the South Carolina Nonprofit Corporation Act.

The Board of Directors shall function as the executive board of the Council and may authorize all expenditures, provide direction to the office of the Chief Executive Officer through the President, authorize the borrowing of funds for Council purposes, and do all things necessary to conduct the affairs of the Council between the Annual Business Meetings.

The Board of Directors shall not take any action that shall interfere with the rights of any Member Board in the regulation of licensees or determine the licensing requirements of applicants within any Member Board's jurisdiction. The Board of Directors shall not be authorized to make expenditures in excess of its annual income and general reserves. In no event shall the Board of Directors be authorized to increase NCEES membership fees of a constituent member.

Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present. The President shall call meetings of the Board of Directors. A majority of the board members may submit a written request to the President to call such meeting, and the President shall call such meeting within 30 days of receiving such request. The written request must include the signatures of the board members requesting the meeting and the specific purpose for the meeting. Notice of the date, time, place, and specific purpose of the meeting shall be given to each member of the Board at least [XX] days prior to the day of the meeting.

**Section 4.02 Board Membership.** The Board of Directors shall consist of the President, the President-Elect, the Immediate Past President, the Treasurer, and the four Vice Presidents (one from each zone).

**Section 4.03 Officers.** Officers of the Council shall be the President, the President-Elect, the Immediate Past President, the Treasurer, the four Zone Vice Presidents (one from each zone), and the Chief Executive Officer as the Secretary.

**Commented [A13]:** What does this mean? A State Board? I would recommend using a term we've used in the member section if possible.

**Commented [A14]:** This is a higher threshold than a majority of the votes cast. That's completely fine. Just calling it to your attention so you're aware. The effect of this choice vs. majority of votes cast is that the individuals that might abstain from voting are effectively voting "no."

**Commented [A15]:** I don't see any place where the Bylaws specify when the regular meetings are held, or a certain number of regular meetings that must occur each year. I would encourage you to consider adding something along those lines.

**Commented [A16]:** What is your quorum requirement for the Board? I don't see that stated anywhere except for as to filling vacancies.

**Commented [A17]:** This could be a little much, especially if the request comes by email, but it's something to consider.

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

**Section 4.04 Elections and Terms of Office.** The President-Elect shall be elected by the Council at each Annual Business Meeting in the manner prescribed in the *Bylaws*. The President-Elect shall serve the Council for a period of three years. The first year shall be as President-Elect. The second year, without further election, the President-Elect shall become President, holding that office until a successor has been installed. The third year, without further election, the President shall become Immediate Past President. Any member elected to the office of President-Elect shall be eligible to serve as President-Elect, President, and Immediate Past President, with full authority of the offices and board privileges. Past Presidents shall be ineligible for reelection as President-Elect of the Council.

The Treasurer shall be elected at the Annual Business Meeting every three years in the manner prescribed in the *Bylaws*. Treasurers shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Treasurer, a partial term served shall not be considered a term for term-limit purposes.

Vice Presidents shall be elected at their respective Zone Interim Meeting every two years in the manner prescribed in the *Bylaws*. Vice Presidents from the Northeast and Southern Zones shall be elected in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected in even-numbered years. Vice Presidents shall not be eligible for reelection to the same office until at least one full term has elapsed. For the office of Vice President, a partial term served shall not be considered a term for term-limit purposes.

New members of the Board of Directors shall assume their duties at the conclusion of the Annual Business Meeting. Board members may continue to serve until the conclusion of the term of office to which they were elected even if their terms with their respective Member Boards have ended.

**Section 4.05 Qualifications.** Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed engineer or surveyor, shall have been a member of NCEES at least three years, and shall have attended at least two NCEES Annual Business Meetings.

Members of the Board of Directors may run for President-Elect if

- Their term on their ~~state board~~State Board has expired during their term as NCEES Treasurer or Vice-President;
- They ~~have obtained emeritus standing within the Council~~are an Emeritus Member, and they have the approval of their ~~state board~~State Board to run for President-Elect;
- It is their zone's rotation to elect a President-Elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer or surveyor and shall be from the zone that elects him or her.

**Section 4.06 Vacancies.** If a vacancy occurs in the office of President, the President-Elect shall succeed to the office of President for the completion of ~~that the President's~~ term and subsequently serve the full one-year term ~~as President~~ that he or she was originally elected to serve ~~as President~~. A vacancy in the office of President-Elect shall remain unfilled until the next NCEES Annual Business Meeting. At that time, if the vacancy in the office of President-Elect occurred because the President-Elect succeeded to the office of President to complete the President's term, the Council will elect a President-Elect from the next zone in the President-Elect rotation. However, if the vacancy in the office of President-Elect occurred irrespective of any vacancy in the office of

**Commented [A18]:** I wasn't sure if this should be "and" or "or."



## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

~~President, the Council will elect a President-Elect from the same zone of the vacant President-Elect position that held the President-Elect position prior to the vacancy.~~

A vacancy in the office of Immediate Past President shall be filled by the ~~most recent available~~ Past President that served as President most recently.

A vacancy in the office of Treasurer shall be filled by the Board of Directors within 30 days; the selected individual shall fill the position until an election for a new full-term Treasurer is held at the next Annual Business Meeting.

A vacancy in the office of a Vice President shall be filled by that zone's Assistant Vice President.

~~Appointments by the Board of Directors shall be made in accordance with the required qualifications and limitations for duly elected members of the Board of Directors.~~

A quorum of the Board of Directors for filling of vacancies shall consist of six ~~members, present in person or by proxy,~~ except in the event of two vacancies, when five ~~members, present in person or by proxy,~~ shall constitute a quorum. ~~For the filling of vacancies, the members of the Board of Directors may be represented by proxies, duly~~ Each proxy must be duly signed and verified.

**Section 4.07 Sanction or Removal.** By a ~~majority vote~~ and pursuant to the grievance procedure of the Council's *Manual of Policy and Position Statements*, which shall set forth appropriate due process, the Board of Directors may recommend the removal or sanction of a member of the Board of Directors. Upon a finding of the Board of Directors that the Board member has violated the ethics policy set forth in Section 4.08 of the *Bylaws*, that finding, along with stated grounds therefor, shall be transmitted to the chair of the Advisory Committee on Council Activities.

A Grievance Committee shall be appointed to address the removal or sanction recommended by the Board of Directors. The Grievance Committee members shall be selected as follows: two members of the Board of Directors, selected by the Board; one member from each zone, selected by the Assistant Vice President of each respective zone; and three members of the Advisory Committee on Council Activities, selected by said committee.

If ~~by a majority vote~~ of its members, the Grievance Committee concurs with the Board-recommended removal or sanction, the Board of Directors shall implement such ~~removal or sanction.~~

A sanction may include a period of suspension from Board activities, including attendance at Board of Directors or Council conferences and meetings.

In the event of removal of a Board member, the vacancy on the Board of Directors shall be filled pursuant to Section 4.06 of the *Bylaws*.

**Section 4.08 Ethics Policy.** A member of the Board of Directors is in violation of the ethics policy of the Board of Directors if he or she:

- (1) Commits a criminal act that reflects adversely on the Board member's honesty, trustworthiness, or fitness as a Board member in other respects.
- (2) Engages in conduct involving dishonesty, fraud, deceit, or misrepresentation.
- (3) Engages in conduct involving moral turpitude.
- (4) States or implies an ability to influence improperly the Board of Directors or any committee or officer of the Council.
- (5) Grossly abuses his or her authority in the discharge of the duties of the Council.

**Commented [A19]:** I may have complicated this, but I think as currently written you could have a situation where one zone gets a President-Elect two years in a row and/or where the President-Elect is from the same zone as the President. Obviously glad to discuss.

**Commented [A20]:** I'm not sure what this means. If this is a provision to allow the Board to appoint individuals to fill a vacancy, then we should make it clearer.

**Commented [A21]:** I'm unclear on when this scenario would exist. It seems that all vacancies except for Treasurer are filled automatically or remain vacant until the next Annual Meeting.

**Commented [A22]:** As written, this means a majority of votes cast, which could be fewer than the number you would require on a non-disciplinary motion. I would recommend that you increase this to a majority of the members present, or a majority of the entire membership of the board.

**Commented [A23]:** You might also consider different vote thresholds for sanction vs. removal.

**Commented [A24]:** Same as comment above.

**Commented [A25]:** Same as comment above.

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

(6) Engages in any action that harms the public image or professional reputation of the Council.

**Section 4.09 Board Audit Committee.** The President, President-Elect, Immediate Past President, Treasurer, and Finance Committee chair shall comprise the Board Audit Committee. The Board Audit Committee shall annually select and recommend for approval by the full Board the accounting firm that shall conduct the annual financial audit and prepare the annual financial statements of NCEES. The Board Audit Committee shall also review and recommend for formal action by the full Board of Directors the audit results and final financial statement. The Board Audit Committee shall also approve the engagement of other financial consultants as may be necessary to facilitate its review of NCEES finances. Members of the Board Audit Committee must be free from any relationship that, in the opinion of the Board, would interfere with the exercise of independent judgment. The Board Audit Committee shall have a working familiarity with basic finance and accounting principles and practices.

### ARTICLE 5. DUTIES OF THE OFFICERS AND THE BOARD OF DIRECTORS.

**Section 5.01 President.** The President shall be the chair of the Board of Directors and shall preside over all meetings of the Board as well as the Annual Business Meeting of the Council. The President shall be an ex-officio member of all committees and task forces of the Council. The President shall perform all other duties ordinarily pertaining to the office of President. The President shall prepare and present to the Council at the Annual Business Meeting a report of the President's activities during the term of office.

The President shall appoint all members, chairs, vice-chairs, and consultants of the standing committees as defined in Article 7 of the *Bylaws*. The President shall also appoint all members, chairs, vice-chairs, and consultants of special committees and task forces unless specific action of the Council or of the Board of Directors ~~names the personnel of the committee or task force~~ directs otherwise. The President shall also appoint one member of the Board of Directors to serve as board liaison to each standing committee, special committee, and task force. The President shall appoint all official representatives of the Council to any other organizations. If needed during the annual meeting, the President shall appoint a Tellers Committee for the election of the President-Elect and/or Treasurer.

If the President is absent, the President-Elect will serve as the acting President in accordance with *Bylaws* 5.02. If both the President and the President-Elect are absent, the Vice President from the zone that will be nominating the next President-Elect will serve as the acting President. The acting President shall have all powers of the President while ~~presiding~~ serving in this capacity.

**Section 5.02 President-Elect.** ~~The President-Elect shall serve as a member of the Board of Directors.~~ In the absence of the President or the incapacity of the President, the President-Elect shall exercise the duties of and possess all the powers of the President, including the appointment of committees. The President-Elect shall serve as an ex-officio member of the Committee on Finances.

**Section 5.03 Treasurer.** ~~The Treasurer shall serve as a member of the Board of Directors.~~ The Treasurer shall, under the direction of the Board of Directors, oversee the financial operation of the Council and shall obtain an annual audit of Council finances and submit such audit to the Board of Directors. The Treasurer shall serve as an ex-officio member of the Committee on Finances.

**Section 5.04 Vice Presidents.** Vice Presidents shall be identified as Central Zone Vice President, Northeast Zone Vice President, Southern Zone Vice President, and Western Zone Vice President. The Vice President of each zone shall be the administrative officer of their zone ~~and serve as a member of the Board of Directors.~~

**Section 5.05 Secretary.** The Chief Executive Officer shall serve as the Secretary of the Corporation. As such, the Secretary shall serve as the custodian for corporate records of the Council and shall be the officer responsible for preparing minutes of the directors' and members' meetings and for authenticating all corporate records. The

**Commented [A26]:** I think the Council or the Board should be able to pick the individuals, or just the Chair, and then allow the Chair to pick the rest, or to direct some other group to pick them.

**Commented [A27]:** Voting or non-voting?

**Commented [A28]:** Already stated above.

**Commented [A29]:** Already stated above.

**Commented [A30]:** I'm on the fence about this word. Seems like that's the CFO's job? Perhaps "oversee the financial condition"?

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

Secretary shall have the authority to execute documents on behalf of the Council and as directed by the Board of Directors.

**Section 5.06 Restrictions on Endorsements.** No member of the Board of Directors shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

### ARTICLE 6. MEETINGS OF THE COUNCIL.

**Section 6.01 Annual Business Meetings.** The Annual Business Meeting of the Council shall be held at the time and place selected by the Board of Directors.

Notice of the Annual Business Meeting shall be provided to each Member Board, ~~m~~Member, ~~a~~Associate ~~m~~Member, International Affiliate Organization, and Participating Organization not less than four weeks prior to each meeting.

The Board of Directors shall prepare a consent agenda for each Annual Business Meeting. Individual motions may be removed from the consent agenda upon request by any Member Board.

**Section 6.02 Quorum and Voting.** A quorum for the transaction of business at ~~the an~~ Annual Business Meetings of the Council shall be delegates from a majority of Member Boards. ~~Unless otherwise provided in the Bylaws, all matters shall be decided by a~~ majority vote of the Member Boards represented ~~by delegates shall be required for affirmative action unless otherwise provided for in the Bylaws.~~

Only Member Boards shall be entitled to vote. ~~Voting shall be by Member Boards, with each board Member Board entitled to one vote. If a Member Board is represented by more than one delegate present at the time of voting, the vote may be split proportionately if its delegates wish. An a~~Associate ~~m~~Member may serve as a ~~Delegate for a Member Board delegate~~ for voting purposes only ~~when so~~ designated by the Member Board's chair ~~(or if required by a state, the agency director for the Member Board)~~ through written, signed communication presented to NCEES staff prior to the opening session of the meeting. ~~For Member Boards that require authorization from the state, such designation may come from the agency director for that board.~~

~~Voting by one Member Board on behalf of another Member Board not physically present in the meeting room at the time of the vote~~Proxy voting shall not be permitted.

**Section 6.03 Special Meetings.** Special meetings of the Council may be called by the President, ~~shall be called by the President within [XX] days of receiving the written request of or by~~ the delegates, representatives, or officers of the majority of the Member Boards. ~~The specific purpose of the meeting shall be stated in the written request. Notice of the date, time, place, and specific purpose of the meeting shall be given to each member of the Council, or published on the Council website at least [XX] days prior to the day of the meeting. The same Bylaws relative provisions regarding~~to quorum, voting, procedure and conduct of business at an Annual Business Meeting shall apply to special meetings.

**Section 6.04 Zone Meetings.** Zone meetings may be held each year. A quorum for the transaction of business at zone meetings shall be delegates from a majority of Member Boards of the zone. The Vice President from the zone shall preside at the zone meetings and submit copies of its minutes to the Council ~~Secretary.~~

**Section 6.05 Rules of Order.** The Council shall be governed by the most recent edition of *Robert's Rules of Order, Newly Revised* when not in conflict with the *Bylaws*. The presiding officer shall rule on all questions pertaining to the *Bylaws* and rules of order in the conduct of the meetings. The President may appoint a parliamentarian to assist the presiding officer.

The order of business for the Annual Business Meeting shall be established by the President and published as part of the meeting agenda prior to the beginning of the meeting.

**Commented [A31]:** Per motion adopted

**Commented [A32]:** Are you saying that they can vote but not speak or make motions on behalf of the Member Board?

**Commented [A33]:** This is the first time we've referred to these types of individuals. Could it be sufficient to say "the delegates of the majority of the Member Boards"?

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

### ARTICLE 7. COMMITTEES OF THE COUNCIL.

**Section 7.01 Standing Committees.** The standing committees of the Council shall be the following: Advisory Committee on Council Activities (ACCA), Awards, Education, Examination Audit, Examinations for Professional Engineers (EPE), Examinations for Professional Surveyors (EPS), Examination Policy and Procedures (EPP), Finances, Law Enforcement, Member Board Administrators (MBA), and Uniform Procedures and Legislative Guidelines (UPLG).

The structure and membership of all standing committees shall be commensurate with the charges unless otherwise provided for in the *Bylaws*. The composition of the committees should reflect the diversity of the Council membership.

A committee member may be appointed to serve on only one standing committee during any administrative year.

Appointments shall limit the tenure on any one committee to a maximum of four consecutive years, including any time as chair, except that (1) an individual may serve for three years as an EPS Committee member, two additional years as the EPS Committee vice chair, and two additional years as the EPS Committee chair; and (2) an individual may serve for three years as an EPE Committee member, two additional years as the EPE Committee vice chair, and two additional years as the EPE Committee chair. The chairs of the EPE and EPS Committee shall have had experience in developing NCEES examinations before assuming the position of chair. This experience is defined as involvement in at least two of the following activities: item writing or review, participation on a cut score panel, involvement in a Professional Activities and Knowledge Study (PAKS) committee or on examination specification committees, or participation on an examination development committee. The ascension track to the chair shall also include psychometric training approved by NCEES. A committee chair appointment shall be limited in tenure to a maximum of two consecutive years on any one committee.

Members, ~~A~~associate ~~m~~Members, ~~p~~Past ~~p~~Presidents, and ~~e~~Emeritus ~~m~~Members shall be eligible to serve on any committee or task force. Committee members may continue to serve until the conclusion of the term of office to which they were appointed even if their terms with Member Boards have ended.

**Section 7.02 Advisory Committee on Council Activities.** The Advisory Committee on Council Activities (ACCA) shall consist of a chair and members from each zone. At least one member shall be a professional engineer, one member a professional surveyor, and one member a member board administrator. The committee shall provide advice and briefing to the President and the Board of Directors on new policy issues, problems, and plans that warrant preliminary assessment of policy choices and procedures not as yet assigned to a standing committee or involving several existing committees. Consultants appointed to this committee shall have served on the Board of Directors.

The committee will act as principal advisor to the President and the Board of Directors on such specific non-recurring problems or plans as the President may explicitly assign to the committee. The committee shall review the *Manual of Policy and Position Statements*, in consideration of past and current action of the Council, and present any proposed revisions as needed.

**Section 7.03 Committee on Awards.** The Committee on Awards shall have one member from each zone plus the chair. When available, these members should be past members of the Board of Directors who have received the Distinguished Service Award of NCEES. It shall, by October 1 of each year, canvass the Member Boards for nominations for the awards to be given at the Annual Business Meeting, including the Distinguished Service Award. It shall be guided by the established policies and procedures for the awards. Nominations shall be submitted by entities as defined in Council policy by January 31 of the next year.

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

The committee shall complete its recommendations and submit its report to the Board of Directors by April 1. The Board of Directors shall review the report and approve individuals to receive awards.

**Section 7.04 Committee on Education.** The Committee on Education shall consist of a chair and two members from each zone. At least two members of the committee shall be professional surveyors. Committee appointments shall strive to include representatives from academia, private practice, industry, and government. The NCEES representatives to the ABET board of directors and Engineering Accreditation Commission shall be consultants to the committee. Other consultants shall be appointed as necessary.

The committee shall serve in an advisory role for education issues related to ABET, requirements prior to initial licensure, continuing professional competency, and foreign degree or unaccredited program evaluation. The committee shall also review the NCEES *Engineering Education Standard* and NCEES *Surveying Education Standard* annually and propose any revisions to the Council for approval at the annual meeting. The committee shall review and update the *Continuing Professional Competency Guidelines* as necessary, but at least every five years.

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

**Section 7.05 Committee on Examination Audit.** The Committee on Examination Audit shall consist of a chair and one member selected from each zone representing when possible private practice, academia, government, and industry. In addition, the President shall appoint as consultants the chairs of the Committees on Examinations for Professional Engineers and Examinations for Professional Surveyors.

This committee shall be responsible for an independent audit annually of the NCEES examination program.

This committee will report directly to the Board of Directors.

**Section 7.06 Committee on Examinations for Professional Engineers.** The Committee on Examinations for Professional Engineers (EPE) shall consist of a chair and three members from each zone. It shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of engineering.

The committee, in the interest of uniformity and efficiency, may prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

**Section 7.07 Committee on Examinations for Professional Surveyors.** The Committee on Examinations for Professional Surveyors (EPS) shall consist of a chair and three members from each zone. All members shall be professional surveyors. EPS shall supervise the preparation of examination specifications and be responsible for the content and scoring of all examinations in the fundamentals and principles and practice of surveying.

The committee, in the interest of uniformity and efficiency, shall prepare examination development procedures and shall review examination scores and make recommendations of minimum passing grades for examinations.

At least 50 percent of the committee members should be carryover members to provide continuity of the program.

This committee shall have the authority to recommend, in connection with its work, the appointment of consultants.

**Section 7.08 Committee on Examination Policy and Procedures.** The Committee on Examination Policy and Procedures (EPP) shall consist of a chair, two members selected from each zone, and the chairs of the Committee on Examinations for Professional Engineers and Examinations for Professional Surveyors (or their representatives) as consultants. In addition, the President may appoint other consultants as deemed necessary, including a member board administrator.

This committee shall be responsible for reviewing the effectiveness of the examinations and recommending policies, specifications, and procedures consistent with the trends in the engineering and surveying professions.

**Section 7.09 Committee on Finances.** The Committee on Finances shall consist of a chair and two members from each zone. It shall study the financial needs of the Council, recommend sources of income and ways and means of securing adequate funds for the proper operation of the Council, and assist the Board of Directors in the financial year's budget performance and report its findings to the Council. This committee shall recommend to the Board of Directors the next year's budget for approval. Financial procedures shall be in accordance with Article 9, Finances, and established policies and procedures of the Council. The President-Elect and Treasurer shall serve as ex-officio members of the committee.

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

**Section 7.10 Committee on Law Enforcement.** The Committee on Law Enforcement shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall receive comments and suggestions from Member Boards regarding state board regulatory functions and submit recommendations for action to the Board of Directors. The committee will consider and recommend methods for Member Boards to achieve more effective and uniform enforcement of licensing acts and for greater interstate coordination of enforcement actions, including better utilization of available technologies. The committee is responsible for periodically updating the *Investigation and Enforcement Guidelines* to assist Member Boards in investigative techniques, hearing procedures, and settlements.

**Section 7.11 Committee on Member Board Administrators.** The Committee on Member Board Administrators shall consist of a chair, who shall be a member board administrator; at least two member board administrators from each zone; and two current members or emeritus members of Member Boards. The committee shall arrange for the conference of administrators at the Annual Meeting and Interim Meetings of the NCEES zones. Throughout the year, the committee shall strive to provide close cooperation between administrators and to facilitate and assist any efforts by the Member Boards in addressing licensure processes and practices.

**Section 7.12 Committee on Uniform Procedures and Legislative Guidelines.** The Committee on Uniform Procedures and Legislative Guidelines (UPLG) shall consist of a chair and members from each zone. At least one member shall be a surveyor. The committee shall promote effective procedures for uniform comity by maintaining the *Model Law* and *Model Rules*. The committee shall incorporate revisions to *Model Law* and *Model Rules* language as result of motions, suggestions, and comments from other NCEES committees, task forces, and Member Boards. The committee is empowered to recommend amendments that it feels may be necessary. A comprehensive review of the *Model Law* and *Model Rules*, with the view of possible revision, is to be made by the committee at least once every five years.

**Section 7.13 Special Committees and Task Forces.** Special committees and task forces may be appointed at any time by the President for any purpose pertinent to the work of the Council. Such committee or task force shall be assigned specific charges and time for completion of their work and report to the Board of Directors. Such committee or task force membership shall be representative of the knowledge and experience required.

**Section 7.14 Participating Organizations Liaison Council.** In addition to the committees of the Council, there shall be a Participating Organizations Liaison Council (POLC). This council shall consist of one representative appointed by each participating organization. The President shall serve as chair of POLC. A two- or three-year term of appointment is suggested for each designated representative, each of whom should have ready communication with the governing board of the organization represented in order to effectively serve in a consultative and advisory capacity for the Council.

POLC should bring to the Council the policies and thinking of the board of directors of the participating organizations on all matters pertaining to licensure and legal recognition of engineers and surveyors, and should also serve as a channel of communications of Council policies and procedures to participating organizations.

**Section 7.15 Restrictions on Endorsements.** No committee or committee member of the Council shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

### ARTICLE 8. STAFF.

**Section 8.01 Council Staff.** The Council shall employ a Chief Executive Officer and such other staff as required to conduct the affairs of the Council.

**Section 8.02 Chief Executive Officer.** The Chief Executive Officer shall be appointed by vote of the Board of Directors and shall hold office subject to the terms of an employment contract.

The Chief Executive Officer shall serve as the Secretary of the Corporation and as “chief employed officer” of the Council with full authority for the management of its affairs, subject to the duties specified by the *Bylaws*, the policies and procedures of the Council, and the employment contract, or the Board of Directors.

**Section 8.03 Restrictions on Endorsement.** No staff member of the Council shall endorse, recommend, or certify, gratuitously or for profit, on behalf of the Council, any product or service or any publication not issued, published by the Council, or authorized by the Board of Directors.

### ARTICLE 9. FINANCES.

**Section 9.01 Budget Preparation.** The Committee on Finances shall submit a recommended annual budget for review by the Board of Directors. The Committee on Finances will present the budget as part of its committee report for Council approval at the Annual Meeting.

The fiscal year shall begin on October 1 and extend through September 30 of the following calendar year.

**Section 9.02 Annual Audit.** An annual audit shall be made by an independent certified public accountant according to generally accepted auditing standards and reported in the usual auditing format.

**Section 9.03 Business Travel Expenses.** All business travel expenses submitted for reimbursement to the Council shall be in accordance with the travel policy established by the Board of Directors.

### ARTICLE 10. MEMBERSHIP FEES.

**Section 10.01 Fees.** Member Board annual membership fees are due within 30 days ~~within of~~ receipt of an invoice from NCEES. The fee schedule for Member Boards shall be based on the number of licensees of record as of December of the preceding calendar year.

**Section 10.011 Fee Schedule.** The annual membership fees for Member Boards shall be determined by the Council in accordance with the financial policy.

**Section 10.012 Inactive Status.** Any Member Board in arrears in membership fees 90 days prior to the Annual Business Meeting shall be placed in an inactive status by the Board of Directors. Member Boards in an inactive status shall not be entitled to vote. Individual members of Member Boards may not hold office or serve on committees. Representatives of boards in inactive status may attend meetings of the Council and may have the privilege of the floor. To be reinstated to an active status and to all the rights and privileges pertaining thereto, an inactive Member Board shall pay all fees and assessments in arrears plus those that have accrued during such inactive status period.

**Section 10.0125 Examinees.** Examinees may register and sit for NCEES examinations even when their NCEES ~~member~~ Member board ~~Board~~ is in arrears.

**Section 10.013 Dues.** Annual dues for International Affiliate Organizations and Participating Organizations are due on January 1 for the ensuing calendar year.

**Section 10.014 Dues Schedule.** Any annual membership dues of International Affiliate Organizations and Participating Organizations shall be paid in accordance with a schedule established annually by the Board of Directors.

**Commented [A34]:** Flagging this so we can refine this wording throughout to state whether they can speak, make motions, etc.



## APPENDIX A: PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS

### ARTICLE 11. ELECTIONS.

**Section 11.01 Nominations.** A nomination for the office of President-Elect shall be presented to the Board of Directors by the respective ~~Zone~~ Vice President as voted on by the respective zone at its Zone Interim Meeting. The order of rotation for President-Elect shall be Northeast Zone, Central Zone, Southern Zone, and Western Zone.

Member boards may submit nominations for qualified Treasurer candidates in the third year of the outgoing Treasurer's term. These nominations shall be filed with the Chief Executive Officer not later than 60 days prior to the opening of the Annual Business Meeting.

Any ~~delegate~~ Delegate shall have the privilege of making nominations for President-Elect and Treasurer from the floor. ~~Such nominees from the floor must meet the requirements set out in Section 4.05 and be seconded by at least four Member Boards.~~

**Section 11.02 Tellers Committee.** The Tellers Committee shall consist of five members, including a chair and one representative from each zone. No member of the committee is eligible to serve as a teller for an election in which he or she is a candidate. The Tellers Committee will tabulate the results for all votes taken and report the results to the President.

**Section 11.03 Voting.** All elections shall be by ballot at the Annual Business Meeting. ~~All elections shall be by a majority of votes cast shall elect~~ unless otherwise stipulated by the *Bylaws*.

**Section 11.04 Election of Vice Presidents.** Vice Presidents from the Southern and Northeast Zones shall be elected at their Zone Interim Meeting in odd-numbered years. Vice Presidents from the Central and Western Zones shall be elected at their Zone Interim Meeting in even-numbered years.

The Secretary-Treasurer of the zone shall file with the Chief Executive Officer the name of the zone-elected Vice President and Assistant Vice President not less than 60 days prior to the opening of the Annual Business Meeting of the Council.

### ARTICLE 12. ADOPTION AND AMENDMENTS.

**Section 12.01 Adoption.** The *Bylaws* shall become effective upon adoption by the Council at its ~~annual~~ Annual business ~~Business meeting~~ Meeting. For such adoption, a two-thirds affirmative vote of the ~~member~~ Member boards ~~Boards~~ present and in good standing shall be required.

**Section 12.02 Amendments.** The *Bylaws* may be amended at any ~~annual business meeting~~ Annual Business Meeting by a two-thirds affirmative vote of the ~~member~~ Member boards ~~Boards~~ present ~~and voting in good standing~~. Any amendment proposed shall be sent to a Special Committee on Bylaws by the President at the President's initiative or as requested based on action by the Council. Any amendments recommended by a Special Committee on Bylaws shall be submitted to all ~~m~~ Member ~~b~~ Boards at least 60 days prior to the date of the earliest zone meeting preceding the next ~~annual business meeting~~ Annual Business Meeting. ~~Voting shall be by sections. All sections shall be considered in their proposed form, including punctuation and verbiage. Changes~~ Amendments to the published amendments will not be permitted during the ~~annual business meeting~~ Annual Business Meeting. Copies of the proposed amendments to be voted upon shall be distributed in written form to ~~delegates~~ Delegates at the ~~annual business meeting~~ Annual Business Meeting.

**Section 12.021 Effective Date of Amendments.** An amendment to the *Bylaws* shall become effective upon certification by the presiding officer at the ~~annual business meeting~~ Annual Business Meeting of a two-thirds affirmative vote of the member boards ~~in good standing represented~~ present and voting.

**Commented [A35]:** You could also require that that the nominee have already consented to serve if elected.

**Commented [A36]:** You could add a provision that allow election by acclamation if there is only one candidate for an office.

**Commented [A37]:** This lowers the threshold just a little to votes cast instead of a majority of boards present. That seems a bit more attainable for the long-term, but glad to discuss.

**APPENDIX B: COMMITTEE RESPONSES TO PARLIAMENTARIAN COMMENTS ON NCEES BYLAWS**

**Charge 1 Appendix B  
Committee Responses to Parliamentarian Comments on NCEES Bylaws  
NCEES Special Committee on Bylaws**

Notes

1. The comments below should be read in conjunction with the Bylaws as annotated by the Parliamentarian.
2. Each Bylaw comment response is assigned a Group. Groups are defined as follows:
  - Group 1: Relates to non-substantive changes
  - Group 2: Relates to substantive changes
  - Group N: No change required to Bylaws

Group	Responses to Bylaws Comments
	<b>Article 2 Purpose</b>
1	<b>Section 2.02 Objectives:</b> Wording cleanup
	<p><b>Article 3 Membership</b>—Many changes were proposed to the membership definitions to provide consistency and clarity.</p> <p>The three most common comments throughout the Membership section are:</p> <ol style="list-style-type: none"> <li>1. Capitalize each member type throughout the Bylaws. The committee agrees with this suggestion.</li> <li>2. Clarify the meaning of the term “privilege of the floor.” The term “privilege of the floor” occurs throughout the Bylaws but is not defined anywhere. Technically, it simply means that a person can attend the meeting. The term does not address whether a person can speak, make a motion, vote, etc. The privileges that are intended should be more clearly stated.</li> <li>3. Some sections refer to eligibility to hold office and/or to vote, and some don’t. The committee thinks that we should be consistent about what is included in each section. Since eligibility to hold office and/or to vote is clearly described in other sections of the Bylaws, references to this should be removed from the Membership section.</li> </ol>
1	<b>Section 3.02 Members</b> —Agree with capitalization of the word Member
	<b>Section 3.021 Associate Members</b>
N	1. First paragraph—Do not agree that any clarification is necessary regarding the words “but not a member”
1	2. Second paragraph—Agree that Associate Members should be capitalized and “of NCEES” be removed
	3. Third paragraph
2	a. The term “privilege of the floor” should be clarified.
1	b. The last sentence regarding holding office should be removed, as this is specified in sections 3.09 and 4.05.

**APPENDIX B: COMMITTEE RESPONSES TO PARLIAMENTARIAN  
COMMENTS ON NCEES BYLAWS**

	<b>Section 3.022 Emeritus Members</b>
1	1. First paragraph—The recommended changes are wording cleanup. They aren’t necessary but are ok.
2	2. Second paragraph—The term “privilege of the floor” should be clarified.
N	3. Nothing needs to be added regarding elective office, as the qualifications for this are defined in Section 4.05.
	<b>Section 3.03 International Affiliate Organizations</b>
1	1. The phrase “without voting privileges” should be removed from this section, as voting is specified elsewhere in the Bylaws.
2	2. As suggested in the comments, it should be considered whether acceptance of an Affiliate Organization is forever or if some language should be added regarding renewal or termination.
	<b>Section 3.04 Participating Organizations</b>
1	1. The phrase “without voting privileges” should be removed from this section, as voting is specified elsewhere in the Bylaws.
N	2. It is unclear what the purpose of the second to the last line is, but at the same time it does not seem necessary to remove it, especially if removing it will create misunderstandings.
2	3. As with International Affiliate Organizations, it should be considered whether acceptance of an Affiliate Organization is forever or if something should be added regarding renewal or termination.
	<b>Section 3.05 Delegates</b>
1	1. Wording cleanup
1	2. Agree that Delegate should be capitalized
2	3. The term “privilege of the floor” should be clarified.
N	4. A side comment expressed concerns regarding possible confusion of the privileges of Associate Members at meetings of the Council. The committee thinks that the Bylaws are clear on this subject as written.
	<b>Section 3.06 Representatives</b>
1	1. Agree that Representative should be capitalized
N	2. Do not think that it is necessary to limit the number of Representatives for each organization
	<b>Section 3.08 Zones</b>
	1. Wording cleanup
N	2. Do not think it’s necessary to define Zone other than as already defined in the Bylaws
	<b>Section 3.09 Zone Organization—</b> Wording cleanup

**APPENDIX B: COMMITTEE RESPONSES TO PARLIAMENTARIAN  
COMMENTS ON NCEES BYLAWS**

	<b>Article 4 Board of Directors</b>
	<b>Section 4.01 Board of Directors</b>
1	1. Paragraph one—Wording cleanup
2	2. Paragraph three—Agree that the term constituent member is unclear. It probably should be replaced with a better-defined term such as Member Board.
	3. Paragraph four
2	a. Consider how votes are decided.
2	b. The number and timing of regularly scheduled board meetings should be added.
2	c. A quorum should be defined. The only place that a quorum is defined is in regard to vacancies in Section 4.06.
2	d. More details should be included regarding the calling of a special meeting.
1	<b>Section 4.03 Officers</b> —Wording cleanup
1	<b>Section 4.04 Elections and Terms of Office</b> —Wording cleanup
	<b>Section 4.05 Qualifications</b> —This section is addressed in Charge 2, and ACCA is looking into additional changes.
	<b>Section 4.06 Vacancies</b>
	1. Paragraph one
1	a. Agree with the wording cleanup in the first sentence
1	b. Agree that the case of a vacancy in the President-Elect office needs to be clarified, but not as suggested. The section regarding the vacancy in the President-Elect office should be a separate paragraph. Then, two separate cases should be addressed. One is when the vacancy has been created by a vacancy in the office of President. The second is when the office of President-Elect is vacant, but not the office of President. Currently, this paragraph adequately addresses the second case, but not the first.
N	2. Paragraph two—The sentence is more correct as originally written. The suggested change should not be made.
2	3. Paragraph five—The sentence provided is confusing. The only appointment made by the Board of Directors is to a vacancy in the office of Treasurer. It would be more direct to add a sentence to the end of paragraph three regarding the qualifications to be met.
2	4. Paragraph six—This paragraph is the only place in the Bylaws where a quorum is defined. As noted previously, it is recommended that a quorum be defined in Section 4.01. That definition should include the cases of vacancies in the BOD. Then, paragraph six should be removed from Section 4.06.

**APPENDIX B: COMMITTEE RESPONSES TO PARLIAMENTARIAN  
COMMENTS ON NCEES BYLAWS**

	<b>Section 4.07 Sanction or Removal</b>
2	1. Consider how votes are decided.
1	2. Correct the spelling of the word “therefore” in the last sentence of the first paragraph.
	<b>Article 5 Duties of the Officers and the BOD</b>
	<b>Section 5.01 President</b>
	1. Paragraph 2
N	a. Leave the committee appointments as is.
2	b. Clarify whether the board liaison is a voting or non-voting comm. member. This should be specified in Article 7. Also, clarify the responsibilities of the board liaison in the Committee Guidelines and in the Board Orientation Manual.
1	2. Paragraph 3—Wording cleanup
	<b>Section 5.02 President-Elect</b>
1	Remove the first sentence because it has been previously stated in Section 4.02.
	<b>Section 5.03 Treasurer</b>
1	1. Remove the first sentence because it has been previously stated in Section 4.02.
2	2. The term “oversee the financial operation” does not seem to be an appropriate responsibility of the Treasurer. Agree that a more appropriate word than “operation,” such as “condition,” should be used.
2	3. The Treasurer does not actually obtain the audit. Revise the language as appropriate.
	<b>Section 5.04 Vice Presidents</b>
1	The last phrase, “and serve as a member of the Board of Directors,” should be removed because it has been previously stated in Section 4.02.
	<b>Article 6 Meetings of the Council</b>
	<b>Section 6.01 Annual Business Meetings</b>
	1. Paragraph 2
1	a. Capitalize words as shown.
1	b. Consider adding Emeritus Members and Past Presidents to the list of those notified of the Annual Meeting.

**APPENDIX B: COMMITTEE RESPONSES TO PARLIAMENTARIAN  
COMMENTS ON NCEES BYLAWS**

	<b>Section 6.02 Quorum and Voting</b>
	1. Paragraph 1
1	a. Wording cleanup
2	b. Consider how votes are decided.
	2. Paragraph 2
2	a. Reconsider where the new Associate Member voting criteria should be located. Most of what is covered in 6.02 already exists in 3.01 and 3.05. It seems that the extra information that has been provided in 6.02 should be added to either 3.01 or 3.05 instead. Doing this also should show that the parenthetical comment “for voting purposes only” may not be necessary and may not be correct.
1	3. Paragraph 3—Wording cleanup
	<b>Section 6.03 Special Meetings</b>
2	Clarify and provide additional details to the whole section per parliamentarian comments.
1	<b>Section 6.04 Zone Meetings</b> —Wording cleanup
	<b>Article 7 Committees of the Council</b>
1	<b>Section 7.01 Standing Committees</b> —Capitalization
	<b>Article 10 Membership Fees</b>
1	<b>Section 10.01 Fees</b> —Wording cleanup
	<b>Section 10.012 Inactive Status</b>
2	The term “may have the privilege of the floor” should be clarified.
1	<b>Section 10.0125 Examinees</b> —Capitalization
	<b>Article 11 Elections</b>
	<b>Section 11.01 Nominations</b>
1	1. Capitalizations
1	2. Wording cleanup
	<b>Section 11.03 Voting</b>
2	Consider how votes are decided.

**APPENDIX B: COMMITTEE RESPONSES TO PARLIAMENTARIAN  
COMMENTS ON NCEES BYLAWS**

	<b>Article 12 Adoption and Amendments</b>
1	<b>Section 12.01 Adoption</b> —Capitalizations
	<b>Section 12.02 Amendments</b>
1	1. Capitalizations
2	2. Consider how votes are decided.
1	3. Remove the term “in good standing,” as the qualifications for voting are defined elsewhere in the Bylaws.
2	4. Remove the clause on voting by section. There may be many instances where voting by a specific change would be much more efficient. For example, if the Council were to want to change all membership categories to be capitalized throughout the Bylaws, it would be much more efficient to accomplish this with one vote rather than with a separate vote for every section it occurs in.
	<b>Section 12.021 Effective Date of Amendments</b>
1	1. Capitalizations
2	2. Change “in good standing” to more appropriate terminology.

## APPENDIX C: QUORUMS AND MAJORITIES IN THE NCEES *BYLAWS* AND BEYOND

### Charge 1 Appendix C Special Committee on Bylaws Memorandum Quorums and Majorities in the NCEES *Bylaws* and Beyond

This memorandum clarified the implications of a quorum and the number of votes necessary to adopt a regular motion.

For all of these examples, let's assume that the full membership of the body totals 100 members in good standing with full voting rights. For NCEES purposes, each "board" gets one vote, so for the purpose of ease of the math in these examples, we'll assume 100 voting boards.

A body can define a quorum however it desires. NCEES, in Section 6.02<sup>1</sup>, defines a quorum as "delegates from a majority of Member Boards." Thus, in our example of 100 boards, a quorum for conducting business would be 51 boards represented.

The *Bylaws* further state that a "majority vote of the Member Boards represented shall be required for affirmative action unless otherwise provided for in the *Bylaws*." We interpret "represented" to mean the same thing as "credentialed and present."

This brings up an important distinction.

*Robert's Rules* generally requires that for action to be taken, there must be an affirmative vote of a majority of voters present AND voting, with a quorum being present.

Thus, let's say in our example, there are 80 members present out of the total membership of 100. Clearly, a quorum is present.

A majority of 80 is 41, so clearly any action that garners 41 or more yes votes is adopted. (However, see the example later in this memo of a requirement of a majority of the total membership present or not.)

But what about a proposal that garners 40 or fewer votes?

Under the Robert's Rule (majority of present and voting), if the vote of the 80 members present is 35 yes, 30 no, and 15 abstaining or not voting, then the action is adopted. The rationale behind this rule is that people who abstain or do not vote should not be able to cast a "phantom no vote," that is, practically casting a no vote without explicitly doing so.

But under the NCEES *Bylaws* "majority...of...boards represented" rule, the motion would fail because the vote did not garner an absolute majority of the 80 board members "represented." In practice, the abstaining or not voting "votes" would be combined with the no votes so that the practical result would be 35 yes votes and 45 no votes.

Thus, there is a major difference between "majority of present and voting" and "majority of those present."

As an aside, note that voting for officers in NCEES has its own special rule. Section 11.03 provides, "All elections shall be by ballot at the Annual Business Meeting. All elections shall be by a majority of votes cast unless otherwise stipulated by the *Bylaws*." (Emphasis added.) Thus, for elections (done by ballot), people not voting do not count, because they are not a "vote cast." Under *Robert's*, abstentions would not impact the result.

Also, note that amendments to the *Bylaws* under Article 12 must be adopted by "a two-thirds affirmative vote of the member boards present and in good standing." So, in our example, if 80 member boards are

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<sup>1</sup> All section references are to the NCEES *Bylaws*.



## APPENDIX C: QUORUMS AND MAJORITIES IN THE NCEES *BYLAWS* AND BEYOND

credentialed and present, then 54 members (53.33333 rounded up) would be needed to adopt the amendment. (As an aside, if the members present was 60, then two-thirds is exactly 40, not 41.)

There is the possibility of an even more restrictive requirement for adopting an action by a “majority.” This is where a vote must be adopted by a “majority of all members in good standing,” regardless of whether they are actually present/credentialed at the meeting.

In the previous example, with 100 members in good standing, and 80 members present/credentialed, then a majority necessary to adopt is 51 votes. Thus, even if all 80 members present voted, and the vote was 50 to 30, the motion would fail, because it didn’t receive 51 votes (a majority of all member boards, in our case).

While such a restrictive rule is unusual in large plenary bodies, it is actually not uncommon for small boards of directors.

Speaking of the NCEES Board of Directors, note the following:

Section 4.01 provides, “Decisions of the Board of Directors shall be made by a majority of the members present at a regularly scheduled or called meeting at which a quorum is present.” Presumably, a quorum (of the 8-member board) is 5 members present. And if only 5 members are present, 3 is a majority.

However, Section 4.06 provides, “A quorum of the Board of Directors for filling of vacancies shall consist of six members except in the event of two vacancies, when five shall constitute a quorum.” (Emphasis added.) Presumably, the Board may take action with a majority of those present, a quorum being present as detailed above.

But what about *Bylaws* Section 3.01, which provides, “Acceptance of a Member Board shall be by majority vote of the Council”? Presumably this means “the entire Council, including all member boards in good standing, whether voting or present or not.”

There are also detailed provisions in Section 4.07 for how the Board and a Grievance Committee would effectuate the removal of a member of the Board.



## Advisory Committee on Council Activities

David Whitman, Ph.D., P.E., Chair

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### ABSTRACT

The Advisory Committee on Council Activities (ACCA) provides advice and briefing to the NCEES president and board of directors on new policy issues, problems, and plans that warrant preliminary assessment of policy choices and procedures not yet assigned to a standing committee or involving several existing committees.

ACCA used Basecamp to conduct the preliminary work on charges, held one virtual meeting through Zoom on December 13, 2022, and met in person in Phoenix, Arizona, on January 23, 2023, to finalize the work and to make recommendations to the Council.

ACCA was assigned five charges and will present two motions. **The motions begin on page 65.**

### CHARGES

#### Charge 1

*Accomplish all recurring committee activities:*

- *Review all administrative policies, professional policies, and position statements in the Manual of Policy and Position Statements. Determine if each policy and position statement remains relevant and whether any are covered in other NCEES manuals. Propose revisions as necessary.*

#### Background

All committee members were charged with reviewing these documents and bringing forth any suggested changes. However, since all 2021–22 NCEES committees were tasked with reviewing these policies, ACCA is not proposing any changes this year.

#### Charge 2

*Consider recommending that a Special Committee on Bylaws amend Bylaws Section 3.021 to automatically designate member board administrators associate members.*

#### Background

Essentially every member board administrator (MBA) is named an associate member (except Puerto Rico because its MBA is an actual board member). NCEES reaches out when new MBAs are hired and asks that the member board complete a request for the MBA to be an associate member. Requests are approved by the board of directors at its next meeting. Investigators, board attorneys, and some other board staff are also often named associate members. Thus, some boards have multiple associate members.

#### Discussion

After discussion, the committee will present **Motion 1** to propose that MBAs (but no other board staff) be automatically designated associate members.

#### Charge 3

*Consider recommending that a Special Committee on Bylaws amend Bylaws Section 4.05 to allow members of the board of directors to run for president-elect if their term on their state board expired after election to their position instead of during their term as NCEES treasurer or vice president.*

#### Background

Election to the position of zone vice president happens at the zone interim meetings (generally April or May of each year). Newly elected officers officially assume their positions immediately after the annual meeting in August. Thus, if someone is elected zone vice president in April, they do not start their term on the board of directors until August. If their member board term ended in May, they can still serve as zone vice president but are not eligible for a future term as president-elect because of the wording in *Bylaws* Section 4.05: “Members of

the Board of Directors may run for President-Elect if their term on their state board has expired **during their term as NCEES Treasurer or Vice-President...**”

### Discussion

ACCA members were in agreement that once a member board member is elected zone vice president or treasurer, they should be able to continue through the entire leadership pathway (zone vice president/treasurer, president-elect, president, and immediate past president) even if their term on their member board expires prior to the end of this pathway. ACCA will present **Motion 2** to eliminate the timing issue described in the Background section above.

It should be noted that the Council voted to refer modifications to *Bylaws* Section 4.05 as proposed by the 2021–22 ACCA to a Special Committee on Bylaws. The 2022–23 Special Committee on Bylaws is presenting amendments to Section 4.05 at the 2023 annual meeting. The amendments that ACCA is proposing in its Motion 2 would be made to the amended Section 4.05 if Bylaws Motion 1 passes.

### Charge 4

*Review proposed revisions to Model Law 130.10 B and C as presented by the Western Zone and discussed by the Council at the 2022 annual meeting. Propose amendments to the Committee on Uniform Procedures and Legislative Guidelines, if appropriate, to modify the requirements for licensure by comity for a professional engineer or a professional surveyor.*

### Background

The proposed Western Zone motion was as follows:

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Law 130.10 B.2.b*:

### 130.10 General Requirements for Licensure

#### B. Engineering

#### 2. Licensure as a Professional Engineer

#### b. Licensure by Comity for a Professional Engineer

The following shall be considered as minimum evidence satisfactory to the board that the applicant is qualified for licensure by comity as a professional engineer:

- 1) An individual holding a certificate of licensure to engage in the practice of engineering issued by a proper authority of any jurisdiction or any foreign country, based on requirements that do not conflict with the provisions of this Act and possessing credentials that are, in the judgment of the board, of a standard that provides proof of minimal competency and is comparable to the applicable licensure act in effect in this jurisdiction at the time such certificate was issued may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction; or
- (2) An individual holding an active Council Record with NCEES, whose qualifications as evidenced by the Council Record meet the requirements of this Act, may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction; or
- (3) An individual holding a certificate of licensure to engage in the practice of engineering issued by any jurisdiction may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction, if they meet all three of the following criteria:
  - (a) has been actively licensed for a minimum of 10 years continuous immediately preceding application to this jurisdiction;
  - (b) has not received any form of disciplinary action related to professional conduct or practice from any jurisdiction within the five years immediately preceding application to this jurisdiction; and
  - (c) has not had their professional license suspended or revoked at any time from any jurisdiction.

The Western Zone provided the following rationale: “Proposed changes to existing licensure laws by local legislative bodies have been increasing in frequency and severity[,] and...this addition to the *Model Law* will allow jurisdictions, if they so wish, to remove regulatory barriers and allow expediency to professional

engineering licensure without increased hazard to the public that each board serves. The intent is to utilize a history of board-monitored safe practice in lieu of any unique licensure criteria applied on a jurisdiction-by-jurisdiction basis that could prevent licensure of otherwise qualified individuals.”

At the 2022 annual meeting, the board of directors chose not to endorse this motion, providing the following rationale: “[This change] essentially plays to the lowest engineering licensure requirements. A number of boards have educational requirements, and this change would allow an experience-only path for those states, since some other jurisdictions have experience-only paths. This path would conflict with the current model documents and professional policies that refer to the three-legged stool of education, experience, and examinations. The board also questions whether 10 years is a long enough license requirement.”

After some discussion at the 2022 annual meeting, the Western Zone agreed to withdraw the motion and have it forwarded to a committee for further consideration. ACCA was chosen as the committee to review the motion.

### **Discussion**

ACCA developed a survey regarding this change and sent it to all MBAs. ACCA received 25 responses to the survey. Six jurisdictions indicated that they already have similar wording in their rules and regulations, 17 jurisdictions indicated that they do not have similar wording, and two jurisdictions indicated that they think they can interpret their current rules and regulations to fit the concept of the motion.

ACCA members discussed the pros and cons of this motion and ultimately supported the board of directors’ reasons for not endorsing it. They strongly concur that this should be handled by individual jurisdictions. If jurisdictions have identified legitimate licensure pathways from other jurisdictions for which they are unable to grant comity licensure due to their own rules and regulations, ACCA encourages them to modify their rules and regulations to allow for such comity recognition.

### **Charge 5**

*Review Bylaws Section 4.04 Elections and Terms of Office and consider if the President's term should be two years instead of one.*

### **Background**

NCEES presidents have, traditionally, started initiatives that are near and dear to them. If the initiatives take more than one year, the next president is not bound to continue to study those initiatives. Modifying the president’s term to two years would be one option to maintain continuity.

### **Discussion**

ACCA membership includes a number of past presidents who certainly understand this concept. However, after much discussion, it was decided not to make a motion to change the term of the president. ACCA feels that good communication between the president and president-elect should be the vehicle to continue longer-term initiatives. The leadership pathway is typically a five-year one, so there was some concern that adding a sixth year would dissuade some volunteers.

Respectfully submitted, the **Advisory Committee on Council Activities:**

David Whitman, Ph.D., P.E., Chair

#### **Members**

Scott Bishop, P.S.  
Howard (Skip) Harclerode II, P.E.  
Kathy Hart  
Jeffrey Jones, P.L.S.  
Christopher Knotts, P.E.  
James Purcell, P.E.  
Sam Reed, P.E.  
Dean Ringle, P.E., P.S.

#### **Board liaison**

Christopher Duhamel, P.E., P.L.S.

#### **Staff liaison**

Donna Moss, SHRM-CP, PHR

**MOTIONS**

**ACCA Motion 1**

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws 3.021*:

**Section 3.021 Associate Members.** An Associate Member of NCEES shall be a designee of a Member Board, but not a member of a Member Board, who is appointed by the NCEES Board of Directors as an Associate Member of NCEES.

Member Board Administrators shall automatically be designated as an associate member. Recommendations for other associate members of NCEES shall be submitted by Member Boards to the Board of Directors and become effective upon appointment by the Board of Directors. Such appointments shall be reviewed annually by each Member Board and shall remain in effect until the Board of Directors is notified otherwise by the Member Board.

Associate Members of NCEES shall have the privilege of the floor at meetings of the Council. Associate Members may serve on any committee or task force to which duly appointed under the *Bylaws*. Associate Members are eligible to hold the elective office of zone Secretary-Treasurer but are not eligible to serve on the NCEES Board of Directors.

**Rationale**

MBAs are a vital part of NCEES, and almost every MBA is named an associate member in due course. This change would streamline the process for designating MBAs associate members. Other member board staff who wish to be designated associate members would need to continue to go through the formal process.

**Board of directors' position**

Endorses, consent agenda

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**ACCA Motion 2**

Move that a Special Committee on Bylaws be charged with incorporating the following amendments into *Bylaws* Section 4.05:

**Section 4.05 Qualifications.** Any member of NCEES who is a citizen of the United States and a member of a Member Board sometime during the calendar year in which the nomination occurs is eligible to hold an elective office. Associate members are not eligible to serve on the NCEES Board of Directors.

To be eligible for the office of President-Elect, a person shall be a licensed professional engineer, licensed professional surveyor, or public member; shall have been a member of NCEES at least three years; and shall have attended at least two NCEES Annual Business Meetings.

Members of the current Board of Directors whose term on their Member Board has expired ~~during their term as NCEES Treasurer or Vice President~~ may run for President-Elect if

- They have obtained emeritus standing within the Council; and
- They have the approval of their Member Board; and
- It is their zone's rotation to elect a President-Elect; and
- They have been nominated by the zone.

The President-Elect shall not be from the same zone as the President.

To be eligible for the office of Treasurer, a person shall be a licensed professional engineer, licensed professional surveyor, or public member.

To be eligible for the office of Vice President, a person shall be a licensed professional engineer, licensed professional surveyor, or public member and shall be from the zone that elects him or her.

**Rationale**

ACCA believes that once a member board member is elected zone vice president or treasurer, they should be able to continue through the entire leadership pathway (vice president/treasurer, president-elect, president, and immediate past president) even if their term on their member board expires prior to the end of this pathway.

**Board of directors' position**

Endorses, non-consent agenda

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## Committee on Education

Sina Nejad, P.E., Chair

### ABSTRACT

The Committee on Education serves in an advisory role for education issues related to ABET, requirements prior to initial licensure, continuing professional competency (CPC), and foreign degree or unaccredited program evaluation.

The committee met four times virtually and in person January 7–8, 2023, in Phoenix, Arizona, to discuss and address its charges. The committee was assigned five charges that relate to the NCEES Engineering and Surveying Education awards, several NCEES education-related documents, continuing education, and other engineering and surveying education-related issues.

The 2022–23 committee will present three motions. **The motions begin on page 70.**

### Charge 1

*Accomplish all recurring committee activities:*

- *Review the NCEES Engineering Education Standard and Surveying Education Standard. Propose revisions as necessary.*
- *Review the Continuing Professional Competency Guidelines. Propose revisions as necessary.*

The Committee on Education completed a review of both education standards as well as a review of the *CPC Guidelines*.

In its review of the Engineering Education Standard, the committee noted that the Engineering Accreditation Commission of ABET (EAC/ABET) has different curriculum criteria compared to the NCEES Engineering Education Standard. The table below shows the differences:

	NCEES Engineering Education Standard	EAC/ABET Criteria
Higher mathematics and basic sciences	32	30
Engineering science/engineering design	48	45
General	12	a broad education component that complements the technical content of the curriculum and is consistent with the program's educational objectives

\*All numbers in this table reflect college semester credit hours.

The committee noted that the NCEES education standards are not meant to be equivalent to ABET criteria. They exist separately for the use of NCEES member boards in evaluating degrees from programs that are not ABET accredited, typically for degrees from programs outside the United States. This led to a discussion of graduates from programs of Washington Accord signatories and which boards accept and do not accept graduates from Washington Accord programs as having met the educational requirement for licensure. The International Engineering Alliance (IEA) website describes the Washington Accord as a “multi-lateral agreement between bodies responsible for accreditation or recognition of tertiary-level engineering qualifications within their jurisdictions who have chosen to work collectively to assist the mobility of professional engineers.”

Given that this is an important issue and that questions about the standard and other educational requirements are common, the committee recommends holding an NCEES annual meeting session on education requirements for licensure that includes information from ABET, IEA (Washington Accord), and the American Society for Engineering Education (ASEE).

The committee recommends no changes to either standard.

The committee reviewed the *CPC Guidelines* and recommends no revisions. It was noted that the lack of uniformity in CPC requirements around the country is one of the biggest complaints from engineers and surveyors licensed in multiple jurisdictions: number of hours, timing/cycle/year, in-person versus virtual, and technical versus non-technical content. Also, licensees are seeing more nuances in specific jurisdictions regarding synchronous versus asynchronous courses.

The committee believes that course content on ethics is relevant in all jurisdictions, and it agreed that NCEES should produce content that licensees could use for professional development hours (PDHs). Thus, the committee recommends that NCEES staff investigate ways to offer all licensees a continuing education course or courses on ethics.

The committee further reviewed the CPC Standard as part of its consideration of Charge 5.

### **Charge 2**

*Review the NCEES Surveying Education Award program and judging rubric. Propose modifications as necessary.*

The committee discussed the award's purpose, noting that it is intended to encourage programs to engage their students with other professionals, introduce them to historical and new technology, and promote licensure. The committee reviewed comments from past jury members, the judging rubric, and the list of schools that have won the award. The committee believes the program has accomplished a lot of the original goals and thinks the program should consider the following suggestions:

- Modify the judging rubric to spotlight one area each year, giving it more weight in terms of judging.
- Select "Outreach and Recruitment" as the focus area for the 2023 award cycle.
- Review how programs that are part of the "2+2 model," which allows students to earn a bachelor's degree by completing two years of community college study for an associate's (A.A. or A.S.) degree, followed by two years of study at a four-year college or university, culminating in a bachelor's degree in surveying, geomatics, etc., can be eligible for an award.

The committee will present **Motion 1** for NCEES staff, working in conjunction with the Committee on Education, to develop criteria for how schools with an articulation agreement with another school to complete a degree in surveying can be awarded as part of the Surveying Education Award program. The motion will include an additional \$50,000 in award money to be allocated as prizes for such schools.

### **Charge 3**

*Review the NCEES Engineering Education Award program and evaluation criteria. Consider opening the competition to programs accredited by the Engineering Technology Accreditation Commission of ABET. Solicit input from the American Society for Engineering Education. Propose modifications as necessary.*

The committee discussed the award's intent, noting that it recognizes college engineering programs for engaging their students in collaborative projects with licensed professional engineers to promote an understanding of the value of licensure and to encourage partnerships between the engineering profession and education.

The committee discussed several different aspects of the program. Is the award meeting its intended goals? Is there a better method for rewarding schools that engage professional engineers in the education process? Should engineering technology programs be included?

Several ideas to modify the program were discussed, including completely shifting the award from what has become a project-based award program to a program in which schools are rewarded for showing innovative and creative ways of encouraging professional licensure and involvement of professional engineers in an academic setting.

Additionally, to further the goal of connecting professional practice and education, the committee discussed the possibility of NCEES hosting a symposium for invited academia to learn more about licensure, provide feedback to NCEES on educational issues, and designate a "champion" on campus for initiatives related to professional licensure.



The committee recommends that the awards program stay as is for the 2023 cycle and that staff develop plans to modify the program and provide recommendations to the 2023–24 Education Committee.

#### **Charge 4**

*Perform a complete review of the NCEES white paper Benefits of a Four-Year Degree Requirement for Surveying Licensure. Work with the Committee on Examinations for Professional Surveyors. Propose revisions as necessary to the board of directors.*

A committee subgroup comprised of professional surveyors reviewed the NCEES white paper *Benefits of a Four-Year Degree Requirement for Surveying Licensure*. The white paper was then presented to the Committee on Examinations for Professional Surveyors for comment. The two committees worked together to revise the white paper.

The Committee on Education, with endorsement of the Committee on Examinations for Professional Surveyors, recommends that the board of directors accept the newly revised document (see **Appendix A**).

#### **Charge 5**

*Review the NCEES Continuing Professional Competency Standard to determine if it should include a certain number of professional development hours in technical content. Propose revisions as necessary.*

The current NCEES CPC Standard can be found in **Appendix B**. The committee discussed the idea of designating a certain number of PDHs in technical content. It was mentioned that ethical enforcement violations are more common than technical ones. After discussion, the committee is recommending no changes in regard to setting a minimum of PDHs designated for technical content.

However, as a result of considering this charge and Charge 1, the committee concluded that the CPC Standard would be better served with several changes.

First, the committee felt that the CPC definitions for ethics courses and business-related courses in *Model Rules* 240.30 should be separated. Several jurisdictions require an ethics course as part of continuing education requirements for license renewal, and separating the definitions would clarify that such a course should be in ethics and not business practices. The committee will present **Motion 2** as a result of this discussion.

Second, as noted above, the committee discussed the prevalence of ethical enforcement violations compared to technical ones. The committee concluded that, given the importance of ethical practice to public protection, one PDH out of the 15 required in the CPC Standard should be ethics related (instead of ethics or improving a licensee's methods of business practices or operations, as is currently stipulated in the standard). The committee presented the revised standard (shown in Appendix B) to the board of directors, which the board approved at its April 2023 meeting.

Third, the *Model Rules* and *CPC Guidelines* reference the NCEES CPC Standard, but the standard is only posted on the NCEES website. The committee believes that incorporating a definition of the standard in the *Model Rules* will make it easier for jurisdictions to use and reference. The committee will present **Motion 3** (with the revision approved by the board of directors) to incorporate a definition of the CPC standard into *Model Rules* 240.30.

Respectfully submitted, the **Committee on Education:**

Sina Nejad., P.E., Chair

**Members**

Marie Elizabeth Cristi, P.E.  
Bruce Dvorak, Ph.D., P.E.  
Teresa Helmlinger-Ratcliff, Ph.D., P.E.  
Brenda Moore, P.E.  
Jeanne Nebre, P.L.S., L.S.  
Sallye Perrin, P.E.  
Timothy Platz, P.S.  
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**Consultants**

Steven Barrett, Ph.D., P.E.  
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Gary Thompson, P.L.S.  
Marlee Walton, P.E., P.L.S.

**Resource**

Jenna Carpenter, Ph.D.

**Board liaison**

Thomas Orisich, P.L.S.

**Staff liaison**

Davy McDowell, P.E.

**MOTIONS**

**Education Motion 1**

Move that the NCEES Surveying Education Award program be modified to include two-year programs offering surveying education through articulation agreements with four-year college/university programs.

**Rationale**

The committee feels that two-year programs that lead to a four-year degree in surveying, geomatics, etc., should be recognized for their work through the NCEES Surveying Education Award program. The committee requests that staff develop the program and bring a recommendation back to the committee as soon as possible.

**Board of directors' position**

Endorses, consent agenda

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**Education Motion 2**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating the following amendments into *Model Rules 240.30 B*:

**240.30 Continuing Professional Competency**

**B. Definitions**

Terms used in this section are defined as follows:

1. Professional Development Hour (PDH)—One contact hour (nominal) of instruction or presentation. The PDH is the common denominator for other units of credit.
  - a. The term “contact hour” is defined as a minimum of 50 minutes of course/activity.
  - b. The total number of hours allowed for a course/activity cannot exceed the actual number of clock hours.
2. Ethics Course or Activity—A qualifying course or activity with content areas related to (1) the awareness of ethical concerns and conflicts, (2) an enhanced familiarity with the codes of conduct, or (3) an understanding of standards of practice or care.
23. Ethics/Business-Related Course or Activity—A qualifying course or activity with content areas related to (1) the awareness of ethical concerns and conflicts; (2) an enhanced familiarity with the codes of

~~conduct; (3) an understanding of standards of practice or care (4) project management and risk-assessment management; or (5) other similar topics aimed at maintaining, improving, or expanding the skills set and knowledge relevant to the licensee’s field and methods of practice.~~

- 34. Continuing Education Unit (CEU)—Unit of credit customarily used for continuing education courses. One continuing education unit equals 10 contact hours in an approved continuing education course.
- 45. College Semester/Quarter Hour—Credit for course in ABET-accredited programs or other related college course approved in accordance with subsection E of this section.
- 56. Course/Activity—Any qualifying course or activity with a clear purpose and objective that will maintain, improve, or expand the skills and knowledge relevant to the licensee’s field of practice. Regular duties are not considered qualified activities.
- 67. Dual Licensee—An individual who is licensed as both a professional engineer and a professional surveyor

**Rationale**

The definitions contained within *Model Rules 240.30 B* are accurate; the committee is only proposing revisions to define ethics separately from business-related courses. The committee noted that several jurisdictions require an ethics course as part of continuing education requirements for license renewal, and separating the definitions will make it clear that such a course should be in ethics and not business practices.

**Board of directors’ position**

Endorses, consent agenda

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**Education Motion 3**

Move that the Committee on Uniform Procedures and Legislative Guidelines be charged with incorporating amendments to *Model Rules 240.30* to accommodate the following definition for the NCEES Continuing Professional Competency Standard:

**240.30 Continuing Professional Competency**

I. NCEES CPC Standard Definition

The NCEES CPC Standard requires a licensee to obtain the equivalent of 15 PDHs per calendar year (January 1–December 31) with no carryover allowed. A minimum of 1 PDH of the 15 PDHs shall be earned by successfully completing a course or activity that has a content area focusing on engineering or surveying ethics.

**Rationale**

The *Model Rules* and *CPC Guidelines* reference the NCEES CPC Standard, but a search of the NCEES website is required to find the standard. The committee believes that incorporating the standard’s definition in the *Model Rules* will make it easier for jurisdictions to use and reference.

**Board of directors’ position**

Endorses, non-consent agenda

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## APPENDIX A: REVISED SURVEYING EDUCATION WHITE PAPER

### Benefits to Requiring a Bachelor's Degree for Professional Surveying Licensure

The purpose of this document is to outline the advantages of requiring a bachelor's degree for professional surveying licensure. With new, fast-developing technologies and methodologies, surveying is a different, broader profession than in the past. Therefore, the scope of surveying knowledge and competencies is more complex, larger, and more dynamic than before, requiring more expertise and skills. This trend will continue in the future. To obtain the needed knowledge, skills, and competencies, a bachelor's degree is required. The public, clients, consumers, government entities, jurisdictional boards, other professions using survey deliverables/services, and the land surveying industry itself benefit from this requirement. The benefits would ameliorate all as the world around us continues to become more complex, exacting, and sophisticated.

### Changes in technology have reshaped the professional surveyor

Throughout history, the public expected professional surveyors to be stewards of land boundaries while meeting society's need for certainty in boundary location. It was clear that, in order to effectively locate features on the surface of the earth and to graphically describe their position on a map, one would need to seek the services of a professional surveyor. After all, no other profession understood and applied boundary law and principles like the professional surveyor. However, with the passage of time, the profession experienced significant technological developments and changes to services offered so that the term *land surveyor* now embraces much more than the classic boundary surveying.

By the mid-1990s, use of the Global Positioning System (GPS) had become commonplace among surveying companies, which wholly embraced the capabilities of the system for precise positioning over long distances. More global positioning systems, including GLONASS, BeiDou, and Galileo, collectively known as Global Navigation Satellite Systems (GNSS), enabled the establishment of new regional and global three-dimensional (3D) coordinate reference frameworks underpinning survey infrastructure and expanding the boundaries of international cooperation when collecting and distributing spatial data.

In recent decades, profession surveying and spatial data collection—as well as spatial data management in particular—have undergone a number of significant developments. These developments have been made possible by developing information technology, by the increasing speed of computer processors, and by the accessibility to large banks of spatially related information via the internet.

In 2008, with this changing scope of the surveying profession, a new definition of the term *surveying* was introduced. The General Assembly of the International Federation of Surveyors (FIG) adopted a definition that describes a surveyor as “a professional person with the academic qualifications and technical expertise to conduct one, or more, of the following activities:

- to determine, measure and represent land, three-dimensional objects, point-fields and trajectories,
- to assemble and interpret land and geographically related information,
- to use that information for the planning and efficient administration of the land, the sea and any structures thereon, and,
- to conduct research into the above practices and to develop them.” (FIG 2008, p. 10)

Government entities and other professions often require custom deliverables (coordinate system or digital format) that can be utilized in their specific software. Local and global applications of data necessitate spatial data structures and interoperability that allow multiple digital deliverables from authoritative data sources. Spatial data is generally held in geographic information systems (GIS), which are widely used and have become an indispensable tool for governance, commerce, and environmental and social science. Metadata and attribute information within these databases is increasingly originating from a wider and non-technical or professional population, as the universal use of the internet enables crowdsourcing to become a significant data collection tool. These technological advancements have given rise to data quality issues, whereby the quality of data must be based on purpose or usage, currency, relevance, accuracy, and precision; thus, it must be “fit for purpose.” Professional surveyors are required to adequately understand GIS and the technical matters pertaining to that industry to opine and advise.

Within the last two decades, conventional total stations have morphed into complex equipment that uses automated tracking and laser scanning. This has modified the surveying process from collecting single data points with limited coverage to collecting vast data point clouds with extensive coverage. Laser scanning technology has improved in speed and quality so that it is almost standard practice to start new projects with scanning. This new technology is often combined with 3D digital twin modeling and building information

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modeling (BIM), offering numerous possibilities to improve performance and productivity within many industries, including architecture, engineering, and construction. The digital twin modeling and BIM provide a digital representation of a physical object, process, or service and often serves as a digital replica of an object in the physical world (e.g., building, bridge, wind farm, or even larger items such as a development or whole cities). This model gives a multidimensional view of how an asset will perform by simulating, predicting, and informing decisions based on real-world conditions. It is an excellent tool for visualizing potential scenarios and enables users to anticipate and prepare for problems. The applications of point cloud technology even extend beyond the land disciplines into areas such as hydrography, which now uses multibeam echo sounders to accurately map the seabed surface.

Over the past decade, an explosion in aerial 3D data capture has resulted from lightweight drone platforms capable of carrying multiple geocoded measurement sensors. The developments in digital technology data capture and processing provide users with new and imaginative deliverables, such as 3D models and location-based services, in real time. Such data sets can be an effective means of presenting geospatial data fly-through or virtual reality (VR) and augmented reality (AR) to non-specialist audiences, and thus significantly increased the demand for geospatial data.

The day of assumed datums, azimuths, and coordinate systems are rejected by the masses. The simple approach to surveying is no longer deemed acceptable. Professional surveyors are required to embrace the discussed technology and new-age deliverables and provide precise and accurate spatial data.

### **The importance of the professional surveyor today and in the future**

The nature of surveying and related fields has been changing because of new technologies, methodologies, and the growing demands of society for spatial data and information related to the geographical location. Consequently, surveyors are now involved in collecting, merging, linking, improving, visualizing, and interpreting diverse geospatial information. In the future, surveyors will continue to remain a critical part of the integrated processes where geospatial data serves as foundation of location-based decision making.

The geospatial data developed through surveys are critical in many aspects of society. Global society is facing major challenges, and geospatial data can play an important part in helping to address many of these, such as modeling climate change and natural disasters, protecting our oceans, monitoring and managing disease-spread, and planning for utilities and internet services for network optimization. Of course, there is a wide spectrum of other potential applications, including autonomous vehicles, surveillance, and insurance. Geospatial data connects people, communities, and technologies to help them solve global challenges and address everyday needs. The information that professional surveyors provide serves as the foundation for this important work.

Professional surveyors are often the custodians of enabling technologies and systems that are critically important to the future of the human race (FIG 2014, p.10). Professional surveyors' work covers all facets of interdependence between land, people, and infrastructure to bring about socioeconomic development. It is evident that the scope of the surveying profession will stretch further across the pillars of sustainable development—social, economic, and environmental. Undoubtedly, this relationship provides professional surveyors with an important role as agents of societal change in the future.

### **Surveyors' competencies**

Despite technological advancements and digitalization, surveyors are still needed to measure the physical world and collect information that forms the foundation for digital models. These professionals are required to understand the basic concepts of surveying and must have traditional competencies in the following areas:

- Mathematical concepts and reasoning
- Boundary law and analysis
- Historic knowledge of land surveying
- Legal elements of land ownership
- Data and error analysis
- Survey measurements and techniques
- Photogrammetry
- Mapping sciences
- Geodesy

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- GNSS expertise
- Expert testimony

In consideration of technological developments and the changing role of professional surveyors, a knowledge base in the following areas is also needed:

- Physics
- Communication
- Teamwork
- Business, economics, and management
- Project management and administration
- Advanced surveying equipment knowledge/capabilities (scanners, inertial measurement unit, etc.)
- Various sophisticated software applications (GIS, BIM, digital twins, etc.)
- Complex problem-solving
- Quality assurance and quality control measures
- Sound judgment and decision making

These foundational competencies are the building blocks for today's professional surveyor; even more will be demanded of tomorrow's professional surveyor. The surveying profession has been adopting and following the spatial information revolution while, at the same time, endeavoring to maintain traditional services. Professional surveyors must retain this flexibility to quickly adapt to developing technology, changing demands of society, and broadening topics in spatial information studies.

The contemporary scope of surveying competencies is more complex and dynamic than before, requiring more expertise and skills. The modern professional surveyor must be capable of not only managing within change but managing the change itself. This trend will undoubtedly continue in the future.

### **Changes in field crews and mentorship**

Many surveying technicians with limited education have become accomplished professional surveyors. In the past, a lot of professional surveying knowledge was passed down through experience in the field while working with others in a master–apprentice relationship. Although this method was a great way to pass along knowledge of the surveying profession, it has significant limitations and today is virtually no longer a viable path.

Yesterday's professional surveyors had to do more legwork on their own to solidify an understanding of theoretical concepts such as adjustments and proper checks of field data to ensure accurate results. Most work-experienced surveyors did not learn the proper procedures to check their data until much later in their career, creating a time span when something disastrous could occur. This knowledge of data adjustments is one of many aspects that sets a bachelor's degree holder apart from those with less formal education. A true understanding of how to adjust and check data properly is required in an accredited surveying program. Classes specifically focus on making sure that students understand how adjustments are made and why the processes work.

With the advances in surveying technology, there is only a need for one person—versus the two or more needed previously—to complete surveying processes. In addition, the technical process of field survey measurement has become programmed and automated, which means that technicians can perform functions without knowing the underlying theory. The mentor is no longer required to be in the field with the apprentice; therefore, the field experience is not adequate for professional preparation today.

Additionally, the scope of professional surveying has broadened beyond the mere administration, mapping, and measurement of land and related practices. This shift requires surveyors to collect, interpret, manage, and analyze spatial data. To complete these tasks effectively and to meet the changes in the future, a bachelor's degree requirement is essential.

Work experience can and does provide a wealth of knowledge and is certainly critical for the complete development of a professional surveyor. Today, however, work experience alone is a far longer and less effective path to reaching the ultimate goal of becoming a licensed professional surveyor.

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### Accessibility of bachelor's degree

Previously, there was a concern in the profession about the availability of the bachelor's degree programs, since online access to surveying programs was rare. However, with recent advances in technology and the need to provide online instruction during the COVID-19 pandemic, many institutions started to provide online surveying programs. The success of these programs has shown that it is feasible to reach a wide audience and to accommodate those students who would otherwise not have access to a surveying degree program. Many of these online programs have even seen an increase in student enrollment.

In addition, many bachelor's degree programs are instituting articulation agreements with associate (two-year) degree programs to allow students to attend a community college before transferring to a bachelor's degree program. These agreements benefit students by allowing them to begin their studies at an institution that is more readily available and typically less expensive, with the assurance that their courses will be applied to the bachelor's degree program. If an articulation agreement is not in place for a particular institution, a student can still initially attend a community college of their choice, however, they are responsible for checking on transferability of courses with their desired bachelor's degree program.

### The professional surveyor

A "profession" is defined as "a calling requiring specialized knowledge and often long and intensive academic preparation" (Merriam Webster Dictionary). Therefore, a "professional" is a member of such a profession.

A "professional" is a person who is a member of a professional body due to the education qualification and follows the prescribed moral and professional code of conduct. ([thelawdictionary.org/professional](http://thelawdictionary.org/professional))

"If a surveyor wants to be in a learned profession, the individual must seek the attributes of the learned professions. Ten of these attributes are as follows: 1. Having a unique and superior education in a specific field of knowledge, 2. providing a service to the public in having the ability to persuade, 3. Placing oneself in a position of trust, 4. Conducting practice within a code of ethics, 5. Desiring to gain high eminence with financial return of secondary importance, 6. Using independent judgement and accepting liability, 7. Providing services to those unable to pay, 8. Charging fees to those able to pay, such fees being dependent on the services rendered rather than labor or product, 9. Becoming a persuasive and effective communicator, and 10. Seeking continued education to maintain professional competency." (Robillard, Wilson, and Brown; *Evidence and Procedures for Boundary Location*)

"Because of a surveyor's professional status: 1. The surveyor is elevated to recognition in the courts of law above that of a layman. 2. He/she is held to a higher degree of liability for his/her errors than is an ordinary person because of the degree of trust placed upon him/her for impartiality, capability and responsibility. 3. He/she is presumed to possess those skills and education required of an expert in his/her field." (Clark on Surveying and Boundaries)

"A 'Learned Profession' must have a college base—A learned profession requires college education to understand adequately. A true learned professional must understand the mathematical, scientific, legal, environmental, and societal framework within which the work takes place. It also requires attributes of a college general education—the ability to speak confidently, write authoritatively, research published information, analyze issues, apply math and science when needed, and so forth." (Gibson 2009)

"Learned professions don't elevate the working support staff (technicians) to professional rank. Legal aids don't become lawyers unless they go through law school. Nurses and medical assistants are terminal nurses and medical assistants. Engineering technicians (drafters, etc.) are well paid terminal technicians." (Gibson, 2009)

"The 1992 [Florida] Supreme Court followed a 1988 Supreme Court definition of the statutory term 'professional' in a case involving insurance underwriters/agents, *Pierce v. AALL Insurance Co.*, 531 So.2d 84 (Fla.1988). The 1992 court stated: 'Accordingly, in harmony with the central thrust of *Pierce*, we hold that a 'profession' is any vocation requiring at a minimum a bachelor's college degree before licensing is possible in Florida. There can be no equivalency exception.'" "Accordingly, some future admittees could be licensed without a bachelor's degree, and land surveyors thus are not professionals for purposes of the statute of limitations." (Gibson, 2009)

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“In 2008–2009, Maine surveyors were surprised to find that the U.S. Department of Labor ruled that they were not members of a ‘learned profession,’ because Maine state statutes do not require surveyors to have a bachelor’s degree to be licensed. Maine surveyors fought the DOL decision and asked ACSM to help. After a diligent challenge to the ruling, the surveyors lost, and the DOL decision stands” (Gibson, 2009).

*Gibson, D. (2009) Licensed Profession or Licensed Trade—The 4-Year Degree’s Impact on Surveying*

### **Positive effects of formal education for the professional**

Formalized education through a bachelor’s degree program is significantly more effective at teaching a wide variety of concepts and principles than an associate’s degree or work experience alone. Typically, through the associate’s program or work experience, the knowledge obtained is in limited areas. By completing a bachelor’s degree program, students have adequate time to be exposed to and learn more diverse geospatial theory and applications from qualified faculty. It also offers students the benefit of expanded career opportunities because of the wide array of courses available.

In general, the focus of bachelor’s degree programs is on “learning to learn.” The aim is a broad understanding of interrelationships between different fields, the ability to communicate and deal with the characteristics of human nature, and the ability to deal with the unknown problems of the future. There is no doubt that the main challenge of the future will be that the only constant is change. Graduates possess skills to adapt to a rapidly changing labor market and to deal with the unknown problems of the future. Certainly, additional professional and technical skills can be acquired and updated later in one’s career, but skills for theoretical problem-solving and learning to learn are best achieved through academic training at the university level.

Projects will continue to become more complex, so that multiprofessional groups will be created to generate holistic complete life-cycle solutions of projects. The surveying profession will be an integral component in these groups, providing fundamental, well-trusted, quality-controlled data sets on which society is built. Surveyors will work closely with other engineering firms, public agencies, private developers, and contractors to determine what tool is best for the project and deploy as necessary to deliver an accurate and reliable finished product.

The next generation of the internet will provide more intense, real-time experiences based on a smart digital reality. The geospatial profession will have an essential part in bringing the real world to life in that digital world because there will be a greater need for more frequent—and in some cases real-time—updates to maintain the digital reality. Once the smart digital reality is up and running, intelligence will be added to the digital world for simulations and analysis.

In the ever-evolving world, surveyors will need to stay ahead of the technology curve. Technology is continuing to advance rapidly, and innovations are increasing, such as those related to cloud computing, edge computing, artificial intelligence, and space exploration. Technological developments and advances in artificial intelligence will enable even more sophisticated capabilities, virtually making it possible to introduce automation into all aspects of work processes. New techniques for building, refurbishing, and enhancing the safety of the United States’ critical infrastructure calls for the use of even newer technologies. On most projects, a single form of measurement technology is deployed, but with new projects calling for more intricate tracking and modeling, a combination of methods of collecting data becomes a must.

### **Degree specification**

By vote of the National Society of Professional Surveyors (NSPS) Board of Directors on October 24, 2014, the NSPS Education Policy states, “The official position of the National Society of Professional Surveyors shall be that a bachelor’s degree in Surveying, Surveying Engineering, or Surveying Engineering Technology be the minimum educational requirement for licensure as a Land Surveyor in all jurisdictions.” Education Policy—National Society of Professional Surveyors ([nsps.us.com](http://nsps.us.com))

The NCEES *Model Law*, a model for state practice legislation that reflects best practices as determined by NCEES member licensing boards, includes graduating from a surveying-related program of four years or more as a requirement for certification or enrollment as a surveyor intern (an initial step toward professional surveying licensure). Many jurisdictions have framed their respective licensing requirements around the *Model Law* language and included this education requirement for licensure as a professional surveyor.



## **APPENDIX A: REVISED SURVEYING EDUCATION WHITE PAPER**

### **Public trust and welfare**

The main reason for regulated, licensed professions is that members of the public, in going about their daily lives, require services that demand a specialized degree of education, knowledge, and experience to perform these services in a safe and responsible manner and to protect their interests. A professional license indicates to the public that they can rely on that professional's expertise. To maintain that public trust, the standards that determine whether individuals are minimally competent to practice in a particular professional field cannot be compromised or negotiated. To do so would mean the effective death of the profession and a breach of our duty and of the public trust.

Like architecture and engineering, the work that professional surveyors do directly impacts the welfare of the general public. Not only can land surveying affect monetary assets, but the work done in this profession can also affect public health and safety. Inaccurate measurements in the surveying field can lead to costly, time-consuming mistakes or even catastrophic failures that can be both expensive and dangerous. For these reasons, having work completed by a properly educated and licensed professional is critical. The professional license assures the client that the surveyor has the knowledge base to competently perform the work requested. The most effective way to obtain the knowledge necessary to be a professional surveyor is through formal education. Though work experience is necessary, a combination of education and work experience makes the competent surveyor. The more education the surveyor has, the broader their understanding of all aspects of the current and future surveying profession.

### **Summary**

The requirement for a bachelor's degree is essential for the professional surveyor of today and the future. The breadth and depth of the profession has grown exponentially over the past two decades and will grow faster in the future. The associate degree and work-experience limited educational tracks to becoming a surveying intern are no longer appropriate options, considering the additional knowledge, skills, and competencies now needed by the professional surveyor.

Protecting the health, safety, and welfare of the general public and servicing the public good are the hallmarks of the professional surveyor's duty. It is evident that the educational requirement of a bachelor's degree is necessary to continue to provide that duty.

## APPENDIX B: NCEES CONTINUING PROFESSIONAL COMPETENCY STANDARD

### Current NCEES Continuing Professional Competency Standard

NCEES Position Statement 10, Continuing Professional Competency, endorses the establishment of uniform continuing professional competency (CPC) requirements for licensed professional engineers and surveyors to safeguard health, safety, and welfare of the public by requiring licensees to remain competent within their profession.

Uniform requirements benefit licensees by facilitating licensure renewal and supporting mobility across jurisdictions. Licensees are expected to meet the CPC requirements of the jurisdictions in which they have been granted a license by comity, reciprocity, or endorsement.

Because many engineers and surveyors are licensed in multiple jurisdictions, uniformity of CPC requirements among licensing jurisdictions that mandate CPC is imperative to simplify the licensure-renewal process, to enhance the mobility of licensees, to facilitate the recognition of CPC by multiple jurisdictions, and to ensure the viability of continuing professional competency.

NCEES encourages boards to allow their licensees to satisfy either the CPC requirements of their board or to satisfy the NCEES CPC Standard as defined below. Doing so will promote licensure mobility, especially for boards whose CPC requirements differ from the NCEES *Model Rules*.

The NCEES CPC Standard requires a licensee to obtain the equivalent of 15 professional development hours (PDHs) per calendar year (January 1–December 31) with no carryover allowed. A minimum of 1 PDH of the 15 PDHs shall be earned by successfully completing a course or activity that has content areas focusing on engineering or surveying ethics, improving a licensee's business practice or operations, or advancing professionally related skills and practices as applicable to the practice of engineering or surveying.

The qualifying activities for these PDHs are defined in *Model Rules* 240.30.

### Proposed revision to NCEES Continuing Professional Competency Standard

The NCEES CPC Standard requires a licensee to obtain the equivalent of 15 professional development hours (PDHs) per calendar year (January 1–December 31) with no carryover allowed. A minimum of 1 PDH of the 15 PDHs shall be earned by successfully completing a course or activity that has a content areas focusing on engineering or surveying ethics, ~~improving a licensee's business practice or operations, or advancing professionally related skills and practices as applicable to the practice of engineering or surveying.~~

The qualifying activities for these PDHs are defined in *Model Rules* 240.30.



## Committee on Examination Policy and Procedures

Elizabeth Johnston, P.E., Chair

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### ABSTRACT

The Committee on Examination Policy and Procedures (EPP) is responsible for reviewing the effectiveness of the examinations and recommending policies, specifications, and procedures consistent with trends in the engineering and surveying professions. The committee met virtually via Zoom as well as in person February 3–4, 2023, in Phoenix, Arizona, and performed additional work through the Basecamp collaboration website.

The EPP Committee has 10 motions for Council action and one recommendation. **The motions begin on page 80.**

### Charge 1

*Accomplish all recurring committee activities:*

- *Review all examination development policies and examination administration policies in the Manual of Policy and Position Statements for redundancy and clarity. Recommend revisions as appropriate.*
- *Review exam volumes regarding Exam Development Policy 7 and provide recommendations to the board of directors.*
- *Review the NCEES Examinee Guide for content and effectiveness.*

### EDP and EAP review

The committee reviewed examination development policies (EDPs) and examination administrative policies (EAPs) for clarity and consistency and proposed minor editorial changes, as reflected in **Motions 1, 2, 8, and 9**. EDPs 4–7 were considered separately under Charge 2, and EAP 8 was considered separately under Charge 3.

### Exam volumes

The committee reviewed exam volumes regarding EDP 7.

### Recommendation

The EPP Committee recommends placing the PE Nuclear examination on probation for a period of two exam administrations, with updates to its remedial action plan provided annually by the exam development committee and supporting technical society, including updated milestones. The board of directors should evaluate the specific recommendations of the action plan for further action.

### Rationale

The PE Nuclear exam development committee and the supporting technical society were asked to prepare and submit a specific remedial action plan for increasing the number of first-time test takers to a level that meets or exceeds the minimum candidate requirements in 2022. They provided this report, which was reviewed by EPP. The EPP Committee believes that the plan should be given two exam administrations to meet its milestones and measure its impacts.

### NCEES Examinee Guide review

The committee reviewed the *NCEES Examinee Guide* and forwarded recommendations related to clarity and consistency to NCEES staff.

### Charge 2

*Review EDPs 4–7 regarding methodology of requesting new exams and develop a comprehensive policy covering the process from start to finish.*

EDPs 4–7, which all concern adding, deleting, or modifying an examination, were reviewed together, with a specific look at the total combined result. EDP 6 is recommended for incorporation into EDP 4 and EDP 9.

These proposed amendments are reflected in **Motions 3, 5, and 7**. EDPs 5 and 7 were edited for clarity and consistency, and minor editorial changes were proposed, as reflected in **Motions 4 and 6**.

**Charge 3**

Review EAP 8 to consider removing the five-year requirement to complete all parts of the PE Structural examination. Also, review the policy regarding the definition of components versus sections of the PE Structural. Propose revisions as necessary.

The EPP Committee had a productive and multifaceted discussion of this charge, including a review of the historic reasoning behind the five-year requirement; a reflection on what other organizations, such as the National Council of Architectural Registration Boards (NCARB), are considering; and an evaluation of the current utility of this portion of EAP 8. The committee noted that removing this policy would result in a limited number of examinees with in-progress partial results completing their PE Structural examination in both pencil-and-paper and computer-based formats. **Motion 10** reflects the results of this discussion.

Respectfully submitted, the Committee on Examination Policy and Procedures:

Elizabeth Johnston, P.E., Chair

**Members**

- Ademola (Peter) Adejokun, P.E.
- Azuanuka Etoniru, P.E., P.L.S.
- Christopher Gephart, P.L.S.
- James Hollandsworth, P.E., P.S.
- Dennis Martenson, P.E.
- Stanley Postma, S.E.
- Sean St.Clair, Ph.D., P.E.
- Garth Thomas Jr., P.E.

**Consultants**

- Joseph Flynn, L.S.
- George Murgel, Ph.D., P.E.

**Board liaison**

- Janice Bostelman, P.E.

**Staff liaison**

- Jason Gamble, P.E.

**MOTIONS**

**EPP Motion 1**

Move that Exam Development Policy 2 be amended as follows:

**EDP 2 Examination ~~Quality~~ Development Standards**

The goal of the NCEES examinations program shall be for the development, use, and scoring of examinations prepared by, or under control of, NCEES to comply with the current edition of *Standards for Educational and Psychological Testing*—as published jointly by the American Educational Research Association, the American Psychological Association, and the National Council on Measurement in Education—or other nationally accepted standards.

**Rationale**

The committee believes this policy deals with more topics than just exam quality and that a broader title provides more clarity.

**Board of directors' position**

Endorses, consent agenda

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**EPP Motion 2**

Move that Exam Development Policy 3 be amended as follows:

**EDP 3 Engineering and Surveying Examinations and Formats**

**B. Principles and Practice of Engineering Examinations**

The Principles and Practice of Engineering examinations shall be offered in the following disciplines and shall be open-book, via pencil-and-paper examinations or offered closed-book via CBT with supplied references as defined in EAP 4:

\*\*\*\*

**24. Structural**

The PE Structural examination shall consist of two components: ~~the Vertical Forces (gravity/other) and Incidental Lateral component and the Lateral Forces (wind/earthquake) component.~~ The PE Structural examination and shall be considered and referred to as one examination.

\*\*\*\*

**D. Examination Item Banks**

Examination items for all examinations shall be maintained either at NCEES headquarters or at an offsite testing service that is able to demonstrate insurance, bond, or reserve to cover the pecuniary liability for the items should the items be compromised, lost, or damaged by the testing service.

1. At the time an exam development committee releases a linear, fixed-form (LFF) exam to be published, the exam item bank shall contain sufficient operational items to create three times the number of exam forms available to examinees in a testing window.
2. At the time an exam development committee releases a pool of items to be published for linear-on-the-fly testing (LOFT), the pool shall contain, at a minimum, the number of operational items required to create three unique, non-overlapping exam forms. At the time of publishing, the exam item bank shall have sufficient operational items to create two additional pools of similar composition. Pool size will-shall be determined by the psychometric consultant per the criteria listed in the NCEES *Exam Development Procedures Manual*.

\*\*\*\*

**F. Exam Preparation Material Development**

Exam preparation material shall be developed for each NCEES examination. This material shall ~~provide~~ include both a standard reference handbook and sample questions and solutions on each major topic area sufficient to provide candidates with a sense of the structure, scope, and difficulty of the examination. ~~Exam preparation material shall remain current and be available six months prior to the administration of an examination. Standard reference handbooks shall be made available to candidates six months prior to the exam administration during an exam re-specification year and a minimum of three months prior to the exam administration during a standard exam administration year. Sample questions and solutions materials shall remain current and be available six months prior to the administration of an examination during a re-specification year.~~

**Rationale**

The committee felt that this policy included extraneous information regarding the PE Structural exam. While no other exam has multiple components and it is important to clarify terminology, the additional information, although correct, is unnecessary and should be eliminated for clarity and consistency.

After consulting with NCEES staff responsible for the dissemination of exam preparation material, the committee felt revisions were required to include the standard reference handbook and a minimum delivery time for these materials.

**Board of directors' position**

Endorses, consent agenda

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**EPP Motion 3**

Move that Exam Development Policy 4 be amended as follows:

**EDP 4 Entry of New Discipline or Depth Module or Reinstatement of PE Examination Status**

- A. Accreditation Requirement  
No discipline shall be added or reinstated to the examination program unless there is an EAC/ABET-accredited program ~~in the discipline that offers an undergraduate degree program or a graduate degree program focused on the examination topic area.~~
- B. Professional or Technical Society Involvement  
No discipline shall be added or reinstated unless a national professional or technical society agrees to support the examination. All professional or technical societies that support examinations shall sign an agreement with NCEES delineating the responsibilities of both parties.
- C. Member Board Requirement  
Requests for examinations and/or depth modules shall be made by no fewer than 10 member boards collectively who can each demonstrate a need for the examination or depth module in their jurisdiction by each providing a letter of support for the new discipline or depth module in accordance with paragraph D. A request older than four years must be reaffirmed by the member boards.
- D. Letters of Support  
All ~~R~~requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that additional knowledge areas and skills required for the discipline are sufficient to support a new examination or module. The estimate of usage shall include the methodology used to derive that estimate.
- ~~D~~E. Minimum Number of Exam Candidates  
No discipline or depth module shall be added or reinstated to the examination program unless the number of candidates for an ongoing examination conforms to NCEES policies and procedures. If that is demonstrated, a professional activities and knowledge study (PAKS) shall be conducted to establish that the addition in question ~~is composed of~~ comprises a unique ~~set~~ body of knowledges important for safeguarding the health, safety, and welfare of the public.
- ~~E~~F. CBT Format  
The request shall include a plan to develop the exam in CBT format.
- ~~F~~G. Notification to Member Boards  
Member boards shall be notified one year in advance of the addition or reinstatement of any discipline or depth module to the PE examination program.
- H. Requests to Divide an Existing Examination  
Requests to divide an existing examination into multiple examinations shall be made to the Committee on Examinations for Professional Engineers (EPE). Requests shall include proof of such need in accordance with sections A–D of this policy.

**Rationale**

These changes align the language of EDP 4 and EDP 9 to clarify the expectations of supporting member boards. Specifically, the changes clarify the types of degrees required and that, while local support is valued, broad technical or professional society involvement is required. They also incorporate language previously contained in EDP 6 for clarity and consistency.

**Board of directors' position**

Endorses, consent agenda

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**EPP Motion 4**

Move that Exam Development Policy 5 be amended as follows:

**EDP 5 Adoption of a New Discipline-Specific FE Examination**

- A. Accreditation Requirement  
No discipline-specific FE examination shall be added to the examination program unless there is an EAC/ABET-accredited program in the discipline.
- B. Member Board Requirement  
~~A~~ Requests for ~~the a~~ discipline-specific FE examination must be made by no fewer than 10 member boards collectively who can each demonstrate a need for that discipline in their jurisdiction. Requests shall include proof of such need, ~~an~~ estimate of usage, and ~~the~~ impact on safeguarding the health, safety, and welfare of the public. Proof of such need shall include evidence that knowledge areas and skills are not adequately measured in an existing FE examination and evidence that those knowledge areas and skills required for the discipline are sufficient to support a new FE examination. The estimate of usage shall include the methodology used to derive that estimate.
- C. Notification to Member Boards  
Member boards shall be notified at least one year in advance of the addition of any discipline-specific ~~module to the~~ FE examination ~~program~~.

**Rationale**

These changes align the language of EDP 4 and EDP 5 and clarify the expectations of supporting member boards.

**Board of directors' position**

Endorses, consent agenda

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**EPP Motion 5**

Move that Exam Development Policy 6 be deleted.

**~~EDP 6 Dividing an Existing Examination into Multiple Examinations~~**

~~Requests to divide an existing examination into multiple examinations should be made to the Committee on Examinations for Professional Engineers (EPE) or the Committee on Examinations for Professional Surveyors (EPS). Requests shall include proof of such need (PAKS), estimate of usage, and impact on safeguarding the health, safety, and welfare of the public. Requests shall include evidence that knowledge areas and skills required for the discipline are sufficient to support separate examinations. The EPE/EPS Committee will perform due diligence with regard to the request and make a recommendation to the board of directors for action. Requests to create an examination for which there are no existing depth modules shall comply with EDP 5.~~

**Rationale**

EDPs 4–7 deal with similar topics. After considering them together, the committee determined that EDP 6 addresses creating a new examination by dividing an existing examination, and therefore its contents would be more appropriately incorporated within EDP 4 and EDP 9.

**Board of directors' position**

Endorses, consent agenda

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**EPP Motion 6**

Move that Exam Development Policy 7 be amended as follows:

**EDP 7 Deleting/Combining/Renaming a Discipline or Module from the Examination Program**

**B. Deleting/Combining CBT Examinations**

If the population of first-time examinees from NCEES jurisdictions for any NCEES CBT examination or module is not adequate to provide for accurate psychometric analysis, the EPP Committee shall review the desirability of continuing the subject examination or module and make one of the following recommendations to the board of directors:

1. Continue to prepare the examination or module.
2. Request the appropriate exam development committee and the supporting technical society to prepare and submit a specific remedial action plan for increasing the number of first-time takers to a level that meets or exceeds the minimum candidate requirements in the time period specified by the EPP Committee.
3. Place the examination, section, or module on probation. The EPP Committee shall specify the conditions of the probation, including a time frame for corrective action. The recommendation may include ~~the combination of the examination with another examination or other~~ such action as the EPP Committee deems appropriate.
4. Discontinue the examination, section, or module.
5. Combine the examination, section, or module with another examination, section, or module.

**C. Request to Delete an Examination, Section, or Module**

If an NCEES committee, technical society, or other group desires to have an examination, section, or module deleted, it should make a request to the EPE/EPS Committee. The EPE/EPS Committee ~~will~~shall review the request and make a recommendation to the board of directors.

**Rationale**

The committee proposes adding the term “section,” as used in the computer-based PE Structural examination, to clarify that the combination of an examination, section, or module can be a separate outcome and not strictly associated with placing the examination, section, or module on probation.

**Board of directors’ position**

Endorses, consent agenda

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**EPP Motion 7**

Move that Exam Development Policy 9 be amended as follows:

**EDP 9 Adoption of a New Depth Module or Division of an Existing Examination into Multiple Examinations for the PS Examination**

**A. Member Board Requirement**

Requests for depth modules shall be made by no fewer than 10 member boards collectively who can each demonstrate a need for the depth module in their jurisdiction. A request older than four years must be reaffirmed by the member boards. Requests shall include proof of such need, an estimate of usage, and the impact on safeguarding the health, safety, and welfare of the public. Proof of need shall include evidence that knowledge areas and skills are not adequately measured in an existing examination or module and that additional knowledge areas and skills required for the discipline are sufficient to support a new module. The estimate of usage shall include the methodology used to derive that estimate.



B. Minimum Number of Exam Candidates

No discipline or depth module shall be added or reinstated to the examination program unless the number of candidates for an ongoing examination conforms to NCEES policies and procedures. If that is demonstrated, a professional activities and knowledge study (PAKS) shall be conducted to establish that the addition in question ~~is composed of~~ comprises a unique ~~set~~ body of knowledges important for safeguarding the health, safety, and welfare of the public.

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F. Requests to Divide an Existing Examination

Requests to divide an existing examination into multiple examinations shall be made to the Committee on Examinations for Professional Surveyors (EPS). Requests shall include proof of such need in accordance with paragraphs A and B of this policy.

**Rationale**

These changes align the language of EDP 4 and EDP 9 to clarify the expectations of supporting member boards.

**Board of directors' position**

Endorses, consent agenda

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**EPP Motion 8**

Move that Exam Development Policy 10 be amended as follows:

**EDP 10 Item Writers, Pass-Point Evaluators, Reviewers, and Scorers**

C. Restriction on Teaching Refresher Courses

Any person serving on an NCEES examination development committee or involved in a pass-point evaluation panel shall not teach a refresher course related to the preparation for that examination within three years after of serving on the committee or panel.

**Rationale**

EDP 10 was reexamined after amendments were approved at the 2022 NCEES annual meeting. The intention is not to prohibit these individuals from teaching normal coursework that would naturally prepare a candidate for an exam as part of their regular education but to prohibit teaching a specific class expressly designed to help a candidate prepare for the exam. Adding the word “refresher” back returns clarity to this policy’s intent.

**Board of directors' position**

Does not endorse, non-consent agenda

**Board of directors' rationale**

The board is not endorsing the motion because it feels that the term “refresher” is too limiting and that a more comprehensive description for courses taught specifically to aid someone in passing an NCEES examination is needed.

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**EPP Motion 10**

Move that Exam Administration Policy 8 be amended as follows:

**EAP 8 Release and Use of Examination Results**

**D. Structural Engineering Examinations (Pencil-and-Paper Examinations)**

~~For the PE Structural examination, a candidate may sit for either component in separate exam administrations but must receive acceptable results on both components within a five year period in order to pass the examination.~~

A component results notice will be transmitted to the member board for each administration in which a candidate takes a component. Receiving an acceptable result on only one 8-hour component shall not be sufficient for any licensure purposes. After a candidate has received an acceptable result on both components, an examination pass notice will be transmitted to the member board to indicate that the candidate has passed the PE Structural examination.

**E. Structural Engineering Examinations (CBT)**

A section results notice will be transmitted to the member board for each administration in which a candidate takes a section. Receiving an acceptable result on only one section shall not be sufficient for any licensure purposes. After a candidate has received an acceptable result on all sections, an examination pass notice will be transmitted to the member board to indicate that the candidate has passed the PE Structural examination.

**EF. Release to Universities and Colleges**

NCEES may provide directly to a university or college FE or FS examination data that will help measure learning outcomes of the total engineering or surveying education.

**Rationale**

For 2023–24, the PE Structural exam will be administered in both pencil-and-paper and computer-based formats. Additional language is needed to delineate how these results will be transmitted to accurately reflect the terminology related to components versus sections.

The committee reviewed the five-year time period requirement for PE Structural examinees to achieve acceptable results on all portions of the exam and determined that it should be eliminated to make it consistent with other PE examinations.

**Board of directors' position**

Endorses, consent agenda

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## Committee on Examinations for Professional Surveyors

Joseph Flynn, L.S., Chair

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### ABSTRACT

The Committee on Examinations for Professional Surveyors (EPS) supervises the preparation of exam specifications, or blueprints, and is responsible for the content and scoring of all Fundamentals of Surveying (FS) and Principles and Practice of Surveying (PS) exams.

The committee was assigned three charges. It held one virtual meeting and one in-person meeting at NCEES headquarters in Greenville, South Carolina, and performed additional work through the Basecamp collaboration website. The charges centered around maintenance of the exam, with one exception: to bring closure to the 2017 Council decision to authorize the development of one or more depth modules to supplement the PS exam.

The committee will present one motion for Council action. **The motion is shown beginning on page 92.**

### CHARGES

#### Charge 1

*Accomplish all recurring committee activities:*

- *Oversee the development and maintenance of necessary exam items for future Fundamentals of Surveying and Principles and Practice of Surveying examinations in accordance with existing exam development policies.*
- *Review and evaluate exam administrations for conformity of results; prepare, review, and refine future examinations.*
- *Review the pass rates and item performance for recent exam administrations.*
- *Review the Committee on Examination Audit recommendations and implement any changes approved by the board of directors.*

Overall, the performance of the FS and PS exams is statistically strong in terms of test performance and volume of test takers. Alternative item types (AITs) are performing well and accomplishing the intended goals. The volume of test takers is the highest it has been since 2010, having rebounded well from the COVID-19 pandemic. No motions resulted from this charge.

#### Charge 2

*Review the results (final report and specifications) of the completed professional activities and knowledge study (PAKS) for the PS examination:*

- *Recommend what, if any, PS divisional examinations are feasible as a result of the PS PAKS.*
- *Work with NCEES staff to determine the cost of the proposed divisional examination(s) and report it to the Committee on Finances so that the committee can determine the associated exam fee.*

The EPS Committee recommends moving forward with a revised PS exam format. This revised format includes a single PS exam and a single Public Land Survey System (PLSS) module. The PS exam's blueprint was generated from the combined Core and Boundary content development during the 2022 PAKS process. Removing all PLSS items from the PS exam will allow for additional Mapping Science and Boundary content to provide a more robust PS exam. The updated PS exam may alleviate concerns related to testing candidates on content outside of each jurisdiction's oversight.

The PS exam will include 85 operational items and 15 pretest items and have a 7-hour appointment.

The proposed PLSS module will be developed in accordance with NCEES exam development policies and procedures and the results from the 2022 PAKS. This exam module may also lessen the burden on jurisdictions to create and include PLSS-related content on their state-specific exams, thus lowering the potential cost and effort for the development of state-specific exams.

The PLSS module will include 60 operational items and 15 pretest items and have a 5-hour appointment.

The following process was used to reach this recommendation.

At the 2019 annual business meeting in Washington, D.C., a motion was presented by the Surveying Exam Module Task Force and approved by the Council that the PS examination be restructured into five separately scored divisions and that the EPS Committee be charged with implementation. The five divisions were Core PS, Boundary, PLSS, Mapping Science, and Incidental Drainage Design.

The task force's rationale for the motion included the following factors: A divisional exam approach would allow for less duplication between jurisdictional exams and the national exams. It would allow those member boards that separately license mapping scientists/photogrammetrists to have an option for evaluating the minimum competency of those professionals. Also, jurisdictions that have mapping science and/or incidental drainage in their definition of surveying would be able to adequately test for competence in those areas.

The Surveying Exam Module Task Force conducted multiple surveys through questionnaires to member boards to determine the purpose and need for a divisional exam format. After a thorough review and discussion of the compiled research, the task force determined that the current PS examination should be restructured into five separate divisional examinations, each scored individually. Without the support of a completed PAKS, the task force recommended that the following exams be created:

1. Core PS exam with 50 items
2. PS Boundary exam with 25 items and a 2.5-hour appointment time
3. PS PLSS exam with 25 items and a 2.5-hour appointment time
4. PS Mapping Science exam with 25 items and a 2.5-hour appointment time
5. PS Incidental Drainage Design exam with 25 items and a 2.5-hour appointment time

As a follow-up to the task force recommendation and in accordance with NCEES exam development policies and procedures, a PAKS was conducted in the fall of 2022. The recommended exams contrasted greatly when compared to the exam recommendations borne out of a successfully completed, psychometrically led PAKS process. Through the PAKS, it was determined that the following exams could be developed:

1. PS Core exam with 70 items and a 5-hour appointment time
2. PS Boundary exam with 65 items and a 5-hour appointment time
3. PS PLSS exam with 75 items and a 5-hour appointment time
4. PS Mapping Science exam with 75 items and a 5-hour appointment time

The 2019 Surveying Exam Module Task Force's motion was put forward and gained approval under the perception that adding any or all of the 2.5-hour exams with a length of 25 items did not create a significant barrier to licensure. However, upon the completion of the 2022 PAKS, the results contradict the 2019 motion and many of its assumptions, and adding these exams can now be viewed as creating barriers to licensure.

As per exam development policies and procedures, NCEES conducts a PAKS to determine if an examination is needed, and if needed, what topics are to be included on the test blueprint. NCEES follows industry testing standards and psychometric protocols to develop reliable and defensible exams. A PAKS asks professionals, in this case licensed surveyors who were actively practicing within their jurisdiction, to rate the importance level of knowledge and task statements as developed by a panel of professional surveyors. Data was collected from over 1,000 responses and used by the current EPS Committee in its efforts to address this charge.

The process and procedures implemented in the review for PS divisional exams were based on data generated by the five PAKS surveys conducted in 2022 and on input from member boards at various forums over the last three years. While many considerations were regarded during the process, the following considerations contributed primarily to this committee's final conclusions:

- Reduction of barriers to licensure, which included the number of exams and cost per exam
- Impact of divisional exams on jurisdictional exams and the possible reduction of or format changes for those exams
- Implications of existing state statutes/rules and how they relate to changing the existing PS exam to multiple divisions

This process resulted in the committee's final recommendations for the PS divisional exams as follows:

#### Incidental Drainage Design division—Removed

- Results indicated the relatively minor importance of incidental drainage to surveyors and mapping professionals in a sufficient number of jurisdictions, regions, and subgroups.
- An unexpected lack of importance was attached to the majority of tasks and knowledge statements and activities in the Incidental Drainage content outline by those currently licensed to practice incidental drainage as a matter of professional surveying in their jurisdiction.
- There was a lack of content generally recognized as important to practitioners with four to six years of experience that could be used to populate a defensible exam.
- Too few qualifying responses were received from those who consider this knowledge area important to their professional practice.

#### Core and Boundary divisions—Combined

- The combined length and cost of the proposed Core and Boundary division is comparable in scope and development to the current PS exam. A more robust exam will be created due to the removal of any PLSS items from the combined Core and Boundary division.
- The content outline for the Core and Boundary division will contain sufficient Mapping Science items to meet minimally competent practice standards for jurisdictions that currently include mapping science content in their practice authority definition.

#### Mapping Science division—Study ongoing

- Thirty-six out of 50 jurisdictions regulate topography and not necessarily mapping science, as reported through a survey conducted by the 2018 NCEES Surveying Exam Module Task Force. The number of jurisdictions that issue a separate license solely for mapping science is currently much smaller, and the PS exam is considered sufficient for testing competency of topography methods.
- The Mapping Science content outline was reviewed by several committee members during the meeting. The critical facets of mapping science could be expanded, updated, and included in the Core and Boundary content outline to provide a more comprehensive and contemporary examination.
- The committee concluded that mapping science is an evolving and developing professional surveying practice; thus, a separate division may become necessary in the future.
- The Mapping Science content outline was geared more toward photogrammetrists and remote sensing professionals. The PAKS delved into the finer points, and in some cases possibly above minimal competence, of mapping science, which is outside the base information contained in the Core and Boundary content outline.
- The committee recommends that the Council consider monitoring the need to add a separate Mapping Science exam in the future, should jurisdictions later decide that it is needed for licensure.
- A subcommittee reviewed the blueprint overlap between the current PS exam, Mapping Science, and combined Core and Boundary. The review yielded the following:
  - Current PS exam: 11 items within blueprint items
    - GPS/GNSS, including satellite constellations, static GPS, RTK, PPP, and virtual networks
    - General business practices and procedures
    - Risk management procedures
    - Control networks and geodetic network survey
    - Topography
  - Mapping Science exam: 22 items within blueprint items
    - Identify appropriate requirements from standards, guidelines, regulations, and specifications
    - Determine technical specifications (e.g., levels of precision, order of accuracy, and resolution requirements)
    - Plan control, method(s) of data acquisition, and integration
    - Perform site evaluation and reconnaissance
    - Select appropriate reference frame, datum, and epoch
    - Perform preliminary field data analysis and review

- Verify that data meet appropriate requirements from standards, guidelines, regulations, and specifications
- Evaluate levels of precision, order of accuracy, resolution, and completeness
- Core and Boundary exam combined: 19 items within blueprint items
  - Utilize applicable surveying methods to map geodetic positions to datums/projections/coordinate systems
  - Apply surveying principles and computations to determine solutions and final documentation
  - Apply NGS standards for horizontal and vertical control
  - Apply the National Map Accuracy Standards (NMAS) and the Federal Geographic Data Committee (FGDC) standards
  - Perform general business practices and procedures to discern the client’s needs and your capabilities to provide an effective and efficient service
  - Determine and implement risk management procedures to limit liability and protect the public
  - Establish, densify, and tie into control networks and geodetic network surveys relative to datums/projections/coordinate systems
  - Perform corridor surveys and alignments for roads, utilities, and other linear features
- Based on the nearly identical number of items between the Mapping Science exam and the combined Core and Boundary exam, the majority of the committee members believed that combining Core and Boundary would provide sufficient coverage of mapping science to support the PAKS results, further limiting the required number of exams and reducing barriers to licensure.
- The committee also identified that by simply creating one PLSS exam, the number of Mapping Science items in the PS exam will nearly double when compared to the current PS exam blueprint. This was also apparent regarding the ratio of Boundary items.

PLSS division—Remains

- Providing a separate divisional exam for PLSS was the intention of the original motion presented to the Council in 2017. The motion was subsequently modified from the floor to include the investigation of potential multiple divisions.
- The content outline for PLSS developed out of the 2022 PAKS process meets the requirements for a fair and defensible exam.
- Barriers to licensure will be minimized by creating a module in lieu of a stand-alone division and will allow for a more robust PS exam.
- The module will allow for additional testing on PLSS knowledge areas, which had been noted as a concern by several Western Zone jurisdictions.
- Removing the PLSS items from the PS exam would allow for additional items in other knowledge areas.

**Charge 3**

*Work with the Committee on Education to review and revise, if necessary, the NCEES white paper Benefits of a Four-Year Degree Requirement for Surveying Licensure.*

An EPS subcommittee was formed to review the white paper *Benefits of a Four-Year Degree Requirement for Surveying Licensure*. From discussions, the subcommittee agreed that a full rewrite of the white paper was necessary due to changes in the surveying profession. Committee member Marlee Walton, P.E., P.L.S., a consultant to the Committee on Education, created a first draft of the revised white paper, with committee members Kayce Keane, P.L.S., and Coleen Johnson, R.L.S., assisting. More information on the white paper review can be found in the Committee on Education’s report.

The committee recommends charging the appropriate committees with a full review of NCEES publications for references to “four-year degree” versus “bachelor’s degree” to ensure consistent and appropriate use.

Respectfully submitted, the **Committee on Examinations for Professional Surveyors:**

Joseph Flynn, L.S., Chair

**Members**

James Riney, P.E., P.S., Vice Chair  
Aaron Blaisdell, P.L.S.  
James Chustz, P.L.S.  
Michael Drewyor, P.E., P.S.  
Coleen Johnson, R.L.S.  
Kayce Keane, P.L.S.  
Christina Martin, P.L.S.  
John Mettee III, P.L.S.  
Richard (Ric) Moore, P.L.S.  
Richard Smith Jr., P.S.  
Marlee Walton, P.E., P.L.S.  
Joseph Wichert, L.S.

**Consultant**

Timothy Lingerfelt, P.L.S.

**Board liaison**

Paul Tyrell, P.E., P.L.S.

**Staff liaison**

Jason Gamble, P.E.

**MOTIONS**

**EPS Motion 1**

Move that NCEES develop a Public Land Survey System module to be used in conjunction with the Principles and Practice of Surveying examination for jurisdictions that require such an exam.

**Rationale**

The committee’s review of the 2022 PAKS report identified that a PS exam with updated blueprint and a PLSS module would continue to protect the public without increasing barriers to licensure. The five separate divisions recommended in the 2019 motion that passed were addressed as follows.

*Core PS and Boundary:* The two divisions were combined because the PAKS showed them to be closely aligned. This will be the new NCEES PS examination. Removal of Public Land Survey System (PLSS) items from the combined Core and Boundary division will allow for a more robust PS examination, with the addition of more items within the Mapping Science and Boundary knowledge areas of the blueprint.

*Mapping Science:* The content on the new PS examination will contain sufficient Mapping Science items to meet minimally competent practice standards for jurisdictions that currently include mapping science content in their defined practice authority. However, the Council should further study if a stand-alone Mapping Science examination is needed based on how boards license mapping scientists currently or in the future. The overall process and path toward possible licensure for mappers should be investigated.

*PLSS:* Move forward with developing a module for boards that currently need to evaluate candidates on PLSS.

*Incidental Drainage Design:* The PAKS data indicated an average rating of “not important” across the four NCEES zones. Such little support for a content outline results in an inability to link items to the necessary knowledge, skills, and abilities to produce a robust body of knowledge for testing; therefore, there was no reason to move forward with the development of this examination.

**Financial impact**

Expenses related to developing the PLSS module in 2023–24 would be \$51,900.

**Board of directors’ position**

No position, non-consent agenda







## Committee on Finances

Larry Smith, P.E., Chair

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### ABSTRACT

The Committee on Finances was established under the NCEES *Bylaws* to study the financial needs of NCEES, to recommend sources of income, to recommend ways and means of securing adequate funds for the proper operation of NCEES, and to assist the board of directors in financial matters. The committee reviews the previous year's budget performance and recommends the next year's budget.

The committee was assigned five charges. The committee met virtually nine times, including for the work of two subcommittees, and then met in person March 10, 2023, in Scottsdale, Arizona.

The committee will present four motions. **The motions begin on page 97.**

### CHARGES

#### Charge 1

*Accomplish all recurring committee activities:*

- *Review the results of the 2021–22 financial audit and the current financial condition of the Council.*
- *Recommend a 2023–24 budget for the board of directors to approve before it is presented to the Council for final approval at the annual meeting.*
- *Study the financial needs of the Council, recommend sources of income and ways and means of securing adequate funds for the proper operation of the Council, assist the board of directors in assessing the financial year's budget performance, and report these findings to the Council.*
- *Review all financial policies. Determine if all are necessary or if changes are needed. Propose revisions as necessary.*

#### 2021–22 audit review

The committee reviewed and discussed the independent auditor's report and financial statements for the 2021–22 fiscal year. The committee noted that no concerns, irregularities, or audit adjustments were identified in the audit report.

The committee also reviewed the February financial statements for fiscal year 2022–23 and noted that the year-to-date results are favorable to the budget. This is primarily due to expense savings resulting from reduced outreach opportunities (a continuing COVID-19 impact), delayed exam development costs, and decreased study materials expenses from transitioning to electronic publications. Overall revenue is lower than budgeted due to reduced exam volumes.

#### 2023–24 budget

The committee reviewed and discussed the proposed income and expense budget prepared by staff for the 2023–24 fiscal year. The committee noted that the proposed budget—before mission initiatives—projects a gain from operations of approximately \$327,000. NCEES continues to experience exam-loss in its largest volume exam, the Fundamentals of Engineering (FE) examination, post-COVID. In addition, the Principles and Practice of Engineering (PE) Civil exam volumes have been—and will continue to be—impacted by the transition from a pencil-and-paper format to computer-based testing (CBT), which occurred in early 2022. This budget also reflects exam fee increases approved in August 2022, with an effective date of January 1, 2024. Finally, this budget includes the PE Structural exam in both the final pencil-and-paper format (October 2023) and the initial computer-based format (April 2024).

In reviewing the 2023–24 proposed budget, the committee compared the gain from operations to the financial projections developed by the 2021–22 Finance Committee during the exam pricing review, and the committee found the result reasonable. The committee did not recommend any changes to the proposed 2023–24 operating budget. The committee also discussed the capital budget and recommended no changes.

The operating budget and capital budget are included in **Appendices B and C** of this report. The committee will present **Motions 1–2** as a result of this charge.

### **Financial needs study**

After reviewing the current financial condition of the Council, the committee concluded that the overall financial condition of NCEES remains good, despite the overall loss in 2021–22. As previously mentioned, exam revenue continues to be hindered post-pandemic, and the transition of the largest PE exam (Civil) to CBT also has had a financial impact. Fortunately, these revenue losses were more than offset by expense savings related to exam development and outreach costs during fiscal year 2021–22. Like many organizations, NCEES experienced a significant unrealized loss to the investment reserves balance at September 30, 2022, as a result of the market downturn. At this time, the loss is anticipated to be temporary in nature.

Exams are the primary source of revenue for NCEES and must generate a nominal amount of positive income to ensure that sufficient short- and long-term resources are available to the Council. This income is used to fund many programs and services that support the NCEES mission and provide value to the member boards. The committee considered these needs during its discussion of post-pandemic FE exam volumes and the PE Civil exam’s CBT transition.

The committee also reviewed the NCEES reserve funds and concluded that the Council currently has adequate reserve funds to satisfy the various requirements of Financial Policy (FP) 1C. These requirements were discussed—and the amounts revised—as part of Charge 2.

### **Financial policy review**

The 2021–22 Finance Committee reviewed and revised the financial policies. The 2022–23 Finance Committee revisited the financial policies and did not make any changes other than those related to Charges 2 and 4 (Motions 3–4).

### **Charge 2**

*Review all reserve amounts contained in Financial Policy 1C. Propose revisions as necessary.*

The committee reviewed and discussed the current requirements within FP 1C:

- (1) 100 percent of the annual operating budget
- (2) Exam breach
- (3) Non-exam data breach
- (4) Long-term capital system and/or component replacements for the headquarters building

The last two requirements were added by the 2021–22 Finance Committee; the second requirement was approved by the board of directors in August 2022. The committee reviewed each requirement to ensure reasonable amounts, understanding that the resulting amount (after the requirements) is available for mission initiatives. In reviewing and revising the current requirement amounts, the goal of the committee was to consider the probability of the potential reserve events and the financial impact of those potential events and to provide sufficient reserve funds for mission initiatives—all while ensuring the long-term financial health of NCEES.

The committee adjusted three requirement provisions. First, the provision related to 100 percent of the annual operating budget was revised to 75 percent, as the committee felt that 100 percent was too high considering the ever-growing budget size and the financial strength of the organization. In addition, the dollar-difference from 100 percent to 75 percent was approximately the sum of the reserve amounts established by the 2021–22 Finance Committee when the non-exam breach and the building requirements were added. Second, the non-exam breach provision was lowered by approximately \$2 million, as staff purchased an additional \$2 million of insurance. Third, the committee lowered the headquarters building system and/or component replacement provision to \$1.5 million to reflect the highest cost replacement items and the items that are most likely to occur at the same time.

The committee recommends that staff and the board of directors annually review the procedures and processes used to set the exam breach reserve as the final exam transitions from pencil-and-paper to CBT.

The committee will present **Motion 3** as a result of this charge.

### **Charge 3**

*Continue to monitor the revenue and cost trends throughout the transition of all examinations to computer-based testing, monitoring both exam volumes and exam recovery rates.*

This has been a charge for several years. As the examinations transition from a pencil-and-paper format to CBT, it has typically taken approximately five to seven years for an exam to return to the original pencil-and-paper exam volume. With that, it is important to understand the individual exam recovery rates, as those rates dictate the financial impact of the transition: the faster the recovery to pencil-and-paper volumes, the greater the revenue and less the financial impact.

This year's committee continued the review of exam volumes and exam recovery rates, noting the exam-delivery impact of the COVID-19 pandemic, the differing recovery rates of individual exams, and both the positive and concerning exam recovery trends. The committee also discussed the limited data related to many of the larger PE exam transitions, as the PE Mechanical, Electrical and Computer: Power, and Civil exams have transitioned the past few years during the pandemic.

The committee recommends continued monitoring of the cost and revenue trends associated with CBT exams over the next several years to determine exam volumes and recovery rates.

The committee has no motions as a result of this charge.

### **Charge 4**

*Continue to work with the Committee on Examinations for Professional Surveyors, providing any necessary financial information if and when the Principles and Practice of Surveying examination transitions to a multidivisional examination.*

This charge was also a continuation from prior years. As the Committee on Examinations for Professional Surveyors (EPS) has continued to discuss the merits of a multidivisional Principles and Practice of Surveying (PS) exam to replace the current PS exam, the Finance Committee has compiled, reviewed, and communicated the costs associated with the various divisions.

Last year, the Finance Committee computed the anticipated costs and developed the preliminary volumes associated with five divisions: Core PS, Boundary, Public Land Survey System (PLSS), Mapping Science, and Incidental Drainage Design. This year, per the EPS motion, the Finance Committee focused on compiling costs, projecting volumes, and developing potential pricing for both a revised PS exam, based on Core+Boundary specifications, and a PLSS module. In working within the motion, the Finance Committee collected fixed exam-related costs, such as psychometric fees and travel expenses, as well as professional activities and knowledge study (PAKS) and standard-setting costs. In addition, the committee considered variable exam costs and indirect revenue and expenses. The committee forwarded this cost information, along with recommended pricing for the updated PS exam and the PLSS module, to the EPS Committee and the board of directors. There was no price change to the PS exam with the change in specifications. Additional information can be found in the EPS Committee report.

The committee will present **Motion 4** if the EPS Committee motion to establish a PLSS module is adopted.

### **Charge 5**

*Using the building assessment tool, develop a capital outlay schedule/timeline for the NCEES headquarters building.*

The committee used an outside consultant to assist in developing a capital replacement schedule—with replacement costs—for the NCEES headquarters building. Examples of these replacement items are an HVAC replacement or a roof replacement. It would not include maintenance and repair items, as these costs are part of the annual operating budget. The committee noted that, due to the relative newness of the facility and the proactive maintenance performed, the building should not require substantial replacement costs in the near future. However, in cooperation with Charge 2, the committee's work resulted in revising the reserve provision related to the headquarters system and/or component replacements.

The committee recommends future monitoring of the replacement items and the associated costs.

The committee has no motions as a result of this charge.

Respectfully submitted, **the Committee on Finances:**

Larry Smith, P.E., Chair

**Members**

Kelly Fedele, P.E., P.S.  
Brian Hanson, P.E.  
Joseph Jakubowski III, P.E.  
Dale Jans, P.E.  
Michael Kidd, P.L.S.  
Andrew Ritter  
Sarah Tracy, P.E.  
Samuel Wilson, P.E.

**Consultant**

Timothy Rickborn, P.E., S.E.

**Ex officio member**

Laura Sievers, P.E.

**Board liaison**

Paul Tyrell, P.E., P.L.S.

**Staff liaison**

Joe Scheving, CPA

**MOTIONS**

**Finance Motion 1**

Move that the adoption of the 2023–24 operating budget as shown in **Appendix B** be postponed to the end of the last business session in order to take into account any subsequent actions adopted by the Council that may affect this budget.

**Board of directors' position**

Endorses, consent agenda

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**Finance Motion 2**

Move that the adoption of the 2023–24 capital budget as shown in **Appendix C** be postponed to the end of the last business session in order to take into account any subsequent actions adopted by the Council that may affect this budget.

**Board of directors' position**

Endorses, consent agenda

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**Finance Motion 3**

Move that Financial Policy 1C be amended as follows:

**FP 1 Council Funds**

- C. The reserve funds (current tangible assets plus tangible marketable long-term investments minus current liabilities) should be accumulated to and maintained at a level sufficient for each of the following:
  1. A designated reserve equal to a minimum amount of ~~100-75~~ percent of the annual operating budget
  2. A designated exam breach reserve equal to the computed cost of a probable or potential exam breach based on the current approved item replacement costs
  3. A data breach reserve equal to the anticipated costs of such an incident, including lost revenue during recovery, less insurance provisions
  4. A building reserve for long-range capital improvements and replacements for the NCEES headquarters building system and/or component replacements

**Rationale**

The committee recommends that the current language in FP 1C be revised to reflect the financial changes to the reserve provisions and to clarify the intent of the NCEES headquarters building reserve.

**Board of directors' position**

Endorses, consent agenda

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**Finance Motion 4**

Move that Financial Policy 6 be amended to add the Public Land Survey System module for the Principles and Practice of Surveying exam at a price of \$325, effective January 1, 2025, if EPS Motion 1 is adopted.

**Rationale**

Implementation of the PLSS module for the PS exam will require an exam price.

**Board of directors' position**

Endorses, consent agenda

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**APPENDIX A: OPERATING BUDGET SUMMARY**

	<b>2023–24 Proposed Budget</b>	<b>2022–23 Approved Budget</b>
<b>INCOME</b>		
Support Services Revenue	559,020	556,950
Examination Services Revenue	29,171,992	28,869,584
Member Services Revenue	<u>5,863,712</u>	<u>5,669,956</u>
<b>Total Income</b>	<u>35,594,724</u>	<u>35,096,490</u>
<b>EXPENSES</b>		
General and Administrative	8,126,783	7,649,556
Meetings and Outreach Services	4,900,828	4,716,640
Examination Services	20,905,194	22,424,329
Member Services	<u>1,334,480</u>	<u>1,754,220</u>
<b>Total Expenses</b>	<u>35,267,285</u>	<u>36,544,745</u>
<b>NET OPERATING INCOME (LOSS)</b>	<b>327,439</b>	<b>(1,448,255)</b>
Mission Initiatives	<u>1,755,000</u>	<u>2,575,000</u>
<b>Subtotal</b>	<b>(1,427,561)</b>	<b>(4,023,255)</b>
<b>NONOPERATING ITEMS</b>		
Interest and Investment Income	1,675,000	1,298,750
Other Income	<u>0</u>	<u>0</u>
<b>NET INCOME</b>	<u><b>247,439</b></u>	<u><b>(2,724,505)</b></u>
<b>TRANSFER</b>		
Transfer to NCEES Foundation	<u>7,000,000</u>	

## APPENDIX B: 2023–24 PROPOSED OPERATING BUDGET

### SUPPORT SERVICES REVENUE

Member Board Fees	419,350
Participating Organizations Liaison Council (POLC) Fees	0
Annual Meeting Fees	67,550
Other Meeting Fees	65,620
Miscellaneous Income	6,500
<b>Total Support Services Revenue</b>	<b><u>559,020</u></b>

### SUPPORT SERVICES OPERATING EXPENSES

#### Officer/Staff Travel

President	33,000
Past President	17,250
President-Elect	29,000
Central Zone Vice President	17,000
Northeast Zone Vice President	17,000
Southern Zone Vice President	17,000
Western Zone Vice President	17,000
Treasurer	15,500
Chief Executive Officer	33,000
Staff	26,620
International	58,700
<b>Subtotal</b>	<b><u>281,070</u></b>

#### Committee Travel and Expenses

Advisory Committee on Council Activities	18,000
Bylaws Committee	1,500
Finance Committee	22,000
Member Board Administrators (MBA) Committee	19,000
Law Enforcement Committee	18,000
POLC	15,000
Education Committee	22,000
Uniform Procedures and Legislative Guidelines Committee	18,000
Ad Hoc Committees	57,000
<b>Subtotal</b>	<b><u>190,500</u></b>

#### Annual Meeting

Staff Travel	49,447
Expenses	894,936
Publications	60,000
Award Recipient Travel	9,719
Awards and Presentations	10,880
Funded Delegate Travel	543,485
<b>Subtotal</b>	<b><u>1,568,467</u></b>

Board Presidents/MBA Assembly	0
MBA Meeting and Board Attendee	5,893
Zone Meeting Expenses	603,508
Meeting Registration Expenses	12,540



**APPENDIX B: 2023–24 PROPOSED OPERATING BUDGET****Promotion and Outreach**

Engineering Education Award	101,450
Surveying Education Award	105,400
Discretionary Outreach	500,000
Licensure Outreach	591,500
Marketing	907,500
Newsletter	33,000
<b>Subtotal</b>	<b><u>2,238,850</u></b>

**Total Meetings and Outreach****4,900,828****GENERAL AND ADMINISTRATIVE****Personnel and Human Resources**

Salaries	4,033,848
Payroll Taxes (FICA)	276,884
Payroll Insurance (State)	2,500
Group Insurance	453,996
Employee Retirement Fund	424,867
Recruiting	7,328
Employee Development	151,516
<b>Subtotal</b>	<b><u>5,350,939</u></b>

**Office**

Rent and Property Tax	5,100
Electricity	110,737
Water	8,785
Building Security	19,354
Building Maintenance	70,971
Cleaning and Ground Maintenance	157,752
<b>Subtotal</b>	<b><u>372,699</u></b>

**Administrative**

Postage	6,204
Supplies	34,558
Credit Card/Bank Fees	18,321
Administrative Printing	60,000
Strategic Planning	18,257
Noncapitalized Purchases	8,500
<b>Subtotal</b>	<b><u>145,840</u></b>

**Technology Services**

Communications	194,384
Equipment Lease/Rental	107,400
Software	270,220
Noncapitalized Purchases	93,147
Hardware Maintenance	44,000
<b>Subtotal</b>	<b><u>709,151</u></b>

**Insurance and Bond**

Travel	6,074
Building and Liability	8,402
Directors and Officers	20,411
Professional Liability	37,096
Workers' Compensation	14,341
<b>Subtotal</b>	<b><u>86,324</u></b>

**APPENDIX B: 2023–24 PROPOSED OPERATING BUDGET**

<b>Dues and Professional Fees</b>	
ABET Dues and Meetings	24,250
Federations of Associations of Regulatory Boards	9,100
Alliance for Responsible Professional Licensing	52,900
Other Memberships and Dues	13,012
Legal Fees	105,500
Audit and Payroll Fees	53,354
Lobbying	75,000
Other Professional and Consulting Fees	167,359
<b>Subtotal</b>	<b><u>500,475</u></b>
<b>Depreciation and Interest</b>	
Interest Expense	9,295
Equipment and Furniture Depreciation	535,151
Building Depreciation	416,909
<b>Subtotal</b>	<b><u>961,355</u></b>
<b>Total General and Administrative Expenses</b>	<b><u>8,126,783</u></b>
<b>TOTAL SUPPORT SERVICES OPERATING EXPENSES</b>	<b><u>13,027,611</u></b>
<b>GAIN/(LOSS) FROM SUPPORT SERVICES</b>	<b><u>(12,468,591)</u></b>
<b>EXAMINATION SERVICES OPERATING REVENUE</b>	
<b>EXAMINATIONS</b>	
Fundamentals of Engineering	13,212,874
Principles and Practice of Engineering	11,612,655
Structural Engineering	1,179,000
Fundamentals of Surveying	525,944
Principles and Practice of Surveying	419,128
Examination Regrading	300
<b>Subtotal</b>	<b><u>26,949,901</u></b>
<b>STUDY MATERIALS</b>	
Publication Sales	2,222,091
Postage and Shipping Revenue	0
<b>Subtotal</b>	<b><u>2,222,091</u></b>
<b>TOTAL EXAMINATION SERVICES OPERATING REVENUE</b>	<b><u>29,171,992</u></b>
<b>EXAMINATION SERVICES OPERATING EXPENSES</b>	
<b>EXAMINATIONS</b>	
<b>Fundamentals of Engineering</b>	
Computer-Based Testing (CBT) Seat Fees	7,129,635
Contracted Services	875
Psychometric Consulting Services	255,225
Travel	398,934
<b>Subtotal</b>	<b><u>7,784,669</u></b>

**APPENDIX B: 2023–24 PROPOSED OPERATING BUDGET**

<b>Principles and Practice of Engineering</b>	
CBT Seat Fees	4,458,379
Contracted Services	25,500
Psychometric Consulting Services	1,050,175
Printing	0
Travel	1,132,638
<b>Subtotal</b>	<b><u>6,666,692</u></b>
<b>Structural</b>	
CBT Seat Fees	242,933
Contracted Services	2,500
Psychometric Consulting Services	75,000
Grading	37,200
Printing	41,050
Travel	267,816
<b>Subtotal</b>	<b><u>666,499</u></b>
<b>Fundamentals of Surveying</b>	
CBT Seat Fees	295,072
Contracted Services	550
Psychometric Consulting Services	38,625
Travel	33,477
<b>Subtotal</b>	<b><u>367,724</u></b>
<b>Principles and Practice of Surveying</b>	
CBT Seat Fees	172,058
Contracted Services	575
Psychometric Consulting Services	44,375
Travel	41,846
<b>Subtotal</b>	<b><u>258,854</u></b>
<b>Committee Travel and Expenses</b>	
Examination Audit Committee Travel	17,462
Examination Audit Psychometric Services	11,000
Committee on Examination Policy and Procedures (EPP) Travel	20,796
Committee on Examinations for Professional Engineers (EPE) Travel	45,089
EPE Psychometric Services	27,885
Committee on Examinations for Professional Surveyors (EPS) Travel	24,478
EPS Psychometric Services	15,045
<b>Subtotal</b>	<b><u>161,755</u></b>
<b>Examination Materials and Shipping</b>	
Freight and Shipping	14,200
Printing and Distribution	4,400
ADA Consulting Expense	127,820
Meeting Registration Fees	12,540
<b>Subtotal</b>	<b><u>158,960</u></b>
<b>Examination Development</b>	
Principles and Practice of Engineering Development—Cut Scores	277,747
Principles and Practice of Engineering Task Analysis	533,385
Principles and Practice of Surveying Development—Cut Scores	53,627
Principles and Practice of Surveying Task Analysis	0
<b>Subtotal</b>	<b><u>864,759</u></b>
<b>Total Examination Expenses</b>	<b><u>16,929,912</u></b>

**APPENDIX B: 2023–24 PROPOSED OPERATING BUDGET**

**STUDY MATERIALS**

Publication Printing Expense	86,353
Digital Product Expense	40,000
Postage and Shipping Expense	20,000
<b>Total Study Materials Expenses</b>	<b><u>146,353</u></b>

**OTHER DIRECT EXPENSES**

Salaries (Direct)	2,342,080
Payroll Taxes (Direct)	178,403
Benefits and Retirement (Direct)	608,141
Credit Card Processing (Revenue Ratio Allocation)	642,111
Compliance and Security	58,194
<b>Total Other Direct Expenses</b>	<b><u>3,828,929</u></b>

**TOTAL EXAMINATION SERVICES OPERATING EXPENSES**

**20,905,194**

**GAIN/(LOSS) FROM EXAMINATION SERVICES**

**8,266,798**

**MEMBER SERVICES OPERATING REVENUE**

**EXAM ADMINISTRATION SERVICES REVENUE**

Exam Administration Fees	<u>0</u>
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**NCEES RECORDS/CREDENTIALS EVALUATIONS SERVICES REVENUE**

Application Fees—Records	1,752,625
Transmittal Fees—Records	3,107,087
Application Fees—Credentials	983,500
Reevaluation Fees—Credentials	20,500
<b>Total Records/Credentials Revenue</b>	<b><u>5,863,712</u></b>

**TOTAL MEMBER SERVICES OPERATING REVENUE**

**5,863,712**

**MEMBER SERVICES OPERATING EXPENSES**

**EXAM ADMINISTRATION SERVICES EXPENSES**

Site Rentals	0
Proctor Expense	0
Security Guards	0
Secure Storage	0
Supplies/Miscellaneous	0
Postage and Shipping	0
Printing	0
Travel	0
Training	0
<b>Total Exam Administration Services Expenses</b>	<b><u>0</u></b>

**NCEES RECORDS/CREDENTIALS EVALUATIONS SERVICES EXPENSES**

Postage and Shipping	1,000
Travel/Audit—Credentials	5,748
Electronic Transcript Services	12,330
<b>Total Records/Credentials Expenses</b>	<b><u>19,078</u></b>

**APPENDIX B: 2023–24 PROPOSED OPERATING BUDGET****OTHER DIRECT EXPENSES**

Salaries (Direct)	910,030
Payroll Taxes (Direct)	70,503
Benefits and Retirement (Direct)	204,108
Credit Card Processing (Revenue Ratio Allocation)	130,761
<b>Total Other Direct Expenses</b>	<b><u>1,315,402</u></b>

**TOTAL MEMBER SERVICES OPERATING EXPENSES****1,334,480****GAIN/(LOSS) FROM MEMBER SERVICES****4,529,232****OPERATION TOTALS****TOTAL REVENUE** 35,594,724**TOTAL EXPENSES** **35,267,285****GAIN/(LOSS) FROM OPERATIONS****327,439**

Mission Initiatives 1,755,000

**GAIN/(LOSS) BEFORE NONOPERATING ITEMS****(1,427,561)****NONOPERATING ITEMS**

Interest and Investment Income 1,675,000

**GRAND TOTALS****247,439****TRANSFER**Transfer to NCEES Foundation **7,000,000**

**APPENDIX C: 2023–24 PROPOSED CAPITAL BUDGET**

**CAPITAL PURCHASES/LEASES**

**Equipment**

Security System Server/Camera Upgrade

25,000

Miscellaneous Equipment

20,000

45,000

**TOTAL**

45,000



## Committee on Law Enforcement

Grant Grigg, Chair

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### ABSTRACT

The Committee on Law Enforcement was established under NCEES *Bylaws* Section 7.10. The committee considers and recommends methods for member boards to achieve more efficient and uniform enforcement of licensing acts necessary for greater interstate coordination.

This year's committee addressed 10 charges and prepared recommendations for each charge using its NCEES Basecamp project and one in-person meeting in January 2023.

The committee has one motion for Council action. **The motion is shown on page 112.**

### CHARGES

#### Charge 1

*Accomplish all recurring committee activities:*

- *Review the 2022 Law Enforcement Program. Organize similar activities for the 2023 annual meeting.*
- *Submit articles for inclusion in Licensure Exchange related to law enforcement issues.*
- *Review the Investigation and Enforcement Guidelines. Revise as appropriate.*
- *Review the Enforcement Exchange Instruction Manual. Revise as appropriate.*

#### **Review the 2022 Law Enforcement Program. Organize similar activities for the 2023 annual meeting.**

The 2022 Law Enforcement Program included a forum and workshop and was held as part of the NCEES annual meeting in Carlsbad, California.

The 2022 Law Enforcement Forum consisted of a three-hour interactive presentation that included an overview of the enforcement resources available from NCEES, including Enforcement Exchange and investigative materials. The second part of the forum was a discussion of law enforcement topics and issues affecting the law enforcement community.

The 2022 Law Enforcement Workshop was a presentation from the Council on Licensure, Enforcement and Regulation, or CLEAR. Seventy-eight individuals attended the workshop. The program consisted of three sessions:

- **Developing a Professional Attitude: Ethics for the Regulatory Investigator**—Participants gained an advanced understanding of guidelines for ethical behavior as a regulatory investigator.
- **Professional Conduct**—The session focused on the development of professional attitudes, conduct, and relationships with other regulatory and law enforcement agencies.
- **Testifying in Administrative and Criminal Proceedings**—Participants learned the basic skills and techniques for effective witness testimony.

The 2023 Law Enforcement Forum will be held Thursday, August 17, 1:00–4:00 p.m., as part of the annual meeting schedule of events. An interactive program is planned for board investigators, attorneys, members, and member board administrators (MBAs). The forum will begin with an overview of the Alabama board's licensing management system, including the board's investigation module, and an Enforcement Exchange update. Participants will then take part in roundtable discussions of law enforcement topics provided during registration. The forum will conclude with an open discussion of current law enforcement issues.

The 2023 workshop will be held Friday, August 18, 9:00 a.m.–4:00 p.m., as part of the annual meeting schedule of events. Patti Wood, an expert on body language, will conduct a fast-paced, interactive program on the secrets to reading people and

- forming an accurate first impression,
- establishing credibility and rapport, and
- reading stress, comfort, and power cues.

This workshop is intended to help individuals be more effective in their interactions with others and enhance their face-to-face, phone, and virtual interviews.

#### **Submit articles for inclusion in *Licensure Exchange* related to law enforcement issues.**

The following articles were published in *Licensure Exchange*:

- October 2022: “Committee on Law Enforcement presents first in-person program since 2019” (Grant Grigg)
- December 2022: “Active listening is a tool for board investigators” (Kyle Elliott, P.L.S.)
- February 2023: “Maryland board provides multiple pathways to reinstate engineering licensure” (Karl Rickert, P.E.)
- April 2023: “Why are some boards apprehensive to consider ethical violations?” (Karl Tonander, P.E.)
- June 2023: “Solving an ongoing problem in the surveying community” (Bob Herbert)
- August 2023: TBD

#### **Review the *Investigation and Enforcement Guidelines*. Revise as appropriate.**

The committee reviewed the *Investigation and Enforcement Guidelines* and recommended no changes.

Chapter 7, Exam Irregularities, and Appendix N, Guide to Disciplinary Sanctions, were reviewed separately; see Charges 5 and 6.

#### **Review the *Enforcement Exchange Instruction Manual*. Revise as appropriate.**

The committee reviewed the *Enforcement Exchange Instruction Manual* and recommended no changes. The committee recommended a change to Enforcement Exchange; a field for fines has been added to search-by-date range results.

#### **Charge 2**

*Consider removing the Law Enforcement Program from the annual meeting and replacing it with a funded meeting at NCEES headquarters.*

The committee discussed replacing the Law Enforcement Program at the annual meeting with a funded meeting at NCEES headquarters. The annual meeting Law Enforcement Program includes a forum on Thursday afternoon and a workshop on Friday. Participants include board investigators, attorneys, board members, and MBAs. Holding the program at NCEES headquarters could limit attendance by board members and MBAs. During recent years, attendance has increased from 58 participants in 2017 to 70 participants in 2018 and 78 participants in 2022. Also, forum attendance increases when the annual business meeting concludes early. The capacity of the largest meeting room at NCEES headquarters is 48, which would not allow sufficient space for even one person per member board.

Therefore, the committee recommends keeping the Law Enforcement Program as part of the NCEES annual meeting. In addition, the committee will present **Motion 1** to amend the financial policy regarding travel expenses to provide for funding one person from each member board to attend the Law Enforcement Program at the annual meeting.

#### **Charge 3**

*Develop topics and/or presentations for three webinars or virtual meetings throughout the 2022–23 fiscal year.*

The committee discussed the schedule for future webinars and recommended offering three webinars as follows:

- April–June: Responsible charge presentation; virtual; June 28
- July–September: Law Enforcement Program (forum and workshop); in person at NCEES annual meeting; August 17–18
- October–December: TBD; virtual



#### **Charge 4**

*Review the Idaho rule on expungement of records and how it impacts NCEES Records and Enforcement Exchange. Make recommendations to the board of directors.*

The Idaho rule on expungement of records provides Idaho licensing authorities criteria to grant a request for the expungement of disciplinary action previously imposed on a person's license, whether formal, informal, or corrective action or action in lieu of discipline.

The committee reviewed the Idaho rule and does not recommend removing an expunged disciplinary action from an NCEES Record or Enforcement Exchange. Instead, a comment should be added to the NCEES Record or Enforcement Exchange to note that the disciplinary action was expunged, pursuant to a jurisdiction's statute. This would allow other member boards to decide how to proceed based on their rules and laws.

#### **Charge 5**

*Review the Investigation and Enforcement Guidelines Chapter 7; revise as appropriate based on changes to Exam Administration Policy 8.*

The committee recommends changes to Chapter 7, Exam Irregularities, as noted in **Appendix A** of this report.

#### **Charge 6**

*Review the Investigation and Enforcement Guidelines Appendix N; revise as appropriate.*

The committee reviewed the *Investigation and Enforcement Guidelines* Appendix N, Guide to Disciplinary Sanctions, and found the guidelines to be sufficient. The guidelines provide a baseline for member boards to be consistent in how they discipline individuals. The committee recommends removing the average sanctions from the Penalty Guidelines table within Appendix N.

#### **Charge 7**

*Develop guidelines for responsible charge and supervision. Determine if the guidelines should be included in the Investigation and Enforcement Guidelines, as a white paper, in the Model Law or Model Rules, and/or during one of the committee's virtual webinars/forums.*

The committee reviewed this charge and determined that standard investigative procedures should be used to investigate a licensee who may have certified a work product that was not prepared by the licensee or under the licensee's direct supervisory control. Unique investigative procedures or guidelines are not required.

The investigation should consider the involvement of the professional engineer or surveyor with the work from its inception through its completion. The following should be considered to determine whether a professional engineer or surveyor exercised responsible charge and supervision during the preparation of the work product in question:

- Have and exercise the authority to review and to change, reject, or approve both the work in progress and the final work product, through a continuous process of examination, evaluation, communication, and direction throughout the development of the work
- Be personally aware of the project's scope, needs, parameters, limitations, and special requirements
- Be capable of answering questions relevant to the engineering or surveying decisions made as part of the services provided, in sufficient detail to demonstrate reasonable knowledge of and proficiency in the work
- Be reasonably satisfied with the product of the services rendered and accept full responsibility for the engineering or surveying work
- Be in direct supervisory control and have personal professional knowledge of the preparation of the work product and supervise other design professionals and/or support staff working on the project

A licensee should not certify or sign and seal any work product that was not prepared by the licensee or under the licensee's direct supervisory control.

A virtual webinar will be held in June 2023 to discuss responsible charge and supervision.

### **Charge 8**

*Review the following guidelines and revise as appropriate:*

- *Applications and information on criminal convictions/disciplinary action*
- *Evaluating an applicant's criminal history*
- *Investigating and evaluating disciplinary actions*
- *Investigating professional engineers and surveyors practicing outside area of competence*
- *Law Enforcement position paper on Enforcement Exchange*

The committee reviewed the guidelines and recommends changes to the following guidelines, as noted in **Appendix B** of this report:

- *Licensure Applications Requesting Information on Criminal Convictions and Disciplinary Actions*
- *Investigating Allegations of a Professional Engineer or Professional Surveyor Practicing Outside His or Her Area of Competence*

The revised guidelines will be posted on the Enforcement Resources section of [nces.org/resources](https://nces.org/resources).

### **Charge 9**

*Review the feasibility of developing and publishing an annual statistical report that shows the following:*

- *Number and types of violations reported by each member board*
- *Five- or ten-year trends*
- *Other data as appropriate*

The committee discussed the feasibility of developing and publishing an annual statistical report to show the number and types of violations reported by each member board. The major challenges with publishing an annual report include incomplete data (not all member boards use Enforcement Exchange) and inconsistency in the types of violations/penalties entered by member boards. Based on this information, the committee concluded that it was not feasible to publish a meaningful annual report.

The committee developed a one-time statistical report based on the following:

- The number of disciplinary actions (individuals and firms) from 2018 through 2022 for all member boards and each member board (individuals) was obtained from Enforcement Exchange by action date.
- The number of member board licensees (engineers and surveyors, resident and nonresident) was obtained from the member board profiles in the NCEES E3 system; dual licensees were not included.

The statistical report is included as **Appendix C** of this report.

### **Charge 10**

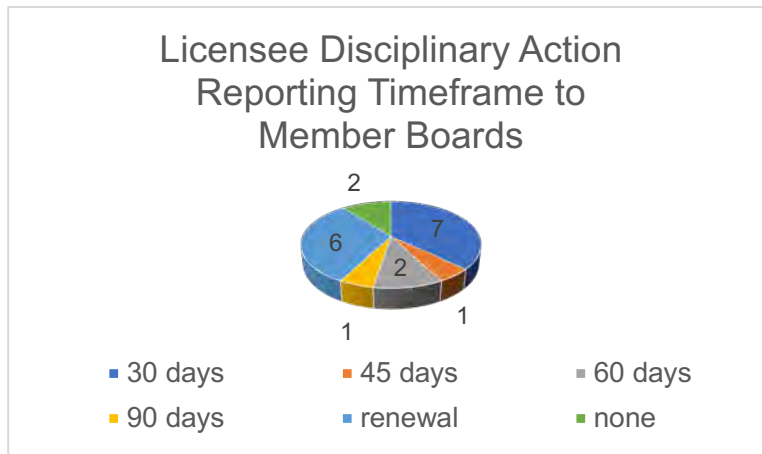
*Determine the feasibility of obtaining legislative and individual reporting requirements for each member board. Determine the best way to collect the data and develop a template for showing the information for possible distribution to member boards.*

The committee requested member boards to respond to the following questions:

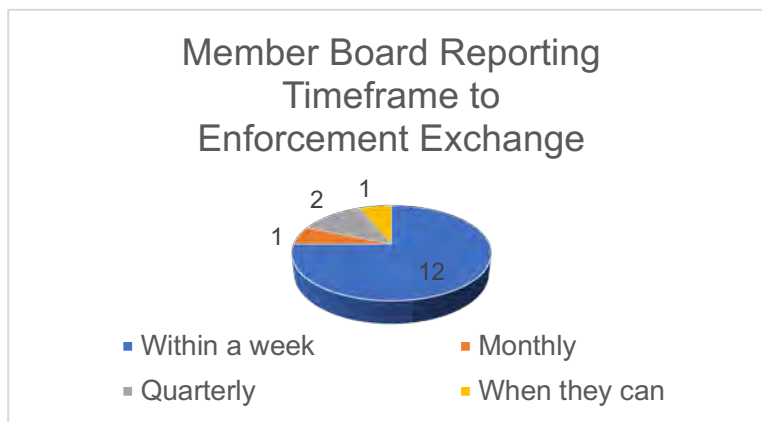
1. Does your state/jurisdiction have a statutory requirement for licensees to report to your board once they have been disciplined in another state/jurisdiction?
2. If so, how long do they have to make that report?
3. If so, what is the required method (copy of disciplinary action, cover letter, etc.) of reporting the disciplinary action?
4. Does your state/jurisdiction have a statutory requirement for a licensee to report to your board if they have been convicted of a criminal act, after being licensed?
5. Does your state have a procedure/schedule for reporting your state disciplinary actions to the NCEES Enforcement Exchange, and if so, how often?
6. Finally, there are several “violations” and “penalties” listed in the drop-down boxes in the reporting section of Enforcement Exchange. Are there any violations or penalties your state does not report in Enforcement Exchange?

Nineteen member boards responded, with four being engineering or surveying only. All 19 member boards had statutes for a licensee to report a disciplinary action from another jurisdiction.

The majority (90 percent) of the member boards required written notification of the disciplinary action with a copy of the final order. The same percentage (90 percent) required notification of a criminal conviction. The reporting timeframe for licensees to report disciplinary action to their member boards is shown below.



Sixty-three percent of the member boards reported that they report disciplinary action to Enforcement Exchange within a week of the final order being issued. Most of the member boards stated that they report all disciplinary actions, while some member boards do not report warning letters and exam irregularities.



A summary of the responses from the member boards is shown in **Appendix D** of this report.

The committee recommends adding the above questions to the Enforcement section of the member board profiles in the NCEES E3 system.

Respectfully submitted, the **Committee on Law Enforcement:**

Grant Grigg, Chair

**Members**

- Michael Clendaniel, P.E.
- Daren Cone, P.E., P.L.S.
- Tiffany Criswell
- Kyle Elliott, P.L.S.
- John Greenhalge
- Bob Herbert
- Karl Rickert, P.E.
- Amy Strauss, P.E.
- Ronald Willey, Ph.D., P.E.

**Board liaison**

Andrew Zoutewelle, P.L.S.

**Staff liaison**

Bob Whorton, P.E.



## APPENDIX A: REVISIONS TO INVESTIGATION AND ENFORCEMENT GUIDELINES (CHARGE 5)

### Investigation and Enforcement Guidelines Chapter 7—Exam Irregularities

#### SECTION 1—EXAMS

NCEES develops and scores exams for engineering and surveying licensure. Exams are administered in a computer-based or a pencil-and-paper format. A third-party contractor administers the computer-based exams based on prescribed administrative procedures. NCEES publishes administrative procedures for the paper exams. These procedures help ensure that all licensure candidates are examined under comparable conditions.

#### SECTION 2—NCEES EXAMINEE GUIDE

The NCEES *Examinee Guide* is the official examinee guide to policies and procedures for all NCEES exams. All examinees are required to read this document before starting the exam registration process. Examinees must also confirm they agree to comply with all requirements in the NCEES *Examinee Guide* during exam registration and again on exam day. The NCEES *Examinee Guide* is posted on [ncees.org](http://ncees.org), and examinees can access it from their MyNCEES account.

#### SECTION 3—EXAM IRREGULARITIES

Fraud, deceit, dishonesty, unprofessional behavior, and other irregular behavior in connection with taking any NCEES exam are strictly prohibited. Irregular behavior includes but is not limited to the following: failing to work independently; impersonating another individual or permitting such impersonation (surrogate testing); possessing prohibited items; [violating an exam scheduling restriction](#); communicating with other examinees or any outside parties by way of cell phone, personal computer, the Internet, or any other means during an exam; disrupting other examinees; creating safety concerns; and possessing, reproducing, or disclosing nonpublic exam questions, answers, or other information regarding the content of the exam before, during, or after the exam administration.

#### SECTION 4—COMPUTER EXAMS: INVALIDATING EXAM RESULTS

~~If an examinee who fails to comply with the conditions in the NCEES *Examinee Guide*, could have their results invalidated by NCEES~~ [has the authority to invalidate the examinee's results and suspend the examinee's ability to take an NCEES examination for up to three years](#). Evidence of an exam irregularity may be based on the performance of the examinee, a report from an administrator or a third party, or other information.

All irregularities are reviewed by the NCEES compliance and security manager. The following are typical reasons an examinee's exam results are invalidated by NCEES:

- Having a prohibited item in the testing room;
- Accessing a cell phone during an unscheduled break; ~~and~~
- [Exiting the building during an unscheduled break](#)
- Testing twice during a testing window;
- [Testing more than three times in a 12-month period](#)

~~If an examinee failed to comply with the conditions in the NCEES *Examinee Guide*, the NCEES chief executive officer, NCEES chief operating officer, and the NCEES director of exam services review the irregularity and make the decision to invalidate.~~

~~NCEES will report the identity of the examinee and the reason for invalidation to the affected member board. Based on their rules and laws, member boards should review the irregularity and determine if additional sanctions are required, i.e., restrictions on future testing.~~

[The NCEES chief executive officer, chief operating officer, and chief officer of examinations review the irregularity and make the decision to invalidate results or ban an examinee from future testing. NCEES will report the identity of the examinee and the reason for invalidation and/or ban to the affected member board. Based on its rules and laws, the member board should review the irregularity and determine if additional sanctions are required. If a member board objects to NCEES' decision to ban an examinee from](#)

## APPENDIX A: REVISIONS TO INVESTIGATION AND ENFORCEMENT GUIDELINES (CHARGE 5)

future testing, NCEES will update the examinee's account to allow the examinee to select that member board and register for an examination in accordance with the terms set forth by that member board.

### SECTION 5—PAPER EXAMS: INVALIDATING EXAM RESULTS

If an Examinees who fails to comply with the conditions in the NCEES *Examinee Guide*, are subject to dismissal from the exam. Examinees who are dismissed will have their exam results invalidated. Examinees who fail to comply with the conditions in the NCEES *Examinee Guide*, but are not dismissed during the exam, could have their results invalidated. NCEES has the authority to invalidate the examinee's results and suspend the examinee's ability to take an NCEES examination for up to three years. Evidence of an exam irregularity may be based on the performance of the examinee, a report from an administrator or a third party, or other information. All irregularities are reviewed by the NCEES compliance and security manager.

Exam irregularities that are grounds for exam invalidation by NCEES are: The following are typical reasons that an examinee's exam results are invalidated:

- Having a device with copying, recording, or communication capabilities in the exam room
- Having a calculator that is not on the NCEES-approved list
- ~~Removing pages from the exam booklet~~
- Leaving the exam area without authorization
- Copying from another examinee's answer sheet or colluding with another examinee
- Beginning the exam before the proctor announces that the exam has begun
- Failing to stop writing immediately when time is called
- Writing on anything other than the exam booklet or answer sheet

NCEES will report the identity of the examinee whose results are invalidated, and the reason for invalidation, to the affected member board.

Exam irregularities that may be grounds for exam invalidation by member boards are as follows:

- ~~Copying from another examinee's answer sheet or colluding with another examinee~~
- ~~Having loose paper, legal pads, writing tablets, or unbound notes in the exam room~~
- ~~Using a non NCEES writing instrument or eraser to complete any portion of the exam~~
- ~~Beginning the exam before the proctor announces the starting time~~
- ~~Failing to stop writing immediately when time is called~~
- ~~Writing on anything other than the exam booklet or answer sheet~~
- ~~Violating any other terms of the NCEES *Examinee Guide* or Candidate Agreement~~

The NCEES manager of compliance and security provides affected member boards with an irregularity report that includes exam location, name of the person making the report, examinee's name, ID number, and seat number, and the nature and circumstances of the irregularity.

The member board should investigate the irregularity to determine the appropriate action to take. After completing the investigation, the board should notify the NCEES manager of compliance and security to either release or invalidate the results of the examinee.

The NCEES chief executive officer, chief operating officer, and chief officer of examinations review the irregularity and make the decision to invalidate results or ban an examinee from future testing. NCEES will report the identity of the examinee and the reason for invalidation and/or ban to the affected member board. Based on its rules and laws, the member board should review the irregularity and determine if additional sanctions are required. If a member board objects to NCEES' decision to ban an examinee from future testing, NCEES will update the examinee's account to allow the examinee to select that member board and register for an examination in accordance with the terms set forth by that member board.

## APPENDIX A: REVISIONS TO INVESTIGATION AND ENFORCEMENT GUIDELINES (CHARGE 5)

### SECTION 6—PAPER EXAMS: COPYING/COLLUSION

NCEES enlists a third-party contractor to perform a set of analyses to identify examinees who may have engaged in copying/collusion behavior. The analysis uses statistical methods to identify pairs of examinees whose response patterns show an unusual commonality of answer responses, particularly incorrect responses. NCEES then reviews seating charts to determine if the pairs of examinees were seated close to one another during the exam. NCEES notifies member boards about pairs of examinees meeting these criteria and recommends that the board conduct an investigation. NCEES will provide each board a copying/collusion analysis, copies of seating charts and answer sheets, and a report describing any work the examinees wrote in their exam books.

Member boards should consider the following before starting their investigation:

- Review member board rules and law for legal authority to act.
- Consider rulemaking, if need be, to provide for board authorization to act.
- Consider acting under administrative authority rather than an enforcement action to shift the burden of proof from the board to the applicant.
- Coordinate with the NCEES manager of compliance and security to gather additional information, if required.

#### Gathering evidence

After the member board receives the irregularity report, the board should review or gather the following evidence for the investigation:

- Review seating charts and answer sheets.
- Review exam results.
- Coordinate review of the examination booklets by or through NCEES.
- Review proctor irregularity reports, if available.
- Send written correspondence to identified individuals requesting a reenactment of the exam day's events. Appendix U includes a sample letter.
- Interview proctors and some nearby examinees not suspected of a testing irregularity, if required.

#### Evaluating evidence

Based on the strength and credibility of the evidence from each individual and the comparison of evidence between identified pairs, it may be possible to identify individuals as either the possible originator of the exam answers or the possible copier of the answers. For example, the exam pair may be seated front and back rather than side by side. For those identified as possible originators and therefore not involved in collusion, evidence and a recommendation should be presented to the member board. The member board may request the release of the results of those examinees by NCEES. For those individuals identified as possible copiers, or for any identified examinees for which the evidence of collusion is strong, the member board should confer with legal counsel. Depending on the advice of counsel, the member board may continue with arranging an interview with the suspected examinee(s).

**Interviewing suspected examinees:** Interview participants from the member board may include the following: enforcement investigators, agency or outside legal counsel, administrator and licensing and compliance/enforcement managers, board member(s), and exam coordinator. The interviewees may request the attendance of representation or witnesses during the interview. The member board should determine if and to what extent these resources may participate. The interviewees may request copies of information related to the accusations, including seating charts, exam statistics, proctor reports, or other non-confidential information. Finally, the interview should be conducted. See Appendix V for interview process, topics, questions, and insights.

**Recommended member board action and follow up:** The suggested board action and recommendation should be made to member board. Results of the interview may vary widely from confession to denial. The member board should weigh all evidence along with its legal limitations and take appropriate action. Individuals for whom there is not substantial enough evidence to allow the board to act should be cleared and given their exam results. After completing the investigation, the board should advise the NCEES manager of compliance and security to either release or invalidate the results of the examinees.

## APPENDIX A: REVISIONS TO INVESTIGATION AND ENFORCEMENT GUIDELINES (CHARGE 5)

~~Follow up the member board's decision accordingly:~~

- ~~▪ Member boards that have investigated individuals and taken a final action to ban them from taking the exam should enter the information into the NCEES Enforcement Exchange.~~
- ~~▪ The NCEES Enforcement Exchange shall list the action taken by the member board, the examinee's name, and exam registration number.~~
- ~~▪ Other states should uphold the ban and disallow administration of the exam to these individuals until the ban is lifted.~~



## **APPENDIX B: REVISIONS TO ENFORCEMENT GUIDELINES (CHARGE 8)**

### **Licensure Applications Requesting Information on Criminal Convictions and Disciplinary Actions**

The goal of Member Boards is to safeguard the health, safety, and welfare of the citizens they serve by administering the respective laws efficiently, fairly, and judiciously. Member Boards have a responsibility to ensure that they are granting professional licensure only to individuals who are of good character and reputation. To determine an applicant's eligibility for licensure, the application process needs to be thorough and provide the Member Board with all the information it needs to make its decision.

The Committee on Law Enforcement recommends that NCEES Member Boards include the following questions on their applications and renewal applications to ensure accurate reporting of criminal convictions and disciplinary actions:

- Have you ever been convicted, found guilty, pled guilty, or received treatment in lieu of conviction for any criminal offense (felony or misdemeanor) ~~or any offense involving moral turpitude~~ in this state or another U.S. state or territory?
- Have you ever been subjected to a disciplinary action involving a professional or vocational license or registration, or had an application for the same denied in this state or any local, state, or national regulatory board?
- If you answered "yes" to any of the above questions, you must provide a written statement explaining the incident(s) and attach certified copies of the court records and any other relevant documentation, such as final orders and consent agreements.

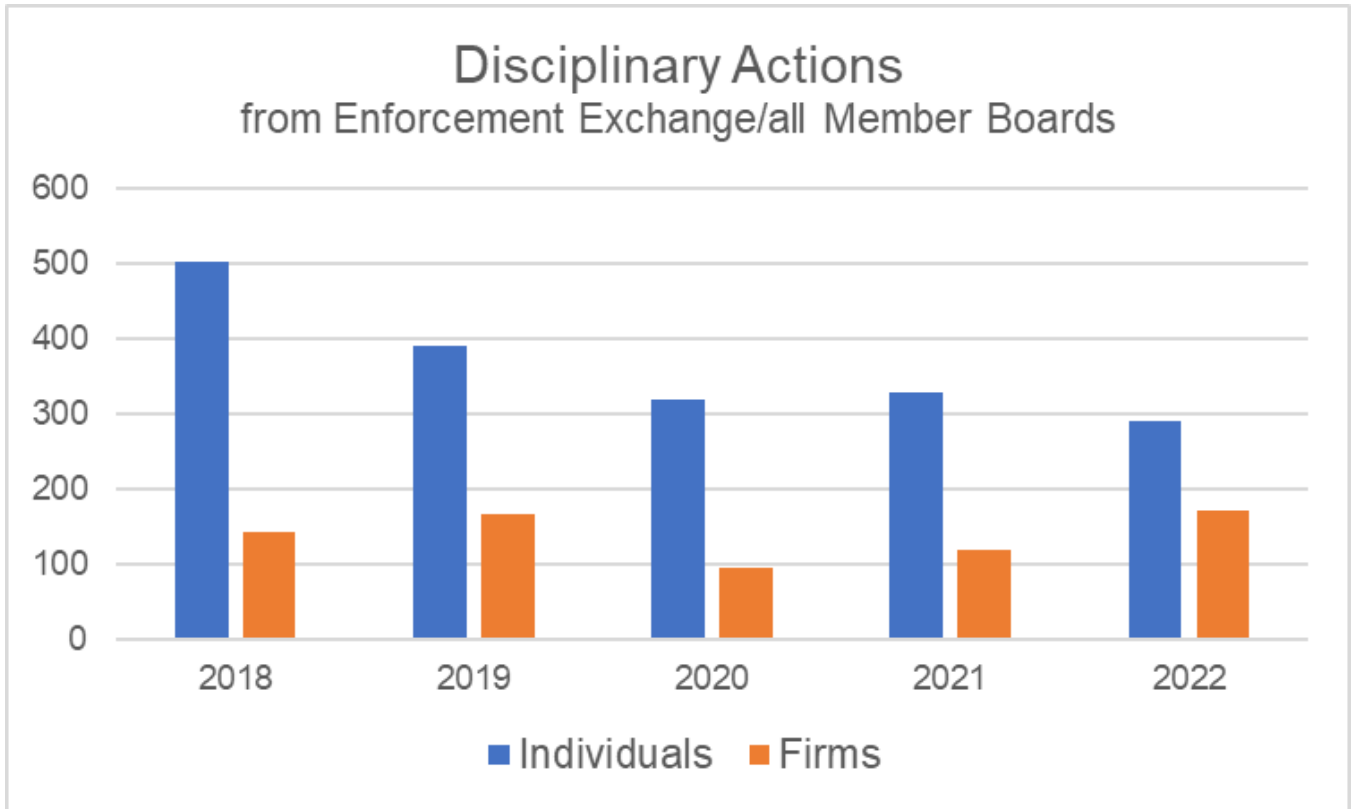
### **Investigating Allegations of a Professional Engineer or Professional Surveyor Practicing Outside His or Her Area of Competence**

The NCEES Committee on Law Enforcement developed these guidelines to assist Member Boards in gathering information to determine whether a professional engineer or professional surveyor is trained and/or experienced in the area he or she is practicing or if the individual is practicing outside his or her area of expertise and experience.

The Committee on Law Enforcement recommends the following actions:

- Develop a proactive program to help building officials and other agencies that regularly provide plan review to identify and report offenders in their respective jurisdiction.
- Check the individual's registration file to determine degree type, NCEES examinations taken, and experience listed.
- Request more examples of the individual's work, including copies of plans, plats, filed notes, and design notes. Request that the respondent ~~explain what~~ provide a résumé explaining the experience and/or education he or she acquired after obtaining an initial license that would allow him or her to practice in an area outside the primary discipline. Request that the respondent furnish references or other proof of obtaining that training.

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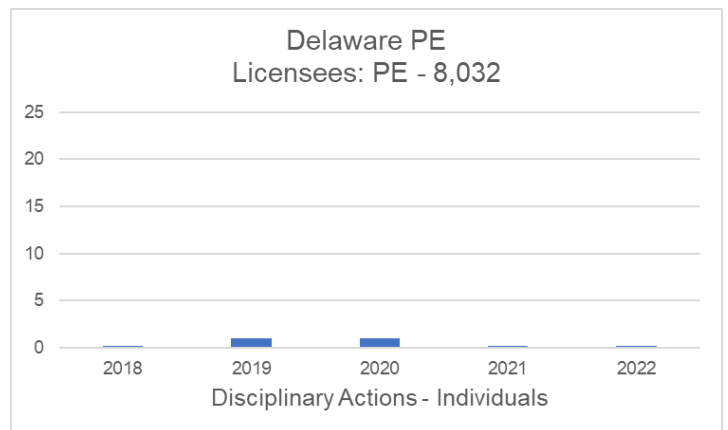
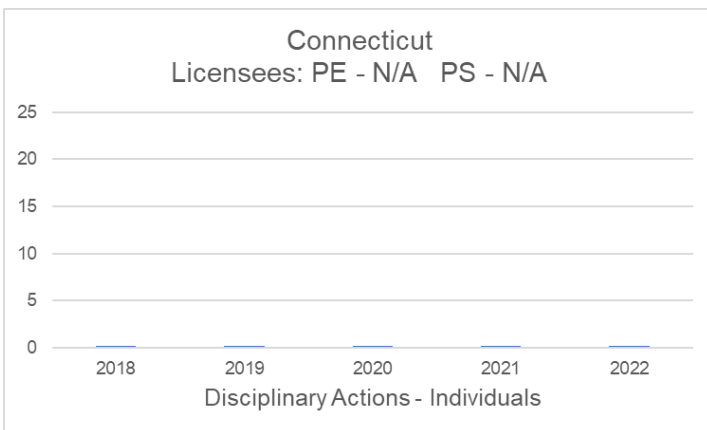
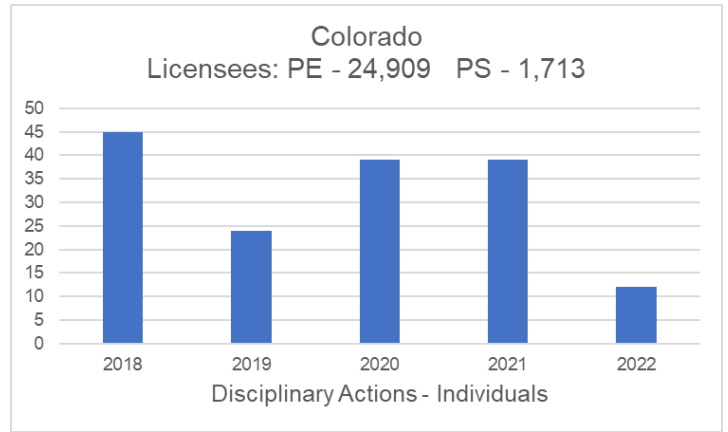
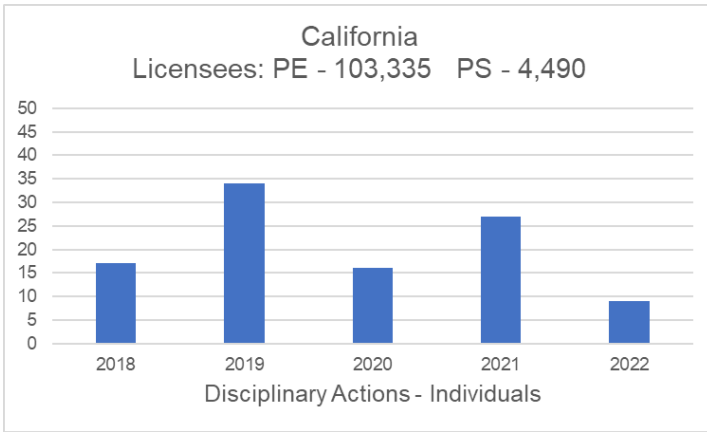
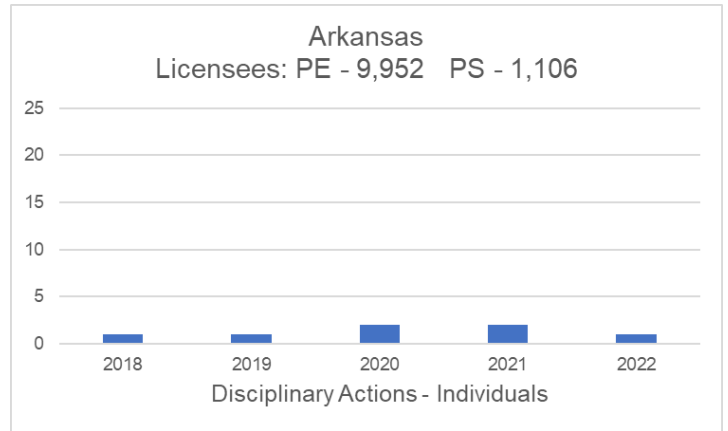
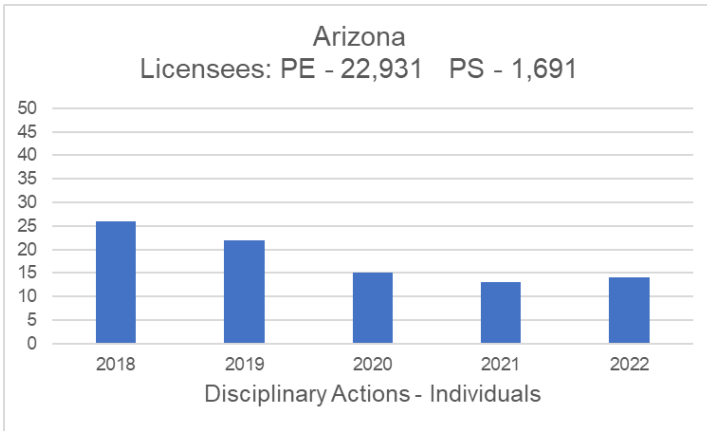
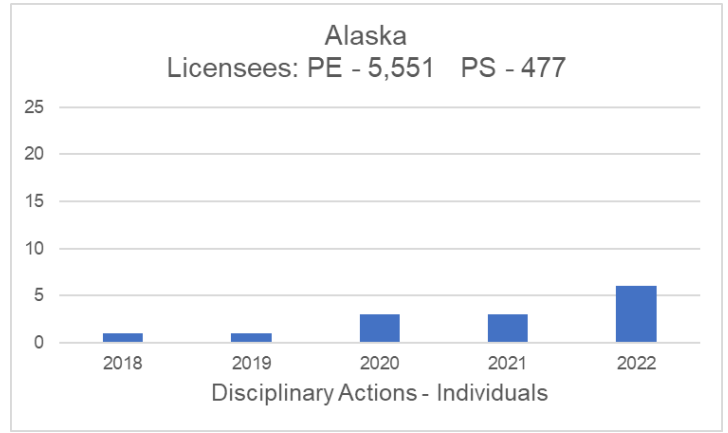
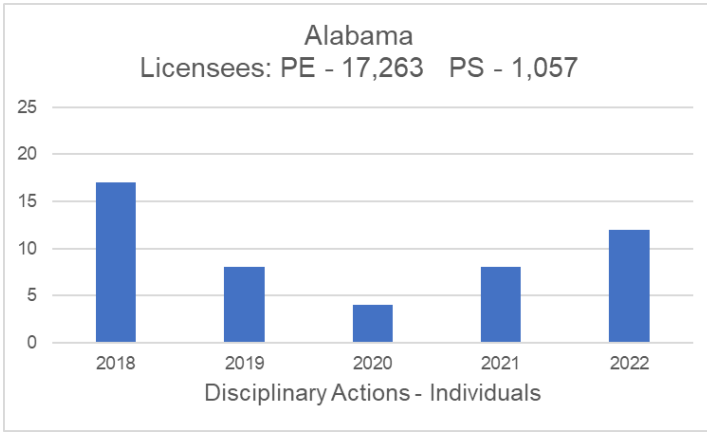


	Disciplinary Actions				
	2018	2019	2020	2021	2022
Individuals	501	389	318	328	289
Firms	143	165	94	118	171

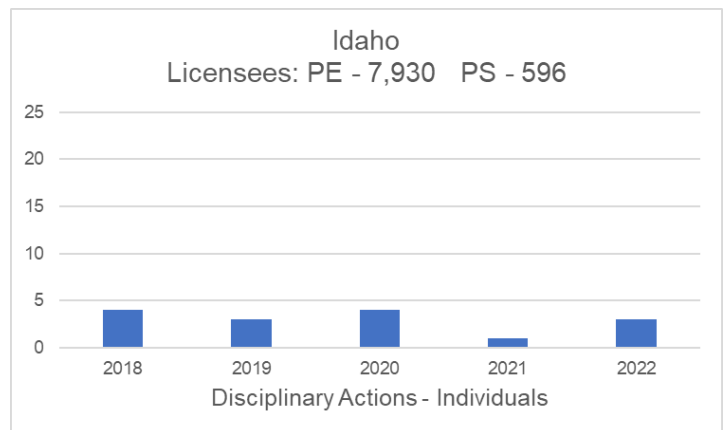
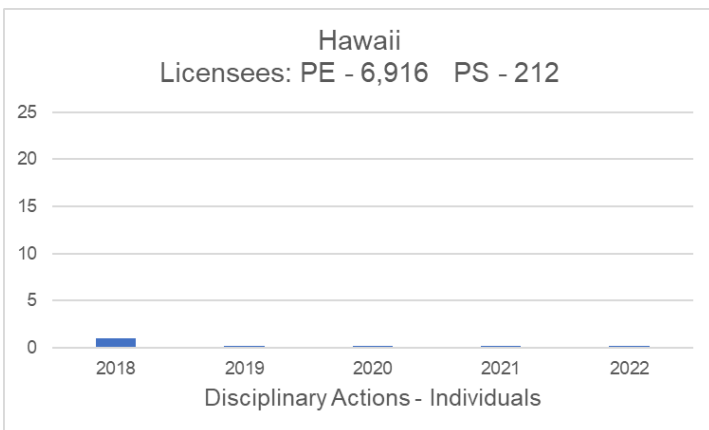
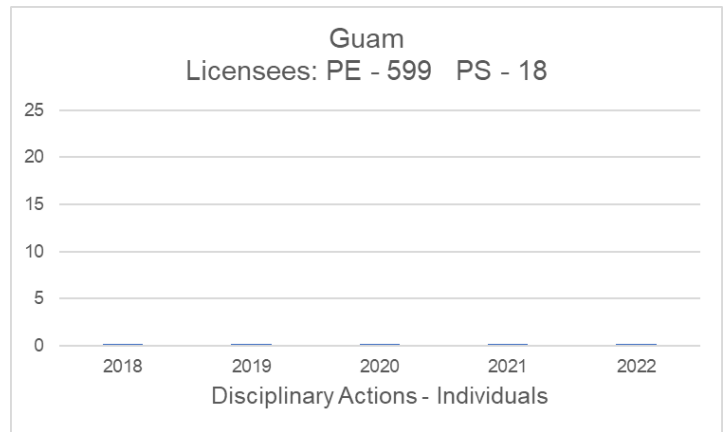
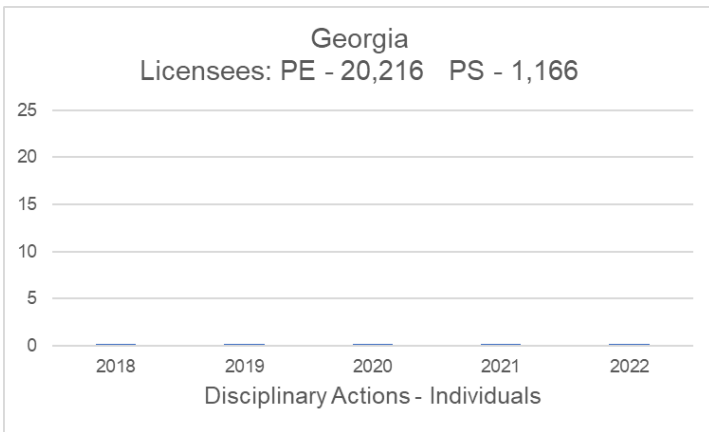
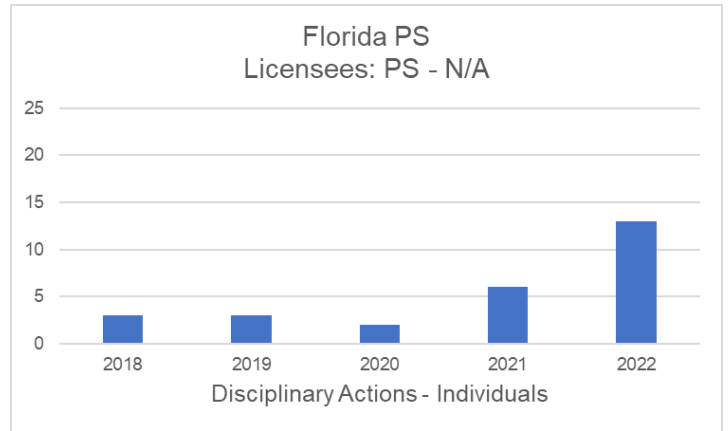
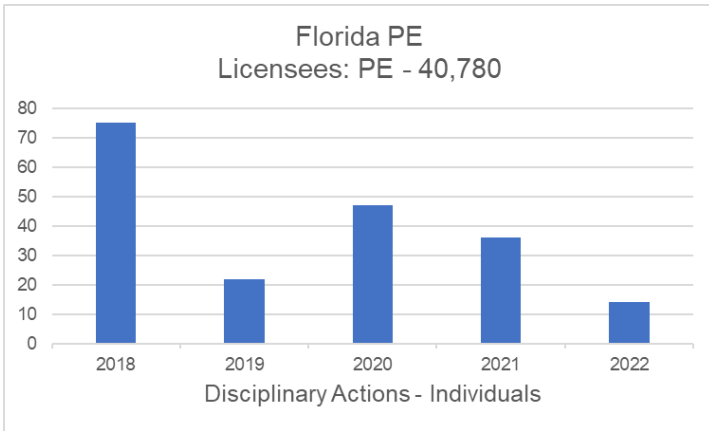
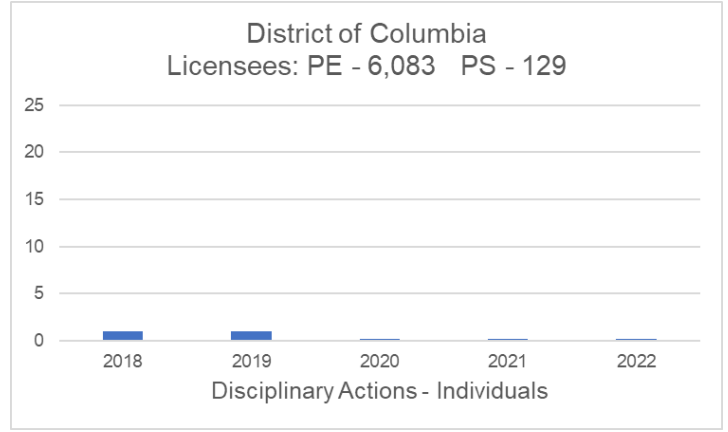
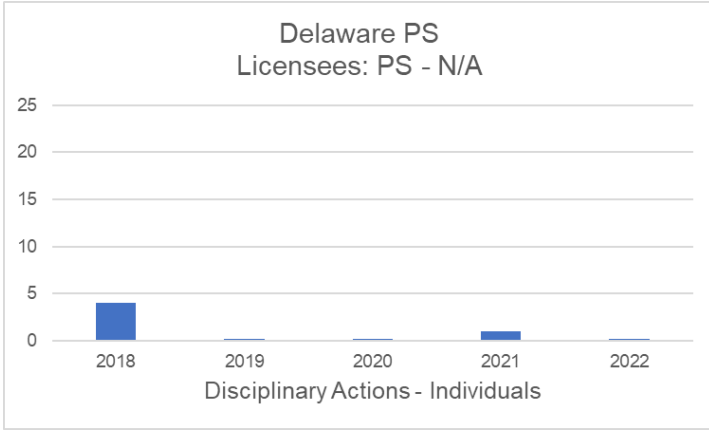
Notes:

- Data – as of 2/10/2023
- Disciplinary Actions – from Enforcement Exchange by Action Date
- Member Board Licensees – current licensed engineers (resident and nonresident) and licensed surveyors (resident and nonresident) from Member Board Profiles in the NCEES E3 System; Dual Licensees not included

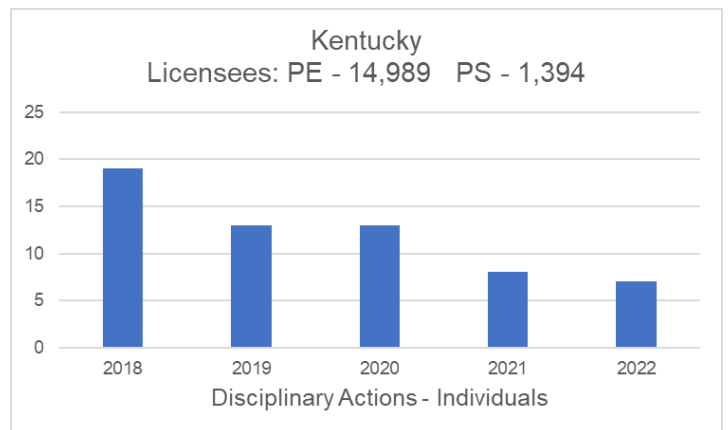
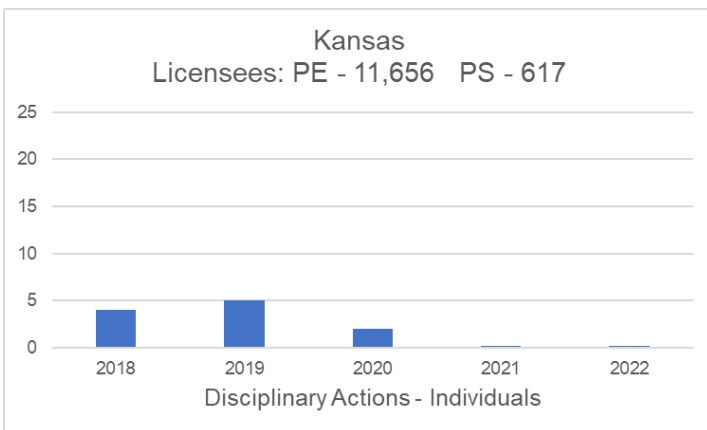
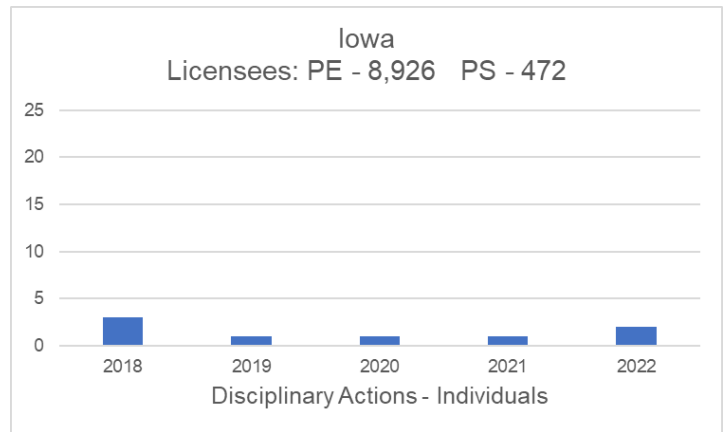
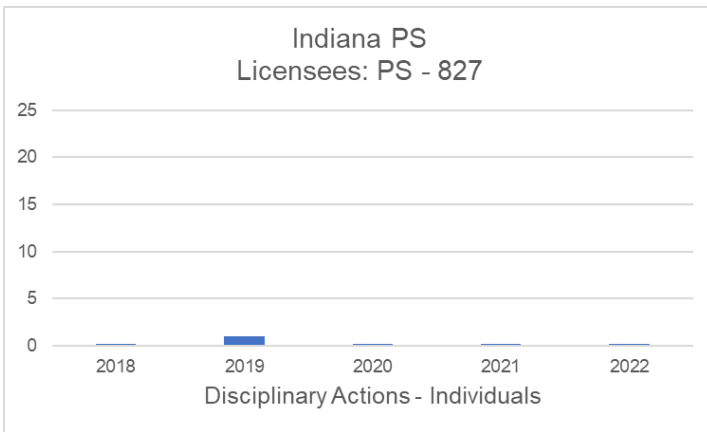
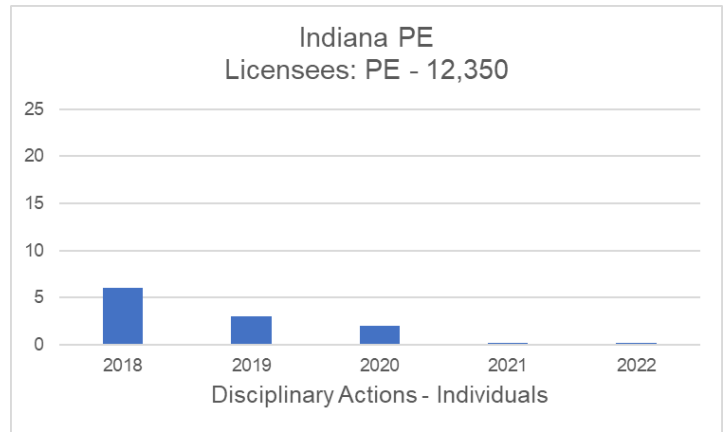
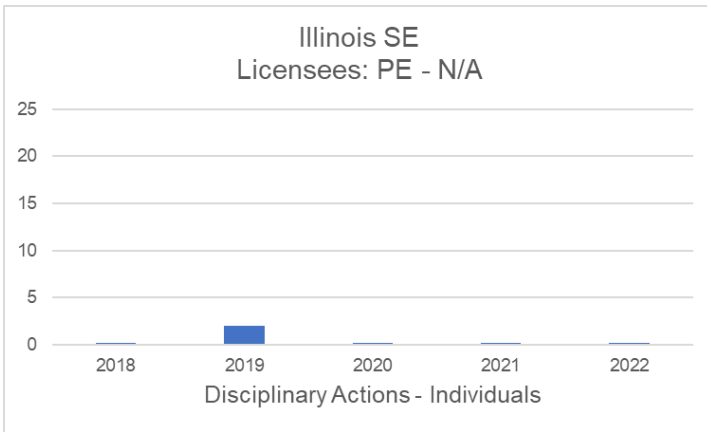
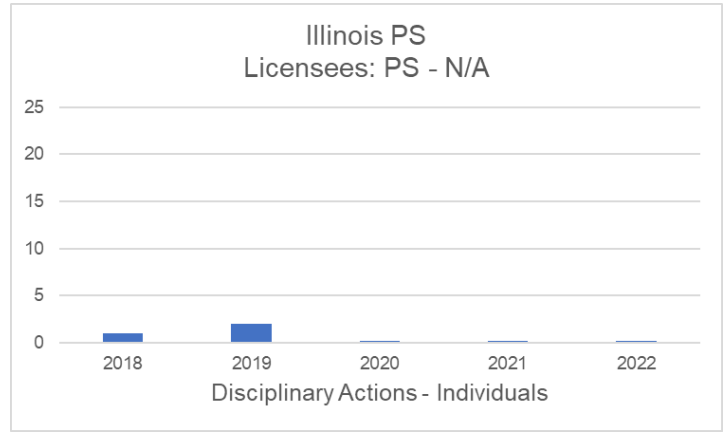
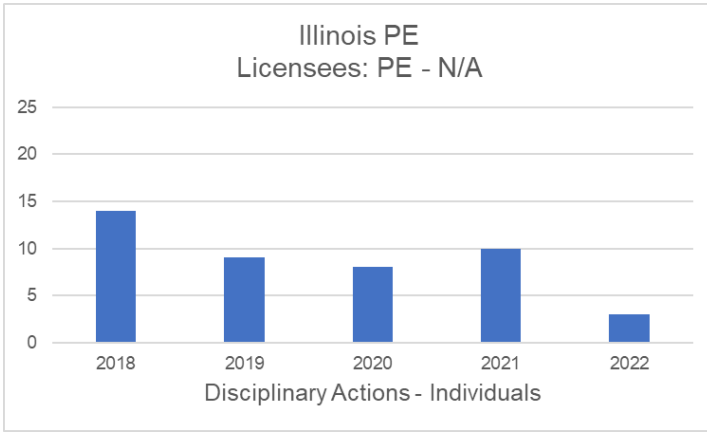
**APPENDIX C: STATISTICAL REPORT (CHARGE 9)**



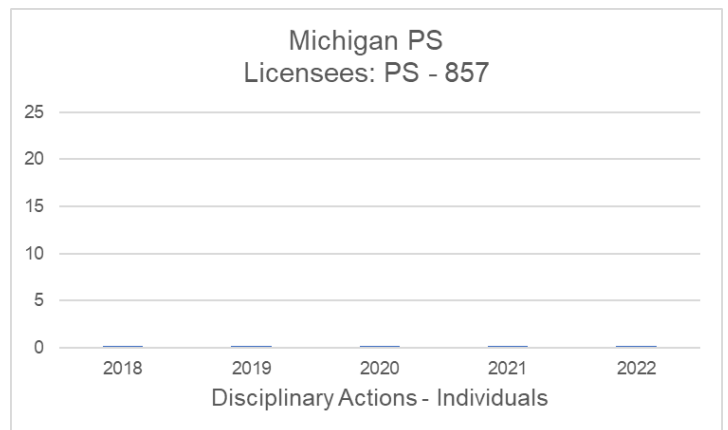
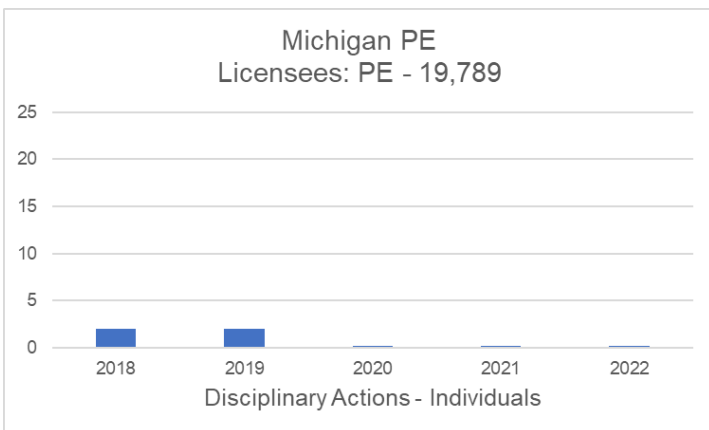
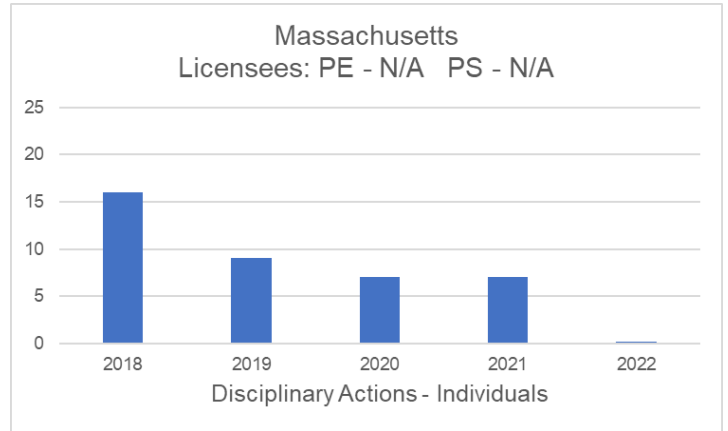
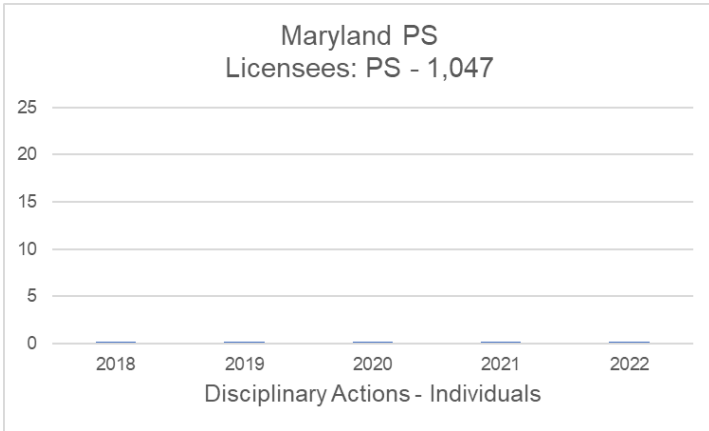
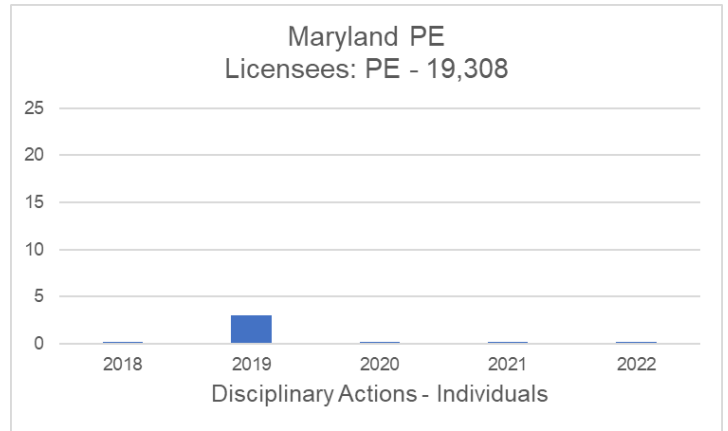
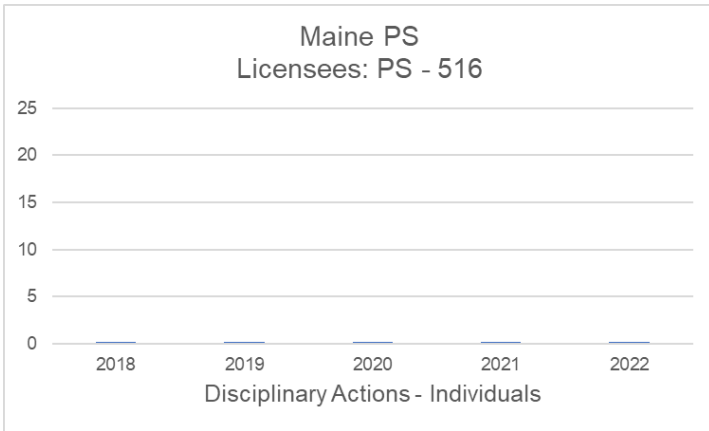
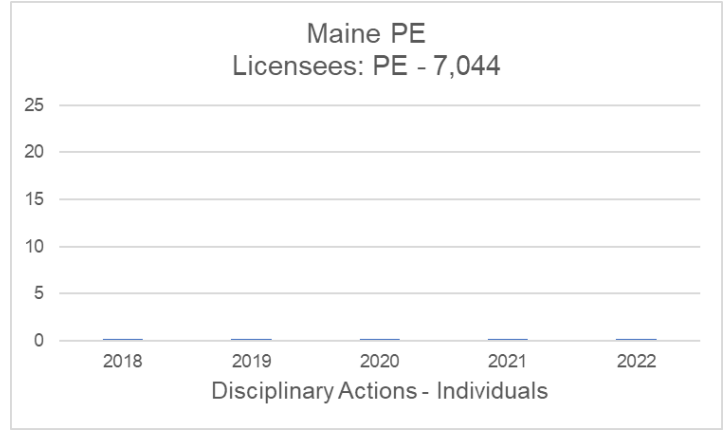
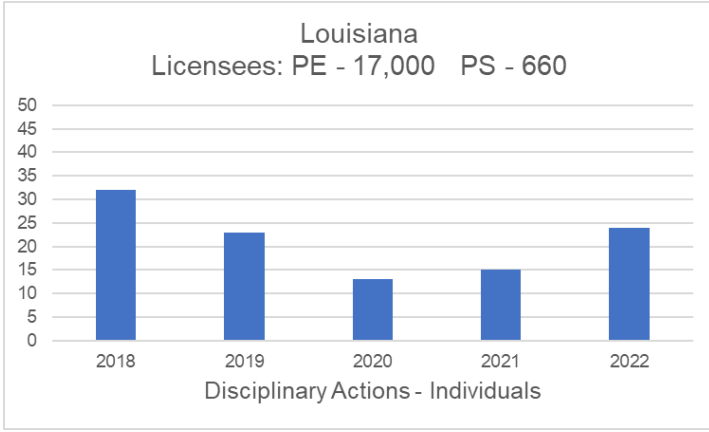
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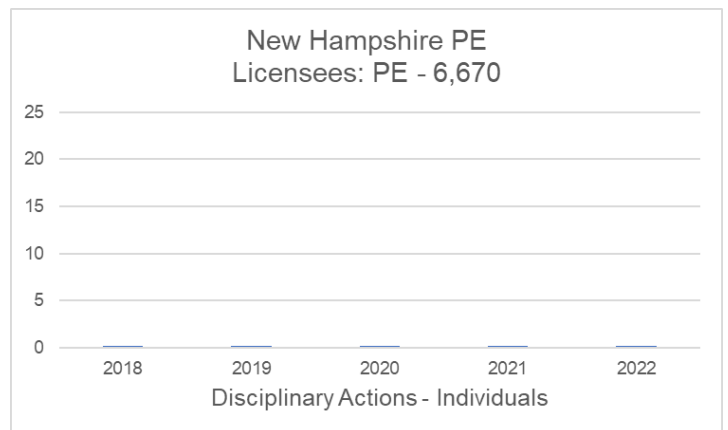
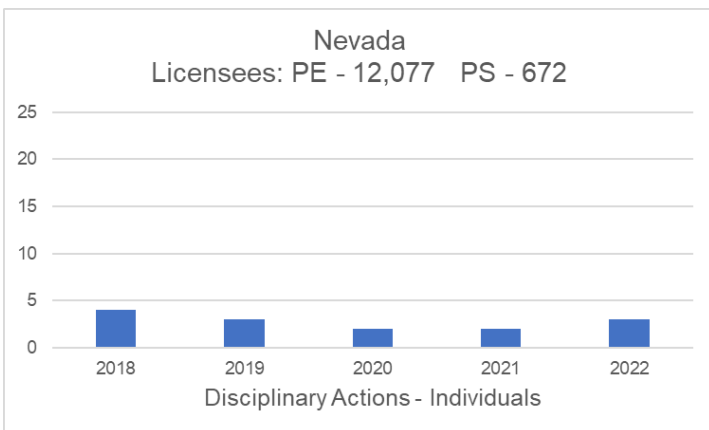
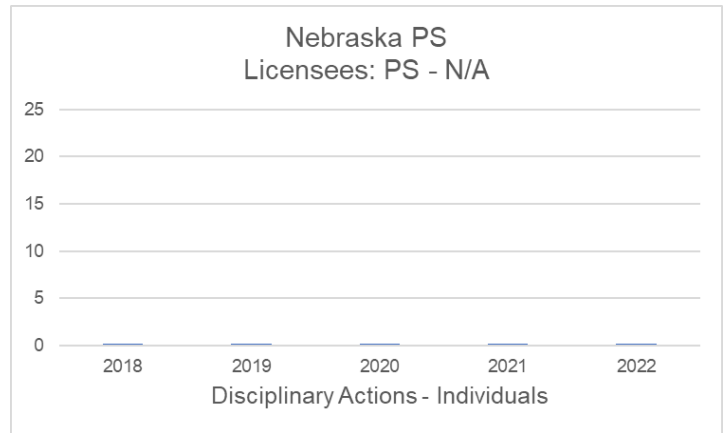
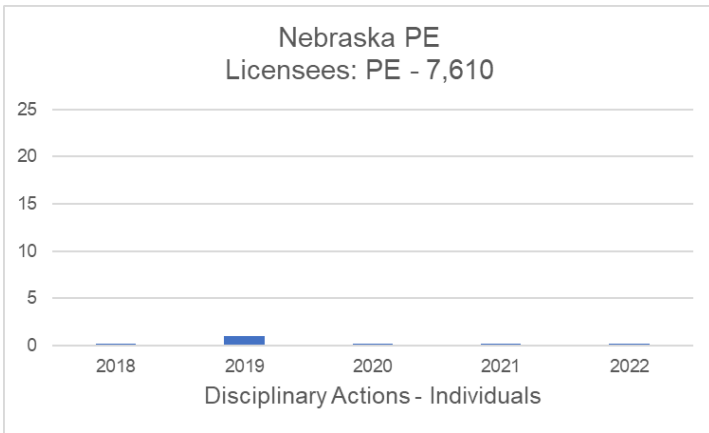
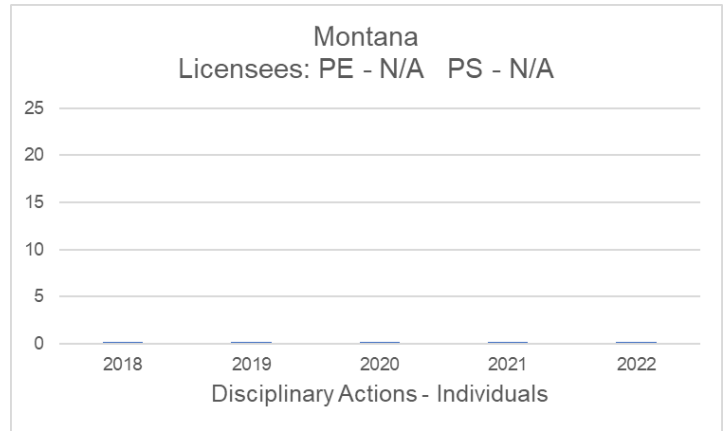
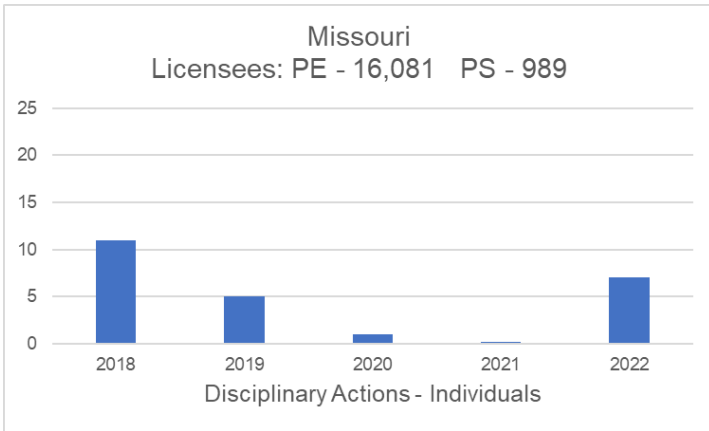
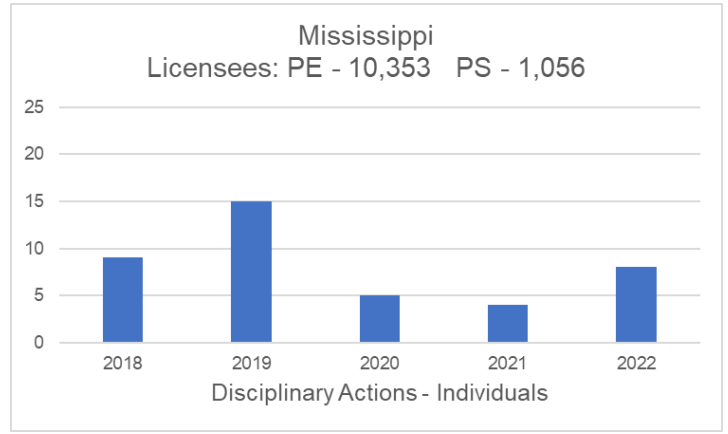
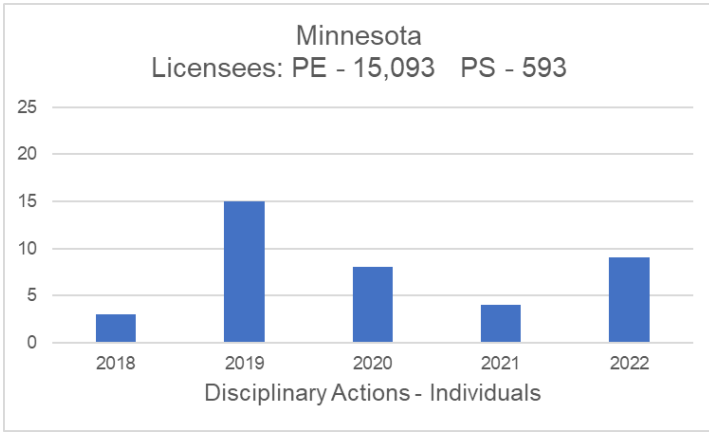
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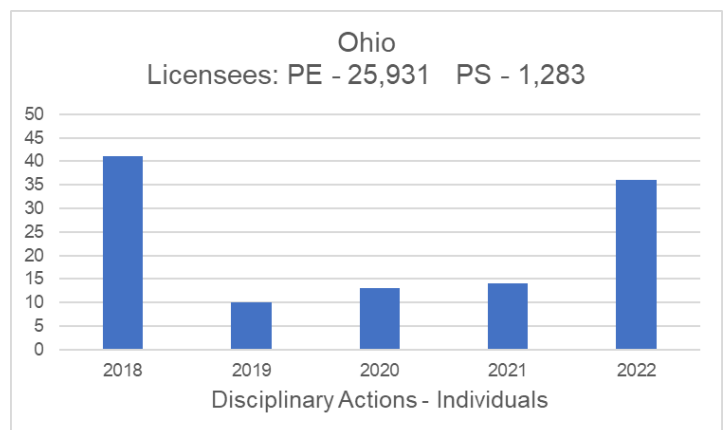
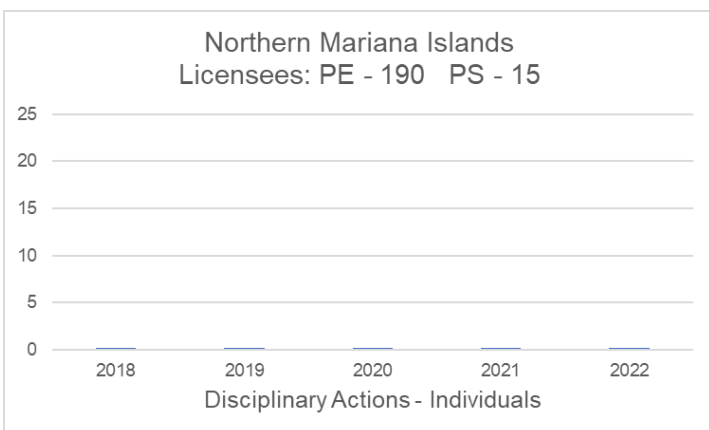
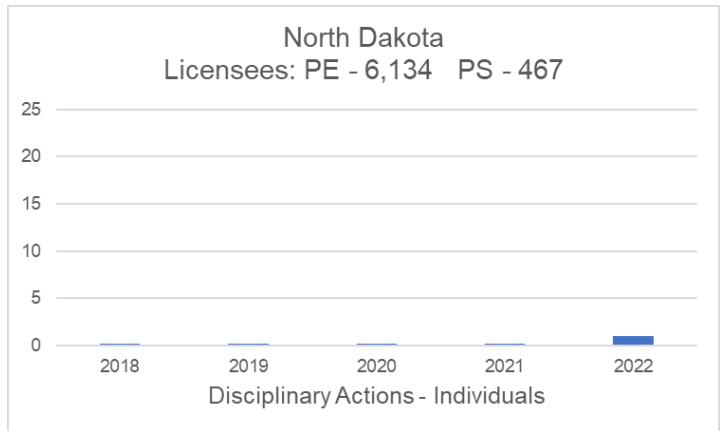
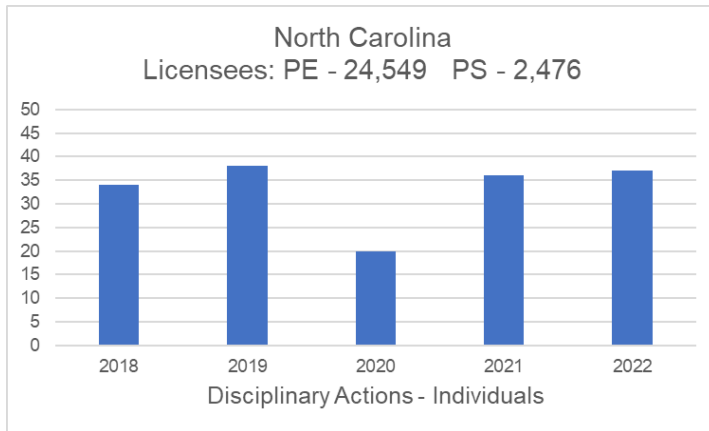
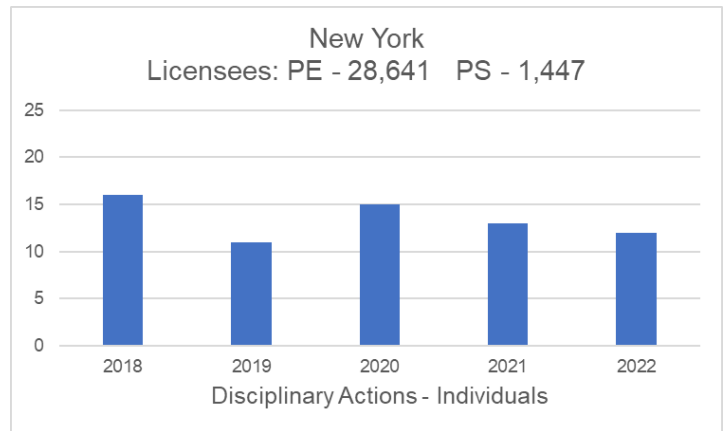
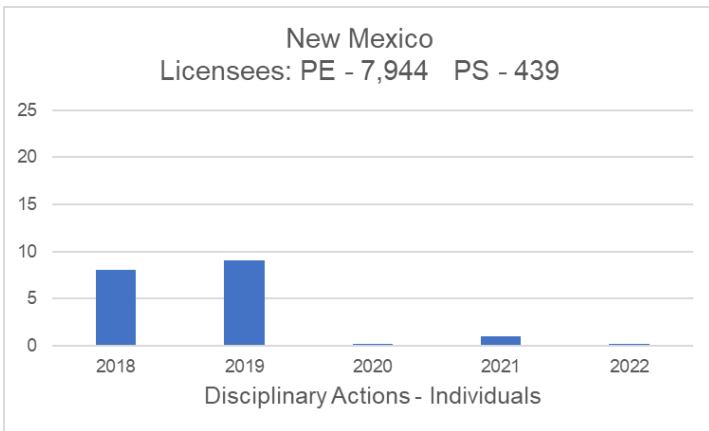
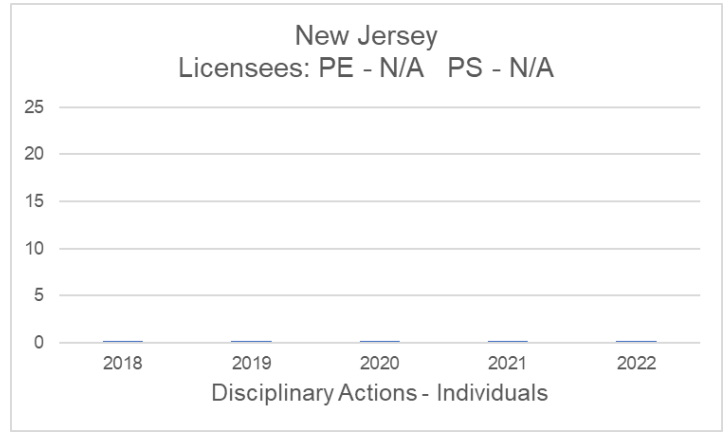
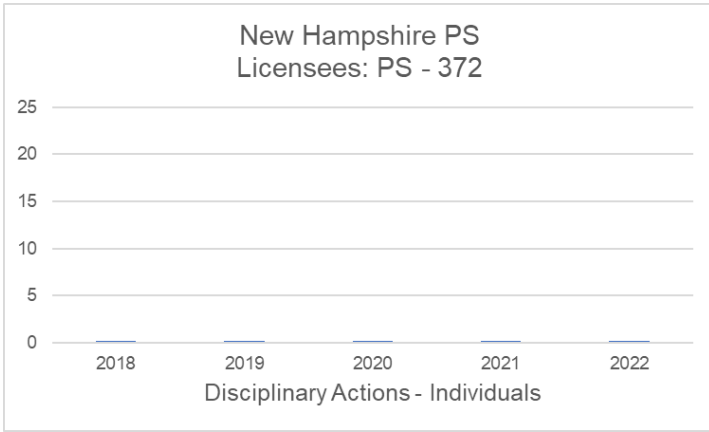
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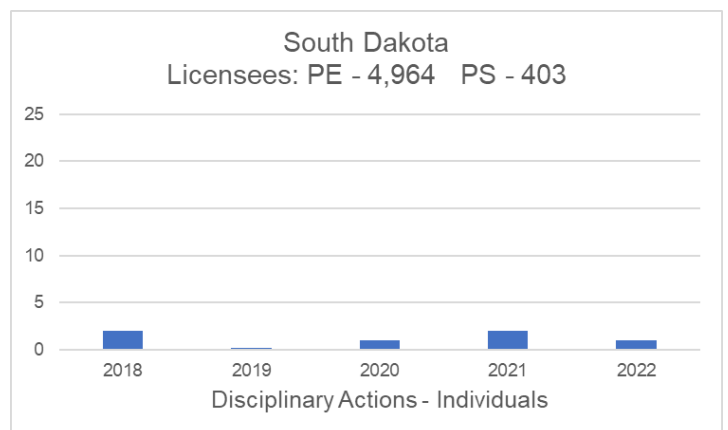
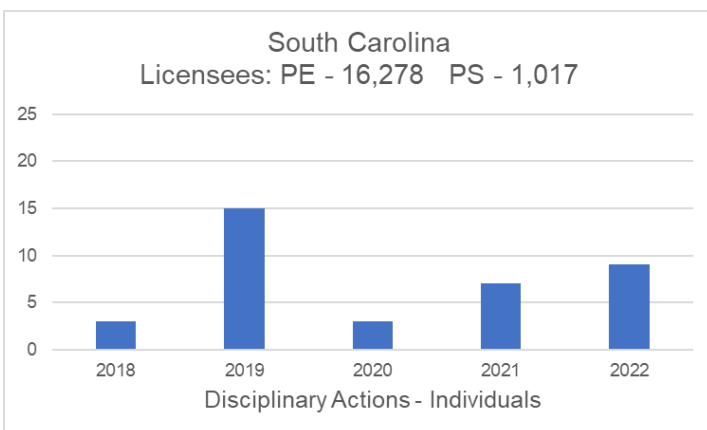
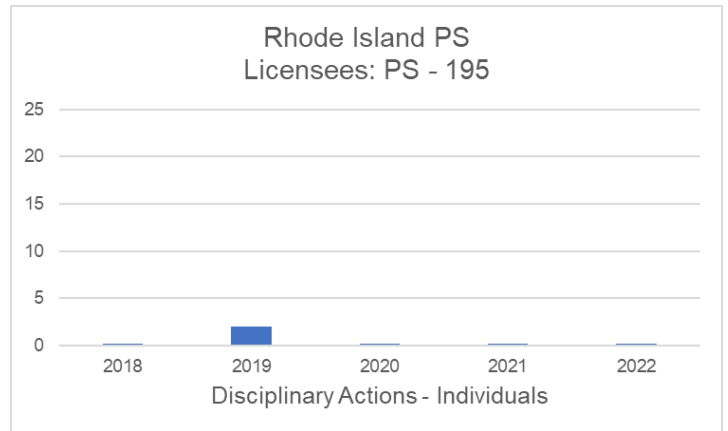
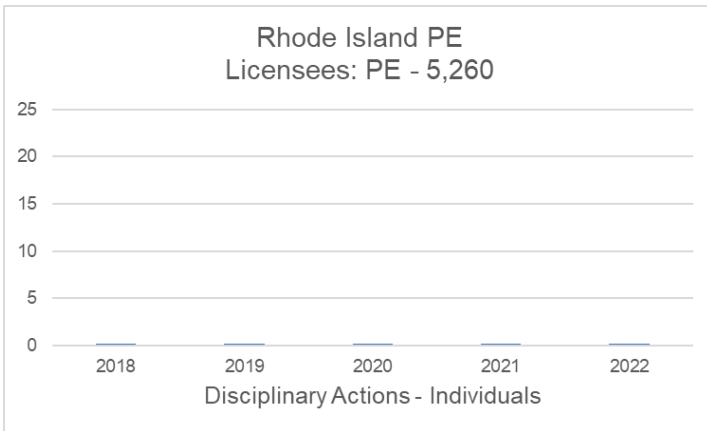
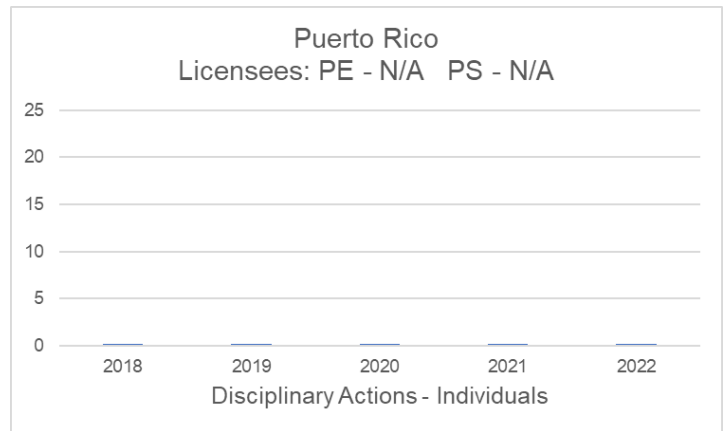
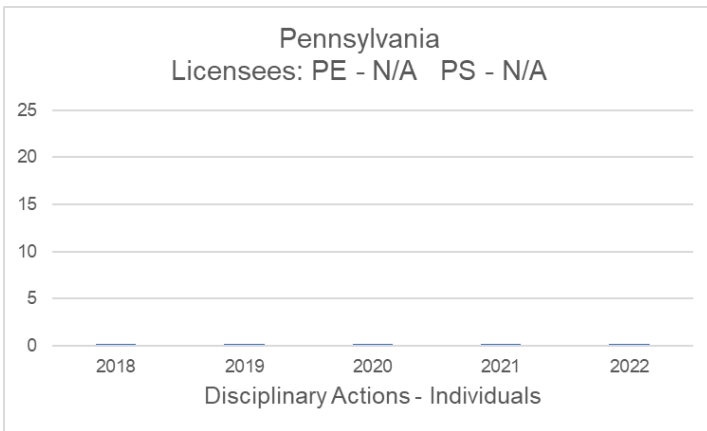
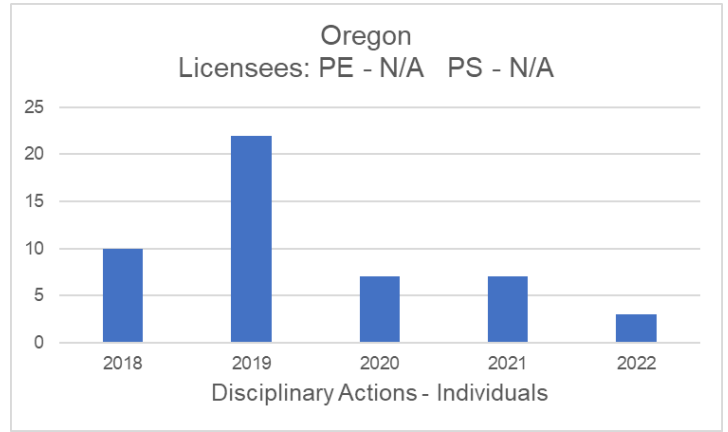
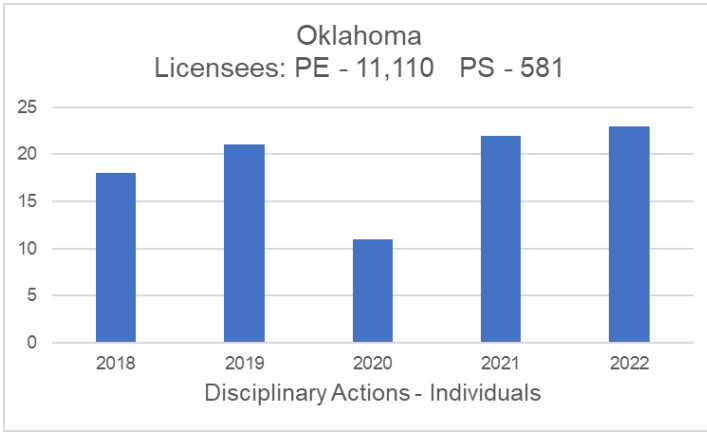


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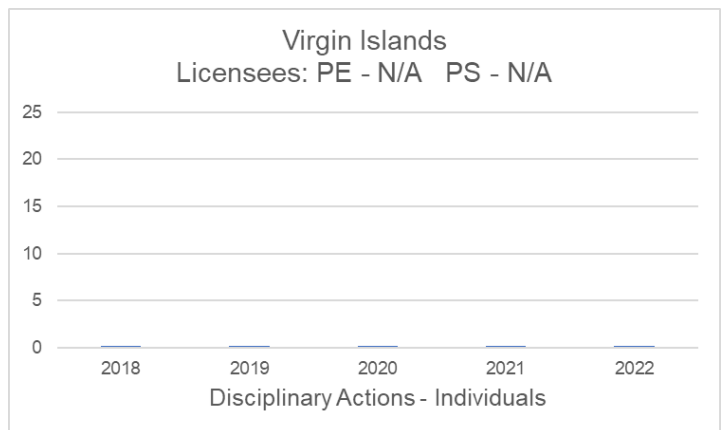
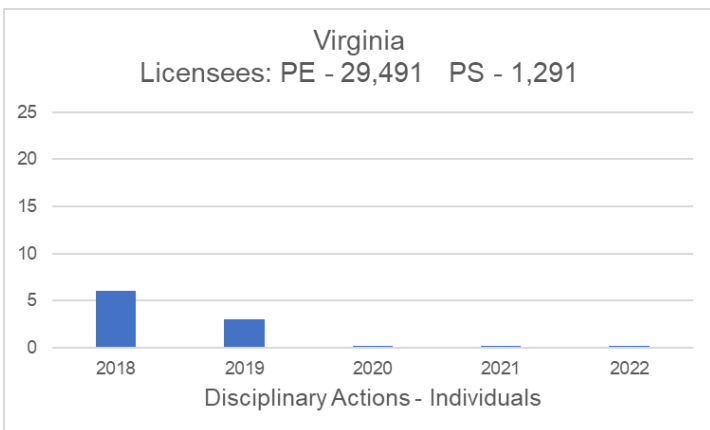
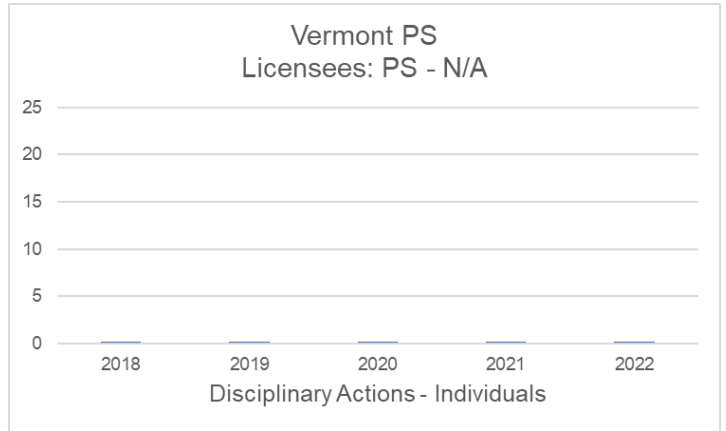
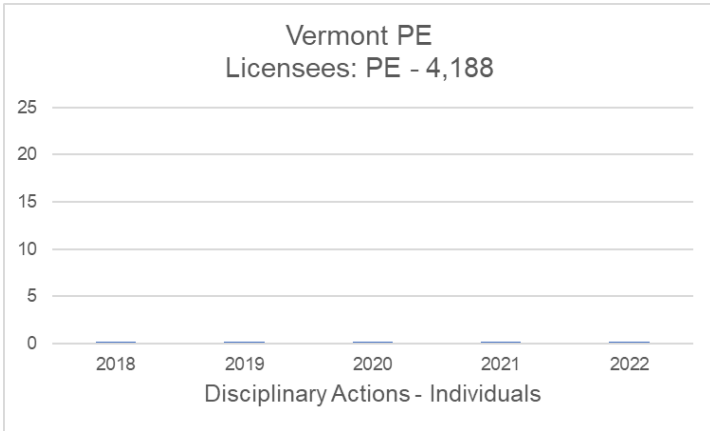
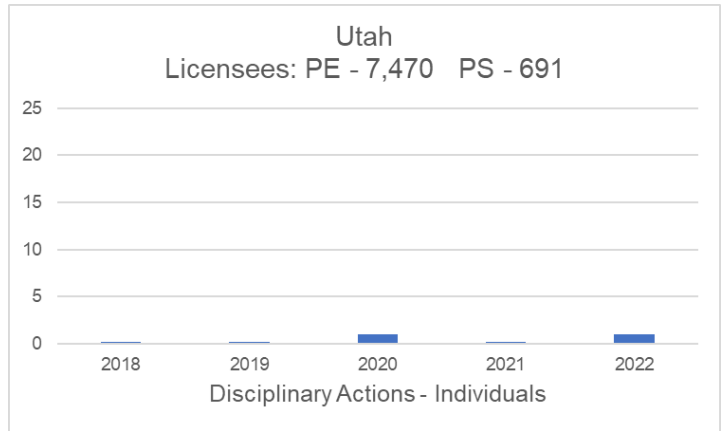
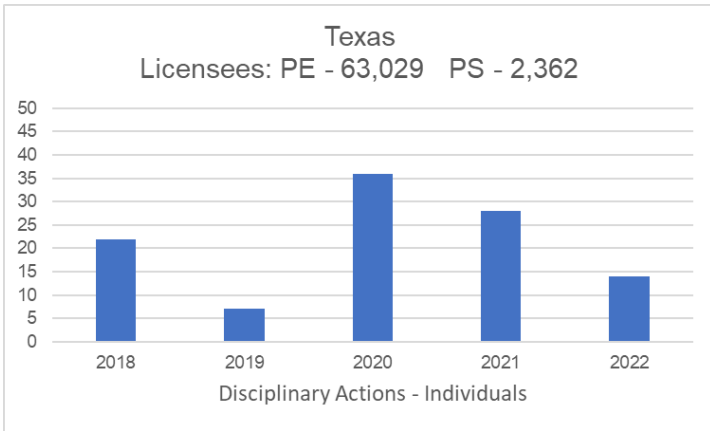
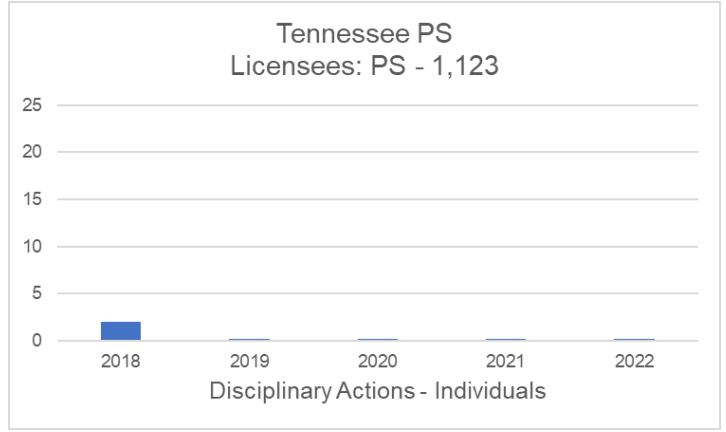
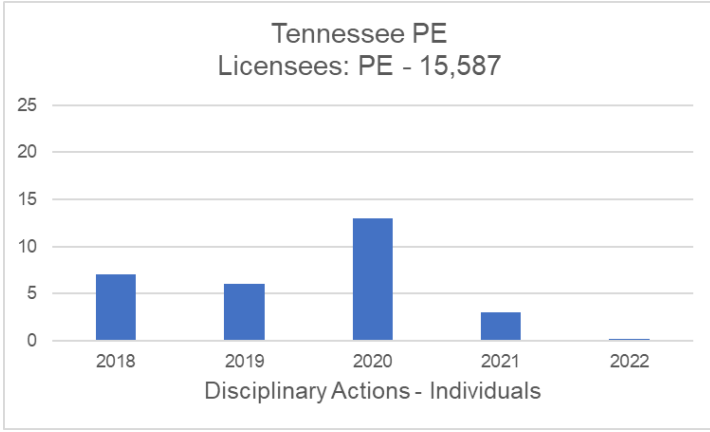




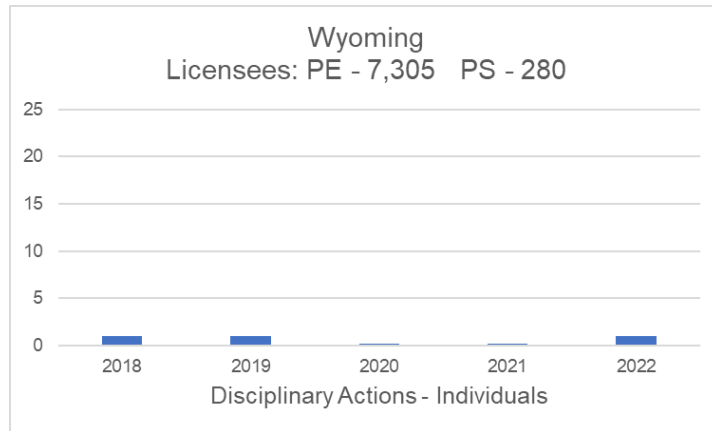
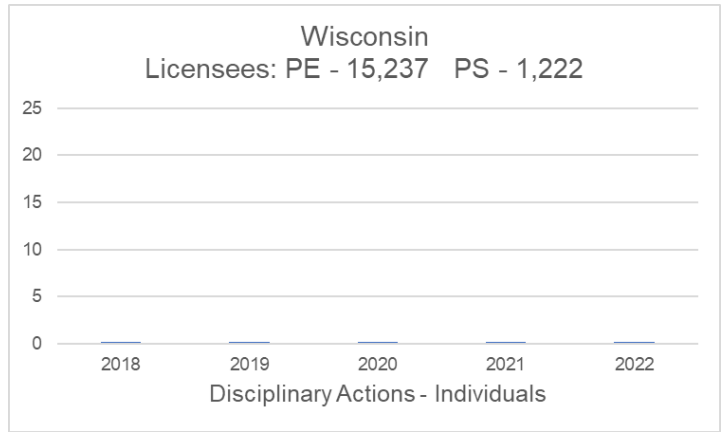
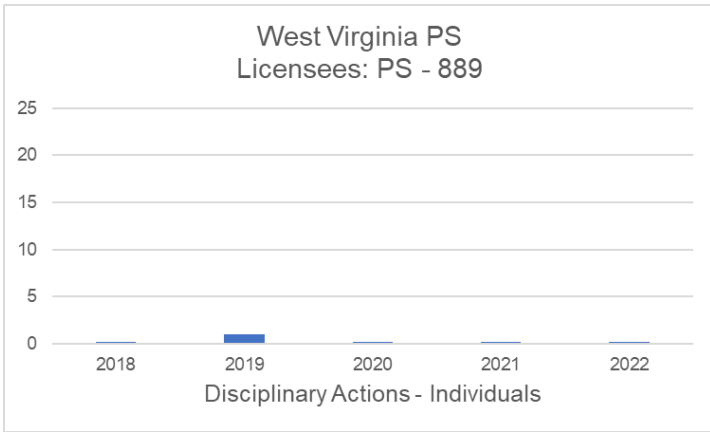
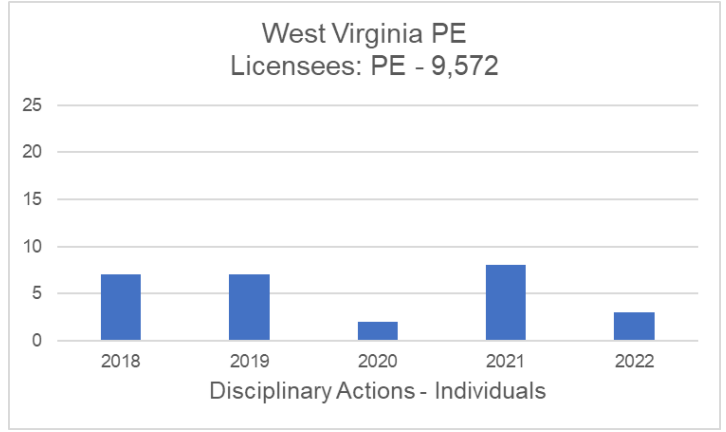
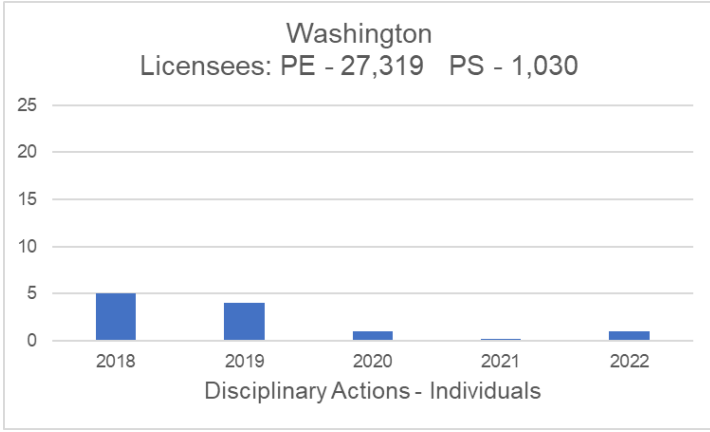
**APPENDIX C: STATISTICAL REPORT (CHARGE 9)**



**APPENDIX C: STATISTICAL REPORT (CHARGE 9)**



**APPENDIX C: STATISTICAL REPORT (CHARGE 9)**



**APPENDIX D: MEMBER BOARD LEGISLATIVE REPORTING (CHARGE 10)**

State/ Jurisdiction Board		Licensee Reporting Violation to Board	Member Board Reporting Timeframe	Licensee Method to Report	Licensee Requirements to Report to Board	Member Boards Requirement/ Procedure for Reporting to NCEES	Member Board Violations/ Penalites Not Reported to NCEES
AR	PE & PS	No	n/a	n/a	at renewal	after final board action	none
AZ	PE & PS	No	at renewal	written explanation and documentation	yes, during renewal	yes, after board takes action	if it is a firm violation we check "other" and then list what it was
DE	PE	Yes	60 days	copy of final order	yes	yes, within a week or two of being finalized	all, I think
FL	PE	Yes	at renewal, biennial	order	no	yes, 30 days	yes, we do not report for certain minor violations
FL	PS	Yes	at renewal	copy of disciplinary action	yes	yes, quarterly	no
IA	PE & PS	Yes	30 days	none	yes	yes, as they occur	no
IL	PE & PS	Yes	none	action or final order	at renewal	yes, when I can	none
KY	PE & PS	Yes	every renewal period, biennially	letter with copy of final order	no	yes, quarterly	written admonishment (warning letters) are not reported
ME	PE	Yes	30 days	any method	yes	no	all
MO	PE & PS	Yes	at renewal	copy of final order	yes	within a week or two of being finalized	all are reported
NC	PE & PS	Yes	30 days	copy of disciplinary action	yes	yes, every other month	n/a
ND	PE & PS	Yes	30 days	copy of order		yes	it is dependent on the disciplinary agreement
NH	PE & PS	Yes	30 calendar days	letter or emailed documents	yes	rarely have any to report	all
NM	PE & PS	Yes	90 days	copy of disciplinary action and other supporting documentation	yes	yes, once case is closed	we report every violation, however Professional Conduct is not on the drop down list
OH	PE & PS	Yes	60 days	in writing	yes	yes, 7-10 days	no
OR	PE & PS	Yes	45 days	copy of the action	yes	no timeline, but immediately after final order	exam irregularity criminal convictions
SD	PE & PS	Yes	30 days	cover letter, copy of disciplinary action	not required except during renewal	yes, as they are finalized	no
TX	PE & PS	Yes	30 days	mail or email with documentation	yes	yes, 30 days	none that I know of
WY	PE & PS	Yes	next renewal	copy of disciplinary action	yes	as needed after action	all, except letters of warning



## Committee on Uniform Procedures and Legislative Guidelines

Iarelis (Ia) Hall, P.S.M., Chair

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### ABSTRACT

The Committee on Uniform Procedures and Legislative Guidelines (UPLG) promotes effective procedures for uniform comity by maintaining the NCEES *Model Law* and *Model Rules*. As a result of motions, recommendations, and comments from NCEES committees, task forces, and member boards, the committee incorporates revisions to the model language. The committee reviews the *Model Law* and *Model Rules* at least once every five years.

The 2022–23 UPLG Committee was assigned five charges, including a charge to comprehensively review the *Model Law* and *Model Rules*. UPLG used the Basecamp project management system to conduct the preliminary work on the charges and held four virtual meetings through Zoom to finalize its motions and recommendations. The committee met in person on December 11–12, 2022, in Louisville, Kentucky, and on March 3–4, 2023, in Atlanta, Georgia.

The UPLG Committee will present 27 motions. **The motions begin on page 131.**

### CHARGES

#### Charge 1

*Review revisions to Model Rules 240.30 H as recommended by the 2021–22 Committee on Education and propose amendments as appropriate to align with Model Law language.*

The 2021–22 Committee on Education presented a successful motion at the 2022 annual meeting to charge UPLG with incorporating revisions to *Model Rules* 240.30. UPLG will propose **Motion 27** as a result of its review of this language. The rationale for the revision is shown with the motion.

#### Charge 2

*Review revisions to Model Law 110.20 O as presented by the Committee on Law Enforcement and approved by the Council at the 2022 annual meeting. Propose amendments as appropriate to clarify “disciplinary action.”*

The 2021–22 Committee on Law Enforcement presented a successful motion to charge UPLG with incorporating revisions to *Model Law* 110.20. UPLG will propose **Motion 8** as a result of its review of this language. The rationale for the revision is shown with the motion.

#### Charge 3

*Review revisions to Model Law 130.10 C as presented by the Committee on Examinations for Professional Surveyors and approved by the Council at the 2022 annual meeting. Propose amendments as appropriate to decouple experience from admittance to the Principles and Practice of Surveying examination.*

The 2021–22 Committee on Examinations for Professional Surveyors (EPS) presented a successful motion to charge UPLG with incorporating revisions to *Model Law* 130.10. UPLG will propose **Motion 13** as a result of its review of this language. The rationale for the revisions is shown with the motion.

It should be noted that the language that was included in the successful motion only partially removed the decoupling of experience and examination. Thus, UPLG decided to use the language and framework already in place in the *Model Law* for engineering as the basis for the proposed language seen in the motion.

#### **Charge 4**

*Research the issue of the commissioning of engineering systems' removal from the Model Law definition of engineering and recommend whether it should be included. Propose amendments as necessary.*

The committee reviewed this charge as part of Charge 5, which was the comprehensive review of the *Model Law* and *Model Rules*. The committee will present **Motion 4** to modify the definition of the practice of engineering. The rationale is included with the motion.

#### **Charge 5**

*Conduct a comprehensive review of the Model Law and Model Rules, with the view of possible revision, and propose amendments as appropriate. Consider models from the Federation of Associations of Regulatory Boards and the National Council of Architectural Registration Boards.*

The UPLG Committee conducts a comprehensive review of the *Model Law* and *Model Rules* at least every five years. In doing this, it looks for inconsistencies between the two documents, makes sure the language is in sync with Council policy, and proposes revisions to redundant and outdated language. The committee will present **21 motions** as a result of this review. Some of the revisions are housekeeping changes, but the committee also has some substantive amendments. Rationales are included with each motion.

The committee met virtually and in person, read and discussed this charge thoroughly by considering language from other boards and industry guidelines for comparison, and proposed the language shown in the motions.

In its review, the committee noticed several terms that it feels are outdated and will put forth **Motions 1–2** to ask NCEES staff to make a global change in the two documents. These terms include

- “Licensed surveyor” to “professional surveyor”
- “Licensed engineer” to “professional engineer”
- “Certificate of licensure” to “license”

#### **Other committee work and recommendations**

The committee also discussed several sections of both documents and feels that they need further discussion and review by another committee of NCEES. The committee recommends the following:

- Full review of all NCEES documents to address pronouns such as he/she, his/hers, himself/herself, and they/their/themselves
- Review of *Model Law* 130.10 C.3, Grandfathering of Photogrammetrist, to determine if this is still needed in the *Model Law*
- Further review of *Model Rules* 240.20 B
- Determination of whether NCEES should have a position statement on ethics, good character, reputation, etc.; see *Model Law* 130.10 A.1
- Determination of whether a pathway for examinees with engineering technology degrees should be included in the *Model Law*
- Review of *Model Rules* 230.30 B–C, with consideration of whether an applicant who works for a family business could use a relative as a reference and consideration of whether a board member could be a reference but recuse themselves from approval of an application
- Direction to NCEES staff to alphabetize and reorganize *Model Law* 110.20, Definitions, so that there are no longer any sub-bullets

Respectfully submitted, the **Committee on Uniform Procedures and Legislative Guidelines:**

Iarelis (Ia) Hall, P.S.M., Chair

**Members**

Ahmed Elaksher, Ph.D., P.E., P.L.S.  
William (Rick) Huett  
David Jackson, Esq.  
Erin Joyce, P.E.  
Karl Linck, P.E.  
Wayne Moore, P.E.  
Govind Nadkarni, P.E.  
Karl Tonander, P.E.  
Steven Twedt, P.E.  
Jon Wilbeck

**Board liaison**

Thomas Orisich, P.L.S.

**Staff liaison**

Davy McDowell, P.E.

**MOTIONS**

**UPLG Motion 1**

Move that the term “certificate of licensure” used throughout the *Model Law* and *Model Rules* be replaced with the term “license” and that NCEES staff be directed to make the modifications when the model documents are revised after the 2023 NCEES annual meeting.

**Rationale**

UPLG believes that the term “certificate of licensure” more closely relates to a printed or paper document, rather than a credential. Therefore, there are several places where the term could simply be replaced with “license.” It should be noted when the existing language is referring to a printed or paper document, that change is not necessarily needed.

This one motion will allow the change to be made without having separate motions to make the edit each time the term is used.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 2**

Move that the terms “licensed engineer” and “licensed surveyor” used throughout the *Model Law* and *Model Rules* be replaced with the terms “professional engineer” and “professional surveyor,” respectively, and that NCEES staff be directed to make the modifications when the model documents are revised after the 2023 NCEES annual meeting.

**Rationale**

UPLG feels that the definitions for “professional engineer” and “professional surveyor” specify that individuals are licensed and, therefore, proposes the motion above for consistency throughout the model documents. This one motion will allow the changes to be made without having separate motions to make edits each time the terms are used.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 3**

Move that *Model Law* 110.20 A be amended as follows:

**110.20 Definitions**

A. Professional Engineer

~~1. Engineer—The term “Engineer,” within the intent of this Act, shall mean an individual who is qualified to practice engineering by reason of engineering education, training, and experience in the application of engineering principles and the interpretation of engineering data.~~

2. Professional Engineer—The term “Professional Engineer,” as used in this Act, shall mean an individual who is qualified to practice engineering by reason of engineering education, training, experience, and examination in the application of engineering principles and the interpretation of engineering data and who has been duly licensed as a professional engineer by the board. The board may designate a professional engineer, on the basis of education, experience, and examination, as being licensed in a specific discipline or branch of engineering signifying the area in which the engineer has demonstrated competence.

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**Rationale**

The term “professional engineer” is used throughout the model documents, and the term “engineer” by itself is not used. Since this model document is for licensure, the term “engineer” should be eliminated and the definition of “professional engineer” revised as shown in the motion. The remaining definitions (currently A.3–6) will be reorganized as necessary to align with this revision.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 4**

Move that *Model Law* 110.20 A be amended as follows:

**110.20 Definitions**

5. Practice of Engineering—The term “Practice of Engineering,” as used in this Act, shall mean any service or creative work requiring engineering education, training, and experience in the application of engineering principles and the interpretation of engineering data to engineering activities, including the engineering design of buildings, structures, products, machines, processes, and systems, that potentially impact the health, safety, and welfare of the public.

The services may include, but not be limited to, providing planning, studies, designs, design coordination, drawings, specifications, and other technical submissions; ~~teaching engineering design courses~~ commissioning of engineered systems; performing surveying that is incidental to the practice of engineering; and reviewing construction or other design products for the purposes of monitoring compliance with drawings and specifications related to engineered works.

Surveying incidental to the practice of engineering ~~excludes the surveying of real property for the establishment of land boundaries, rights of way, easements, and the dependent or independent surveys or resurveys of the public land survey system~~ is limited to conducting field measurements to supplement the documentation of existing conditions.



An individual shall be construed to practice engineering, within the meaning and intent of this Act, if he or she does any of the following:

- a. Practices any discipline of the profession of engineering or holds himself or herself out as able and entitled to practice any discipline of engineering
- b. Represents himself or herself to be a professional engineer by verbal claim, sign, advertisement, letterhead, or card or in any other way
- c. Through the use of some other title, implies that he or she is a professional engineer under this Act

**Rationale**

The revision has several parts. First, *Model Law* 170.20, Engineered Products and Systems, has been moved into this definition. Second, to address Charge 4, the committee used Position Statement 29, Commissioning of Engineered Systems, as the basis for adding engineered system commissioning to the definition. Third, while having the teaching of engineering design courses be part of the practice of engineering may be desirable, in practice this does not appear to be happening in universities across the country, making enforcement nearly impossible. And last, surveying incidental to the practice of engineering has been amended from what is excluded to what is allowed.

**Board of directors' position**

Endorses, non-consent agenda

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**UPLG Motion 5**

Move that *Model Law* 110.20 B be amended as follows:

**110.20 Definitions**

B. Professional Surveyor (Professional Land Surveyor, Professional Surveyor and Mapper, Geomatics Professional, or equivalent term)

~~1. Professional Surveyor~~—The term “Professional Surveyor,” as used in this Act, shall mean an individual who is qualified to practice surveying by reason of surveying education, training, experience, and examination in the application of surveying principles and the interpretation of surveying data and who has been duly licensed as a professional surveyor by the board ~~established under this Act and who is a professional specialist in the technique of measuring land, educated in the basic principles of mathematics, the related physical and applied sciences, and the relevant requirements of law for adequate evidence and all requisite to surveying of real property, and engaged in the practice of surveying as herein defined.~~

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**Rationale**

The term “professional surveyor” was modified to make it similar to the definition of “professional engineer.” The section that was removed from the definition of “professional surveyor” is included in the “practice of surveying” definition later in the same section. The remaining definitions (currently B.2–5) will be reorganized as necessary to align with this revision.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 6**

Move that *Model Law* 110.20 J be amended as follows:

**110.20 Definitions**

J. Signature—The term “Signature,” as used in this Act, shall ~~be in accordance with the Rules~~ mean a name, mark, or writing made by or at the direction of the professional engineer or professional surveyor with the intention of verifying or authenticating a document.

Electronic or Digital Signature—The term “Electronic or Digital Signature” shall mean an electronic sound, symbol, process, or secure digital code that uniquely identifies and authenticates the sender, attached to or logically associated with an electronically transmitted record and executed or adopted by a person with the intent to sign the record.

**Rationale**

The committee found that the term “signature” was not defined in the *Model Rules* and believes that the best place to define it is in the Definitions section of the *Model Law*.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 7**

Move that *Model Law* 110.20 N be amended as follows:

**110.20 Definitions**

N. Authoritative—The term “Authoritative,” as used in this Act or Rules promulgated under this Act, shall mean being presented as trustworthy and competent when used to describe products, processes, applications, or data, ~~resulting derived~~ from the practice of surveying, that results in a description that meets or exceeds the positional accuracy for the location of a feature, object, or boundary.

**Rationale**

UPLG is proposing these revisions to help to clarify the definition of “authoritative.”

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 8**

Move that *Model Law* 110.20 O be amended as follows:

**110.20 Definitions**

O. Disciplinary Action—The term “Disciplinary Action,” as used in this Act, shall mean any final written decision or settlement taken against an individual or firm by a licensing board based upon a violation of the board’s laws and rules. Disciplinary actions include reprimands; sanctions; administrative fines; the board’s refusal to issue, restore, or renew a license; settlement agreements or consent orders; probation; suspension; revocation; surrendering, relinquishing, or agreeing not to renew the license as part of an agreement or board order; or any combination thereof.

**Rationale**

The definition for “disciplinary action” was revised based on the motion put forth by the Committee on Law Enforcement (Motion 2) and passed at the 2022 annual meeting. The amendment was presented to provide examples of disciplinary actions to clarify the definition.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 9**

Move that *Model Law* 120.20 be amended as follows:

**120.20 Board Qualifications**

Each professional engineer member of the board shall be a citizen of the United States and a resident of this jurisdiction. He or she shall have been engaged in the lawful practice of engineering as a professional engineer ~~for at least 12 years~~, shall have been in responsible charge of engineering projects for at least five years, and shall be a licensed professional engineer in this jurisdiction.

Each professional surveyor member of the board shall be a citizen of the United States and a resident of this jurisdiction. He or she shall have been engaged in the lawful practice of surveying as a professional surveyor ~~for at least 12 years~~, shall have been in responsible charge of surveying projects for at least five years, and shall be a licensed professional surveyor in this jurisdiction.

Each public member of the board shall be a citizen of the United States and a resident of this jurisdiction and shall not be or have been a licensee.

**Rationale**

The revisions are to make this section more in line with current practice in some jurisdictions. Practicing as a professional for 12 years before board consideration could be viewed as an unnecessary barrier to getting newer licensees appointed to a jurisdiction’s board. The committee felt this change would allow for a younger person to be considered for the board while still maintaining that the professional engineer or surveyor has been in responsible charge for at least five years.

**Board of directors’ position**

Endorses, non-consent agenda

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**UPLG Motion 10**

Move that *Model Law* 120.60 B be amended as follows:

**120.60 Board Powers**

B. In carrying into effect the provisions of this Act, the board may subpoena witnesses and compel their attendance and may ~~also~~ require the submission of ~~books, papers, documents, or other~~ pertinent records and data, in any disciplinary matter, or in any case wherever a violation of this Act is alleged. Upon failure or refusal to comply with any such order of the board or upon failure to honor its subpoena, as herein provided, the board may apply to a court of competent jurisdiction to enforce compliance with same.

**Rationale**

The revisions are to make this section more in line with current practice and for clarity.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 11**

Move that *Model Law* 130.10 B be amended as follows:

**130.10 General Requirements for Licensure**

B. Engineering

2. Licensure as a Professional Engineer

The board may designate a professional engineer as being licensed in a specific discipline or branch of engineering, signifying the area in which the engineer has demonstrated competence.

a. Initial Licensure as a Professional Engineer

An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional engineer.

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**Rationale**

The addition of this language is for jurisdictions that license by discipline.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 12**

Move that *Model Law* 130.10 B be amended as follows:

**130.10 General Requirements for Licensure**

B. Engineering

- 2. Licensure as a Professional Engineer
  - a. Initial Licensure as a Professional Engineer
    - (2) Examination Requirements

An individual seeking licensure as a professional engineer shall take and pass the NCEES Fundamentals of Engineering (FE) examination and the NCEES Principles and Practice of Engineering (PE) examination ~~as described below, and any jurisdiction-specific examination.~~

~~(a) The FE examination may be taken by a college senior or graduate of an engineering program of four years or more accredited by EAC/ABET, of a program that meets the requirements of the NCEES *Engineering Education Standard*, or of an engineering master's program accredited by EAC/ABET.~~

~~(b) The PE examination may be taken by an engineer intern.~~

**Rationale**

With most jurisdictions allowing automatic approval for the Fundamentals of Engineering (FE) examination, these changes reflect the fact that the exam could be taken by someone who is a junior or below, even if the best chance to pass the examination is during a senior year in college. This change also eliminates some confusion as to when individuals may take the FE examination if they do not hold a degree from an ABET-accredited program but do meet the NCEES *Engineering Education Standard*. To truly decouple education, examination, and experience requirements, the other deletions are necessary, and education requirements are already noted in B.2.a(1).

*Model Law* Appendix D, Model Language for Member Boards that License Structural Engineers, will also be revised as appropriate by staff if these revisions are adopted.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 13**

Move that *Model Law* 130.10 C be amended as follows:

**130.10 General Requirements for Licensure**

C. Surveying

- 1. Certification or Enrollment as a ~~Surveyor~~ Surveying Intern

The following shall be considered as minimum evidence that the applicant is qualified for certification ~~or enrollment~~ as a ~~surveyor~~ surveying intern.

- a. Graduating from a surveying program of four years or more accredited by the Engineering Accreditation Commission of ABET (EAC/ABET), the Engineering Technology Accreditation Commission of ABET (ETAC/ABET), or the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET); graduating from a program of four or more years related to surveying with 30 or more semester course hours in core surveying topics; or meeting the requirements of the NCEES *Surveying Education Standard*

- ~~b. Graduating from a program related to surveying of four years or more as approved by the board and with a specific record of two years of progressive experience in surveying~~
- ~~b. Passing the NCEES Fundamentals of Surveying (FS) examination~~
- ~~e. Graduating from a program of four years or more as approved by the board and with a specific record of four years of progressive experience in surveying~~

~~In addition to satisfying one of the above requirements, the applicant shall pass the NCEES Fundamentals of Surveying (FS) examination.~~

## 2. Licensure as a Professional Surveyor

### a. Initial Licensure as a Professional Surveyor

~~A surveyor intern with a specific record of four years or more of combined office and progressive field experience satisfactory to the board in surveying under the supervision of a professional surveyor shall be admitted to the NCEES Principles and Practice of Surveying examination and any required state specific examinations. Upon passing these examinations, the applicant shall be licensed as a professional surveyor, if otherwise qualified.~~

~~An applicant who presents evidence of meeting the applicable education, examination, and experience requirements as described below shall be eligible for licensure as a professional surveyor.~~

#### (1) Education Requirements

~~An individual seeking licensure as a professional surveyor shall possess one or more of the following education qualifications (a degree in surveying includes surveying, surveying engineering, mapping, geodesy, and geomatics):~~

- ~~(a) A degree in surveying of four years or more accredited by the Engineering Accreditation Commission of ABET (EAC/ABET)~~
- ~~(b) A degree in surveying of four years or more accredited by the Engineering Technology Accreditation Commission of ABET (ETAC/ABET)~~
- ~~(c) A degree in surveying of four years or more accredited by the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET)~~
- ~~(d) A degree related to surveying of four years or more with 30 or more semester course hours in core surveying topics~~
- ~~(e) A bachelor's, master's, or doctoral degree from a non-accredited program related to surveying. This individual's education must be shown to meet the NCEES *Surveying Education Standard*~~

#### (2) Examination Requirements

~~An individual seeking licensure as a professional surveyor shall take and pass the NCEES Fundamentals of Surveying (FS) examination and the NCEES Principles and Practice of Surveying (PS) examination, and any jurisdiction-specific examination.~~

#### (3) Experience Requirements

~~An individual seeking licensure as a professional surveyor shall present evidence of a specific record of four years of progressive surveying experience after a qualifying degree is conferred as described in 2.a.(1) above. This experience should be of a grade and character that indicate to the board that the applicant may be competent to practice surveying. The following educational criteria may apply as a substitute to the length of experience set forth above:~~

- ~~(a) An individual with a master's degree in surveying acceptable to the board: three years of experience after the qualifying bachelor's degree is conferred as described in 2.a.(1) above~~
- ~~(b) An individual with an earned doctoral degree in surveying acceptable to the board and who has passed the FS exam: two years of experience~~
- ~~(c) An individual with an earned doctoral degree in surveying acceptable to the board and who has elected not to take the FS exam: four years of experience~~

~~A graduate degree that is used to satisfy education requirements cannot be applied for experience credit toward licensure. To be eligible for experience credit, graduate degrees shall be relevant to the applicant's area of professional practice.~~

~~Experience credit for a graduate degree cannot be earned concurrently with work experience credit.~~

b. Licensure by Comity for a Professional Surveyor

The following shall be considered as minimum evidence satisfactory to the board that the applicant is qualified for licensure by comity as a professional surveyor:

- (1) An individual holding a certificate of licensure to engage in the practice of surveying issued by a proper authority of any jurisdiction or any foreign country, based on requirements that do not conflict with the provisions of this Act and possessing credentials that are, in the judgment of the board, of a standard not lower than that specified in the applicable licensure act in effect in this jurisdiction at the time such certificate was issued may, upon application be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction; or
- (2) An individual holding an active Council Record with NCEES, whose qualifications as evidenced by the Council Record meet the requirements of this Act, may, upon application, be licensed without further examination except as required to examine the applicant’s knowledge of statutes, rules, and other requirements unique to this jurisdiction.

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**Rationale**

The motion presented by the EPS Committee and passed at the 2022 annual meeting (EPS Motion 1) essentially was to decouple education, examinations, and experience for surveying licensure. UPLG felt that the engineering licensure pathways already contained within the *Model Law* were easy to understand, so it modeled the surveying requirements after the engineering requirements.

**Board of directors’ position**

Endorses, non-consent agenda

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**UPLG Motion 14**

Move that *Model Law* 130.20 be amended as follows:

**130.20 Application and Fees**

A. ~~Application for licensure as a professional engineer and/or professional surveyor or certification as an engineer intern or surveyor intern shall be on a form prescribed and furnished by the board; shall contain a declaration made under penalty of perjury, showing the applicant’s education and a detailed summary of technical and engineering experience or surveying experience; and shall include the names and contact information of the references.~~

~~The board may accept the verified information contained in a valid Council Record issued by NCEES for applicants in lieu of the same information that is required on the form prescribed and furnished by the board.~~

All applications, including applications for examination if required, shall be on a form prescribed and furnished by the board, shall include the names and contact information of the references, and shall contain a declaration made under penalty of perjury. The board may accept the verified information provided by NCEES for applicants in lieu of the same information that is required on the form prescribed and furnished by the board.

- B. The application fee shall be established by regulation of the board for licensure as a professional engineer or professional surveyor or for certification as an engineer intern or surveyor intern, and shall accompany the application.
- C. Should the board deny the issuance of a certificate of licensure or intern certification to any applicant, the fee paid shall be retained as an application fee.

**Rationale**

UPLG feels that the changes clarify what is needed in terms of applications and for acceptance of verified information from NCEES.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 15**

Move that *Model Law 150.30 A* be amended as follows:

**150.30 Grounds for Disciplinary Action—Unlicensed Individuals**

- A. In addition to any other provisions of law, the board shall have the power to fine and recover costs from any unlicensed individual who is found guilty of:
  - 1. Engaging in the practice or offer to practice of engineering or surveying in this jurisdiction without being licensed in accordance with the provisions of this Act
  - 2. Using or employing the words “professional engineer,” “engineering,” “professional surveyor,” “surveying,” or any modification or derivative thereof in ~~his or her~~ the individual’s name or form of business activity except as ~~licensed-provided~~ in this Act
  - 3. Using or advertising any title or description tending to convey the impression that the individual is a professional engineer or professional surveyor unless the person is duly licensed in this jurisdiction
  - ~~3~~4. Presenting or attempting to use the certificate of licensure or seal of a licensee
  - ~~4~~5. Engaging in any fraud or deceit in obtaining or attempting to obtain a certificate of licensure or intern certification
  - ~~5~~6. Impersonating any licensee
  - ~~6~~7. Using or attempting to use an expired, suspended, revoked, inactive, retired, or nonexistent certificate of licensure

**Rationale**

UPLG added the new language to further clarify that any attempt to imply licensure when the individual is not licensed should be grounds for disciplinary action.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 16**

Move that *Model Law* 160.20 be amended as follows:

**160.20 Managing Agent and Resident Professional**

A firm shall designate a managing agent ~~and a resident professional. The managing agent and the resident professional may or may not be the same individual.~~

A. Managing Agent—The following criteria shall apply to the firm’s designation of a managing agent: A firm shall designate a licensee to be a managing agent for the firm. The managing agent is responsible for the engineering or surveying work and projects in ~~this jurisdiction~~ *[this jurisdiction]* offered or provided by the firm. A licensee may not be designated as a managing agent for more than one firm. A licensee who renders occasional, part-time, or consulting engineering or surveying services to, or for, a firm may not be designated as a managing agent, unless the licensee is an officer or owner of the firm. The managing agent’s responsibilities include:

- 1. Renewal of the firm’s certificate of authorization and notification to the board of any change in managing agent;
- 2. Overall administrative supervision of the firm’s licensed and subordinate personnel providing the engineering or surveying work in this jurisdiction; and
- 3. Institution and adherence of policies of the firm that are in accordance with the Rules of Professional Conduct.

~~B. Resident Professional—The following criteria shall apply to the firm’s designation of a resident professional: A firm shall also designate a resident professional engineer or a resident professional surveyor, as applicable, to be in responsible charge of the practice of engineering or surveying, as applicable, in each branch office in which engineering or surveying services are offered or provided. A resident professional engineer or surveyor shall meet the following criteria:~~

- ~~1. Spend a majority of normal business hours at a particular branch office;~~
- ~~2. Be a resident professional engineer or surveyor at only one particular branch office at one time; and~~
- ~~3. Be duly licensed as a professional engineer or a professional surveyor by the licensing board of the jurisdiction in which the branch office is located.~~

**Rationale**

As the engineering and surveying industries have moved into a remote workforce post-pandemic, the revised language is proposed to meet a more current reflection of practice.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 17**

Move that *Model Law* 170.20 be deleted.

**170.20 Engineered Products and Systems**

~~Licensed engineers shall be in responsible charge of all engineering design of buildings, structures, products, machines, processes, and systems that can affect the health, safety, and welfare of the public.~~

**Rationale**

This section of the *Model Law* was moved under the “practice of engineering” definition in Section 110.20, making this section redundant.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 18**

Move that *Model Rules* 210.30 be amended as follows:

**210.30 Offering to Practice Engineering and Surveying**

If the engineer or surveyor is licensed in another jurisdiction, the following items are not considered an offer to practice engineering or surveying:

- A. Advertisements published in print or electronic media, if professional services are not offered in jurisdictions where the engineer or surveyor individual or firm is not licensed
- B. Responses to inquiries regarding requests for proposals, if there is written disclosure that the engineer/surveyor and individual or firm are is not currently licensed in the jurisdiction and the response is limited to inquiries regarding scope of project and to demonstrate interest
- C. Responses to inquiries from prospective clients, if there is written disclosure that the engineer/surveyor and individual or firm are is not currently licensed in the jurisdiction and the response is limited to inquiries regarding scope of project and to demonstrate interest
- D. Using the title/designation professional engineer, licensed engineer, P.E., professional surveyor, licensed surveyor, P.S., or other indicia of licensure in correspondence or on business cards from an office in the jurisdiction where licensure is held

Proposals may not be submitted, contracts signed, or work commenced until the engineer/surveyor and individual or firm becomes licensed or authorized in the jurisdiction where the work is to be performed.

**Rationale**

Revisions are suggested for clarity and to include firms in point A.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 19**

Move that *Model Rules* 230.10 be amended as follows:

**230.10 Education Requirements Approved by the Board**

A. Engineering Program defined in Section 130.10 B.1 of the NCEES *Model Law*

~~The term “an engineering program of four years or more” used in Section 130.10 B.1.a of the NCEES *Model Law* is interpreted by this board to mean the following:~~

- ~~1.— A degree from a bachelor’s or master’s engineering program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET) at the time of the awarding of the degree. The board may accept the degree if accreditation is received within *[insert the prescribed time]*.~~
- ~~2.— A degree from an engineering program not accredited by EAC/ABET but that meets the requirements of the NCEES *Engineering Education Standard*~~

B. Surveying Program defined in Section 130.10 C.1 of the NCEES *Model Law*

~~The following shall be considered as minimum evidence to the board that the applicant is qualified in terms of education for certification as a surveyor intern:~~

- ~~1.— Graduation from a surveying program of four years or more accredited by EAC/ABET, the Engineering Technology Accreditation Commission of ABET (ETAC/ABET), or the Applied and Natural Science Accreditation Commission of ABET (ANSAC/ABET) at the time of awarding the degree or from a program that meets the requirements of the NCEES *Surveying Education Standard* as described in Section 130.10 C.1.a in NCEES *Model Law*. The board may accept the degree if accreditation is received within *[insert the prescribed time]*.~~
- ~~2.— Graduation from a program related to surveying of four years or more as described in Section 130.10 C.1.b in NCEES *Model Law* is interpreted to be a bachelor’s degree including surveying courses, mathematics, and physical science.~~
- ~~3.— Graduation from a program of four years or more as described in NCEES *Model Law* 130.10 C.1.c is interpreted to mean a program other than those defined in 1 or 2 above that is accepted by the board.~~

**Rationale**

This section on education is already covered in the *Model Law*, and therefore its removal from the *Model Rules* is proposed to avoid redundancy.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 20**

Move that *Model Rules* 230.40 A be amended as follows:

**230.40 Examinations**

A. Classification of Engineering Examinations

This jurisdiction or its designee will provide the following examinations, ~~prepared and furnished by NCEES, meeting the requirements of this jurisdiction for licensure as a:~~

- ~~1. NCEES Fundamentals of Engineering (FE) examination—The examination consists of subject matters in the fundamentals of engineering. *Passing this examination qualifies the examinee for certification as an engineer intern, provided the examinee has met all other requirements for certification required by these Rules.*~~
- ~~2. NCEES Principles and Practice of Engineering (PE) examination—The examination consists of subject matters in applied engineering. *Passing this examination qualifies the examinee for licensure as a professional engineer, provided the examinee has met the other requirements for licensure required by these Rules.*~~

This jurisdiction may provide the following examinations:

1. Jurisdictional examinations—The examinations may include jurisdiction laws, procedures, and standards for the practice of engineering.

**Rationale**

The revisions throughout this section of the *Model Rules* are to remove redundant information already contained within the *Model Law* and for clarity. For both the FE and PE, the statements concerning certification and licensure seem out of place considering this section is referring to examinations. The reference to jurisdictional examinations is added for any jurisdictions that require such exams for engineering licensure.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 21**

Move that *Model Rules* 230.40 B be amended as follows:

**230.40 Examinations**

B. Eligibility Approval of Applicant for Engineering Examinations

- NCEES Fundamentals of Engineering (FE) Examination
  - Individuals who are in the final year of a program leading to a bachelor’s degree in engineering An individual applying to take the FE examination may register with NCEES directly to take the FE examination or, if required, apply to the board for admission to the FE examination.
  - ~~To be certified as an engineer intern, an application for certification may be submitted to the board upon passing the FE examination and meeting the education requirements.~~
- NCEES Principles and Practice of Engineering (PE) Examination
  - ~~Applicants for licensure as a professional engineer~~ An individual will be permitted to sit for the PE examination upon satisfactorily fulfilling all ~~application~~ requirements of the jurisdiction.
  - ~~No applicant may sit for the PE examination until the board has established that the applicant is eligible for the examination.~~
  - Engineering doctorate degree applicants with an undergraduate degree from a program accredited by the Engineering Accreditation Commission of ABET (EAC/ABET) and with a doctorate degree in engineering from an institution that offers EAC/ABET-accredited undergraduate programs in the doctorate degree field of engineering and with experience that meets the qualifications defined by the board may sit for the PE examination without having taken or passed the FE examination.

**Rationale**

The revisions throughout this section of the *Model Rules* are to remove redundant information already contained within the *Model Law* and for clarity. UPLG revised this section, noting that the term “eligibility” seemed incorrect and replacing it with “approval.” The other revisions coincide with decoupling examinations, education, and experience in the *Model Law*.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 22**

Move that *Model Rules* 230.40 C be amended as follows:

**230.40 Examinations**

C. Classification of Surveying Examinations

This jurisdiction or its designee will provide the following examinations, ~~prepared and furnished by NCEES, meeting the requirements of this jurisdiction for licensure:~~

1. NCEES Fundamentals of Surveying (FS) examination—The examination consists of subject matters in the fundamentals of surveying. ~~Passing this examination qualifies the examinee for certification as a surveyor intern, provided the examinee has met all other requirements for certification required by this Act.~~
2. NCEES Principles and Practice of Surveying (PS) examination—The examination consists of subject matters in applied surveying, which may be divided in separate parts as determined by the board. ~~Passing these parts qualifies the examinee for licensure as a professional surveyor, provided the examinee has met the other requirements for licensure required by this Act.~~

This jurisdiction may provide the following examinations:

1. Jurisdictional examinations—The examinations may include jurisdiction laws, procedures, and standards for the practice of surveying.

~~Jurisdictions have the right to administer separate modules on jurisdiction laws and procedures for the practice of surveying.~~

**Rationale**

The revisions throughout this section of the *Model Rules* are to remove redundant information already contained within the *Model Law* and for clarity. For both the FS and PS, the statements concerning certification and licensure seem out of place considering this section is referring to examinations.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 23**

Move that *Model Rules* 230.40 D be amended as follows:

**230.40 Examinations**

D. ~~Eligibility Approval~~ of Applicant for Surveying Examinations

1. NCEES Fundamentals of Surveying (FS) Examination
  - a. ~~Individuals who are in the final year of a program leading to a bachelor's degree in a surveying or surveying-related program. An individual applying to take the FS examination~~ may register with NCEES directly to take the FS examination or, if required, apply to the board for admission to the FS examination.
  - b. ~~To be certified as a surveyor intern, an application for certification may be submitted to the board upon passing the FS examination and meeting the education and experience requirement.~~
2. NCEES Principles and Practice of Surveying (PS) Examination
  - a. ~~An applicant for licensure as a professional surveyor will not be permitted to sit for the PS examination until the FS examination has been passed. An individual will be permitted to take the PS examination upon satisfactorily fulfilling all requirements of the jurisdiction.~~
  - b. ~~No applicant may sit for the PS examination until the board has established that the applicant is eligible for the examination.~~

- b. [Surveying doctorate degree applicants with an undergraduate degree from a program accredited by the Engineering Accreditation Commission of ABET \(EAC/ABET\), the Engineering Technology Accreditation Commission of ABET \(ETAC/ABET\), or the Applied and Natural Science Accreditation Commission of ABET \(ANSAC/ABET\) and with a doctorate degree in surveying and with experience that meets the qualifications defined by the board may sit for the PS examination without having taken or passed the FS examination.](#)

**Rationale**

The revisions throughout this section of the *Model Rules* are to remove redundant information already contained within the *Model Law* and for clarity. UPLG revised this section, noting that the term “eligibility” seemed incorrect and replacing it with “approval.” The other revisions coincide with decoupling examinations, education, and experience in the *Model Law* and also add a pathway that would exempt someone with a doctorate in surveying from taking the FS examination (similar to what is in the *Model Rules* for engineering).

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 24**

Move that *Model Rules* 230.40 E and K–M be amended as follows:

**230.40 Examinations**

E. Examination Dates and Locations

- 1. [NCEES E](#)examinations are offered on dates set by NCEES.
- 2. Locations at which the examinations are given are designated by the board or by NCEES.

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K. Examination Results

- 1. [NCEES E](#)examination results will be released in accordance with established NCEES policy.
- 2. [Jurisdictional examination results will be released in accordance with established board policy.](#)

L. Review of Examinations

There shall be no post-administration access to, or review of, NCEES examination questions. Member boards may request that NCEES manually verify an examinee’s results from a pencil-and-paper examination. Such verification shall be conducted in accordance with NCEES policy.

M. Examination for Record Purposes

- 1. Any [professional engineer individual](#) licensed by this board may take for Record purposes the FE/[FS](#) examination and/or a PE/[PS](#) examination in a chosen discipline offered by NCEES upon payment of *[insert fee set by board regulation and/or NCEES]*.
- 2. Failure to pass either or both examinations will in no way affect current licensure.

**Rationale**

The revisions throughout this section of the *Model Rules* are to remove redundant information already contained within the *Model Law* and for clarity. The paragraph within Section 230.40 concerning pencil-and-paper examinations (I) should be removed when the last pencil-and-paper examination is administered, presumably October 2023.

**Board of directors’ position**

Endorses, consent agenda

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**UPLG Motion 25**

Move that *Model Rules* 230.60 E be amended as follows:

**230.60 Applications**

E. Licensure by Comity

1. The board is authorized to review and evaluate the applications of all comity applicants to determine if they meet or exceed the criteria to be licensed as a professional engineer or professional surveyor as defined in Section 130.10 of the *Model Law*.
2. The board administrator is authorized to review and evaluate the applications of all comity applicants to determine if they meet or exceed the criteria of a Model Law Engineer or Model Law Surveyor ~~as set forth in the designated by~~ NCEES ~~Manual of Policy and Position Statements~~. If the applicant meets or exceeds these requirements, the board administrator may issue a contingent license authorizing that individual to offer or provide engineering or surveying services in this jurisdiction. A list of all engineers issued contingent licenses will be placed on the agenda of the next meeting of the board for formal approval by the board. A list of all surveyors who have been issued contingent licenses and who have passed the appropriate jurisdiction-specific examination will be placed on the agenda of the next meeting for formal approval by the board.

**Rationale**

Revisions are made for clarity.

**Board of directors' position**

Endorses, consent agenda

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**UPLG Motion 26**

Move that *Model Rules* 240.20 be amended as follows:

**240.20 Seal on Documents**

- A. The seal and signature of the licensee and the date of signing shall be placed on all final engineering specifications, reports, drawings, plans, design information, and calculations or final surveys, reports, plats, drawings, plans, and calculations whenever presented to a client or any public agency to certify that the work thereon was done by the licensee or under the responsible charge of the licensee. Working drawings or preliminary documents are not required to have a seal and signature if the working drawing or preliminary document contains a statement in large bold letters to the effect "PRELIMINARY, NOT FOR CONSTRUCTION, RECORDING PURPOSES, OR IMPLEMENTATION."
- B. The seal and signature shall be placed on all ~~original copy~~ copies, tracings, or other reproducible documents listed in 240.20 A so that the seal and signature will be reproduced when copies are made.
- C. When the document contains more than one sheet, the first or title page shall be sealed and signed by the licensee who was in responsible charge. Two or more licensees may affix their signatures and seals provided that a note under the seal designates the specific subject matter for which each is responsible. In addition, each sheet shall be sealed and signed by the licensee or licensees responsible for that sheet. When a firm performs the work, each sheet shall be sealed and signed by the licensee or licensees who were in responsible charge of that sheet.
- D. The seal and signature shall be placed on work only when it was under the licensee's responsible charge. The licensee shall sign and seal only work within the licensee's areas of competence.









## Engineering Licensure Model Task Force

David Beasley, Ph.D., P.E., Chair

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### ABSTRACT

The Engineering Licensure Model Task Force was established in 2020 to determine whether the current professional engineering model is adequate or if NCEES should explore a more comprehensive model that might possibly include a tiered licensing system.

In its first two years, the task force reviewed licensing models for other professions, including the medical and dental fields. It also researched the engineering licensure systems for other countries, including Australia, Brazil, Canada, China, Colombia, Germany, India, Mexico, South Korea, and the United Kingdom. After evaluating these models, the task force concluded that a tiered model was not the best fit for NCEES but that the current licensure model should be updated to provide multiple paths to licensure through enhancing experience and lifelong learning. The task force discussed at length how to handle degrees from programs accredited by the Engineering Technology Accreditation Commission of ABET as well as degrees from other programs that are not accredited by the Engineering Accreditation Commission of ABET (EAC/ABET). Additionally, the task force determined that learning gaps could possibly be remediated through supplemental education, structured mentoring and experience, and other learning options such as certifications. This process led to the modification of the position statement on future education requirements for engineering licensure (now titled Position Statement 33, Framework for Future Engineering Licensure) at the 2022 annual meeting. The modification reflected the task force's recommendations in collaboration with the committees on Education and Member Board Administrators.

This year, the task force focused on establishing a more detailed framework for the development of an updated licensure model. These efforts included exploring the creation of rubrics to define competencies necessary for professional practice in order to improve the ability of individuals to manage their pre-license experience and the ability of licensing boards to assess work experience submitted as part of an application for licensure. The task force also determined the best way to move the process forward within the NCEES committee structure.

The task force has one motion for Council action and one recommendation. **The motion is shown on page 153.**

### CHARGES

#### Charge 1

*Review the current NCEES engineering licensure model: graduating from an engineering program accredited by the Engineering Accreditation Commission of ABET, passing the Fundamentals of Engineering and Principles and Practice of Engineering examinations, and earning four years of progressive experience. Determine if a discipline-specific pathway(s) needs to be established to further enhance the current model by considering the following:*

- a) *Developing a rubric to track and identify key skills and competencies from graduation to first license*
- b) *Laying out a specific strategy to build a new licensure model*
- c) *Developing a framework for standing committees and key stakeholders to work with in future years*

The task force met via Zoom in October and December 2022, followed by a two-day in-person meeting in January 2023. The virtual meetings allowed new members of the task force to get up to speed on the previous actions and research of the task force and provided an opportunity to discuss next steps, brainstorm new ideas, and divide tasks among members. The task force made extensive use of Basecamp to conduct and share research and discuss important ideas.

**Charge 1(a)—Developing a rubric to track and identify key skills and competencies from graduation to first license**

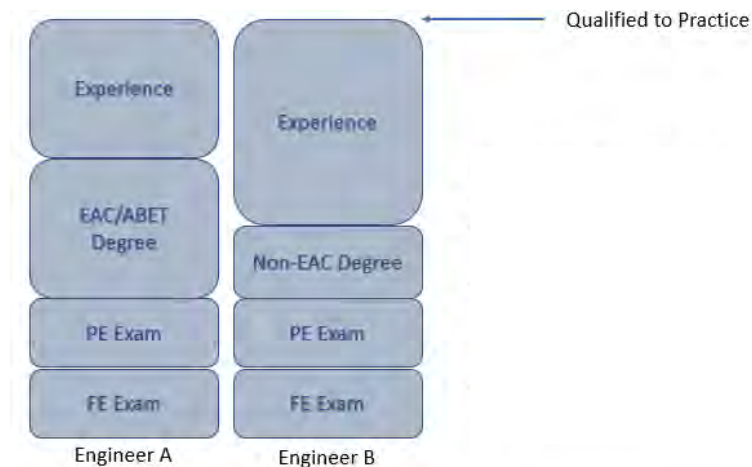
The task force discussed methods for creating a more structured experience approach for licensure. The use of rubrics would provide NCEES and member jurisdictions a consistent and objective method to review experience. This method would also provide applicants, mentors, and employers a structure to follow during pre-licensure work experience. In addition, the rubrics could be used to address differences in the competencies needed for professional practice, which vary from discipline to discipline. This evaluation of rubrics included a review of various assessment tools used by other licensing organizations, including the International Engineering Alliance and Engineers Australia, as well as the NCEES experience guidelines in Appendix A of the *Model Rules*. From this information, the task force assembled an example rubric that can be used as a starting point for future consideration. The example rubric addresses technical knowledge and skills, professional practice, and ethics. Many details will still need to be determined, including format, content sections, supplemental information, and discipline-specific elements (with input on requirements from technical societies).

**Charges 1(b) and 1(c)—Laying out a specific strategy to build a new licensure model and developing a framework for standing committees and key stakeholders to work with in future years**

Over three years of deliberation, the task force has worked its way toward a viable strategy for evolving the current licensure model. A strategy should accommodate multiple pathways to licensure, as determined appropriate by the Council or individual licensing jurisdictions, and be more inclusive by removing unnecessary barriers to licensure (whether actual or perceived) while maintaining the ultimate charge of protecting the health, safety, and welfare of the public.

The current model is often illustrated as a three-legged stool. The legs of the stool are the three “E’s”: education, experience, and examination. This model implies that all three requirements are needed or the process—the stool—will be unstable, or worse, will completely fail. It also implies that the three legs are always equal. However, as the engineering industry and licensure have evolved over the last 100 years, the strength of the stool legs is not always balanced. The task force agreed that the experience qualification is the most unstructured of the three, and the proposed approach is intended not only to strengthen it but also to provide the means to address other difficult issues, such as non-EAC/ABET-accredited degree pathways and differences in practice from discipline to discipline.

This task force, through robust discussions and brainstorming sessions, has developed a conceptual licensure model that allows for different pathways yet maintains the rigorous expectations for licensure. The conceptual licensure model is one of stacking boxes, where the various components of licensure add up to a level of education, experience, and examination to demonstrate qualifications necessary to practice competently and safely (see example below).



This conceptual model can accommodate

- New degree types
- Different education experiences
- Specialization of practice
- Emerging technologies
- Areas of practice without applicable exams

- Changing regulations
- Proliferation of certifications

Many jurisdictions have various pathways to licensure that currently fall outside of the requirements for licensure as a professional engineer as outlined in the *Model Law*. The task force has a strategy to work toward this conceptual model through the development and use of discipline-specific rubrics. The conceptual model being discussed accommodates diverse licensure approaches and provides a more comprehensive model to be used by all jurisdictions.

However, because there are many options and components in any licensure model, it is important that this work be ongoing and that any future modifications to the model be looked at in a comprehensive manner. The first step toward this goal is to create a standing Committee on Licensure.

One of the key benefits of having a standing licensure committee is that it will be able to consider licensure issues as a whole. The Council faces licensure issues in diverse spheres, including mobility, regulatory challenges, emerging technologies, interdisciplinary differences, alternative paths to licensure, lifelong learning, certifications, continuing education, and mentorship. The task force has identified and summarized a number of continuing topics. A standing Committee on Licensure could be charged with considering these issues, the impacts of any changes to the system, and the interaction between requirements.

The Council has standing committees that cover the various elements of licensure (including education and examinations) but does not have a standing committee to focus on licensure itself. When specific issues arise with one or more of these elements, the interaction and impact on the other elements must be considered. Therefore, a standing committee specifically focused on the larger picture is needed.

The task force is proposing **Motion 1** to create a new standing Committee on Licensure.

The next step in the strategy is to work on the experience portion of our licensure requirements. The education and examination components of licensure are well structured, while the experience portion is not. A more structured experience component using rubrics is important to allow NCEES and member jurisdictions a consistent and objective method of reviewing experience. This also allows licensees a structure to follow during their pre-licensure work experience.

In addition, new graduates have gaps in knowledge and skills to fill in order to reach the practice level for licensure. The experience requirement rarely includes supplemental education other than advanced degrees. The task force feels that these gaps need to be addressed, and a rubric can be used to address this concern as well.

Due to the importance of continuing work on licensure models and since the implementation of a new standing committee will take two years, the task force is also making a formal recommendation that the president-elect assign a new or continuing task force charged with continuing the work of the Engineering Licensure Model Task Force until the new standing committee is established.

Respectfully submitted, the **Engineering Licensure Model Task Force:**

David Beasley, Ph.D., P.E., Chair

**Members**

Wendy Amann, P.E.  
 Alejandro Angel, Ph.D., P.E.  
 Carmine Balascio, Ph.D., P.E.  
 Joseph Berger, P.E., L.S.  
 Michael Conzett, P.E.  
 Douglas Hendrickson, P.E.  
 Lance Kinney, Ph.D., P.E.  
 Barry Lucas, P.E.  
 Jon Nelson, P.E.  
 Monte Phillips, Ph.D., P.E.

Dennis Truax, Ph.D., P.E.  
 Christy VanBuskirk, P.E.  
 Marlon Vogt, P.E.

**Board liaison**

Brian Robertson, P.E.

**Staff liaison**

Stef Goodenow



**Board of Directors**

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**Board of Directors Motion 1**

Move that the application of the Structural Engineering Licensure Coalition to become a member of the NCEES Participating Organizations Liaison Council be approved.

**Financial impact**

Less than \$1,000 per year for annual meeting registration (POLC members pay own travel expenses, and POLC dues currently set at \$0)

**Rationale**

The Structural Engineering Licensure Coalition meets the requirements for admittance to POLC: (from *Bylaws*, Section 3.04) “A Participating Organization shall be a society, institute, association, or organization of national scope whose membership is composed predominantly of engineers and/or surveyors engaged in work at the professional level and whose policies include advancement of professional ethics and standards and encouragement of licensure, and which actively supports the policies and objectives of the Council.”

**Board of directors’ position**

Endorses, non-consent agenda

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**Board of Directors Motion 2**

Move that NCEES staff be directed to prepare amended language to remove references to pencil-and-paper examinations in all NCEES documents after completion of the last pencil-and-paper examination, to present such amended language to the NCEES board of directors for approval, and to add additional language to clarify any references to pencil-and-paper examinations that staff cannot change.

**Rationale**

Since references to pencil-and-paper examinations are in numerous NCEES documents, the board feels that NCEES staff should search all documents and the website and then report back to the board instead of charging individual committees to review the various documents separately. The one exception is the *Bylaws*—any references to pencil-and-paper examinations in the *Bylaws* would go through the appropriate committee for recommended revisions.

**Board of directors’ position**

Endorses, non-consent agenda

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## **Committee on Awards**

*Michael Kelly, P.E., Chair*

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### **ABSTRACT**

The Committee on Awards is charged with canvassing member boards for nominations for the service awards to be given at the annual meeting. These awards are the Distinguished Service Award, the Distinguished Service Award with Special Commendation, the Meritorious Service Award, the Distinguished Examination Service Award, and the President's Award. After receiving the nominations, the committee held a conference call to review nominees based on the criteria shown below. From these nominations, the committee recommended recipients for the board of directors to consider.

The committee is guided by NCEES Administrative Policy (AP) 12, which is as follows:

### **AP 12 Awards**

NCEES will officially recognize members, associate members, emeritus members, and other volunteers who provide or have provided outstanding service to NCEES. The members of the Committee on Awards and the board of directors shall not be nominated for these awards while serving on the Committee on Awards or on the board of directors. In evaluating nominations, the following guidelines are to be observed:

#### **Distinguished Service Award**

- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the state or national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

#### **Distinguished Service Award with Special Commendation**

- Must have received the Distinguished Service Award at least six years prior to receiving the Distinguished Service Award with Special Commendation. Any exception based on extraordinary circumstances must be approved by the NCEES board of directors with recommendation by the Committee on Awards.
- Must demonstrate service prior to and after receiving Distinguished Service Award
- Must be a current member, a former member, or an emeritus member
- Must promote engineering or surveying licensure at the national level
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission and vision of NCEES
- May include participation in professional or technical societies as a consideration
- Must demonstrate active participation in member board activities
- Must include leadership or exemplary service on at least one NCEES committee
- May be nominated by a member board

#### **Meritorious Service Award**

- Must be a current or former associate member
- Must demonstrate positive contributions to the advancement of the engineering or surveying profession and the mission, vision, and goals of his or her board and NCEES
- Must participate in member board activities

- Must participate in the promotion of licensure or the enforcement of member board laws and rules
- Must include distinguished service on at least one NCEES committee
- May be nominated by a member board

#### **Distinguished Examination Service Award**

- Must demonstrate positive contributions and longtime commitment to the NCEES examination program
- Must have served on at least one of the Council’s examination committees or exam-related task forces
- Must demonstrate exemplary service and leadership in the advancement and improvement of NCEES examinations and the exam-development process
- May be nominated by a member board, an exam committee, or the board of directors

#### **President’s Award**

- May be given by the president to recognize an individual for outstanding service in support of NCEES

### **CHARGES**

#### **Charge 1**

*Accomplish all recurring committee activities:*

- *Canvass member boards by October 1, 2022, for nominations for awards to be presented at the 2023 annual meeting. Nominations should be received no later than January 31, 2023.*
- *Provide recommendations to the board of directors for awards to be presented at the 2023 annual meeting.*

In accordance with Charge 1, nominations for awards were solicited by October 1, 2022, and were received by January 31, 2023.

Nominations were as follows:

- 6 nominees—Distinguished Service Award
- 0 nominees—Distinguished Service Award with Special Commendation
- 1 nominee—Meritorious Service Award
- 8 nominees—Distinguished Examination Service Award

The committee made individual ratings of the nominees, and these were forwarded to the chair for tabulation. The combined ratings were returned to the members for review. The committee held a virtual meeting via Zoom and reached agreement on the recipients.

Recommendations to the board of directors were as follows:

- 3 nominees—Distinguished Service Award
- 0 nominees—Distinguished Service Award with Special Commendation
- 0 nominees—Meritorious Service Award
- 4 nominees—Distinguished Examination Service Award

Respectfully submitted, the **Committee on Awards:**

Michael Kelly, P.E., Chair

#### **Members**

Daniel Cotta, P.E., P.L.S.  
 Nirmal Jain, P.E.  
 Shelley Macy, P.E.  
 Marguerite McClinton Stoglin, Ph.D.

#### **Board liaison**

Brian Robertson, P.E.

#### **Staff liaison**

Nina Norris



## Committee on Examination Audit

*Mandy Holway, P.E., Chair*

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### ABSTRACT

The Committee on Examination Audit is responsible for an independent audit annually of the NCEES examination program.

To prepare the committee members for the in-person committee meeting, virtual meetings were held via Zoom on October 24, 2022, and January 17, 2023. The purpose of the virtual meetings was to review the 2022–23 committee charges and review the audit process. The Exam Audit Committee met in person February 20–21, 2023, at NCEES headquarters in Greenville, South Carolina, and completed its charges.

The 2022–23 NCEES Committee on Examination Audit had six charges. The committee has no motions for Council action.

### CHARGES

#### Charge 1

*Review all aspects of the NCEES exam development process for the examinations being audited to ensure that recognized and accepted psychometric standards for licensing purposes continue to be used and met.*

This is a general recurring charge that is addressed through accomplishing the other charges of the committee. There were several comments made by the psychometric consultant that were discussed and clarified with Pearson VUE (NCEES psychometric vendor for the exams being audited). Nothing significant was found with the exams or processes. Discussions resulted in adding clarifying language to some statistical reporting tables.

#### Charge 2

*Review the exam audit findings from the 2021–22 audit cycle to ensure that the following items were appropriately addressed:*

- *PS (computer-based exam administered January 2019, professional activities and knowledge study [PAKS], and standard setting)*
- *FE: 7 exams (computer-based exams administered July 2020, PAKS, and standard setting)*
- *FS (computer-based exam administered July 2020, PAKS, and standard setting)*
- *PE Agricultural and Biological (computer-based exam administered October 2021)*
- *2021–22 audit charge 2 finding number 1 (unresolved 2019–20 exam audit finding number 2 for PE Petroleum)*

The committee found that all prior exam audit findings had been appropriately addressed.

#### Charge 3

*Audit the most recent administration of the following examinations for which sufficient performance data and analyses have been completed:*

- *PE Mechanical: 3 exams (computer-based exams administered April 2022)*
- *PE Electrical and Computer: 3 exams (computer-based exams administered April 2022 and October 2022)*
- *PE Architectural Engineering (computer-based exam administered October 2022)*
- *PE Metallurgical and Materials (computer-based exam administered October 2022)*

Audits of the eight exams listed were completed at the February 20–21, 2023, meeting. Findings were provided to the exam development committees for review and response. A virtual conference was held via Zoom April 3, 2023, to review all findings and responses. Two minor items were left to be addressed by one exam committee at future meetings of that committee.

#### **Charge 4**

*Observe and/or receive reports from the following exam standard-setting studies in accordance with Exam Development Procedures Manual 1.5.7:*

- *PE Agricultural and Biological Engineering (computer-based exam administered October 2023)*
- *PE Petroleum (computer-based exam administered October 2023)*
- *PE Civil: 5 exams (computer-based exams administered April 2024)*

Standard-setting meetings for the seven exams listed were scheduled after the committee met. The committee, therefore, recommends that the 2023–24 Exam Audit Committee be charged with receiving these observation reports and reviewing their outcomes.

#### **Charge 5**

*Review the content and effectiveness of the exam administration manuals to ensure compliance with exam administration policies. Propose revisions as necessary.*

The review of exam administration manuals is completed every three years. The committee did not have any findings and had no recommendations. Once all exams have transitioned to computer-based testing (CBT), the manual will need revisions to delete obsolete references to pencil-and-paper exams.

#### **Charge 6**

*Review the current audit process and recommend any changes that need to be made as NCEES completes the transition of all exams to computer-based testing.*

This was a special charge recommended by the 2021–22 Exam Audit Committee. The committee reviewed the exam audit checklist in the *Exam Development Procedures Manual* (EDPM) and made comments to improve the current process, considering the transition from pencil-and-paper examinations to CBT. Recommended EDPM edits were presented for consideration to the appropriate NCEES standing committees and staff.

Respectfully submitted, the **Committee on Examination Audit:**

Mandy Holway, P.E., Chair

#### **Members**

Doyle Allen, L.S.  
Joyce Hastings, P.L.S.  
Harold Snead Jr., P.E.  
Shannon Stanfill

#### **Consultants**

Joseph Flynn, L.S.  
George Murgel, Ph.D., P.E.  
John Steadman, Ph.D., P.E.

#### **Board liaison**

Mohammad (Dr. Q) Qureshi, Ph.D., P.E.

#### **Staff liaison**

Lehmon Dekle, P.E.



## Committee on Examinations for Professional Engineers

George Murgel, Ph.D., P.E., Chair

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### ABSTRACT

The Committee on Examinations for Professional Engineers (EPE) provides oversight to the subcommittees that develop all NCEES engineering exams. At the first of the two meetings, held November 17–19, 2022, as a virtual meeting on Zoom, EPE Committee members were briefed on professional activities and knowledge study (PAKS) updates and exam specifications for approval for the upcoming year. The committee then split into three sub-groups to begin discussions for the charges tasked to the committee this year. At the second meeting, held February 10–11, 2023, at NCEES headquarters in Greenville, South Carolina, the subcommittees concluded their discussions and developed recommendations related to the charges.

The committee addressed two charges for 2022–23. It has three recommendations and no motions for Council action.

### CHARGES

#### Charge 1

*Accomplish all recurring committee activities:*

- *Oversee the development and maintenance of necessary exam items for future Fundamentals of Engineering (FE) and Principles and Practice of Engineering (PE) examinations in accordance with current exam development policies, to include monitoring the preparation and submission of all examinations in a timely manner as set forth by NCEES guidelines.*
- *Conduct professional activities and knowledge studies as appropriate to update exam specifications.*
- *Review the Committee on Examination Audit recommendations and ensure implementation of any changes approved by the board of directors.*
- *Monitor training of the exam development subcommittee members to ensure that they understand the concepts of scaling, equating, setting cut scores, and constructing examinations.*
- *Annually review exam development committee member data. Compare them with benchmarks as established by the Committee on Examinations for Professional Engineers as part of the NCEES Exam Development Volunteer Diversity Monitoring plan.*
  - *Annually review progress on data collection from target populations.*
  - *Conduct a review of the NCEES Exam Development Volunteer Diversity Monitoring plan on a periodic basis. The time between reviews shall not exceed six years.*
  - *Establish exam development committee membership benchmarks. Review and modify them as needed every five calendar years, in years that end in zero or five (e.g., 2025, 2030, 2035).*
- *Review the exam development procedures and recommend revisions as necessary to NCEES staff.*
- *Ensure appropriate use of codes and standards for examinations.*

#### FE and PE oversight

No new topics were discussed. The current status of the computer-based testing (CBT) exam transition was reviewed, and the plan for the PE Structural exam conversion was presented for consideration.

#### PAKS

The PAKS process typically occurs every six to eight years for each examination. There are presently eight examinations in various stages of the PAKS process, including PE Agricultural and Biological, PE Civil, PE Electrical and Computer, PE Mechanical, PE Metallurgical and Materials, PE Mining and Mineral Processing, PE Naval Architecture and Marine, and PE Petroleum. The PE Agricultural and Biological, PE Civil, and PE Petroleum are currently planning for standard-setting meetings later in spring 2023.

#### Exam Audit review

The 2021–22 Exam Audit report was noted, and a discussion was held in Basecamp to review several proposed changes to the committee’s review template. The changes were rewording or removing some of the auditors’

guiding questions to be more appropriate for evaluating CBT examinations. The EPE Committee approved the changes for use during the next audit cycle.

### **Recommendation**

The committee recommends that the Auditor's Checklist for Computer Exams in the *Exam Development Procedures Manual* (EDPM) be changed per the notes in **Appendix A**, as suggested by the Exam Audit Committee Charge 6 and approved by the EPE Committee.

### **Rationale**

As recommended by the Exam Audit Committee, the suggested changes resulted from the spring 2023 application of the current version of the Auditor's Checklist. All of the noted items with changes had caused some concern either in how they should apply to a computer-based exam or in what information the exam development engineer should provide for the particular exam from data that the auditors no longer have access to in a non-pencil-and-paper exam environment. The items related to diversity in the statements may need further discussion for revision or clarification by the 2023–24 EPE Committee, as it was unclear how best to clarify these items at this time.

### **Exam development subcommittee training**

No new topics were discussed.

### **Exam development committee member data review**

NCEES staff led a presentation to highlight the status of the process using the FE exam passers as the benchmark for the PE exam development committees. There was a good response to the diversity survey from the FE exam passers group, but many exam development committee member profiles are missing gender and ethnicity information. This led to a review and discussion of the need to continue collecting data for evaluation and comparison following the next five-year cycle.

### **Exam development procedures**

A review of the EDPM led to a recommendation to add Section 1.4.3 regarding the standing committee approval of test specifications. The committee noted that this is the only step in the development of new test specifications that is not presently covered in the EDPM. The committee felt that it needed to be added after an expedited review and approval of the new PE Civil exam specifications, with a very short time for review and some changes leading to lengthy discussions and concerns related to the new specification content. The motion passed unanimously and was forwarded to the Committee on Examinations for Professional Surveyors (EPS) for its review and approval.

The EPE Committee also noted that for the future, a member of the EPS Committee should be included in charge discussions related to the EDPM if any changes might affect the Fundamentals of Surveying or Principles and Practice of Surveying examinations.

### **Recommendation**

The committee recommends that Section 1.4.3 be added to the EDPM as follows:

#### 1.4.3 Standing committee approval of test specifications

- a. After the test specification meeting, the following information will be submitted to the appropriate oversight committee (EPE or EPS) six weeks before the meeting at which approval is requested:
  - Report from the survey creation meeting
  - Report from the test specification meeting
  - Existing specifications
  - Proposed specifications
- b. A subcommittee of the appropriate oversight committee will review the information provided and send any questions back to the exam development committee within two weeks of receipt of the information.
- c. Responses and clarifications will be sent back to the oversight committee at least one week prior to the oversight committee meeting. The subcommittee will review and be prepared to make a recommendation to the full committee during the meeting.

## **Rationale**

Previous versions of the EDPM have explicitly called out the stages and steps necessary for the approval of all aspects of developing a new exam specification except for detailing what the EPE Committee is supposed to do in the final approval step. The additional language in Section 1.4.3 will detail what the EPE or EPS Committee must receive in the weeks leading up to the final discussion and review for approval and what process can be used ahead of the meeting to get any questions answered before the final review.

## **Codes and standards**

No new topics were discussed. All exam development committees reviewed the codes and standards currently in use for their exams and determined that they are adequate.

## **Charge 2**

*Review the 2005–06 Cut Score Task Force report that defines knowledge levels (basic, fundamental, and working) regarding specification areas. Work with Pearson VUE to update the terminology and process to use during cut-score/standard-setting procedures.*

During the discussion of the task force report, some EPE Committee members noted significant confusion resulting from the current definitions used during the recent PE Nuclear standard-setting meeting. It was proposed that the definitions be refined rather than replaced. A proposed document change was advanced during the November EPE Committee meeting and discussed on Basecamp before the February meeting. After lengthy discussions on the topic, it was proposed that the names of the knowledge levels be changed, with the current definitions of the terms retained for the present until more discussions could be undertaken (with input from Pearson VUE and possible revisions as a charge for the 2023–24 EPE Committee).

## **Recommendation**

The EPE Committee recommends changing the knowledge classification titles of the specifications used during cut score evaluation meetings from “basic knowledge” to “basic knowledge and skills,” “fundamental understanding” to “intermediate knowledge and skills,” and “working knowledge” to “advanced knowledge and skills.” The existing definitions of the knowledge classification titles would remain the same.

## **Rationale**

The use of the original knowledge classification titles has been known to confuse individuals participating in the cut score evaluation meetings. This change was originally recommended in the 2005–06 Cut Score Task Force report regarding the classification of the specification areas. The consensus was that the terminology and definitions used should reflect a “see,” “do,” and “teach” notation to better capture the progression of candidates’ knowledge and the difficulty that exam questions should reflect. The definitions that currently exist were viewed as being imprecise for defining the new terms, but additional work is needed in next year’s EPE Committee along with more input from Pearson VUE to create better, more concise definitions for use during the cut score evaluation meetings.

Respectfully submitted, the **Committee on Examinations for Professional Engineers:**

George Murgel, Ph.D., P.E., Chair

### **Members**

Wendy Amann, P.E.  
Alireza Asgari, Ph.D., P.E., S.E.  
William Atkinson, P.E.  
Linda Bergeron, P.E.  
Ryan Callaghan, P.E.  
Chimin (Jimmy) Chao, P.E.  
Pastor Farinas, P.E.  
Dennis Hoyle, P.E., P.L.S.  
Kimberly Kramer, Ph.D., P.E., S.E.  
Lynnette Russell, P.E.  
Francis Stanton, P.E.  
Jason Suelter, P.E., S.E.

### **Board liaison**

Laura Sievers, P.E.

### **Staff liaison**

Jason Gamble, P.E.

APPENDIX A: REVISIONS TO EXAM DEVELOPMENT PROCEDURES MANUAL (CHARGE 1)

Auditor's Checklist for COMPUTER Exams

Exam Administration \_\_\_\_\_ Exam Discipline \_\_\_\_\_

Items to Review	Approved Standard	Source Documents	Audit Notes
<b>General Audit Items</b>			
Are any findings from the previous audit repeated?	EDPM 4.3.1	1	
<del>Are there any areas that were significantly improved or well done by the exam committee that should be highlighted?</del>			
<del>Is the number of first-time test takers above the minimum threshold?</del>	<del>EDP 7.A</del>	<del>10, 14</del>	(Remove since falls under EPP jurisdiction per EDP 7.B.)
Is updated exam preparation material available? Does it follow the NCEES format?	EDP 3.F EDPM 1.10	7, 10	
<b>Item Bank</b>			
Are there enough items in the bank to cover the exam specification at the domain level to which it is constrained?	EDP 3.D	2, 5, 10	Utilize bank health tables as presented to EPE/EPS to audit this item.
Are the items written by a sufficiently diverse group of individuals?	EDP 10.A EDPM 1.2	2, 8	Utilize table indicating % of items in bank by author (prepared by staff) to audit this item.
<del>Does the bank contain sufficient properly documented items?</del>	<del>EDP 3.D EDPM 2.1.1 and 2.1.3</del>	<del>2, 5, 11</del>	Remove as overlaps with item two (2) lines above.
<b>Exam Form and/or Pool (Form for LFF exam; representative exam for LOFT exam)</b>			
Were the correct number of operational items used from the various specification areas?	EDPM 2.1.4 and 2.1.6	4, 5, 6	Utilize table prepared by EDEs to audit this item.
Were an appropriate number of pretest items used?	EDPM 2.1.4 and 2.1.6	4, 5, 6	



**APPENDIX A: REVISIONS TO EXAM DEVELOPMENT PROCEDURES MANUAL (CHARGE 1)**

Auditor's Checklist—COMPUTER Exams (continued)

<b>Items to Review</b>	<b>Approved Standard</b>	<b>Source Documents</b>	<b>Audit Notes</b>
Are biographical data forms and signed Process Participant Agreements on hand for the persons writing and reviewing items? ( <i>Note EDPM 1.2, which states that Process Participant Agreements are not required for volunteers who have biodata forms dated prior to July 1, 2004, and who are no longer participating in exam development activities.</i> )	EDPM 1.2.1	4, 8, 11	Utilize a random sampling of 15+/- item authors prepared by staff to audit this item.
Was item acceptance properly documented (author, reviewers, acceptance noted)?	EDPM 2.1.2	6, 11	
Are there any negative reviewer comments? If so, is resolution documented and justifiable?	EDPM 2.1.2	6, 11	
Are the item keys and distractors clearly stated? (spot check 10%, more if failure)	EDPM 2.1.1 and 2.1.2	6, 11	
Are distractors reasonable, with rationales provided? Are distractors generally practice-based versus random answers?	EDPM 2.1.1 and 2.1.2	6, 11	
Do items avoid gender or ethnic terms?	EDPM Appendix C	6, 11	
Are graphics <del>clear</del> <a href="#">legible</a> ?	EDPM Appendix C	6, 11	Auditors should be looking at legibility, not technical interpretation.
<del>Is extraneous data present in stem or graphics?</del> <a href="#">Are items excessively wordy?</a>	EDPM Appendix C	6, 11	Auditors should avoid technical interpretation.
<b>Flagged Item Review</b>			
Is there a record of flagged items reviewed, including appropriate concurrence with the outcomes?	EDPM 2.1.5 and 2.2.1	12, 14	
For items requiring SME review, were items reviewed by at least two SMEs?	EDPM 2.1.5 and 2.2.1	12, EDE records	

**APPENDIX A: REVISIONS TO EXAM DEVELOPMENT PROCEDURES MANUAL (CHARGE 1)**

Auditor's Checklist—COMPUTER Exams (continued)

<b>Items to Review</b>	<b>Approved Standard</b>	<b>Source Documents</b>	<b>Audit Notes</b>
For items requiring SME review, did SMEs provide adequate responses?	EDPM 2.1.5 or 2.2.1	12, EDE records	
For items requiring SME review, did SMEs avoid reviewing items that they authored?	EDPM 2.1.5.2, item 1	11, 12, EDE records	
Were flawed items corrected or deleted from the bank?	EDPM 2.1.5.4, item 2, and 2.2	11, 12	
<b><i>PAKS and Specification (review for benchmark exams only)</i></b>			
Is an updated PAKS in the file for the discipline being tested? Is there an indication that an updated PAKS is needed?	EDPM 1.4	16	
Are the PAKS Report and Test Specification Committee Report documented?	EDPM 1.4	16	
Did the PAKS use a diverse group of practitioners <a href="#">per EDPM 1.4?</a> ( <a href="#">Diversity in the PAKS committee is a goal, not a requirement.</a> )	EDPM 1.4.1.1 or 1.4.2.1	8, 16	
<b><i>Cut Score (review for benchmark exams only)</i></b>			
Was the panel made up of individuals as defined in EDP 10.B?	EDP 10.B	15	
Was there appropriate diversity on the panel <a href="#">per EDPM 1.5?</a> (Diversity in the cut-score panel is a goal, not a requirement.)	EDPM 1.5.1.1	8, 15	
Is the cut-score recommendation documented?	EDPM 1.5.4	15	
If the cut-score subcommittee selected a cut score other than that recommended by the panel, is the rationale justifiable?	EDPM 1.5.6	15	
Were any issues noted by Exam Audit Committee observer?	EDPM 1.5.7	13	



## **Committee on Member Board Administrators**

*Donna Sentell, Chair*

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### **ABSTRACT**

The Committee on Member Board Administrators (MBA) was established as a forum for the MBAs to convene and provide input on Council issues and activities relevant to the operations of member boards and the implementation of Council actions. The MBA Committee is composed of a diverse group of members representing a wide range of experience and a wealth of institutional knowledge. The committee consists of nine MBAs representing all four zones, two member board members, an NCEES board of directors liaison, and an NCEES staff liaison.

The committee met briefly at the August 2022 annual meeting, held two virtual meetings, and conducted several conference calls throughout the year. The committee met in person January 9, 2023, at NCEES headquarters in Greenville, South Carolina.

The MBA Committee has no motions and one recommendation.

### **CHARGES**

#### **Charge 1**

*Accomplish all recurring committee activities:*

- *Mentor new member board administrators. Review the new-MBA orientation process.*
- *Coordinate, develop agendas for, and provide leaders for all MBA meetings (annual meeting, MBA meetings, and zone meetings).*
- *Submit articles for inclusion in Licensure Exchange.*
- *Assist NCEES staff in developing programs for in-person MBA meetings as well as virtual webinars.*

MBAs were excited to be able to travel to the 2022 NCEES annual meeting in Carlsbad, California, for the first in-person meeting of the full Council since the August 2019 annual meeting in Washington, D.C. In January 2023, we held the MBA Committee meeting at NCEES headquarters in Greenville, South Carolina, followed the next day by the MBA Meeting.

The MBA Committee provided five articles for the Member Board Brief column in *Licensure Exchange* for 2022–23.

#### **Charge 2**

*Review the NCEES white paper Member Immunity from Liability for Action Taken or Omission in the Discharge of NCEES Member Board Responsibilities and propose revisions as necessary. Present the proposed revisions to the board of directors.*

The committee polled MBAs, asking whether they were aware of the white paper and if they found it helpful. Of those who responded, most were not aware of the white paper and did not find it helpful.

However, after discussion and input from NCEES staff concerning the current efforts across the country to minimize licensure requirements, the MBA Committee recommends that staff be charged with updating the white paper. When the initial white paper was developed, most states did not have any anticompetitive oversight committees/commissions to monitor the actions of a licensing board. Updating the white paper at this time could be especially helpful for those jurisdictions that do not have an oversight entity monitoring anticompetitive actions of a licensing board.

### **Charge 3**

*Review issues related to the threats to public protection, including the following:*

- *Continuing professional competency requirements*
- *Use of the Records program*
- *Exam approval process*
- *License verifications*

*Suggest ways to improve processes in issuing licenses and renewals in a more timely and efficient manner.*

The committee reviewed all of these topics and learned the following:

#### **Continuing professional competency requirements**

One of the biggest challenges facing professional engineering and surveying licensure is the inconsistency of each jurisdiction concerning continuing professional competency (CPC) requirements. Each jurisdiction has different renewal deadlines and cycles, with varying professional development hour (PDH) requirements. Tracking multiple renewals and PDHs can be challenging for licensees, and the different requirements create a barrier for licensees.

To address this challenge, it would be beneficial for all jurisdictions to adopt a common CPC requirement, such as the NCEES Continuing Professional Competency Standard. The NCEES CPC Standard requires P.E. and P.S. licensees to earn 15 PDHs each year, with at least one of the hours focusing on professional ethics or business practices. However, only a few jurisdictions currently allow licensees to meet this standard in place of state-specific requirements.

#### **Use of the Records program**

The use of the NCEES Records program has proven to be a valuable tool for comity licensure applicants. The program allows a licensee to build a Record and is accepted by all jurisdictions for comity license applications, which minimizes the need for duplicating paperwork. As a result of this process, the review of an application and issuance of a license is much quicker and more efficient.

Many jurisdictions also accept the NCEES Record for initial licensure applications. This Record can then be used to facilitate the comity licensure process with other boards in the future.

#### **Exam approval process**

Jurisdictions have three options for exam approval through the NCEES examinee registration system: automatic, educational restrictions, and manual approval. Candidates often shop for jurisdictions with the simplest and least-restrictive process for taking exams and applying for an initial license. Boards need to make sure they understand each approval model and what it does for them to ensure that they are using the best method for their board. They should also clearly explain their approval model to examinees.

#### **License verifications**

A licensee wishing to apply for a comity license in another jurisdiction must request a verification of examination/licensure from their initial licensure state. Every jurisdiction, except four, participates in the electronic transmission of this information through the E3 system. Some jurisdictions require a comity applicant to obtain a verification of all licenses, which may be a requirement in their laws and rules but can be a barrier to licensure.

#### **Suggest ways to improve processes in issuing licenses and renewals in a more timely and efficient manner.**

The committee's charge was to review issues related to threats to public protection. The greatest threats are the barriers to licensure that jurisdictions create with their established processes or limitations with their laws and regulations.

Every jurisdiction has a mission statement incorporating some version of "...in order to safeguard the health, safety, and welfare of the public..." For the past 100 years, it has been the goal that all jurisdictions strive to have uniform licensure laws and processes to ensure that qualified, competent individuals are issued a license as a professional engineer or a professional surveyor.

In recent years, however, the focus has shifted from facilitating licensure between jurisdictions to monitoring legislation that could potentially weaken licensure requirements and ultimately harm the public. To minimize

these threats, jurisdictions should identify the barriers to licensure that they have created and should better understand the processes and practices in their neighboring states. To assist with that effort, the MBA Committee has created maps that it is calling “A National Snapshot—Best Practices” to share jurisdictional processes and help boards learn from one another. These maps are shown in **Appendix A**.

We often hear that our differences make us stronger, but in this instance, our similarities in our efforts to minimize barriers to licensure and establish best practices may be the greatest strength we can employ to safeguard the health, safety, and welfare of the public.

**Charge 4**

*Consider if the Records system should be modified to include a badge or designation for non-Model Law Engineer/non-Model Law Surveyor applicants that meet the examination and progressive experience requirements and meet the appropriate NCEES Education Standard. Make recommendations as necessary.*

Each jurisdiction has various requirements for applicants who are not designated a Model Law Engineer (MLE) or Model Law Surveyor (MLS). Due to these variations, the committee does not recommend adding a badge or designation for non-MLE/MLS applicants to the NCEES Records system or the summary transmittal page.

Respectfully submitted, the **Committee on Member Board Administrators:**

Donna Sentell, Chair

**Members**

Richard Bursi, P.E.  
Michael Hartley, P.L.S.  
Sam Hunthausen  
Larry Karns  
Lance Kinney, Ph.D., P.E.  
Kyle Lazell  
Patty Mamola, P.E.  
Zana Raybon  
Lesley Rosier-Tabor, P.E.  
Jennifer Wootten

**Board liaison**

Andrew Zoutewelle, P.L.S.

**Staff liaison**

Stef Goodenow

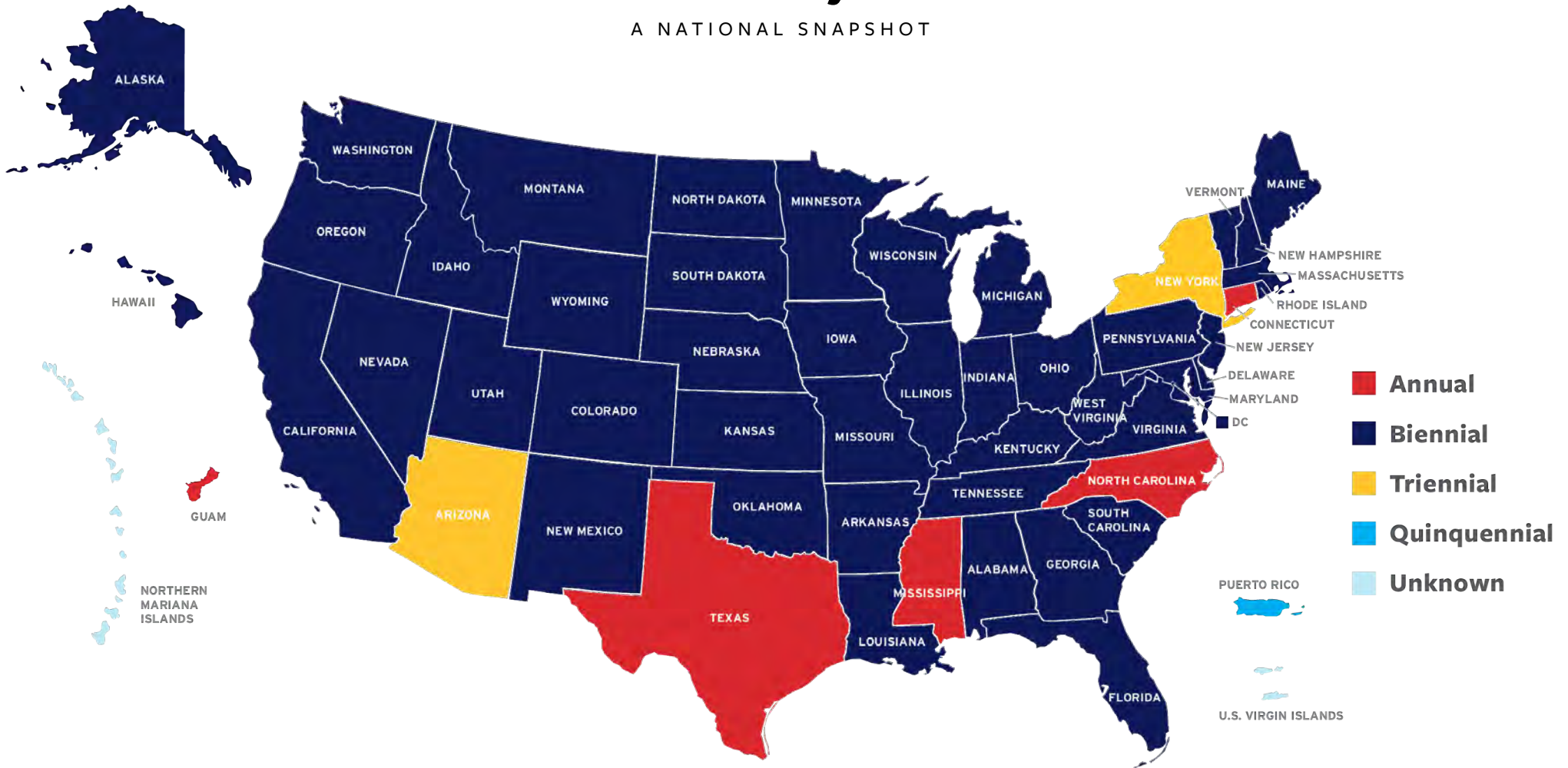


# A National Snapshot

DEVELOPED BY THE COMMITTEE  
ON MEMBER BOARD ADMINISTRATORS | AUGUST 2023

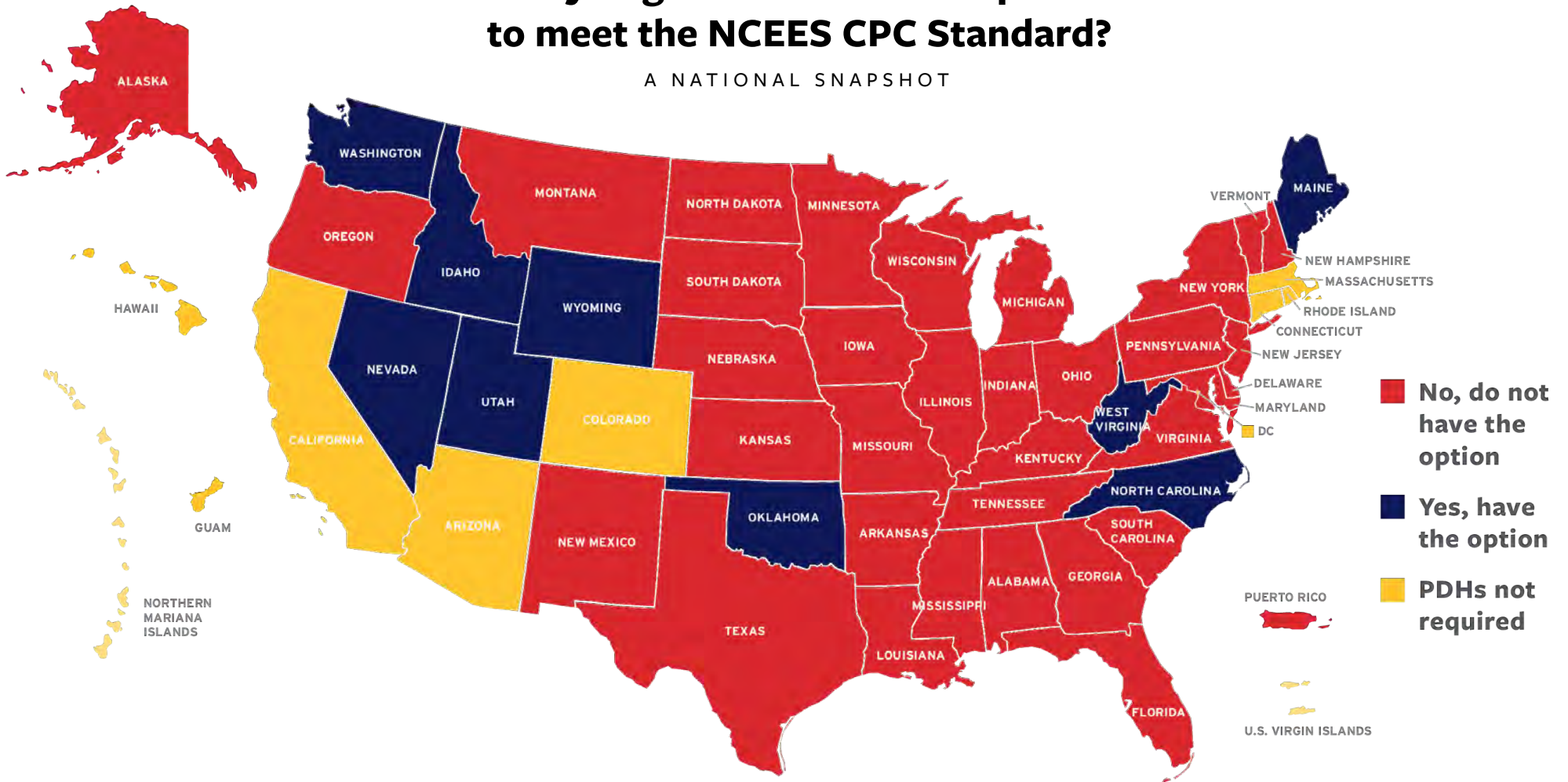
# Renewal cycles

A NATIONAL SNAPSHOT



# Do you give licensees the option to meet the NCEES CPC Standard?

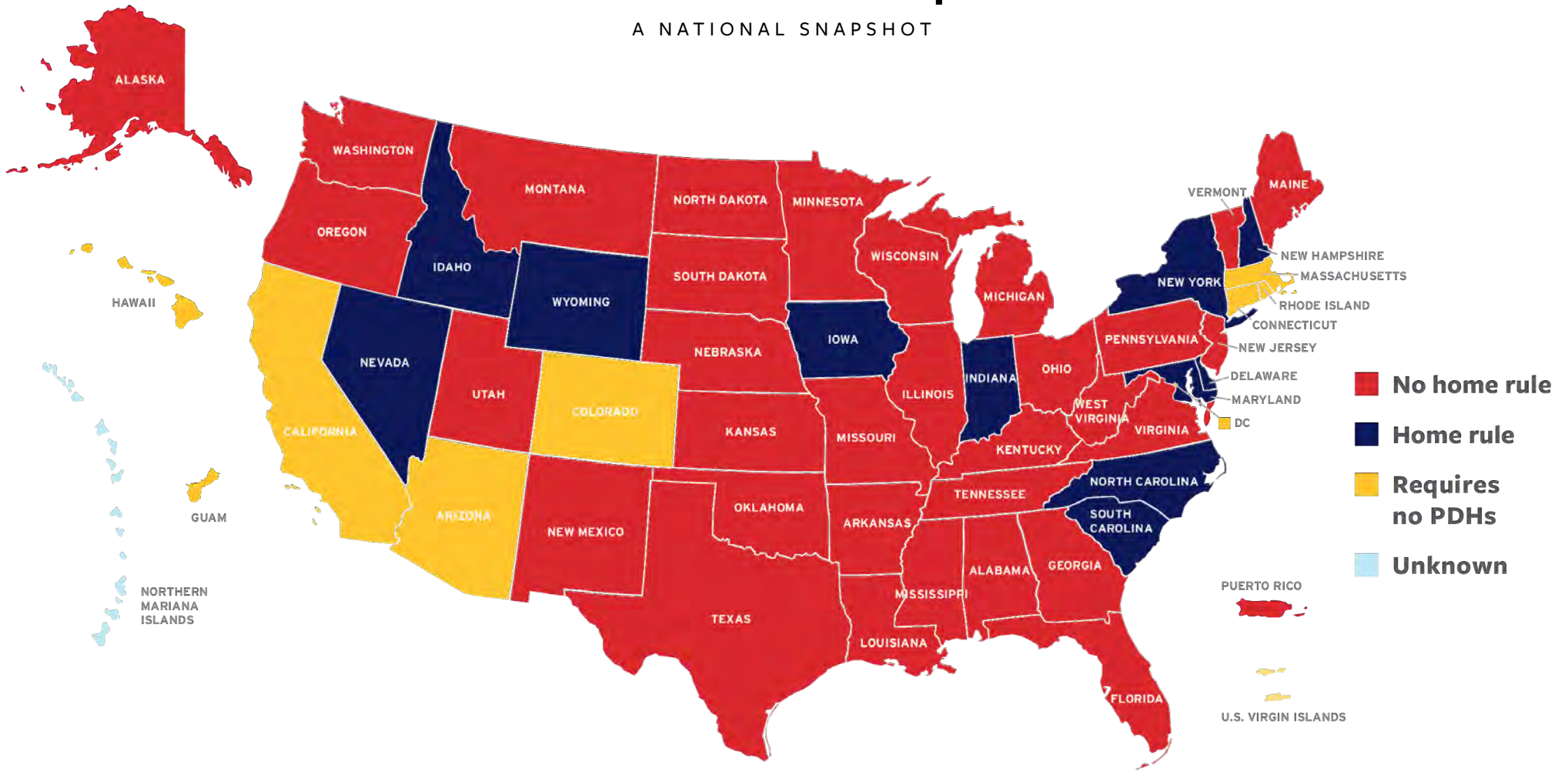
A NATIONAL SNAPSHOT





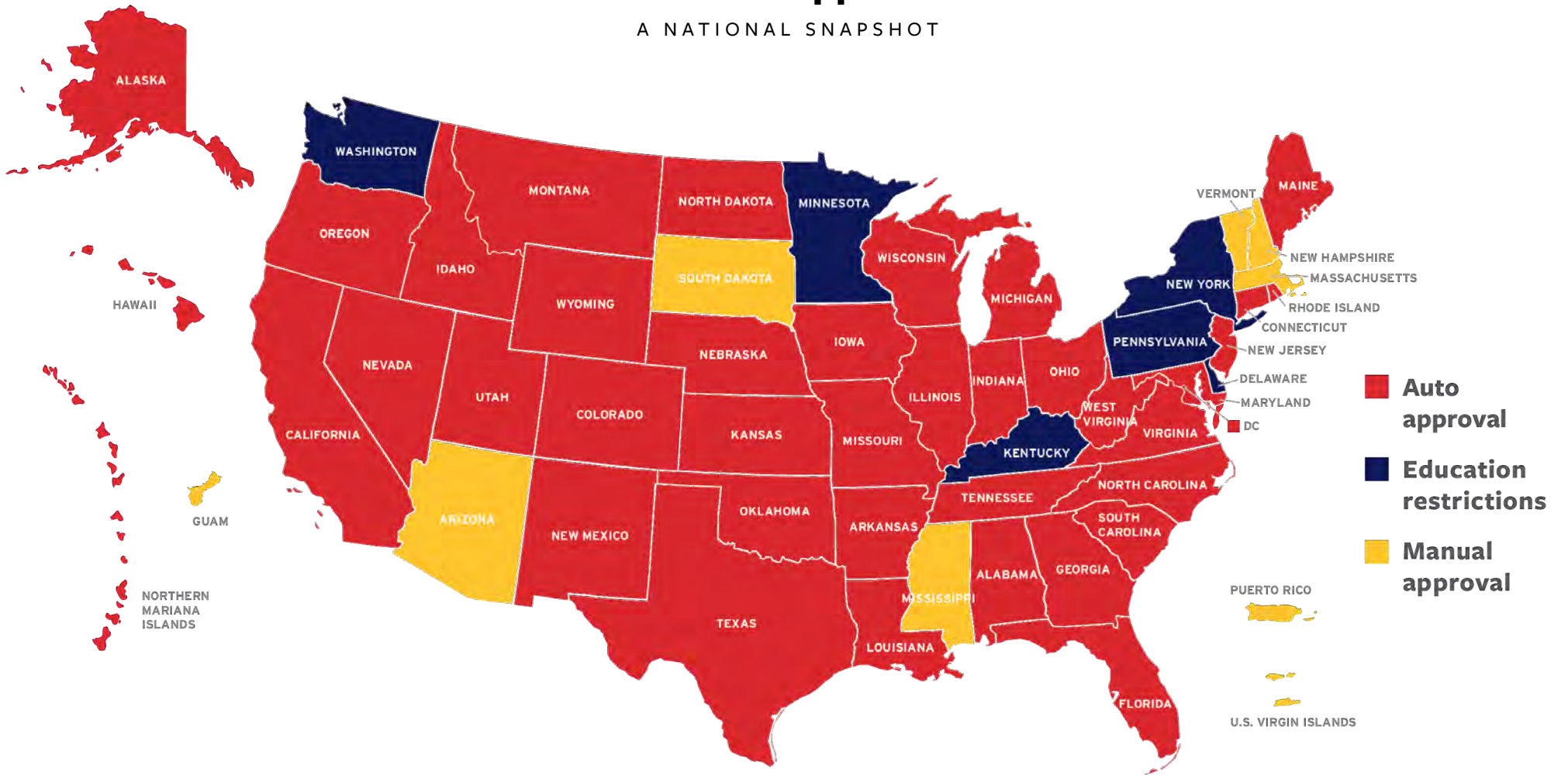
# Home state rule for CPC requirements

A NATIONAL SNAPSHOT



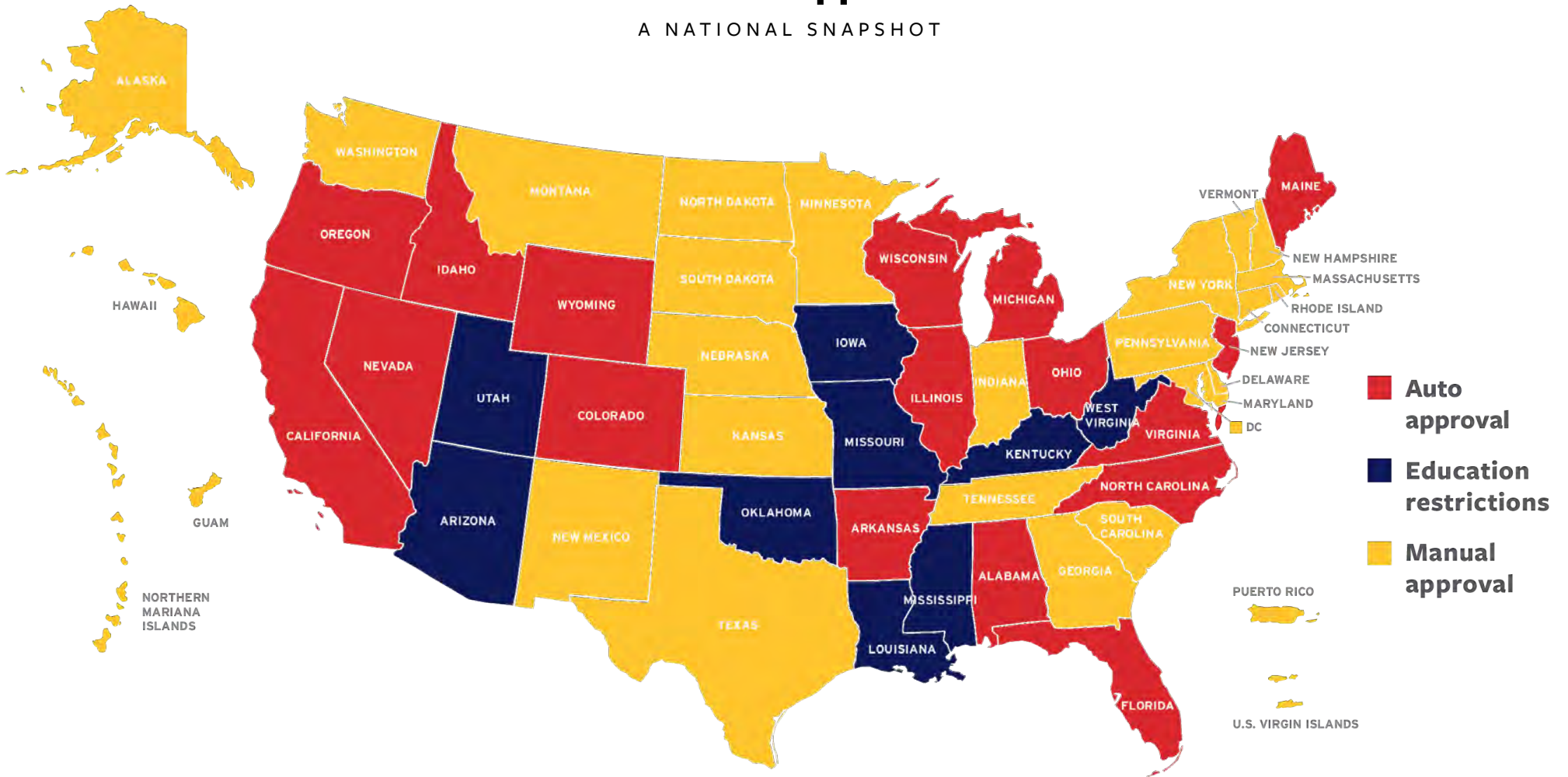
# FE exam approval

A NATIONAL SNAPSHOT



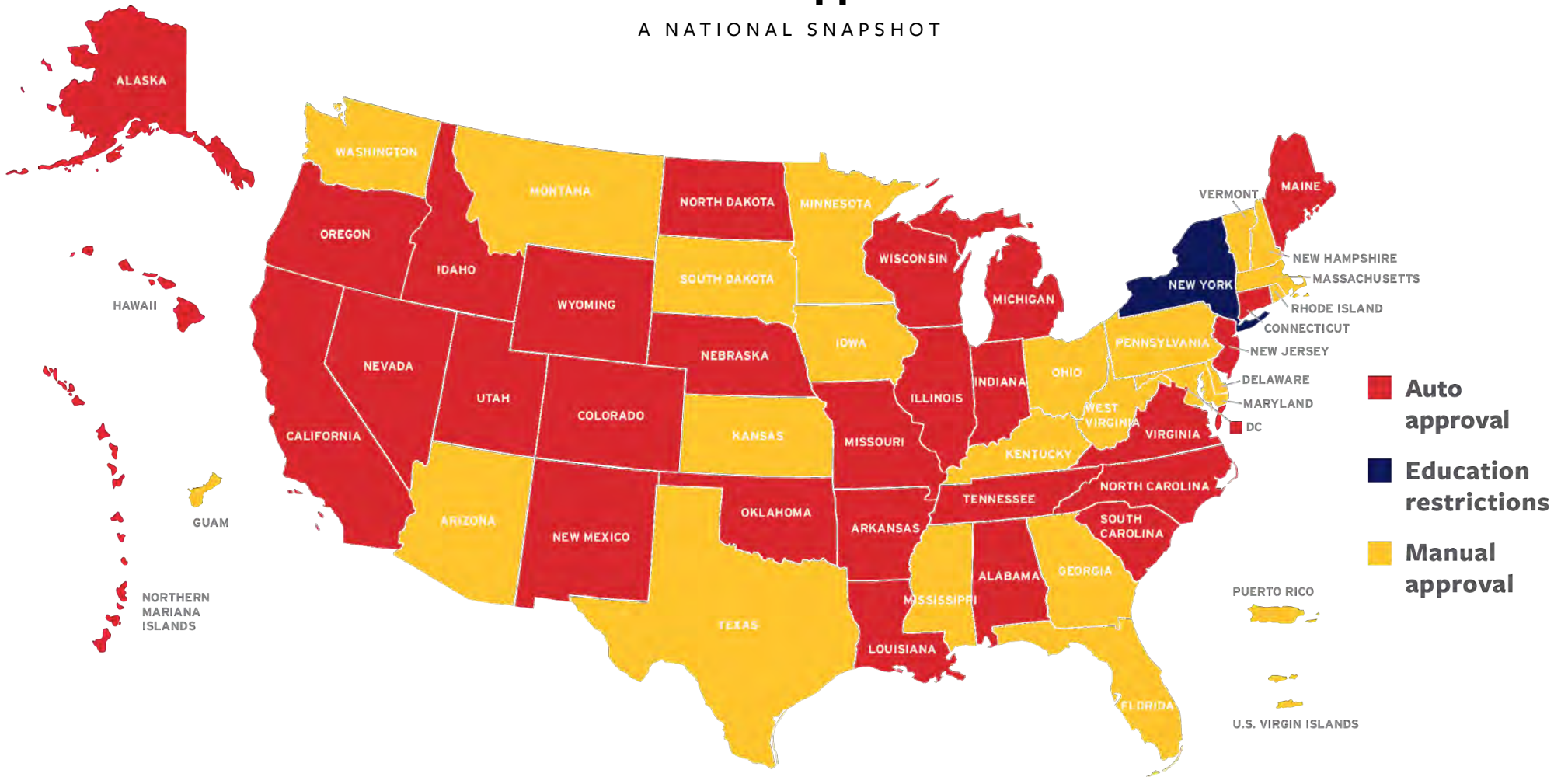
# PE exam approval

A NATIONAL SNAPSHOT



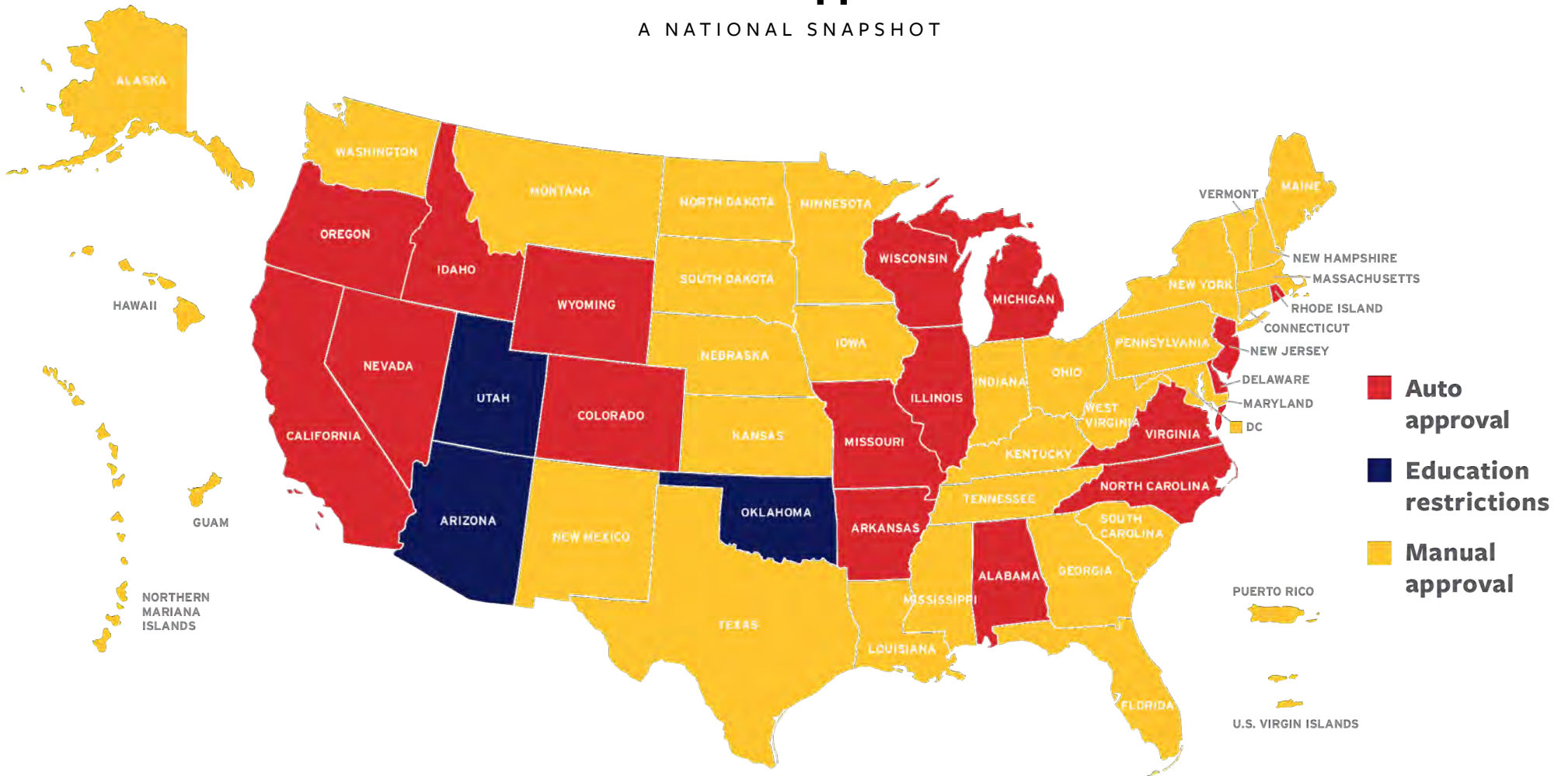
# FS exam approval

A NATIONAL SNAPSHOT



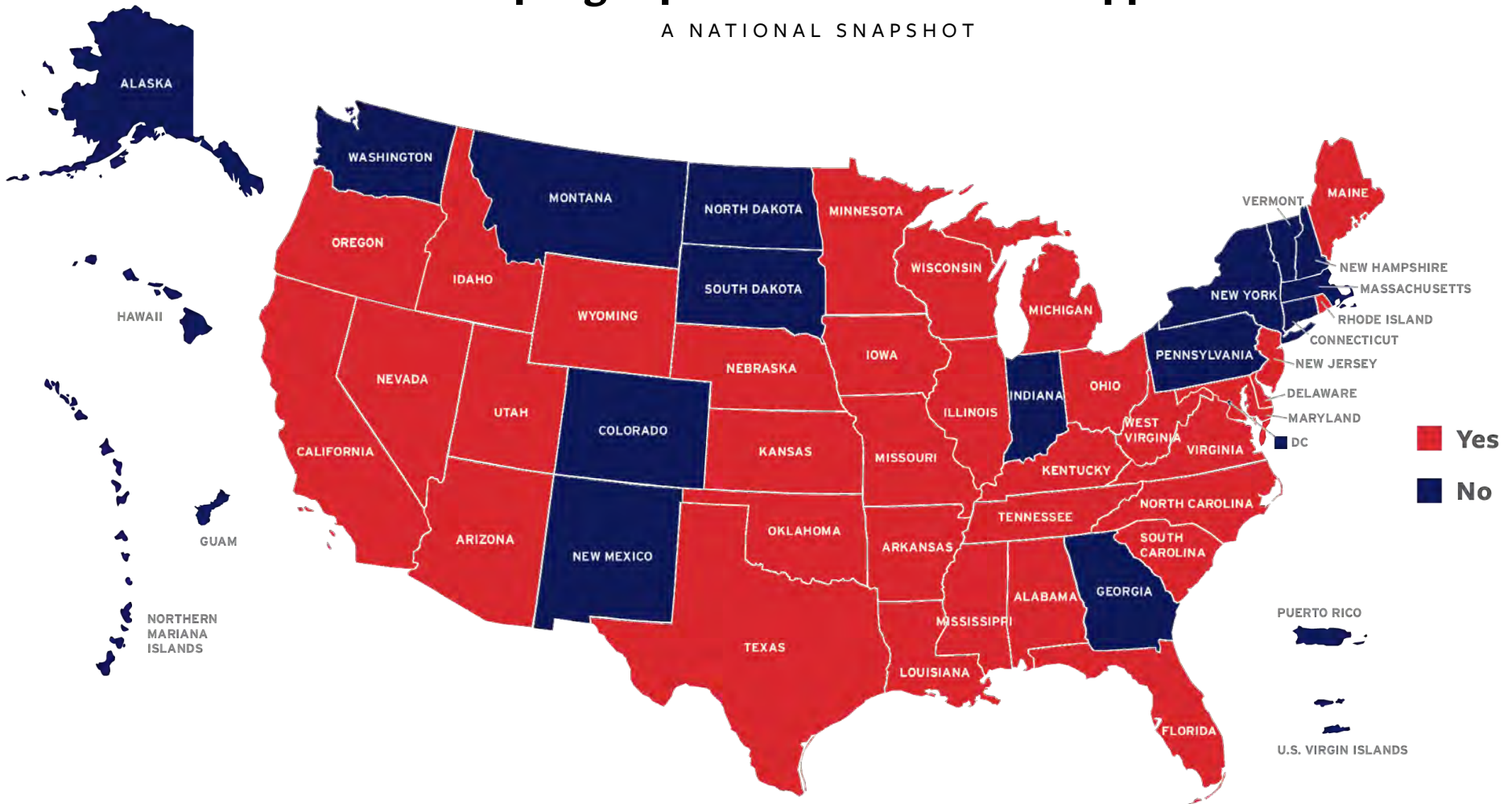
# PS exam approval

A NATIONAL SNAPSHOT



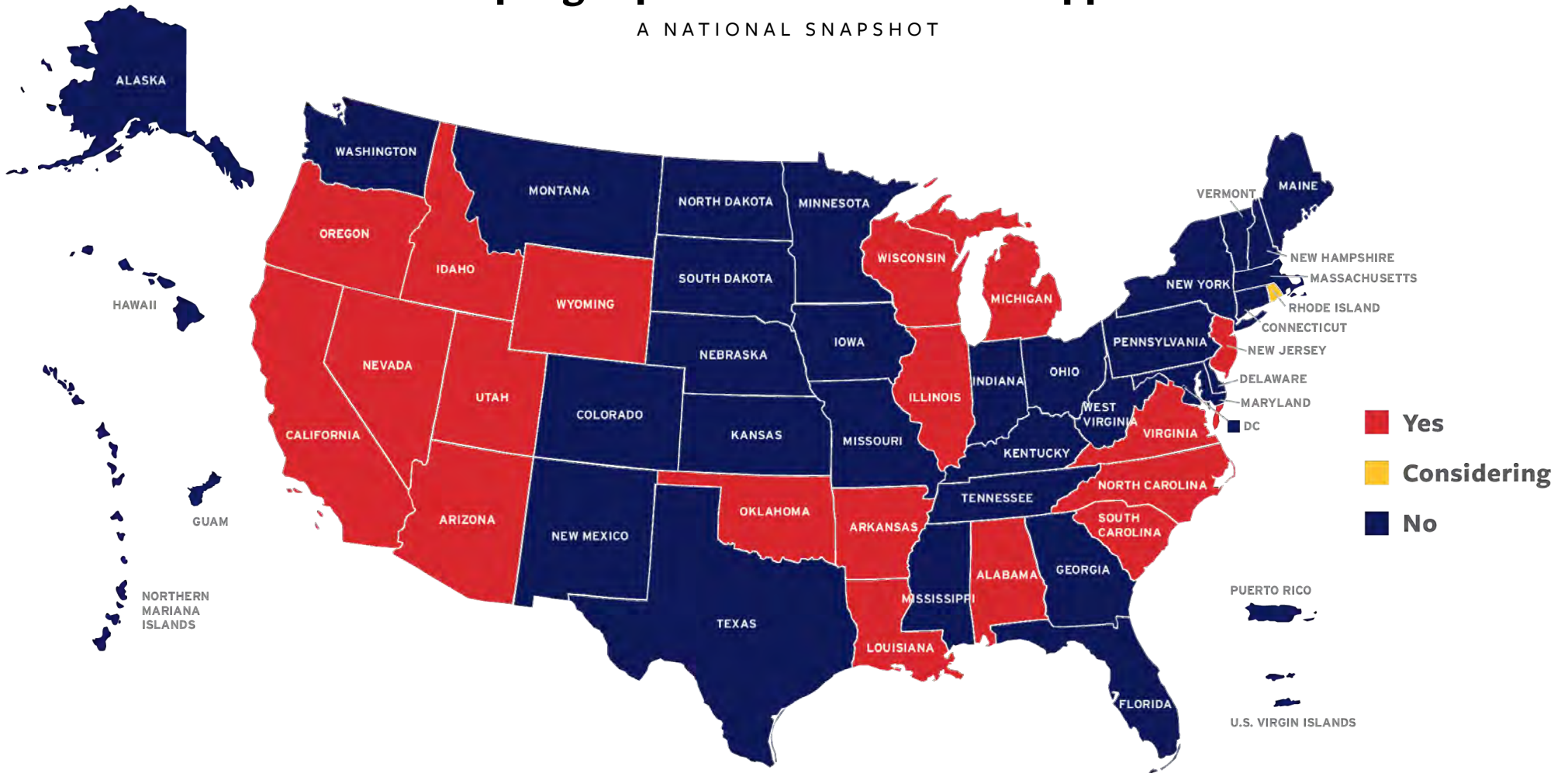
# Decoupling experience and PE exam approval

A NATIONAL SNAPSHOT



# Decoupling experience and PS exam approval

A NATIONAL SNAPSHOT





**NCEES**

*advancing licensure for  
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# 15. Continuing Financial Audit Services with Casey Neilon

# 16. Committee Reports

# 16.a. Administrative Procedures Oversight Committee

# 16.b. Legislative Committee

# 16.c. Professional Association Liaison Committee

# 16.d. Public Outreach Committee

# 16.e. PLS Standards of Practice Subcommittee

# 17. Board Committee Assignments for Fiscal Year 2023-2024





## **COMMITTEE ASSIGNMENTS**

### **2023-2024**

#### **ADMINISTRATIVE PROCEDURES OVERSIGHT COMMITTEE**

Brent Wright, PE/SE, Chair  
Greg DeSart, PE  
Lynnette Russell, PE  
Robert Fyda, PE  
Patty Mamola, Executive Director (Staff Liaison)  
Murray Blaney, Operations/Compliance (Staff Liaison)

#### **LEGISLATIVE COMMITTEE**

Greg DeSart, PE, Chair  
Lynnette Russell, PE  
Matt Gingerich, PLS  
Robert Fyda, PE  
Chris MacKenzie, Board Counsel (Staff Liaison)  
Patty Mamola, Executive Director (Staff Liaison)  
Murray Blaney, Operations/Compliance (Staff Liaison)

#### **PROFESSIONAL ASSOCIATION LIAISON COMMITTEE**

Matt Gingrich, PLS, Chair  
Brent Wright, PE/SE  
Angelo Spata, PE  
Patty Mamola, Executive Director (Staff Liaison)  
Derek Vogel, Communications/Compliance (Staff Liaison)

#### **PUBLIC OUTREACH COMMITTEE**

Karen Purcell, PE, Chair  
Michael Kidd, PLS  
Thomas Matter, Public Member  
Patty Mamola, Executive Director (Staff Liaison)  
Derek Vogel, Operations/Compliance (Staff Liaison)

# 18. Government Liaison Report

# Nevada's 82nd Legislative Session, 34th & 35th Special Session 2023



Provided by

# Table of Contents

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# Overview of 2023 Nevada Legislative Session

The 82nd Session of the Nevada Legislature commenced on February 6, 2023 and ran the full 120 days allowed by the Nevada Constitution. The session had legislators rushing to the finish line with conference committees in the middle of hallways and "behind the bar" in floor sessions. It marked a historic event for the state of Nevada with the introduction of the bill to bring a major film studio to Las Vegas, along with visits from celebrity guests. Also discussed were funding increases in access to healthcare and education. Although the session ran to the last minute of Sine Die, a special session was announced by Governor Lombardo on June 6 to pass the final budget bill. The 35th special session involved the Capital Improvement Program (CIP) bill and lasted only a couple hours, wrapping up the day it was announced. A second special session followed shortly after on June 7 where the Legislature passed a public financing package for a Major League Baseball stadium to be built in Las Vegas for the A's. In total, the Governor vetoed 75 bills, setting a new single-session veto record.

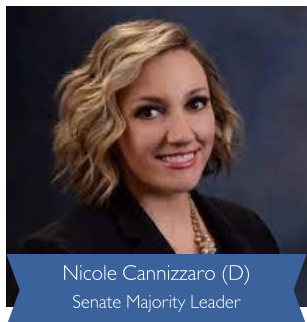
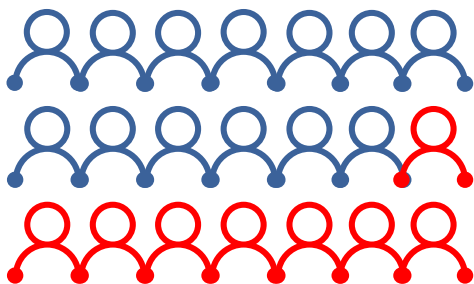
## Conflicting Priorities

With a Republican Governor and a Democrat majority in both the Assembly and Senate, including a supermajority in the Assembly, conflict between the executive and legislative branches was inevitable. The Governor's priorities included expanded school choice, voter ID, rollbacks of criminal justice and school discipline reforms, and a modernized state government including pay raises for state employees. The Democratic Legislature's priorities included gun regulation, expanded prevailing wage laws, tenant protections, and higher public education spending. At the end of the day, the executive and legislative branches agreed on some of these issues, including a rollback of school discipline reform, state employee pay raises and increased funding for public schools. Other issues became casualties of the session and either failed to pass the Legislature or were vetoed by the Governor.

# Legislative Makeup

## Senate

13 Democrats  
8 Republicans



Nevada maintains  
female majority  
(61.9%)

2 New Legislative  
Appointments

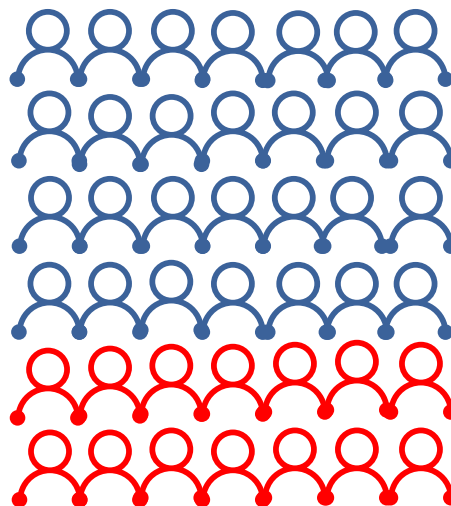
22 Freshman  
Legislators

14 New Committee  
Chairs

Democrat supermajority  
in Assembly

## Assembly

28 Democrats  
14 Republicans



# Major Session Themes

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## Medical Malpractice

The 20-year battle over the state's cap on noneconomic damages in medical malpractice cases began in 2004 when Nevada voters approved a ballot question limiting non-economic medical malpractice damages to \$350,000. The 2004 ballot question campaign was premised on a concern that health care professionals were leaving the state due to medical malpractice claims and insurance policy costs. Since 2004, trial lawyers have argued that the damages cap provides limited legal accountability for serious medical mistakes, leaving permanently disabled victims with little economic restitution. Healthcare providers have argued that lifting the cap will increase insurance liability costs and force providers to leave the state. During the legislative session, the debate over medical malpractice centered on AB 404.

The trial attorneys initially sought a cap increase to \$2,500,000 along with various other changes including an increase on the amount of contingency fees in medical malpractice cases. In the final week of the session, the trial lawyers and the health care industry agreed to a deal whereby the cap would be increased to \$750,000 over a five year period with annual adjustments thereafter, and the amount of contingency fees allowed was increased to 35% of the recovery.

## Economic Development

Two major economic development proposals were considered during the session, one relating to the construction of film studios and the second relating to a Major League baseball stadium.

SB 496, sponsored by Senator Roberta Lange (D-LV), proposed to issue \$190,000,000 annually in transferable tax credits to construct film studios on UNLV campus and in Summerlin. Efforts to pass the bill included cameo appearances from movie industry giants Mark Wahlberg and Jeremy Renner. Faced with a potential \$4,000,000,000 in lost revenue over 20 years, the Legislature balked at the scope of the proposal and it was not processed.

SB 1 was considered in the 35th special session of the Legislature, shortly after the conclusion of the regular session. The bill proposed a financing package of \$380,000,000 for a Major League baseball stadium in the form of transferable tax credits and county general obligation bonds repaid through a sports and entertainment tax financing district. After several lengthy hearings and amendments clarifying a community benefits agreement and a restriction of the stadium site to the current location of the Tropicana hotel, the bill was passed and signed into law by the Governor.

## Housing

Housing issues, and particularly landlord tenant relationships, were a significant issue throughout the legislative session. Several bills relating to rent control and the summary eviction process were passed along party lines and vetoed by the Governor. Vetoed bills included AB 298 (10% rent cap for senior tenants), AB 340 (extension of the summary eviction process), SB 78 (security deposits and rental agreements), SB 275 (rent caps in manufactured home parks), SB 335 (stay of summary eviction process).

Other bills that would have likely faced a veto failed to be processed. These bills included SB 143 (prohibition on tenant background checks) and SB 175 (prohibition on foreclosure for certain people).

Bills that found other ways to promote housing had more success. AB 213 received broad bi-partisan support and requires a local government to expeditiously process residential land use applications, create a five year plan to address both market rate and affordable housing needs, prioritize affordable housing projects, and track application processing times. AB 528 authorizes up to \$100,000,000 in matching funds for a program to provide support services to people who are homeless or at risk of becoming homeless.

## Healthcare

SB 131, sponsored by Senate Majority Leader Nicole Cannizzaro (D-LV), proposed to codify former Governor Sisolak's Executive Order protecting out of state residents who come to Nevada seeking reproductive care regardless of the policies in their home states. The Majority Leader stated that the bill aimed to provide healthcare providers the assurance that they may provide reproductive care which is legal under Nevada law without being prosecuted in another state. Opponents argued that the bill may create "abortion tourism" and could potentially increase sex trafficking. The Majority Leader dismissed these notions as unfounded and distracting from the purpose of the bill. Governor Lombardo stated publicly that he would support the bill as long as it focused on preventing state agencies from assisting other states in the prosecution of someone receiving reproductive care in Nevada. SB 131 was approved by the Governor (Chapter 82).

AB 108, sponsored by the Assembly Committee on Commerce and Labor, would have enabled Nevada to join the interstate Nurse Licensure Compact. The measure allowed a licensed nurse in a state that is also part of the Compact to obtain a multistate license to practice in states within the Compact. The bill was intended to address the healthcare provider shortage in this state. AB 108 was heard in the Committee on Commerce and Labor but was opposed by the nurses union and died at the First House Committee Passage deadline.



AB 250, sponsored by Assemblywoman Venicia Considine (D-LV), would ensure future negotiated prices for prescription drugs by Medicare once the federal insurance program for individuals 65 years and older sets those prices. Once approved, the measure would take effect in 2026 providing time for businesses to adjust. Supporters for the bill argued that setting prescription prices would save money for the average consumer. Opposition stated that the problem lies with the insurance industry imposing higher deductibles and other costs. AB 250 was vetoed by the Governor.

## Education

Several K-12 education bills were proposed during the 2023 legislative session, including two bills on school safety, one of which was brought forward by Governor Lombardo (AB 330).

The school safety bills, AB 285 and AB 330, would repeal provisions originally implemented in AB 168, the restorative justice bill from the 2019 session. AB 285 and AB 330 provide easier authorization for school officials to suspend or expel a student who is at least 6 years old, rather than 11 years old, which was established in AB 168 (2019). Both bills were supported by two major teacher unions in Nevada and after Governor Lombardo threatened to veto several Democrat-sponsored bills, including the state budget, both AB 285 and AB 330 passed and were signed into law.

Other education bills included AB 175, which added four appointed nonvoting members to the Clark County School Board, AB 73, which allows students to wear religious or cultural regalia to a graduation, and SB 292, which makes K-12 principals at-will employees who can be dismissed. All bills were approved by the Governor.

Below is a brief look at various appropriations for K-12 education over the next biennium:

### SB 400

- \$7,000,000 in 2024 and \$7,000,000 in 2025 for the State Public Charter School Authority for transportation.
- \$70,000,000 in 2024 and \$70,000,000 in 2025 for the Early Childhood Literacy and Readiness Account.
- \$2,000,000 in 2024 and \$2,000,000 in 2025 for the Nevada Teacher Advance Scholarship Program.

### SB 503

- \$5.5 billion in 2024 and \$5.8 billion in 2025 for the Pupil-Centered Funding Plan.
  - Per-pupil funding- \$12,863 per pupil in FY 2023-2024 and \$13,368 per pupil in FY 2024-2025.
    - Adjustments to the per pupil amount are made based on county size and other weighted categories.
- \$470.6 million in funding for the Special Education Program.
- \$7,667,393 in 2024 and \$7,667,393 in 2025 for the Professional Development Programs Account.
- \$2,407,861 in 2024 and \$2,407,861 in 2025 for the Teach Nevada Scholarship Program Account.

# General Budget Overview

A crucial component of the Nevada Legislative Session is creating the biennial budget. Typically, the budget is influenced by the Governor's priorities. This session proved to be different as the Democrat Legislature sparred with Republican Governor Lombardo on several key budgetary issues. Governor Lombardo outlined his priorities during the State of the State address which included improvements to K-12 education, aggressive economic development policies and the reversal of certain Democrat-led election and criminal justice policies. In the final weeks of session, Governor Lombardo threatened to veto the five major budget bills proposed by Democratic lawmakers until the Governor's priorities had been passed. Ultimately, Democratic leadership and Governor Lombardo came to an agreement and all but one of the five major budget bills were passed as AB 521, Capital Improvement Program (CIP) faltered in the final hours of session and failed to gain the necessary two-thirds majority to pass. This prompted a special session the day after the regular session ended to pass the CIP bill. In return, Governor Lombardo received three of his priority bills including charter school legislation, a government modernization effort and criminal justice reform. It is important to note that all three of the Governor's priority bills have been changed significantly from their original form. The two-year general fund budget passed is the largest in state history at \$11.6 billion with a projected \$2 billion surplus compared to 2021 (\$9.2 billion) as sales and gaming tax collections have exceeded expectations.

## SB 503- K-12 Funding

- \$5.5 billion in 2024 and \$5.8 billion for the Pupil-Centered Funding Plan.
- Per-pupil funding- \$12,863 per pupil in FY 2023-2024 and \$13,368 per pupil in FY 2024-2025.
  - Adjustments to the per pupil amount are made based on county size and other weighted categories.
- \$470.6 million in funding for Special Education.

## SB 504- The Authorizations Act (Authorizes state agencies to expend federal funds and certain fees)

- \$10.79 billion for Nevada Medicaid.
- \$1.18 billion for the Public Employees' Benefits Program.
- \$1.03 billion in COVID-19 funding for the Department of Education.
- \$432.6 million for the Governor's Office of Science, Innovation and Technology for broadband services.
- \$375 million for Home Means Nevada Initiative, the affordable housing program.

## AB 1- (34th Special Session, 2023)- Capital Improvement Program Bill

- \$213.9 million for offices in Las Vegas to replace the Grant Sawyer building.
- \$158.5 million for the construction of an administration building in Carson City.
- \$21.4 million to replace doors, locks and security at the Southern Desert Correctional Center and \$10.6 million to upgrade perimeter security fencing.

## AB 520- The Appropriations Act

- \$2.41 billion for Nevada Medicaid.
- \$255 million for UNR and \$379 million for UNLV.
- \$200.2 million for the Southern Nevada Adult Mental Health Services and \$50.6 million for Northern Nevada Adult Mental Health Services.
- \$49 million for the Office of Early Learning and Development.
- \$35 million for assessments and accountability within the Department of Education.

## AB 522- Increase in State Employee Pay

- Implements a pay raise for state employees between 10%, 12% and 13% for Fiscal Year 2023-2024 and 4% for Fiscal Year 2024-2025.
  - The difference between the 10%, 12% and 13% would depend on the state worker's bargaining unit.
- Includes a retention incentive of \$250 to be paid to eligible employees on a quarterly basis beginning in September 2023 and continuing through June of 2025.
- The bill also includes an additional 7% pay increase for state workers in Fiscal Year 2025 that would only take effect if AB 498 (Revises provisions relating to public employees' retirement.) were not signed into law.
  - AB 498 would reduce the amount employees contribute to their state retirement.

# Professional Engineers and Land Surveyors Legislative Overview

## **AB 503: Background Checks (PASSED)**

**Sponsor:** Assembly Committee on Judiciary

This bill removes these abilities of the Psychology Interjurisdictional Compact Commission. The bill:

- Prohibits a compact state from submitting to the Coordinated Database any information concerning the criminal history of a licensee that is included in a report from the Central Repository or the FBI; and
- Removes the ability of the Commission to discuss the disclosure of investigatory records compiled for law enforcement purposes.

This bill provides that an applicant for a license to practice as a marriage and family therapist or clinical professional counselor, a license by endorsement to practice as a marriage and family therapist or clinical professional counselor or a license as a marriage and family therapist intern or clinical professional counselor intern, in addition to satisfying any other requirements, is required to submit to the Board of Examiners for Marriage and Family Therapists and Clinical Professional Counselors a complete set of fingerprints and written permission authorizing the Board to forward those fingerprints to the Central Repository for its report on the criminal history of the applicant and for submission to the FBI for its report on the criminal history of the applicant.

This bill defines certain terms for the purposes of provisions relating to proposed medical cannabis establishments or adult-use cannabis establishments to submit a complete set of the person's fingerprints and written permission authorizing the Cannabis Compliance Board to forward the fingerprints to the Central Repository for submission to the FBI for its report on the criminal history of the applicant or other person, as applicable

Bottom Line: The bill provides requirements pertaining to background checks for certain Boards and entities within the state and was amended to remove various licensing boards, including Nevada State Board of Professional Engineers and Land Surveyors. No impact on NSBPELS.

Assembly Passage: 42-0

Senate Passage: 13-8

Approved by Governor: June 16, 2023 (Chapter 498)

Effective: Upon passage and approval

## **AB 27: Management and Counseling Services by Contractors (PASSED)**

**Sponsor:** Assembly Committee on Commerce and Labor

Assembly bill 27 requires a general building contractor who provides management and counseling services on a construction project for a professional fee to have an active license in the same classifications and sub classifications that are required to be held by the prime contractor for the construction project.

Assembly Passage: 33-9

Senate Passage: 17-4

Approved by Governor: May 23, 2023 (Chapter 13)

Effective: Upon passage and approval.

## **AB 52: Open Meeting Law (PASSED)**

**Sponsor:** Assembly Committee on Government Affairs

Clarifies the definition of “meeting” in relation to Open Meeting Law (Law), to not include any gathering or gatherings of a public body (Body) if the members do not deliberate toward a decision or take action on any matter the Body has authority. States that if a vacancy occurs in the voting membership of a Body, the necessary votes and quorum to take action is reduced. Authorizes remote technology systems as one of the means by which a Body can conduct meetings. Revises the requirements and the method that a notice may be given regarding a meeting held by a Body to consider the character, alleged misconduct, professional competence, or an appeal of a person. Exempts from Law consultations, deliberations, hearings or meetings that are conducted by committees that prepare arguments advocating or opposing approval of statewide or city ballot measures.

Bottom Line: Revises Open Meeting Law.

Assembly Passage: 31-11

Senate Passage: 13-7-1

Approved by Governor: June 5, 2023 (Chapter 198)

Effective: July 1, 2023

## **AB 219 - Changes to Public Meeting Law (PASSED)**

**Sponsors:** Assemblywoman Considine (D)

Reorganizes public comment sections of open meeting law. Adds requirements for noticing virtual meetings. Addresses circumstances of meeting dates continuing to a second day. Requires each member of a body to attend at least 25% of annual meetings in person.

Assembly Passage: 42-0

Senate Passage: 20-0, 1 excused

Approved by Governor: May 25, 2023

Effective: July 1, 2023.

## **AB 239: Merit Award Account in the State General Fund (PASSED)**

**Sponsors:** Assembly Committee on Government Affairs

This bill creates the Merit Award Account in the State General Fund, to be administered by the Merit Award Board. The bill eliminates the limitation on money from the State General Fund being used to pay for an award. An appropriation to the Board for the purpose of funding the administration of the Board during the 2023-2025 biennium and makes another appropriation to the Merit Award Account to provide funding for merit awards to state employees from the Program during the 2023-2025 biennium.

This bill requires the Advisory Council, at least 30 days before the beginning of any member's term, or within 30 days after a position on the Advisory Council becomes vacant, to submit to the relevant appointing authority the names of at least three persons who are qualified for membership on the Advisory Council.

AB 239 provides that the Committee consist of 11 members, including 3 members who represent local law enforcement agencies, appointed by the Governor from among a list of nominees from the Committee and 3 members who represent state law enforcement agencies, appointed by the Governor from among a list of nominees from the Committee.

This bill authorizes the Committee to also:

- Study and make recommendations to the Director of the Department of Public Safety regarding the best practices, technologies and methods of detecting and determining the concentration of alcohol or the presence of a controlled substance or another prohibited substance and the effect of driving under the influence of alcohol, a controlled substance or other prohibited substance;
- Determine and certify whether a device or method is accurate and reliable for the purpose of testing a sample to determine the concentration of alcohol or the presence of a controlled substance or another prohibited substance; and
- Create, maintain and make available to the public a list of those devices and methods certified by the Commission.

The bill further provides for the use of a device or method that has been certified by the Committee to be accurate and reliable for the purpose of testing a person's blood, urine or other sample to determine the concentration of alcohol or the presence of a controlled substance or another prohibited substance.

AB 239 provides that the Chair or Commissioner of Insurance is required to carry out certain duties previously regulated to the Appeals Panel.

Bottom Line: AB 239 creates the Merit Award Account for the State General Fund, and provides regulations for various commissions and councils.

Assembly Passage: 41-1, 1 excused

Senate Passage: 21-0

Approved by Governor: June 16, 2023 (Chapter 507)

Effective: July 1, 2023 if approved.

## **AB 373: Deceptive Trade Practices (PASSED)**

**Sponsor:** Assemblywoman Gorlow (D)

Clarifies the authority of the Attorney General with respect to a deceptive trade practice; increasing certain civil penalties for engaging in a deceptive trade practice under certain circumstances. The bill increases the additional maximum civil penalty to \$15,000 if the deceptive trade practice was directed towards a person with a disability and \$25,000 if directed towards an elderly person or minor. The bill also increases the maximum civil penalty for a willful violation to \$15,000.

Assembly Passage: 40-0, 2 Excused

Senate Passage: 20-0, 1 Excused

Approved by Governor: June 5, 2023 (Chapter 205)

Effective Date: July 1, 2023

## **SB 431: Office of Nevada Boards, Commissions and Councils Standards Office (PASSED)**

**Sponsor:** Senate Committee on Government Affairs (Governor's Bill)

SB 431 creates the Office of Nevada Boards, Commissions and Councils Standards in the Department of Business and Industry. The bill adds various staff and employees to the Office of the Governor, including the appointment of a Chief Innovation Officer (CIO) in Sec. 8.3 and prescribes its duties and responsibilities which include IT leadership, strategic IT planning, data storage and integrity, etc. The bill additionally expands the duties of the Chief Information Officer by eliminating and transferring the Division of Enterprise Information Technology Services duties to the Chief Information Officer.

Sec. 8.4. gives the Governor authority to appoint a Chief Innovation Officer to oversee employee acquisition, professional development, retention, evaluation of competitive compensation and benefits.

Sec. 20 creates the Office of Nevada Boards, Commissions and Councils Standards within the Department of Business and Industry. The Director of B&I shall appoint a Dep Dir of the office which is responsible for centralized administration, uniform standards for investigations, licensing and discipline and separates the roles and responsibilities for occupational licensure from occupational discipline. It requires a uniform set of standards for legal representation, and all professional and occupational licensing boards shall be under the purview of the Office.

The bill increases the maximum amount that an entity of the Executive Department of State Government can request in revising a work program to more than \$75,000 if the revision will increase by 20%, or \$350,000, whichever is less. Positions are revised in the state classified service in how they are filled by the State. Finally, the bill makes a 6% increase to the Rainy Day Fund's limited maximum balance, and increases the threshold of approved gifts and grants to a state agency to \$200,000.

While the bill was introduced March 27, it was not heard until the final day of session when the Senate Majority Leader moved to suspend all rules and declared SB 431 an emergency measure. The bill was amended on the Senate Floor and voted out unanimously.

Assembly Passage: 42-0

Senate Passage: 21-0

Approved by Governor: June 16, 2023 (Chapter 532)

Effective: Sections 113 and 141.7 of this act become effective upon passage and approval. Sections 1 to 112, 114 to 141.5 and 142 to 146 of this act become effective on July 1, 2023.

## **SB 210 - Governing State Boards and Commissions (VETOED)**

**Sponsor:** Senate Committee on Government Affairs

This bill declares it to be the public policy of the State that such appointments to State Boards and Commissions must, to the extent practicable and except as otherwise required by law, represent the diversity of the State.

The bill requires Boards, Commissions and similar bodies to submit to the Governor a list of persons qualified for membership on such a board, commission or similar body within 60 days after a vacancy occurs. This bill instead requires that the Chair and Vice Chair of the Sunset Subcommittee be appointed by the Legislative Commission.

SB 210 removes the requirement that certain professional or occupational licensing boards and other regulatory bodies submit to the Legislature quarterly reports concerning petitions for the review of criminal histories of potential applicants, which would disqualify such applicants from obtaining a license from the professional or occupational licensing board or regulatory body, as applicable. Instead, it is required by the Sunset Subcommittee to review not less than three such professional or occupational licensing boards and regulatory bodies regarding restrictions on criminal histories for applicants.

Bottom Line: SB 210 would require that the State make appointments to State Boards and Commissions must, except when otherwise stated in law, represent the diversity of the state and remove certain requirements pertaining to membership.

Senate Passage: 16-4-1, 1 excused

Assembly Passage: 27-14, 1 excused

Vetoed by the Governor May 31, 2023

Veto Message



**AB 312: Environmental Justice (FAILED)****Sponsor:** Assemblywoman Peters (D)

Creates the Environmental Justice Advisory Council within the Office of Minority Health and Equity, Department of Health and Human Services. The Council would provide advice to the Legislature and the Division of Environmental Protection and upon request, the Governor or any other state agency on matters relating to environmental justice. The council would have the authority to create grant programs for projects which maximized the climate health, public health and environmental, workforce and economic benefits in the state.

**SB 156: Open Meeting Law in an Emergency (FAILED)****Sponsor:** Senator Orenschall (D)

A meeting of a public body can be held remotely when an emergency is declared. Allows the public to still be able to participate fully in these remote meetings and given notice when they are meeting.

Bottom Line: Would allow a meeting of a public body to be held remotely when an emergency is declared.

## 35th (2023) Special Session

SB 1 -Revises provisions governing economic infrastructure projects.

Sponsor: Senate Committee of the Whole

SB 1 enacts the Southern Nevada Tourism Innovation Act to establish financing for a Major League Baseball (MLB) stadium. Once the Clark County Stadium Authority (Authority) has taken certain actions relating to the relocation of an MLB team, the bill requires the Clark County Board of County Commissioners to create a sports and entertainment improvement district on the corner of Las Vegas Boulevard and Tropicana Avenue. It requires the Authority to negotiate and enter into a development, lease, and non-relocation agreement once an MLB team has committed to relocating. It requires 15% of the subcontracts for the construction of the MLB stadium project (Project) to be with small local businesses. It revises the membership of the Board of Directors of the Authority (Board) to include two members of the public, one who is recommended by an NFL team and one who is recommended by an MLB team.

The bill mandates the development of a community benefits agreement (CBA) as part of the Project. The bill requires the CBA to be approved by the Board and must be updated at least once every five years. It establishes and outlines the membership and powers of the Baseball Stadium Community Oversight Committee to oversee the implementation of the CBA.

The CBA must include:

- Requirements to ensure diversity among the workforce used on the Project;
- Require a living wage to employees of the Project;
- Outlines the requirements for community engagement by the MLB team and the Baseball Stadium Events Company (Company) including:
  - Participation by players in the community including education programs, donation of tickets, and programs to support youth baseball in underserved communities.
- The use of a community suite by charitable or economic development organization;
- Require the developer partner and the Company to:
  - Provide educational programming by working with colleges and universities on career development for the sports industry and scholarships, internships and mentorship programs; and
- Require the developer partner and the Company to make an annual financial commitment in the community which must not be less than:
  - \$500,000 per calendar year while the Project is being constructed; and
  - \$2 million per calendar year or 1% of MLB team ticket revenue generated by the Project beginning one year after the Project opening.

The bill prohibits the Authority from approving more than \$36 million of transferable tax credits (Credits) in a fiscal year or \$180 million in total Credits. Also, if the total amount of Credits exceeds \$60 million, the Credits in excess of \$60 million will be refunded to the state by the Authority.

The bill made two other changes that were not directly related to the A's stadium. First, it requires a business applying for a state tax abatement and with more than 50 full-time employees to have a policy of at least 12 weeks of paid family and medical leave at a rate of 55% of the employees' regular wage. Second, the bill requires rail or monorail projects to be subject to prevailing wage laws.

## Firearms

**AB 354-** Revises provisions relating to firearms.

Prohibited possession of a firearm within a certain distance of an election site and marketing/buying unfinished frames or receivers.

**AB 355-** Revises provisions relating to firearms.

Prohibited a person less than 21 years of age from possessing certain firearms.

**SB 171-** Revises provisions relating to firearms.

Prohibited the purchase, possession or ownership of a firearm by a person who has been convicted of committing or attempting to commit a crime motivated by certain characteristics of the victim.

## State and Local Government

**SB 20-** Revises provisions relating to the process for filling a vacancy in the office of county commissioner.

Required the Governor to fill a vacancy on a County Commission from a list of two nominees provided by the County Commission.

**SB 169-** Revises provisions governing master plans.

Required Clark County and Washoe County to include a heat mitigation element in master plans.

**SB 210-** Revises provisions governing state boards and commissions.

Required persons appointed to certain public bodies by the Governor to reflect the diversity of the State.

**AB 464-** Makes an appropriation to the Legislative Fund for costs relating to anticipated building renovations and construction.

Would have sent \$1.55 million to the Legislative Fund for project development and initial operating expenses relating to anticipated building renovations and construction.

**AB 366**- Revises provisions governing the Keep Nevada Working Task Force.

Moved the Keep Nevada Working Task Force from the Office of the Lieutenant Governor to the Office of the Secretary of State; revising the membership of the Task Force.

**AB 520**- Makes various changes regarding state financial administration and makes appropriations for the support of the civil government of the State.

Made appropriations from the State General Fund and the State Highway Fund for the support of the civil government of the State of Nevada for the 2023-2025 biennium.

**AB 97**-Revises provisions relating to government administration.

Provided, with certain exceptions, that governmental entities shall not prohibit the use of certain refrigerants.

**AB 243**- Revises provisions relating to legislative affairs.

Proposed numerous changes to the Legislature's interim structure, applying common-law principles of parliamentary law to interim committees, moving up the authorized start date for interim committees and renaming committees.

**AB 498**- Revises provisions relating to public employees' retirement.

Would have trimmed in half state employees' share of retirement contributions through the Public Employees' Retirement System (PERS), while increasing employer's share of contributions.

**AB 527**- Revises provisions relating to state financial administration.

Would have required the Governor, in preparing the executive budget, to include the judicial and legislative branches' budgets in conjunction with the executive budget when calculating the minimum 5 percent and maximum 10 percent reserve.

**SB 81**- Revises provisions governing regional planning.

Would have extended and revised existing law that requires certain counties and cities in Nevada to prepare reports on growth-related issues (the I-80 corridor within Washoe, Lyon and Storey counties) by extending the reporting requirements that expired last year until 2026.

**SB 88**- Requires the Joint Interim Committee on Natural Resources to conduct an interim study of certain state agencies.

The Joint Interim Committee on Natural Resources would have been charged with conducting an interim study of state agencies that regulate natural resources in Nevada.

**SB 440**- Makes appropriations requiring certain one-time payments for certain state personnel.

Would have paid out more than \$25 million of a 2021 arbitration award for some state worker bargaining units, including the Nevada Police Union (NPU) and AFSCME.

**SB 104**- Revises provisions relating to traffic offenses.

Aimed to clean up two bills from the 2021 session that reformed state traffic laws: AB116, which decriminalized traffic tickets, and SB219, which prohibited suspension of a driver's license for unpaid fines.

**SB 246**- Revises provisions relating to governmental administration.

Included a workforce development program and made various revisions designed to empower a city charter committee.

**SB 262**- Revises the qualifications for membership on certain town advisory councils and boards.

Eliminated a requirement that members of a citizen's advisory council or town advisory board be qualified electors.

**SB 371**- Revises provisions governing local governments.

Provided a broad and undefined grant of power to a local government to take action in response to affordable housing issues.

**SB 384**- Establishes certain provisions relating to the award of grants of federal money by a state agency for the development of broadband services and infrastructure.

Would have created new requirements for state agencies issuing federal grants for broadband infrastructure projects.

**SB 314**- Revises provisions relating to energy storage systems.

Sought to require the Public Utilities Commission of Nevada to establish targets every two years for energy storage by electric utilities.

**SB 319**- Revises provisions relating to public employees.

Would have changed the definition of “employee” in the state employee collective bargaining law to include unclassified category I, II and III peace officers in addition to classified employees already covered by the law.

**AB 160**- Revises provisions governing the sealing of certain criminal records.

Would have adopted procedures to automatically seal criminal records.

**SB 272**- Revises provisions relating to governmental administration.

Would have required state agencies and local governments to publish annual reports online detailing the number and size of public works contracts, as well as how many of those contracts went to minority-owned, women-owned, and LGBTQ-owned businesses.

## Healthcare

### **AB 265**- Revises provisions relating to mental health.

Added certain members to the Subcommittee on the Mental Health of Children of the Commission on Behavioral Health; created a statewide mental health consortium; prescribed the membership, powers and duties of the statewide mental health consortium; authorized the statewide mental health consortium to request the drafting of not more than 1 legislative measure for each regular session of the Legislature.

### **AB 11**-Revising provisions governing hospitals.

Prohibited a hospital or psychiatric hospital from employing a physician under certain circumstances; provided penalties for a violation of such prohibition; prohibiting a hospital from taking measures to restrict certain activity of a provider of health care who is employed by or serves as an independent contractor of the hospital.

### **SB 400**- Revises provisions relating to homelessness.

Would have required health maintenance organizations (HMOs) that contract with the state Department of Health and Human Services for Medicaid managed care programs to reinvest a percentage of their annual profits in programs in the local community to address homelessness and provide medication and housing.

### **SB 302**- Revises provisions relating to health care.

Prohibited health care licensing boards from taking certain action against a provider of health care or certain other persons for providing or assisting in the provision of gender-affirming health care services.

### **AB 250**- Establishes provisions governing prescription drugs.

Prohibited certain actions related to pricing and reimbursement for certain drugs; creating a cause of action for violating such prohibitions.

**SB 239**-Establishes provisions governing the prescribing, dispensing and administering of medication designed to end the life of a patient.

Authorized physician assisted death for terminally ill patients.

**AB 251**- Revises provisions governing prescriptions.

Required each pharmacy to provide prescription information in the 10 languages most commonly spoken in the State.

**SB 419**- Makes revisions relating to public health.

Expanded Medicaid coverage for prenatal care and labor and delivery services but did not include an appropriation.

**AB 201**- Revises provisions relating to planning for the provision of behavioral health care.

Required the Department of Health and Human Services to track spending and quantify cost avoidance and report projected savings to a Joint Interim Committee.

**AB 281**- Revises provisions governing senior living facilities.

Would have required that ventilation systems of senior living centers be routinely inspected and maintained by specifically qualified personnel.



**AB 322**- Revises provisions relating to kratom products.

Would have prohibited the sale of any product or food containing kratom unless the product is registered with the Division of Public and Behavioral Health.

**AB 383**- Revises provisions relating to health care.

Would have guaranteed access to contraceptive methods and prohibited the state from enacting any law that burdens access to reproductive health care.

**AB 437**- Limits the amount and circumstances under which a provider of health care may charge for filling out certain forms associated with certain leaves of absence.

Would have limited the fees health care providers could charge for filling out forms that patients need to submit to their employers to take a leave of absence under the federal Family and Medical Leave Act of 1993.

**AB 439**- Revises provisions governing certain contracts of insurance.

Would have ensured provisions for arbitration in various types of insurance contracts would not be binding, covering a wide variety of contracts including health insurance, group health insurance, health benefits plans and contracts for medical services coverage by various health care organizations.

**SB 76**- Establishes provisions governing certain products that contain intentionally added perfluoroalkyl and polyfluoroalkyl substances.

Would have banned the sale of certain products containing PFAS (per- and polyfluoroalkyl substances) or carpets, food packages and cosmetics.

## General Business

**AB 144**-Revises provisions governing the sale of certain lighting products.

Restricted the sale of fluorescent lights.

**AB 223**- Revises requirements relating to collection agencies.

Required a collection agency to provide a payoff letter upon the request of a debtor; required a collection agency to provide a satisfaction letter to a debtor after a claim has been satisfied; authorized a debtor to bring a civil action against a collection agency that violated the requirement to provide a payoff letter or a satisfaction letter to the debtor; revised the method by which a collection agency must notify a medical debtor before taking any action to collect a medical debt.

**AB 258**- Enacts certain provisions governing the confidentiality of certain personal information of a donor, member or volunteer of a nonprofit organization.

A governmental entity would have been required to keep any records identifying a person as a donor, member or volunteer for a nonprofit organization confidential.

**AB 371**- Makes various changes relating to parentage.

Would have adopted provisions of the Uniform Parentage Act which provides a uniform legal framework for establishing parent-child relationships.

**SB 429**- Requires certain new or expanding businesses to provide certain family and medical leave to employees in order to qualify for a partial abatement of certain taxes.

Would have required companies with 50-plus employees that are seeking tax abatements from the state to provide their employees with paid family and medical leave for at least 12 weeks at a rate of at least 55 percent of the employee's salary.

## Construction

**AB 235**- Revises provisions governing public works projects.

Required the payment of prevailing wages to workers who perform custom fabrication on a public work or for certain performance contracts of local governments or state agencies.

**SB 433**-Revises provisions relating to prevailing wages.

Required the Labor Commissioner to adopt regulations establishing factors to be considered when determining whether prevailing wages are required on a project.

**AB 172**- Revises provisions governing collective bargaining for certain public employees.

Would have required school districts to provide unions recognized by the district with the name, address, email address, telephone number and work contact information for each employee in a collective bargaining unit at least on a semiannual basis, unless the district and union agreed otherwise.

**AB 224**- Revises provisions governing collective bargaining.

Would have placed professional employees at the Nevada System of Higher Education (NSHE) under a 2019 law allowing state workers to collectively bargain.

**AB 305**- Revises provisions governing public works.

Would have required at least 2 percent of the hours of labor in a public works department be completed by women apprentices.

**SB 301**- Revises provisions governing public works.

Would have expanded the definition of employees on public works projects, subject to the state's prevailing wage, to include workers who deliver or remove construction material or structures.

## Tax

**AB 359**- Revises provisions relating to the imposition by certain counties of additional taxes on fuels for motor vehicles.

Revising provisions governing the effectuation of additional annual increases in certain taxes imposed on fuels for motor vehicles in certain larger counties.

## Landlord & Tenant

### **AB 298-** Revises provisions governing housing.

A landlord who collects from a prospective tenant an application fee rent a dwelling unit to return such fees; required any written agreement for the use and occupancy of a dwelling unit or premises to contain separate appendices relating to fees and tenant rights; temporarily prohibited a landlord from entering into a rental agreement with certain existing tenants that increases the rent due from the tenant by more than 10% of the rental agreement in effect June 30, 2023.

### **AB 218-** Revises provisions governing landlords and tenants.

Would have increased damages in certain actions by a tenant against a landlord and prohibited fees associated with paying rent through an online payment system.against a tenant and prohibited fees associated with paying rent through an online payment system.and prohibited fees associated with paying rent through an online payment system.against a tenant and prohibited fees associated with paying rent through an online payment system.

### **AB 340-** Revises provisions governing certain actions and proceedings relating to real property.

Sought to amend Nevada's summary process by requiring a landlord to make the first filing in a summary eviction case.

### **SB 78-** Makes various changes relating to property.

Would have provided for a grace period of at least three days before a landlord could charge a tenant late fees, specified that a landlord could only charge an application fee to one prospective tenant at a time and prohibit increases in fees without advance notice.

### **SB 335-** Revises provisions regarding real property.

Would have modified tenant eviction proceeding for tenants receiving rental assistance and established a formal eviction diversion program within Nevada's court system.

### **SB 395-** Revises provisions relating to real property.

Would have prohibited corporations, limited-liability companies and any affiliates from purchasing more than 1,000 residential properties in a year.

### **SB 275-** Revises provisions relating to manufactured home parks.

Would have provided rent caps for those living in mobile homes.

## Elections

### **AB 246-** Revises provisions governing elections.

Would have required counties to provide ballots in non-English languages if there are at least 5,000 qualified voters from a minority group of limited-English proficiency in that county.

### **AB 394-** Revises provisions governing elections.

Required the Secretary of State to adopt regulations that prescribe the procedure to be used if the abstract or certification of results for any election is not timely prepared or transmitted; prohibiting, with certain exceptions, the counting of ballots more than once.

### **SB 404-**Makes various changes relating to elections.

Revised provisions relating to the challenge of a person applying to vote; authorized a county or city clerk to order the count of returns for early voting begin on or after the first day of early voting.

### **SB 133-** Revises provisions relating to presidential electors.

Prohibited a person from creating or serving in a false slate of presidential electors or conspiring to create or serve in a false slate of presidential electors; prohibited the State or a local government from appointing to public office or employing a person convicted of such an offense; providing penalties.

### **AB242-** Revises provisions relating to elections.

Would have mandated that all ballots be counted with a mechanical voting system.

### **SB 443-** Revises provisions relating to voter registration.

Would have required DMV offices in Clark and Washoe counties to establish extended hours for the two weeks leading up to the deadline to register to vote by mail.

### **SB 60-** Revises provisions relating to campaign practices.

Required a state constitutional officers' "inaugural committee" to report financial contributions and expenditures, similar to what is required for a political action committee.

## Transportation

**AB 456**-Revises provisions relating to railroads.

Established requirements for the installation and operation of wayside detector systems; required a stopped train or other equipment to be cut, separated or moved to clear a railroad grade crossing upon the approach of an emergency vehicle; provided a civil penalty; prohibited the operation in this State of certain trains that are more than 7,500 feet long on certain railroad tracks.

**AB 334**- Revises provisions relating to insurance for motor vehicles.

Would have set up a standard timeline for insurers to follow on the inspection and repair of motor vehicles.

**SB 299**- Revises provisions related to monorails.

Eliminated certain exemptions from prevailing wage requirements relating to railroad companies or monorails.

## Education

**SB 251**-Revises provisions relating to employees of school districts.

Revised provisions governing the authority of a large school district to negotiate certain conditions of employment; revised provisions governing mandatory subjects of collective bargaining relevant to school districts.

**AB 74**- Revises provisions relating to agreements entered into by public bodies.

Would have allowed the Board of Regents to enter into public-private partnerships in order to promote and enhance student life or an educational program at an institution within the Nevada System of Higher Education (NSHE).

**AB 319**- Makes an appropriation to the State Department of Agriculture for universal free breakfast and lunch for Nevada pupils.

Would have extended a COVID-era decision by lawmakers to fund universal free school lunches statewide at K-12 schools.

**AB 282**- Establishes provisions governing a subsidy for certain substitute teachers.

Required school districts to provide certain substitute teachers with a subsidy for the purchase of health insurance coverage.

**SB 148**- Revises provisions relating to local school precincts.

Prohibited a local school precinct from employing or otherwise procuring the services of certain personnel for a school; revised provisions relating to the selection of certain personnel by the principal of a local school precinct; providing that the superintendent of a large school district is responsible for making certain personnel decisions; authorized certain uses of a year-end balance by a local school precinct under certain circumstances.

**SB 340**- Revises provisions relating to education.

Required the board of trustees of a school district and the State Public Charter School Authority to submit to the Superintendent of Public Instruction plans for the provision of summer school to certain pupils; required the submission to certain entities of certain reports relating to such plans for the provision of summer school.

# Departing Members

## Legislative Service

- Co-Minority Whip, 2019
- Co-Majority Whip, 2015
- Nevada Senate 2012 -Present (first elected November 2012)
- Nevada Assembly, 2011-2012 (first elected November 2010)



Senator Scott Hammond (R)



Senator Pat Spearman (D)

## Legislative Service

- President Pro Tempore, 2023
- Co-Majority Whip, 2019
- Nevada Senate, 2012 - Present (first elected November 2012)

## Legislative Service

- Nevada Senate, 2012 - Present (first elected November 2012)
- Minority Floor Leader, 2011-2012
- Minority Whip, 2007-2010
- Nevada Assembly, 2002-2012 (first elected November 2002)



Senator Pete Goicoechea (R)





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## EXECUTIVE ORDER 2023-008

### Order Lifting the Freeze on the Regulatory Process

*WHEREAS*, state regulations should protect workers, consumers, and the environment, while promoting entrepreneurship and economic growth; and

*WHEREAS*, Nevada has been identified nationally as having among the nation's most onerous occupational licensing requirements, and it is in the State's best long-term economic interest to have a fair, open, competitive and inclusive economy; and

*WHEREAS*, state regulations can become outdated, result in unintended consequences, create conflicts and/or impose unnecessary burdens on citizens, businesses, professions, or government entities; and

*WHEREAS*, it is in the best interest of the State of Nevada that its regulatory environment be concise, transparent, stable, balanced, predictable, and thoughtfully constructed; and

*WHEREAS*, regulatory agencies and occupational or professional licensing boards have submitted responses to Executive Order 2023-003 and 2023-004 that have, among other things, identified regulations that need to be repealed or amended; and

*WHEREAS*, Article 5, Section 1 of the Nevada Constitution provides that, "The Supreme Executive Power of this State shall be vested in a Chief Magistrate who shall be Governor of the State of Nevada";

*NOW, THEREFORE*, by the authority vested in me as Governor by the Constitution and laws of the State of Nevada, it is hereby ordered as follows:

#### SECTION 1:

On July 1, 2023, pursuant to Nevada Revised Statutes Chapter 233B (or other applicable regulatory rules) and the processes set forth therein, all agencies, boards, and commissions that were subject to Executive Order 2023-003 and/or Executive Order 2023-004 shall begin the process of repealing, streamlining, clarifying, reducing, or otherwise improving those regulations, thereby minimizing barriers to economic efficiency, which were identified in the responses received from each agency, board, or commission pursuant to Sections 1 and 2 of Executive Order 2023-003, and/or Section 2 of Executive Order 2023-004, subject to collaboration with the Governor's Office.

#### SECTION 2:

On July 1, 2023, agencies, boards, and commissions shall begin to promulgate new regulations as required by laws adopted during the 82nd Legislative Session in accordance with Nevada Revised Statutes Chapter 233B or other applicable rules.

#### SECTION 3:

All regulations adopted or implemented in accordance with Sections 1 or 2 of this Executive Order shall be concise and easily understandable to ensure greater access and transparency in the regulatory process.

IN WITNESS WHEREOF, I have hereunto set my hand and caused the Great Seal of the State of Nevada to be affixed at the State Capitol in Carson City, this 30th day of June, in the year two thousand twenty-three.



*[Handwritten signature]*

\_\_\_\_\_  
Governor

*F. Aguilan*

\_\_\_\_\_  
Secretary of State

*Debbie Bowman*

\_\_\_\_\_  
Deputy

19. Draft Bill Requests  
Proposed by the  
Legislature to amend  
NRS 625,329, and 327

# 20. Board and Staff Assignments

## Action List

### BOARD MEETING ITEMS

#### September 12, 2019 Board Meeting

12. Administrative report by Executive Director

b. Action items related to the 2017-2021 Strategic Plan

Mr DeSart asked that dates be posted on our website of when the Las Vegas board office is staffed. **Staff**

#### May 12, 2022 Board Meeting

13. Discussion and possible action on white paper submitted by Jason Caster, PLS, license number 19338, complaint number 20210004, white paper is a condition of the stipulated agreement.

Adjust scope of future disciplinary whitepapers to include a specific requirement for the licensee to outline in detail what they will do in the future to correct and prevent the issue they were disciplined for. Staff.

#### Nov 17, 2022 Board Meeting

16. Discussion and possible action on board liaison, Greg Dessert's report on City of Henderson Quality of Plan Submittal Task Force including consideration of industry's draft Quality of Plan Submittal Best Practices Manual.

Following finalization by taskforce, newsletter announcement to help circulate the manual to the wider industry.

#### Jan 19, 2023 Board Meeting

21. Discussion and identification of topics for future meetings including possible proposed amendments to the Nevada Professional Engineers and Land Surveyors Law, Nevada Revised Statutes and Nevada Administrative Code Chapter 625.

Staff to research Tonopah, NV as a possible board meeting site in 2024.

#### May 11, 2023 Board Meeting

**12. Formal hearing and possible disciplinary action related to non-compliance with stipulated agreement for Robert Mercado, PLS, license number 10352, complaint number 20230005.**

Mr MacKenzie said he would draft the terms of the motion in the form of a Decision and Order of the board to be executed by the board chair. He said it would then be sent Mr Mercado. (Mr MacKenzie) **DONE**

#### **14. Discussion on Board Counsel Report.**

Formalize an employee handbook for board staff. Mr MacKenzie to draft a framework for APOC to consider. (Mr MacKenzie)

#### **21. Discussion and possible action on meeting dates.**

Ms Mamola said future meetings were outlined in the board packet and that any new dates added would be emailed as schedule reminders for board members to add to their calendars. **DONE**

#### **22. Discussion and identification of topics for future meetings including possible proposed amendments to the Nevada Professional Engineers and Land Surveyors Law, Nevada Revised Statutes and Nevada Administrative Code Chapter 625.**

Mr Kidd said, relating to the public comment, that a future agenda item relating to digital signatures be added. Ms Mamola said it will be added to a future board meeting and staff would compile additional detail beyond the discussions already had with the licensee who made the public comment earlier in the meeting. (Staff)

Mr Gingerich said his second topic was for clarification of NAC 625.240 based on comments during the recent public relating to Model Law Surveyors and the issuance of a license. Ms Mamola said staff had connected with the licensee who made the comments for clarification and will add the topic to a future LegComm agenda. **DONE**

### **COMMITTEE ITEMS**

#### **PROFESSIONAL ASSOCIATION LIAISON COMMITTEE**

7. Discuss board's updated Strategic Plan—goals and strategies related to PAL Committee and discuss possible tactics/action items.

Goal 2: Licensure – Strategy (5): *Provide options to meet land surveyor educational requirements*

Consider forming sub-committee to contact with UNLV Dean of Engineering about creating a minor in land surveying

#### **ADMINISTRATIVE PROCEDURES OVERSIGHT COMMITTEE**

##### **APOC - March 30, 2021 Meeting**

5. Discuss third-party verification of digital signatures for licensees of the board and possible role of the board in the verification process including cost participation.

Continue to monitor other states regulations relating to third-party verification requirements.

### **March 30, 2023, Meeting**

#### 5. Consider executive director work performance and salary.

Update salary study information (use 2017 document as template). Staff

#### 6. Consider proposed budget for fiscal year July 1, 2023 to June 30, 2024.

Suggested that options be explored that could be of some tangible benefit to existing licensees to accelerate the reduction of the reserve. Prepare evaluation of options to be considered by APOC. (Staff)

### **May 10, 2023, Meeting**

#### 6. Consider proposed budget for fiscal year July 1, 2023 to June 30, 2024.

Projections for health insurance costs in consideration of possible expansion of board covered expenses.  
Patty Mamola

### **PUBLIC OUTREACH COMMITTEE**

#### **Public Outreach Committee - January 6, 2021 Meeting**

#### 8. Consider and discuss next six to twelve months public outreach/social media efforts.

Local school districts be informed if/when the Speakers Bureau on the board website is in place to as a resource for presenters on STEM topics in local schools.

#### **Public Outreach Committee - January 12, 2023 Meeting**

#### 6. Consider and discuss public communications/social media efforts and available budget for remainder of fiscal year, January 1, 2023, to June 30, 2023).

Identify schedule of career fairs at UNR and UNLV and consider a NVBPELS booth. (Derek Vogel)

### **LEGISLATIVE COMMITTEE**

#### **Legislative Committee Meeting – May 5, 2020**

#### 4. Consider the following changes to Nevada Revised Statute 625, 327

NRS 625.175—discipline specific vs PE state (discipline specific language added in 1975, AB 604—Committee on Judiciary)--on hold until we can discuss with our NCEES counterparts at a future NCEES meeting. (see revision per LegComm meeting 6.17.2021 below)

NRS 327—Nevada Coordinate System; Geographic Names--waiting for NALS to provide proposed changes to NRS 327 and will work to include in board's bill draft request.



### **Legislative Committee Meeting – November 4, 2020**

5. Discuss proposed NAC 625.310(4), requiring engineering applicants to pass a short exam on chapter 625 of NRS and NAC.

Short exam on chapter 625 of NRS and NAC to be updated by staff (periodically) and submitted to LegComm for approval.

### **Legislative Committee Meeting – June 17, 2021**

5. Consider future licensing of engineers as it relates to emerging technologies and blended engineering degrees including considering retention and/or modification of specific disciplines licensed by the board.

Develop position statement of the issues to be addressed. This item to encompass discipline specific vs PE state discussion action item from the LegComm meeting 5.20.2020 (above). Ms Purcell and Ms Mamola

Form working group to discuss and identify possible solutions to the issues identified by position statement. Ms Purcell will lead the working group.

### **Legislative Committee Meeting – October 18, 2022**

8. Open discussion of items related to the Legislative Committee

Add items identified for committee consideration to next meeting agenda and include supporting documentation in the meeting material packet.

**Lead:** Murray Blaney

#### **- NRS 625.183**

Discussion on experience requirement for licensure  
(in supporting documents, included “studies” referenced by NCEES – Patty Mamola;  
review Model Law and other states requirements – Murray Blaney)

#### **- NRS 625.193/280**

Discussion on time period for waiver of the FE/FS  
(review Model Law and other states requirements – Murray Blaney)

Item put forward by Brent Wright (12.9.2022)

#### **- NAC 625.545**

Proposed amendment to section 1.(c) relating anticipated completion of work.

### **Legislative Committee Meeting – February 1, 2023**

7. Consider proposed updated regulations from the PLS Regulation Subcommittee, see list of regulations, Addendum A.

Hold any movement with PLS reg updates until further notice from the Governor’s Office/LCB (relating to

outcomes of Executive Orders 2023-004 and 2023-004)

### **Public Hearing – April 20, 2023**

4. Open public hearing to receive comments pursuant to Executive Order 2023-003 by Chair Michael Kidd

a. Public comment on the Board’s recommendations as set out in Attachments A and B.

Defer action on NAC 625.545, NRS 625.175—discipline specific vs PE state, NRS 625.183, and NRS 625.193 in light of Executive Orders 003 and 004. (Staff)

### **Board Meeting – May 11, 2023**

16. Discussion and possible action on board committee reports.

b. Legislative Committee report, Greg DeSart.

Proposed amendment and repeal of regulations to be put on hold until the Governor’s EO process is complete and further direction is given.

### **STRATEGIC PLAN ITEMS**

DRAFT *Annual Report* for APOC/Public Outreach committee review.

### **BUSINESS PLAN ITEMS**

Electronic submittals + digital signing of documents.

System database comprehensive upgrade.

Website effectiveness.

# 21. Future Meeting Dates

# **BOARD MEETING DATES**

Board meetings are typically scheduled for the second Thursday of every other month.

September 21, 2023 — Las Vegas

November 16, 2023 — Reno

January 18, 2024 — Las Vegas

March 14, 2024 — Reno

May 9, 2024 — Las Vegas

July 18, 2024 — Tonopah

## **Future NCEES Meetings**

### **NCEES Western Zone Interim Meetings**

May 16–18, 2024 — Bozeman, Montana

### **NCEES Annual Meetings**

August 15–18, 2023 — Boston, Massachusetts

August 20–23, 2024 — Chicago, Illinois

# 22. Topics for Future Meetings

# 23. Public Comment

# 24. Adjournment