

1 These draft minutes were prepared by the staff of the Division of Corporations, Business and Professional  
2 Licensing. They have not yet been approved by the Board.

3  
4 **STATE OF ALASKA**  
5 **DEPARTMENT OF COMMERCE, COMMUNITY AND ECONOMIC DEVELOPMENT**  
6 **BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS AND**  
7 **LAND SURVEYORS**

8  
9 **MINUTES OF THE MEETING**  
10 **May 9-10, 2019**

11  
12 By authority of AS 08/01.070(2), and in compliance with the provisions of AS 44.62, Article 6, a scheduled  
13 meeting of the Board of Registration for Architects, Engineers and Land Surveyors was held on Thursday,  
14 May 9 – Friday, May 10<sup>th</sup> via videoconference. Physical locations included the Atwood Building, Suite 1550 in  
15 Anchorage and the State Office Building, 9<sup>th</sup> Floor Conference Room A, in Juneau.

16  
17 **AELS\_05.09.2019\_A\_00:03:18**

18 **1. Call to Order/Roll Call**

19 The meeting was called to order at 9:00 a.m.

20  
21 Board members present, constituting a quorum:

22 Jennifer Anderson, PE, Civil Engineer, Environmental Engineer  
23 Dave Hale, PS, Surveyor  
24 Elizabeth Johnston, PE, Electrical Engineer, Fire Protection Engineer  
25 Richard “Vernon” Jones, Public Member  
26 John Kerr, PS, Surveyor  
27 Jeff Koonce, Architect  
28 Colin Maynard, PE, Civil Engineer, Structural Engineer  
29 Bill Mott, PE, Chemical Engineer, Metallurgical and Materials Engineer  
30 Luanne Urfer, Landscape Architect  
31 Fred Wallis, PE, Mining Engineer

32  
33 Board members excused by the Vice Chair:

34 Colin Maynard, PE, Civil Engineer, Structural Engineer (Chair)

35  
36 Attending from the Division of Corporations, Business, and Professional Licensing were:

37 Alysia Jones, Executive Administrator (in-person)  
38 Heather Noe, Licensing Examiner (in-person) \*  
39 John Savage, Investigator (telephonically)\*  
40 Melissa Dumas, Admin Officer (in-person) \*  
41 Jun Maiquis, Regulation Specialist (in-person) \*  
42 Marilyn Zimmerman, Paralegal II (in-person) \*

43  
44 \* Attended portions of the meeting.  
45

1 The following members of the public attended portions of the meeting:

2

3 \* Attended telephonically

4

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## 5 2. AELS Mission

6 The board requested Jones read the board's mission:

7

The board adopts regulations to carry out its mission to protect the public health, safety, and welfare through the regulation of the practice of architecture, engineering, land surveying, and landscape architecture by:

9

- 10 • Ensuring that those entering these practices meet minimum standards of competency, and
- 11 maintain such standards during their practice;
- 12 • Requiring licensure to practice in the State of Alaska; and
- 13 • Enforcing both the licensure and competency requirements in a fair and uniform manner.

14

15

AELS\_05.09.2019\_A\_00:08:32

16

## 3. Review/Amend Agenda

17

The board reviewed the agenda. Jones stated Removed 9.D. and replaced with response to Moe re: follow up on industrial exemption. AELS Licensing Examiner Heather Noe also requested a revision to the amendment since she has not received all checksheets for application review.

20

21

AELS\_05.09.2019\_A\_00:09:17

22

## 4. Review/Approve January 2019 Meeting Minutes

23

The board reviewed the meeting minutes of the January 30-31, 2019 meeting.

24

25

**On a Motion duly made by Kerr seconded by Koonce and approved unanimously, it was RESOLVED to approve the minutes as presented.**

27

28

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29

## 5. Ethics Reporting

30

The Chair stated that he is serving on the NCEES<sup>1</sup> Advisory Council on Committee Affairs (ACCA) and they met in Miami in January. He stated all travel was paid for by NCEES.

32

Urfer said that she has been talking with the local ASLA<sup>2</sup> chapter and was also contacted by CLARB<sup>3</sup>.

33

Johnston stated that she is a volunteer with the IEEE<sup>4</sup> and has gone on two trips related to student activities since the AELS Board's last meeting that were paid for by IEEE.

35

Fritz said she attended the NCARB<sup>5</sup> Regional Summit along with John Kerr and Alysia Jones and all attendees were paid for by NCARB. Kerr and Jones confirmed they also attended this meeting.

37

The Chair commented that three board members and one staff member would be attending the NCEES

38

Western Zone meeting next week in Boise. The Chair explained he would be attending along with Bill Mott,

39

John Kerr and Alysia Jones. He added that initially only two attendees were approved, but that Mott

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<sup>1</sup> National Council of Examiners for Engineering and Surveying

<sup>2</sup> American Society of Landscape Architects

<sup>3</sup> Council of Landscape Architectural Registration Boards

<sup>4</sup> Institute of Electrical and Electronics Engineers

<sup>5</sup> National Council of Architectural Registration Boards

1 contacted the Commissioner requesting clarification since NCEES funds up to four attendees. The travel  
2 request was reconsidered and all four attendees were approved to attend.  
3 Jones stated that she, Jeff Koonce, and Catherine Fritz were approved to attend the NCARB Annual Meeting  
4 in Washington, D.C. in June.

## 6 **7. Investigative Report**

**AELS\_05.09.2019\_A\_00:11:57**

7 The Chair invited AELS Investigator John Savage to give the Investigative Report, so the board skipped  
8 down to item 7 on the agenda.

9  
10 Savage requested the board take caution with public comment and reminded the board that anything that has  
11 been turned over to him cannot be discussed. Savage reported that recently he is seeing an increase in suspect  
12 submissions from design companies outside this jurisdiction. He noted that several companies are also using  
13 certain terminology in their advertising that is problematic and he will be looking into those issues.

14  
15 Savage brought up the potential move of all investigative staff to the Department of Law starting July 1<sup>st</sup> and  
16 mentioned that he did not have an update at this time. The board discussed if Savage would be exempt given  
17 the fact the AELS statutes includes the investigator position.

18  
19 Johnston asked if he had any planned visits or outreach before the next meeting. Savage said it would be a  
20 little more difficult given his upcoming caseload, but said reiterated the importance of “boots on the ground”  
21 and indicated that he intends to make site visits over the next couple months. Savage also commented that it  
22 was also dependent upon approval of travel. Johnston commented that part of the feedback from this  
23 meeting should be the impact going digital has on the investigator’s ability to make site visits, recalling that  
24 Savage typically would schedule visits to sites between Anchorage and Fairbanks in connection with travel to  
25 the Fairbanks meeting. Savage agreed. Jones added that travel to four areas was included in FY2020 travel  
26 plan and FY19 Annual Report and encouraged the board to review and revise that section as needed. Kerr  
27 suggested the board write a letter explaining the importance of site visits. Savage acknowledged that he gets  
28 quite a bit of work from areas outside the Anchorage area based upon the outreach and efforts of the Fire  
29 Marshall’s Office and other forums, but added that it is not a replacement for “boots on the ground”. The  
30 board discussed deferred jurisdictions.

31  
32 Fritz suggested including an explanation of how the investigator schedules site visits in connection with board  
33 meeting travel, and asked if it would be appropriate to reiterate the importance of rotating meetings between  
34 Anchorage, Juneau and Fairbanks from that perspective. The Chair agreed. Fritz added that it is important to  
35 show how those four meetings in three locations are important to the Board’s mission and that the  
36 investigator is part of that as well.

37  
38 The board thanked John Savage for his report.

39  
40 **On a motion duly made by John Kerr, seconded by Dave Hale, and approved unanimously,**  
41 **it was RESOLVED to write a letter explaining the importance of investigator travel (in Alaska and to**  
42 **National Organizations) to the Board’s mission.**

1 **6. Licensing Examiner Report**

AEELS\_05.09.2019\_A\_00:23:30

2 The Chair invited AEELS Licensing Examiner Heather Noe to speak. Noe stated that the current examiner's  
3 report covered the period of January 1 – March 31, 2019. For the May 2019 meeting, there are eighty-two  
4 applications to be reviewed including nine architects, two land surveyors, two landscape architects and sixty-  
5 nine engineers. Engineering disciplines included chemical, civil, control systems, electrical, mechanical, mining  
6 and mineral, petroleum, and structural. Noe reported there had been forty-five registrations issued and eight  
7 certificate of authorizations. Noe stated ninety-seven individual renewals and thirteen firm renewals had been  
8 received on or after January 1, 2018 - the start of the current biennial registration period (01/01/2018 to  
9 12/31/2019). Noe also walked through exam results for the Fundamentals of Engineering (FE) and  
10 Fundamentals of Surveying (FS), and Principles and Practice of Surveying (PS) exam. She also stated that  
11 seventy-one applicants were approved to sit for the April 2019 NCEES PE exam administration, and two  
12 applicants were sitting for the Structural (SE) exam. Noe stated fourteen land surveyor applicants planned to  
13 sit for the Alaska Land Surveyor (AKLS) exam. The exam scores of the recent PE, SE and AKLS exam  
14 would be made available in mid-May. Noe stated staff completed seventy-three license verifications.

15  
16 In terms of processing times, Noe reported that application filed to status letter is one to two business days,  
17 which does not include the seven to ten days for scanning and mail processing by front desk. The average  
18 number of days from complete application to license is sixty days and the average time to complete  
19 investigative referrals is fourteen days.

20  
21 The Chair asked for clarification on the registrations and renewals section and if the number reflected those  
22 that failed to renew by the deadline. Noe explained the totals that are broken out by profession are  
23 registrations that were issued between January 1 and March 31, 2019, but that the numbers indicated for firms  
24 and individuals under "Renewals received on or after 01/01/2018" were late renewals. Koonce asked if there  
25 was any information on the A.R.E. exam results. Noe said staff receive notifications when a module is  
26 complete, but did not have any comprehensive data for the board.

27  
28 The Chair thanked Ms. Noe for the report.

29  
30 AEELS\_05.09.2019\_A\_00:30:17

31 **8. Division Update**

32 Jones explained that items received after the board packet deadline, including the FY19 3<sup>rd</sup> Quarter Report  
33 and Investigative Report, were added to an addendum and showed the board how to locate the additional  
34 information.

35  
36 **8.A. FY 19 3<sup>rd</sup> Quarter Report** - The board began reviewing the FY19 3<sup>rd</sup> Quarter Report. The Chair stated  
37 that the intent was to have enough to cover a large investigative cost if needed without going into the red.

38  
39 Melissa Dumas, the Administrative Officer for Corporations, Business and Professional Licensing joined the  
40 meeting. Dumas reviewed the FY19 3<sup>rd</sup> Quarter Report, noting that there was another 3<sup>rd</sup> party  
41 reimbursement that had come in since the report that would be reflected in the 4<sup>th</sup> Quarter Report. Dumas  
42 said personal services seemed a little high for this quarter so she did some additional breakout to see who was  
43 charging to the AEELS program so they could see what the legal team was charging for regulation projects,  
44 and investigative costs. Dumas explained there are discussions regarding shortening the re-appropriation  
45 period as part of Governor Dunleavy's goal to streamline processes, which would mean the 4<sup>th</sup> quarter

1 reports might be available earlier. Hale asked what the board was aiming for in terms of a balance. The board  
2 discussed being able to cover a year's expenses. The Chair commented that he would appreciate having the  
3 report sooner rather than later. Dumas stated that it would not be for the current year, but are looking at  
4 ways for the next cycle. Dumas circled back on personal services and explained that there were more  
5 investigative costs. The Chair asked if that includes assistance from the Attorney General's Office. Dumas  
6 responded no and explained those costs are under the contractual line. Dumas stated contractual costs have  
7 more than doubled since last year. The Chair stated that the board has gotten a lot more assistance from the  
8 AG's Office this past fiscal year. Kerr asked for additional information about what is included in contractual.  
9 Dumas responded that in general this line includes inter-agency legal fees, expert witnesses, office of  
10 administrative hearings, as well as membership fees to national organizations. Dumas added that membership  
11 fees accounts for nearly half of the total for this line item. The board reviewed the numbers and agreed they  
12 were in line with current activities.

13  
14 ***8.B. Fee Analysis*** - Dumas reviewed fee changes for the current renewal period and stated that she would  
15 expect a decrease in the revenue based upon the prior fee changes. Koonce asked if the number of applicants  
16 was decreasing or increasing. Jones responded that the number of applications to be reviewed at each  
17 quarterly meeting is fairly consistent.

18  
19 TASK: Dumas offered to pull some statistics on AELS registrations and explained that she does factor in  
20 attrition when she conducts her fee analysis.

21  
22 Dumas stated that the Division Director Sara Chambers, Deputy Director Sharon Walsh, Accountant  
23 Marylene Wales and her reviewed AELS fees and recommend no fee changes. Johnston added if the  
24 projected surplus considered reduced travel costs or normal operations. Dumas responded that it assumes  
25 normal operations and noted that most of the program's travel is 3<sup>rd</sup> party funded. Johnston clarified that she  
26 meant in-state travel costs for meetings. Dumas said reduced number of board meetings might make a slight,  
27 but noted that the cost of the board is minimal in comparison to the total cost of the program. Dumas said  
28 based upon the projected surplus a fee increase will be needed in the future, but that the increase could be  
29 postponed until the following renewal cycle.

30  
31 The board tested different scenarios in the Fee Analysis spreadsheet and reviewed how different changes  
32 affected the projected balance for 2024. Dumas reviewed the board's options.

33  
34 Fritz said the board got so much encouragement to adjust down last time and indicated her hesitation with  
35 increasing the fees for the upcoming renewal. Johnston suggested using the argument that there is more  
36 activity to regulate and there may be a need to increase fees to cover those areas where the board does have  
37 higher costs (investigative costs, regulatory changes, etc.)

38 Dumas reiterated that she would pull some information on trends so the board could see how the professions  
39 were doing. Johnston commented that some of the data might be skewed due to the grandfathering period  
40 for the nine additional license types. Fritz asked when the board expanded the branches of engineering. The  
41 Chair responded 2012. Dumas stated that she would follow up with Jones for additional information.

42

1 The Chair asked the board if they wanted to make a motion now or wait. Several board members expressed  
2 their preference to wait. The Chair stated that the board would revisit the topic and make a recommendation  
3 under Agenda Item 18. New Business.

4  
5 **AELS\_05.09.2019\_A\_00:57:41**

6 **8.C. Division-wide Outreach to licensees** - Jones explained the Division is looking at an outreach to all  
7 licensees for all programs to obtain feedback on both centralized statutes and regulations as well as those of  
8 programs. Jones stated that it is currently in the idea stage and that more information would be forthcoming.  
9 Fritz responded that there is always merit in reviewing and looking at what we are doing. Fritz added that it  
10 has been seven years since the board added the additional categories and suggested the board review the list  
11 and see if it is worth regulating all additional categories to consider the pros and cons. The Chair explained  
12 the additional branches were added because people had taken NCEES exams in these different branches,  
13 were licensed in other jurisdictions and wanted to be licensed by comity. The Chair said the board at that time  
14 did not think it was appropriate to give an applicant a different type license. The Chair said having a license  
15 type does not affect the costs. Fritz thanked the Chair for the background information and commented that  
16 the board may still benefit from reviewing data on those additional license types. Johnston provided the  
17 example of the architectural engineer, which the board did not choose to add as one of the additional  
18 branches of engineering and asked if it was worth re-evaluating that one.

19  
20 Several board members expressed their interest in gathering data on the additional branches of engineering.  
21 Jones mentioned the table of accepted alternate ABET accredited degree programs in the *AEELS Board Policies*  
22 *and Historical Information* document. Jones said staff currently does not have a way to pull information on  
23 degrees, but that staff can pull information regarding registrations in the additional branches.

24  
25 TASK: Jones and Noe will pull information on engineering disciplines.

26 **AELS\_05.09.2019\_A\_01:05:33**

27 **8.D. Travel Update** - Dumas said Division Director Sara Chambers has drafted a memo regarding delegated  
28 authority to approve in-state travel that is on the FY2020 travel plan. Dumas stated that the board had one in  
29 person meeting listed on the FY2020 travel plan. Dumas said Chambers is also requesting authority to  
30 approve additional meetings beyond what is on the FY2020 plan for boards with extenuating circumstances.

31  
32 Dumas commented that the FY2020 travel plan also included several out-of-state travels for the AEELS board.  
33 Jones clarified that all the meetings members of the board typically attend were included (Annual meeting of  
34 CLARB, NCARB and NCEES, and regional meetings for NCARB and NCEES). Dumas said the Division  
35 has not received a response at this time.

36  
37 Fritz said she had a conversation with former Deputy Commissioner Faulkner and the question of why the  
38 state is involved in third party travel came up. Fritz asked if there was any update on returning to previous  
39 policies in which the traveler worked directly with the organization. Fritz acknowledged that there might be  
40 differences between staff versus volunteer board members. Fritz asked if there was any possibility to  
41 returning to that earlier model for travel. Kerr suggested the board to draft a policy for consideration to  
42 ensure that we continue to protect the public and are only traveling to meetings hosted by organizations that  
43 the board is a member of. Kerr said if we propose something for travel related to NCEES and NCARB were  
44 more likely to get a positive response. Fritz agreed that the policy should only be related to board  
45 memberships. Urfer requested that CLARB be included as well even though travel costs are not typically

1 covered by that organization. Dumas suggested the board point out that the proposed policy is in line with  
2 the Governor's objective to reduce costs as it would reduce administrative costs and staff involvement in the  
3 travel process. The board discussed concerns with liability and how the booking might be handled directly by  
4 travelers, but the State would still approve the travel. Dumas agreed to mention the topic to Chambers at her  
5 next meeting with her.  
6

7 **On a Motion duly made by Dave Hale, seconded by Jeff Koonce and approved unanimously,**  
8 **it was RESOLVED to write a letter to appropriate entities at the State requesting approval of travel**  
9 **at the administrative level for meetings sponsored by membership organizations affiliated with the**  
10 **AELS Board.**

11  
12 Fritz suggested adding clarification about board members working directly with organization to schedule and  
13 reimburse travel. Hale asked if the current motion provided enough information to get the Chair to write a  
14 letter and suggested the additional clarification be included in the letter itself rather than the motion. Several  
15 members agreed.  
16

17 TASK: Chair will draft a letter and send to Jones to distribute to the whole board.

18 **AELS\_05.09.2019\_A\_01:18:09**

19  
20 Jones reminded the board that travel receipts for the upcoming NCEES and NCARB meeting need to be  
21 submitted as soon as possible following travel since the end of the fiscal year is June 30<sup>th</sup>. Dumas added that  
22 prompt responses will go a long way in shorter re-appropriation periods and more timely reports.  
23

24 The board thanked Dumas for her report. Dumas left the meeting.  
25

## 26 **9. Correspondence Sent**

**AELS\_05.09.2019\_A\_01:19:06**

27 The board reviewed correspondence that had been sent since the last meeting, including:  
28

29 **9.A. Response RE: Request for Guidance on EIT vs EI** – The response explained the board no longer  
30 regulates EITs or EIs and recommended they check with Alaska Society of Professional Engineers or the  
31 Alaska Professional Design Council. The Chair mentioned that the response also included an explanation  
32 about of protected titles and that they cannot be used.  
33

34 **9.B. Response RE: Request for Clarification on Mentoring System** – The Chair summarized the  
35 response stating that the board would be working on updating the regulations to be consistent with the other  
36 experience requirements.  
37

38 **9.C. Response RE: Request to Retire License** – Jones stated that she had received one response and that  
39 the registrant signed the statement acknowledging the continuing education audit requirements if that  
40 individual decided to reactivate their license. Jones said she planned to try to contact the second registrant  
41 one more time before turning the matter over to the paralegal. The Chair reminded the board that these two  
42 individuals had responded to the continuing education audit with requests to retire their licenses.  
43

44 **9.D. Response RE: Follow up Industrial Exemption Discussion** – The Chair mentioned this was a  
45 follow up question regarding pole attachments and trenches. The Chair said the letter clarified that if it is

1 work that falls under the industrial exemption (AS 08.48.331 (10)), even if it is for another utility, which  
2 would also be exempt, then it does not need to be stamped.

#### 4 **10. Correspondence Received**

AEELS\_05.09.2019\_A\_01:23:26

5 **10.A. Letter of Resignation** - The board reviewed public member Richard Vernon Jones' letter of  
6 resignation from the board and the Governors letter of appreciation to R. Jones for his service.

7  
8 Koonce asked about the status of the new public member. Jones explained that the Division is working with  
9 Boards and Commissions regarding notification of appointments. Jones stated that Phillip Schneider was  
10 appointed to the board, however he was unable to attend the May meeting due to previously scheduled travel.  
11 Jones said she would be following up with Mr. Schneider following the meeting to go over expectations.

12  
13 ADDENDUM: Mr. Schneider resigned effective May 17, 2019.

14  
15 **10.B. Request: Arctic Engineering Course Change** – The Chair explained the University of Alaska,  
16 Fairbanks (UAF) is requesting course CE493 Arctic Engineering be included in the list of approved arctic  
17 engineering courses. Johnston stated that the course is cross-listed as an undergraduate/ graduate course and  
18 encouraged the board to approve it.

19  
20 Kerr expressed his appreciation for Dr. Perkins attending and presenting at the January meeting. Kerr also  
21 expressed his appreciation for all of Dr. Perkins effort on the rubric for the course.

22  
23 Fritz asked about the additional references listed on the course syllabus. Fritz asked if *Building in the North* is  
24 the architectural reference used in the Northern Design course offered at University of Alaska, Anchorage  
25 (UAA). The Chair confirmed. Fritz responded that she was glad UAF was also using that reference.

26  
27 **On a motion duly made by Elizabeth Johnston, seconded by Fred Wallis and approved**  
28 **unanimously, it was RESOLVED to approve CE493 Arctic Engineering Course at University of**  
29 **Fairbanks to fulfill the arctic engineering requirement for licensure.**

30  
31 The board took a short recess at 10:45a.m.

AEELS\_05.09.2019\_A\_01:32:40

32  
33 The board was slightly ahead of schedule, so the Chair asked the board to review the to do list from the  
34 previous meeting.

35  
36 **13. Review January To Do List** – The board reviewed outstanding tasks.

37 *Disaster Planning* - The Chair asked if anyone had provided information regarding disaster planning. Jones  
38 responded that Koonce had provided information regarding the Safety Assessment Program Training –  
39 Applied Technology Council (ATC) 20 – Post Earthquake Safety Evaluation of Buildings and ATC 45 Safety  
40 Evaluation of Buildings after windstorms and floods. Urfer asked about ways to coordinate with other  
41 agencies to deal with the stress. The board determined that was not within their mission and discussed other  
42 ways in which the board could assist. The board expressed an interest in compiling information that would be  
43 useful on a webpage in the event of a future disaster. The board discussed potential FAQs related to licensure  
44 requirements and that Alaska does not have temporary or expedited licensure. Jones stated that she is still  
45 receiving calls and has utilized the list compiled by the Structural Engineers of Alaska. The Chair commented

1 that information is available on SEAK’s Facebook page, including a document on when you need a structural  
2 engineer and when you don’t that is geared towards residential structures.

3  
4 *Review of Arctic Engineering Course Material* – This item will be covered during the committee reports.

5  
6 *Documenting Continuing Education Issues* - Fritz commented that she had worked with Jones on documenting  
7 continuing education issues and put together a PowerPoint presentation that would be provided during the  
8 committee updates.

9  
10 *Provide comments to DEC* - The Chair stated that he believes the regulation needs to be updated or the  
11 contractor needs to hire someone to perform that work. The Chair said having an engineer stamp a drawing  
12 that was marked up by the contractor is not allowed by our regulations and the board has made that  
13 abundantly clear of the last few years. The Chair said he would write another letter with additional guidance.  
14 Urfer asked if there was any information in the *Guidance Manual* and recommended a version of the response  
15 be included in the manual. Several other members agreed. Johnston asked for clarification. If the stamped  
16 drawing is changed to create an as-built and you leave the date of the original signature on the stamp then you  
17 are okay with a stamp if it includes the disclaimer information. The Chair clarified that it had previously been  
18 the position of the board that if you leave the original stamp on, but put a disclaimer that yes, this is the  
19 original document and we’ve modified it according to the information from the contractor, the board had  
20 been okay with that. The Chair and Koonce added that in their respective offices the stamp is removed. Kerr  
21 asked how you discern the different changes. The board discussed the use of red clouds and add a “Record  
22 Drawing” stamp that includes a disclaimer that the professional does not have any knowledge as to whether it  
23 is accurate or inaccurate and another date that sometime in the future from the original date on the stamp.  
24 Kerr commented that it was a valid track, but agreed that the information could be misleading. Johnston said  
25 national standards require taking the red clouds and changes off at the time you produce the record drawing,  
26 so there would not be a record of what changed under that old paradigm. The Chair stated that his company  
27 clouds whatever information the contractor provided so that it is clear what information was provided and  
28 have a little triangle to identify it as a record drawing.

29  
30 Kerr asked if anyone was transmitting drawings with a stamp in it? Several members responded no.

31  
32 *Draft definition of “progressive experience”* – The Chair said he drafted a definition for the board’s consideration  
33 during Agenda Item

34  
35 *Response regarding pole attachments* – The Chair stated that Johnston had completed the draft and the board had  
36 reviewed the final version under correspondence sent.

37  
38 *Information on Municipalities for Certificate of Authorization Discussion* – Kerr reported that he has compiled a lot of  
39 information and talked with a lot of people about this topic, but indicated that it was not ready to bring to the  
40 board for discussion.

41  
42 *Legislative Committee* – The Chair reported that there had not been much movement regarding the proposed  
43 legislation to update the definition of landscape architecture. Kerr commented that there are several bills in  
44 the legislature regarding acceleration of military spouse licensure. The Chair commented that APDC was  
45 following those bills. The Chair stated that there is an existing regulation that the board could adopt to

1 provide courtesy licenses. The Chair explained that it was before his time on the board, but that his  
2 understanding was that the board decided not to offer a courtesy license unless they met all the other  
3 requirements for licensure. Kerr said there is strong support for this at the national level and encouraged the  
4 board to get ahead of this item and somehow accommodate their desire without having them practice  
5 without any arctic knowledge or local supervision. Kerr said he wasn't sure what it would look like, but asked  
6 the board think about it. Jones added that NCARB staff assisted her with putting together some talking  
7 points about licensure in Alaska that acknowledged the arctic requirement. Jones also added that the Division  
8 Director is actively engaged in discussions on this topic and gathered information from all programs within  
9 the Division.

10  
11 The Chair said it makes sense for some occupations and/or professions where the work is similar from one  
12 state to another, but indicated that the arctic requirement is important to protecting public health, safety, and  
13 welfare.

14  
15 TASK: Jones will re-share the talking points with the board.

16  
17 Fritz commented that the board did not find a sponsor for the bill to update the definition of landscape  
18 architecture, and asked if there should be any continued effort following session to find a sponsor. Urfer said  
19 she has reached out to Senator Reinhold but has not received a response. Urfer said several legislators  
20 recommended pursuing sponsorship by a committee. The Chair suggested talking to the Chair of Labor and  
21 Commerce Committee for each branch. Urfer said there had been a request for more explanation on why this  
22 is necessary and Urfer indicated that she would work on drafting a more detailed statement.

23  
24 **AELS\_05.09.2019\_A\_01:57:07**

## 25 **12. Discussion of Noncompliant Construction Outside Anchorage Building Safety Service Area**

26 Ross Noffsinger stated that he was here to discuss observations from the earthquake regarding construction  
27 both inside and outside the Anchorage Building Safety Service Area. Noffsinger explained that he was the  
28 acting Building Official for the Municipality of Anchorage (MOA) on November 30<sup>th</sup> when the earthquake  
29 occurred until March. He then returned to his former position of the Manager of Engineering Services for  
30 MOA where he supervises plan review, and the onsite and waste water management section. Noffsinger  
31 explained municipal inspectors and plan reviewers performed 3,700 damage assessments over a four-month  
32 period. Home owners and business owners could request a damage assessment via the departments website.  
33 Noffsinger further explained that 2,500 assessments were done within the Anchorage bowl and the remaining  
34 1,200 were outside the safety service area. Noffsinger reiterated that these were requests and that staff did not  
35 going looking for things. He commented on the disproportionate view of the damage, noting there were half  
36 as many requests from outside the safety service area, but that there are easily twice as many buildings.

37  
38 Noffsinger said even though the earthquake was significant, it was not "the big one". Noffsinger stated that  
39 the MOA's building codes are designed to resist earthquakes with twice the ground acceleration. He explained  
40 that if the Anchorage area were to experience a bigger or longer earthquake, he expected the damage would  
41 be much more significant than what was experienced on November 30<sup>th</sup>. Noffsinger said that out of the  
42 damage assessments, the red placards were ones that were damaged to the point that they should not be  
43 occupied. Noffsinger said the Chugiak Eagle River area had twenty times the rate of red placards than what  
44 was found in the Anchorage bowl. Noffsinger did clarify that overall the total number of red placards was  
45 fairly low, with only seventy-four buildings being damaged to that extent. Noffsinger stated that while they

1 received 3,700 damage requests, FEMA received way more requests for financial assistance. Noffsinger said  
2 there were a fair amount of people that did not request evaluations from the MOA and/or did not want to  
3 document that their home had been damaged. Noffsinger said it was a wonderful learning opportunity and  
4 that there was so much to learn for this experience. He said there is great responsibility to learn as much as  
5 possible and pass that information on to the public and officials so the right decisions can be made to ensure  
6 everyone is more prepared going forward. Noffsinger said his division is working with FEMA and provided  
7 some information so they could do a count of buildings both inside and outside the safety service area.  
8 Noffsinger stated that his department provided information of single family homes constructed since 1990.  
9 Noffsinger explained he selected that date because the Anchorage Building Department stepped up  
10 requirements on seismic and lateral enforcements. He added that the quality and consistency of the plan  
11 reviews improved around that time as well. Noffsinger said there was quite a large data set with over 10,000  
12 houses constructed in that time. Noffsinger said the requests for financial assistance was five times higher in  
13 Eagle River than the requests for financial assistance inside the building safety service area for single family  
14 homes built during that time. Noffsinger stated that information clearly illustrated to him the value to having  
15 an independent 3<sup>rd</sup> party oversee construction to ensure they are being built to a minimum safety standard.  
16

17 Noffsinger provided a general overview of what areas fall within the Anchorage Safety Service Area and those  
18 that do not. Noffsinger explained a building permit is required for all construction inside the building safety  
19 service area and the purpose of the building permit is to have that third-party oversight which includes a plan  
20 review and an inspection. Noffsinger said if you are building a home or commercial building outside the  
21 safety service area, you are not required to have that third-party oversight. Noffsinger noted that there was an  
22 exception for municipal-owned buildings and schools. Noffsinger stated that homes need to get a land use  
23 permit. Noffsinger speculated that some of the confusion may be related to the fact that a lot of the houses  
24 are built to qualify for AHFC financing and AHFC has a process that is intended to demonstrate code  
25 compliance, however they allow the builder to hire the home inspector and both sign off that it meets the  
26 code, which creates a wide variance in code compliance outside the safety service area. Noffsinger talked  
27 about the role various factors played in the level of damage including orientation the home in relation to the  
28 direction of the seismic waves and soil composition. Noffsinger also provided some examples in which  
29 houses were built from architectural plans outside the safety service area and the potential issues concerning  
30 lack of lateral resistance and direction of seismic waves and how those factors have the potential to greatly  
31 affect the level of damage. Noffsinger explained that the same house built in the safety service area would be  
32 designed to handle seismic waves no matter which direction they come from. Noffsinger said Anchorage did  
33 have several significant home failures and attributed most of them to soil failures. He stated he was aware of  
34 at least four hundred and sixty-four soil failures based on the assessments done by the municipality.  
35 Noffsinger reported that the majority were in the Jewel Lake and Sand Lake areas, due to the uniformity of  
36 the sand. Noffsinger again reiterated how informative the experience has been and suggested there might be  
37 some code modifications for certain parts of town based upon what they have learned.  
38

39 Noffsinger asked the board if they had any questions. The Chair said he was writing an article for the  
40 Structural Engineers Association of Alaska on the issue of load enforcement and talking about how things are  
41 hap-hazard throughout the state, not just in the Anchorage area. The Chair asked if Girdwood had similar  
42 issues as Eagle River. Noffsinger responded that his staff conducted ten to twenty assessments in Eagle River  
43 and said he did not believe Girdwood had the same type of issues as they were far enough away. Noffsinger  
44 said there were rumors that it shook harder in Eagle River, but data indicates it was about the same.  
45 Noffsinger stated that the Anchorage bowl has forty to forty-five strong motion ground sensors in the

1 ground and geophysicists mapped the movement. Koonce asked if there was any discussion about installing  
2 additional sensors outside Anchorage. Noffsinger responded that he anticipated additional ones would be  
3 added.

4  
5 Urfer asked if there was any data on houses constructed prior to 1990. Noffsinger responded they do not  
6 have data yet on those homes, but that they are working with FEMA and have a tremendous amount of  
7 information and plan on analyzing it to make correlations. Noffsinger said they will be creating maps that  
8 show all the ground motion sensors in Anchorage as well as contain layers showing ground accelerations,  
9 requests for financial assistance from FEMA, requests for damage assessments from MOA, as well as maps  
10 from the 1950s showing wetlands. Noffsinger explained the hope is that they will then be able to make some  
11 correlations to determine what regulations and/or code revisions might be warranted.

12  
13 Fritz asked if current licensing exemptions related to single family residences, etc. have been included in the  
14 discussion to date and/or if FEMA had any recommendations at this time? Noffsinger responded that there  
15 has not any discussions to date, but agreed it was worth discussing and may be part of the solution.

16 Noffsinger said he believed it was not an Anchorage problem, but rather an issue at the state level. Noffsinger  
17 circled back to the idea that the core issue is the lack of third party oversight. The board and Noffsinger  
18 talked about House Bill 76 purpose was to adopt a statewide residential code, but indicated it was  
19 fundamentally flawed because it would adopt it under AHFC - a public corporation which cannot be a  
20 regulatory agency. Noffsinger added that going through the AHFC process is also entirely voluntary.

21 Noffsinger said there is a perception that just adopting a statewide residential code would fix the issues and  
22 that the third-party oversight was not necessary. Koonce said he had projects where people were upset about  
23 seismic restraints above the ceiling systems and having to install that are now grateful because their entire  
24 system didn't fall down during the earthquake. Hale encouraged disseminating this type of information to the  
25 public so they understand why these requirements exist. Noffsinger said FEMA is preparing a final report and  
26 said he anticipates there will be a time, likely this fall, where information will be available to the public.

27  
28 Fritz suggested that it is the board's responsibility to review FEMA's report, the information the MOA  
29 and/or other entities develop as lessons learn since fundamentally the board is about protection of public  
30 health, safety, and welfare. Fritz acknowledged the board's jurisdiction does not include home builders, but  
31 that the board should be connected into this network of information and review the information to support  
32 other agencies that may seek changes and/or consider statutory or regulatory changes that need to be added  
33 to more effectively protect the public in these high-risk zones for earthquake damage. Fritz added that she did  
34 not feel the board could take on all of Alaska's hazards at once, but that this might be a good starting point.  
35 The Chair said prior to his appointment, the board went to the legislature for some statutory changes  
36 including one to change our regulations to be four-plexes to match the Fire Marshall's and the home builders  
37 strongly opposed that. Fritz acknowledged that there may be opposition, but reiterated her stance that the  
38 board has an obligation to continue this discussion as it relates to the core of the board's mission.  
39 Several members agreed. Noffsinger said FEMA is looking for organizations such as the AELS Board to  
40 provide a statement acknowledging the problems and providing recommendations. Noffsinger said he  
41 anticipates FEMA's recommendations will be to have some type of third-party oversight in the high seismic  
42 areas. The board thanked Mr. Noffsinger for speaking with them.

43 **AELS\_05.09.2019\_A\_02:37:28**

44 Board recessed for lunch at 11:46 a.m.

1 The board reconvened at 1:15 p.m. Board members Bill Mott and Philip Schneider were excused; all others  
2 were in attendance.  
3

#### 4 **15. Public Comment**

5 The Chair invited Mr. Henry Cole to address the board. Mr. Cole explained that he applied to the board this  
6 past winter as a Civil Engineer by Exam and was notified that application was incomplete due to insufficient  
7 work experience. Mr. Cole stated that he has been working with Alaska Department of Transportation and  
8 Public Facilities (AK DOT&PF) since 2007. Mr. Cole stated that he provided an additional letter of  
9 explanation regarding his experience and was notified in March that his application was still considered  
10 incomplete. He explained that his goal in speaking with the board was twofold. First, he hoped to explain  
11 himself more clearly than in his application and second, he hoped to get a more thorough understanding of  
12 why his experience is insufficient. Mr. Cole described his work history and educational background. The  
13 Chair responded with an explanation of eligibility to take the Fundamentals of Engineering (FE) exam has  
14 historically been 75%. Mr. Cole indicated that he met the threshold of Junior status in 2014 and that the  
15 eligibility references a repealed regulation. The Chair stated that the board would re-review the application  
16 and follow up with him after the meeting.  
17

18 The Chair invited Mr. Clark Milne to address the board. Mr. Milne introduced himself and said he has been a  
19 registered professional civil engineer in Alaska since 1983. Mr. Milne expressed his support of Mr. Cole's  
20 application to sit for the Principles and Practices of Engineering (PE) exam. Mr. Milne commented that he  
21 did not remember the point about responsible charge experience being connected with eligibility for taking  
22 the FE exam. Mr. Milne explained that Mr. Cole worked under him at AKDOT&PF and explained how he  
23 completed the work experience verification form. Mr. Milne said he firmly believes with the desire to have  
24 qualified individuals registered in Alaska and stated that Mr. Cole is an excellent, young worker who is  
25 essential to his team. Mr. Milne closed by saying he is eager to have him be able to test.  
26

27 The Chair invited Mr. Patrick Brandon to address the board. Mr. Brandon introduced himself stating he is a  
28 civil engineer that recently applied to sit for the structural engineering (SE) exam, but was notified that his two  
29 additional years of progressive experience was insufficient. Mr. Brandon pointed out that if responsible charge/  
30 progressive experience cannot be projected up to the date of the exam, it effectively requires two and half years  
31 of additional experience and asked the board to consider a mechanism to allow applicants to sit for the SE  
32 exam two years after they sit for their PE exam if the intent truly is two years. Mr. Brandon suggested the  
33 employer could certify that the applicant continued to work in the progressive experience, after the application  
34 and original work experience verification was submitted.  
35

36 The Board thanked Mr. Cole, Mr. Milne, and Mr. Brandon for their testimonies.  
37

#### 38 **16. Regulation Projects**

**AEELS\_05.09.2019\_A\_02:42:41**

39 *16.A. Revisit proposed changes to 12 AAC 36.135, .145, and .185* - The board reviewed the minutes of the  
40 last meeting related to this item to recall why it was tabled. The proposed changes related to certificate of  
41 authorizations and revisited the proposed changes to clarify who is authorized to seal documents for a  
42 corporation, LLC or LLP and more clearly articulate the requirement a one registrant in every office.  
43

44 The board discussed the intent of a person in each office. The Chair stated that that provision is already  
45 under Use of Seals, but the proposed change would move it out of that section and create a new section. The

1 Chair said if the board does not like that regulation, they can consider changing it, but the current regulation  
2 project is not changing the wording, just the location of that provision. The Chair said the board had decided  
3 it was up to the authorized firm to determine who can stamp drawings on behalf of the firm and the  
4 proposed changes codify the boards policy on this. The Chair asked the board if there any revisions to  
5 consider to the current version of the proposed updates. Kerr clarified that he didn't want to change the  
6 wording, but requested additional clarification regarding the authority of a registrant in another office. The  
7 Chair responded that the registrant in each office does not necessarily have technical oversight of all the  
8 employees in that office, but rather to monitor what that office is doing and ensure compliance with Alaska  
9 Statutes and Regulations.

10  
11 The board reviewed an excerpt of the meeting minutes from the January 2019 meeting on this topic. Fritz  
12 stated that the board had discussed revising 12 AAC 36.145 to remove the reference to office. Koonce  
13 explained that the board had discussed ways to simplify the regulations. Fritz read a section

14  
15 Koonce summarized that the current proposed changes look to repeal 12 AAC 36.185(c), where it is  
16 out of context, and create a new section to clarify the intent of that section was to have a registrant in  
17 each office to ensure compliance with laws, rather than needing a registrant of each discipline.

18 Koonce read the following excerpt from the proposed changes to 12 AAC 36.135(3)(B):

- 19 (i) The individual or individuals in responsible charge of a discipline may grant other  
20 employees, who are registered in that discipline, the authority to seal drawings on  
21 behalf of the corporation, limited liability company, or limited liability partnership.  
22 This does not relieve the individual or individuals in responsible charge from  
23 responsibility for the work delegated to the other employee.  
24

25 Hale asked if that covers it. Koonce indicated he felt it did and recommended striking 12 AAC  
26 36.185(c) and foregoing the addition of the new section, 12 AAC 36.145.

27  
28 Fritz added that the minutes then went on to state the board discussed concerns with rubber stamping if that  
29 regulation is removed. The Chair agreed that if that section is removed then there is no requirement to have a  
30 licensee in each office and you can have drafters, EITs, etc. Fritz said Johnston had pointed at the January  
31 meeting that the requirement to have the business name and contact information along with that of the  
32 project which would help address the issue. The Chair argued that having that information on the drawings  
33 does not prevent someone from issuing drawings with the information without the person in responsible  
34 charge having knowledge that is occurring.

35  
36 The Chair reiterated that the only addition to the current regulation was 12 AAC 36.145(b), to clarify each  
37 office was not registrant in every discipline offered by that entity. The Chair expressed his frustration that if  
38 the board had a problem with the term office, it should have revised the proposed changes before public  
39 noticing it. Fritz commented that none of the public comments regarding the proposed changes were related  
40 to the use of the term office. Several members added that most of the comments appeared to be a  
41 misunderstanding of the intent of the changes.

42  
43 Johnston rejoined the meeting explaining that the audio connection had dropped off and she experienced  
44 issues trying to rejoin the meeting.

1 The Chair explained removal of the term “office” would require a separate regulation project. The board  
2 discussed differences between telecommuting, working from home, and what constitutes an office.

3  
4 Fritz suggested the board return to the basic reasons for the changes that the board had previously approved  
5 to go out for public comment. Fritz restated that the board’s review of the comments at the January meeting  
6 did not change the board’s position and recommended that the board consider moving forward with these  
7 changes.

8  
9 Koonce requested it be tabled until tomorrow so board members could have additional time to review the  
10 minutes and consider the proposed changes.

11  
12 **On a motion duly made by Jeff Koonce, seconded by Dave Hale and approved unanimously,**  
13 **It was RESOLVED to table the discussion of proposed changes to 12 AAC 36.135, .145, and .185.**

14  
15  
16 **AELS\_05.09.2019\_A\_03:02:10**

17 **16.B. Suggested updates to 12 AAC36.066** - The board reviewed a draft of proposed changes to 12 AAC  
18 36.066. Jones explained that this draft was to address outdated references to eligibility for fundamentals of  
19 land surveying (FS) examination. Kerr and Hale stated that they reviewed the regulations and confirmed there  
20 was one remaining reference.

21  
22 The Chair asked if there was anything about experience being gained after they complete the FS and  
23 suggested Hale and Kerr review that. Kerr responded that they don’t have that requirement.

24  
25 **On a motion duly made by John Kerr, seconded by Dave Hale and approved unanimously, it**  
26 **was RESOLVED to public notice proposed changes to 12 AAC 36.066 Verification of land surveying**  
27 **work experience.**

28  
29 TASK: Kerr will complete Regulation FAQ sheet.

30 **AELS\_05.09.2019\_A\_03:05:28**

31 **16.C. Suggested updates to 12 AAC 36.050(b)(1)** -Jones explained that the board had previously discussed  
32 updating this regulation to better align with current processes. The Chair added that the intent of the updates  
33 was to clarify what documentation could be verified by staff and what items required board review. The Chair  
34 asked the board to submit comments and stated that he would provide an updated draft at the August  
35 meeting. Fritz asked why the draft language calls out non-ABET accredited and recommended it not be  
36 discipline specific. The Chair agreed and offered to expand it. Fritz asked if this section was the most  
37 appropriate place and asked if it should be in the education requirement sections. Jones stated that the initial  
38 changes were related to application deadlines and submission timeframes. Fritz asked if this is related to  
39 previous discussions related to delegating authority to staff to approve certain applications and expressed her  
40 confusion regarding the updates. Jones explained that she initially brought this item to the board for  
41 consideration because the current regulation requires Engineer by Exam applicants to submit all missing  
42 documents 5 days prior to the PE exam registration deadline that is set by NCEES. Jones explained that  
43 current processes allow an applicant that is conditionally approved by the Board to sit for the exam and that  
44 items such as the arctic and jurisprudence questionnaire must be received prior to the individual being issued  
45 a license, but not necessarily prior to sitting for the exam.

1  
2 The board reviewed the extensive definition of “all supporting documents required for board review” under  
3 12 AAC 36.010(i). The board determined the information in (i) is sufficient and discussed what information  
4 should be included under 12 AAC 36.050 Application Deadline. Fritz suggested adding the mentor reports  
5 under 12 AAC 36.010(i). The Chair requested the board to send suggestions on the revisions to Jones.  
6

7 TASK: Board send comments, recommendations regarding updates to 12 AAC 36.050 and/or 12 AAC  
8 36.010 to Jones.  
9

10 Jones announced that Regulation Specialist Jun Maiquis joined the meeting.  
11

12 The Chair explained to Maiquis that the regulation project that he was working with the board on had been  
13 tabled until tomorrow. The Chair asked the board if there were any other questions for Maiquis. The board  
14 thanked Maiquis for checking in.  
15

16 **AEELS\_05.09.2019\_A\_03:26:24**

17 **16.D. Suggested definitions for “progressive experience”, “mentoring program” and “responsible**  
18 **charge”** - The Chair stated that he had drafted definitions for the terms the board had requested. The Chair  
19 had also included an update to 12 AAC 36.063 in response to Brian Hanson’s earlier request for clarification  
20 regarding the requirements of the mentor program. The Chair said the current language implies an individual  
21 in the mentor system is required to have twice as much responsible charge experience and that was not what  
22 the board intended. The Chair confirmed his understanding with the board.  
23

24 Johnston said the drafted definition of “progressive experience” came about during application review at the  
25 January 2019 meeting and a discussion of whether progressive experience was similar to responsible charge in  
26 that it cannot be projected up to the date of the exam. Johnston said it is still unclear. The Chair responded  
27 that the definition was intended to be general. Johnston suggested that there be a separate definition for  
28 progressive structural experience. Fritz suggested the definition explain what it is rather than what it is not.  
29 Kerr confirmed that progressive experience was only in the regulations in reference to structural experience.  
30 Hale suggested that progressive experience be defined as “increasing levels of responsibility and knowledge  
31 related to your profession. Koonce agreed, adding “over time”. Fritz suggested something along the lines of  
32 “a person increases knowledge, technical expertise, problem solving, and similar practices of the profession  
33 and that increase levels in responsibility results as experience is gained...” Kerr commented that he liked “not  
34 static” and believed it was okay to have a negative in the definition.  
35

36 The board discussed the most appropriate place in the regulations for the various definitions.

37 The board reviewed 12 AAC 36.063. and discussed what needed to be defined for the mentoring program.

38 The Chair stated that he believed the outline of the program under 12 AAC 36.063(j) is sufficient. The board  
39 also looked at and 12 AAC 36.068(f)(g)(h), which outlines requirements for the mentor program for  
40 landscape architects. The board debated if a definition was necessary given the requirements listed in (j) and  
41 suggested that the key point needing clarification was the amount of time in responsible charge.  
42

43 The board returned to discussing progressive experience. Hale suggested adding the phrase “includes  
44 increasing levels of responsibility and knowledge”. Fritz agreed. The Chair thanks the board for their  
45 comments and stated that he would revise the draft and plan to present an updated version to the board at

1 the August meeting. The Chair suggested combining it with the updates Kerr was working on to 12 AAC  
2 36.066 into one regulation project. Several members agreed.

3  
4 Kerr added that the term “mentoring system” is used under the requirements for engineers and “mentoring  
5 program” is used in reference to the landscape architect requirements. The board discussed updating the  
6 language in 12 AAC 36.063 to mentor program to be consistent.

7  
8 TASK: All members are requested to send input to Colin. The Chair will work with Kerr to consolidate the  
9 proposed updates into one regulation project.

10  
11 **AEELS\_05.09.2019\_A\_03:42:21**

12 **17. Old Business**

13 **17. A. Use of Titles** – The board reviewed the response provided by Assistant Attorney General Bob Auth  
14 regarding use of titles. The Chair stated that the response regarding the use of EIT or EI was accurate and  
15 that the board is correct in the way they enforce use of protected titles. Kerr expressed his appreciation for  
16 the language Auth provided for the guidance manual.

17  
18 **17. B. Review of Reapplication Requirement** – Jones explained that this item was a continuation from the  
19 board’s discussion with Paralegal Marilyn Zimmerman regarding continuing education (CE) and how to  
20 appropriately indicate that information on late renewals. Jones said the current version of the renewal  
21 application does not provide an option to indicate when you actually completed the requirement. Jones added  
22 that Zimmerman had provided a few examples from other programs. Jones said she would be updating the  
23 AEELS program renewal forms in the coming months and offered to bring a draft of the revised renewal form  
24 to the August meeting. The Chair asked if the renewal form gives an option for a registrant to indicate they  
25 have not completed the required CEs, but will by a specified date. Jones responded no, adding that she plans  
26 to add an option for the registrant to indicate the actual date they completed their CE to show it is prior to  
27 the date of their renewal. Kerr suggested offering an extension or grace period for people to complete their  
28 CEs, for a fee. The Chair said he would prefer an option for registrants to be honest on their renewal  
29 application and not falsify the renewal and take their chances that they are not part of the five percent  
30 selected for audit. The Chair offered the scenario of someone who is trying to renew online on December  
31 31<sup>st</sup> and realizes he/she forgot to complete their CEs. Jones said some programs offer a grace period and  
32 offered to do some research on the topic and report back to the board. Kerr restated his opinion that there  
33 should be an option for registrants and that there needed to be a fee associated with it to discourage people  
34 from doing it. The board discussed if the individuals should be allowed to practice during the proposed grace  
35 period and automatic audits for those that renew after the deadline. Koonce asked about requirements in  
36 other jurisdictions.

37 Kerr said he believed that if a registrant is listed on a corporate authorization they should not be given a grace  
38 period. Jones explained that the system is currently set up so that at least one person designated in  
39 responsible charge for each discipline that a corporation, LLC or LLP is authorized to practice must renew  
40 before the firm is able to renew its corporate authorization.

41  
42 Fritz asked if there were any legal technicalities that the board needed to consider regarding this discussion.  
43 The Chair said it will require a regulation project to adopt it and indicated that it need to happen quickly to go  
44 be included with any fee changes and take effect for the upcoming renewal cycle.

1 TASK: Jones will confirm the timeline for fee changes with Jun.

2  
3 Fritz suggested the board hold off on the discussion until the Continuing Education Committee update and  
4 indicated that there may be other items related to continuing education that may play into the current  
5 discussion.

6  
7 **AELS\_05.09.2019\_A\_03:55:47**

8 **17.C. Disaster Planning** – Jones stated that the board had discussed this at the January meeting and Koonce  
9 as acting Chair at that meeting recommended the board revisit the topic at this meeting. Jones said there was  
10 a fair amount of discussion during the review of board tasks earlier in the meeting. Fritz added that Mr.  
11 Noffsinger’s presentation was also informative on this topic. The Chair said the Municipality of Anchorage is  
12 looking at three different items related to disaster planning including: (1) modifying the code to include  
13 outside service areas and (2) how to respond in a wake of a disaster in a more organized fashion. The Chair  
14 explained the response process for the 1964 earthquake involved meeting at a set location to receive  
15 assignments. The Chair said following the November earthquake he did not have red, yellow, or green cards  
16 to label structures and said that some buildings already had cards. The Chair said in terms of the Board, that  
17 AELS staff were mostly responding to calls from people interested in coming up to Alaska to assist. The  
18 Chair said we don’t have a system to allow for a temporary license. Fritz asked if it would be appropriate in  
19 the thank you to Mr. Noffsinger to also request that he keep in touch when the FEMA report comes in and  
20 off the board’s services within the extent of the board’s mission to help facilitate emergency planning. Fritz  
21 suggested including information on how many structural engineers, architects, etc. are registered in Alaska.  
22 Koonce added that they need the ATC-20 training.

23  
24 The Chair mentioned there is a good Samaritan clause where if you respond to a request for services or goods  
25 by a governmental agency during a declared disaster, you have immunity. Kerr asked if the municipality has  
26 an extensive emergency response team already and if the deficiency was in the plan. or resourcing. The Chair  
27 responded that the team is comprised of police, fire, communications, and building safety. He noted that he  
28 saw plan reviewers and inspectors at various sites.

29  
30 TASK: The Chair will write a letter to R. Noffsinger.

31  
32 **AELS\_05.09.2019\_A\_04:04:15**

### 33 **18. New Business**

34 **18. A. FY19 Annual Report** – The Chair recommended adding information to the narrative statement about  
35 the examinations and psychometrician under national organization memberships. Fritz suggested included  
36 information about the uniform standards promote mobility and economic interests. Jones responded that she  
37 would add additional information to the Narrative Statement and added that the member services are broken  
38 out under the explanation for membership dues. Fritz also stated that Koonce had served on the NCARB  
39 Education Committee. Koonce clarified he served on NCARB’s Continuing Education Committee. Jones  
40 added it to the revisions.

41  
42 The Chair stated that he did not want to ask for three video conferences and said that he believed the board’s  
43 priority is to have four in person meetings and recommended updating the In-State Travel section of the  
44 report to include that. The Chair confirmed that it was the will of the board to have four in-person meetings.  
45 Kerr stated that it is also important to rotate locations and suggested having one meeting a year that was

1 scheduled outside of Anchorage, Fairbanks and Juneau to engage with the public in various communities and  
2 the board's registrants.

3  
4 Fritz suggested getting letters of support from the professional organizations. Several members expressed  
5 their support of that idea. Johnston said there were a number of registrants that were interested in having the  
6 board come to Fairbanks for this meeting and were a little annoyed that travel was cancelled. Wallis stated  
7 that it is important to go to Fairbanks and speak with the students at UAF.

8  
9 Fritz asked the board to consider going to Fairbanks in November rather than in the spring due to past issues  
10 with scheduling around finals. Johnston said November is a good time for the students. The board discussed  
11 meeting with ASPE<sup>6</sup> and/or APDC<sup>7</sup>. Fritz said if the board really wants to show that we value the interaction  
12 with registrants, students, and the public then it is important for the board to really commit to the full two  
13 days and maximize the time together despite potential issues with travel times. Fritz suggested that in addition  
14 to luncheons with professional organizations and presentations, that the board consider utilizing the time for  
15 committee meetings as well. Several members agreed.

16  
17 TASK: The Chair said he would draft a justification for travel for in-person meetings.

18  
19 The board discussed reaching out to professional organizations regarding letters of support. The Chair said  
20 he had already spoken with APDC. Fritz offered to work with the Alaska Chapter of AIA<sup>8</sup>, Kerr and Hale  
21 agreed to speak with ASPLS<sup>9</sup>.

22  
23 TASK: Fritz will work with local organization.

24 TASK: Kerr will talk with ASPLS

25  
26 The board discussed ranking of meetings and suggested that the February meeting be ranked highest due to  
27 the board's proposed legislation and the fact the meeting is the last opportunity for applications for land  
28 surveyors to be reviewed prior to the administration of the AKLS<sup>10</sup> exam, which is only offered in the spring.  
29 The Chair suggested the Fairbanks meeting be ranked second since they had not been there in a while. The  
30 Chair asked the board for other thoughts on rankings. Koonce recommended ranking them all as number  
31 one.

32  
33 The board discussed goals for FY2020.

34  
35 Fritz asked if there was a section regarding cost savings and suggested including an explanation of how goals  
36 for FY2020 are fiscally minded. Fritz explained that being able to book out of state travel and/or work  
37 directly with the national organization that is funding the travel would save State time and resources.

38  
39 Fritz requested the presentation to AIA be added under FY2019 goals and commented that Koonce and her  
40 intended to do a similar presentation at this year's AIA meeting. Koonce stated that he was surprised by some

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<sup>6</sup> Alaska Society of Professional Engineers

<sup>7</sup> Alaska Professional Design Council

<sup>8</sup> American Institute of Architects - Alaska Chapter

<sup>9</sup> Alaska Society of Professional Land Surveyors

<sup>10</sup> Alaska Land Surveyor Exam

1 of the things that registrants were not aware of and said it also illustrates the importance and effectiveness of  
2 doing these types of presentations.

3  
4 The board discussed ways to make the land surveying presentation more accessible including adding a voice  
5 over to the presentation and putting it on the webpage as well as including a link in the guidance manual.  
6

7 Fritz suggested including the meetings with legislators to the report. Johnston recommended scheduling of  
8 outreach activities and meetings with legislators occur before travel is finalized so board members can adjust  
9 their travel schedules accordingly. Fritz suggested it be placed under outreach since those that met with  
10 legislators stressed that they were educational resources for legislators in addition to discussing the proposed  
11 legislation.  
12

13 TASK: Jones will update the Annual Report per the board's suggestions and provide a revised draft in a  
14 couple weeks.  
15

16 Koonce asked about the shift away from a collaborative application review process. Koonce said it is not  
17 black and white noting the different application types and variation in qualifications. Koonce stated that it the  
18 collaborative process is the most effective and efficient use of volunteer board members' time. He  
19 commented that the collaborative group discussion also allows board members to share knowledge and easily  
20 discuss issues.  
21

22 Fritz suggested adding verbiage on this under the streamline application process goal and stated that meeting  
23 via videoconference goes against the board's goal. Koonce agreed and explained the importance of being in a  
24 group when there is a question regarding an application that requires the board to review the statutes and  
25 regulations more in-depth. Kerr added that it takes meetings and application reviews to learn enough to be  
26 able to do the reviews on your own and expressed his concern that a change in the process would result in a  
27 loss of the mentoring process for new board members. Kerr said he believed it was a mistake to try and do  
28 application review outside of board meetings. Hale suggested the board consider a combination where those  
29 that are "cut and dry" can be done outside the board meeting and the more complex ones be reserved for the  
30 meetings. The Chair expressed his concern with a new board member trying to learn how to do the process  
31 on their own.  
32

33 Fritz asked if public members reviewed applications prior to the former Executive Administrator (Richard V.  
34 Jones) being appointed to that seat. Several members responded affirmatively. Th Chair explained that  
35 typically the public member would do seconds for the first several meetings until they got the hang of it and  
36 then they would start to do first reviews.  
37

38 Jones explained that she has tasked Noe with comparing AELS initial application forms against Council  
39 Records from NCEES, NCARB, and CLARB to determine what information is repetitive. Jones  
40 acknowledged certain known issues such as the lack of verification of responsible charge, but suggested that  
41 there may be an opportunity to develop a shortened application form for those applicants that submit a  
42 Council Record. Jones added that she had recently attended an NCEES webinar that explained the vetting  
43 process for references and work experience and believed there might be ways for the board to further utilize  
44 the information in the records to streamline the review process.  
45

1 Fritz suggested carrying the streamlining goal forward but refocusing the goal on updates to forms and  
2 internal process to promote more effective use of the board's time. Hale commented that any way staff can  
3 streamline the review process would be helpful. Hale added that it would also allow more time to discuss  
4 those applications that are more complex.

5  
6 TASK: Jones will put together drafts of application forms that would be used with council records.  
7

8 Fritz circled back to the FY2020 goals and suggested including a statement about the value of meeting in-  
9 person within the streamlining of application review process.

10  
11 **AELS\_05.09.2019\_A\_04:36:03**

12 ***19. Application Review Preparation***

13 The Chair explained that the process provided for this meeting required board members to review  
14 applications prior to the meeting and send completed checksheets to staff who would then cross check the  
15 determinations to ensure they were aligned. The Chair said the application review period on tomorrow's  
16 agenda was to discuss any applications that were determined incomplete as well as any applications where  
17 there was a discrepancy in the determinations of the review board members.

18  
19 Fritz said one of the concerns of the new process is that the second review of the application is no longer a  
20 check of the first reviewers review, but an independent review which then doubles the amount of time board  
21 members spend on application review. Fritz said that her and Koonce talk a lot during the application review  
22 process and because we are sitting next to each other we can quickly discuss it.

23  
24 Jones thanked the board for their insight on the review process and stated that the intent was not to create  
25 more work. Jones added that the other option would be to vote via mail ballot, which would require the  
26 entire board to review each application.

27  
28 The board discussed how best to proceed with the application review process for the remainder of this  
29 meeting. Several members expressed their concern with the amount of time allotted for application review on  
30 Friday's agenda and what would happen if they were unable to get through the number of applications they  
31 needed to. Johnston stated that she appreciated getting the applications ahead of time and that she got  
32 through most of them. Koonce stated that he sets aside time to prepare for the meeting already to review the  
33 board packet as well as the two days out of his work week. Johnston acknowledged that it does ask additional  
34 time of the board, but that doing some of the review ahead of time would allow the board more time to  
35 discuss complicated topics or issues.

36  
37 The board discussed the schedule and decided to review applications for the remainder of the meeting. Kerr  
38 asked about second applications for engineers by exam. Jones explained once an application is approved by  
39 the board, an applicant has five attempts within five years from the date of approval to successfully complete  
40 the exam. If they are unsuccessful, then the applicant must submit a new initial application.

41  
42 The board continued to review applications.

43  
44 The board recessed for the day at 4:29p.m.  
45

1 **Friday, May 10th Agenda**

2 **21. Reconvene/ Roll Call**

3 The board reconvened at 9:08 a.m. Board members Bill Mott and Philip Schneider are excused; all others  
4 were in attendance.

5

6

**AELS\_05.10.2019\_00:00:20**

7 **22. Application Review**

8 The board continued with application review. A couple board members noted issues with missing arctic  
9 course confirmations and issues locating a couple files. Staff recorded issues and discussed ways to better  
10 organize information for future meetings.

11

12 The board and staff discussed assigning second reviews to board members that previously reviewed that  
13 application. Staff also discussed ways to better organize information for second reviews to better explain why  
14 it is being brought back to the board.

15

16 Kerr provided some feedback regarding OnBoard and identified some issues related to reviewing applications  
17 within that application.

18

19

**AELS\_05.10.2019\_00:19:28**

20 The board reviewed an application for landscape architecture by comity. Urfer commented that the CLARB  
21 Record does not verify actual work experience and explained her concern with the current statute and  
22 regulations allows an applicant to submit a CLARB record. The board reviewed the regulations and  
23 requirements for registration under 12 AAC 36.109 and discussed CLARB certification.

24

25 Urfer stated that she would like to see the landscape architect requirements better align with the requirement  
26 of the other professions and require verification of 24 months of responsible charge experience. The board  
27 discussed the previous plan of waiting for the statute change to update the regulations and decided to move  
28 forward with updating the regulations rather than waiting.

29

30 The Chair asked if there were any other applications for the board to discuss. Jones directed the board to a  
31 folder that contained six applications for the board to review.

32

33 The board reviewed an application for land surveying in which there had been concerns about the work  
34 experience verification form that was submitted by an individual that did not play a supervisory role and a  
35 potential conflict of interest based upon the applicant and verifiers work relationship.

36

37 Kerr said there is a tremendous amount of mentoring, guidance, and supervision that happens when an  
38 applicant works under a professional land surveyor and stated that someone not working directly under a  
39 registered professional land surveyor does not get. Kerr explained that the purpose of that is to make sure  
40 people are competent and understand some of the problems and issues to protect the public.

41

42 The Chair requested that the board provide a letter clarifying requirements. Fritz and Johnston agreed and  
43 added that it is not the board's responsibility to provide a pathway, but to explain the requirements and what  
44 his deficiencies are.

45

1 TASK: Kerr will draft a letter to Mr. Mathis regarding his application.

2  
3 The board reviewed an application for a land surveyor that had been previously submitted under the  
4 grandfathering period. Jones provided a timeline of events and correspondence and noted some discrepancies  
5 in the applicants file. Kerr asked if the original application was for the FS. Jones confirmed and said the  
6 applicant had submitted the PS application at this meeting in case the board determined she had been  
7 approved under the grandfathering period. The board discussed the requirements for the grandfathering  
8 period which stated, "on or before" June 30, 2014. Kerr asked if there had been any misleading information.  
9 Jones stated that there was no official board determination provided, but stated that there was some  
10 responsibility on the part of the staff based upon correspondence with previous staff.

11  
12 Fritz asked if there had been any similar situations. Hale and Kerr stated that applications that had been  
13 determined incomplete from the grandfathering period would have remained on file. Jones confirmed, adding  
14 that staff had reached out to in process land surveyor applicants that fell under the grandfathering regulations,  
15 in preparation for the July 1, 2019 deadline.

16  
17 Jones directed the board to the policy. Maynard stated that based upon the policy, the board needs to see  
18 confirmation that the applicant was seventy-five percent complete with course work by the June 30, 2014  
19 deadline.

20  
21 The board paused their discussion of applications and welcomed Jack Warner from TEST, Inc.

22  
23 **AELS\_05.10.2019\_01:21:23**

24 **25. Alaska Land Surveyor Exam Overview of Testing Process & Workshop**

25 Jack Warner of TEST, Inc. introduced himself to the board. He stated that he is a psychometrician with a  
26 PhD in Experimental Psychology. Warner said he does not have a background in surveying, but has been  
27 working on psychometrics with surveyors for about 30 years, developing state-specific examinations that  
28 complement the national exams put out by the National Council of Examiners for Engineers and Surveyors  
29 (NCEES). Warner said he has been working on the Alaska Land Surveyor Exam since 1994.

30  
31 Warner explained that the surveyors meet once a year to score exams from the current year, reviewed scores  
32 and exam questions and decide to remove two questions from the question bank. Warner provided copies of  
33 the test blueprint to the board and explained that the AKLS exam is designed to complement the  
34 measurement on the FS and PS exams, and are unique to the State of Alaska.

35  
36 Warner said surveying is highly tied to state statutes and the groups effort was to develop a test blueprint that  
37 hits what are most critical to Alaska. He noted that the group reviews the blueprint every year during its  
38 annual workshop to make sure it is up to date and meets the regulatory requirements.

39  
40 Koonce asked what the goals of the exams. Warner explained that the exam contains sixty questions and  
41 certain topics have more questions. Warner stated that the public land survey is highly weighted because there  
42 is very little in the national exams that test the public lands survey system, simply because of the meets and  
43 bounds system that is used on the east coast.

1 Anderson asked if the test blueprint was public information. Warner stated not in the provided format, but  
2 stated that the AKLS Handbook includes blueprint for transparency and to give applicants an opportunity to  
3 study the materials ahead of time. Warner discussed cut off score.

4  
5 Warner also discussed NCEES Survey Task Force and consideration of a modular exam approach. He  
6 explained that while it is a good approach, he believed that there is still a need for state specific examinations  
7 for surveyors due to the close relationship between surveying and state statutes and regulations.

8  
9 Warner passed out information on passing rates over the past seven years that showed a passing rate of  
10 seventy-six percent. Warner also provided information of the item bank by domain. Koonce asked how often  
11 the item bank is updated. Warner explained that new questions are introduced each year and explained how  
12 subject matter experts draft questions in multiple formats with the intent of maintaining consistent difficulty  
13 levels and then questions are randomly selected. Warner said the questions that comprised the 2019 exam will  
14 not be repeated in the 2020 examination so that examinees become experts about the subjects instead of  
15 answers to particular questions.

16  
17 Warner explained the AKLS exam uses a criterion reference procedure, which is similar to the way NCEES  
18 exams work. He said they could do a fixed percent, but explained it fails to consider the difficulty of the  
19 questions in a particular exam. Warner also explained that the AKLS exam is not graded on a curve, so that  
20 examinees are evaluated on competency, rather than competing against each other.

21  
22 Warner said it has been a pleasure working with the AELS Board and expressed his appreciation for the  
23 Alaska Society of Professional Land Surveyors involvement. Warner said that the society's role is to promote  
24 the profession, but stated that during the workshops, the participants are very focused on public protection.

25  
26 Maynard said NCEES typically includes a couple test questions that are not scored, but included to see how  
27 they perform and asked if the AKLS also included test questions. Warner says the AKLS does not do that,  
28 but added that an alternative route that he has used is to put in new questions, but having a test review  
29 workshop before the exams are scored, because new questions can often be problematic. The review of a  
30 draft examination is not nearly as involved as the post-exam review because of the statistical information that  
31 is now available on those questions. Warner said there was one question reviewed this morning in which no  
32 examinee got it right and only two of the reviewers got a correct answer.

33  
34 Elizabeth Johnston left the meeting at 12:03p.m.

35  
36 Kerr returned to the discussion of a modular exam for the professional land surveyors and asked about the  
37 concept of a take home exam, depending upon the development of a public lands modular exam.

38  
39 Warner said that he has been involved in some of the discussions and asked about the concept of going to a  
40 take home exam for Alaska, depending upon the outcome. Warner said Idaho does a take home exam and  
41 that he maintains the database for them and noted that Washington has a jurisprudence questionnaire and  
42 then a secure online test for the public lands. Warner said there are tradeoffs involved, but encouraged the  
43 board to continue to consider alternative methods as they participate in the modular PS exam discussions  
44 with NCEES.

1 The Board thanked Mr. Warner for speaking with them.

2 **AELS\_05.10.2019\_01:56:04**

3 The Board recessed for lunch 12:14 p.m. and reconvened at 1:27 p.m. Board members Bill Mott and Philip  
4 Schneider are excused; all others were in attendance.

5  
6 **22. Application Review continued** - The board returned to reviewing the potential grandfathered application.  
7 Hale, Kerr, and Fritz suggested that the transcripts be provided and if she can demonstrate she has completed  
8 the associates degree she could be considered approved. Maynard asked if she had to take the exam by July 1.  
9 Hale responded that she only needs to be approved to take the exam by July 1, 2019 deadline. The Chair stated  
10 that the transcripts can be verified by staff. Jones suggested creating a mail ballot for this application once the  
11 transcripts are received.

12  
13 Kerr asked if she has enough experience to sit for the exam. Jones directed the board to the work experience  
14 verification forms in the applicant's file. The board reviewed the work experience verification forms and  
15 discussed overlap between education and experience. Noe stated that she called the applicant and confirmed  
16 the applicant graduated. Noe also conveyed that the applicant has not been working under a professional land  
17 surveyor. The Board requested additional work experience verification and official transcripts showing her  
18 degree. Hale and Kerr will review and provide a recommendation to the board.

19  
20 Johnston stated on record that she is recusing herself from the discussion of Henry Cole's application.

21  
22 The Chair explained that the issue is with the responsible charge time, which cannot start until an applicant is  
23 eligible to take the fundamentals of engineering. The board confirmed eligibility means seventy-five percent/  
24 junior standing. Jones directed the board to the breakdown of education and experience in the applicant's file.  
25 The board discussed the applicants file and determined eligibility for the FE was January 2017. The Chair  
26 reiterated that the board would request responsible charge experience through 12/2019, which would allow  
27 the applicant to sit for the April 2020 exam. All agreed.

28  
29 Jones explained a potential applicant requested confirmation that his experience would count. The Board  
30 confirmed that experience under a non-registered individual may count for total work experience (sub-  
31 professional and professional), but that the individual must gain a minimum of twenty-four months of  
32 responsible charge experience under a registered professional engineer.

33  
34 The board reviewed an application for a land surveyor that was short education credits. Hale stated that there  
35 needs to be additional transcripts showing the missing 24 hours of general credits. The board discussed which  
36 transcripts had been previously reviewed and recommended that the applicant put together a spreadsheet.

37  
38 Jones explained that staff had heard from the applicant today and that the issue was related to a missing mentor  
39 report that the applicant believed had been submitted, but had not actually been received by staff. Jones said  
40 that staff have confirmed what has been received and identified the missing report with the applicant. Jones  
41 added that the applicant is currently approved to take sections 1 and 2 of the L.A.R.E. and that there may have  
42 been an additional misunderstanding related to the education degree, since she did not have a bachelor's degree  
43 related to landscape architecture. The board reviewed the education and experience table. Urfer explained that  
44 the board had previously determined four years of education credit and four years of experience. The Chair

1 asked if additional mentor reports would be reviewed/ approved prior to the applicant being allowed to sit for  
2 sections 3 and 4 of the L.A.R.E. Urfer confirmed.

3 **AELS\_05.10.2019\_02:52:40**

4 Noe requested clarification on five references and whether that was grounds for incomplete or if they could  
5 be conditionally approved. The board discussed the statute requirements and whether missing information in  
6 that section of the application can be verified by the board or if it needed to come back to the board. The  
7 board determined staff can verify this information.

8  
9 TASK: Update checksheet to include check box for conditionally approved.

10  
11 Noe requested clarification on a couple board ballots where there were discrepancies in determinations.

12  
13 The board clarified that Canadian applicants must apply by exam, rather than by comity, however they may  
14 waive the fundamentals of engineering exam per 12 AAC 36.090.

15  
16 **AELS\_05.10.2019\_03:18:50**

#### 17 **24. Continuing Education Audit Review**

18 Jones stated that there were two audit submissions that required board review. The board requested the  
19 registrant provide additional information regarding the 2016 API conference and which sessions the  
20 registrant attended. The board reviewed another continuing education submission and indicated that the  
21 registrant being audited needed to explain how the courses submitted meet the continuing education criteria.  
22 Jones stated that she would request additional information from both registrants.

23  
24 **AELS\_05.10.2019\_03:31:04**

25 The board returned to the fee analysis discussion. Jones confirmed that the board needed to provide a  
26 decision by the first week of Jun. The Chair asked if it was the will of the board to add a late fee. Fritz  
27 responded that there appeared to be two issues if the board wished to consider late fees with one being the  
28 renewal is submitted after the deadline, but continuing education requirements have been met and the other  
29 where continuing education (CE) requirements are not met by the deadline. Hale asked if there would be an  
30 option of the renewal form for a registrant to indicate they have not completed the required number of CE  
31 hours. The board deliberated on what would be an appropriate grace period.

32  
33 The Jones provided information on late renewals and the continuing education audit process.

34  
35 **On a motion duly made by John Kerr, seconded by Dave Hale, and passed unanimously, it**  
36 **was resolved to approve maintaining current fees with the addition of a late fee of \$50, on**  
37 **registration renewals after the license expiration date.**

38  
39 The board discussed rolling the grace period fee for continuing education into the regulation fee project.  
40 While the motion was being prepared the board returned to yesterday's discussion of updates to 12 AAC  
41 36.066 to remove outdated references to eligibility to take the Fundamentals of Surveying. Hale stated that  
42 additional updates regarding verification of work experience had been identified.



1 June. Fritz asked for confirmation that it was based to review the current offerings. The Chair added that the  
2 committee was tasked with developing minimum criteria.

3  
4 **Board Outreach** – The Chair stated he gave a presentation on professional development and licensure to the  
5 Mechanical Engineering and Civil Engineering wrap up courses this semester. Fritz recommended adding it  
6 to the annual report.

7  
8 TASK: Jones will add to Annual Report.

9  
10 **Budget Committee** – Koonce explained that the committee had been formed because data was not being  
11 transmitted to the board. Koonce suggested striking committee. All board members agreed.

12  
13 **Continuing Education Committee** – Fritz reported that she had met with Jones and prepared a  
14 presentation to discuss challenges of the current regulations and administrative issues. Fritz said they had  
15 hoped to have an interactive session on continuing education at this meeting, but given the meeting format  
16 and lack of available time, she asked the board to review 12 AAC 36.510 before the August meeting and  
17 requested time on the August agenda to discuss in detail.

18  
19 Kerr asked if the grace period for continuing education was going to create administrative issues for staff.  
20 Jones responded that she was not sure of the impacts, but would reach out to other programs in the Division  
21 on best practices.

22  
23 TASK: Fritz and Jones will meet prior to the August meeting to update the list of management challenges.

24  
25 The Chair suggested cleaning up the references to managerial content and noted that any changes to the  
26 continuing education regulations may not be ready in time for the upcoming renewal cycle.

27  
28 **Emeritus Status** – Jones asked if the board was interested in drafting a laudatory for Richard “Vern” Jones  
29 to be read at the regional meeting portion of the NCARB Annual Business Meeting in June. Fritz and  
30 Koonce volunteered to work on it and ensure it was done at the upcoming meeting.

31  
32 **Guidance Manual** – Kerr stated that the current version of the guidance manual includes language regarding  
33 “sealing of documents” and explained that there have been questions from members of the land surveying  
34 community. Kerr proposed updates that specify sealing each page. The board discussed exemptions and  
35 whether stamping of every sheet was required for all documents. Koonce suggested Kerr consider the  
36 changes and bring it back to the board. Urfer suggested the update could be specific to a particular field of  
37 practice. The Chair offered another alternative would be to list out the documents. Kerr responded that he  
38 did not want to create a list and agreed to revise the proposed updates to directly pertain to land surveying  
39 documents. Jones confirmed that the guidance manual is available on the website.

40  
41 **Investigative** – The Chair reminded board members to respond to the investigator’s requests in a timely  
42 manner.

43  
44 **Legislative Liaison Committee** – The Chair stated that this topic was covered previously and there was no  
45 additional update.

1  
2 **Licensure Mobility** – Koonce reported that there was no update.  
3

#### 4 **28. National Organizations**

5 **28. A. CLARB** – Urfer said information regarding the annual meeting has been released. She also stated that  
6 CLARB is offering a four-part *Foresight Training* that Urfer and Jones plan to participate in. The Chair added  
7 that there had been a motion to change the structure of the CLARB Board of Directors at September 2018  
8 meeting that would remove regional representation. The Chair stated that he and Urfer have both received  
9 phone calls that the topic will be reintroduced at the 2019 meeting. Urfer added that Region 5, which Alaska  
10 belongs to is opposed. Jones added that the Oregon board reached out to her and she confirmed with the  
11 Chair and Urfer.  
12

13 **On a motion duly made by John Kerr, seconded by Dave Hale and passed unanimously, it**  
14 **was resolved to modify the guidance manual to reflect the change in board packet entitled proposed**  
15 **guidance manual updates so that it only covers 08.48.341(14) land surveying.**  
16

17 TASK: Kerr will send update to Urfer and Cc: Jones  
18

19 Anderson left the meeting at 4pm.  
20

21 **28.B. NCARB** - Fritz reported that the WCARB meeting was good and said there are no big items to be  
22 considered at the annual meeting. Koonce mentioned that he had reported hiccups with the A.R.E. had  
23 caused a lot of angst with examinees and planned to follow up with NCARB staff. The Chair asked for more  
24 information. Koonce said there are delays and examinees are uncertain if their time has been extended. Fritz  
25 said she ran for position on WCARB regional board, but was not elected. Jones mentioned that there was an  
26 educational seminar offered during the regional meeting by Dale Atkinson, Esq. on the state of regulation and  
27 the board members' role in the regulatory process. Jones encouraged the board members to review the  
28 meeting report provided in the board packet.  
29

30 **28.C. NCEES** – The Chair reported that the Western Zone meeting is scheduled for next Friday and  
31 Saturday. Three board members and Jones plan to attend. The Chair stated that he was not aware of any  
32 controversial items. Jones added that NCEES recently released some exam specification updates for the Fall  
33 2019 examinations. She reported that the Control Systems exam has new specifications beginning with the  
34 October 2019 administration. The petroleum exam will transition to computer-based in October and will be  
35 like the Nuclear exam in that it will only be offered certain times of year. Jones stated that the Fire Protection  
36 will be offered for the last time in paper and pencil format in October 2019 and transition to computer-based  
37 in October 2020. There will be no Fire Protection exam offered in April 2020.  
38

39 Johnston and the Chair explained that some exams will remain on a specified schedule determined by  
40 NCEES even after the transition of the examinations is complete in 2024.  
41

#### 42 **29. Calendar Review**

43 Jones raised a couple concerns with the shifting of meeting dates. She explained that staff needs to have dates  
44 for the next two meetings confirmed, to provide applicants with the current application deadline once the

1 deadline for the upcoming meeting passes. Additionally, there have been issues with planning and scheduling  
2 leave to accommodate shifting board meeting dates.

3  
4 The board confirmed the next two board meeting dates are August 1-2, 2019 and November 7-8, 2019.  
5 Johnston requested that the board consider meeting in Fairbanks in the coming year. Fritz asked for  
6 clarification on the current travel policy. Jones responded that the board is allowed one in person meeting per  
7 fiscal year and that all other meetings are supposed to be held via videoconference. Jones added that any  
8 additional in-person meetings would require a travel waiver from the Director of Boards and Commissions.  
9 Johnston asked when the board last held a meeting in Fairbanks. Jones responded that the April 2017  
10 meeting was held in Fairbanks. Fritz stated that the board had previously discussed having the November  
11 meeting in Fairbanks to engage with students and faculty at UAF.

12  
13 Wallis stated that he would be unable to attend but offered use of Usibelli's conference space. Johnston  
14 added that the board was also welcome at Design Alaska's office. The board thanked Wallis and Johnston.

15  
16 **AELS\_05.10.2019\_04:27:46**

17 **30. Read Application into the Record**

18 The board prepared to read applications into the record.

19  
20 **On a motion duly made by Catherine Fritz, seconded by Jeff Koonce, and passed**  
21 **unanimously, it was resolved to APPROVE the following list of applicants for registration by comity**  
22 **and examination with the stipulation that the information in the applicants' files will take**  
23 **precedence over the information in the minutes.**

24  
25 The following list of applicants were APPROVED at the May 2019 meeting:

FIRST NAME	LAST NAME	COMITY/EXAM	TYPE OF LICENSE
ELDRICK	ALEXANDER	COMITY	ARCHITECT
MILDRED	WHITE	COMITY	ARCHITECT
CHRISTOPHER	JOHNS	COMITY	CHEMICAL
NICHOLAS	PETERSON	COMITY	CHEMICAL
GARY	CLOWER	COMITY	CIVIL
TODD	COTTEN	COMITY	CIVIL
PATRICK	CUMMINGS	COMITY	CIVIL
TYLER	DENIO	EXAM	CIVIL
MELISSA	FAHEY	COMITY	CIVIL
ALI	FIROOZFAR	COMITY	CIVIL
CORY	HOLMES	COMITY	CIVIL
THEOPHILUS	MALONE	COMITY	CIVIL
PAUL	MARZUILLO	COMITY	CIVIL
JOSEPH	MILLER	COMITY	CIVIL
JUSTIN	MILLER	COMITY	CIVIL
MARC	ORMAN	COMITY	CIVIL
MICHAEL	ROBINSON	COMITY	CIVIL

LANCE	MACKIE	COMITY	ELECTRICAL
BRIAN	KUSHNER	COMITY	MECHANICAL
RYAN	MANGAN	COMITY	MECHANICAL
STEVEN	OWEN	COMITY	MECHANICAL
STEPHEN	SCHOCH	COMITY	MECHANICAL
ERIC	STOLL	COMITY	MINING & MINERAL
CALE	ASH	COMITY	STRUCTURAL
JACOB	HANNA	COMITY	STRUCTURAL
ANDREA	SAUTER	COMITY	STRUCTURAL

1  
2           **On a motion duly made by Catherine Fritz, seconded by Jeff Koonce, and passed**  
3 **unanimously, it was resolved to CONDITIONALLY APPROVE the following list of applicants for**  
4 **registration by comity and examination with the stipulation that the information in the applicants’**  
5 **files will take precedence over the information in the minutes.**  
6

7 The following list of applicants were **CONDITIONALLY APPROVED** at the May 2019 meeting:

<b>FIRST NAME</b>	<b>LAST NAME</b>	<b>COMITY/EXAM</b>	<b>TYPE OF LICENSE</b>
KIMBERLY	BUTT	COMITY	ARCHITECT
TYLER	DENIO	COMITY	ARCHITECT
EMILY	GEPPERT	EXAM	ARCHITECT
NICHOLAS	HORN-ROLLINS	COMITY	ARCHITECT
CHRISTOPHER	KOZUB	COMITY	ARCHITECT
JAMES	RANDAZZO	COMITY	ARCHITECT
DAVID	KOCH	COMITY	CHEMICAL
ALIREZA	ALI	COMITY	CIVIL
ADAM	COX	COMITY	CIVIL
TERRY	DEFOOR	COMITY	CIVIL
STERLING	DEWILDE	EXAM	CIVIL
STEPHEN	EAGER	COMITY	CIVIL
LOGAN	IMLACH	EXAM	CIVIL
CHRISTOPHER	KOENEN	EXAM	CIVIL
TIMOTHY	MARTIN	COMITY	CIVIL
BARRETT	MIELKE	EXAM	CIVIL
AINE	MINES	COMITY	CIVIL
JOURDE	MITCHELL	EXAM	CIVIL
JILLIAN	NICOLAZZO	EXAM	CIVIL
NICHOLAS	OLP	COMITY	CIVIL
PER'CHRISTIAN	RASMUSSEN	EXAM	CIVIL
DUSTIN	RICHMOND	EXAM	CIVIL
GIANCARLO	SCHIANO	COMITY	CIVIL
BRIAN	STIGNER	COMITY	CIVIL

MILCA	WIDMER	EXAM	CONTROL SYSTEMS
ARIAN	CALA	COMITY	ELECTRICAL
ALAN	DOWNES	COMITY	ELECTRICAL
DAVID	HERNANDEZ	COMITY	ELECTRICAL
ANDREA	HULMAN-WATSJOLD	EXAM	ELECTRICAL
BRUCE	RUSSELL	COMITY	ELECTRICAL
CONNER	VON HUENE	EXAM	ELECTRICAL
DAVID	GARNESS	EXAM	ENVIRONMENTAL
LEIGH	BELLOLI	COMITY	LANDSCAPE ARCH
JERAMIE	SHANE	COMITY	LANDSCAPE ARCH
JAMES	BOAG	COMITY	MECHANICAL
KEVIN	CIAMPI	COMITY	MECHANICAL
CHRISTOPHER	HEIMLICH	EXAM	MECHANICAL
JAMES	KRUETER	COMITY	MECHANICAL
BRIAN	SLATER	EXAM	MECHANICAL
KENNETH	WIDMER	EXAM	MECHANICAL
TAYLOR	WHITE	EXAM	MINING & MINERAL
THOMAS	MCGUIRE	COMITY	PETROLEUM
DANIEL	TAYLOR	EXAM	PETROLEUM
CLIFF	JONES	COMITY	STRUCTURAL
TONY	MANCHESKI	COMITY	STRUCTURAL
EVERET	MEGLI	EXAM	STRUCTURAL
DERRICK	WATKINS	COMITY	STRUCTURAL

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On a motion duly made by Catherine Fritz, seconded by Jeff Koonce, and passed unanimously, it was resolved to find the following list of applicants for registration by comity and examination INCOMPLETE with the stipulation that the information in the applicants' files will take precedence over the information in the minutes.

FIRST NAME	LAST NAME	COMITY/EXAM	TYPE OF LICENSE
MICHAEL	PHILLIPS	COMITY	ARCHITECT
EHSAN	TORGABAH	COMITY	CIVIL
MAHMOOD	MOVAHEDAN	COMITY	CONTROL SYSTEMS
JESSE	SMITH	EXAM	MECHANICAL

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### 31. Board Tasks

The board reviewed tasks assigned from the current meeting. Jones provided the board with a complete list of tasks following the meeting.

Hale asked if the board planned on trying to review applications prior to the August meeting. Several board members expressed their /// at completing the applications prior to the meeting. The Chair stated that

1 applications would be handled in the traditional manner if travel was approved, but stated that if travel was  
2 not approved and the meeting format would be via videoconference, then he asked the board members to  
3 complete their assignments prior to the meeting as requested. Kerr stated that he was one hundred percent  
4 against reviewing applications prior to the meeting because there is a lot of knowledge exchange that occurs  
5 during the process. Kerr added that it is how we train new board members and the traditional process  
6 improves continuity. Kerr commented that reviewing in a silo creates discrepancies and conflicting results  
7 which was evident during this meeting.

8  
9 Hale suggested that the ones that are straightforward be handled ahead of time and reserve time during the  
10 meeting for the more complex applications. Fritz stated that she is also one hundred percent against  
11 reviewing applications prior to the meeting. Fritz said it is asking a lot of volunteers to carve out time every  
12 night for two weeks before the meeting to review applications. Fritz added that it takes a lot of energy to get  
13 your head in that space. She added that it is very difficult being remote from most of the other board  
14 members and expressed her frustration with trying to have a conversation with Koonce regarding an  
15 application. Fritz stated that the board was told that all business had to occur in a public forum and expressed  
16 her discomfort with reviewing applications individually as it may not be in line with the Open Meetings Act.  
17 Koonce stated that the board members dedicate two days four times a year to handle board business and  
18 application review, and commented that he didn't know what the billable time at the table was, but that it was  
19 a lot. Several members agreed.

### 20 21 **32. Board comments**

22 Fritz said she was impressed with the actual quality of video and audio at this meeting except for not being  
23 able to see Johnston. Fritz stated that she had already talked about some of the issues, but added that if the  
24 board continues to meet via videoconference, that the rooms be arranged so that special guests and/or  
25 members of the public that testify during public comment are visible on the screen. Fritz said if feels very  
26 disconnected and is difficult to get the Chairs attention or otherwise participate in discussions.  
27 Fritz thanked Jones for the extra time and effort it took to coordinate this type of meeting. Fritz stated that is  
28 was better than expected and thanked the board for giving it a try.

29  
30 Jones thanked the board for trying a new format and expressed her appreciation for all time and effort the  
31 members put into board activities. Jones acknowledged the board's frustration with the meeting format and  
32 asked the board for input on how to improve processes for future meetings.

33  
34 Fritz added that this meeting was a full two days and encouraged the board to consider ways to utilize the  
35 time together by dedicating time for committee meetings during the two days. Jones noted that often staff  
36 and traveling board members arrive the day before and there may be opportunities to take advantage of the  
37 travel schedule for committee meetings and/or outreach activities.

38  
39 Johnston expressed her appreciation for how well the meeting and materials were organized for this meeting.  
40 She stated that she was able to get ninety-percent of her work done before the meeting. Johnston said she  
41 believed more work is required prior to the meeting if the board is going to continue to meet in this format  
42 and suggested consideration be given to rearrange the schedule so that those members who completed their  
43 work did not have to waste time and recommended the meetings focus on topics that require discussion and  
44 consideration of the full board. She also expressed her frustration with participating remotely and felt that she  
45 had been unable to fully participate as a board member. Johnston explained that it was hard to interject

1 respectfully and often gave up trying to participate in discussions. Johnston asked the board to come to  
2 Fairbanks at least every other year.

3  
4 Hale stated that he liked getting some of the applications done ahead of time, especially with the format of  
5 this meeting. Hale said if the meetings are face to face then the traditional process works great, but suggested  
6 that if the board continues to meet via videoconference that the board try this alternative approach again.

7  
8 Kerr thanked Jones for the preparation of the meeting and said any of the shortcomings are not reflected in  
9 effort she presented. Kerr said the technology is a very poor substitute for face-to-face meetings and stated  
10 that it would take multiple cameras, sound deadening software, and other tools. Kerr said that he would  
11 discourage anyone from offering to compromise on meeting face-to-face. Kerr added that he appreciates  
12 working with such a hard-working group of individuals who are so willing to share information about their  
13 disciplines.

14  
15 Wallis said he was glad that he drove down from Healy and could meet face to face with most of the board.

16  
17 Koonce thanked Jones and Noe for their work in preparing for the meeting. Koonce commented that there is  
18 no substitute for face to face and added that there is a lot of higher level engagement and productivity when  
19 people are working together in-person. Koonce said he was sad that the full board didn't have that  
20 opportunity this time.

21  
22 Urfer reiterated the comments about the meeting being better than expected, but noted the issues with  
23 ambient noise and side conversations. Urfer thanked the board and staff for their work and said she tried to  
24 work on the application reviews before the meeting.

25  
26 The Chair thanked everyone for putting up with him as Chair over the past year, and for trying this format.  
27 He added that if the board meets via videoconference again, it strongly encouraged that the application  
28 review be completed, to the extent possible, prior to the meeting so that the board could focus on the ones  
29 that require the full board's attention and spend more time on regulation projects and/or other topics. The  
30 Chair stated that he hoped the board would be able to meet in person in August and November and that he'd  
31 be drafting a lot of letters in the coming weeks.

32  
33 Koonce invited the board to meet at KPB if an in-person meeting is approved.

34  
35 Fritz circled back to the Chair's comment about letters and stated that she had reached out to the Alaska  
36 Chapter of AIA President and asked who the letter should be addressed to. The Chair stated that the policy is  
37 coming from the Governor and recommended copying the Commissioner, Division Director, and Jones.  
38 Fritz said she would work with Jones to obtain the appropriate contact information for everyone who should  
39 be included.

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41 The Chair encouraged members of the board to reach out to professional organizations for support.

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43 The meeting adjourned at 4:45 p.m.

44 **AEELS\_05.10.2019\_04:52:30**

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Respectfully submitted:

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Alysia D. Jones, Executive Administrator

Approved:

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Jeffrey P. Koonce, Chair  
Alaska Board of Registration for Architects,  
Engineers, and Land Surveyors

DRAFT