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**STATE OF ALASKA
DEPARTMENT OF COMMUNITY AND ECONOMIC DEVELOPMENT
DIVISION OF OCCUPATIONAL LICENSING
BOARD OF REGISTRATION FOR ARCHITECTS,
ENGINEERS AND LAND SURVEYORS**

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MINUTES OF MEETING

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June 3-4, 2004

11 By authority of AS 08.01.070(2) and in compliance with the provision of AS 44.62, Article 6,
12 the Board of Registration for Architects, Engineers and Land Surveyors, (AELS) held a meeting
13 Runcorn Room #300, Natural Sciences Building, 900 Yukon Drive, Fairbanks, Alaska 99775.
14

15 **Thursday, June 3, 2004**

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Agenda Item 1 – Call to Order and Roll Call

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

21 Members present and constituting a quorum of the Board were:

22 Donald Iverson, PE, Electrical Engineer, Chair
23 Clifford Baker, PLS, Land surveyor
24 Boyd Brownfield, PE, Civil Engineer
25 Craig Fredeen, PE, Mechanical Engineer
26 Robert Gilfilian, PE, Civil Engineer, Secretary
27 Richard Hughes, PE, Mining Engineer
28 Kenneth Maynard, FAIA, Architect
29 Scott McLane, PLS, Land Surveyor
30 Kimberly Mills, Public Member
31 Patricia Peirsol, Architect , joined the meeting at 9:12 a.m.

33 Absent was:

34 Linda Cyra-Korsgaard, Landscape Architect, Vice-Chair

36 Representing the Division of Occupational Licensing:

37 Nancy Hemenway, Executive Administrator
38 Eleanor Vinson, Licensing Examiner
39 John R. Clark, Investigator
40

41 Joining a portion of the meeting, in person, were:

42 Scott Johnson, Architect, Fairbanks North Star Borough
43 Dr. Bob Carlson, Ph.D., PE, UAF Engineering

1
 2 The Chair asked the Board members to give brief introductions as there are five new Board
 3 members at this meeting and Board members and staff introduced themselves.

4
 5 **Agenda Item 2 – Review/Revise Agenda:**

6
 7 The draft agenda:

8 **TENTATIVE AGENDA**
 9 **Thursday, June 3, 2004**
 10

TIME	TOPIC	LEAD PERSON
1. 9:00 a.m.	Call to Order/Roll Call/ Introductions of New members	Chair/ Examiner
2. 9:05 a.m.	Review/Revise Agenda	Chair/Board
3. 9:10 a.m.	Ethics Report	Chair/Board
4. 9:15 a.m.	Review/Approve Minutes Quarterly Board meeting (Feb. 04 Qtr mtg)	Chair/Board
5. 9:30 a.m.	Correspondence: See List in Packet	Chair/Board
6. 10:00 a.m.	Investigator Report – John Clark Discussion Issues- Board members role in Investigative process- confidentiality Cease and Desist Order-Final- Incidental Practice Issues	Investigator/ Board
7. 11:00 a.m.	Subgroups:	Chair/Board
	A. Engineering Disciplines (sub-disciplines) 1. Idaho/PNWER Resolution for Canadian applicants 2. Comments from people interested in becoming registered as Control Sys. Engr.	Chair/Board
	B. Land Surveyor/Engineering Practice 1. Email of 4/28/04 from Elaine Nefzger, MOA requirement for site plans –PLS 2. Email from Randy Johnson, Fbx North Star Borough, requests guidance 3. Email from Lance Duncan re: Land Surveyor Practice (references G&O #5)	
	C. Landscape Architect Practice Email from Tim Krug, regarding plantings required for subdivisions, requests guidance	
8. 11:45 a.m.	Meet with Attorney (if necessary) (by teleconference)	Board/Attorney
12:00 noon	Lunch	
9. 1:15 p.m.	Public Comment	Chair/Board
10. 2:15 p.m.	(a) Public noticed 4/26/04 ending 5/28/04 at 5:00 p.m. 12 AAC 36.062, .063, .064, .065, .068 Remove outdated language and add advanced degree for landscape architect (b) Public noticing ended 5/12/04, adopted at Feb 04 meeting: 12 AAC 36.040, .061, 063 – Sent to Dept. of Law for review. Held over to June 04 meeting specifications. (c) Specifications, 12 AAC 36.185 Sealing Specifications • Comments Received • White paper by Lance Duncan	Chair/Board
11. 2:45 p.m.	Application Reviews (Executive Session –until completed)	Chair/Board
5:30 p.m.	RECESS UNTIL 8:00 a.m. Friday, June 4, 2004	

11 **Friday, June 4, 2004**
 12

TIME	TOPIC	LEAD PERSON
12. 8:00 a.m.	Call to Order/Roll Call Executive Session to Complete Application Review -Continued, (if necessary)	Chair/Licensing Examiner/Board
13. 8:15 a.m.	Regulations (if needed)	Investigator/Board

14. 8:30 a.m.	Steve Shuttleworth, Building Official	Chair/Building Official
15. 10:30 a.m.	Meet with David Brower, Attorney (by teleconference) Discussion Items	Chair/Attorney
16. 11:15 a.m.	<i>Budget Summary Report</i>	Chair/Board
17. 11:30 a.m.	Meet with Rick Urion, Director (by teleconference) • Budget, Legislative Report	Director/Board
12:00 noon	Lunch	
18. 1:15 p.m.	Legislation: Recap: HB 252/SB 207 Term Limits, CE (passed, awaiting signature) HB 268 Specialty Contractors (died H/RIs) HB 148 Land Surveyor Standards (died H/L&C)	Chair/Board
19. 1:30 p.m.	Old Business: • Land Surveyor Subdivision /Overlap w/Engineering (Randy Johnson, FNSB-carried forward 2/04- (Subgroup- #7B-2) • Arctic Engineering-responses from Oregon State & No.Design • Host Western Zone Meeting 2005 • Emergency License • Model Law Land Surveyor	Chair/Board Gilfilian/Peirsol McLane
20. 2:00 p.m.	<i>New Business:</i> • Hearing Officer Decision: Scott Bosse', PLS by Comity • Continuing Education Providers (Requested Cyra-Korsgaard) • Continuing Education- Mandatory Program • Mentors for New Board members • PNWER Resolution (See Subgroup – 7A Engr. Subgroup)	Chair/Board
21. 2:30 p.m.	Read Applications into Record	Chair/Licensing Examin
22. 2:45 p.m.	Goals and Objectives	Chair/Board
23. 3:20 p.m.	Administrator's Report	Chair/Administrator
24. 3:30 p.m.	Board Member Reports WCARB (Portland) Western Zone (Las Vegas) AKLS Workshop (Anchorage)	Chair/Board Peirsol Chair/Iverson/McLane McLane/Baker
25. 3:50 p.m.	Review Calendar of Events, Confirm AELS Meeting Dates: 2004 : Aug 19-20 Soldotna; Nov 18-19 Anchorage Confirm NCARB attendees, confirm NCEES attendees, 2005 AELS Board meeting dates: Feb 10-11 Jnu; May 19-20 Fbx; Aug 18-19 & Nov 17-18 Anch	Chair/Board
4:00 p. m.	Board Member Comments, Task List, and Housekeeping (Collect TA's and receipts, Sign Wall Certificates)	Chair/Board

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The Chair asked if there were any revisions to the agenda and there were none.

On a motion duly made by McLane, seconded by Gilfilian, and unanimously adopted, it was

RESOLVED to adopt the draft agenda.

The Chair indicated there were no objections and the agenda was adopted.

Agenda Item 3 – Ethics Report

The Chair asked if there were any ethics disclosures by members.

1 Maynard indicated he was asked to participate in a case by the investigator, and additionally
2 teaches a portion of the Northern Design class.

3
4 The Chair stated he need not report these items under the disclosure section but would be taken
5 up when the agenda item was up for action by the Board.

6
7 The Chair noted there were no ethics disclosures to report.

8
9 **Agenda Item 4 – Review/Approve Minutes**

10
11 The Chair asked for any corrections or additions to the February 19-20, 2004 draft minutes.

12
13 **On a motion duly made by McLane, seconded by Gilfilian, and unanimously adopted, it**
14 **was**

15
16 **RESOLVED to APPROVE the following motion: To adopt the minutes from the**
17 **February 19-20, 2004 meeting.**

18
19 The Chair indicated the draft February 19-20, 2004 minutes were adopted with no additional
20 corrections or additions.

21
22 **Agenda Item 5 – Correspondence**

23
24 The Chair brought up correspondence:

25
26 **E-mail dated 5/9/04 from ABET urging jurisdictions to use its service.**

27
28 The Executive Administrator explained that the Engineering Credentials Evaluation
29 International, ECEI, is a branch of the Accreditation Board for Engineering and Technology,
30 Inc., known as ABET and provide foreign degree translations and evaluations. The Board
31 currently uses all accrediting agencies accepted by the University of Alaska. While the Board
32 staff does not endorse any one agency, they do provide information to candidates of the
33 affiliation of ECEI to ABET so candidates can make informed choices. The ECEI will indicate
34 on its report any deficiencies between the ABET accredited degree in engineering or land
35 surveying and the degree being evaluated.

36
37 **E-mail dated 4/23/04 from the Fairbanks Fire Marshal, Thomas DePeter, Jr. with**
38 **assurances and reorganization information.**

39
40 The Executive Administrator explained that she invited the Fairbanks Fire Marshal to attend the
41 AELS meeting but he was unable to do so. He asked that she pass on his assurances his office
42 requires stamps for individual disciplines and he is in the process of reorganizing and hiring a
43 full time plans examiner that should improve processing time.

44
45 Gilfilian asked to invite the Fire Marshal to attend the next meeting, the August meeting as it is
46 helpful to have face-to-face interaction.

47
48 **E-mail dated 5/19/04 from Jared Keyser with suggestion of an additional FAQ to**
49 **specifically address commercial modules.**

1
2 The Board briefly discussed and Gilfilain suggested that the subgroup on Building Officials
3 Manual take up the concern.

4
5 Mr. Clark suggested the modules are similar to a steel building designed out of state and would
6 require site adaptation for assurances of compliance to codes and to meet the arctic engineering
7 requirement for safety issues.

8
9 **Agenda Item 6 – Investigator’s Report**

10
11 Mr. Clark discussed issues of confidentiality and the Board member’s role in the investigative
12 process. The investigator contacts a board member to have concurrence that an investigation
13 should move forward to obtain a cease and desist order or a memorandum of agreement and if
14 details of the case are reviewed or discussed, the Board member cannot vote on the case when it
15 comes to voting. The investigator will also poll members to obtain a majority opinion before
16 taking final action. In investigative matters, Board members cannot discuss the case with anyone
17 and must maintain confidentiality. When a Board member is involved in the specifics of a case,
18 the Board member must recuse himself or herself from voting on the issue.

19
20 Brownfield asked for clarification because it seemed the Board member was working without
21 much information.

22
23 The Chair explained it was true but the investigator contacts the Board to advise them that they
24 have probable cause to take action and in such matters they are often not given specific
25 information because the Board must vote on the final action as a whole.

26
27 Clark cautioned the Board in speaking to private parties who often will call a Board member
28 when an investigation is in progress to attempt to have the action halted. He indicated it is
29 important to ask a party if there is an ongoing investigation and if there is an action pending, the
30 Board member must advise the party they cannot discuss any aspect of the case and must recuse
31 themselves when the Board acts as a whole.

32
33 Mills explained that a lot of people will contact you and if they have an issue you can ask them
34 to put it in writing and submit it to the Board for consideration at the next Board meeting.

35
36 Gilfilian suggested for clarification purposes, refer them to the Executive Administrator.

37
38 The Executive Administrator added that although an action may become public, such as when a
39 hearing is held on an applicant file, the Board still cannot have informal discussions outside the
40 Board meeting. Ex parte communications require the other party be included and the Board
41 member must maintain confidentiality and hold discussions at the meeting on the record, or if
42 necessary, in Executive session.

43
44 The Board held a discussion about the hearing officer process and the new central panel
45 legislation that passed the legislature this year.

46
47 The Chair indicated that incidental practice of minor importance is an issue that the subgroup
48 must address and would be a priority as an issue to resolve for the coming year.

1 Fredeen raised the issue of emails between Board members being in conformance with the Open
2 Meetings Act.

3
4 The Executive Administrator suggested the Board ask its attorney to respond. She indicated that
5 subgroup meetings must be public noticed in conformance with the Division's policies and it
6 helps if she is advised by the 10th of the month so those meeting can be added to the Division's
7 routine public noticing. If it is not possible to do so, the Board staff can ask to have it published
8 in the newspaper but it is costly to do so.

9
10 The Chair reiterated it is best to plan the subcommittees and not decide to meet without lead
11 time.

12
13 Peirsol asked Board members to ensure they hold subgroups in a room with a teleconference
14 ability.

15
16 The Board held a short discussion about stop work orders.

17
18 The Chair asked for a status on the stop work order legislation.

19
20 The Executive Administrator noted a bill was never introduced before the Legislature.

21
22 Gilfilian added the Board had some public comment in opposition to instituting a stop-work
23 order because the decisions may be made by the Department of Law and not by the Board.

24
25 Clark indicated he does not have the authority to stop construction but he can request the Fire
26 Marshal to take action and sometimes projects are halted. However, the cease and desist order is
27 made to a person, not a project, and sometimes a project continues and the parties pay the fine
28 rather than halt the project.

29
30 The Chair added he thinks it helps to build relationships with code regulating agencies.

31
32 Mills felt that the Board is not trying to stop work, but is trying to educate the public and bring
33 registrants or those in unlicensed practice into compliance. She believes some are not willing to
34 do what is required and enforcement actions are sometimes still necessary.

35
36 Peirsol mentioned the letter the Board had hoped to send out to contractors but the Division's
37 Director did not allow the Board send the letter.

38
39 Maynard explained if plans are flawed, the Board has a responsibility to stop the project because
40 of the responsibility to the public safety.

41
42 Clark cautioned the Board that the investigators must be consistent in how they close cases. He
43 explained that if a corporation is not licensed and complies by getting licensed the investigator
44 would write a letter once they are in compliance and the case is closed with that advisory letter.
45 If the Board wants to move in a direction different from the usual order of how the investigators
46 are conducting its business, it must be a Board decision.

1 Peirsol pointed out that the investigators' report indicates the year that each case was opened and
2 explained that the more we rely on the state attorney, the longer it takes to complete the action.
3 She added that Clark has worked to bring people into compliance whenever possible.

4
5 The Chair asked the Board to assist Clark where possible and expressed his appreciation for the
6 work the investigators are doing.

7
8 Break: 10:08 a.m.

9 Reconvene: 10:25 a.m.

10

1 **Agenda Item 7 – Subgroups**

2
3 The Chair indicated the Board would break into subgroups and held a short discussion to assign
4 subgroup chairpersons. He rearranged the subgroups into two groups: The Engineering
5 Disciplines Subgroup, and the Incidental Practices Subgroup.

6
7 The Chair noted the Engineering Disciplines Subgroup will discuss Control Systems Engineering
8 and Canadian Reciprocity issues. This subgroup will also oversee the broader issue of general
9 licensing systems for engineering.

10
11 The Board had had previous subgroups (the Land Surveyor and Engineer Practices Subgroup,
12 and the Landscape Architect subgroup) but it appears they were both working on defining the
13 boundary between professions. The new subgroup will blend the groups and it will now be
14 called the Incidental Practices Subgroup. The subgroup will discuss today the Land
15 Surveyor/Engineering Practice issues, including emails asking the Board for guidance or offering
16 suggestions (Nefzger, Johnson, Duncan). This subgroup will also work on Landscape Architect
17 and overlaps between architecture, engineering, and land surveying.

18
19 He assigned subgroup Chairs as follows:

20
21 Gilfilian was assigned as Chair of the subgroup on Engineering Disciplines, to discuss control
22 systems engineering, and Canadian Reciprocity issues.

23
24 Maynard was assigned as Chair of the subgroup to discuss incidental practice of minor
25 importance and will cover overlap between engineers and architects, combining the agenda items
26 “B” and “C”; landscape architecture and engineering or land surveying; and land surveying and
27 engineering with respect to subdivisions.

28
29 Maynard asked the Executive Administrator to find model laws and legislation from other
30 jurisdictions in order to provide guidance to the subgroup.

31
32 The Executive Administrator explained the Board worked on this issue previously and she had
33 polled other jurisdictions to find definitions. Most indicated they relied on their ethics laws to
34 keep people working within their area of expertise. When they did not do so, the jurisdiction
35 enforced unlicensed practice.

36
37 Peirsol added that some information is also in the Building Official’s manual posted to our
38 website.

39
40 The Executive Administrator explained that Washington state is in the process of working to
41 define “incidental practice and overlap in practice” and they may provide a basis for developing
42 a definition.

43
44 Clark offered that some states define incidental practice based on the square footage of a project
45 or on overall cost to determine when an engineer and an architect is not required. Any change the
46 Alaska Board makes would require legislation to change the current exemption.

47
48 The Chair suggested at least one engineer and one land surveyor and architect should participate
49 in each group and the subgroups met at 10:45 a.m.

- 1
- 2 A. Engineering Disciplines (sub-disciplines)
- 3 1. Idaho/PNWER Resolution for Canadian applicants
- 4 2. Comments from people interested in becoming registered as Control System
- 5 Engineers
- 6
- 7 B. Land Surveyor/Engineering Practice
- 8 1. Email of 4/28/04 from Elaine Nefzger, MOA requirements for site plans
- 9 2. Email from Randy Johnson, Fairbanks North Star Borough, requesting guidance
- 10 3. Email from Lance Duncan re: Land Surveyor Practices (reference G&O #5)
- 11 C. Landscape Architect Practice
- 12 1. Email from Tim Krug, regarding plantings required for subdivisions-requests
- 13 guidance
- 14

15 The Chair reconvened the Board at 11:27 a.m. and asked for reports.

16
17 Maynard noted the members who met were: McLane, Baker, Brownfield, Mills, and Peirsol.
18 Additionally, Cyra-Korsgaard serves on this subgroup, but she is excused from today's meeting.

19
20 Maynard indicated it would not be easy to define minor importance but he felt that the group
21 would look at:

- 22 • Other state's information on what works and what does not work;
- 23 • Define areas of conflict between professions;
- 24 • Check professional college curriculums as they are not likely the same now as 20 years ago
25 when the exemptions were adopted
- 26 • Define overlaps and give examples so people have an idea of the direction the Board is
27 taking.
- 28

29 Brownfield felt it may be helpful to get professional societies involved in the process.

30
31 Gilfilian reported on the Engineering Discipline subgroup. He noted the board members who
32 participated were Fredeen, Hughes, and Iverson. At this time the subgroup was not
33 recommending moving forward with adding new disciplines for licensure and felt the system
34 offered ways for control systems engineers to obtain licensure. Control systems engineers could
35 work in the field of Electrical or Mechanical Engineering. He stated the group felt it could look
36 for ways to reduce the experience required for comity applicants and to give credit for the
37 experience they acquired in another discipline towards licensure in Alaska.

38
39 Gilfilian indicated he was working on the PNWER resolution and may have a resolution to bring
40 forward tomorrow, when the PNWER Resolution would be taken up under Agenda item # 20,
41 New Business.

42
43 The Chair asked the Executive Administrator to find out how many other states license control
44 systems engineers.

45
46 The Executive Administrator responded she would do so, but to remember only about 13
47 jurisdictions are discipline specific states and the remainder license engineers as non-discipline
48 specific engineers.

1 The Chair asked Subgroups to meet in the interim and report back to the Board at its August
2 2004 meeting.

3
4 At 11:40 a.m., Scott Johnson, Fairbanks North Star Borough, joined the meeting. He asked to
5 testify under Old Business on the issue of land surveying and engineering in the development of
6 residential subdivisions.

7
8 The Board held a short discussion and advised Mr. Johnson he could participate tomorrow under
9 New Business.

10
11 **Agenda Item 8 – Meet with Attorney**

12
13 The Chair indicated the Board wanted to speak to Mr. Brower about e-mails between Board
14 members and would take up the matter tomorrow under agenda item # 5, Meet with Attorney.

15
16 Break for lunch: 11:45 p.m.

17 Reconvene: 1:09 p.m.

18
19 The Chair indicated everyone was present except Cyra-Korsgaard who is excused, and Peirsol,
20 who joined the meeting at 1:23 p.m.

21
22 **Agenda Item 9 – Public Comment**

23
24 Dr. Bob Carlson, Ph.D., PE, University of Alaska, Fairbanks (UAF), joined the meeting and
25 welcomed the Board to the campus. He explained that the University has had a Department of
26 Mining since 1922 and currently anticipates creating a new Department of Engineering and
27 Mining in the School of Engineering on July 1, 2004. All of the engineering departments will be
28 under the College of Engineering and Mining. In addition to the five instructional departments
29 that previously were part of the College of Science, Engineering and Math (now to become the
30 College of Math and Science), and the School of Mineral Engineering (SME), the new College
31 will have an engineering research institute that will be responsible for oversight of the research
32 centers and labs formerly under the Institute of Northern Engineering and SME. The UAF is in
33 the process of conducting a national search for the new Dean. He suggested the Board
34 recommend to the chancellor and provost that the new Dean of the School of Engineering and
35 Mining be licensed or qualified for PE licensure in the State of Alaska.

36
37 At 1:25 p.m., Investigator John Clark left the meeting.

38
39 Dr. Carlson mentioned there are many engineering students in the master's level programs that
40 do not have an ABET accredited undergraduate program and he expects this to continue.

41
42 Dr. Carlson mentioned two professors have been involved in overseeing the engineering
43 examination in Fairbanks, Dr. Perkins and Dr. Bennett. They may wish to assist the Board, but
44 may be involved in offering a review course to students. They do not review the examinations
45 and Dr. Perkins did not like signing a statement that he could not participate in review courses.

46
47 Dr. Carlson mentioned the UAF has offered a regular semester course for Arctic Engineering
48 since 1955 and has also offered a video course since the 1970s. The video course is being
49 dropped and only a few students are still in the process of completing the course.

1
2 Dr. John Zarling is currently working on an on-line or CD format class that will be offered for
3 college credits and as continuing education credits. The course will probably come before the
4 Board in the fall.

5
6 Dr. Carlson is a past-president of the Alaska Society of Civil Engineers (ASCE) and provided a
7 handout of areas of interest to ASCE. All of the information can be viewed at www.asce.org and
8 includes support for continuing education; specialty certification for civil engineers; and has a
9 task force, ASCE Task Committee in Civil Engineering; and the Civil Engineering Body of
10 Knowledge for the 21st Century.

11
12 Dr. Carlson supports the Board in developing a mandatory continuing education program and
13 encourages the Board to consider the Policy 465, which supports the concept of the Master's
14 degree or equivalent as a prerequisite for licensure and the practice of civil engineering at a
15 professional level.

16
17 The Board held a discussion about the ASCE positions.

18
19 Gilfilian indicated the Board wants clear guidance from the professional societies and registrants
20 with respect to developing a mandatory continuing education program.

21
22 **On a motion duly made by Gilfilian, seconded by Maynard, and unanimously adopted, it**
23 **was**

24
25 **RESOLVED to write a letter to the UAF Chancellor, Provost, and President**
26 **Hamilton that the new Dean of the school of Engineering and Mining be a person**
27 **who is a registered engineer in the State of Alaska or be eligible for licensure within**
28 **one year of appointment.**

29
30 Brief discussion followed.

31
32 The Chair indicated there was no objection and the motion passed.

33
34 **Agenda Item 10 – Proposed Regulation Changes**

35
36 The Executive Administrator reviewed item (a) which is technical changes to the engineering
37 and land surveying tables to remove outdated language. When the tables were revised in 1999,
38 the tables contained phase provisions for combined experience and education acceptable until
39 12/31/2001 for land surveyors and until 12/31/03 for engineers. The effect of those changes was
40 to eliminate experience only as a means of entering the fields of land surveying and engineering
41 and to require some education. The reason for the currently proposed change to remove the
42 outdated language and tables is that staff found applicants could easily make a mistake when
43 referring to the tables by not noticing the dates of the phase in language, and the phase out
44 language.

45
46 The Executive Administrator stated the Regulations Specialist, Kurt West, received only two
47 comments. In both instances, the comments referred to existing regulation, not to the proposed
48 regulation changes under consideration. Objections were made to the allowance for land
49 surveying applicants to be eligible for two years of credit for a BS degree in Civil Engineering.

1 The comments made indicate there should not be an allowance for a degree in civil engineering
2 since it is not related to the practice of land surveying.

3
4 The Executive Administrator stated the only substantive change in the proposed regulations is to
5 add a provision for landscape architects to get a one-year credit for an advanced degree, which is
6 consistent with the allowance given for other design professions the Board oversees.

7
8 The Board held a brief discussion.

9
10 McLane stated he did not agree with the issue raised with respect to the relevance of a civil
11 engineering degree. He suggested the Board should consider a regulation change to give a 2-
12 year education credit for a BS degree in Geomatics to applicants seeking a civil engineering
13 degree. He felt giving an education credit to civil engineering applicants for their Geomatics
14 education was basically the flip side of the 2-year education credit to land surveyors seeking an
15 engineering license.

16
17 The Chair indicated applicants must have three years education in order to receive the 2 year
18 credit and stated the consideration McLane suggested could be done in a future project but does
19 not affect the proposed project currently before the Board.

20
21 The Executive Administrator indicated there are no costs to the public with the regulatory action
22 being taken.

23
24 The Chair reiterated that the Board has considered public comments and paid special attention to
25 the cost to private persons of the regulatory action being taken.

26
27 Fredeen advised that the proposed regulation changes are very hard to follow.

28
29 The Executive Administrator noted that a justification for the change should have been enclosed
30 for those who were on the interested party's list. The State of Alaska has certain formats they
31 use to public notice on the State's website and it can be challenging to figure out what the
32 changes are in a proposed project. The Board has worked to keep the public informed but can
33 continue to expand on the public outreach. She suggested she could put the justification on
34 letterhead with her signature so people would know who to contact with questions. Currently the
35 quarterly meeting summary and the Board's draft minutes are good ways to keep up with any
36 proposed actions. Those items are posted to the Board's website at
37 <http://www.dced.state.ak.us/occ/pael.htm>. Anyone interested in discussing proposed regulation
38 changes could also call her at 907-465-1676 or email her at nancy_hemenway@dced.state.ak.us.

39
40 Gilfilian concurred that the justification should be on our letterhead and added the Department of
41 Environmental Conservation has a letter written "in plain English" to inform what regulatory
42 actions are being taken.

43
44 **On a motion duly made by, seconded by Mills, and unanimously adopted, it was**

45
46 **RESOLVED to APPROVE the following motion:**
47 **Approve the regulation under Tab 10 (a) and ask the Executive Administrator to**
48 **have the regulations specialist forward the project to the Department of Law for**
49 **review.**

1
2 Tab 10 (a) is listed on the agenda as:
3 Public noticed 4/26/04 ending 5/28/04 at 5:00 p.m. 12 AAC 36.062, .063, .064, 065, 068
4 Remove outdated language and add advanced degree for landscape architect.

5
6 The Board held a brief discussion.

7
8 The roll call vote was taken as follows

9

Board member	Yea	Nay
Baker	x	
Brownfield	x	
Fredeen	x	
Gilfilian	x	
Hughes	x	
Iverson	x	
Maynard	x	
McLane	x	
Mills	x	
Peirsol	x	
Total	10	0

10
11 The Chair noted the motion passed and asked the Executive Administrator to forward the project
12 to the Regulations Specialist to submit to the Department of Law for final review.

13
14 The Executive Administrator explained the next item was on the agenda as a reference since the
15 project was sent to the Department of Law. The Board held over one proposed regulation, the
16 sealing of specifications proposed. She explained that some people were mistaken about the
17 current requirements and apparently did not realize the statute already requires final
18 specifications to be sealed.

19
20 The Board held a discussion.

21
22 Maynard suggested registrants could do something similar to the requirements of the U.S. Postal
23 service and put all the stamps on one sheet, and not interspersed among the specifications.

24
25 The Executive Administrator explained the requirements under 12 AAC 36.185 already outline
26 that registrants are taking responsibility for their own discipline, not for specifications outside
27 their discipline.

28
29 Fredeen felt registrants are concerned there must be a stamp with each section.

30
31 Gilfilian thought the proposed change was straight-forward but questions the reference to “all”
32 documents as it is different from the statute. The proposed regulation unintentionally goes
33 beyond specifications.

34
35 The Board held a discussion, referred to the original language the Board wrote, the attorney’s
36 suggestion, and decided the regulation needed to be reworded to reflect the Board’s intention.
37 The Board’s original issue was to find a way to sanction the action by some individuals of not

1 specifically sealing the specifications submitted with the sealed and signed plans. The Board
2 wanted to avoid opening up the statute for clarification and felt it could do so in regulation by
3 making the assumption that design professionals are taking responsibility for the specifications
4 they submit with plans within the scope of their individual practices.

5
6 Gilfilian suggested he would work with the Executive Administrator and Maynard and bring
7 back the regulation to the August AELS Board meeting.

8
9 Break: 2:40 p.m.
10 Reconvene: 2:52 p.m.

11
12 **Agenda Item 11 – Application Reviews**

13
14 **On a motion duly made by Gilfilian, seconded by Brownfield and, adopted unanimously, it**
15 **was**

16
17 **RESOLVED to go into executive session for the purpose of reviewing applicant files.**

18
19 The Board went into executive session at 2:52 p.m.

20
21 The Licensing Examiner placed a sign on the door that the Board was now in Executive Session.

22
23 **The Board recessed at 5:45 p.m. until 8:00 a.m., Friday, June 4, 2004.**

24
25
26
27 **Friday, June 4, 2004**

28
29 **Agenda Item 12 – Call to Order/Roll Call**

30
31 The Chair called the meeting to order at 8:00 a.m. The Board came out of executive session at
32 8:05 a.m. and the Licensing Examiner called the roll.

33
34 Members present and constituting a quorum of the Board were:

35 Donald J. Iverson, PE, Electrical Engineer, *Chair*
36 Clifford Baker, PLS, Land surveyor
37 Boyd Brownfield, PE, Civil Engineer
38 Craig Fredeen, PE, Mechanical Engineer
39 Robert Gilfilian, PE, Civil Engineer, Secretary
40 Richard Hughes, PE, Mining Engineer
41 Ken Maynard, Architect
42 Scott McLane, PLS, Land Surveyor
43 Kimberly Mills, Public Member
44 Patricia Peirsol, Architect

45
46 Excused was:

47 Linda Cyra-Korsgaard, Landscape Architect, Temporary Board Member,
48 Vice-Chair

1 Representing the Division of Occupational Licensing:
 2 Nancy Hemenway, Executive Administrator
 3 Eleanor Vinson, Licensing Examiner
 4

5 Participating for a portion of the meeting by teleconference was:
 6 David Brower, Assistant Attorney General, Department of Law
 7 Scott Bosse', PLS Comity applicant, Juneau, Alaska
 8

9 Participating for a portion of the meeting in person were:
 10 Steve Shuttleworth, Fairbanks Building Official
 11 800 Cushman St, Fairbanks, AK 99701
 12
 13 Randy Johnson and Scott Johnson, Fairbanks North Star Borough
 14 PO Box 1267
 15 Fairbanks, AK 99701
 16
 17 Pat Kalen, Alaska Society of Professional Land Surveyors
 18 1041 Chena Ridge Road
 19 Fairbanks, AK 99701
 20

21 **Agenda Item 13 – Regulations (Continued)**

22
 23 The Chair asked if there was further action to be taken and there was not any action needed.
 24

25 **Agenda Item 21 – Read Applications into the Record**

26
 27 The Chair asked to move forward on the agenda to Agenda Item 21 since Mr. Shuttleworth was
 28 not expected until 8:30 a.m. and there were no objections.
 29

30 **On a motion duly made by Gilfilian , seconded by Mills, and unanimously adopted, it was**

31
 32 **RESOLVED to APPROVE the following list of applications for comity and**
 33 **examination as read, with the stipulation that the information in the applicant’s file**
 34 **will take precedence over the information in the minutes:**
 35

36 The Licensing Examiner, Eleanor Vinson, read the following into the record:
 37 The following applicants are approved for professional exams, or for comity, as
 38 follows:

	APPLICANT	DISCIPLINE	EXAM-COMITY	BOARD ACTION
1.	Alexander, Michael	Mechanical	Comity	APPROVED
2.	Ault, Charles	Civil	Comity	APPROVED
3.	Bourez, James	Civil	Comity	APPROVED
4.	Byraiah, Puttaiah	Electrical	Comity	APPROVED
5.	Cassady, L. Wayne	Civil	Comity	APPROVED
6.	Cooper, Katrina	Petroleum	EXAM	APPROVED
7.	Crapps, John	Civil	EXAM	APPROVED
8.	Elliott, Steven	Civil	Comity	APPROVED
9.	Kalajdzic, Srđan	Architect	EXAM	APPROVED
10.	King, Brian	Mechanical	Comity	APPROVED

11.	Klement, Anthony	Civil	Comity	APPROVED
12.	Kontess, William	Architect	Comity	APPROVED
13.	McLay, Bruce	Mechanical	Comity	APPROVED
14.	McMartin, Rebecca	Civil	EXAM	APPROVED
15.	Meltzer, Douglas	Civil	Comity	APPROVED
16.	Mullis III, James	Electrical	Comity	APPROVED
17.	Nagata, Carel	Architect	EXAM	APPROVED
18.	Olberding, Lizbette	Architect	EXAM	APPROVED
19.	Payne, Jr., Roy	Mechanical	Comity	APPROVED
20.	Ridolfi, Bruno	Mining	Comity	APPROVED
21.	Ruff, Christopher	Petroleum	EXAM	APPROVED
22.	Timm, Ross	Architect	EXAM	APPROVED
23.	Vigilia, Jr., Rufino	Civil	Comity	APPROVED
24.	Wilm, Petra	Architect	EXAM	APPROVED
25.	Ziemer, David	Architect	EXAM	APPROVED
26.	Casey, Nancy	Landscape Architect	EXAM	CONDITIONALLY APPROVED PENDING FEES
27.	Carstens, Gerald	Civil	Comity	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
28.	Egejimba, Uchenna	Petroleum	EXAM	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
29.	Haris, Ali	Civil	Comity	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
30.	Kimerer, Mark	Landscape Architect	Comity	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
31.	McKeegan, Patrick	Architect	Comity	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
32.	Palm, T. Arthur	Mining	Comity	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
33.	Reza, Ali	Mechanical	Comity	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
34.	Roy, Wayne	Electrical	Comity	CONDITIONALLY APPROVED PENDING ARCTIC COURSE
35.	Baranosky, Mark	Civil	Comity	CONDITIONALLY APPROVED PENDING VERIFICATION OF PE EXAM & CURRENT LICENSE & TRANSCRIPT
36.	Harshbarger, Kelly	Civil	EXAM	CONDITIONALLY APPROVED PENDING ARCTIC COURSE & FE VERIFICATION
37.	Hickok, Tanya	Civil	EXAM	CONDITIONALLY APPROVED PENDING VERIFICATION OF 2 MO. WORK EXPERIENCE
38.	Ma, Haittao	FE	EXAM	Approved
39.	Venner, Jyl	FE	EXAM	Approved

2

3 The Chair noted there were no incomplete or denied applications to read into the record. There
4 were no objections and the motion passed.

5

6 The Chair moved to Agenda Item #18, Legislation.

7

8 **Agenda Item 18 – Legislation**

9

1 The Executive Administrator explained HB 252 contained three provisions: term limit changes,
2 authority to create a mandatory continuing education program, and partially exempt position for
3 the Executive Administrator.

4
5 The Board held a discussion about continuing education with some members believing
6 registrants already participate in continuing education and a mandatory program creates a
7 unnecessary governmental layer. Other members believed it was necessary to support
8 continuing education as a requirement of license renewal because it provides for public safety by
9 ensuring its registrants are keeping up with trends and keeping active through ongoing
10 professional learning.

11 Peirsol requested the Executive Administrator to obtain a copy of the study done by the
12 California Board of Architects that concluded you could not substantiate any measurable proof
13 that a mandatory continuing education program would positively impact public health and safety.

14
15 Baker felt continuing education needed to be a part of the registrant's career because of
16 technology changes.

17
18 Gilfilian thought that in the last year alone, the Board has seen growing support from the
19 engineering community for continuing education (CE).

20
21 The Executive Administrator advised that, from the last National Council of Examiners for
22 Engineers and Surveyors, 24 jurisdictions require continuing education as a condition of license
23 renewal and another 8 or so jurisdictions are studying continuing education.

24
25 Fredeen added that mechanical contractors have to have continuing education credits so it is
26 difficult to say mechanical engineers are not required to have CE. The contractors have a means
27 to track CE so, if the Board uses the same system, it should not be a burden.

28
29 Mills felt it could also be a means of eliminating people not willing to do the CE and possibly
30 those registrants are most likely to endanger health and welfare.

31
32 The Chair asked for a Subgroup Chairperson to look into Continuing Education and assigned
33 Brownfield to spearhead the effort.

34
35 The Chair asked the Executive Administrator to explain what transpired with her position and
36 she gave a brief history of the Executive Administrator position. The position was initially
37 created in the budget process, and during a reclassification of the position, it was reclassified to
38 Classified because partially exempt positions are specifically listed in statute and there was no
39 such language in statute for the AELS Board. The AELS Board sought remedy through
40 legislative request in its annual report to the Legislature last year. The Alaska Professional
41 Design Council found a sponsor for term limits and continuing education and worked with
42 Representative McGuire to add in the statutory provision for the Executive Administrator. The
43 Board now has specific authority to assign duties to the Executive Administrator. Although the
44 Board has always assigned duties, the change gives direct authority privileges to the Board.

45
46 The Chair noted that it is in the position description for its administrator to represent the AELS
47 Board at regional and national meetings but the current director has curtailed the travel .
48

1 The Board held a short discussion about its support of the travel and the importance of
2 networking with other administrators and participating in the entire meeting, not just the specific
3 time slot designated to the administrator's forums. The Chair noted it was important for the
4 administrator to also participate in workshops and the business meetings, which have direct
5 benefits to the Board as this allows the administrator to become familiar with new and ongoing
6 issues the Board faces.

7
8 The Executive Administrator explained some travel is prepaid in dues so the Board loses the
9 funding, although registration fees are not generally included in the prepaid travel. Most
10 administrators are attending the meetings and Alaska does not have peer representation at the
11 meetings. She explained the current administration is seeking savings but the travel costs are
12 passed on to the AELS registrants.

13
14 The Chair advised that the Board would like to have its administrator travel to regional and
15 national conferences and the matter should be discussed with the Director.

16
17 **Agenda Item 14 – Building Official**

18
19 Steve Shuttleworth, Building Official, City of Fairbanks, joined the meeting at 8:30 a.m.

20
21 The Chair introduced new members and explained the Board asked the Building Official to bring
22 any questions that have arisen and hopes to continue the relationship that the Board is trying to
23 build with the code officials. He explained it helps us understand what the Building Officials
24 function is and the Board's role, too.

25
26 Shuttleworth stated that things are going pretty well in Fairbanks and he enforces the AELS
27 statutes and regulations whether he agrees with them or not. He felt it was not reasonable to
28 require multiple stamps for smaller projects, particularly for mechanical and electrical work and
29 cited some specific projects.

30
31 Shuttleworth noted there is so much construction now there are not enough engineers and
32 architects to do the work. Building Officials do not work for the state or federal government.
33 Instead, the Building Officials work for the city and they do what they think is right but try to
34 adhere to the rules.

35
36 The Chair noted that the Board is realistic in its expectations and has begun a process to clarify
37 and look at the situation.

38
39 Peirsol added that the Board has routinely been inviting Building Officials from around the State
40 to participate at its meeting and the Board has asked similar questions and has received similar
41 feedback. It is important to the Board to work collectively with Building Officials to identify
42 issues and try to find solutions.

43
44 Shuttleworth explained that the City has adopted a landscaping ordinance and he anticipates the
45 FNSB will soon adopt a similar ordinance with respect to landscape architecture. The Building
46 Officials work with individuals, and understand some of the concerns individuals have, for
47 example, the damage that some trees might do at a car dealership, and the City of Fairbanks
48 works to ensure the intent of the ordinance is met.

1 Maynard asked how the Building Official can ensure the public is not endangered if a registrant
2 crosses discipline lines.

3

4 Shuttleworth stated in many instances it is clear for mechanical and electrical engineering but
5 there are some problems defining what is minor or major with respect to the engineering and
6 architecture.

7

8 Shuttleworth said the main area of difficulty is the exemption for residential construction up to a
9 four plex whereas the exemption could easily apply to a larger building and it would be the one
10 area that could assist building officials the most would be to change the requirement to a six-plex
11 or to tie the cap to property value or potential loss of life.

12

13 Mills asked where the line would be drawn.

14

15 Peirsol asked if the Building Official ever refers cases to the Board's investigator.

16 Shuttleworth responded he did not because he simply does not have the time to be involved in
17 depositions and that process. He does not work for the Board but works for the City of
18 Fairbanks.

19

20 Peirsol indicated the Board's goal is to bring registrants into compliance and views stop work
21 orders and revocations as a last measure and a failure, not a success.

22

23 The Chair thanked Mr. Shuttleworth and assured him the Board would try to continue to keep the
24 dialogue going.

25

1 **Agenda Item 18 – Legislation**

2
3 The Chair reverted back to Agenda item 18, Legislation, and specifically to HB 252/SB 207.
4 The Chair indicated he had not covered term limits and wanted to report the bill contains a
5 provision specifying that serving less than two years of a four-year term would not count towards
6 a full term.

7
8 The Chair indicated the commencement dates of the Board terms are now out of sequence and
9 asked the Executive Administrator to explain.

10
11 The Executive Administrator explained five Board member terms were set to expire in July, two
12 in July 2003 and three in July 2004. Term dates reverted back to March 1st in the year the terms
13 ended as a result of legislation that passed the legislature in 1996 (HB 359 (L&C, Chair 80 SLA
14 96). Contained within that bill is a provision under Section 12 that amended AS 39.05. That
15 section specifically reads: “The term of office of a position or membership ends on March 1 of
16 the year when the position’s or membership’s term expires except as otherwise provided in a law
17 relating to positions or memberships on a specific board or commission.” To implement the bill,
18 term changes apparently have been updated by the Boards and Commission’s staff at the time
19 when reappointment or appointments were made. However, when the current administration
20 appointed new members, it took the three terms ending in July 2004 and changed the date back
21 to March 1, 2004 for Board members Miller, Brown, and Kalen. Because there was a big delay
22 in appointing the mechanical engineer and the mining engineer whose terms ended July 1, 2003,
23 (whose terms according to AS 39.05 should have been converted to March 2003) the
24 administration appointed members in April 2004 and set the ending term dates as March 1, 2008.
25 According to AS 39.05 those terms end March 1, 2007. In setting all five board members ending
26 March 1, 2008, the staggered terms required in AS 08.48.011 are no longer staggered terms.

27
28 The Chair indicated this creates a problem for the Board for continuity and it hopes the terms
29 will be remedied by the sunset audit that will result in legislation in 2005.

30
31 Mills felt that this might also be a time to expand the mining engineer position to include
32 petroleum engineering since there are so few Mining Engineers in the State.

33
34 Peirsol asked to have that item put on the agenda for August 2004.

35
36 McLane suggested also making the landscape architect a voting member.
37 Peirsol added that having the public member an attorney was invaluable and wondered if the
38 Board should add another public member.

39
40 The Executive Administrator stated HB 268 Specialty Contractors died in the House Rules
41 Committee as the specialty contractors had not weighed in on the matter.

42
43 The Chair indicated he attempted to send a letter to solicit support or comment for the bill but the
44 Director would not allow the letter to be sent since it referred to legislation.

45
46 The Board held a brief discussion and would like to continue its work to address a statute change
47 for specialty contractors.

1 McLane indicated HB 148 Land Surveyor Standards died in the House Labor and Commerce
2 Committee but the Alaska Society of Professional Land Surveyors were working to try to adopt
3 minimum standards for mortgage surveys within the Land Surveyor standards of practice.
4

5 The Board held a short discussion.
6

7 Break: 9:25 am

8 Return: 9:45 am
9

10 **Agenda Item 19 – Old Business**

11

12 The Chair stated that there were responses from Oregon State University, which is currently
13 inactive, and the UAA, Northern Design course. The Board had requested additional
14 information from the two course providers.
15

16 Maynard stated that there was a text published on the Northern Design course and passed around
17 a copy for the Board to review. He indicated the Board asked for specific information on roads
18 and hydrology, which is addressed within the course and he referred members to Tab 19.
19

20 **On a motion duly made by Gilfilian , seconded by Fredeen, and unanimously adopted, with**
21 **Maynard abstaining, it was**

22
23 **RESOLVED to APPROVE the following motion:**

24 **Accept the Northern Design Course as an approved arctic engineering course.**
25

26 The Board held a brief discussion regarding arctic engineering course and permafrost.
27

28 The Chair noted there were no objections, and the motion passed.
29

30 **Agenda Item 16 – Budget Summary Report**

31

32 The Chair brought up the Budget Summary Report not yet discussed. He reviewed for new
33 members a brief summary of direct and indirect costs, currently at 12.92% of the agency indirect
34 costs, and mentioned a former Board member, Lance Mearig, who spearheaded the review of
35 agency costs.
36

37 The Executive Administrator suggested one significant change has happened as the result of the
38 current budget process. The agency lost approximately 20% of its investigative staff. She
39 expressed concern that the AELS Board may not get the level of investigation it has currently
40 been receiving. She stated that the Board previously requested an additional half-time
41 investigative slot and was granted that for a current total of 1.5 investigators. If the agency now
42 has four fewer investigators, the Medical Board or the Nursing Board may be given higher
43 priority for investigators. Recently the investigator was denied site travel to Fairbanks and the
44 road system. Those types of decisions by the Director can lower the number of potential cases
45 and the public safety. For example, last year, the investigator found a doctor's office where day
46 surgery will be performed had been built without the aid of an architect or an engineer. Site
47 inspections have had a high priority for the Board and the Board will need to address this issue in
48 its annual report to the Legislature.
49

1 The Board held a short discussion about direct, indirect costs, expenditure authority and who will
2 oversee the process.

3
4 The Chair asked if anyone was interested in taking on this assignment.

5
6 Brownfield stated he has some experience in this area and would take it on. His approach is to
7 talk to the parties and write letters as a last resort.

8
9 **Agenda Item 15 – Meet with David Brower, Assistant Attorney General**

10
11 The Licensing Examiner called the attorney and he joined the meeting by teleconference at 10:25
12 a.m.

13
14 The Chair stated the Board was interested in holding informal discussions by email, and having a
15 few Board members meet to fact find. The Board wishes to have public input and public notice a
16 teleconference to specifically work on an issue. Once the data is collected and/or
17 recommendations are made, the information would be taken to the full Board for consideration.

18
19 The Board held a discussion about the Open Meetings Act.

20
21 Brower indicated it was an area that is somewhat complicated because of the way the Open
22 Meetings Act is written. However, common sense and practicality should enter into the
23 equation. The Open Meetings Act means any action taken in a closed meeting that should have
24 been open is voidable.

25
26 Brower felt that if a subgroup meets and comes back to the Board for consideration and action
27 and if each member does research but the subgroup does not take action, the meetings do not
28 require public notice. If, at some point they are going to make recommendations, then the
29 meeting falls under the open meetings act.

30
31 Mills thought that Brower had previously interpreted that if two Board members met with the
32 Fire Marshal to discuss issues with respect to sealing and signing requirements, the meeting
33 would have to be public noticed.

34
35 Brower felt he may have been too restrictive with his guidance to the Board with respect to
36 meeting with the Fire Marshal but he would research the matter and get back to the Executive
37 Administrator with his recommendations.

38
39 The Chair stated that the Board is very interested in public participation, and welcomes input
40 from the professional societies, so it would probably public notice the meetings and
41 teleconference the meeting in order to get the input.

42
43 The Chair asked if the Board could be advised through the Executive Administrator and the
44 attorney said he would do so.

45
46 The Chair ended the teleconference at 10:47 a.m.

1 **Agenda Item 17 – Meet with Director by teleconference**

2
3 The Chair indicated the Director cancelled due to a family emergency.
4

5 **Agenda Item 19 – Old Business**

6
7 The Chair resumed Old Business and indicated that Randy Johnson and Scott Johnson would
8 join the meeting at 1:30 p.m.
9

10 The Executive Administrator discussed the Western Zone Meeting 2005 which will be in
11 Anchorage. The Executive Administrator indicated the Host Board has certain responsibilities as
12 noted in the Continuity Guidelines that are in the Board's packet under item # 19. She has
13 worked with the Anchorage Convention and Visitor's Bureau (ACVB) to come up with a
14 selection of hotels. The ACVB received bids from four hotels. The Captain Cook Hotel was too
15 expensive compared to the other three. The Hilton Hotel did not have meeting space available
16 within the hotel, which was a requirement by the NCEES. The NCEES asked the Board for a
17 recommendation between two hotels that were downtown, the Marriott and the Sheraton Hotel.
18 Dr. Miller and the Executive Administrator spent several hours touring the facilities at both
19 hotels, including dining areas, meeting rooms, hotel rooms and other amenities the hotels
20 offered. They agreed that overall the Marriott seemed to meet the needs of the Western Zone
21 with good meeting space and a location close to shopping for guests and spouses. NCEES is
22 working to finalize the hotel contract with the Marriott Hotel.
23

24 The Chair thought about 90 people will come to the event, perhaps a few more to the May 5-7,
25 2004 meeting.
26

27 The Chair asked for assistance by the Board members. He indicated he did some preliminary
28 checking on a possible dinner cruise out of Whittier.
29

30 Baker suggested he would check on the train.
31

32 Peirsol felt it was imperative to take guests out of Anchorage to give them a rural experience,
33 too.
34

35 Gilfilian reviewed the Western Zone 2004 roster and indicated they had 70 delegates and 20
36 guests total.
37

38 Mills offered to Chair the subgroup on Western Zone 2005.
39

40 The Chair felt it was vital that Mills attend a meeting similar to this one, and agreed the CLARB
41 fall meeting would be the closest in size.
42

43 The Chair noted he, himself, would not be attending the national meetings because he will be
44 going off the Board soon and felt the newer members need to attend and learn. He discussed the
45 value of learning about licensure, about participating in the committee process and encouraged
46 members to attend.
47

48 The Chair brought up emergency licensure.
49

1 Gilfilian stated he met with Vince McCoy, the Emergency Program Manager, for the
2 Municipality of Anchorage (MOA) and found out how Anchorage runs its program. The MOA
3 will certify evaluators that are already licensed in state. He has been looking at local level, but
4 thinks the next step may be to turn to the Alaska Department of Homeland Security and
5 Emergency Management. The State would likely make decisions at that time municipalities
6 would go through the State process to provide a courtesy license on an emergency basis.

7
8 Peirsol indicated she spoke to the Director of Emergency Services in Fairbanks. She said the
9 office was not familiar with emergency licensure but he said he would research it.

10
11 Brownfield stated he has served on the Emergency and Homeland Security Board and would
12 help.

13
14 Gilfilian asked if this could be put on the August meeting agenda and allow time to check with
15 the State. Discussion will include whether it is necessary to go through the process of licensure
16 or if there is another route. There may need to be a regulation project to allow for the temporary
17 license.

18
19 Break: 11:30 a.m.

20 Reconvene: 1:00 p.m.

21
22 The Chair reconvened the meeting at 1:00 p.m. and the Board members worked on travel
23 authorization receipts until 1:30 p.m.

24
25 Randy Johnson and Scott Johnson, Fairbanks North Star Borough, joined the meeting at 1:30
26 p.m.

27
28 **Agenda Item 19 – Old Business**

29
30 The Chair referred to the agenda item:

- 31 • Land Surveyor Subdivision /Overlap w/Engineering
32 (Randy Johnson, FNSB-carried forward 2/04- (Subgroup- #7B-2)

33
34 The Chair announced the visitors from the Fairbanks North Star Borough (FNSB) and welcomed
35 them to the meeting and asked them to speak to the Board.

36
37 Scott Johnson explained their roles. Scott Johnson, Architect, is the Director of the FNSB,
38 Department of Public Works, Design & Construction, and Randy Johnson is a registered civil
39 engineer on staff. As part of his duties, Randy reviews and comments on preliminary plat
40 applications for the Platting Board and issues driveway and utility permits. Scott explained that
41 he is relatively new as Director and a potentially dangerous issue has come to his attention with
42 respect to subdivision design. In some instances, land surveyors are completely designing
43 subdivisions without the expertise of a civil engineer, which in his opinion is not consistent with
44 the FNSB Title 17 nor is it consistent with AS 08.48. Title 17 is the local Borough code on
45 subdividing land that includes minimum standards for subdivision road and drainage
46 improvements. Johnson and Johnson were present to discuss a series of questions with respect to
47 roads and drainage that Randy Johnson forwarded to the Board late last fall. In reviewing the
48 Alaska statutes that define the practice of engineering and the practice of land surveying, there is
49 no provision for land surveyors to design subdivision road and drainage improvements. This

1 work does not constitute incidental work but the actual design/creative work for cut and fill at
2 steep grades, intersections that require traffic engineering, road cross sections and other road
3 design items.

4
5 The FNSB would like a consensus from the Board on the boundaries of what is considered
6 incidental practice for land survey work and what work should be performed by a Civil Engineer
7 in regards to Subdivision road improvements.

8
9 Randy Johnson, PE, Civil Engineer, further elaborated the process. The FNSB Public Works
10 staff provides comments to the local Platting Board. In some instances, the local Platting Board
11 has acted to grant variances, which does not receive the full support from the Public Works
12 Department. The Board approves the Preliminary Design of subdivision without much design of
13 roads and drainage structures. The developer can use the preliminary approval to construct the
14 new improvements and then ask for Public Works to inspect and approve. In some instances, the
15 roads appear unsafe, but once the subdivision is built, it is difficult to change the road layout. As
16 a civil engineer, the safety issues are of great concern to him and he feels he is assuming
17 responsibility in the approval process. Rather than have the Subdivision process politicized and
18 be involved in disputes, it would be helpful to have the Board weigh in on the matter of the
19 requirement for civil engineers for road design. The Borough does not have area wide road
20 enforcement powers...

21
22 Pat Kalen, ASPLS, joined the meeting at 1:40 p.m.

23
24 Scott Johnson elaborated on the process. The Borough Planning Department reviews the
25 developer's design and layout, and makes a recommendation to the Platting Board for approval
26 or disapproval. . The Platting Board will receive public testimony on the matter and can make
27 changes to the plan prior to voting on the issue. Once preliminary approval is granted, the
28 developer can begin construction of all aspects of the subdivision including roads and drainage
29 structures. The FNSB Public Works Department provides comments to the preliminary plat and
30 forwards the comments to the Planning Department. Problems can occur when Public Works
31 makes recommendations or asks for specific design details from Land Surveyors. . Title 17 does
32 not specifically require professional design/creative work to be stamped by an Engineer. It is Mr.
33 Johnson's opinion Title 17 is being used to usurp State of Alaska statutes by allowing drainage
34 and road improvements to be designed by Land Surveyors. . The State regulations are not being
35 enforced.

36
37 The Board held a lengthy discussion.

38
39 McLane felt that land surveyors are able to do the design work in subdivisions.

40
41 Scott Johnson referred to the AELS statutes, regulations, and the Building Officials Manual on
42 the description of creative work.

43
44 Baker felt Mr. Johnson left out the planning part, which allows the surveyors to do the work.

45
46 Brownfield wondered if the ordinances, if enforced, would be enough to remedy the issues.

47
48 Gilfilian explained that he thought the issue was pretty straightforward when the issue first arose
49 last fall. He stated he has always worked with surveyors and thought that the subdivision work

1 was always done as a team effort between the civil engineer and the land surveyors. He thinks
2 the definitions of land surveying and engineering are confusing and agreed that a subgroup
3 should work to review the statutes and regulations and make recommendations to the whole
4 Board. He mentioned that the model law for surveyors does not include design.

5
6 McLane clarified that every platting authority has standards where the surveyor has to come into
7 the design phase.

8
9 Scott Johnson reiterated that road and drainage “design/creative work” is included in the
10 description for civil engineering. He restated that his agency is not an enforcement agency. His
11 comments go to the Platting Board. The FNSB needs the state to enforce its own rules. He
12 explained his perspective that land surveying is the measuring and locating, vertical and
13 horizontal alignment; and rough planning, which is followed by the engineer planning the roads
14 & drainage using the information provided by the land surveyor.

15
16 Peirsol asked Scott Johnson if she understood correctly that his staff is interpreting the statutory
17 references and wants the AELS Board to concur, or not, with their interpretation.

18
19 Brownfield felt the FNSB Platting board should not give approval until the subdivision design is
20 correctly done.

21
22 The Chair indicated he did not think the AELS had completed its work and asked the subgroup
23 to come back to the Board with its recommendations and interpretation by the August 2004
24 Board meeting. He asked to have a civil engineer and a land surveyor working together on this
25 issue.

26
27 Gilfilian offered to research how other cities and boroughs handle subdivisions within Alaska.

28
29 Pat Kalen, Alaska Society of Professional Land Surveyors, asked to make statement.

30
31 The Chair asked Mr. Kalen for his input.

32
33 Kalen felt what the FNSB was asking would require a statute change and is outside the Board’s
34 realm. He stated that only when plans are put out for bid is an engineer required. He indicated
35 that the FNSB ordinance has never required engineers and can think of some FNSB roads where
36 a civil engineer has been involved and the roads are some of the worst roads in the area.

37
38 Kalen indicated he was involved in the changes to statutes and the intent was to allow land
39 surveyors to plan the roads. He felt it was not appropriate for the AELS Board to act on this
40 matter and suggested that the appropriate level would be through ordinance changes at the
41 FNSB.

42
43 Randy Johnson stated there are not problems with all subdivisions and roads done solely by land
44 surveyors but he believes that there needs to be a surveyor and an engineer working together on
45 subdivisions. He does not agree that only bids require the services of a civil engineer but rather
46 when public health and safety is affected.

47
48 Gilfilian agreed that public health and safety will be the concern of the subgroup and he will
49 report back to the Board at the August 2004 meeting.

1
2 **Agenda Item 20 – New Business**

3
4 The Chair brought up the next item of business and indicated the Board is a little behind
5 schedule.

- 6 • Hearing Officer Decision: Scott Bosse', PLS by Comity

7
8 The Chair asked the Licensing Examiner to call Scott Bosse'.

9
10 Scott Bosse' joined the meeting by teleconference at 2:30 p.m.

11
12 The Chair asked him for his comments.

13
14 Scott Bosse' advised the Board he wanted to comment on his application for Land Surveyor by
15 Comity. He felt the Board changed its regulations to ensure the quality of land surveyors in
16 Alaska. But he felt the Board was doing an injustice to those who have worked their way into
17 the system from the bottom up and do not have the formal education described in regulation. He
18 stated he wished to apply for Land Surveyor by Comity and missed the Alaska deadline by 13
19 days. He was surprised the firm he was working for was not listed in the documents provided by
20 the Hearing Officer as having received notification of the proposed regulation change. He felt
21 the Board has a right to listen to individual cases and make rulings on its own and asked for
22 consideration of his application and for the Board to grant approval for his application.

23
24 The Chair thanked him and indicated the Board appreciated his comments and will consider
25 them when reviewing the hearing officer's decision.

26
27 The Chair asked if there were any questions and there were none.

28
29 The Chair asked Mr. Bosse' if he had any further comments and there was no response.

30
31 The Executive Administrator asked Mr. Bosse' if he had any further comments and he had none.

32
33 The teleconference ended at 2:40 p.m.

34
35 The Chair advised the Board it must approve or disapprove the recommendation by the
36 administrative hearing officer and referred the Board to options outlined in the hearing officer
37 decision. He stated the recommendation was to uphold the denial of the application based on the
38 current Board requirement for a minimum of two years of land surveying education.

39
40 The Board held a brief discussion about the educational requirements under 12 AAC 36.065.

41
42 **On a motion duly made by McLane, seconded by Baker, and unanimously adopted, it was**

43
44 **RESOLVED to APPROVE the following motion:**

45
46 **The Board accepts the hearing officer's decision that Scott Bosse's application for**
47 **licensure by comity be denied based on his failure to meet the education**
48 **requirements of 12 AAC 36.107(b).**

1 The roll call vote was taken as follows:

Board member	Yea	Nay
Baker	x	
Brownfield	x	
Fredeen	x	
Gilfilian	x	
Hughes	x	
Iverson	x	
Maynard	x	
McLane	x	
Mills	x	
Peirsol	x	
Total	10	0

2

3 The Chair noted the vote was 10 yeas, 0 nays and the motion passed. The Chair signed the
4 hearing officer's decision and gave it to the Executive Administrator.

5

6 The Chair moved to the next item on the agenda, Agenda Item #20:

7

- 8 • Continuing Education Providers (Requested Cyra-Korsgaard)
- 9 • Continuing Education- Mandatory Program

10

11 The Chair indicated the continuing education program would be considered at the August
12 meeting.

13

14 The Executive Administrator urged the Board to consider a system that does not require
15 individually approving continuing education courses and instead to accept courses provided by
16 national and regional organizations, and those courses offered by professional societies or
17 approved by them as meeting the minimum criteria for continuing education.

18

19 **The Chair moved to the next item on the agenda, Agenda Item #20:**

20

- 21 • PNWER Resolution (See Subgroup – 7A Engineering Subgroup).

22

23 Gilfilian felt that the resolution needed to be addressed but the draft resolution before the Board
24 was developed for jurisdictions that need legislative remedy. The Board can accomplish changes
25 to Engineer by Comity issues without legislative remedy, although it would require a regulation
26 change. He recommended the subgroup work on this issue.

27

28 The Chair brought up mentoring of new Board members and suggested the process has already
29 been happening during application reviews and suggested any questions new Board members
30 have can be posed individually or to the Executive Administrator.

31

32 **Agenda Item 22 – Goals and Objectives**

33

34 The Chair indicated there would not be any review of the current Goals and Objectives at this
35 meeting and asked this item be placed on the August AELS Board meeting agenda.

36

37 The Goals and Objectives of the Board, not reviewed this meeting, are as follows:

NH/dgl/492nh
090704b

1

2 **Goal #1 – Increase Board’s work efficiency.**

Objectives	Lead Responsibility	Target Date
a) Establish an orientation program for new Board members to assist in getting up to speed as quickly as possible. Provide Sample applicant files to new members.	Miller	Ongoing
b) Update and maintain goals and objectives.	Chair & Exec. Adm.	Ongoing
c) Update and maintain clear record of Board operating policies and procedures previously adopted by the Board. Date and track progress of all proposed changes to these policies and procedures.	Chair & Exec. Adm.	Ongoing
d) Automate AELS application and licensing process by: <ul style="list-style-type: none"> • Distributing and receiving applications electronically • Structuring database so that it minimizes manual data entry • Structuring database so that it can answer queries easily. 	Staff oversee and track	Ongoing
e) Pursue training for Board and staff.	Board and Staff	Ongoing
f) Pursue strategic planning.	Brown and Exec. Adm.	Ongoing
g) Provide letter of Board’s intent and understanding relating to any proposed legislative changes; develop procedures for doing the same.	Board	Ongoing
h) Establish subcommittee work at each meeting.	Chair	Ongoing
i) Increase dedicated attorney time.	Chair	Ongoing

3

Goal #2 – Increase Board’s cost effectiveness.

Objectives	Lead Responsibility	Target Date
a) All Board members or administrators who attend a regional or national professional function on behalf of Board shall submit a written report to rest of Board to share knowledge gained.	Attending Board member and/or Staff	Every Board meeting; ongoing
b) Examine feasibility of Board autonomy.	Gardner, Gilfilian, Kalen	6/2004
c) Obtain and analyze Board budget annually and request audit of income or expenses as appropriate.	Chair & Exec. Administrator	Ongoing

Goal #3 – Ensure that all individuals practicing within state are either registered or fall within appropriate exemptions to registration.

Objectives	Lead Responsibility	Target Date
a) Determine what action, if any is necessary to encourage registration of University of Alaska architects, landscape architects, land surveyors and engineering faculty, state and federal design professionals.	Miller	Ongoing
b) Advertise AS 08.48.295 provision for civil penalty for unregistered and unauthorized practice.	Brown ; Exec. Administrator	Ongoing
c) Review “minor importance” overlap between professions.	Mills, Cyra-Korsgaard, McLane, Gilfilian, and Peirsol	Ongoing
d) Send letter to general contractors, electrical and mechanical administrators annually.	Chair, Executive Administrator	Annually (May-June)
e) Adequately fund investigators to pursue unlicensed activity, including site investigation	Chair/Board	Ongoing
f) Seek additional dedicated attorney time for prosecution of unlicensed practice	Chair/Board	Ongoing

Goal #4 – Ensure all materials used to establish competency in the professions are appropriate for use within Alaska.

Objectives	Lead Responsibility	Target Date
a) Review Arctic Course.	Gardner, Gilfilian	5/2004 partial
b) Update AKLS Exam.	Kalen, McLane	Ongoing
c) Update educational standard references for NCARB publications in regulations.	Board and Exec. Administrator	Annually (Feb mtg.)

Goal #5 – Ensure that Alaska standards stay within the national norms, and its licensing systems are fair and applied uniformly.

Objectives	Lead Responsibility	Target Date
a) Monitor and review latest federal regulations, state Board decisions, and national organization policies relating to NAFTA.	Board and Exec. Administrator	Each Board meeting; ongoing
b) Obtain adequate funding to send “discipline specific” Board members/ Executive Administrator to National, and Zone meetings to ensure Alaska stays informed on national issues and can influence policy issues affecting their professions.	Board and Exec. Administrator	Ongoing
c) Investigate drainage, soils analysis, and hydrographic surveying under the definition of land surveying.	Kalen and McLane	Ongoing
d) Develop regulations to implement model law surveying.	Kalen and McLane	Ongoing
e) Research CLARB council record.	Exec. Administrator, Miller, Cyra-Korsgaard	Ongoing
f) Stay current on all competency and regulatory issues of other jurisdictions	Board and Exec. Administrator	Ongoing

1
2
3

Goal #6 – Improve communications with applicants and licensed professionals.

Objectives	Lead Responsibility	Target Date
a) Structure databases so that applicants can access application via internet and answer queries easily (for application checklist) (See Goal #1, and #4).	Cyra-Korsgaard and staff	Ongoing
b) Update AELS Web Page, including postings of commonly asked questions (FAQs).	Licensing Examiner	Ongoing

4

1
2 **Goal #7 – Improve communication with public about Licensing Benefit and Problem**
3 **Resolution Process**
4

Objectives	Lead Responsibility	Target Date
a) Issue Public Service Notice with contact information for complaints.	Executive Administrator	Ongoing/Web site
b) Letter to BBB/Ombudsman re: contact for complaints.	Executive Administrator	5/2004
c) Educate Public about Benefit of using Licensed Professionals (in Public Service Notices).	Mills & Executive Administrator	Ongoing/Web site

5
6 **Agenda Item 23 – Administrator’s Report**
7

8 The Executive Administrator referred to the Administrator’s report and advised the staff has just
9 finished up with biennial license renewals and about 44% renewed on-line as opposed to about
10 22% in the 12/31/01-12/31/03 renewal. Staff sent one reminder letter to those who did not renew
11 licenses.
12

13 The Board licensing examiners are Julie Adamson, with the alpha (A-K), and Eleanor Vinson,
14 with the alpha (L-Z)and both function well and provide good service to our applicants and
15 registrants.
16

17 The Executive Administrator referred to a table of Board Licensure Statistics and suggested the
18 Board compare even years to get an idea of the trends, which are pretty stable. She referred to
19 the Licensing Examiner’s report and indicated there was an increase in the number of examinees
20 at the April exam, that the exams went well even with calculator restrictions. She noted exam
21 scores had just come in earlier in the week from NCEES and for the AKLS exams, and in some
22 instances, the official scores are enroute. Julie Adamson is working to get score reports mailed
23 to candidates.
24

25 **Agenda Item 24 – Board Member Reports**
26

27 WCARB Region 6 Meeting, (Santa Monica), March 18-20, 2004.

28 Peirsol gave her report and noted she was disappointed that Daphne Brown was not able to
29 participate since her term expired. She said the meeting went well. There were presentations by
30 two NCARB Prize winners about their programs. They also held a workshop to explore
31 possibilities for the integration of practice and education. The current NCARB officers, Bob
32 Boynton, (NCARB President), and Frank Guillot (incoming President, NCARB) attended and
33 reported to the regions and Lenore Lucey, Executive Director, reported on NCARB
34 administrative issues. Peirsol encourages our new Board member, Kenneth Maynard, FAIA, to
35 get involved in the committee process.
36

37 Western Zone Meeting(Las Vegas)

38 The Chair referred to his written report listed under TAB 24 and wanted to mention one main
39 concern was the security of the national examinations. The NCEES has a program they call
40 ELSSES that provide exam administration. Currently the NCEES is working towards providing

1 proctoring and oversight of all of the jurisdictions. Alaska is moving towards this but has had
2 concerns about costs.

3
4 Gilfilian advised he attended the meeting and also attended the Member Board Administrator's
5 meeting in lieu of our Executive Administrator's approval to attend. He felt at a disadvantage
6 because the issues the administrators discuss are relevant to the licensing issues. He reported
7 that NCEES is working to address exam cost issues and believes it should be able to provide the
8 exam for an administrative fee of about \$100 per candidate. Candidates will pay NCEES
9 directly for the exam fees.

10
11 AKLS Workshop (Anchorage)

12 McLane referred to the Test Development and Review Workshop Summary Report provided by
13 Jack Warner in the packet. He felt they held a very successful workshop and have reduced the
14 time needed to a one-day workshop. The next scheduled AKLS exam will be held on April 15,
15 2005.

16
17 **Agenda Item 25 – Calendar of Events**

18
19 The Chair brought up the necessity to vote to indicate who the Alaska delegates will be to the
20 NCARB annual meeting in Portland on June 23-26, 2004.

21
22 **On a motion duly made by Gilfilian , seconded by Baker and unanimously adopted, it was**
23 **RESOLVED to APPROVE the following motion:**
24 **To submit the following individuals who will serve as our official delegates at the**
25 **2004 NCARB Annual Meeting & Conference, all of whom are duly appointed**
26 **members of the Board:**

27
28 **Patricia Peirsol**
29 **Kenneth Maynard, FAIA**

30
31 The Chair noted the motion passed with no objections. He asked who would be the voting
32 delegate.

33
34 Maynard responded that Peirsol would be the voting delegate.

35
36 The Executive Administrator stated she would forward the appropriate form to the NCARB
37 office indicating the delegates and the voting delegate.

38
39 The Chair confirmed the AELS Meeting dates, after the Board held a discussion:
40 **2004** : August 19-20 Soldotna; November 18-19 – Anchorage.

41
42 **2005 AELS Tentative Board Meeting Dates:**

43 February 10-11 Juneau
44 May 19-20 – Fairbanks
45 Aug 11-12 – Anchorage
46 Nov 17-18 – Anchorage

47
48 The Chair brought up the next agenda item.

49 **Board Member Comments, Task List, and Housekeeping:**

1
2 McLane welcomed new members.
3
4 Baker felt it was an eye opener to attend the meeting.
5
6 Peirsol felt it was good to see everyone here.
7
8 Brownfield agreed it was good to be at the meeting.
9
10 Fredeen thanked Board members for helping us get up to speed.
11
12 Gilfilian is looking forward to the August meeting.
13
14 Mills welcomed new members and noted it was a big change but despite the huge turnover she
15 thought the meeting went well. She thanked staff for their good job and the continuity they
16 provide. She also encouraged the Board to change the Mining Engineering position to include
17 Petroleum Engineering to have a better opportunity to find persons willing to serve on the AELS
18 Board.
19
20 Hughes is looking forward to future meetings.
21
22 Maynard enjoyed the meeting and requested that a note be put on the website stating that the
23 Northern Design Course is a full semester course and not a short course.
24
25 The Chair welcomed new members and thanked staff for their good performance and
26 acknowledged the amount of work to put together the files.
27

Iverson	Correspondence
	Set up meeting with Director to discuss issues.
	Serve on Subgroups: Engineering Disciplines, Incidental Practice, Western Zone Host.
Baker	Continue work on Model Law Land Surveyor.
Brownfield	Lead Board member on Continuing Education.
	Meet with the Director on AELS issues.
	Assist in working on Temporary License for Emergencies.
Cyra-Korsgaard	Serve on Subgroups: Incidental Practice.
	Write letters to respond to correspondence.
Fredeen	Assist with Continuing Education efforts.
Gilfilian	Serve on Subgroups: Engineering Disciplines, Incidental Practice.
	Develop new language on Sealing Specifications & bring back to the August 2004 AELS meeting.
	Check with emergency services in SOA (regarding Emergency processes for design professionals) and to report back at the August 2004 meeting *Temporary License for Emergencies (Old Business).
	Chair, Engineering Discipline Subgroup (Canadian Reciprocity).

Hughes	
McLane	Continue work on Model Law Land Surveyor.
	Serve on Subgroups: Land Surveyor Practice, Landscape Architect Practice, and Canadian Reciprocity.
Maynard	Chair, Subgroup on Incidental Practice.
Mills	Chair the Western Zone Host Subgroup.
Peirsol	
Executive Administrator	Assist the Chair with general correspondence; and letter to the University recommending the new Dean of SME be licensed.
	Move regulation project forward to the Department of Law.
	Find out how many other states license control systems engineers.
	Agenda items to add: Continuing Education (Old Business) <ul style="list-style-type: none"> • Host Western Zone Meeting 2005 (Old Business) • Mining Engineering Board member (New Business) • Temporary License for Emergencies (Old Business).
	Invite the Fire Marshal to the November 2004 Board meeting (next Anchorage meeting).
	Find model laws and legislation from other jurisdictions in order to provide guidance to the subgroup.
	Work on Annual Report FY 04.

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4

On a motion by McLane, seconded by Mills, and unanimously adopted, it was

RESOLVED to adjourn the meeting at 3:33p.m.

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21

There were no objections and the meeting was adjourned.

Respectfully submitted:

Nancy Hemenway, Executive Administrator

Approved:

Donald J. Iverson, P.E., Chair
Board of Registration for Architects,
Engineers, and Land Surveyors

Date: _____