

**MINUTES OF REGULAR MEETING
STATE BOARD OF LICENSURE FOR
PROFESSIONAL ENGINEERS AND SURVEYORS**

The Oklahoma State Board of Licensure for Professional Engineers and Land Surveyors met in a regular meeting on November 21, 2024, at the Oklahoma Engineering and Design Professionals Center, 220 NE 28th St., Oklahoma City, OK 73105. The meeting was held pursuant to notice dated November 14, 2024 issued by the Executive Director on the instruction of the Chair. Written notice of the meeting was filed with the Secretary of State and the agenda posted outside the meeting location and board offices, twenty-four hours prior to the meeting setting forth thereon the date, time, place, and business for the meeting.

The meeting was called to order at 9:00 a.m., Thursday, November 21, 2024, by Glen Smith, Chair, and the following members of the Board were present:

Glen Smith
David Page
Joe Cardenas

Gene Brown
Richard Willoughby
Pat Adams

Kathy Hart, Executive Director; Ryan Daniels, Compliance Investigator; Robert Manchester, Board Attorney; John Crittenden, Attorney General Representative, Darin Raibourn, Survey Project/Compliance Manager, and Taylor Aizenman, Assistant Director/Compliance Manager, were also present at the meeting.

Due to a lack of a voting quorum at the September 12, 2024 Board Meeting, the minutes of the June 20, 2024 Board Minutes were reviewed by the Board. It was moved by Mr. Adams and seconded by Mr. Page to approve the minutes as presented. Motion passed by the following roll call vote:

Glen Smith	(abstain)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(abstain)
Gene Brown	(aye)	Pat Adams	(aye)

The minutes of the September 12, 2024 Board Meeting were reviewed by the Board. It was moved by Mr. Willoughby and seconded by Mr. Page to approve the minutes as presented. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(abstain)	Pat Adams	(abstain)

Robert Manchester presented a proposed Consent Order in Case No. 2023-050, T.D. Chappell, PS 1673 / Chappell Land Surveying P.C., CA 5072. Respondents were not present or represented by counsel. Following discussion, it was moved by Mr. Willoughby and seconded by Mr. Cardenas to accept the proposed Consent Order. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Robert Manchester presented a proposed Consent Order in Case No. 2024-003, Stephen Clanton, PE 35346 /Total Design Engineering LLC, CA 9481. Respondents were not present or represented by counsel. Following discussion, it was moved by Mr. Willoughby and seconded by Mr. Cardenas to accept the proposed Consent Order. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Robert Manchester presented a proposed Consent Order in Case No. 2024-044, Jackson & Jackson Engineering, Inc. / John D. Jackson, PE 18301. Respondents were not present or represented by counsel. Following discussion, it was moved by Mr. Page and seconded by Mr. Willoughby to accept the proposed Consent Order. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Bruce Pitts, P.S., Principal Assistant, is now present at the meeting.

Robert Manchester presented a proposed Consent Order in Case No. 2024-045, Kevin Joseph Shertz, PE AP 40198. Respondent was not present or represented by counsel. Following discussion, it was moved by Mr. Willoughby and seconded by Mr. Adams to accept the proposed Consent Order. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Robert Manchester presented a proposed Consent Order in Case No. 2024-091, GeoEngineers, Inc., CA 6260. Respondent was not present or represented by counsel. Following discussion, it was moved by Mr. Willoughby and seconded by Mr. Page to accept the proposed Consent Order. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Following the presentation of the cases listed below, it was moved by Mr. Adams and seconded by Mr. Page to accept the Enforcement Committee's recommendation and issue a Letter of Caution regarding the following matters:

2024-055	Brady Ghaniabadi PE 33400
2024-122	Scott Armstrong PE 21506
2024-123	Derek Godwin PE 27085
2024-129	John Thomason PE 24872
2024-130	SGC Engineering, LLC CA 6831
2024-131	WGI Inc. CA 8106
2024-132	EAS Professionals Inc. CA 5360
2024-133	Galloway & Company, Inc. CA 5607
2024-134	Professional Service Industries CA 1111
2024-135	S.E. Consultants, Inc. CA 2723
2024-136	Stahl Sheaffer Engineering, LLC CA 8495
2024-137	Trachte Building Systems, Inc. CA 3900
2024-138	Westport Pools CA 9122

Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

The Enforcement Case List and Administrative Fine collection spreadsheet were reviewed with no action taken.

The Board reviewed a request and associated correspondence from Charles Steiger. Following discussion, it was moved by Mr. Page and seconded by Mr. Willoughby to deny his request for an exception to the PE and Certificate of Authority licensing requirements. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

The Board reviewed a PE re-licensure application from Brett Ravenscroft, PE 30141 (I). Following discussion, it was moved by Mr. Page and seconded by Mr. Willoughby to approve his re-licensure application and issue a Letter of Caution. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

The Board discussed proposed Administrative Rule revision topics for the 2025-2026 legislative session with no action taken.

The Board recessed for lunch from 12:00 – 1:15 pm.

Following review, it was moved by Mr. Page and seconded by Mr. Willoughby to approve the Proposed 2025 Calendar. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Kathy Hart presented a Scholarship Report, advising that the application deadline for the Professionally Engineering the Future scholarship is February 15, 2025.

Following a review of the August, September, and October 2024 financial statements, claims, and P-Card Purchases, it was moved by Mr. Brown and seconded by Mr. Willoughby to approve the financial statements, claims, and P-Card Purchases as presented. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Sherri Dyer updated the Board with a summary of her numerous university outreach activities to discuss examinations, the benefits of licensure, and the Professionally Engineering the Future Scholarship.

Board Members and Staff presented as Surveying Committee Report, including a discussion regarding the Oklahoma Law and Surveying (OLS) examination.

Kathy Hart presented an A/E Joint Task Force Report with no action taken.

Kathy Hart presented an Engineering Committee Report, noting that the Oklahoma Law and Engineering (OLE) examination has been updated to reflect the recent changes to Title 59 O.S. 475.1-475.22a.

Kathy Hart presented an NCEES Report. Following discussion, it was determined that David Page, Glen Smith, and Joe Cardenas be designated as funded delegates for the 2025 NCEES Southern Zone Meeting.

Following discussion, it was moved by Mr. Brown and seconded by Mr. Page to nominate Kathy Hart for the NCEES Meritorious Service Award with Special Commendation. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

Kathy Hart presented a Building Report with no action taken.

New Business: The Board discussed the proliferation of fraudulent seals on freelancer marketplace websites and possible ways to address the issue.

Approval of Application Consent Agenda:

1. The Board considered the following Consent Agenda based upon approval by the Executive Director or the Board's designee between Board meetings:
 - a. PE Applications (including MLE PE's, PE-SE's, Re-licensure, and other qualifying PE applications)
 - b. CA Applications
 - b. Temporary License Applications
 - c. Engineer Intern Certifications
 - d. Land Surveyor Intern Certifications
 - e. Amended Certificate of Authorization Applications
 - f. Name Change Applications as follows
2. Board consideration of applications reviewed and approved by the Executive Director or the Board's designee for initial licensure, who have now passed the PE examination and obtained all requisite experience (these applicants applied to take the PE examination prior to obtaining all requisite experience).
3. Board consideration of applications reviewed and approved by the Executive Director or the Board's designee for admission to the P.S. and/or O.L.S. examination and, when the examination(s) are successfully passed, granted initial P.L.S. licensure.
4. Board consideration of applications reviewed and approved by the Executive Director or the Board's

designee for admission to the P.S. and/or O.L.S. examination and, when the examination(s) are successfully passed, granted comity P.L.S. licensure.

5. Board consideration of P.E., S.E. Designation Applications reviewed and approved by the Board's designee:

a. Board consideration of Oklahoma P.E.'s applying for the S.E. designation by way of examination

6. Application and Examination Report

It was moved by Mr. Adams and seconded by Mr. Willoughby to ratify the Consent Agenda items previously reviewed and approved by the Executive Director or the Board's designee between Board meetings. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)

It was moved by Mr. Brown and seconded by Mr. Willoughby to adjourn the meeting at 3:45 p.m. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Pat Adams	(aye)