

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

The Oklahoma State Board of Licensure for Professional Engineers and Surveyors met in a regular meeting on April 10, 2025, at the Oklahoma Engineering and Design Professionals Center, 220 NE 28th St., Oklahoma City, OK 73105. The meeting was held pursuant to notice dated March 27, 2025 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, forty-eight 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, April 10, 2025, by Glen Smith, Chair, and the following members of the Board were present:

Glen Smith
David Page
Joe Cardenas

Gene Brown
Richard Willoughby
Aaron Morris

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

The minutes of the February 26, 2025 Board Meeting were reviewed by the Board. It was moved by Mr. Brown and seconded by Mr. Willoughby to approve the minutes as presented. Motion passed by the following roll call vote:

Glen Smith (aye)
David Page (aye)
Gene Brown (aye)

Joe Cardenas (aye)
Richard Willoughby (aye)
Aaron Morris (aye)

Robert Manchester presented a proposed Consent Order in Case No. 2024-084, Brown Engineering, PC, CA 2659 and Michael D. Brown, PE 22128. 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)
David Page (aye)
Gene Brown (aye)

Joe Cardenas (aye)
Richard Willoughby (aye)
Aaron Morris (aye)

Robert Manchester presented a proposed Surrender in Case No. 2024-084 of PE number 9135, Richard Brown, in lieu of disciplinary action. Respondent was not present or represented by counsel. Following discussion, it was moved by Mr. Willoughby and seconded by Mr. Brown to accept the proposed Surrender. Motion passed by the following roll call vote:

Glen Smith	(aye)	Joe Cardenas	(aye)
David Page	(aye)	Richard Willoughby	(aye)
Gene Brown	(aye)	Aaron Morris	(aye)

Board Member Pat Adams is now present at the meeting.

Robert Manchester presented a proposed Order of Continuance in Case No. 2024-124, Michael Solitro, PS 2069. 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 Order of Continuance. 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)
Aaron Morris	(aye)		

Robert Manchester presented a proposed Consent Order in Case No. 2024-141 John Dougherty, PE 30813 (I). Respondent was not present or represented by counsel. Following discussion, it was moved by Mr. Brown 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)
Aaron Morris	(aye)		

Robert Manchester presented a proposed Consent Order in Case No. 2025-002, Edmond Schooley, PS 1358 and Lincoln Land Surveyors, Inc., CA 1123. Respondents were not present or represented by counsel. Following discussion, it was moved by Mr. Morris 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)
Aaron Morris	(aye)		

Robert Manchester presented a proposed Order of Continuance in Case No. 2025-003 Master Lift Foundation Repair, LLC, CA 7735 (I). Respondent was not present or represented by counsel. Following discussion, it was moved by Mr. Brown and seconded by Mr. Adams to accept the proposed Order of Continuance. 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)
Aaron Morris	(aye)		

Robert Manchester presented a proposed Consent Order in Case No. 2025-005, Alva Levins, PS 1746. Respondent was not present or represented by counsel. Following discussion, it was moved by Mr. Brown 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)
Aaron Morris	(aye)		

Robert Manchester presented a proposed Consent Order in Case No. 2025-006 James Miller, PE 15481. Respondent was not present or represented by counsel. Following discussion, it was moved by Mr. Brown 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)
Aaron Morris	(aye)		

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

2025-024	Andrew Leone PE 34431
2025-025	Ravinder Maniktala PE 21661
2025-026	Zeyn Uzman PE 21600
2025-027	BranchPattern, Inc. CA 8218
2025-028	DGS Technical Services, Inc. CA 8744
2025-029	Prairie Engineers, P.C. Corporation CA 8382

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)
Aaron Morris	(aye)		

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

Kathy Hart presented the Board with a letter received from NCEES concerning Matthew Duffy with no action taken.

It was moved by Mr. Brown and seconded by Mr. Page to move into Executive Session to review the Principal Assistant Salaried Position, pursuant to 25 O.S. Supp. 2018, Section 307(B)(1). 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)
Aaron Morris	(aye)		

Following discussion, it was moved by Mr. Brown and seconded by Mr. Page to move into Open Session. 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)
Aaron Morris	(aye)		

It was moved by Mr. Brown and seconded by Mr. Adams that the salaried position of Bruce Pitts, Principal Assistant, be adjusted to reflect a 30% time commitment. 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)
Aaron Morris	(aye)		

The Board reviewed the FY 2026 Professional Services Contract for Robert Manchester, Board Attorney. It was moved by Mr. Willoughby and seconded by Mr. Morris to modify the contract to reflect an hourly rate of \$225. 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)
Aaron Morris	(aye)		

Kathy Hart presented a report regarding the launch of the Thentia licensing and renewal software system.

Board Members and staff presented a legislative report, which included discussion of several bills under consideration during the 2025 Legislative Session, including House Bill 2260.

Board Members and Staff presented a Scholarship Report, advising that for the 2025 – 2026 academic year, the Board awarded twenty-eight \$2500 awards, twenty-three \$2200 awards, and one \$5000 Bill Dickerson Memorial Scholarship award for a \$125,600 total award amount.

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.

Following a review of the January and February financial statements, claims, and P-Card Purchases, it was moved by Mr. Willoughby and seconded by Mr. Page 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)
Aaron Morris	(aye)		

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

Board Members and Staff presented a Surveying Committee Report, noting that the next Oklahoma Law and Surveying (OLS) exam will take place on April 17, 2025.

Kathy Hart presented an Engineering Committee Report with no action taken.

It was agreed that David Page, Joe Cardenas and Aaron Morris are to be the NCEES funded delegates for the NCEES 2025 Annual Meeting

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

The election of officers for FY26 was held. It was moved by Mr. Smith and seconded by Mr. Morris to elect Richard Willoughby as Board Chair, Aaron Morris as Vice Chair, and Gene Brown as Secretary. 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)
Aaron Morris	(aye)		

Board Members and Staff presented an NCEES Report, including a discussion regarding the registration deadline for the NCEES Southern Zone Interim Meeting in Little Rock, Arkansas, the NCEES Committee Preference Forms, the NCEES Officers Elections, and issues regarding the NCEES Structural Engineering (SE) examination.

Kathy Hart presented a Building Report with no action taken.

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.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.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. Willoughby and seconded by Mr. Page 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)
Aaron Morris	(aye)		

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

Board Member Pat Adams was no longer present at the meeting.

The Board continued the previous discussion regarding proposed Administrative Rule revision topics for the 2025-2026 legislative session with no action taken.

It was moved by Mr. Brown and seconded by Mr. Willoughby to adjourn the meeting at 2:00 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)	Aaron Morris	(aye)