

**MINUTES OF SPECIAL 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 special meeting on February 26, 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 February 18, 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., Wednesday, February 26, 2025, by Glen Smith, Chair, and the following members of the Board were present:

Glen Smith	Gene Brown
David Page	Richard Willoughby
Joe Cardenas	Pat Adams
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, and Taylor Aizenman, Assistant Director/Compliance Manager, were also present at the meeting.

The minutes of the November 21, 2024 Board Minutes were reviewed by the Board. It was moved by Mr. Willoughby and seconded by Mr. Adams 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	(aye)	Pat Adams	(aye)
Aaron Morris	(abstain)		

Robert Manchester presented a proposed Consent Order in Case No. 2022-094, Process Engineers & Equipment Corporation. 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)
Aaron Morris	(aye)		

Robert Manchester presented a proposed Consent Order in Case No. 2024-038, Landmark Surveying, CA 1281 and Brett King, PS 1533. Respondents were not present or represented by counsel.

Following discussion, it was moved by Mr. Page 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 Consent Order in Case No. 2024-094 Gerald Charlton, PE 28722 (I). 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)
Aaron Morris	(aye)		

Robert Manchester presented a proposed Compliance Agreement in Case No. 2024-121, JWebb & Associates, LLC, CA 5093 and Jack W. Webb, PE 16814. Respondents were not present or represented by counsel. Following discussion, it was moved by Mr. Brown and seconded by Mr. Page to accept the proposed Compliance Agreement. 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 Surrender in Case No. 2025-001, Morgan Landon, PE 23314. 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 Surrender of PE license 23314 in lieu of disciplinary action. 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. Morris and seconded by Mr. Page to accept the Enforcement Committee's recommendation and issue a Letter of Caution regarding the following matters:

2025-008	Brian Dollevoet PE 26401
2025-010	Richard Plump PE 23960
2025-011	David Kornacki PE 22585

2025-012 Baisch Engineering Inc. CA 6731
2025-013 Live Oak Engineering Inc. CA 7235
2025-014 Kurzynske & Associates CA 2667
2025-015 Water Technology Inc. CA 3131

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.

A Legislative Report on the status of several bills under consideration for the current 2025 Legislative Session was provided by Board Members and Staff.

The Board discussed proposed Administrative Rule revision topics for the 2025-2026 legislative session with no action taken. This matter was continued until later in the meeting.

Sherri Dyer presented a Scholarship Report, advising that 79 eligible candidates have applied for the Professionally Engineering the Future Scholarship, including at least one candidate from each qualifying Oklahoma university. Following discussion, it was moved by Mr. Willoughby and seconded by Mr. Brown to move \$35,000 into the spendable balance available to fund the 2025 - 2026 academic year scholarships. 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)		

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 November and December 2024 financial statements, claims, and P-Card Purchases, it was moved by Mr. Willoughby and seconded by Mr. Brown 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, including a report on the January 2025 OLS exam and a discussion concerning the proposed NCEES Mapping Sciences examination.

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

Kathy Hart 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, and the NCEES Officers Elections.

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)
Gene Brown (aye)
Aaron Morris (aye)

Richard Willoughby (aye)
Pat Adams (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)
David Page (aye)
Gene Brown (aye)

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