

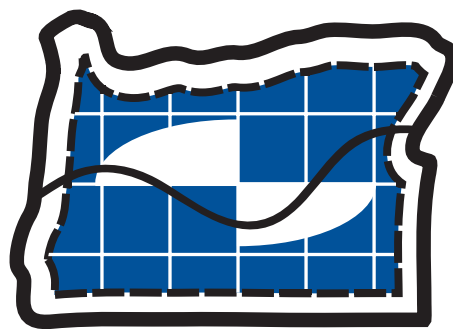


State of Oregon

## BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING

A Semi-Independent Agency

### **Report to the Governor and Legislative Assembly For the Biennium Ended June 30, 2017**



# OSBEELS

Mari Lopez, *Administrator* | Jenn Gilbert, *Deputy Administrator*

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Salem, OR 97301

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# OFFICERS AND MEMBERS OF THE GOVERNING BODY

## **For the Biennium Ended June 30, 2017**

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### **BOARD MEMBERS**

Shelly MC Duquette, PE, SE, *President*  
Christopher D. Aldridge, RPP, *Vice President*  
William J. Boyd  
Daren L. Cone, PE, PLS  
Jason J. Kent, PE  
Logan T. Miles, PLS  
Sean W. St.Clair, PE  
Dave M. Van Dyke, PE  
Amin Wahab  
Oscar J. Zuniga, Jr., PE

### **ADMINISTRATION**

Mari Lopez

### **ADDRESS**

670 Hawthorne Ave SE, #220  
Salem, OR 97301

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# TABLE OF CONTENTS

## For the Biennium Ended June 30, 2017

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<b>SECTION I • Independent Auditor's Report .....</b>	<b>01</b>
Basic Financial Statements and Notes .....	05
Required Supplementary Information .....	32
Other Information.....	34
Reports on Legal and Other Regulatory Requirements.....	36
 <b>SECTION II • Budget.....</b>	 <b>43</b>
Balance Sheet .....	46
Forecast Balance.....	47
Budget Comparison.....	48
 <b>SECTION III • Rule Making Activities.....</b>	 <b>49</b>
 <b>SECTION IV</b>	
Consumer Protection.....	55
Consumer Protection Exhibits.....	60
 <b>SECTION V</b>	
Registration .....	75
Regulation .....	76
 <b>SECTION VI • Other Board Activities .....</b>	 <b>79</b>

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# SECTION I

## *Independent Auditor's Report*

### **OREGON BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING SALEM, OREGON**

#### **FINANCIAL REPORT**

**FOR THE BIENNIUM ENDED JUNE 30, 2017**



**12700 SW 72<sup>nd</sup> Ave.  
Tigard, OR 97223**

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**

**SALEM, OREGON**

**TABLE OF CONTENTS**

	<b><u>PAGE NUMBER</u></b>
Independent Auditors' Report	3
<b><u>BASIC FINANCIAL STATEMENTS</u></b>	
Government-Wide Financial Statements:	
Statement of Net Position	6
Statement of Activities	7
Fund Financial Statements:	
Balance Sheet – Governmental Fund	8
Reconciliation of the Governmental Fund Balance Sheet to the Statement of Net Position	9
Statement of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund	10
Reconciliation of the Governmental Fund Statement of Revenues, Expenditures and Changes in Fund Balance to the Statement of Activities	11
Notes to the Basic Financial Statements	12
<b><u>REQUIRED SUPPLEMENTARY INFORMATION</u></b>	
Schedule of the Proportionate Share of the Net Pension Liability – PERS	31
Schedule of Contributions – PERS	31
<b><u>OTHER INFORMATION</u></b>	
Schedule of Revenues, Expenditures and Changes in Fund Balance – Governmental Fund – Actual and Budget	32
<b><u>REPORTS ON LEGAL AND OTHER REGULATORY REQUIREMENTS</u></b>	
Independent Auditor's Report on Internal Control Over Financial Reporting and on Compliance and Other Matters Based on an Audit of Financial Statements Performed in Accordance with Government Auditing Standards	33
Schedule of Findings and Responses	35



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March 19, 2018

## INDEPENDENT AUDITORS' REPORT

To the Members of the Executive Board  
Oregon State Board of Examiners for Engineering and Land Surveying  
Salem, Oregon

### **Report on the Financial Statements**

We have audited the accompanying basic financial statements of the governmental activities and major fund of Oregon State Board of Examiners for Engineering and Land Surveying (the Board), which comprise the statement of financial position as of June 30, 2017 and the statement of activities for the biennium then ended, and related notes to the basic financial statements. The basic financial statements for the biennium ended June 30, 2015 were audited by other auditors whose report dated March 17, 2016 issued an unmodified opinion on those statements.

### **Management's Responsibility for the Financial Statements**

Management is responsible for the preparation and fair presentation of these basic financial statements in accordance with accounting principles generally accepted in the United States of America; this includes the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of basic financial statements that are free from material misstatement, whether due to fraud or error.

### **Auditors' Responsibility**

Our responsibility is to express opinions on these basic financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the basic financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the basic financial statements. The procedures selected depend on the auditors' judgment, including the assessment of the risks of material misstatement of the basic financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the preparation and fair presentation of the basic financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the basic financial statements.

We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinions.

## Opinions

In our opinion, the basic financial statements referred to above present fairly, in all material respects, the respective financial position of the governmental activities and major fund of Oregon State Board of Examiners for Engineering and Land Surveying, as of June 30, 2017, and the respective changes in financial position for the biennium then ended in accordance with accounting principles generally accepted in the United States of America.

## Emphasis of Matter

The Board adopted the provisions of GASB Statement No. 73 *Accounting and Financial Reporting for Pensions and Related Assets That Are Not within the Scope of GASB Statement 68*, and GASB Statement No. 75 *Accounting and Financial Reporting for Postemployment Benefits Other Than Pensions*. Our opinion is not modified with respect to this matter.

## Other Matters

### *Required Supplementary Information*

Accounting principles generally accepted in the United States of America require that the required supplementary information be presented to supplement the basic financial statements. Such information, although not a part of the basic financial statements, is required by the Governmental Accounting Standards Board, who considers it to be an essential part of financial reporting for placing the basic financial statements in an appropriate operational, economic, or historical context. We have applied certain limited procedures to the required supplementary information in accordance with auditing standards generally accepted in the United States of America, which consisted of inquiries of management about the methods of preparing the information and comparing the information for consistency with management's responses to our inquiries, the basic financial statements, and other knowledge we obtained during our audit of the basic financial statements. We do not express an opinion or provide any assurance on the Schedules of Net Pension Liability and Contributions for PERS because the limited procedures do not provide us with sufficient evidence to express an opinion or provide any assurance.

### *Other Information*

Our audit was conducted for the purpose of forming opinions on the financial statements that collectively comprise the basic financial statements. The listing of board members, as located before the table of contents, and other information, as listed in the table of contents, have not been subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we do not express an opinion or provide any assurance on them.

## Reports on Legal and Other Regulatory Requirements

In accordance with *Government Auditing Standards*, we have also issued our report dated March 19, 2018 on our consideration of the Board's internal control over financial reporting and on our tests of its compliance with certain provisions of laws, regulations, contracts and grant agreements and other matters. The purpose of that report is to describe the scope of our testing of internal control over financial reporting and compliance and the results of that testing, and not to provide an opinion on internal control over financial reporting or on compliance. That report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the Board's internal control over financial reporting and compliance.



ROY R. ROGERS, CPA  
PAULY, ROGERS AND CO., P.C.

## BASIC FINANCIAL STATEMENTS

OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING  
SALEM, OREGON

STATEMENT OF NET POSITION  
at June 30, 2017

<b>ASSETS:</b>	
Cash	\$ 2,087,848
Accounts receivable, net of the allowance for doubtful accounts of \$3,255	19,166
Capital assets, net of depreciation	<u>21,463</u>
 Total Assets	 2,128,477
 <b>DEFERRED OUTFLOWS OF RESOURCES:</b>	
Pension related deferrals	<u>674,970</u>
 TOTAL ASSETS AND DEFERRED OUTFLOWS	 <u><u>\$ 2,803,447</u></u>
 <b>LIABILITIES:</b>	
Accounts payable	\$ 22,606
Payroll liabilities	99,288
Net pension liability	1,234,376
Net other post-employment benefits	21,129
Compensated absences payable	<u>40,127</u>
 Total Liabilities	 1,417,526
 <b>DEFERRED INFLOWS OF RESOURCES:</b>	
Unearned revenue	345,515
Pension related deferrals	<u>11,729</u>
 TOTAL LIABILITIES AND DEFERED INFLOWS	 <u>1,774,770</u>
 <b>Net Assets:</b>	
Net investment in capital assets	21,463
Restricted	200,000
Unrestricted	<u>807,214</u>
 Total Net Position	 <u>1,028,677</u>
 TOTAL LIABILITIES, DEFERRED INFLOWS AND NET POSITION	 <u><u>\$ 2,803,447</u></u>



OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING  
SALEM, OREGON

STATEMENT OF ACTIVITIES  
for the biennium ended June 30, 2017

	<u>Governmental Activities</u>
PROGRAM EXPENSES	
General Government	
Personal services	\$ 2,355,640
Material and services	1,058,240
Unallocated depreciation	<u>7,070</u>
Total Program Expenses	3,420,950
PROGRAM REVENUES	
Charges for services	2,785,482
Civil penalties	<u>77,330</u>
Total Program Revenues	2,862,812
Net program revenues (expenses)	(558,138)
GENERAL REVENUES	
Miscellaneous	<u>45,127</u>
Changes in Net Position	(513,011)
Net Position - Beginning	1,397,095
Prior Period Adjustment	<u>144,593</u>
Net Position - Ending	<u><u>\$ 1,028,677</u></u>

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**BALANCE SHEET - GOVERNMENTAL FUND**  
**at June 30, 2017**

---

Assets:

Cash	\$ 2,087,848
Accounts receivable, net of the allowance for doubtful accounts of \$3,255	<u>19,166</u>
Total Assets	<u><u>\$ 2,107,014</u></u>

Liabilities:

Accounts payable	\$ 22,606
Payroll liabilities	<u>99,288</u>
Total Liabilities	121,894

Deferred Inflows of Resources:

Unearned Revenue	<u>345,515</u>
------------------	----------------

Fund Balances:

Restricted	200,000
Committed	900,000
Unassigned	<u>539,605</u>

Total Fund Balance	<u>1,639,605</u>
--------------------	------------------

Total Liabilities, Deferred Inflows and Fund Balance	<u><u>\$ 2,107,014</u></u>
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**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

RECONCILIATION OF GOVERNMENTAL FUND  
BALANCE SHEET TO THE STATEMENT OF NET POSITION  
at June 30, 2017

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Total Fund Balances - Governmental Fund	\$	1,639,605
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The net pension asset (liability) is the difference between the total pension liability and the assets set aside to pay benefits earned to past and current employees and beneficiaries.

Net Pension Liability - PERS	(1,234,376)
------------------------------	-------------

Deferred inflows and outflows of resources related to the pension plan include differences between expected and actual experience, changes of assumptions, differences between projected and actual earning, and contributions subsequent to the measurement date.

Deferred Inflows of Resources - PERS	(11,729)
Deferred Outflows of Resources - PERS	674,970

The cost of capital assets (leasehold improvements) purchased or constructed is reported as an expenditure in the governmental fund. The Statement of Net Position includes those capital assets among the assets of the Board as a whole.

Capital Assets (Net of Depreciation)	21,463
--------------------------------------	--------

The other postemployment benefits asset (obligation) due at June 30, is not recorded in the governmental funds, but it is accrued as a liability in the Statement of Net Position.

Other post-employment	(21,129)
-----------------------	----------

Accrued vacation is reported as a liability in the Statement of Net Position, whereas in governmental funds, accrued vacation is not reported.

Accrued Vacation	<u>(40,127)</u>
------------------	-----------------

Net Position	<u>\$</u>	<u>1,028,677</u>
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**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

STATEMENT OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND  
for the biennium ended June 30, 2017

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REVENUES:

License and fees	\$ 2,785,482
Civil penalties	77,330
Miscellaneous	<u>45,127</u>
Total Revenues	2,907,939

EXPENDITURES:

Personal services	1,949,064
Materials and services	<u>1,058,240</u>
Total Expenditures	<u>3,007,304</u>

Change in Fund Balance	(99,365)
Beginning Fund Balance	1,610,674
Prior Period Adjustments	<u>128,296</u>
Ending Fund Balance	<u><u>\$ 1,639,605</u></u>

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

RECONCILIATION OF THE GOVERNMENTAL FUND  
STATEMENT OF REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE  
TO THE STATEMENT OF ACTIVITIES  
for the biennium ended June 30, 2017

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Total Net Change in Fund Balance - Governmental Fund	\$ (99,365)
<p>The pension expense represents the changes in net pension asset (liability) from year to year due to changes in total pension liability and the fair value of pension plan net position available to pay pension benefits.</p>	(386,801)
<p>Capital outlays are reported in the governmental fund as expenditures. However, in the Statement of Activities, the cost of those assets is capitalized and allocated over their estimated useful lives as depreciation expense.</p>	
Depreciation Expense	(7,070)
<p>The other postemployment benefits asset (obligation) due at June 30, is not recorded in the governmental funds, but it is accrued as an expense in the Statement of Activities.</p>	
Other post-employment obligation	1,459
<p>Accrued vacation is reported as an expenditure in the Statement of Activities. Whereas in governmental funds, accrued vacation is not reported.</p>	
Changes in accrued vacation	<u>(21,234)</u>
Change in Net Position of Governmental Activities	<u><u>\$ (513,011)</u></u>

NOTES TO THE  
BASIC FINANCIAL STATEMENTS

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES**

The basic financial statements have been prepared in conformity with accounting principles generally accepted in the United States of America (GAAP) as applied to government units as required by Oregon law. The Governmental Accounting Standards Board (GASB) is the accepted standard-setting body for establishing governmental accounting and financial reporting principles. The more significant of the accounting policies are described below.

**A. THE ORGANIZATION**

The Oregon State Board of Examiners for Engineering and Land Surveying's (the Board) mission is to protect the people of Oregon from the dangers of unqualified and improper practice of professional engineering, land surveying, photogrammetry, and water right examination. The Board prescribes qualifications for the practice of professional engineering, land surveying, photogrammetry and certified water rights examinations, setting standards for the examination of applicants for registration, continuing education and enforcement of the laws and regulations governing the practice of professional engineering surveying, photogrammetry, and certified water right examinations. The Board issues registrations to those who qualify. The Board has the authority to address problems by investigating alleged or suspected violations, which may result in revoking, suspending or modifying registrations or certificates, and assessing civil penalties against unregistered individuals practicing professional engineering, land surveying, photogrammetry and certified water right examinations without authority, and against those registered professional engineers, land surveyors, photogrammetrists and certified water right examiners practicing improperly.

The Board is a semi-independent agency of the State of Oregon (Oregon Senate bill 1127 adopted in 1999), and operates under Oregon Revised Statutes (ORS) 672 and 182. The board consists of eleven members appointed by the governor for four-year terms as follows:

- Two members shall be licensed professional land surveyors.
- Five members shall be registered professional engineers.
- One member shall be registered as both a registered professional engineer and as a professional land surveyor. If a qualified individual is not available, the governor may appoint either a registered professional engineer or a registered professional land surveyor
- One member is a registered photogrammetrist. If a qualified individual is not available, the Governor may appoint either a registered professional engineer or a registered professional land surveyor.
- Two members shall be members of the general public

**B. THE FINANCIAL REPORTING ENTITY**

Accounting principles generally accepted in the United States of America require that these basic financial statements include all component units, if any. Component units, as established by the Governmental Accounting Standards Board (GASB) Statement 61, are separate entities which are included in the Board's reporting because of the significance of their operational or financial relationships with the Board. All significant activities and entities with which the Board exercises oversight responsibility have been considered for inclusion in the basic financial statements. There are no component units.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**C. MEASUREMENT FOCUS, BASIS OF ACCOUNTING AND BASIS OF PRESENTATION**

**GOVERNMENT-WIDE FINANCIAL STATEMENTS (GWFS)**

The Statement of Net Position and Statement of Activities display information about the Board as a whole. The Statement of Net Position and the Statement of Activities were prepared using the economic resources measurement focus and the accrual basis of accounting. Revenues, expenses, gains, losses, assets, and liabilities resulting from exchange and exchange-like transactions are recognized when the exchange takes place. Revenues, expenses, gains, losses, assets, and liabilities resulting from non-exchange transactions are recognized in accordance with the requirements of GASB Statement No. 33 “Accounting and Financial Reporting for Non-exchange Transactions.”

All direct expenses are reported by function in the Statement of Activities. Direct expenses are those that are clearly identifiable with a function.

**FUND FINANCIAL STATEMENTS**

The accounts are organized and operated on the basis of funds. A fund is an independent fiscal and accounting entity with a self-balancing set of accounts. Fund accounting segregates funds according to their intended purpose and is used to aid management in demonstrating compliance with finance-related legal and contractual provisions. The minimum number of funds is maintained consistent with legal and managerial requirements.

**GOVERNMENTAL FUND TYPES**

Governmental funds are used to account for general government activities. Governmental fund types use the flow of current financial resources measurement focus and the modified accrual basis of accounting. Under the modified accrual basis of accounting, revenues are recognized when susceptible to accrual (i.e., when they are “measurable and available”). “Measurable” means the amount of the transaction can be determined and “available” means collectible within the current period or soon enough thereafter to pay liabilities of the current period. Grant revenue is not considered available and, therefore, is not recognized until received. Expenditures are recorded when the liability is incurred.

Revenues susceptible to accrual are license/fees and civil penalty revenue.

There is one major governmental fund:

**GENERAL FUND**

This fund accounts for all financial resources and expenditures, except those required to be accounted for in another fund (there are no other funds). The principal revenue sources are licenses and fees, civil penalties and miscellaneous sources.



**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**NET POSITION**

Net position comprises the various net earnings from operations, non-operating revenues, expenses and contributions of capital. Net position is classified in the following categories:

Net investment in capital assets – consists of assets that are invested in equipment and other capital assets, net of depreciation.

Restricted – consists of external constraints placed on net position use by creditors, grantors, contributors, or laws or regulations of other governments or constraints imposed by law through constitutional provisions or enabling legislation. There was a restricted net position of \$200,000 at June 30, 2017.

Unrestricted – consists of all other categories of net position that are not included in the other categories previously mentioned.

**FUND BALANCES**

GASB Statement No. 54, *Fund Balance Reporting and Governmental Fund-type Definitions* is followed. The objective of this statement is to enhance the usefulness of fund balance information by providing clearer fund balance classifications that can be more consistently applied and by clarifying the existing governmental fund-type definitions. This statement establishes fund balance classifications that comprise a hierarchy based primarily on the extent to which a government is bound to observe constraints imposed on the use of the resources reported in governmental funds. Under this standard, the fund balance classifications are non-spendable, restricted, committed, assigned, and unassigned.

- Non-spendable represents amounts that are not in a spendable form.
- Restricted represents amounts that are legally restricted by outside parties for a specific purpose (such as debt covenants, grant requirements, donor requirements, or other governments) or are restricted by law (constitutionally or by enabling legislation).
- Committed represents funds formally set aside by the governing body for a particular purpose. The use of committed funds would be approved by resolution.
- Assigned represents amounts that are constrained by the expressed intent to use resources for specific purposes that do not meet the criteria to be classified as restricted or committed. Intent can be stipulated by the governing body or by an official to whom that authority has been given by the governing body.
- Unassigned is the residual classification of the General Fund. Only the General Fund may report a positive unassigned fund balance. Other governmental funds would report any negative residual fund balance as unassigned.

The restricted balance of \$200,000 is for IT security mandated by Executive Order No 16-13 signed by Governor Kate Brown. There are committed balances for a litigation reserve and a business continuity plan fund for \$250,000 and \$650,000, respectively, totaling \$900,000. These were set aside by the Board.

There were no non-spendable or assigned fund balances at June 30, 2017.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**FUND BALANCES (CONTINUED)**

Restricted resources are spent first when both restricted and unrestricted (committed, assigned or unassigned) resources are available for expenditures. When unrestricted resources are spent, the order of spending is committed (if applicable), assigned (if applicable) and unassigned.

**DEFERRED OUTFLOWS/INFLOWS OF RESOURCES**

In addition to assets, the Statement of Financial Position will sometimes report a separate section for deferred outflows of resources. This separate financial statement element, *deferred outflows of resources*, represents a consumption of net position that applies to future periods and so will not be recognized as an outflow of resources (expense/ expenditure) until then. At June 30, 2017 there are deferred outflows of \$674,970 representing PERS pension related deferrals on the Statement of Net Position.

In addition to liabilities, the Statement of Financial Position will sometimes report a separate section for deferred inflows of resources. This separate financial statement element, *deferred inflows of resources*, represents an acquisition of net position that applies to future periods and so will not be recognized as an inflow of resources (revenue) until that time. At June 30, 2017 there are PERS deferred inflows of \$11,729 representing pension related deferrals on the Statement of Net Position and deferred inflows of \$345,515 representing unearned revenue on both the Statement of Net Position and on the Balance Sheet – Governmental Fund.

**D. CIVIL PENALTIES**

The Board is authorized under state law to impose civil penalties to enforce certain provisions and professional standards.

**E. BUDGETS**

The Board is required to adopt a budget on a biennial basis. The Board may adopt or modify a budget only after holding a public hearing and must give notice of budget hearings to all licensees. Unlike most budgets in state government, where the agency budgets are enacted into law by the legislature, the Board's budget is not subject to review and approval by the legislature or to future modification by the legislature or the emergency Board. For this reason, the budgets adopted by the Board are considered to be non-appropriated budgets.

See page 27 for a comparison of budget to actual revenues and expenditures.

**F. ACCOUNTS RECEIVABLE**

Accounts receivable represents civil penalties that remained unpaid at June 30, 2017, stated at the amount management expects to collect. Management has estimated an allowance for doubtful accounts of approximately 15% of the outstanding balances. The balance over 90 days for the biennium ended June 30, 2017, was \$11,870.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**1. SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)**

**G. CAPITAL ASSETS**

Capital assets, which include site improvements, buildings and improvements, and equipment, are reported in the government-wide financial statements. Capital assets are defined as assets with an initial, individual cost of more than \$5,000 and an estimated useful life in excess of one year. Capital assets are recorded at historical cost or estimated historical cost. Donated capital assets are recorded at their estimated fair market value on the date donated. The cost of normal maintenance and repair that do not add function to the asset or materially extend the life of the asset are expensed as incurred. Capital assets are depreciated using the straight line method over the following useful lives:

Leasehold Improvements	30 years
Equipment	4 to 10 years

**H. UNEARNED REVENUE**

License fees received prior to June 30, 2017 that are for license periods beginning on July 1, 2017 have been recorded as unearned revenue.

**I. OTHER POST-EMPLOYMENT BENEFITS**

Other post-employment benefits are provided through the Oregon Public Employees Retirement System and the Public Employees Benefit Board.

**J. RETIREMENT PLANS**

Substantially all employees are participants in the State of Oregon Public Employees Retirement System (PERS). For the purpose of measuring the net pension liability, deferred outflows of resources and deferred inflows of resources related to pensions, and pension expense, information about fiduciary net position of PERS and additions to/deductions from PERS's fiduciary net position have been determined on the same basis as they are reported by PERS. For this purpose, benefit payments (including refunds of employee contributions) are recognized when due and payable in accordance with the benefit terms. Investments are reported at fair value.

**K. ESTIMATES**

Preparation of the basic financial statements in conformity with accounting principles generally accepted in the United States of America, requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the basic financial statements and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

**L. COMPENSATED ABSENCES**

The State Department of Administrative Services (DAS) statewide policy is followed with respect to accrual rates. Full-time, permanent employees are granted paid time off benefits of varying amounts to specified maximums depending on tenure with the Board. Employees earn vacation leave in accordance with the DAS statewide policy 60.000.05(1)(e)

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**2. CASH AND INVESTMENTS**

**DEPOSITS**

Deposits with financial institutions include bank demand deposits. Oregon Revised Statutes require deposits to be adequately covered by federal depository insurance or deposited at an approved depository as identified by the Treasury. The cash is deposited in an approved depository for public funds, and this is collateralized under ORS 295.

**CREDIT RISK - DEPOSITS**

In the case of deposits, this is the risk that in the event of a bank failure, deposits may not be returned. There is no deposit policy for custodial credit risk. As of June 30, 2017, none of the bank balance was exposed to custodial credit risk.

**INVESTMENTS**

Policy is to follow state statutes governing cash management.

**INTEREST RATE RISK**

Investments are subject to maturity date limitations described in ORS 294.134. As of June 30, 2017, there were no investments.

**CREDIT RISK - INVESTMENTS**

Investments are limited to investments described in ORS 294.035.

**CONCENTRATION OF CREDIT RISK**

The Board does not have a formal policy that places a limit on the amount that may be invested in any one issuer

**3. CAPITAL ASSETS**

Changes in capital assets for the biennium ended June 30, 2017 are as follows:

	Restated Balance <u>July 1, 2015</u>	<u>Additions</u>	<u>Deletions</u>	Balance <u>June 30, 2017</u>
Capital Assets				
Leasehold Improvements	\$ 42,801	\$ -	\$ -	\$ 42,801
Accumulated Depreciation				
Leasehold Improvements	14,268	7,070	-	21,338
Total Net Capital Assets	<u>\$ 28,533</u>			<u>\$ 21,463</u>

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**4. RETIREMENT PLANS**

**PLAN DESCRIPTION**

The Oregon Public Employees Retirement System (PERS) consists of a single cost-sharing multiple-employer defined benefit plan. All benefits of the system are established by the legislature pursuant to Oregon Revised Statute (ORS) Chapters 238 and 238A. Oregon PERS produces an independently audited Comprehensive Annual Financial Report which can be found at:

<http://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>

If the link is expired please contact Oregon PERS for this information.

a) PERS Pension (Chapter 238). The ORS Chapter 238 Defined Benefit Plan is closed to new members hired on or after August 29, 2003.

- i) Pension Benefits. The PERS retirement allowance is payable monthly for life. It may be selected from 13 retirement benefit options. These options include survivorship benefits and lump-sum refunds. The basic benefit is based on years of service and final average salary. A percentage (2.0 percent for police and fire employees, and 1.67 percent for general service employees) is multiplied by the number of years of service and the final average salary. Benefits may also be calculated under either a formula plus annuity (for members who were contributing before August 21, 1981) or a money match computation if a greater benefits results.
- ii) Death Benefits. Upon the death of a non-retired member, the beneficiary receives a lump-sum refund of the member's account balance (accumulated contributions and interest). In addition, the beneficiary will receive a lump-sum payment from employer funds equal to the account balance, provided one or more of the following contributions are met:
  - member was employed by PERS employer at the time of death,
  - member died within 120 days after termination of PERS covered employment,
  - member died as a result of injury sustained while employed in a PERS-covered job, or
  - member was on an official leave of absence from a PERS-covered job at the time of death.
- iii) Disability Benefits. A member with 10 or more years of creditable service who becomes disabled from other than duty-connected causes may receive a non-duty disability benefit. A disability resulting from a job-incurred injury or illness qualifies a member (including PERS judge members) for disability benefits regardless of the length of PERS-covered service. Upon qualifying for either a non-duty or duty disability, service time is computed to age 58 (55 for police and fire members) when determining the monthly benefit.
- iv) Benefit Changes After Retirement. Members may choose to continue participation in a variable equities investment account after retiring and may experience annual benefit fluctuations due to changes in the market value equity investments. Under ORS 238.360 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**4. RETIREMENT PLANS (CONTINUED)**

**PLAN DESCRIPTION (CONTINUED)**

b) OPSRP Pension Program (OPSRP DB). The ORS Chapter 238A Defined Benefit Pension Program provides benefits to members hired on or after August 29, 2003.

- i) Pension Benefits. This portion of OPSRP provides a life pension funded by employer contributions. Benefits are calculated with the following formula for members who attain normal retirement age:
  - Police and fire: 1.8 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for police and fire members is age 60 or age 53 with 25 years of retirement credit. To be classified as a police and fire member, the individual must have been employed continuously as a police and fire member for at least five years immediately preceding retirement.
  - General service: 1.5 percent is multiplied by the number of years of service and the final average salary. Normal retirement age for general service members is age 65, or age 58 with 30 years of retirement credit.
  - A member of the pension program becomes vested on the earliest of the following dates: the date the member completes 600 hours of service in each of five calendar years, the date the member reaches normal retirement age, and, if the pension program is terminated, the date on which termination becomes effective.
- ii) Death Benefits. Upon the death of a non-retired member, the spouse or other person who is constitutionally required to be treated in the same manner as the spouse, receives for life 50 percent of the pension that would otherwise have been paid to the deceased member.
- iii) Disability Benefits. A member who has accrued 10 or more years of retirement credits before the member becomes disabled or a member who becomes disabled due to job-related injury shall receive a disability benefit of 45 percent of the member's salary determined as of the last full month of employment before the disability occurred.
- iv) Benefit Changes After Retirement. Under ORS 238A.210 monthly benefits are adjusted annually through cost-of-living changes. The cap on the COLA will vary based on the amount of the annual benefit.

**Contributions** -PERS funding policy provides for monthly employer contributions at actuarially determined rates. These contributions, expressed as a percentage of covered payroll, are intended to accumulate sufficient assets to pay benefits when due. The funding policy applies to the PERS Defined Benefit Plan and the Other Postemployment Benefit Plans. Employer contribution rates during the period were based on the December 31, 2013 actuarial valuation, which became effective July 1, 2015. The state of Oregon and certain schools, community colleges, and political subdivision have made unfunded actuarial liability payments and their rates have been reduced. Employer contributions for the biennium ended June 30, 2017 were \$179,479 excluding amounts to fund employer specific liabilities.

**Pension Asset or Liability** - At June 30, 2017 the Board reported a net pension liability of \$1,234,376 for its proportionate share of the net pension liability. The pension liability was measured as of June 30, 2016 and the total pension liability used to calculate the net pension liability was determined by an actuarial valuation as of December 31, 2014. The Board's proportion of the net pension liability was based on a projection of the Board's long-term share of contributions to the pension plan relative to the projected contributions of all participating employers, actuarially determined. At June 30, 2016 the Board's proportion was 0.008 percent.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**4. RETIREMENT PLANS (CONTINUED)**

**PLAN DESCRIPTION (CONTINUED)**

	<u>Deferred Outflow of Resources</u>	<u>Deferred Inflow of Resources</u>
Difference between expected and actual experience	\$ 40,839	\$ -
Changes in assumptions	263,263	-
Net difference between projected and actual earnings on pension plan investments	243,861	-
Difference between employer contributions and employer's proportionate share of system contributions	<u>31,564</u>	<u>(11,729)</u>
Subtotal - Amortized deferrals (below)	579,527	(11,729)
Board contributions subsequent to measurement date	<u>95,443</u>	-
Total deferred outflow (inflow) of resources	<u><u>\$ 674,970</u></u>	<u><u>\$ (11,729)</u></u>

**FUNDING POLICY**

Subtotal amounts related to pension as deferred outflows of resources, \$579,527 and deferred inflows of resources, (\$11,729), net to \$567,798 and will be recognized in pension expense as follows:

<u>Year ending June 30,</u>	<u>Amount</u>
2018	\$ 103,196
2019	103,196
2020	192,849
2021	147,121
2022	<u>21,436</u>
Total	<u><u>\$ 567,798</u></u>

All assumptions, methods and plan provisions used in these calculations are described in the Oregon PERS system-wide GASB 68 reporting summary dated February 8, 2017. Oregon PERS produces an independently audited CAFR which can be found at:

<http://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>

**ACTUARIAL VALUATIONS**

The employer contribution rates effective July 1, 2015 through June 30, 2017 were set using the entry age normal actuarial cost method. For the Tier One/Tier Two component of the PERS Defined Benefit Plan, this method produced an employer contribution rate consisting of (1) an amount for normal cost (estimated amount necessary to finance benefits earned by employees during the current service year), (2) an amount for the amortization unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial liabilities being amortized over 20 years.



**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**4. RETIREMENT PLANS (CONTINUED)**

**ACTUARIAL VALUATIONS (CONTINUED)**

For the OPSRP Pension Program component of the PERS Defined Benefit Plan, this method produced an employer rate consisting of (a) an amount for normal cost (the estimated amount necessarily to finance benefits earned by the employees during the current service year), (b) an actuarially determined amount for funding a disability benefit component, and (c) an amount for the amortization of unfunded actuarial accrued liabilities, which are being amortized over a fixed period with new unfunded actuarial accrued liabilities being amortized over 16 years.

**Actuarial Methods and Assumptions:**

Valuation date	December 31, 2014 rolled forward to June 30, 2016
Experience Study Report	2014, Published September 18, 2015
Actuarial cost method	Entry Age Normal
Amortization method	Amortized as a level percentage of a payroll as layered amortization bases over a closed period; Tier One/Tier Two UAL is amortized over 20 years and OPSRP pension UAL is amortized over 16 years
Asset valuation method	Market value of assets
Inflation rate of return	2.50 percent (reduced from 2.75%)
Investment rate of return	7.50 percent (reduced from 7.75%)
Projected salary increase	3.50 percent overall payroll growth; salaries for individuals are assumed to grow at 3.50 percent plus assumed rates of merit/longevity increases based on service (reduced from 3.75%). For COLA, a blend of 2% COLA and graded COLA (1.25% / 0.15%) in accordance with Moro Decision, blend based on service.
Mortality	Healthy retirees and beneficiaries: RP-2000 Sex-distinct, generational per Scale BB (changed from Scale AA), with collar adjustments and set-backs as described in the valuation. Active members: Mortality rates are a percentage of healthy retiree rates that vary by group, as described in the valuation. Disabled retirees: Mortality rates are a percentage (70% for males and 95% for females; changed from 65% for males and 90% for females) of the RP-2000 sex-distinct, generational per Scale BB, disabled mortality table (changed from static combined disabled mortality sex-distinct table).

Actuarial valuations of an ongoing plan involve estimates of value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Experience studies are performed as of December 31 of even numbered years. The method and assumptions shown are based on the 2014 Experience Study which is reviewed for the four-year period ending December 31, 2014.



**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**4. RETIREMENT PLANS (CONTINUED)**

**DISCOUNT RATE**

The discount rate used to measure the total pension liability was 7.50 percent for the Defined Benefit Pension Plan. The projection of cash flows used to determine the discount rate assumed that contributions from the plan members and those of the contributing employers are made at the contractually required rates, as actuarially determined. Based on those assumptions, the pension plan's fiduciary net position was projected to be available to make all projected future benefit payments of current plan members. Therefore, the long-term expected rate of return on pension plan investments for the Defined Benefit Pension Plan was applied to all periods of projected benefit payments to determine the total pension liability.

Assumed Asset Allocation:

<b>Asset Class/Strategy</b>	<b>Low Range</b>	<b>High Range</b>	<b>OIC Target</b>
Cash	0.0%	3.0%	0.0%
Debt Securities	15.0%	25.0%	20.0%
Public Equity	32.5%	42.5%	37.5%
Private Equity	16.0%	24.0%	20.0%
Real Estate	9.5%	15.5%	12.5%
Alternative Equity	0.0%	10.0%	10.0%
Opportunity Portfolio	0.0%	3.0%	0.0%
Total			100%

*Source: June 30, 2014 PERS CAFR; p. 54-55*

Long-Term Expected Rate of Return:

To develop an analytical basis for the selection of the long-term expected rate of return assumption, in July 2013 the PERS Board reviewed long-term assumptions developed by both Milliman's capital market assumptions team and the Oregon Investment Council's (OIC) investment advisors. The table below shows Milliman's assumptions for each of the asset classes in which the plan was invested at that time based on the OIC long-term target asset allocation. The OIC's description of each asset class was used to map the target allocation to the asset classes shown below. Each asset class assumption is based on a consistent set of underlying assumptions, and includes adjustment for the inflation assumption. These assumptions are not based on historical returns, but instead are based on a forward-looking capital market economic model.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
SALEM, OREGON

NOTES TO THE BASIC FINANCIAL STATEMENTS

4. RETIREMENT PLANS (CONTINUED)

DISCOUNT RATE (CONTINUED)

<b>Asset Class</b>	<b>Target</b>	<b>Compound Annual Return (Geometric)</b>
Core Fixed Income	7.20%	4.50%
Short-term Bonds	8.00%	3.70%
Intermediate-Term Bonds	3.00%	4.10%
High Yield Bonds	1.80%	6.66%
Large Cap US Equities	11.65%	7.20%
Mid Cap US Equities	3.88%	7.30%
Small Cap US Equities	2.27%	7.45%
Developed Foreign Equities	14.21%	6.90%
Emerging Foreign Equities	5.49%	7.40%
Private Equity	20.00%	8.26%
Opportunity Funds/Absolute Return	5.00%	6.01%
Real Estate (Property)	13.75%	6.51%
Real Estate (REITS)	2.50%	6.76%
Commodities	7.71%	6.07%
<i>Assumed Inflation</i>		2.75%

Source: June 30, 2014 PERS CAFR; p. 54 – 55)

Sensitivity of the Board's proportionate share of the net pension liability to changes in the discount rate – The following presents the Board's proportionate share of the net pension liability calculated using the discount rate of 7.50 percent, as well as what the Board's proportionate share of the net pension liability would be if it were calculated using a discount rate that is 1-percentage-point lower (6.50 percent) or 1-percentage-point higher (8.50 percent) than the current rate.

	<u>(6.50%)</u>	<u>(7.50%)</u>	<u>(8.50%)</u>
Board's proportionate share of the net pension liability (asset)	\$ 1,993,105	\$ 1,234,376	\$ 600,211

**Changes Subsequent to the Measurement Date:**

As described above, GASB 67 and GASB 68 require the Total Pension Liability to be determined based on the benefit terms in effect at the Measurement Date. Any changes to benefit terms that occurs after that date are reflected in amounts reported for the subsequent Measurement Date. However, Paragraph 80f of GASB 68 requires employers to briefly describe any changes between the Measurement Date and the employer's reporting date that are expected to have a significant effect on the employer's share of the collective Net Pension Liability, along with an estimate of the resulting change, if available.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**4. RETIREMENT PLANS (CONTINUED)**

**DISCOUNT RATE (CONTINUED)**

At its July 28, 2017 meeting, the PERS Board lowered the assumed rate to 7.2 percent. For member transactions, this rate will take effect January 1, 2018. The current assumed rate is 7.5 percent and has been in effect for member transactions since January 1, 2016. The actuarial effect of this change on the net pension liability has not yet been determined.

As reflected in the December 31, 2014 actuarial valuation, the system-wide actuarial accrued liability has increased primarily due to the Moro decision and assumption changes, along with interest on the liability as current active members get closer to retirement. The Oregon Supreme Court decision in *Moro v. State of Oregon*, issued on April 30, 2015, reversed a significant portion of the reductions passed by the 2013 Oregon Legislature, which increased the benefits projected to be paid by Employers compared to those previously developed and consequently increased plan liabilities. The employers' projected long-term contribution effort reflects the estimated impact of the Moro Decision. Following the completion of the December 31, 2014 actuarial valuation, the PERS Board adopted several assumption changes, including lowering the investment return assumption from 7.75% to 7.50%.

Individual Account Program - In the 2003 legislative session, the Oregon Legislative Assembly created a successor plan for OPERS. The Oregon Public Service Retirement Plan (OPSRP) is effective for all new employees hired on or after August 29, 2003, and applies to any inactive OPERS members who return to employment following a six month or greater break in service. The new plan consists of the defined benefit pension plans and a defined contribution pension plan (the Individual Account Program or IAP). Beginning January 1, 2004, all OPERS member contributions go into the IAP portion of OPSRP. OPERS' members retain their existing OPERS accounts, but any future member contributions are deposited into the member's IAP, not the member's OPERS account. Those employees who had established an OPERS membership prior to the creation of OPSRP will be members of both the OPERS and OPSRP system as long as they remain in covered employment. Members of OPERS and OPSRP are required to contribute six percent of their salary covered under the plan which is invested in the IAP. The Board makes this contribution on behalf of its employees.

Additional disclosures related to Oregon PERS not applicable to specific employers are available online at the below website, or by contacting PERS at the following address: PO BOX 23700 Tigard, OR 97281-3700,

<http://www.oregon.gov/pers/Pages/Financials/Actuarial-Financial-Information.aspx>

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**5. OTHER POST-EMPLOYMENT BENEFIT PLAN**

The information in this footnote represents amount for the state government of Oregon as a whole with the portion allocable to OSBEELS where applicable

**PUBLIC EMPLOYEES RETIREMENT SYSTEM**

**Plan Description** - The public Employees Retirement System (PERS) Board contracts for health insurance coverage on behalf of the members of PERS. Eligible retirees pay their own age-adjusted premiums. To help retirees defray the cost of these premiums, PERS also administers two separately defined benefit other postemployment benefit (OPEB) plans: the Retirement Health Insurance Account (RHIA) and the Retiree Health Insurance Premium Account (RHIPA).

The RHIA is a cost-sharing multiple-employer OPEB plan in which 904 employers participate. Established under Oregon Revised Statute (ORS) 238.240, the plan provides a payment of up to \$60 toward the monthly cost of health insurance for eligible PERS members. To be eligible to receive the RHIA subsidy, the member must (1) have eight years or more of qualifying service in PERS at the time of retirement or receive a disability allowances as if the member had eight years or more of creditable service in PERS, (2) receive both Medicare parts A and B coverage, and (3) enroll in a PERS-sponsored health plan. A surviving spouse or dependent of a deceased PERS retiree who was eligible to receive the subsidy is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired before May 1, 1991. The legislature has sole authority to amend the benefit provisions and employer obligations for the RHIA plan. The number of active plan RHIA participants receiving benefits was \$44,769 for the fiscal year ended June 30, 2017.

Established under ORS 238.415, the RHIPA is considered a single-employer OPEB plan for financial reporting purposes, although certain discretely presented component units and related organizations do participate in the plan. The plan provides payment of the average difference between the health insurance premiums paid by retired state employees under contracts entered into by the PERS Board and health insurance premiums paid by state employees who are not retired. PERS members are qualified to receive the RHIPA subsidy if they have eight or more years of qualifying service in PERS at the time of retirement or receive a disability pension calculated as if they had eight or more years of qualifying service, but are not eligible for federal Medicare coverage. A surviving spouse or dependent of a deceased retired state employee is eligible to receive the subsidy if he or she (1) is receiving a retirement benefit or allowance from PERS or (2) was insured at the time the member died and the member retired on or after September 29, 1991. The Legislature has sole authority to amend the benefit provisions and employer obligations of the RHIPA plan. The number of active plan RHIA participants receiving benefits was 1,252 for the fiscal year ended June 30, 2017.

Both RHIA and RHIPA are closed to employees hired on or after August 29, 2003 who had not established membership prior to that date.

The RHIA and RHIPA defined OPEB plans are reported separately under Other employee Benefit Trust Funds in the fiduciary funds basic financial statements and as part of the Pension and Other Employee Benefit trust in the fiduciary funds basic financial statements. PERS issues a separate, publicly available financial report that includes audited financial statements and required supplementary information. The report may be obtained by writing to the Public Employees Retirement System, Fiscal Services Division, PO Box 23700, Tigard, OR 97281-3700. The report may also be accessed online at:

<http://www.oregon.gov/pers/Documents/Financials/CAFR/2017-CAFR.pdf>

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
SALEM, OREGON

NOTES TO THE BASIC FINANCIAL STATEMENTS

5. OTHER POST-EMPLOYMENT BENEFIT PLAN (CONTINUED)

PUBLIC EMPLOYEES RETIREMENT SYSTEM (CONTINUED)

**Funding** – Both of the OPEB plans administered by PERS are funded through actuarially determined employer contributions. For the biennium ending June 30, 2017, state agencies contributed 0.08 percent of PERS- covered payroll for the Tier One and Tier Two plan members to fund the normal cost portion of RHIA benefits. In addition, state agencies contribute 0.45 percent of all PERS-covered payroll to amortize the unfunded actuarial accrued liability over a fixed period with new unfunded actuarial accrued liabilities amortized over 20 years. The required employer contributions were approximately \$11.2 million, \$10.6 million, and \$11.7 million for the years ended June 30, 2017, 2016 and 2015, respectively. The actual contribution equaled the annual required contribution in each fiscal year.

The funded status of the RHIA post-employment healthcare plan as of the most recent actuarial valuations date (in millions):

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a % of Covered Payroll ((b-a)/c)
12/31/2016	\$ 465.0	\$ 463.7	\$ (1.3)	100%	\$ 4,516.7	0.0%
12/31/2014	395.9	468.4	72.5	84.5%	9,115.8	0.8%

For the biennium ending June 30, 2017, state agencies contribute 0.09 percent of PERS-covered payroll for Tier One and Tier Two plan members to fund the normal cost portion of RHIPA benefits. In addition, state agencies contribute 0.35 percent of all PERS-covered payroll to amortize the unfunded actuarial accrued liability over a fixed period with new unfunded actuarial accrued liabilities amortized over 20 years. The required employer contributions of the State, as the primary government, were approximately \$9 million, \$8.5 million, and \$5.1 million for the years ended June 30, 2017, 2016 and 2015, respectively. The actual contribution equaled the annual required contribution in each fiscal year. As noted previously, because certain discretely presented component units and related organizations contribute to the RHIPA plan, the contributions identified in the combining statement of changes in fiduciary net position exceed the State's required employer contributions.

The funded status of the RHIPA post-employment healthcare plan as of the most recent actuarial valuations date (in millions):

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a % of Covered Payroll ((b-a)/c)
12/31/2016	\$ 19.1	\$ 67.9	\$ 48.8	28.1%	\$ 1,276.0	3.8%
12/31/2014	7.2	70.5	63.3	10.2%	2,718.9	2.3%

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**5. OTHER POST-EMPLOYMENT BENEFIT PLAN (CONTINUED)**

**PUBLIC EMPLOYEES RETIREMENT SYSTEM (CONTINUED)**

**Actuarial Methods and Assumptions** – The PERS postemployment healthcare benefit obligation, including both RHIA and RHIPA, was determined as part of the actuarial valuation prepared by the PERS consulting actuary at December 31, 2016 using the entry age normal cost method. Significant assumptions used in the actuarial valuation include a 7.2 percent per annum rate of return on the investment of present and future assets and projected payroll growth of 3.5 percent, for both the RHIA and RHIPA plans. As a subcomponent of the payroll growth rate, both plans assume an increase in the consumer price index of 2.5 percent. The RHIPA plan uses a healthcare cost inflation adjustment graded from 7.5 percent in 2017 to 4.2 percent in 2093. There is no inflation assumption for RHIA post-employment benefits because the payment amount is set by statute and is not adjusted for increases in healthcare costs. The unfunded actuarial accrued liability is being amortized as a level percentage of combined valuation payroll over a closed period of 10 years. The actuarial value of plan assets for both the RHIA and the RHIPA is equal to the assets' fair market value on the valuation date. Restricted net position held in trust for other post-employment benefits for RHIA and RHIPA at June 30, 2017, was \$511.8 million and \$24.3 million, respectively.

**PUBLIC EMPLOYEES BENEFIT BOARD**

**Plan description** – The State participates in a defined benefit postemployment healthcare plan administered by the Public Employees Benefit Board (PEBB). This plan offers healthcare assistance to eligible retired employees and their beneficiaries. Chapter 243 of the Oregon Revised Statutes gives the retired employees and their beneficiaries. Chapter 243 of the Oregon Revised Statutes gives the Board authority to establish and amend the benefit provisions of the PEBB plan. The PEBB Plan is considered a single-employer plan for financial reporting purposes, although certain discretely presented component units and related organizations do participate in the PEBB plan. As a result, the State reports only a portion of the overall net OPEB obligation under the primary government section of the Statement of Net Position. PEBB does not issue a separate, publically available financial report.

The PEBB plan allows qualifying retired employees to continue their “active” health insurance coverage on a self-pay basis until they are eligible for Medicare. Participating retirees pay their own monthly premiums. However, the premium amount is based on a blended rate that is determined by pooling the qualifying retirees with active employees, thus, creating an “implicit rate subsidy.”

**Summary of Significant Accounting Policies** – The PEBB plan's implicit rate subsidy, if not fully funded, represents an obligation of the State, the net OPEB obligation for the year ended June 30, 2017, is \$77.6 million and the collective discretely presented components' unit share is \$20.3 million. The net OPEB obligation is allocated to the participating funds and entities based on their proportionate share of annual health insurance premium costs. The portion of the net OPEB obligation related to governmental activities is reported in the internal service funds balance sheet and the government-wide statement of the net position; the portion related to business-type activities is reported in the proprietary funds balance sheet and the government-wide statement of net position. The portion related to fiduciary activities is reported in the statement of fiduciary net position.

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

---

**5. OTHER POST-EMPLOYMENT BENEFIT PLAN (CONTINUED)**

**PUBLIC EMPLOYEES BENEFIT BOARD (CONTINUED)**

**Funding** – The PEBB’s Funding Policy Provides for employer contribution in amounts sufficient to fund the cost of active employee health benefits, including the retiree rate subsidy, on a pay-as-you-go basis. Administrative costs of the PEBB Plan are financed by up to 2 percent of the employer and plan member contributions. For the year ended June 30, 2017, retired plan members contributed \$11.2 million through their required contributions. The average monthly contribution was \$1,179. Active employees do not contribute to the plan.

The funded status of the PEBB post-employment healthcare plan as of the most recent actuarial valuations date (in millions):

Actuarial Valuation Date	Actuarial Value of Assets (a)	Actuarial Accrued Liability (AAL) (b)	Unfunded AAL (UAAL) (b-a)	Funded Ratio (a/b)	Covered Payroll (c)	UAAL as a % of Covered Payroll' ((b-a)/c)
7/1/2015	\$ -	\$ 73.4	\$ 73.4	0%	\$ 3,037.0	2.4%
7/1/2013	-	105.1	105.1	0%	2,485.8	4.2%

The schedule of funding progress, which is included in the required supplementary information that immediately follows the notes to the financial statements, presents multi-year trend information about whether the actuarial value of plan assets is increasing or decreasing over time relative to the actuarial accrued liability for benefits.



**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**5. OTHER POST-EMPLOYMENT BENEFIT PLAN**

**Actuarial Methods and Assumptions** – The PEBB postemployment healthcare benefit obligation was determined as part of the actuarial valuation prepared by the OPEB consulting actuary at July 1, 2015, using the entry age normal cost method. The State's annual OPEB expense is based on the annual required contribution (ARC), an amount actuarially determined in accordance with GASB Statement No. 45. Significant assumptions used in the actuarial valuation include a 3.5 percent per annum rate of return on the investment of present and future assets and projected payroll growth of 3.5 percent. The plan uses a medical healthcare cost inflation adjustment of 6.1 percent in fiscal year 2017, 5.6 percent in fiscal year 2018, 6.5 percent in fiscal year 2019, 6.5 in fiscal year 2020, and average of 5.7 percent between fiscal years 2021 and 2044, and the rate grades down from 5.7 percent to 5.0 percent between fiscal years 2045 and 2065. The dental healthcare cost inflation adjustment was graded from 5 percent in fiscal year 2017 and all subsequent fiscal years. The plan's inflation assumption is 2.5 percent. The unfunded actuarial accrued liability is being amortized using the level dollar methodology over an open 1-year period.

For biennium ended June 30, 2017 the components of the PEBB Plan's annual OPEB cost, the amounts actually contributed, and changes to the net OPEB obligation:

	<u>State of Oregon</u> <u>(in millions)</u>	<u>Allocated to</u> <u>OSBEELS</u>
Biennium required contribution	\$ 81.9	*
Interest on net OPEB obligation	2.6	*
ARC adjustment	<u>(77.8)</u>	<u>*</u>
 Biennial OPEB cost (expense)	 6.7	 *
Contributions made	<u>(4.3)</u>	<u>*</u>
 Increase in net OPEB obligation	 2.4	 \$ (1,459)
Net OPEB obligation - beginning of biennium	<u>75.1</u>	<u>22,588</u>
 Net OPEB obligation - end of biennium	 <u>\$ 77.5</u>	 <u>\$ 21,129</u>

\* information not available

**ACTUARIAL VALUATIONS**

Actuarial valuations involve estimates of the value of reported amounts and assumptions about the probability of events far into the future. Actuarially determined amounts are subject to continual revision as actual results are compared to past expectations and new estimates are made about the future. Calculations are based on the types of benefits provided under the terms of the substantive plan at the time of each valuation and on the pattern of sharing of costs between the employer and plan members to that point. Actuarial calculations reflect a long-term perspective and include techniques that are designed to reduce short-term volatility in actuarial accrued liabilities and the actuarial value of assets.



**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

**NOTES TO THE BASIC FINANCIAL STATEMENTS**

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**6. COMPENSATED ABSENCES**

Portions of amounts accumulated at any point in time can be expected to be redeemed before termination of employment; however, such redemptions cannot be reasonable estimated. As of June 30, 2017, employees of the board had accumulated 50 days of sick leave.

**7. LEASE COMMITMENT**

Office space is leased from Sage Properties, LLC. The original lease term was extended on June 1, 2013 for an additional 7 years, through May 31, 2020. The specified annual base rents are listed below. In addition to the base rent, there are certain other contractual fees that apply. These fees include common area maintenance, taxes, utilities, and common area janitorial fees. The monthly fees may be increased by the landlord.

Total lease payments for the biennium ended June 30, 2017 were \$252,301.

Future minimum payments under the lease are as follows:

For the biennium ending June 30,

2019	\$265,585
2021	<u>122,870</u>
Total	<u>\$388,455</u>

An office copier is leased from Pacific Automation for 60 months running through August 2020. Monthly payments ranged from \$780 to \$904 during the biennium ended June 30, 2017. Monthly payments moving forward are \$827 per month.

Total copier lease payments for the biennium ended June 30, 2017 were \$17,521.

Future minimum payments under the copier lease are as follows:

For the biennium ending June 30,

2019	\$ 19,843
2021	<u>827</u>
Total	<u>\$20,670</u>

**8. PRIOR PERIOD ADJUSTMENTS**

The Statement of Activities has a total prior period adjustment of \$144,593 resulting from: (1) to correct the unearned revenue balance at June 30, 2015 that was reported \$128,296 too high, and (2) to record net capital assets of \$16,297 for leasehold improvements that were purchased during the biennium ended June 30, 2015 but were not added to the Statement of Activities at June 30, 2015 per GASB 34.

The Statement of Revenues and Expenditures and Changes in Fund Balance has a prior period adjustment to correct the unearned revenue balance at June 30, 2015 that was reported \$128,296 too high.

REQUIRED  
SUPPLEMENTARY INFORMATION

OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING & LAND SURVEYOR  
SALEM, OREGON

REQUIRED SUPPLEMENTARY INFORMATION  
for the biennium ended June 30, 2017

PERS

SCHEDULE OF THE PROPORTIONATE SHARE OF THE NET PENSION LIABILITY

Biennium Ended June 30,	(a) Employer's proportion of the net pension liability (NPL)	(b) Employer's proportionate share of the net pension liability (NPL)	(c) The Board's covered payroll	(b/c) NPL as a percentage of covered payroll	Plan fiduciary net position as a percentage of the total pension liability
2017	0.008 %	\$ 1,234,376	\$ 1,021,723	120.8 %	80.5 %
2015	0.001	(290,590)	*	*	103.6

The amounts presented for each biennium were actuarial determined at 12/31 and rolled forward to the measurement date of 6/30 for each biennium presented.

These schedules are presented to illustrate the requirements to show information for 5 biennium's. However, until a full 5-biennium trend has been compiled, information is presented only for the bienniums for which the required supplementary information is available.

\* information is not available

SCHEDULE OF CONTRIBUTIONS

	Statutorily required contribution	Contributions in relation to the statutorily required contribution	Contribution deficiency (excess)	Employer's covered payroll	Contributions as a percent of covered payroll
2017	\$ 179,479	\$ 179,479	\$ -	\$ 1,208,519	14.9 %
2015	174,810	174,810	-	1,021,723	17.1

The amounts presented for each biennium were actuarial determined at 12/31 and rolled forward to the measurement date of 6/30 for each biennium presented.

These schedules are presented to illustrate the requirements to show information for 5 biennium's. However, until a full 5-biennium trend has been compiled, information is presented only for the bienniums for which the required supplementary information is available.

## OTHER INFORMATION

**OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING**  
**SALEM, OREGON**

SCHEDULE OF REVENUES, EXPENDITURES AND CHANGES IN FUND BALANCE  
GOVERNMENTAL FUND - ACTUAL AND BUDGET -  
for the biennium ended June 30, 2017

GENERAL FUND				
	ORIGINAL BUDGET	FINAL BUDGET	ACTUAL	VARIANCE FAVORABLE (UNFAVORABLE)
REVENUES:				
License and fees	\$ 2,671,600	\$ 2,671,600	\$ 2,785,482	\$ 113,882
Civil penalties	30,000	30,000	77,330	47,330
Miscellaneous	49,000	49,000	45,127	(3,873)
Total Revenues	2,750,600	2,750,600	2,907,939	157,339
EXPENDITURES:				
Personal services	2,242,500	2,242,500	1,949,064	293,436
Materials and services	1,007,500	1,007,500	1,058,240	(50,740)
Total Expenditures	3,250,000	3,250,000	3,007,304	242,696
Change in Fund Balance	(499,400)	(499,400)	(99,365)	400,035
Beginning Fund Balance	1,622,910	1,622,910	1,610,674	(12,236)
Prior Period Adjustments	-	-	128,296	128,296
Ending Fund Balance	\$ 1,123,510	\$ 1,123,510	\$ 1,639,605	\$ 387,799

## REPORTS ON LEGAL AND OTHER REGULATORY REQUIREMENTS



**PAULY, ROGERS AND CO., P.C.**  
12700 SW 72<sup>nd</sup> Ave. ♦ Tigard, OR 97223  
(503) 620-2632 ♦ (503) 684-7523 FAX  
www.pauylrogersandcocpas.com

March 19, 2018

INDEPENDENT AUDITORS' REPORT ON INTERNAL CONTROL OVER FINANCIAL REPORTING AND  
ON COMPLIANCE AND OTHER MATTERS BASED ON AN AUDIT OF FINANCIAL STATEMENTS  
PERFORMED IN ACCORDANCE WITH *GOVERNMENT AUDITING STANDARDS*

We have audited, in accordance with the auditing standards generally accepted in the United States of America and the standards applicable to financial audits contained in *Government Auditing Standards* issued by the Comptroller General of the United States, the basic financial statements of the governmental activities and the major fund of the Oregon State Board of Examiners for Engineering and Land Surveying which comprise the statement of financial position as of June 30, 2017 and the statement of activities for the biennium then ended, and related notes to the basic financial statements, and have issued our report thereon dated March 19, 2018

**Internal Control Over Financial Reporting**

In planning and performing our audit of the basic financial statements, we considered the internal control over financial reporting (internal control) to determine the audit procedures that are appropriate in the circumstances for the purpose of expressing our opinions on the basic financial statements, but not for the purpose of expressing an opinion on the effectiveness of internal control. Accordingly, we do not express an opinion on the effectiveness of internal control.

A *deficiency in internal control* exists when the design or operation of a control does not allow management or employees, in the normal course of performing their assigned functions, to prevent, or detect and correct, misstatements on a timely basis. A *material weakness* is a deficiency, or a combination of deficiencies, in internal control, such that there is a reasonable possibility that a material misstatement of the basic financial statements will not be prevented, or detected and corrected on a timely basis.

A *significant deficiency* is a deficiency, or a combination of deficiencies, in internal control that is less severe than a material weakness, yet important enough to merit attention by those charged with governance. We consider the deficiencies described in the accompanying Schedule of Findings and Responses to be significant deficiencies.

Our consideration of internal control was for the limited purpose described in the first paragraph of this section and was not designed to identify all deficiencies in internal control that might be material weaknesses or significant deficiencies. Given these limitations, during our audit we did not identify any deficiencies in internal control that we consider to be material weaknesses. However, material weaknesses may exist that have not been identified.

**Compliance and Other Matters**

As part of obtaining reasonable assurance about whether the basic financial statements are free from material misstatement, we performed tests of compliance with certain provisions of laws, regulations, contracts, and grant agreements, noncompliance with which could have a direct and material effect on the determination of financial statement amounts. However, providing an opinion on compliance with those provisions was not an objective of our audit, and accordingly, we do not express such an opinion. The results of our tests disclosed no instances of noncompliance or other matters that are required to be reported under *Government Auditing Standards*.

**Entity's Response to Findings**

The entity's responses to the findings identified in our audit is described in the accompanying Schedule of Findings and Responses. The responses were not subjected to the auditing procedures applied in the audit of the basic financial statements and, accordingly, we express no opinion on them.

**Purpose of this Report**

The purpose of this report is solely to describe the scope of our testing of internal control and compliance and the results of that testing, and not to provide an opinion on the effectiveness of the internal control or on compliance. This report is an integral part of an audit performed in accordance with *Government Auditing Standards* in considering the internal control and compliance. Accordingly, this communication is not suitable for any other purpose.

A handwritten signature in black ink that reads "Roy R. Rogers". The signature is written in a cursive style with a large, stylized "R".

ROY R. ROGERS, CPA  
PAULY, ROGERS AND CO., P.C.



OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING  
SALEM, OREGON

SCHEDULE FINDINGS AND RESPONSES  
for the biennium Ended June 30, 2017

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**SECTION I – FINANCIAL STATEMENT FINDINGS**

**Significant Deficiencies**

2017-FS-1

Condition:

There are no written control policies or procedures.

Criteria:

Formal policies / procedures which identify the controls in place for all financial accounts and reporting areas should be adopted.

Effect:

Without adequate documentation of internal controls it is difficult for management and the Board to ensure that assets are being safeguarded and that Board policies are being adhered to. Without adequate documentation of internal controls, if those individuals that know the controls that have been put in place were to leave, there wouldn't be anything for the successor to follow.

Cause:

A written internal control policies and procedures document has not been prepared.

Recommendations:

We recommend a written internal control policies and procedures document be prepared.

Response:

We concur with the recommendation and will develop a plan to implement them.

OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING  
SALEM, OREGON

SCHEDULE FINDINGS AND RESPONSES  
for the biennium Ended June 30, 2017

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**SECTION I – FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**Significant Deficiencies (Continued)**

2017-FS-2

Condition:

At the time the audit began, accounts payable, accrued wages, accounts receivable and unearned revenue had not been reconciled and updated prior to the auditors arriving on site.

Criteria:

It is the Board's responsibility to prepare financial statements in accordance with the generally accepted accounting principles.

Effect:

Without accurately prepared financial statements in accordance with general accepted accounting principles, the financial statement information submitted to the State could be materially misstated.

Cause:

The third-party CPA kept on retainer had not been brought in to assist with year-end adjustments prior to the auditors arriving on site.

Recommendation:

We recommend that all accounts be reconciled and reported in accordance with general accepted accounting principles at year-end and all necessary adjustments be made prior to providing your financial statements to the auditors for the biennium audit.

Response:

We concur with the recommendation. Our failure to do this in preparation for the June 30, 2017 audit was an oversight.

OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING  
SALEM, OREGON

SCHEDULE FINDINGS AND RESPONSES  
for the biennium Ended June 30, 2017

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**SECTION I – FINANCIAL STATEMENT FINDINGS (CONTINUED)**

**Significant Deficiencies (Continued)**

2017-FS-3

Condition:

Purchases were made during the biennium ended June 30, 2015 that had not been included on the capital asset register, resulting in a prior period adjustment.

Criteria:

It is the Board's responsibility to determine that purchases meet the criteria in the capitalization policy for inclusion on the capital asset register.

Effect:

Because the capital asset register was not updated for capital purchases made during the biennium ended June 30, 2015, the previously issued financial statements were misstated.

Cause:

Insufficient resources were devoted to evaluating purchases for inclusion on the capital asset register.

Recommendations:

We recommend the Board get assistance from the third-party CPA kept on retainer in evaluating purchases made during the year to determine which should be included on the capital asset register.

Response:

We concur with the recommendation and will implement it.

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## SECTION II

### *Budget Comparison*

#### Table of Beginning and Ending Balances

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Source	2015-2017 Actual/Report	2017-2019 Projected/Adopted
Beginning Balance	\$1,738,970	\$1,639,605
Net Income/Loss	(99,365)	\$219,800
Ending Balance	\$1,639,605	\$1,859,405

#### Material Changes Between the Two Biennia

As a result of the 2015 Legislative Session, Senate Bill 297-A was signed on June 25, 2015 and became effective immediately. With the enactment of SB 297-A, the Board no longer receives or approves applications to sit for a fundamental or professional examination. Instead, under the new law individuals may sit for any National Council of Examiners for Engineering and Surveying (NCEES) examination without making application to the Board first for approval. NCEES is a national organization that develops, administers, and scores the engineering and surveying examinations used by the licensing boards in the United States and its many territories. Use of the NCEES examinations facilitates licensure mobility and provides consistent license standards. Once an individual has passed all the required examinations (NCEES fundamentals and professional examinations) and obtain the minimum qualifications for Oregon licensure, they may submit a complete application package and applicable fee for professional registration to the Board office. With that, the Board is continuing to recognize an increase in applications for registration as a professional engineer (account #4100) and applications for enrollment as an engineer intern have risen.

The increase in professional services (account #5400) includes unusual billings from the Department of Justice (DOJ). The DOJ assisted with personnel matters that led to investigations and defense of a Bureau of Labor and Industries (BOLI) complaint. Additionally, the DOJ is representing the Board in a statutory litigation defense case currently in the United States District court for the District of Oregon.

## Public Hearing Process

The Board adopts its budget through the Rulemaking Process. The Administrator and the Deputy Administrator work closely with the Board's Finance Committee to determine the level of revenue required to support the programs that the Board is mandated by law to administer. Once the revenue requirements are determined, a review of resources is conducted and a proposal is submitted to the Board. If necessary, fee adjustments are considered. The expenditure limit is contained in rule and is set out in a Notice of Proposed Rulemaking. The Notice includes an invitation to comment. The Board received a request from the Professional Engineers of Oregon (PEO) for the summary of the proposed budget and no further comments were submitted. Prior to the adoption, amendment, or repeal of any rule, the Board publishes these forms in the Oregon Bulletin (referred to in ORS 183.360) at least twenty-one (21) days prior to the effective date. Subsequently, a Certificate and Order is filed with the Archives Division, Secretary of State and within ten (10) days a copy is filed with Legislative Counsel. The Board follows the process contained in the Administrative Law Manual.

## 2015 – 2017 Biennium Budget Process

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Date	Description of Action
April 10, 2015	Finance Committee discussion.
May 16, 2015	Board review, discussion, and approval to proceed with Rulemaking Hearing process for the 2013 – 2017 biennium budget. Additionally, the Board approved filing temporary language, effective July 1, 2015, to continue the Board's operations at the beginning of the biennium.
October 2015	Rulemaking Notice published in the Oregon Bulletin.
October 2015	Notification to public pursuant to OAR 820-001-0000 and information posted to the OSBEELS Web site.
November 10, 2015	Rulemaking Hearing held; no comments received regarding the Budget. Board action taken.
November 13, 2015	Permanent rule filed with Archives Division. Copy of the Certificate and Order for Filing Permanent Rules, along with a marked-up copy of the rule text is sent to Legislative Counsel.

## 2017 – 2019 Biennium Budget Process

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Date	Description of Action
February 10, 2017	Finance Committee discussion.
March 14, 2017	Board review, discussion, and approval to proceed with rulemaking for the 2017 – 2019 biennium budget.
April 1, 2017	Rulemaking Notice published in Oregon Bulletin. Notification to public pursuant to OAR 820-001-0000 and information posted to the OSBEELS Web site.*
June 12, 2017	Permanent rule filed with Archives Division; to become effective on July 1, 2017. Copy of the Certificate and Order for Filing Permanent Rules, along with a marked-up copy of the rule text is sent to Legislative Counsel.

*\* No hearing was requested. A Budget/Rulemaking Hearing will be held in April 2018.*

### Current Fees and Proposed Changes

With the passing of SB297-A, the Board changed its processes for registration and as a result, the fee structure was revised to reflect the new process. No new fees were implemented.

As an example, prior to SB297-A, an individual would make application to sit for a professional examination. If qualified to sit and upon passing the professional examination, the individual may be granted licensure. The fee for this was a combination of; \$250 for the application, \$35 for the wall certificate, \$10 for the pocket card, and \$75 for the initial licensure; total of \$360. The fee to submit with an application for licensure after the passing of SB297-A continues to be \$360 but is represented as a single fee with the reorganization of rules and moving the fees from the licensing division.

As another example, in January 2014, the Board removed the application fee to sit for the Fundamentals of Engineering and the Fundamentals of Land Surveying examinations. With the passing of SB297-A, the Board added an option for an individual that passes a fundamental examination to become enrolled as an intern. Although it is not necessary to enroll with the Board as an intern, the applying for enrollment provides the individual with an “Intern” wall declaration certifying the passage of the fundamentals examination. To apply for enrollment, the fee is \$35, which is consistent with the fee for the declaration prior to SB297-A.

The following tables contain:

- The adopted budget forecast for the 2017 – 2019 biennium
- A line item comparison of budget to actual revenues and expenditures for the 2015 – 2017 biennium
- A line item comparison between the 2015 – 2017 and 2017 – 2019 budgets

## Balance Sheet / Governmental Fund

June 30, 2017

	General
Assets	
Cash and investments	\$2,087,848
Receivables	\$19,166
Total Assets	\$2,107,014
Liabilities	
Accounts Payable	\$22,606
Payroll liabilities	\$99,288
Total Liabilities	\$121,894
Deferred Inflows of Resources	
Unearned revenue	\$345,515
Fund Balance	
Unassigned	\$1,639,605
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</b>	<b>\$2,107,014</b>



## Forecasted Balance

2017-2019

	As of beginning of biennium	Forecasted balance
Assets		
Cash	\$2,087,848	\$2,307,648
Receivables	\$19,166	\$19,166
Total Assets	\$2,107,014	\$2,326,814
Liabilities		
Accounts Payable	\$22,606	\$22,606
Payroll liabilities	\$99,288	\$99,288
Total Liabilities	\$121,894	\$121,894
Deferred Inflows of Resources		
Unearned revenue	\$345,515	\$345,515
Fund Balance		
Unassigned	\$1,639,605	1,859,405
<b>TOTAL LIABILITIES, DEFERRED INFLOWS AND FUND BALANCE</b>	<b>\$2,107,014</b>	<b>\$2,326,814</b>

## Budget Comparison

2017-2019

	2015-2017 Adopted Budget	2015-2017 Actual	% Change Budget to Actual	2017-2019 Adopted Budget	% Change 2015-2017 Adopted to 2017 - 2019 Adopted	% Change 2015-2017 Actual to 2017 - 2019 Adopted
4700 · Rescore Requests	250.00	0.00	0.00%	500.00	200.00%	
4750 · Wall Certificate	50,000.00	68,740.00	137.48%	65,000.00	130.00%	94.56%
4800 · Pocket Card	500.00	420.00	84.00%	500.00	100.00%	119.05%
4850 · Civil Penalties	30,000.00	77,330.04	257.77%	50,000.00	166.67%	64.66%
4900 · Miscellaneous Income	24,000.00	25,847.26	107.70%	21,900.00	91.25%	84.73%
4950 · Symposium Registration Fee	25,000.00	19,280.00	77.12%	20,000.00	80.00%	103.73%
Total Income	2,786,600.00	2,976,623.30	106.82%	3,449,800.00	123.80%	115.90%
<b>Expense</b>						
5000 · Employee Salaries and Benefits	2,250,420.00	2,015,223.17	89.55%	2,167,400.00	96.31%	107.55%
5200 · Lease Payment	294,735.00	282,355.20	95.80%	297,000.00	100.77%	105.19%
5250 · Security Services	1,936.00	1,933.20	99.86%	1,500.00	77.48%	77.59%
5300 · Office Expenses	172,282.00	111,112.80	64.49%	118,000.00	68.49%	106.20%
5400 · Professional Services	300,000.00	417,649.62	139.22%	374,300.00	124.77%	89.62%
5500 · Meeting Expenses	25,000.00	21,649.74	86.60%	42,300.00	169.20%	195.38%
5600 · Insurance	2,227.00	3,224.00	144.77%	6,500.00	291.87%	201.61%
5700 · Travel Expenses	75,000.00	51,532.44	68.71%	53,000.00	70.67%	102.85%
5800 · Telecommunications	17,200.00	24,637.58	143.24%	25,000.00	145.35%	101.47%
5850 · Network and Computing Services	13,200.00	16,031.74	121.45%	15,000.00	113.64%	93.56%
5900 · Examination Expenses	8,000.00	19,330.43	241.63%	21,000.00	262.50%	108.64%
5950 · Symposium Expenses	40,000.00	51,211.55	128.03%	52,000.00	130.00%	101.54%
6000 · Credit Card and Processing Fees	50,000.00	54,317.04	108.63%	57,000.00	114.00%	104.94%
6100 · Depreciation Expense		2,214.00				
Total Expense	3,250,000.00	3,072,422.51	94.54%	3,230,000.00	99.38%	105.13%
Net Income	-463,400.00	-95,799.21		219,800.00		

## SECTION III

### *Rule Making Activities*

Between July 1, 2015 and June 30, 2017, the OSBEELS adopted 42 new rules, repealed 32 rules filed as temporary and 51 rules, and filed 35 amendments to rules that continue its efforts to improve and clarify language regarding mobility, minimum qualifications for examinations, professional development, and professional conduct, along with rules related to the administration of the Board's activities.

In accordance with ORS 182.472(3), following are all temporary and permanent rules actions taken by the Board during the 2015–2017 biennium.

Public Notification Date: July 1, 2015 Oregon Bulletin  
Rulemaking Hearing and Board Action Date: September 8, 2015  
Archives Division, Secretary of State Filing Date: September 16, 2015  
Legislative Counsel Filing Date (Received): September 22, 2015

<b>OAR Number</b>	<b>Description of Change</b>
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820-025-0001	Adopts language to define the terms used for a digital signature.
820-025-0010	Adopts language related to a digital seal and signature for electronic documents.
820-030-0080	Adopts language to clarify only Oregon registration information allowed on survey monument marking.
820-010-0505	These five rules were amended to clarify language related to the continuing professional development requirements and the request for a grace period.
820-010-0510	
820-010-0520	
820-010-0635	
820-050-0001	
820-020-0005	Amended to include language allowing discipline of non-registrant individuals applying for registration or enrollment with the Board. Public Notification Date: TEMPORARY

Board Action Date: August 14, 2015

Archives Division, Secretary of State Filing Date: August 19, 2015

Legislative Counsel Filing Date (Received): August 26, 2015

#### **OAR Numbers**

820-001-0100, 820-001-0200, 820-005-0001, 820-005-0005, 820-005-0010, 820-005-0015, 820-005-0020, 820-005-0025, 820-005-0030, 820-005-0035, 820-005-0040, 820-005-0045, 820-005-0050, 820-005-0055, 820-005-0060, 820-005-0065, 820-005-0070, 820-005-0075, 820-005-0080, 820-005-0085, 820-005-1000, 820-010-1000, 820-010-1010, 820-010-1020, 820-010-2000, 820-010-2010, 820-010-2020, 820-010-3000, 820-010-3010, 820-010-4000, 820-010-5000, 820-010-5010, 820-020-0050, 820-020-0060, 820-020-0070, 820-080-0005, 820-080-0010, 820-080-1000

#### **Description of Change**

These rules were temporarily adopted to allow the Board to continue processing applications for registration as a professional engineer, land surveyor, photogrammetrist, and for certification as a water right examiner. Although the qualifications for registration or certification have not changed, Senate Bill 297 (2015 Session) eliminated the two-step process. The proposed changes allow the applicant to submit an application for registration or certification once the applicant meets the minimum requirements, which include passing the required examinations and obtaining the required experience. Applicants may still gain additional years of experience instead of graduating from an approved curriculum. These changes also allow an applicant to complete these requirements in any order prior to submitting an application.

Other housekeeping changes were made to reorganize rules. Over the years, rules that did not apply to licensure were filed under division 10 – Licensing, such as the Board’s budget, fees, and refunds and charges. These rules were temporarily adopted in a new division; division 80 – Fees. In addition, the qualifications for the Board Administrator and the procedure for requesting new branches of a profession were also in division 10 – Licensing and temporarily adopted in division 1 – Procedural Rules. The rules for civil penalties and definitional rules were also contained in division 10 – Licensing and respectively temporarily adopted as new rules in division 15 and a new division 5 – Definitions.

Public Notification Date: October 1, 2015

Rulemaking Hearing and Board Action Date: November 10, 2015

Archives Division, Secretary of State Filing Date: November 13, 2015

Legislative Counsel Filing Date (Received): November 18, 2015

#### **OAR Numbers**

Adopted: 820-001-0100, 820-001-0200, 820-005-0001, 820-005-0005, 820-005-0015, 820-005-0020, 820-005-0025, 820-005-0030, 820-005-0040, 820-005-0045, 820-005-0055, 820-005-0060, 820-005-0070, 820-005-0075, 820-005-0080, 820-005-0085, 820-005-1000, 820-010-1000, 820-010-1010, 820-010-1020, 820-010-2000, 820-010-2010, 820-010-2020, 820-010-3000, 820-010-3010, 820-010-4000, 820-010-5000, 820-010-5010, 820-015-0060, 820-015-0070, 820-020-0050, 820-080-0005, 820-080-0010, 820-080-1000

Amended: 820-040-0005

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Repealed: 820-001-0100(T), 820-001-0200(T), 820-005-0001(T), 820-005-0005(T), 820-005-0015(T), 820-005-0020(T), 820-005-0025(T), 820-005-0030(T), 820-005-0040(T), 820-005-0045(T), 820-005-0055(T), 820-005-0060(T), 820-005-0070(T), 820-005-0075(T), 820-005-0080(T), 820-005-0085(T), 820-005-1000(T), 820-010-0010, 820-010-0200, 820-010-0204, 820-010-0205, 820-010-0206, 820-010-0207, 820-010-0208, 820-010-0209, 820-010-0210, 820-010-0212, 820-010-0213, 820-010-0214, 820-010-0215, 820-010-0225, 820-010-0226, 820-010-0227, 820-010-0228, 820-010-0230, 820-010-0231, 820-010-0235, 820-010-0236, 820-010-0255, 820-010-0300, 820-010-0305, 820-010-0325, 820-010-0400, 820-010-0415, 820-010-0417, 820-010-0420, 820-010-0425, 820-010-0427, 820-010-0430, 820-010-0440, 820-010-0442, 820-010-0443, 820-010-0444, 820-010-0450, 820-010-0455, 820-010-0460, 820-010-0463, 820-010-0465, 820-010-0470, 820-010-0480, 820-010-0500, 820-010-0600, 820-010-0605, 820-010-0617, 820-010-0619, 820-010-0625, 820-010-1000(T), 820-010-1010(T), 820-010-1020(T), 820-010-2000(T), 820-010-2010(T), 820-010-2020(T), 820-010-3000(T), 820-010-3010(T), 820-010-4000(T), 820-010-5000(T), 820-010-5010(T), 820-020-0050(T), 820-020-0060, 820-020-0070, 820-080-0005(T), 820-080-0010(T), 820-080-1000(T)

### **Description of Change**

These rules were permanently adopted to allow the Board to continue processing applications for registration as a professional engineer, land surveyor, photogrammetrist, and for certification as a water right examiner. Although the qualifications for registration or certification have not changed, Senate Bill 297 (2015 Session) eliminated the two-step process. The proposed changes allow the applicant to submit an application for registration or certification once the applicant meets the minimum requirements, which include passing the required examinations and obtaining the required experience. Applicants may still gain additional years of experience instead of graduating from an approved curriculum. These changes also allow an applicant to complete these requirements in any order prior to submitting an application.

Other housekeeping changes were made to reorganize rules. Over the years, rules that did not apply to licensure were filed under division 10 – Licensing, such as the Board’s budget, fees, and refunds and charges. These rules were permanently adopted in a new division; division 80 – Fees. In addition, the qualifications for the Board Administrator and the procedure for requesting new branches of a profession were also in division 10 – Licensing and permanently adopted in division 1 – Procedural Rules. The rules for civil penalties and definitional rules were also contained in division 10 – Licensing and respectively permanently adopted as new rules in division 15 and a new division 5 – Definitions.

Public Notification Date: December 1, 2015

Board Action Date: January 12, 2016

Archives Division, Secretary of State Filing Date: January 14, 2016

Legislative Counsel Filing Date (Received): January 19, 2016

### **OAR Number    Description of Change**

820-010-3020    Adopts language related to the photogrammetry examination required for registration as a Registered Professional Photogrammetrist.

820-020-0040    Amends language regarding examination subversion to apply only to the Oregon specific examinations administered by the Board.

Public Notification Date: January 1, 2016  
Board Action Date: November 10, 2015  
Archives Division, Secretary of State Filing Date: February 16, 2016  
Legislative Counsel Filing Date (Received): February 18, 2016

**OAR Number   Description of Change**

820-030-0005   Adopts language related to the definition of “professional service” as used in ORS 672.005.

820-010-0505   These two rules amend language removing the requirement of completing  
820-015-0026   the continuing educational requirements when requesting a grace period.

820-020-0015   These four rules amend language to include applicants for registration  
820-020-0025   or certification with the Board in the professional rules of conduct.  
820-020-0030  
820-020-0035

820-040-0005   Amends language related to the definition of “professional service” as used in ORS 672.005.

Public Notification Date: February 1, 2016  
Rulemaking Hearing and Board Action Date: May 10, 2016  
Archives Division, Secretary of State Filing Date: May 12, 2016  
Legislative Counsel Filing Date (Received): May 16, 2016

**OAR Number   Description of Change**

820-010-0615   Amends language to require posting of a renewal certificate instead of the wall certificate.

820-010-5000   Amends language to include the application deadline of February 1 to sit for the Certified Water Right Examiner (CWRE) examination.

820-025-0005   Amends language to require the name on the registrant’s seal to be the same as the name on file with the Board office.

820-025-0015   Amends language related to final documents.

Public Notification Date: TEMPORARY  
Board Action Date: March 8, 2016  
Archives Division, Secretary of State Filing Date: March 15, 2016  
Legislative Counsel Filing Date (Received): March 23, 2016

**OAR Number   Description of Change**

820-010-4000   Amends language temporarily to clarify that successful passage of the NCEES 16-hour Structural Examination, buildings module, is required for registration as a structural engineer.

Public Notification Date: July 1, 2016  
Board Action Date: September 13, 2016  
Archives Division, Secretary of State Filing Date: October 4, 2016  
Legislative Counsel Filing Date (Received): October 5, 2016

**OAR Number   Description of Change**

- 820-005-0036   Adopts language to define the practice of engineering work as used in ORS 672.005 and 672.007.
- 820-005-0051   Adopts language to define the practice of land surveying work as used in ORS 672.005 and 672.007.
- 820-005-0066   Adopts language to define the practice of photogrammetric mapping work as used in ORS 672.005 and 672.007.
- 820-010-4000   Amends language to clarify that successful passage of the NCEES 16-hour Structural Examination, buildings module, is required for registration as a structural engineer.
- 820-080-0010   Amends language to include the term “renewal certificate” to fees. No change or addition of fees is made.

Public Notification Date: August 1, 2016  
Board Action Date: July 12, 2016  
Archives Division, Secretary of State Filing Date: December 29, 2016  
Legislative Counsel Filing Date (Received): January 3, 2017

**OAR Number   Description of Change**

- 820-010-0520   Housekeeping Amendment: removes language referring to a take-at-home examination and is consistent with the language in OAR 820-010-0635 as it relates to professional development hour (PDH) units.
- 820-010-0720   Amends language to address “full-time” status and hours the registrant works and no longer references a project office. The amended language is consistent with the exception in ORS 672.060(9) and also addresses the rule’s inapplicability to licensed Construction Contractors.
- 820-025-0005   Housekeeping Amendment: makes the language consistent with OAR 820-025-0010(3)(f).

Public Notification Date: TEMPORARY  
Board Action Date: September 13, 2016  
Archives Division, Secretary of State Filing Date: October 4, 2016  
Legislative Counsel Filing Date (Received): October 10, 2016

**OAR Number   Description of Change**

- 820-001-0025   Amends language temporarily as it relates to personal services consultant contracts with registered professional engineers, registered professional land surveyors, and registered professional photogrammetrists.

Public Notification Date: March 1, 2017  
 Board Action Date: January 10, 2017  
 Archives Division, Secretary of State Filing Date: May 12, 2017  
 Legislative Counsel Filing Date (Received): May 18, 2017

<b>OAR Number</b>	<b>Description of Change</b>
820-001-0025	Amends language as it relates to personal services consultant contracts with registered professional engineers, registered professional land surveyors, and registered professional photogrammetrists.
820-010-1000	Amends language to clarify that the required examination for registration as a Professional Engineer must have been passed by the applicant within five years prior to application. Language is also amended to clarify the process to add another branch of engineering to a current registration.
820-010-1010	Amends language to include examinations previously recognized by the Board and to clarify which examinations are recognized as qualifying for the Forest branch of engineering.
820-010-2000	Amends language to clarify the required examinations for registration as a Professional Land Surveyor must have been passed by the applicant within five years prior to application.
820-010-3000	Amends language to clarify the required examinations for registration as a Professional Photogrammetrist must have been passed by the applicant within five years prior to application.
820-020-0035	Housekeeping Amendment: revises the term “falsify” to “misrepresent”.
820-040-0030	Housekeeping Amendment: removes language referencing an outdated examination.

Public Notification Date: April 1, 2017  
 Board Action Date: March 14, 2017  
 Archives Division, Secretary of State Filing Date: June 12, 2017  
 Legislative Counsel Filing Date (Received): June 14, 2017

<b>OAR Number</b>	<b>Description of Change</b>
820-010-4000	Amends language to include additional dates and titles of the California structural engineering examinations to be considered as qualifying for the structural designation with the Board.
820-080-1000	Amends the intended limit for payment of expenditures for the Board during the 2017 – 2019 biennium.



# SECTION IV

## *Consumer Protection*

OSBEELS is directed by an eleven member, Governor appointed, Board. Members of the Board and staff carry out the agency's mission through various programs and activities aimed at promoting consumer protection and increasing public awareness around the licensed professions of engineering, land surveying, and certified water right examination. The following reflects the Board's commitment to safeguarding the life, health, and property of the public.

### **Process or Service Delivery Improvements**

OSBEELS understands the significance of delivering services to members of the professional and public communities in a manner that promotes efficiency and accuracy. As an agency composed of 15 staff members that serves over 29,000 registrants and certificate holders, and operates within a state that boasts a population of over 4 million people, our approach to agency processes is critical to meet the volume of requests our agency receives and ongoing registrant processes. Additionally, in order to continue to improve our service and processes, OSBEELS recognizes the importance of not only receiving feedback but also taking the time to address concerns and make the necessary improvements. This subsection will review the efforts OSBEELS had done in the previous biennium to improve the delivery of our services and processes.

### **Website Redesign**

Over the course of 2017, OSBEELS committed to updating its website in order to improve the user experience for visitors and provide registrants, and interested parties, a central location to retrieve pertinent information and access resources. We began the redesign process by reaching out to 2,000 state registrants, via survey, to receive feedback and insights regarding how they most commonly utilized our website, what desired changes/improvements they wished to see, and to hear about any common issues they experienced. Agency staff worked with the State's E-Government Department to develop the redesigned website using the department's recommended website template to ensure consistency with other state webpages. Our approach focused on grouping site contents into four categories to help simplify the user experience once they landed on the homepage. These categories include information pertaining to the Board and the agency, obtaining a license, maintaining a license, and resources for Oregonians.

The outcome of the staff's efforts resulted in an updated website that featured a new design incorporating user feedback, improved site navigation, and a mobile-friendly version. To ensure continued transparency, staff developed a feedback tool within the website to allow visitors to submit comments from each webpage. Additionally, staff developed training manuals for website maintenance and content editing to encourage agency continuity should employee personnel change over time.

## **Registrant and Public Surveys**

OSBEELS develops and distributes several surveys to registrants on an annual basis in order to gather feedback on perceptions, events, and customer service. Feedback from these surveys is reviewed by Board members and staff, and necessary changes to agency services, process, and events are considered at this time.

In 2017, OSBEELS developed the Customer Service survey, which will be administered on an annual basis to one-fifth of all state registrants. Service areas put forth in the survey include overall customer service experience, the registration and license renewal process, agency communications, and professional regulation processes. OSBEELS anticipates the Customer Service survey, when given on an annual basis, will continuously assist in improving processes for the previously mentioned areas of service.

## **Customer Service and Communications Standards Agreement**

As representatives of OSBEELS to state registrants and the public, our staff understands the importance of providing the best, in-state customer service. Through the Customer Service and Communications Standards Task Force, a Customer Service and Communications Standards Policy was developed to outline instructions and expectations for staff when conducting their day-to-day customer service activities. Service areas addressed within the Customer Service and Communications Standards Policy include expectations when answering phones, receiving and responding to emails, and working with international customers, among other areas. The goal of this agreement was to provide staff with instructions and resources to deliver consistent and effective customer service to members of the public.

## **Addressing Questions Submitted to the Board**

Contained on the OSBEELS website is the “Submit a question or concern to the Board” form. This form allows members of the public, organizations, and state registrants to complete and submit questions or concerns to the Board regarding rules, professional conduct, licensure, and more. Once submitted, Board members and staff review to determine the appropriate action or response to take. This form provides a direct channel for our customers to submit information to the Board for consideration and, in some cases, leads to process or customer service improvements.

## **Public Outreach**

OSBEELS’s approach to public outreach involves targeting three primary audiences with communication efforts. These audiences are registrants, students of all levels, and members of the public. To reach these audiences OSBEELS develops materials for distribution, attends various events, and coordinates participation with state schools and universities. Within this subsection, we will share a summary of our efforts related to public outreach.

## **Oregon Examiner**

OSBEELS continues its efforts to publish its newsletter, the Oregon Examiner, on a quarterly basis. The newsletter can be received by postal mail or electronically and is one of the primary ways the Board disseminates information to state registrants, professional organizations, and interested parties. Over the course of this biennium, the Board placed an emphasis on encouraging our subscribers and registrants to elect to receive the Oregon Examiner digitally in order help the Board reduce its carbon footprint and reduce costs associated with the printing process.

Topics commonly covered in the Oregon Examiner range from summaries of OSBEELS rules and statutes, investigations and enforcement actions handled through the Board's Law Enforcement Committee, and any new information pertaining to licensure at the state and national level. Specialty topics covered in the Oregon Examiner in the previous biennium include retirement information, annual symposium advertising and summaries, new Board member introductions, historical interests, educational awards received by state college ABET-accredited programs, and more! To access The Oregon Examiner electronically, visit [pubhtml5.com/bookcase/lztf](http://pubhtml5.com/bookcase/lztf)

## **Social Media**

OSBEELS uses Facebook to have more direct, non-formal contact with registrants and the public. The agency posts a variety of subjects on the account including Board meeting information, local and national news related to engineering, land surveying, and photogrammetry, OSBEELS participation at events, and more. The OSBEELS Facebook page can be found at [facebook.com/OSBEELS](https://facebook.com/OSBEELS)

## **Working with Professional Organizations**

During the 2015-2017 biennium, OSBEELS has continued to work frequently with professional organizations in the state of Oregon, and nationally, to develop relationships, increase outreach, and utilize an alternative channel for communicating and educating state registrants. Organizations that OSBEELS most commonly works with include the Professional Engineers of Oregon (PEO), the Professional Land Surveyors of Oregon (PLSO), and the Oregon Association of County Engineers and Surveyors (OACES), and the American Council of Engineering Companies of Oregon (ACEC), and the National Council of Examiners for Engineering and Surveying (NCEES). Those groups all boast professional networks at the state and national level and provide OSBEELS the opportunity to reach a larger audience of professionals on a regular basis. OSBEELS also offers these organizations the opportunity to advertise events and news in the Oregon Examiner, be present at the annual Symposium, and share information or questions from their professionals directly with the Board.

Through these partnerships, OSBEELS has had the opportunity to present at the annual conferences for PEO and PLSO on several occasions. Presentation topics have included new rules and changes to be aware of, general overview of OSBEELS services, and digital signatures. These presentations serve as great opportunities for a large group of professionals to hear directly from Board members on topics related to their professions and learn about the services available to them as registrants.

## **Board meeting at OSU**

OSBEELS held its May 9, 2017, Board meeting at Oregon State University in Memorial Union Hall. The Board coordinated with the Oregon State University's College of Engineering to have the bi-monthly meeting on the OSU campus. In addition to the normal business agenda, staff presented to students about the path to professional licensure and held a Q&A session with College of Engineering faculty and students. Following these activities, the Board then toured several engineering and robotics labs on campus and met with additional faculty members and students to discuss current research efforts.

The Board plans to host Board meetings at college campuses on a bi-annual basis to encourage interaction with the ABET-accredited programs in the state of Oregon and increase awareness about professional licensure among students.

## Education Programs

The Board and staff members regularly deliver presentations to professionals, students, and members of the public to promote awareness around our agency's regulated professions and consumer services. This section will outline OSBEELS's efforts related to public and registrant education.

### Annual Symposium

Registrants are required to complete 30 PDHs each biennium as a condition of renewal of their registration and Symposium participation can provide 8 PDHs. Continuing professional development offerings allow professionals to maintain their competency as techniques and technologies steadily advance and change. Routine education in topics related to ethics, laws and rules, current issues within the professions and emerging equipment, and practices helps ensure that Oregon registrants are proficient in the services they are providing the public. To assist in these efforts, OSBEELS hosts an annual professional development Symposium that offers low-cost professional development hours (PDH) to registrants. The presentations are delivered by subject matter experts on topics most relevant to engineering, land surveying, photogrammetry and water right examination.

The 2015 Symposium featured topics related to transportation and infrastructure. The daylong event welcomed over 150 attendees and featured presentations from a variety of private and public organizations and registered professionals. Specific topics addressed during the 2015 Symposium included:

- Oregon's Emergency Resilience Plan
- Mobile Mapping Enabling a 3D Virtual Transportation Information System
- Tilikum Bridge Construction
- 3D Roadway Design
- The Historic Colombia River Highway
- Connected and Autonomous Vehicles
- Active Transportation Management
- Digital Signatures

The 2016 Symposium welcomed more than 100 attendees from across the state. The daylong event featured presentations on water-related topics. Specific topics addressed during the 2016 Symposium included:

- Water Rights
- River Surveying
- Portland Water Bureau Resiliency Plan
- Klamath Basin Litigation and Negotiation
- Nation Flood Insurance Program
- Basics of Water Boundaries

By offering the annual Symposium, OSBEELS demonstrates commitment to assisting its registrants in the quest to provide quality professional services in Oregon. Following each symposium, a survey is distributed to attendees in order to receive feedback on the event organization, presenters, and ideas for future Symposiums. Registrant feedback has been primarily positive regarding the event.

## **National Engineers and Surveyors Week**

National Engineer and Surveyors weeks take place in February and March, respectively. Though these national recognition weeks occur in different months, they provide OSBEELS and individuals from both professions the chance to give back to their communities and participate in activities with youth. OSBEELS participated in numerous activities this past biennium aimed at increasing awareness among students and celebrating the work of our state's registrants.

In 2016 and 2017, staff and Board members participated in Engineers week activities throughout the state of Oregon. Staff visited Southwestern Oregon Community College to participate and present to local students at their annual Engineers Week career day. At the event, staff was able to share information about the agency, ABET-accredited college programs, NCEES exams, and the path to earning professional licensure in Oregon.

Staff also visited Woodburn, OR to participate at the 2017 STEM Festival. Nearly 500 kids from local elementary schools attended the event and learned about STEM professions and jobs available to them in the future. Staff came equipped with various interactive activities to help the young attendees understand the types of projects that engineers, land surveyors and photogrammetrists commonly work on.

In May 2017, staff attended the Salem-Keizer Career and Technical Education Center's Student Fair. Nearly 400 students participated at the fair where staff provided materials to help interested students learn more about engineering as a profession and the preferred combination of education and experience to receive professional licensure.

These national weeks provide OSBEELS a great opportunity to raise public awareness around engineering and surveying, as well as, professional licensure. Our agency has made it a priority to increase our participation at local educational events to not only increase awareness about these professions, but to engage with students, educators, and parents and inspire their interest in STEM careers.

## **Publications**

OSBEELS has developed various materials and publications to educate professionals about agency processes, state rules, and inform students about careers in engineering and land surveying. This section will outline publications OSBEELS has developed over the course of this biennium and distributed to thousands of students and state registrants at various events.

## **Career Guide**

OSBEELS worked with Start Engineering to develop a Career Guide for distribution to students, grades 1-12. The customized guide offers an opening letter from the Board President and also includes information about different types of engineering, careers in engineering, education information, and provides details about college scholarships. This guide has been a great resource for agency staff to distribute when attending student events, participating at academia expos, and presenting at career days. The Career Guide acts as an introduction to engineering for students and the various examples of engineering work aims to increase student's familiarity with the profession.

## **Licensure Flow Chart**

OSBEELS developed flow charts to provide information about the licensing and renewal processes for engineering, land surveying, and photogrammetry. These handouts visually summarize the requirements for licensure in the state of Oregon and provide information about national and state resources as well. OSBEELS has primarily used these handouts at college and high school events to inform students about the path to licensure following the completion of their education. The flow charts have also helped to educate students about the type of work experience they should attempt to gain following graduation.

## **Unmanned Aircraft Systems and Land Surveying Regulations Brochure**

Due to the increased utilization of unmanned aircraft systems (UAS or drones) and other evolving technologies in the land surveying profession, OSBEELS assembled the Photogrammetric and Remote Sensing Task Force. The Task Force's was directed to focus on educating professionals and hobbyists about the regulated photogrammetry profession. The Task Force immediately identified the need to develop outreach materials to educate UAS owners and the public about state regulation, professional licensure requirements, and what is considered professional services, they tasked staff with the development of this brochure for distribution.

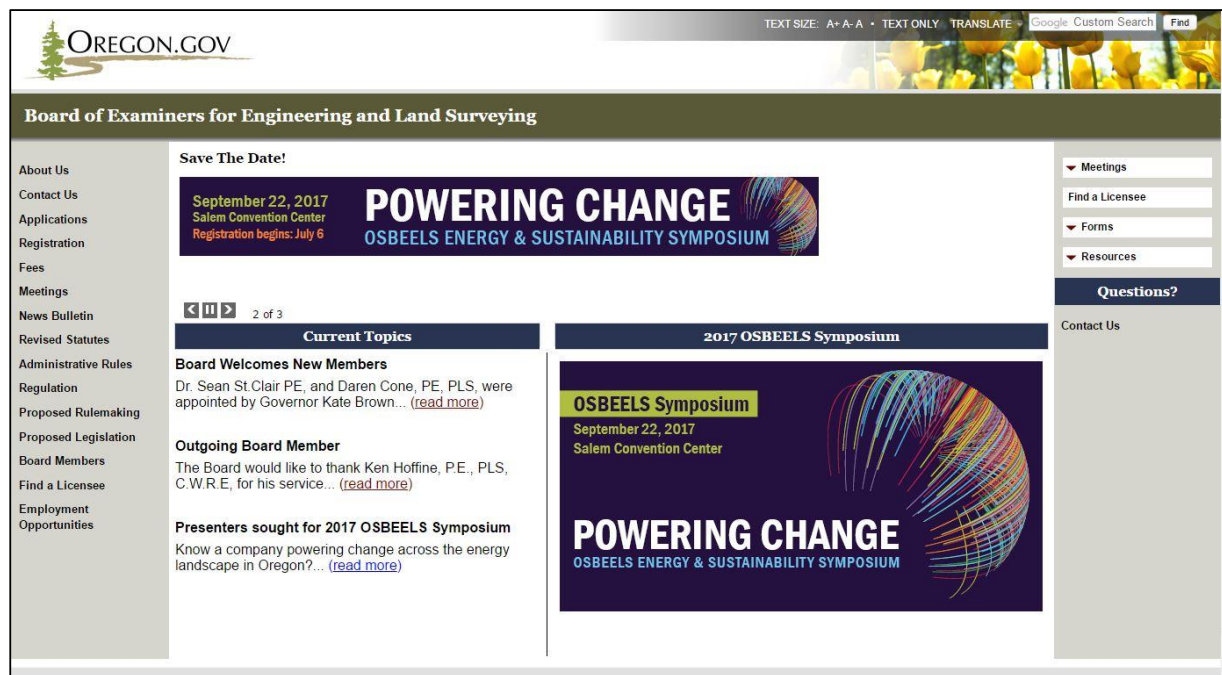
The result of this task was a brochure that has been distributed across the state at professional events, universities, Federal Aviation Administration test centers, and electronically as well. Additionally, OSBEELS has shared the contents of this educational brochure with members of the public to increase public awareness about the services they are receiving from professionals. Since the development of this brochure, OSBEELS has also communicated its efforts with other state licensing Boards, such as the Alaska State Board of Registration for Architects, Engineers, and Land Surveyors and the California Board for Professional Engineers, Land Surveyors, and Geologists to share within their respective states.

### **Section IV – Exhibits Table of Contents**

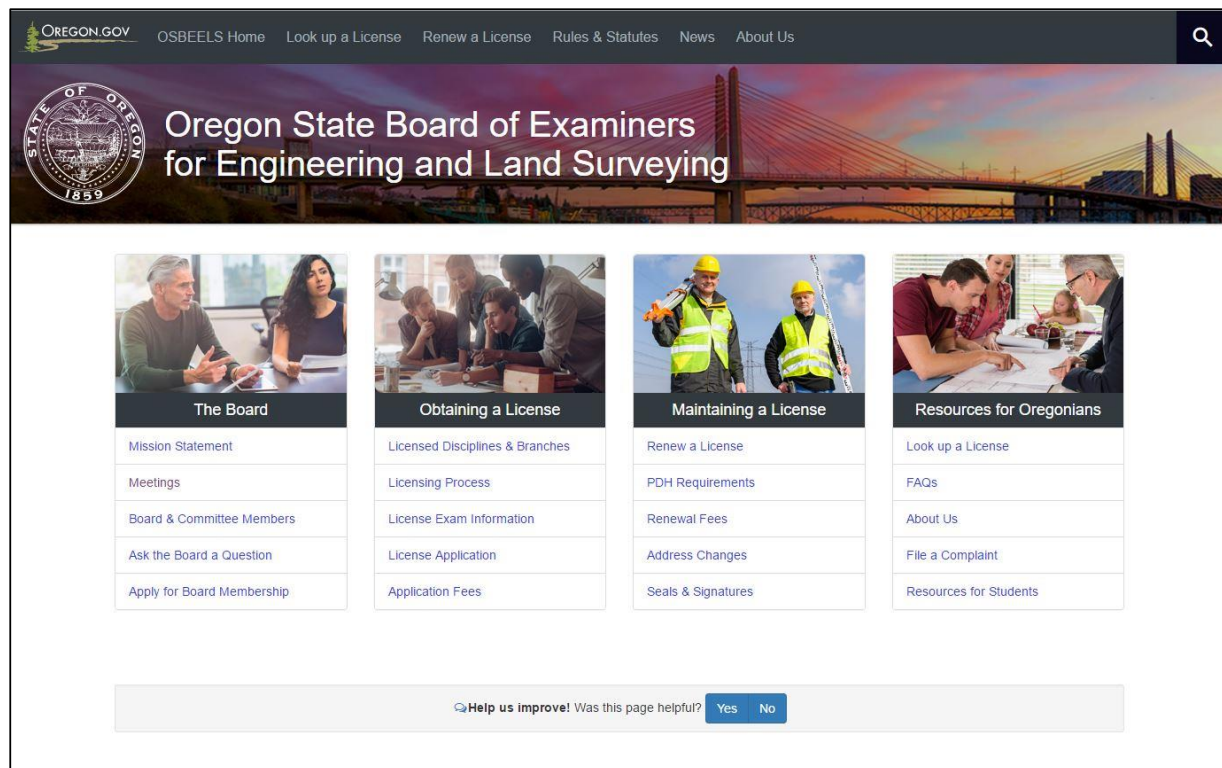
1. Website Redesign
2. Spring 2017 Oregon Examiner
3. OSBEELS at PEO's Professional Design Day at the State Capital
4. OSBEELS at PLSO Annual Conference
5. Oregon Examiner Article on Board meeting held at OSU Campus
6. 2015 Symposium Summary
7. 2016 Symposium Summary
8. Engineers Week Summary
9. 2017 Surveyors Week Post
10. 2017 Engineers Week Post
11. OSBEELS Engineering Career Guide
12. License Renewal Flow Chart
13. Engineering Flow Chart
14. Land Surveyor Flow Chart
15. Photogrammetrist Flow Chart
16. OSBEELS UAS Brochure



## PREVIOUS OSBEELS WEBSITE



## 2017 UPDATED OSBEELS WEBSITE





# The Oregon Examiner

Spring 2017

PUBLISHED BY THE OREGON STATE BOARD OF EXAMINERS FOR ENGINEERING AND LAND SURVEYING

*The mission of the Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) is to regulate the practice of engineering, land surveying, photogrammetric mapping, and water right certification in the state as they relate to the welfare of the public in safeguarding life, health and property.*

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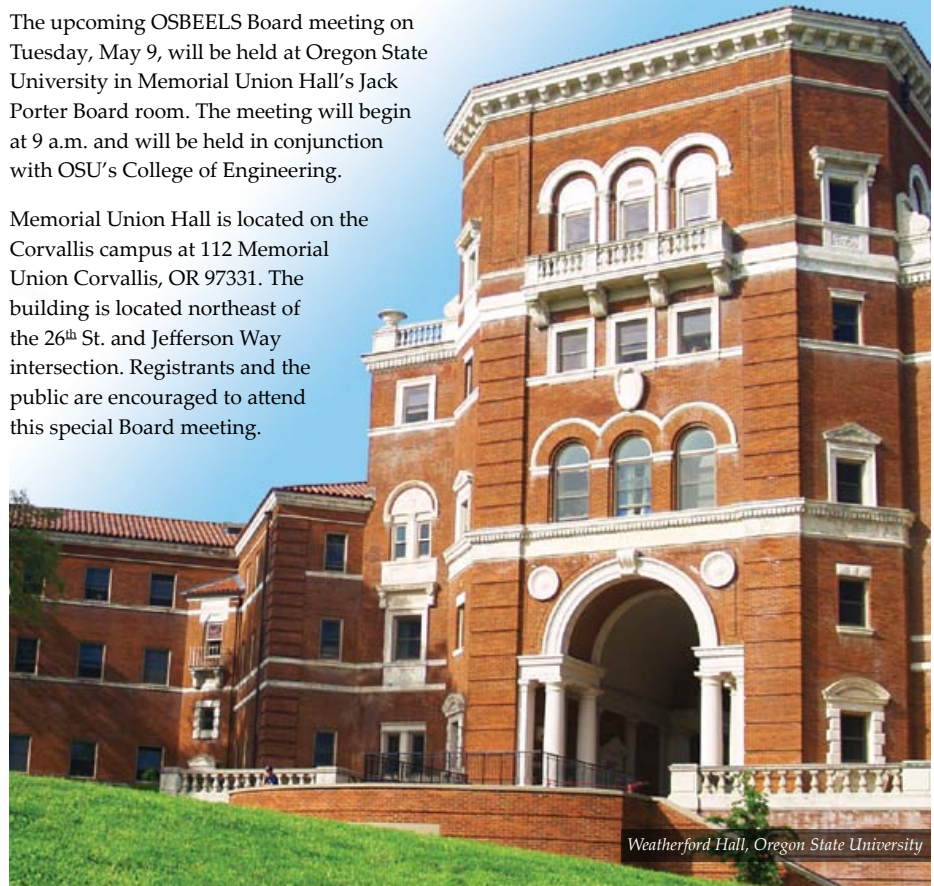
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## May Board meeting to be held at Oregon State University

The upcoming OSBEELS Board meeting on Tuesday, May 9, will be held at Oregon State University in Memorial Union Hall's Jack Porter Board room. The meeting will begin at 9 a.m. and will be held in conjunction with OSU's College of Engineering.

Memorial Union Hall is located on the Corvallis campus at 112 Memorial Union Corvallis, OR 97331. The building is located northeast of the 26<sup>th</sup> St. and Jefferson Way intersection. Registrants and the public are encouraged to attend this special Board meeting.



Weatherford Hall, Oregon State University

## Inside This Issue

- |  |   |
|--|---|
| <b>2</b> Oregon's 2017 legislative session underway  | <b>7</b> What types of courses meet PDH requirements? |
| <b>3</b> Board bids farewell to Ron Singh            | <b>8</b> Renewal form                                 |
| <b>3</b> Board seeks new members                     | <b>11</b> Social Security number reminder             |
| <b>4</b> Powering Change: The 2017 OSBEELS symposium | <b>11</b> Preparing for retirement                    |
| <b>6</b> Investigation and enforcement               |   |



# 3



# 4



## OSBEELS holds Board meeting at OSU

This past spring OSBEELS coordinated with the Oregon State University's College of Engineering to hold the May Board meeting on the OSU campus in Memorial Union Hall. In addition to the normal business agenda, OSBEELS staff presented to students about the path to professional licensure and held a Q&A session with College of Engineering faculty and students.

Following completion of these activities, the Board received tours of OSU's Graf Hall and the O.H. Hinsdale Wave Research Laboratory. Board members were first greeted by staff and graduate research assistants in Graf Hall's Robotic Decision Making Laboratory where they learned about various robotic projects. Dr. Geoff Hollinger, Assistant Professor of Mechanical Engineering, discussed several projects his staff and students were currently

researching, including underwater mapping robots and human interaction robots, among others.

Afterward Board members were shuttled to the O.H. Hinsdale Wave Research Laboratory. On their tour, Board members were able to experience the Driving Simulator Lab, which conducts studies on traffic and collision situations, full-scale structural engineering testing mechanisms and the various wave research models within the laboratory.

OSBEELS would like to thank the OSU College of Engineering for hosting the May Board meeting and providing our members with a behind-the-scenes look at their facilities.



## OSBEELS participates in E-Week and career day activities

This past winter OSBEELS staff and Board members participated in E-week activities throughout the state of Oregon. Staff visited Southwestern Oregon Community College to participate and present to local students at their annual E-Week career day. At the event, OSBEELS staff was able to share information about the agency, ABET-accredited college programs, NCEES exams, and the path to earning professional licensure in Oregon.

In early March, OSBEELS staff visited Woodburn, OR to participate at the 2017 STEM Festival. Nearly 500 kids from local elementary schools attended the event and learned about STEM professions and jobs available to

them in the future. OSBEELS staff came equipped with various interactive activities to help the young attendees understand the types of projects that engineers, land surveyors and photogrammetrists commonly work on.

On May 15, OSBEELS staff attended the Salem-Keizer Career and Technical Education Center's Student Fair. Nearly 400 students participated at the fair where staff provided materials to help interested students learn more about engineering as a profession and the preferred combination of education and experience to receive professional licensure.

## 2015 Symposium Focusing on Transportation and Infrastructure



The Oregon State Board of Examiners for Engineering and Land Surveying (OSBEELS) recently hosted its fifth Annual Symposium at the Salem Conference Center in Salem. It was the largest turnout with more than 150 attendees for the day-long conference that highlighted transportation and infrastructure-related topics. Full-day attendance earned registrants eight professional development hours (PDH), which is nearly one-third of the hours needed for each biennial renewal cycle.

In his opening remarks, Jason Kent, OSBEELS President, explained, "The American Society of Civil Engineers (ASCE) has given the United States some grim grades in their biennial Infrastructure Report Card. C's & D's across the board. The ASCE grade for Oregon is similar." He then noted that, "our hardworking professionals are making strides." Kent further discussed Oregon's implementation of the Oregon Resilience Plan, the Seismic Plus Program, and others, which facilitate Oregon's professionals to increasingly tackle these challenges by using advances in technology and by contributing to those very advances, such as 3-D roadway design and mobile mapping.

The 2015 Symposium featured speakers from a variety of public and private organizations covering topics such as Oregon's Resilience Plan, Mobile

Mapping Enabling a 3D Virtual Transportation Information System, the Tillikum Bridge, 3D Roadway Design, the Historic Columbia River Highway, Connected/Autonomous Vehicles, Active Transportation Management, and Digital Signatures.

Chris Aguon, P.E., TriMet, discussed one of the more popular topics of the day titled, "Tillikum Bridge." Just a day before its grand opening, Aguon delivered a thorough overview of the construction



Photo courtesy of TriMet.

of the Tillikum Crossing, "Bridge of the People." The 1,720 foot, cable-stayed bridge connects Portland State University in downtown Portland with inner Southeast Portland, Milwaukie, and north Clackamas County. It is the first bridge to be built on the Willamette River in more than 40 years. The Tillikum Crossing is anticipated to improve light

See 2015 SYMPOSIUM, Page 5

Page 4

### 2015 SYMPOSIUM, from Page 4

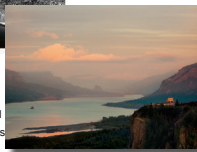
rail, bus, streetcar, bicycle/pedestrian, and freight service. By 2030, ridership is expected to rise to 25,500 weekday rides and will transport people to 14,000 jobs.

Afterwards, one attendee said, "I thought the Tillikum Bridge presentation was very informative. Especially considering the bridge opening to the public was the next day."

The day's keynote speakers were Kristen Stallman and Robert Hadlow from ODOT. Their presentation focused on the restoration of the historic scenic highway in the United States, the Historic

*"(It was an) excellent opportunity to walk the bridge reviewing details from the presentation."*

Columbia River Highway (HCRH), which was first constructed between 1913 and 1922. Sections of the deteriorating highway were destroyed during the construction of Interstate 84 (I-84). The remaining fragments of the original highway measure 73 miles long. Stallman and Hadlow highlighted that 63 miles of the original highway have been connected and are currently open to travel. Only ten miles remain until the restoration is complete; yet, these remaining miles were described as some



of the most challenging miles to be reconstructed. The Mitchell Point Tunnel, one of the very reasons people traveled to Oregon to experience the scenic highway, was demolished by the I-84 construction. The tunnel was expensive and difficult to originally



HCRH Photos courtesy of Centennial Celebration Newsroom.

construct – an echo still heard today as they confront the same set of conditions as a century ago. During the original construction of the HCRH, Mitchell Point proved no way around it. So, they decided to build a tunnel through it. Their goal at the final stages of the restoration is the "re-creation" of the historically windowed Mitchell Point Tunnel.

Stallman and Hadlow also shared short films regarding the HCRH. Arthur Babitz, former Mayor of Hood River stated, "We understand and appreciate that this is expensive but the fact is that it's going to transform this from a series of day trips to an international destination."

On behalf of OSBEELS, thank you to all of our participants –

See 2015 SYMPOSIUM, Page 6

Page 5

### 2015 SYMPOSIUM, from Page 5

speakers, attendees, and staff – who made this event a success!

The OSBEELS Symposium is an annual event held in September. Information for the symposium is announced in early summer and registration is available through the day of the event. Symposium registration fees cover registration materials, lunch, and eight PDHs. Anyone interested in attending future symposium events should keep an eye out for an announcement in the newsletter, The Oregon Examiner, on the Board's Facebook page at [www.facebook.com/osbeels](http://www.facebook.com/osbeels), or on the Board's Web site at [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels).

OSBEELS welcomes suggestions and comments for future OSBEELS Symposiums; such as topics, presentations, and presenters. Please contact Jennifer O'Neill with your suggestions and comments.



As a thank you, attendees received a Hydroflask and a bag of roasted coffee beans from French Press Coffee and Crepes.



Past members of the Board, Sue Laszlo (July 2001 - June 2010) and Jim Doane (July 2010 - June 2014), catch a conversation between sessions with presenter Tom Peterson (left).



*"Attendance at the symposium is an easy and low-cost means to obtain 8 hours of credit toward license renewal. I now view it as a 'must attend' event."* –Anonymous

Page 6



## 2016 Symposium – H<sub>2</sub>OSBEELS

OSBEELS hosted its sixth annual Symposium on September 19, 2016 at the Salem Conference Center in Salem. This year's symposium welcomed more than 100 attendees from across Oregon and the western region. The day-long symposium featured presentations on water rights and river surveying, among other marine-related topics. Registrants earned eight professional development hours (PDH) for full-day attendance, nearly one-third of the required biennial amount.

In his opening remarks OSBEELS President Jason Kent welcomed attendees and stated, "Water is a dichotomous force. It sustains life and our greatest cities are built on water." He then added, "There is little wonder why people in the engineering and surveying professions are drawn to water projects."

President Kent then went on to discuss the importance of sustaining marine-based life and the work that has been done by engineers and surveyors in Oregon to preserve and enhance marine life and the surrounding environment.

The 2016 symposium examined the wonders of water and featured speakers from a variety of public and private organizations covering topics such as the Portland Water Bureau's resiliency planning, basics of water boundaries, the national flood insurance program, shallow water laser scanning for mapping near coastal shores and marine environments, and the Klamath Basin litigation and negotiation.

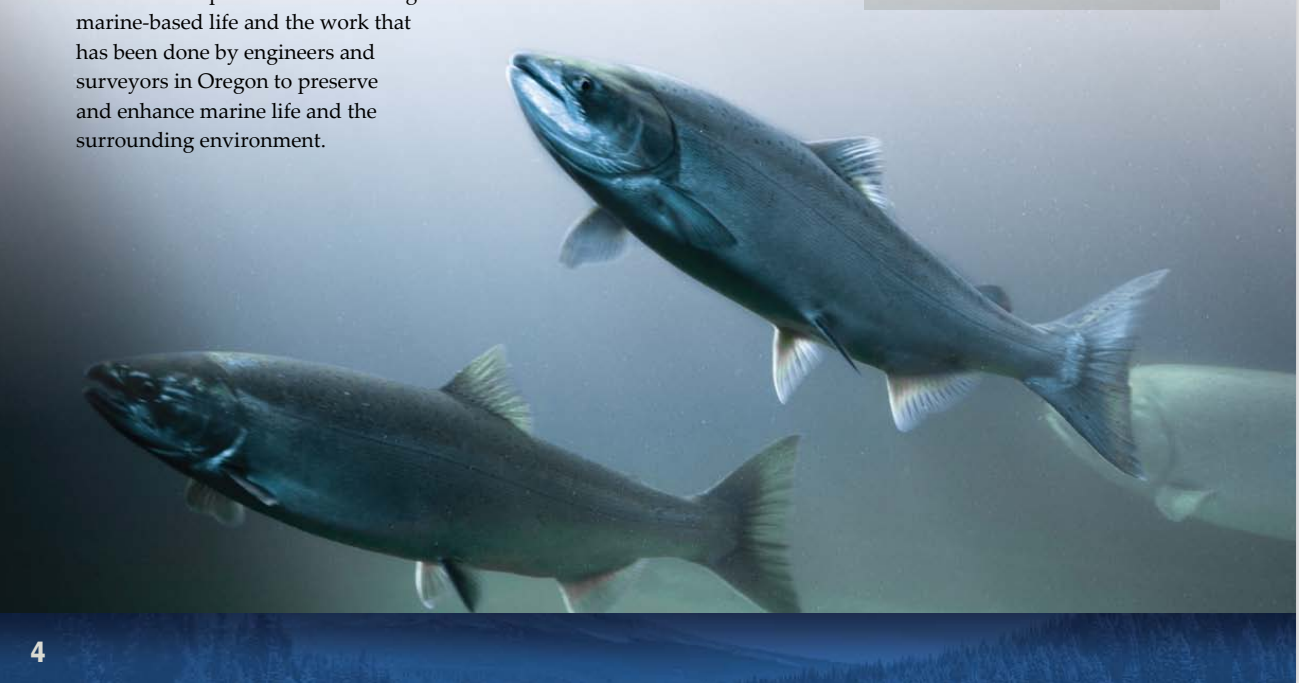
The event's key note speaker was Betsy Spomer, CEO of Jordan Cove LNG and she spoke on her organization's efforts to develop an international port in Coos Bay, Oregon including the construction of liquefied natural gas export and storage facilities.

During a break in the afternoon sessions one attendee commented that, "this year's symposium really does have something for everyone in attendance!"

The Board and OSBEELS staff would like to thank all who participated and volunteered at last year's event.

The OSBEELS Symposium is an annual event held in September. Information for the Symposium is announced in early summer and registration is available through the day of the event. Registration fees cover event materials, lunch, and eight PDHs. Anyone interested in attending future symposium events should keep an eye out for announcements in the Oregon Examiner newsletter, on the OSBEELS Facebook page, [www.facebook.com/osbeels](http://www.facebook.com/osbeels), and on the OSBEELS website, [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels).

If you have any comments or questions, please contact the OSBEELS staff at [osbeels@osbeels.org](mailto:osbeels@osbeels.org) or 503-362-2666.



## 2017 National Engineers and National Surveyors Weeks

### National Engineers Week February 19-25

National Engineers Week is set for February 19-25. Founded by the National Society of Professional Engineers (NSPE) in 1951, this annual celebration is dedicated to engaging future engineers and developing a diverse industry of professionals.

This year's theme is 'Dream Big', which is also the title of a first of its kind IMAX® and large screen film focused solely on engineering. The film and this year's theme encourage all engineers, current and future, to dream without boundaries and continue using creativity and technical know-how to transform dreams into reality.

Also part of this year's events is DiscoverE's international Girl Day on February 23. The worldwide Girl Day includes programs and networking events that encourage and engage women in the engineering profession. Female engineering professionals are encouraged to participate as role models to help inspire and involve girls in their communities.

Within the weeklong celebration NSPE is also hosting a number of programs to raise awareness of the engineering profession and to engage students. Programs planned for this year's National Engineers Week include:

- Global Marathon For, By and About Women in Engineering and Technology
- New Faces of Engineering
- Future City Competition
- Changing the Conversation in Engineering
- Discover Engineering Family Day

For more Information on 2017's National Engineering Week, visit [DiscoverE.org/our-programs/engineers-week](http://DiscoverE.org/our-programs/engineers-week). For information on International Girl Day, visit [DiscoverE.org/our-programs/girl-day](http://DiscoverE.org/our-programs/girl-day).

### National Surveyors Week March 19-25

Celebrated annually during the third week in March, National Surveyors Week will take place March 19-25 this year. The weeklong celebration of the surveying industry is a great opportunity to educate the community about the importance of surveying as well as to engage students and recognize volunteers and service provided over the past year.

This year's events are still being finalized by the National Society of Professional Surveyors. For more information on this year's events please visit their website at [Nsps.us.com](http://Nsps.us.com).

**DISCOVER**  
  
**ENGINEERS WEEK**  
FEBRUARY 19-25, 2017

**GIRL DAY**  
FEBRUARY 23, 2017





## Oregon State Board of Examiners for Engineering and Land Surveying

Published by osbeels@osbeels.org [?]

Like This Page · March 20, 2017 ·

Happy National Land Surveyors Week!

This is a photo of Carl R. Caudle, engineer and land surveyor. In 1905, Carl was part of the survey team that surveyed the boundaries of Crater Lake National Park. For more information about Carl, check out Tim Purdy's post here:

<http://www.tipurdy.org/carl-r-caudle-engineer/>

Tag Photo Add Location Edit

Like Comment Share

14

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11 Shares

2 Comments

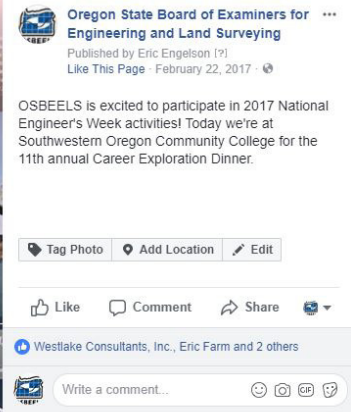


Write a comment...

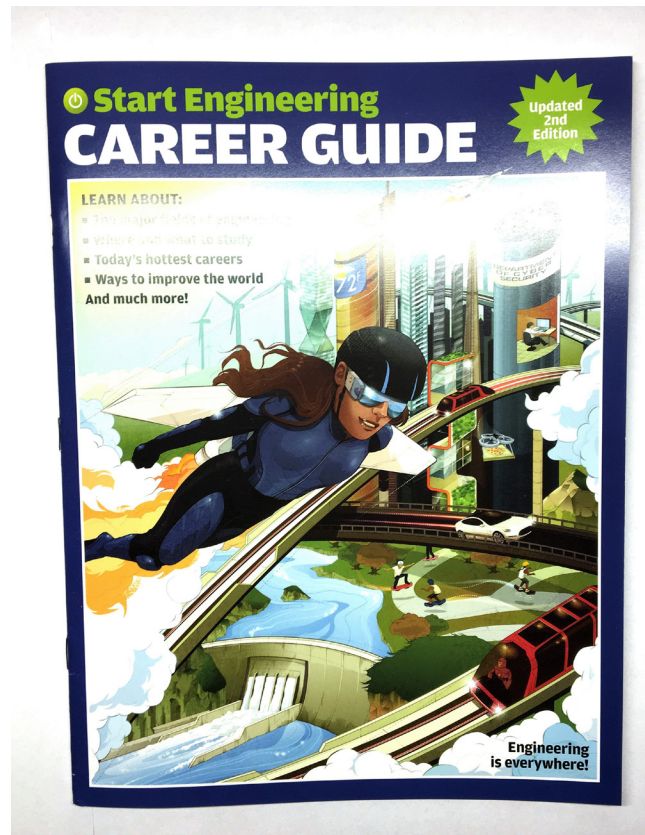




10



11





## Biennial Renewal Schedule

Last name begins with:	Expiration Date:
<b>A-F</b>	odd years December 31 (i.e., 2019, 2021, 2023)
<b>G-K</b>	odd years June 30 (i.e., 2019, 2021, 2023)
<b>L-R</b>	even years December 31 (i.e., 2018, 2020, 2022)
<b>S-Z</b>	even years June 30 (i.e., 2018, 2020, 2022)

## Maintaining Your License

To maintain the **Active Status** of your license or certificate, you must:

- Obtain **30 professional development hour (PDH) units** during each biennial registration period.  
(see OAR 820-010-0635)
- Pay your **Renewal Fee** on a biennial schedule.  
(see OAR 820-010-0505)
- Complete and postmark or hand-deliver a **Renewal Form** (including payment and a completed Continuing Professional Development (CPD) Form detailing your 30 PDH units) to OSBEELS before 5:00 p.m. on your registration expiration date.

**Note:** failure to postmark or hand-deliver your Renewal Form, CPD Form, and renewal fee to OSBEELS by 5:00 p.m. on the day of the expiration date will put your registration in "Delinquent" status. **Delinquent registrants are not authorized to practice in their field, may not supervise others in their field, and may not sign or apply their seal to any documents.**  
For more details, see OAR 820-010-0505.

## Look up your License Status at [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels)

## License Status Descriptions

### Active

### Authorized to Practice

Active licensees who are current on their payment of application and biennial renewal fees and PDH units may practice in their respective professions.

### Active Military

### Authorized to Practice

Upon written request, biennial fees and PDH units may be waived. Must notify the Board within 60 days of honorable discharge. See OAR 820-010-0530 for details.

### Delinquent

### Not Authorized to Practice (may not seal or sign)

To regain active status, licensees must pay delinquent fees, record 15 PDH units per year delinquent, and pay renewal fee. See OAR 820-010-0520 for details.

### Retired

### May not use seal, Must amend signature with "(Retired)"

Active licensees must submit a retirement form to qualify. Retirees may return to active status within 5 years. See OAR 820-10-520 for details.

### Incative

### Not Authorized to Practice (may not seal or sign)

Currently maintains active status in another U.S. jurisdiction, but not practicing in Oregon. Can apply for reinstatement. See OAR 820-010-0520 for details.

### Suspended

### Not Authorized to Practice (may not seal or sign)

Cannot return to active status until all fees are paid and any conditions imposed by the Board are met. See OAR 820-010-0520 for details.

### Revoked

### Not Authorized to Practice (may not seal or sign)

Must reapply for registration (meet minimum qualifications, submit application packet, etc.) pay fees and meet and any conditions imposed by the Board. See OAR 820-010-0520 for details.

### Intern

### May only practice under the direct supervision of a licensee

Passed the Fundamentals of Engineering (FE) or the Fundamentals of Land Surveying (FLS) examination(s) administered by NCEES. May not hold themselves out as a professional. See definitions in ORS 672.002 for details.



**PROFESSIONAL  
ENGINEER****LICENSING PROCESS****Minimum Qualifications****PASS 2 EXAMS**

**NCEES FE Exam  
+  
Approved  
PE Exam**

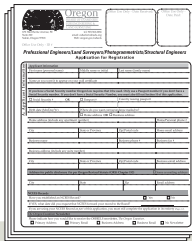
See OAR 820-010-1000  
and OAR 820-010-1010

AND

**QUALIFYING COMBINATION  
OF EDUCATION + EXPERIENCE**

**Most Common Combination:**  
ABET-Accredited 4-year degree  
+  
4 years of  
qualifying experience

See OAR 820-010-1020 for all qualifying  
combinations of education and experience

**Submit an Application Packet****Application Packet MUST include:**

- Completed Registration Application Form
- Proof of passing approved exams
- Proof of qualifying ed/experience combo
- Completed Experience Details form
- 5 sealed Reference Details forms  
(3 of the 5 must be registered PEs)
- Application Fee

See OAR 820-010-1000, OAR 820-010-1010  
and OAR 820-010-1020 for details

**Application reviewed by  
OSBEELS Registration Specialists**

Applications are subject to denial if there is  
no proof of meeting minimum qualifications

Registration Specialists recommend  
Board approval of complete applications

Application review at the next Board Meeting



**Upon Board approval, licensee is  
sent a pocket card and wall certificate**

To view the full text of OSBEELS-specific  
Oregon Administrative Rules, visit: [bit.ly/ORAR820](http://bit.ly/ORAR820)

**Oregon Board of Examiners for  
Engineering and Land Surveying**

The mission of OSBEELS is to regulate the practices of  
engineering, land surveying, photogrammetric mapping,  
and water right examination in the State as they relate to the  
welfare of the public in safeguarding life, health and property.

[www.oregon.gov/osbeels](http://www.oregon.gov/osbeels)



**ABET**

**Accreditation Board for  
Engineering and Technology**

ABET accredits college and university programs in the  
disciplines of applied science, computing, engineering and  
engineering technology at the associate, bachelor and master  
degree levels.

With ABET accreditation, students, and employers can be  
confident that a program meets the quality standards that  
produce graduates prepared to enter a global workforce.

[www.abet.org](http://www.abet.org)



**NCEES**

*advancing licensure for  
engineers and surveyors*

**National Council of Examiners for  
Engineering and Surveying**

NCEES develops, administers, and scores the examinations  
used for engineering and surveying licensure in the United  
States. It also facilitates professional mobility and promotes  
uniformity of the U.S. licensure processes through services  
for its member licensing boards and licensees.

[www.ncees.org](http://www.ncees.org)

## PROFESSIONAL LAND SURVEYOR

### LICENSING PROCESS



#### Minimum Qualifications

##### PASS 3 EXAMS

NCEES FLS Exam  
+  
NCEES PLS Exam  
+  
OR-Specific Exam

See OAR 820-010-2000  
and OAR 820-010-2010

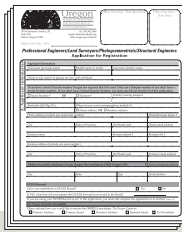
##### QUALIFYING COMBINATION OF EDUCATION + EXPERIENCE

**Most Common Combination:**  
ABET-Accredited 4-year degree  
+  
4 years of  
qualifying experience

See OAR 820-010-2020 for all qualifying  
combinations of education and experience

AND

#### Submit an Application Packet



##### Application Packet **MUST** include:

- Completed Registration Application Form
- Proof of passing approved exams
- Proof of qualifying ed/experience combo
- Completed Experience Details form
- 5 sealed Reference Details forms  
(3 of the 5 must be registered PLSs)
- Application Fee

See OAR 820-010-2000, OAR 820-010-2010  
and OAR 820-010-2020 for details

#### Application reviewed by OSBEELS Registration Specialists

Applications are subject to denial if there is  
no proof of meeting minimum qualifications

Registration Specialists recommend  
Board approval of complete applications

Application review at the next Board Meeting



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[www.abet.org](http://www.abet.org)



**NCEES**  
*advancing licensure for  
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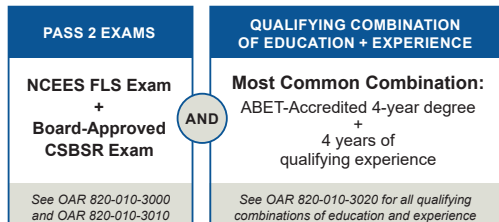
[www.ncees.org](http://www.ncees.org)

## PROFESSIONAL PHOTOGRAMMETRIST

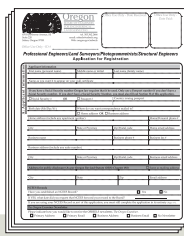
### LICENSING PROCESS



#### Minimum Qualifications



#### Submit an Application Packet



##### Application Packet **MUST** include:

- Completed Registration Application Form
- Proof of passing approved exams
- Proof of qualifying ed/experience combo
- Completed Experience Details form
- 5 sealed Reference Details forms  
(3 of the 5 must be registered PEs, PLSs or RPPs)
- Application Fee


See OAR 820-010-3000, OAR 820-010-3010  
and OAR 820-010-3020 for details

#### Application reviewed by OSBEELS Registration Specialists

Applications are subject to denial if there is  
no proof of meeting minimum qualifications

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[www.ncees.org](http://www.ncees.org)

## Land Surveying With Drones

Unmanned Aircraft Systems (UAS), such as drones, have become a tool land surveying and photogrammetric mapping professionals utilize to increase photo mapping capabilities and improve their ability to measure the surface of the Earth.

Well suited and complementary to traditional surveying technologies, UAS devices have allowed for hobbyists and certified operators to enter into the land surveying and photogrammetry industries and provide innovative services. However, when a new technology is introduced to a long-standing public service, individuals and organizations my overlook industry regulations and the necessary professional licensure to legally provide services to the public.

In this brochure the Oregon State Board of Engineering and Land Surveying (OSBEELS) aims to outline the long-standing regulations and professional licensure requirements for professional land surveying.



## Useful Resources

Federal Aviation Administration – UAS  
[FAA.gov/uas/](http://FAA.gov/uas/)

State of Oregon Dept. of Aviation  
[Oregon.gov/aviation](http://Oregon.gov/aviation)

Oregon State Board of Examiners for Engineering and Land Surveying  
[Oregon.gov/osbeels](http://Oregon.gov/osbeels)

Oregon House Bill 4066 – Definition of an UAS  
[bit.ly/OHB4066](http://bit.ly/OHB4066)

Oregon Administrative Rules 820 – Engineering and Land Surveying  
[bit.ly/ORAR820](http://bit.ly/ORAR820)

Oregon Revised Statute, Chapter 672 – Professional Engineers; Land Surveyors; Photogrammetrist; Geologists  
[bit.ly/ORRS672](http://bit.ly/ORRS672)



670 Hawthorne Avenue, SE tel. 503-362-2666  
Suite 220 email: [osbeels@osbeels.org](mailto:osbeels@osbeels.org)  
Salem, Oregon 97301 web: [www.oregon.gov/osbeels](http://www.oregon.gov/osbeels)

## Unmanned Aircraft Systems and Land Surveying Regulations



## How the state of Oregon defines Land Surveying and Photogrammetry

The OSBEELS uses Oregon Revised Statutes (ORS) to determine how it defines land surveying and photogrammetric professions and services.

A land surveyor, professional land surveyor or registered professional land surveyor is defined as an individual who is registered and holds a valid certificate to practice surveying in the state of Oregon. In order to identify yourself or offer professional land surveying services in Oregon you must be registered with OSBEELS.

Photogrammetric mapping is defined as the process of evaluating and measuring land through the interpretation of aerial and remote sensing photographic images to determine topography, area, contours and land features.

To view additional examples of photogrammetric mapping and land surveying work as defined by the state of Oregon, refer to ORS 672.002, ORS 672.005 and ORS 672.007.



## Professional Areas of Services

Land surveyors and photogrammetrists provide surveying and photogrammetry services to individuals, organizations and land owners as permitted by possessing a professional license from the state of Oregon. UAS operators providing similar photogrammetry services without the proper licensure, knowingly or unknowingly, could potentially receive fines or face further legal action. The below services are potential areas of infraction for UAS owners:

- Photogrammetric mapping
- Topographic mapping
- Volume computation
- 3D mapping
- Boundary surveys



## How Licensing Protects the Public

Licensed mapping and surveying professionals adhere to certain professional and quality standards. A licensed profession ensures that an individual will provide a higher quality of work and be held accountable for how they conduct themselves. These regulations are in place to safeguard the public and ensure quality of service.

## Interested in Becoming a Professionally Licensed Photogrammetrist?

UAS operators and interested individuals are encouraged to visit the OSBEELS website at [Oregon.gov/OSBEELS](http://Oregon.gov/OSBEELS) to learn about the minimum requirements an applicant must meet to be considered for registration as a Professional Photogrammetrist in the state of Oregon. To be considered, applicants must hold the following qualifications:

- An approved combination of education and experience, as detailed in Oregon Administrative Rule 820-010-3010.
- Receive a passing score on the National Council of Examiners for Engineering and Land Surveying (NCEES) Fundamentals of Land Surveying examination.
- Receive a passing score on the Colonial States Boards of Surveyor Registration (CSBSR) Photogrammetry examination.

## Interested in Becoming a Professionally Licensed Engineer or Land Surveyor?

- For Engineer qualifications view: OAR 820-010-1000
- For Land Surveyor qualifications view: OAR 820-010-2000

# SECTION V

## *Licensing Activities and Disciplinary Actions*

Registration	June 2005	June 2007	% Change	June 2009	% Change	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change
<b>(a) The number of registration applications;</b>	<b>2602</b>	<b>2456</b>	-6%	<b>3244</b>	32%	<b>2874</b>	-11%	<b>2544</b>	-22%	<b>2374</b>	-7%	<b>2528</b>	6%
Application by first licensure	N/A	32		32		134		176		230		2052	
Applications by comity	1200	1225		1492		1329		1463		1274		214	
Applications by exam	1293	1104		1519		1143		905		870		262	
Applications by prior practice	109	95		201		268		0		0		0	
<b>The number of certification applications;</b>	<b>2312</b>	<b>1884</b>	-19%	<b>2804</b>	49%	<b>1705</b>	-39%	<b>1900</b>	-32%	<b>1401</b>	-26%	<b>705</b>	-50%
Applications for Engineering Intern	2176	1738		2709		1615		1818		1330		639	
Applications for Land Surveying Intern	106	124		62		70		49		44		34	
Applications for Certified Water Right Examiners	30	22		33		20		33		27		32	
<b>(b) The number of registrations issued;</b>	<b>1517</b>	<b>1433</b>	-6%	<b>1702</b>	19%	<b>1632</b>	-4%	<b>1495</b>	-12%	<b>1501</b>	0%	<b>1717</b>	14%
Professional registered Engineers	1465	1374		1535		1530		1396		1414		1641	
Professional registered Land Surveyors	52	40		80		102		99		87		76	
Professional registered Photogrammetrists	0	19		87		0		0		0		0	
<b>The number of certifications issued;</b>	<b>1061</b>	<b>870</b>	-18%	<b>1082</b>	24%	<b>823</b>	-24%	<b>1023</b>	-5%	<b>535</b>	-48%	<b>639</b>	19%
Engineering Intern certification	996	815		1028		769		972		497		586	
Land Surveying Intern certification	44	40		27		35		25		16		31	
Certified Water Right Examiner certification	21	15		27		19		26		22		22	
<b>(c) The number of registration examinations conducted;</b>	<b>1127</b>	<b>1012</b>	-10%	<b>1275</b>	26%	<b>784</b>	-39%	<b>593</b>	-53%	<b>620</b>	5%	<b>179</b>	-71%
<b>The number of certification examinations conducted;</b>	<b>2154</b>	<b>1737</b>	-19%	<b>2486</b>	43%	<b>1062</b>	-57%	<b>1235</b>	-50%	<b>1188</b>	-4%	<b>692</b>	-42%
<b>(d) The average time between application for and issuance of registration;</b>	<b>84 days</b>	<b>83 days</b>		<b>101 days</b>		<b>79 days</b>		<b>78 days</b>		<b>75 days</b>		<b>43 days</b>	



## Regulation

### (e) The number and types of complaints received about persons holding registrations; (total)

	June 2005	June 2007	% Change	June 2009	% Change	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change
Professional engineers	42	98	133%	98	0%	152*	55%	117	-23%	157	34%	170	8%
Professional land surveyors	12	35		22		86		57 <sup>§</sup>		93		39	
Professional Photogrammetrists	17	28		20		28		9		18		40	
Non-registrants	0	0		0		1		2		2		0	
	13	35		56		37		49		44		88	

### (f) The number and types of all investigations conducted by allegation† category;

	June 2005	June 2007	% Change	June 2009	% Change	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change
Engineering w/out a license	120	185	54%	157	-15%	150	-4%	129	-18%	191	48%	196	3%
Failure to file a map of survey	12	27		28		28		26		48		67	
Incompetence in the practice of land surveying	10	10		4		4		2		1		6	
Incompetence in the practice of engineering	7	3		5		6		4		4		10	
Negligence in the practice of land surveying	9	3		3		6		1		4		4	
Negligence in the practice of engineering	23	10		10		8		5		4		11	
ORS 209 violations	4	17		11		8		3		4		3	
Plan stamping	8	13		7		6		2		1		11	
Professional conduct violation	0	16		0		3		1		0		4	
Resident engineer/surveyor rule	13	57		53		1		1		26		27	
Right of entry violations	9	2		8		20		23		0		3	
Surveying without a license	12	16		11		7		6		5		9	
Noncompliance with CPD	6	9		14		15		3		9		12	
Using stamp of another	1	2		3		37		51		76		8	
Other	6	0		0		1		0		7		20	

### (g) The number and types of resolutions of complaints;

	June 2005	June 2007	% Change	June 2009	% Change	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change
Total number of cases closed	75	120	60%	49	-59%	135	176%	110	124%	165	50%	113	-32%
Allegations unfounded	20	44		15		37		12		20		32	
Allegations withdrawn						1		2		3		0	
Board lacks jurisdiction	2	12		1		6		0		0		2	
Compliance met	6	15		1		8		12		29		13	
Deceased	0	0		1		2		1		2		2	
Final order issued	5	4		5		11		16		65		28	
Insufficient evidence	5	7		3		2		0		1		3	
Letter of concern issued	8	9		8		22		20		9		20	
Respondent unreachable						2		0		0		0	
Other	6	N/A		1		0		2		2		5	
Pending action of another jurisdiction	1	4		1		0		0		0		0	
Settlement agreement	22	22		12		43		43		29		6	
Notice of intent withdrawn	0	3		1		1		2		5		2	

### (h) Number of Cases with Disciplinary Action(s) & Type(s);

	June 2005	June 2007	% Change	June 2009	% Change	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change
Revoked licenses	40	34	-15%	20	-41%	61	205%	80 <sup>‡</sup>	31%	125	56%	40	-68%
Surrendered licenses	4	1		3		1		1		2		8	
Permanently retired	1	2		0		4		1		1		0	
Suspended	0	3		0		2		9		11		0	
Coursework	4	3		3		5		12		23		5	
Respondent action in lieu of penalty	4	1		1		0		0		0		1	
Review of future work	10	6		1		4		2		1		0	
Reprimand	2	1		0		0		0		0		0	
Civil penalty	0	1		0		0		0		1		0	
	15	16		12		45		55		86		26	

### (i) The number of days between beginning an investigation and reaching a resolution

	June 2005	June 2007	% Change	June 2009	% Change	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change
Case resolution	441	371	-16%	556	50%	485	-13%	512	-8%	525	3%	382	-27%
Complaint resolution	N/A	154		N/A									
Sufficient, Full investigation	N/A	N/A		N/A									
Insufficient complaints	N/A	N/A		N/A									

#### Notes:

\* This column of numbers is revised from prior reports. A manual audit of the Board's Database Management System revealed systemic and random errors.

§ The Board has taken an aggressive stance on auditing registrants to ensure compliance with continuing professional development (CPD). Administrative Rules have evolved to keep pace. As a result, the number and types of investigations conducted (f) and the number of cases with disciplinary action and types (h) have likewise changed.

† Cases can have multiple allegations, such as failure to comply with CPD requirements and a Professional Conduct violation.

‡ A case can have two resolutions, such as a suspension and civil penalty. Nevertheless, the 31% increase contributed to an overall reduction in the number and types of investigations conducted (f) due to the time spent completing the legal procedure.

## Section V - Combined

### (a) The number of registration applications;

Application by first licensure

Applications by comity

Applications by exam

Applications by prior practice

### The number of certification applications;

Applications for Engineering Intern

Applications for Land Surveying Intern

Applications for Certified Water Right Examiners

### (b) The number of registrations issued;

Professional registered Engineers

Professional registered Land Surveyors

Professional registered Photogrammetrists

### The number of certifications issued;

Engineering Intern certification

Land Surveying Intern certification

Certified Water Right Examiner certification

### (c) The number of registration examinations conducted;

### The number of certification examinations conducted;

### (d) The average time between application for and issuance of registration;

### (e) The number and types of complaints received about persons holding registrations; (total)

Professional engineers

Professional land surveyors

Professional photogrammetrists

Non-registrants

### (f) The number and types of all investigations conducted by allegation category;

Engineering w/out a license

Failure to file a map of survey

Incompetence in the practice of land surveying

Incompetence in the practice of engineering

Negligence in the practice of land surveying

Negligence in the practice of engineering

ORS 209 violations

Plan stamping

Professional conduct violation

Resident engineer/surveyor rule

Right of entry violations

Surveying without a license

Noncompliance with CPD

Using stamp of another

Other

### (g) The number and types of resolutions of complaints;

### Total number of cases closed

Allegations unfounded

Allegations withdrawn

Board lacks jurisdiction

Compliance met

Deceased

Final order issued

Insufficient evidence

Letter of concern issued

Respondent unreachable

Other

Pending action of another jurisdiction

Settlement agreement

Notice of intent withdrawn

### (h) Number of Cases with Disciplinary Action(s) & Type(s);

Revoked licenses

Surrendered licenses

Permanently retired

Suspended

Coursework

Respondent action in lieu of penalty

Review of future work

Reprimand

Civil penalty

### (i) The number of days between beginning an investigation and reaching a resolution

Case resolution

Complaint resolution

Sufficient, Full investigation

Insufficient complaints

	June 2005	June 2007	% Change	June 2009	% Change	June 2011	% Change	June 2013	% Change	June 2015	% Change	June 2017	% Change
<b>(a) The number of registration applications;</b>	<b>2602</b>	<b>2456</b>	-6%	<b>3244</b>	32%	<b>2874</b>	-11%	<b>2544</b>	-22%	<b>2374</b>	-7%	<b>2528</b>	6%
Application by first licensure	N/A	32		32		134		176		230		2052	
Applications by comity	1200	1225		1492		1329		1463		1274		214	
Applications by exam	1293	1104		1519		1143		905		870		262	
Applications by prior practice	109	95		201		268		0		0		0	
<b>The number of certification applications;</b>	<b>2312</b>	<b>1884</b>	-19%	<b>2804</b>	49%	<b>1705</b>	-39%	<b>1900</b>	-32%	<b>1401</b>	-26%	<b>705</b>	-50%
Applications for Engineering Intern	2176	1738		2709		1615		1818		1330		639	
Applications for Land Surveying Intern	106	124		62		70		49		44		34	
Applications for Certified Water Right Examiners	30	22		33		20		33		27		32	
<b>(b) The number of registrations issued;</b>	<b>1517</b>	<b>1433</b>	-6%	<b>1702</b>	19%	<b>1632</b>	-4%	<b>1495</b>	-12%	<b>1501</b>	0%	<b>1717</b>	14%
Professional registered Engineers	1465	1374		1535		1530		1396		1414		1641	
Professional registered Land Surveyors	52	40		80		102		99		87		76	
Professional registered Photogrammetrists	0	19		87		0		0		0		0	
<b>The number of certifications issued;</b>	<b>1061</b>	<b>870</b>	-18%	<b>1082</b>	24%	<b>823</b>	-24%	<b>1023</b>	-5%	<b>535</b>	-48%	<b>639</b>	19%
Engineering Intern certification	996	815		1028		769		972		497		586	
Land Surveying Intern certification	44	40		27		35		25		16		31	
Certified Water Right Examiner certification	21	15		27		19		26		22		22	
<b>(c) The number of registration examinations conducted;</b>	<b>1127</b>	<b>1012</b>	-10%	<b>1275</b>	26%	<b>784</b>	-39%	<b>593</b>	-53%	<b>620</b>	5%	<b>179</b>	-71%
<b>The number of certification examinations conducted;</b>	<b>2154</b>	<b>1737</b>	-19%	<b>2486</b>	43%	<b>1062</b>	-57%	<b>1235</b>	-50%	<b>1188</b>	-4%	<b>692</b>	-42%
<b>(d) The average time between application for and issuance of registration;</b>	<b>84 days</b>	<b>83 days</b>		<b>101 days</b>		<b>79 days</b>		<b>78 days</b>		<b>75 days</b>		<b>43 days</b>	
<b>(e) The number and types of complaints received about persons holding registrations; (total)</b>	<b>42</b>	<b>98</b>	133%	<b>98</b>	0%	<b>152</b>	55%	<b>117</b>	-23%	<b>157</b>	34%	<b>170</b>	8%
Professional engineers	12	35		22		86		57		93		39	
Professional land surveyors	17	28		20		28		9		18		40	
Professional photogrammetrists	0	0		0		1		2		2		0	
Non-registrants	13	35		56		37		49		44		88	
<b>(f) The number and types of all investigations conducted by allegation category;</b>	<b>120</b>	<b>185</b>	54%	<b>157</b>	-15%	<b>150</b>	-4%	<b>129</b>	-18%	<b>191</b>	48%	<b>196</b>	3%
Engineering w/out a license	12	27		28		28		26		48		67	
Failure to file a map of survey	10	10		4		4		2		1		6	
Incompetence in the practice of land surveying	7	3		5		6		4		4		10	
Incompetence in the practice of engineering	9	3		3		6		1		4		4	
Negligence in the practice of land surveying	23	10		10		8		5		4		11	
Negligence in the practice of engineering	4	17		11		8		3		4		3	
ORS 209 violations	8	13		7		6		2		1		11	
Plan stamping	0	16		0		3		1		0		4	
Professional conduct violation	13	57		53		1		1		26		27	
Resident engineer/surveyor rule	9	2		8		20		23		0		3	
Right of entry violations	12	16		11		7		6		5		9	
Surveying without a license	6	9		14		15		3		9		12	
Noncompliance with CPD						37		51		76		8	
Using stamp of another	1	2		3		0		1		2		1	
Other	6	0		0		1		0		7		20	
<b>(g) The number and types of resolutions of complaints;</b>	<b>75</b>	<b>120</b>	60%	<b>49</b>	-59%	<b>135</b>	176%	<b>110</b>	124%	<b>165</b>	50%	<b>113</b>	-32%
<b>Total number of cases closed</b>	<b>20</b>	<b>44</b>		<b>15</b>		<b>37</b>		<b>12</b>		<b>20</b>		<b>32</b>	
Allegations unfounded						1		2		3		0	
Allegations withdrawn						6		0		0		2	
Board lacks jurisdiction	2	12		1		8		12		29		13	
Compliance met	6	15		1		2		1		2		2	
Deceased	0	0		1		2		1		2		2	
Final order issued	5	4		5		11		16		65		28	
Insufficient evidence	5	7		3		2		0		1		3	
Letter of concern issued	8	9		8		22		20		9		20	
Respondent unreachable						2		0		0		0	
Other	6	N/A		1		0		2		2		5	
Pending action of another jurisdiction	1	4		1		0		0		0		0	
Settlement agreement	22	22		12		43		43		29		6	
Notice of intent withdrawn	0	3		1		1		2		5		2	
<b>(h) Number of Cases with Disciplinary Action(s) &amp; Type(s);</b>	<b>40</b>	<b>34</b>	-15%	<b>20</b>	-41%	<b>61</b>	205%	<b>80</b>	31%	<b>125</b>	56%	<b>40</b>	-68%
Revoked licenses	4	1		3		1		1		2		8	
Surrendered licenses	1	2		0		4		1		1		0	
Permanently retired	0	3		0		2		9		11		0	
Suspended	4	3		3		5		12		23		5	
Coursework	4	1		1		0		0		0		1	
Respondent action in lieu of penalty	10	6		1		4		2		1		0	
Review of future work	2	1		0		0		0		0		0	
Reprimand	0	1		0		0		0		1		0	
Civil penalty	15	16		12		45		55		86		26	
<b>(i) The number of days between beginning an investigation and reaching a resolution</b>	<b>441</b>	<b>371</b>	-16%	<b>556</b>	50%	<b>485</b>	-13%	<b>512</b>	-8%	<b>525</b>	3%	<b>382</b>	-27%
Case resolution	N/A	154		N/A									
Complaint resolution	N/A	N/A		N/A									
Sufficient, Full investigation	N/A	N/A		N/A									
Insufficient complaints													

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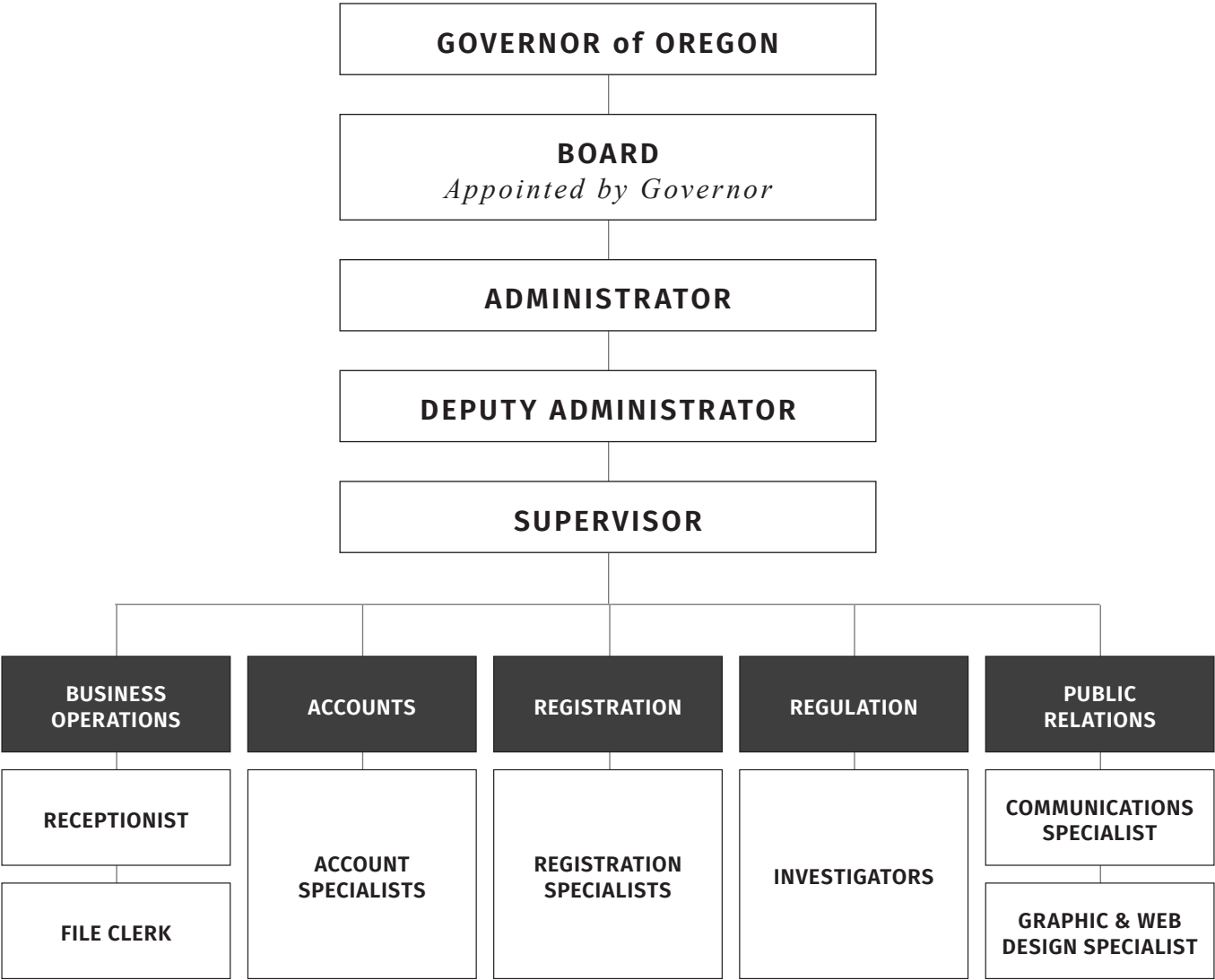


# SECTION VI

## Other Board Activities

### Organizational Chart

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## Agency Operations

Biennia	Positions	FTE	Board Meetings	Individuals	Firms/ Business	Board Stipend	Director Salary \$/per Month
2007-2009	13	12.00	15	17,560	n/a	\$30/day	\$7,700
2009-2011	13	12.00	13	25,054	n/a	\$30/day	\$7,700
2011-2013	15	12.00	13	25,000	n/a	\$30/day	\$8,325
2013-2015	15	13.00	26	26,700	n/a	\$30/day	\$8,619
2015-2017 *	16	16.00	22	29,000	n/a	\$30/day	\$9,720

\*As of June 30, 2017

## Best Practices Criteria

	Yes	No
1 Executive Director's performance expectations are current.	X	
2 Executive Director receives annual performance feedback.	X	
3 The agency's mission and high-level goals are current and applicable.	X	
4 The board reviews annual performance progress report.	X	
5 The board is appropriately involved in review of agency's key communications.	X	
6 The board is appropriately involved in policy-making activities.	X	
7 The agency's budget aligns with mission and goals.	X	
8 The board reviews all proposed budgets.	X	
9 The board periodically reviews key financial information and audit findings.	X	
10 The board is appropriately accounting for resources.	X	
11 The agency adheres to accounting rules and other relevant financial controls.	X	
12 Board members act in accordance with their roles and public representatives.	X	
13 The board coordinates with others where responsibilities and interests overlap.	X	
14 The board members identify and attend appropriate training sessions.	X	
15 The board reviews its management practices to ensure best practices are utilized.	X	
<b>Total</b>	<b>15</b>	<b>0</b>
<b>Percentage Total</b>	<b>100%</b>	<b>0%</b>