



**STATE OF WASHINGTON  
DEPARTMENT OF LICENSING  
BOARD FOR ARCHITECTS  
REGULAR BOARD MEETING**

The Mission of the Washington State Board for Architects is to safeguard life, health, property and promote public welfare through licensure and regulation of the practice of architecture in Washington.

**DATE:** July 20, 2023  
**TIME:** 10:00 A.M.  
**LOCATION:** Virtual via Teams

**BOARD MEMBERS:** Scott Harm, Chair  
Susan Cooley, Vice Chair  
Paul Wu, Secretary  
Erica Loynd, Board Member  
Roch Manley, Board Member  
Sian Roberts, Board Member

**STAFF MEMBERS:** Sydney Muhle, Program Specialist  
Susan Nieves, Program Specialist  
Elizabeth Lagerberg, Assistant Attorney General

**1. Call to Order**

Board Chair Scott Harm called the meeting to order at **10:01 AM**.

**2. Roll Call**

Program Specialist Susan Nieves conducted roll call. All Board Members were present.

**3. Approval of Agenda**

Secretary Paul Wu made a **MOTION** to approve the order of the agenda as presented. Board Member Sian Roberts **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

**4. Approval of Minutes**

**4.1. Regular Meeting Minutes from April 20, 2023**

**4.2. Special Meeting Minutes from May 30, 2023**

Vice Chair Cooley made a **MOTION** to approve the April 20, 2023, and May 30, 2023 minutes as presented. Board Member Erica Loynd **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

## 5. Old Business

### 5.1. Discussion and Consideration of the Mutual Recognition Agreement (MRA) Between the United States (US) and the United Kingdom (UK).

*The National Council of Architectural Registration Board (NCARB) has entered into a MRA for architects between the US and UK. The Board may take action to adopt the MRA for licensed architects in Washington state.*

Program Specialist Sydney Muhle said that NCARB had clarified that US licensees wanting to be licensed under the MRA would need Architectural Experience Program (AXP), Intern Development Program (IDP), or any previous version, tied to their US license to be considered for licensure in the UK.

The Board and staff discussed the conflicting language in the MRA regarding whether being licensed for five consecutive years in any jurisdiction qualified a US Licensee holder to apply for licensure in the UK. Ms. Muhle said NCARB was working on how to implement the five-year rule behind the scenes, and that all other language in the MRA stated that an AXP/IDP is required. Ms. Muhle said she would contact Josh Batkin from NCARB and would get back to the Board on NCARB's interpretation and implementation plan.

Assistant Attorney General (AAG) Elizabeth Lagerberg said she will review Washington Advisory Code (WAC) to ensure the Board had authority to adopt the MRA. She said she would also verify whether the Board had authority to adopt existing MRA agreements already in place.

Board Member Roch Manley made a **MOTION** to table the agreement until the legal aspects are confirmed. Secretary Wu **SECONDED** the motion, and it was **APPROVED** by a vote of 6-0.

**ACTION ITEM:** Ms. Muhle and AAG Lagerberg will review and discuss what is allowed in WAC concerning the Board and MRAs.

### 5.2. National Council of Architectural Registration Boards (NCARB) Annual Business Meeting (ABM) report out.

*Board members and staff will report on their in-person and virtual attendance at NCARB's ABM.*

Board Chair Harm and Board Member Roberts reported on their in-person attendance, including the voting for NCARB leadership and regional represented positions. Board Chair Harm was elected as the Region 6 Director.

Ms. Muhle reported her and Ms. Nieves' observations from their virtual attendance.

### **5.3. Model Law Committee Discussion**

*The Board will discuss and possibly make changes to the current Model Law Committee.*

Ms. Muhle explained the challenges in scheduling meetings for the Model Law Committee and asked whether the Board wanted to revisit committee membership. Board Chair Harm and Board Member Roberts provided an overview of the work the committee is focused on and areas where the committee could work with American Institute of Architects (AIA) to encourage and support changes.

Board Member Loynd volunteered to help with the committee and expressed the need to be brought up to speed on the subject matter.

## **6. New Business**

### **6.1. Discussion of Revised Code of Washington (RCW) 18.08.350(3)(b) Regarding Certificates of Registration**

*Board Chair Harm has requested an item to discuss the application of [RCW 18.08.350\(3\)\(b\)](#).*

Board Chair Harm provided an example of a question from a member of the public, a Plans Examiner, on whether education and experience in that field could qualify toward the experience needed for an architect license. Board Chair Harm and Ms. Muhle researched the issue and determined that, per statute, to gain licensure an individual must work under the supervision of a licensed architect for five years and that "work" (and the number of hours) are defined in the WAC.

### **6.2. Timeline for the Five-year Rolling Clock Legislation Change and Possible Bill Clean-up.**

*Staff will provide a timeline for the legislative process to remove the five-year rolling clock from the RCW.*

Ms. Muhle said Board staff had submitted the request for agency sponsored legislation to be considered. The legislative team elected not to assist during the 2024 legislative session.

Ms. Muhle said staff would reach out to NCARB and AIA and seek assistance in running the legislation with support and from the Board. She provided a timeline of the 2024 legislative session.

Board Member Roberts cautioned that outside entities may try to bundle the request with other legislation, which could impact whether the bill fails.

**ACTION ITEM:** Board staff to work with NCARB and AIA on Five-year Rolling Clock Legislation.

### **6.3. University Outreach Discussion**

*The Board will discuss outreach events at Washington universities, including those held in collaboration with the National Council of Architectural Registration Boards (NCARB).*

Ms. Muhle said colleges and universities set their schedules in August or September. Board staff will reach out to them in August to coordinate Board outreach opportunities. Staff will also contact NCARB to collaborate on Board attendance when NCARB visits universities. .

Board member Manley asked for this item to be added to the yearly checklist.

Secretary Wu provided a report out on his work with the National Organization of Minority Architects (NOMA) and mentorship with students. Board Member Loynd shared that NOMA has a Northwest chapter (NOMA NW) and their conference is in the fall.

**ACTION ITEM:** Staff to coordinate with NCARB and universities in August to schedule outreach to students.

## **7. Reports**

### **7.1. Committee/Task Force Reports**

None.

### **7.2. Staff Reports**

#### **7.2.1. Centralized Investigations and Audits Unit Reports**

##### **7.2.1.1. Complaint Status Report**

Ms. Muhle reviewed the complaint status report with the Board.

#### **7.2.2. Licensing and Customer Support Services Reports**

##### **7.2.2.1. Licensee Count Report**

Ms. Muhle reviewed the licensee count report with the Board.

#### **7.2.3. Boards, Commissions, and Outreach Reports**

##### **7.2.3.1. Review of Master Action Item List**

Ms. Nieves provided a status update of the action items to-date.

Ms. Muhle explained the “reference manual” was used to serve as a guide for different professions to use when there was overlapping and incidental practices between design professions. Updates to it had been put on hold per guidance from the Attorney General’s Office (AGO) as the RCWs and WACs do not show a clear delineation between the professions.

Several jurisdictions had requested an updated version. Board staff had been, and would continue, working with the Attorney General’s Office to find a solution.

**AGENDA ITEM:** Ms. Muhle will work with AAG Lagerberg to discuss alternative options to the "reference manual." AAG Lagerberg will report to the Board during the next meeting.

#### **7.2.4. Other Reports**

##### **7.2.4.1. Legislation 101**

Ms. Muhle provided an overview of the legislative process to the Board.

Ms. Muhle clarified that the Governor had the authority to veto fiscal bills under a set of rules that were not covered in the training.

Board Member Roberts asked about the status of bills that are listed on NCARB’s legislative tool. Ms. Muhle provided an update on House Bill (HB) 1009, which related to the examples Board Member Roberts had asked about.

**AGENDA ITEM:** Legislative Update: Detailed information on HB 1009 and any other bills that are relevant to the industry.

**ACTION ITEM:** Staff to reach out to AIA for any information they have on legislation related to the industry.

#### **8. Public Comments**

*The public may address the Board on matters within the Board’s jurisdiction, either verbally during the meeting or by submitting written comments in advance. Verbal comments are limited to one three-minute comment. Written comments are limited to no more than 500 words and must be emailed to [DOLBoards@dol.wa.gov](mailto:DOLBoards@dol.wa.gov) no less than two business days prior to the meeting with the subject line “Public Comment: Architect Board.” In response to all public comments, the Board is limited to requesting that the matter be added to a future agenda for discussion or directing staff to study the matter further. Inflammatory comments and language will not be permitted.*

There were no written or verbal public comments.

## 9. Conclusion

### 9.1. Announcements

Ms. Muhle shared that a recruitment for former Board Member Rick Benner's position had been posted to the Governor's website and that the Governor's Office had not received any applicants to date.

Ms. Muhle asked the Board Members to share the opportunity to their contacts. Board Chair Harm voiced the importance of outreach to Eastern Washington for a more diverse membership. Board Member Manley recommended including the recruitment info in the NCARB newsletter.

**ACTION ITEM:** Staff to inquire with NCARB to post recruitment info in the newsletter.

Board Member Manley shared he had volunteered for a committee assignment and had been tapped for the Experience Committee. His availability for the Model Law Committee may be impacted.

### 9.2. Requests for Future Agenda Items

Ms. Nieves reviewed the agenda items from this meeting.

- Follow-up to MRA discussion
  - Ms. Muhle and AAG Lagerberg to review and discuss what is allowed per WAC concerning the Board and MRAs.
  - AAG Lagerberg to report out at the next meeting.
- Follow-up to reference manual discussion
  - Ms. Muhle and AAG Lagerberg to discuss options for a replacement.
  - AAG Lagerberg will report to the Board during the next meeting.
- Continuing education credit requirements
  - Discussion on the requirements and whether the Board should become a part of the ongoing training.
  - May need to form a committee.

### 9.3. Review of Action Items and Items for Next Meeting

Ms. Nieves reviewed the action items from this meeting.

- Board staff to work with NCARB and AIA on Five-year Rolling Clock Legislation.
- Staff to coordinate with NCARB and universities in August to schedule outreach to students.
- Staff to reach out to AIA for any information they have on legislation related to the industry.

- Staff to inquire with NCARB about posting recruitment info in their newsletter. Board Members to connect with their contacts.
- Staff to send a legislative update to the Board.

### 10. Adjournment

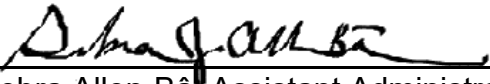
Board Chair Harm adjourned the meeting at **11:20 AM**.

### Next Board Meeting:

October 19, 2023

10:00 AM

Virtual via Teams

Submitted by:  10/19/2023  
Debra Allen-Ba, Assistant Administrator Date

Approved by:  10/19/2023  
Susan Cooley, Vice Chair Date