

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

October 29 - 30, 2025

Pinehurst, North Carolina

Board Chair, Brenda Moore, called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors to order at 1:00 p.m. on Wednesday, October 29, 2025, to conduct its regular order of business for the Board. Board attendance was as follows:

Present:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Cedric D. Fairbanks, PhD, PE  
Timothy E. Bowes, PLS  
John M. Logsdon, PLS  
Jonathan S. Care, Public  
Dennis K. Hoyle, PE, PLS

Absent:

Carol W. Salloum, Public

Guest

S. Wesley Tripp, III – Board Counsel

1. Ethics Awareness and Conflict of Interest Reminder - Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. No conflicts or appearances of conflict were identified.

2. Consent Agenda – Vice Chair

Chair Moore entertained a motion to approve the consent agenda.

*Ms. Gibbs made a motion to approve the consent agenda. Mr. Care seconded the motion. A vote was taken, and the motion was adopted by a vote of eight to zero.*

The consent agenda included: a request for the opening of Board Authorized Cases; Firm Applications for 7 Professional Corporations, 26 Professional Limited Liability Companies, three Business Firms, two Chapter 87 Corporations, and four d/b/a Requests; Retired Status Requests; Review Committee Agendas; Settlement Conference Committee Agenda; and 2026 Board Calendar.

3. Rules – Board Counsel

Mr. Tripp restated the proposed amendments to sections (f) and (h) of Board Rule 21 NCAC 56 .1602. He noted the most significant change was to section (f) and concerned surveys being prepared in a clear and factual manner. The language will now state “the survey shall be factual and understandable to the anticipated user of the map or report.” Section (h) removes the requirement for area to be “computed by double meridian distance or equally accurate method.” Instead, the rule will require that whenever area is computed and included on a plat, the surveyor must state the area of computation. With this change, the Board indicates that there are multiple ways to compute area and that the surveyor should indicate the method used so it can be verified if necessary. Mr. Tripp sought a motion to adopt the proposed changes.

*Mr. Bowes made a motion to approve the amendments to Board Rule 21 NCAC 56 .1602. Ms. Gibbs seconded the motion. Chair Moore confirmed the vote. No nays were heard. The motion was adopted by a vote of eight to zero.*

4. Board Secretary Report – Secretary and Executive Director

Ms. Gibbs and Mr. Ritter reported on the September financials. Discussion ensued.

*At 1:22 p.m. Chair Moore requested a motion to go into closed session. Ms. Gibbs made a motion to go into closed session to discuss the Board's lease. Mr. Fairbanks seconded the motion. The motion was adopted by a vote of eight to zero. All present were invited to the closed session.*

*Mr. Logsdon made a motion to return to open session. Ms. Gibbs seconded the motion. The motion was adopted by a vote of eight to zero. At 1:44 p.m. the Board returned to open session.*

5. Planning Session – Vice Chair

Chair Moore passed the gavel to Vice Chair Goel to officiate the Planning Session portion of the meeting. Mr. Goel facilitated discussion of the following matters.

- a. Goals and Objectives – Mr. Ritter provided an update regarding the status of each goal and objective and advised the Board of upcoming staff participation in an in-depth AI training class and advised of the upcoming publication of the newsletter. Discussion ensued.
- b. Future of Seal – Mr. Ritter introduced the topic and informed the members of current staff efforts towards developing new strategies to protect the seal. Discussion ensued. Board staff were tasked with additional research and instructed to report back at future meetings.

*Mr. Goel initiated a break at 2:19 p.m. The meeting resumed at 2:30 p.m.*

- c. Mr. Goel gave a presentation regarding elements of the Board's logo and Board name that may benefit from review and possible updates. Discussion ensued. Board and staff will explore possible name change options within statutory considerations and review logo suggestions.
- d. Texas Tech Ethics Program – Mr. Logsdon, who took the land surveyor's ethics course offered by Texas Tech University, reported on the class format, testing model, and the differences in the 30-hour class versus the 60-hour class. Mr. Logsdon reported that he viewed the course as a viable vehicle to bring the licensee into ethical compliance and expressed a preference for the 60-hour class. Further expounding on the class, he noted that in his opinion, a licensee, after taking the class should be held to a higher standard. Discussion ensued. Mr. Logsdon's written review will be provided to each Board member.
- e. Ad Hoc Committee on Disciplinary Process – Messrs. Logsdon and Care introduced the topic for discussion. It was noted that the process benefited from well-informed case knowledge prior to acting. Concerns regarding the need for possible recusals were addressed by Mr. Tripp who stated that prehearing knowledge is not disqualifying. Chair Moore and Mr. Hoyle noted the positive impact of the experience and knowledge brought by Mr. Ritter, Mr. Evans, and Mr. Tripp on normalizing the process.

*The Board's attention was directed to item 5(g).*

- f. Resident Professional – Messrs. Ritter and Goel introduced the topic of the resident professional requirement. Mr. Goel gave a presentation and explained his position. He suggested review and discussion as he questioned the requirement in today's digital era. Discussion ensued. Chair Moore suggested exploring current practices.

*The Board's attention was directed to item 5(h).*

- g. ETAC Engineering Degree from 8 to 6 years – Mr. Ritter, noting that NCEES Model Law now allows individuals with six years of experience and an ETAC degree to take the exam, provided data suggesting that those with six years of experience had a higher pass rate than those with eight years of experience. The Board discussed whether to follow the NCEES Model Law position.

*Mr. Logsdon made a motion to allow individuals with six years of experience and an ETAC degree to be licensed. Mr. Fairbanks seconded the motion. A vote was taken. No nays were heard. The motion was adopted by a vote of eight to zero.*

*At 4:17 p.m., The meeting was recessed. The meeting is scheduled to resume at 8:00 a.m. October 30, 2025.*

8:00 a.m., October 30, 2025 – Chair Moore called the meeting to order and gave the gavel to Mr. Goel who directed the Board's attention to Item 5(f).

- h. Electronic Signature and BIM Committee – Chair Moore and Mr. Bowes discussed the use of AI and the continued obligation of the licensee to confirm the results. The Board will request a representative from Autodesk/Bently give a presentation to the Board. Discussion ensued regarding methods for digital signatures in the BIM environment noting the differences between 2D and 3D. Chair Moore suggested AI training for everyone in the room. Chair Moore proposed that the topics of electronic certifications and BIM should be transitioned to a standing committee.

*A break was initiated at 9:15 a.m. The meeting resumed at 9:33 a.m.*

- i. Director Title – Not discussed
- j. AI Discussion – discussed during 5(h).
- k. CPC Committee – Necessity/Impact – Mr. Ritter and Chair Moore introduced the topic. It was noted that CPC is required by rule and, as such, questioned whether there was a way to modify it. Board Counsel Tripp confirmed that the activities of the committee are determined by Rule allowing for changes. CPC will include the future of the seal, electronic signature, and BIM.

*At 9:48 a.m. the planning session portion of the meeting is completed, and Mr. Goel returns the gavel to Chair Moore. Chair Moore immediately initiates a short break. The meeting is resumed at 10:00 a.m.*

6. Board Elections – Chair

Chair Moore opened the floor for nominations.

Mr. Goel nominated Mr. Bowes for Secretary. There being no further nominations, the nominations were closed.

Mr. Bowes nominated Ms. Gibbs for Vice Chair. There being no further nominations, the nominations were closed.

Mr. Fairbanks nominated Mr. Goel for Chair. There being no further nominations, the nominations were closed.

*The Board voted, and the individuals nominated for officers were selected unanimously by all in attendance.*

Mr. Goel appoints the committee chairs for 2026:

- Engineering Committee – Brenda Moore
- Surveying Committee – Toynia Gibbs
- CPC Committee – Cedric Fairbanks

*The Board adjourned at 10:45 a.m. and is next scheduled to meet on November 19, 2025.*

Respectfully submitted,



Timothy E Bowes, PLS  
Secretary

Approved by the Board in Session

Date: January 14, 2026

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

September 24, 2025

Raleigh, North Carolina

Board Chair, Brenda L. Moore, called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors into session at 9:00 a.m. on Wednesday, September 24, 2025, to conduct the regular order of business. Attendance was confirmed as follows:

Board Members:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Cedric D. Fairbanks, PhD, PE  
Carol W. Salloum, Public  
Dennis K. Hoyle, PE, PLS  
John M. Logsdon, PLS  
Jonathan S. Care, Public  
Timothy E. Bowes, PLS

Guest:

Sherri Barron, NCSS  
Catherine Lee, Counsel for the Board

1. Ethics Awareness and Conflict of Interest Reminder – Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. Ms. Gibbs advised the Board of her conflict with and planned recusal from matters related to the Dykes hearing.

2. Hearing on Amendments to Permanent Board Rule – Chair

Chair Moore stated that the North Carolina Board of Examiners for Engineers and Surveyors intend to amend the Board Rule cited as Title 21, Chapter 56, Sections .0501 of the North Carolina Administrative Code. She informed those in attendance that the proposed rule was published in the North Carolina Register on August 15, 2025, published on the Board's website, and has a proposed effective date is January 1, 2026. Chair Moore further explained that the Board is conducting the public hearing to allow, in addition to the required public comment period, an opportunity for attendees to comment on the proposed amendments. Chair Moore asked all attendees to identify themselves and provide contact information. All attendees were instructed to provide their comments in writing to ensure the comments were correctly captured for the Board to be able to respond. Chair Moore provided the name, address, and email address for the Board Counsel, the contact for any comments, and she stated that the comment period will end October 14, 2025.

*Chair Moore opened the hearing for public comment at 9:02 a.m., hearing none; Chair Moore closed the hearing at 9:04 a.m.*

*Chair Moore moved that the Board enter into closed session pursuant to North Carolina General Statute Section 143 – 318.11 subsection (a)(3) to consult with counsel concerning the handling of the reinstatement of the engineering license of Michael J. Dykes. Mr. Goel seconded the motion. Only the Board Members and Ms. Lee were in attendance. The Board went into closed session at 9:05 a.m.*

3. Consent Agenda – Chair

Chair Moore entertained a motion to approve the Consent Agenda.

*Ms. Salloum made a motion to approve the Consent Agenda. Ms. Gibbs seconded the motion. Chair Moore confirmed the vote. No nays were heard. The motion to approve the Consent Agenda was adopted by a vote of nine to zero.*

The Consent Agenda included: a Request for a Board Authorized Case; Comity, Initial Licensure, PE Reinstatement; and PLS Registration; Firm Applications for 20 Professional Corporations, 40 Professional

Limited Liability Companies, three Business Firms, three Chapter 87 Corporations; and six Summary of d/b/a Requests; Minutes, Requests for Retired Status; and Review Committee Agendas.

4. Committee Reports – Committee Chair

**Engineering Committee – Mr. Fairbanks**

Mr. Fairbanks reported that the committee met on September 22, 2025, via video conference. The following matters were discussed:

New Business

None.

Old Business

1. Rules Review per G. S. 150B-19 (b)/Proposed Statute Changes

- (1) 21 NCAC 56 .0701(e)(1)(2) (conflict of interest) – Possible Rule change being considered by the Surveying Committee.
  - (2) 21 NCAC 56 .1106 (Certification of Standard Design Plans) – Mr. Tripp will continue his review of the matter.
  - (3) G.S. 89C-13(a1)(3) – 8 Year Experience Requirement – Mr. Ritter to research the requirements for ETAC Technical Degree and report during Planning Meeting. Board Members will consider following the recent adoption of NCEES’s decision to change its Model Law from 8 to 6 years. Discussion ensued.
  - (4) G.S. 89C – Technical Corrections – Board Counsel has handled independently. The item to be removed from Old Business.
2. Foreign Entities – The committee discussed the matter at its July meeting. Mr. Tripp will continue researching the matter and will report on his findings.
3. Request for Meeting to Discuss Proposed Rule Changes within 15A NCAC 02K. – Mr. Fairbanks explained that Dam Safety requested the meeting. The meeting was held on July 31, 2025. Mr. Fairbanks indicated that the meeting was very productive. He noted those in attendance for Dam Safety included: Jordan Pappas, Assistant Dam Safety Engineer; Adam Par, State Dam Safety Engineer; Hadush Hagos, Assistant Dam Safety Engineer; and Doug Hemsel, Assistant General Counsel. Mr. Fairbanks, Mr. Hoyle, and Mr. Evans. Discussions focused on a possible dual-input tier-based approach for identifying candidates for certain levels of responsibility. Discussion ensued. Mr. Fairbanks clarified the Board’s role would only be to provide disciplinary data. Mr. Fairbanks recommended meeting every other year.

**Surveying Committee – Mr. Bowes**

Mr. Bowes reported that the Surveying Committee met in person on September 24, 2025. The following matters were discussed:

New Business

1. Senate Bill 391 – Mr. Bowes explained the DOT Omnibus Bill. He noted that the committee members had some concerns about the bill in its current form and crafted language in response to a question raised by NCSS. Efforts are underway to finalize a coordinated response and arrange a meeting with NCDOT to discuss. The committee will keep the Board updated as the matter progresses.
2. Survey Tie Guidelines – Matter is on hold pending adoption of national datum plan.
3. Neighboring States Licensure – The law goes into effect October 1, 2025. Mr. Bowes asked Mr. Tripp to elaborate on the requirements of the bill. Mr. Tripp explained that the bill, passed by the NC Legislature, requires most North Carolina occupational licensing boards to provide licenses to certain individuals

licensed in Virginia, South Carolina, Georgia, Tennessee, and – although not a neighboring state – West Virginia. Engineering and certain other occupations are excluded. Mr. Tripp noted that the Board is required to publish on its website a list of requirements and instruction regarding the process to follow for those qualified to obtain licensure via this pathway. These instructions have been prepared but not yet published. In addition, Mr. Tripp explained that staff have enlisted outside IT assistance in developing an online portal pathway for those individuals to apply for licensure. The portal is expected to go live by October 1<sup>st</sup>.

4. House Bill 926 – Mr. Bowes explained that the bill would remove right of entry requirements imposed on the Board under 89C. Mr. Ritter further elaborated on the matter, stating that the bill recently cleared both the House and Senate and is now awaiting the Governor’s signature.

#### Old Business

1. Rules Review per G. S. 150B-19.1 (b) – Proposed Statute Changes
  - (1) 21 NCAC 56 .0701(e)(1)(2) (conflict of interest) – Mr. Bowes identified Mr. Logsdon as driving the effort and noted the possible consequences Mr. Logsdon’s tenure will have on the matter.
  - (2) 21 NCAC 56 .1606 (ASPRS & FGDC Standards) – No action on currently. Topic will be discussed in conjunction with item number 2 below.
  - (3) 21 NCAC 56 .0901(c)[Resident Requirements] – Pending further discussion.
  - (4) Amendments to Board Rule .0601 – Removed from Old Business
2. Minimum Requirements for an Airborne Survey – Will be discussed in conjunction with ASPRS & FGDC Standards.
3. GICC Work Group – Efforts are paused.
4. Exam Question Review – Mr. Bowes reported that the committee will have an exam writing session in the November and will consider any exam questions during the session.

#### Electronic Certification Ad Hoc Committee Meeting – Chair Moore

Chair Moore reported that the committee met via Zoom on September 9, 2025. She informed that Board that the participants discussed next steps for committee and requested that Mr. Goel add the topic to the planning session agenda to allow a review of the year’s activities and allow for full Board input to determine the best path forward regarding continuing issues of concern. Mr. Goel confirmed the topic for the planning session.

#### Outreach Coordinator – Ms. Salloum

Ms. Salloum reported that on September 11<sup>th</sup> Chair Moore attended the ACES NC Conference and served as a judge for the 2025 Engineering Excellence Awards. On September 12<sup>th</sup> Chair Moore participated in Campbell University’s College of Engineering mock interviews exercise. Ms. Salloum reported that, on September 2<sup>nd</sup> Mr. Goel participated along with Mr. Evans and Mr. Tripp at the NCDOT Annual Summit. Ms. Salloum reported that Mr. Fairbanks participated in a Dam Safety Meeting. She noted that Mr. Fairbanks suggests the meeting should be recurring. Ms. Salloum concluded her report.

5. NCEES Activities – Executive Director

Mr. Ritter reported on the NCEES Annual Meeting. He noted the positive impact Mr. Zoutewelle, as NCEES President, had on the Board’s representation on NCEES committees and Zone activities while president. Discussion ensued. Mr. Ritter thanked the Board for its support in allowing him to participate in numerous NCEES activities over the years. He thanked Chair Moore and his assistant, Ms. Houston, for submitting the nomination package for which he received a 2025 NCEES Service Award at the Annual Meeting. Mr. Ritter discussed current Board representation at NCEES. Mr. Goel and Mr. Ritter informed members that Jimmy Cho is seeking interested candidates who want to participate on a committee. Mr. Ritter will forward information regarding the April Southern Zone Meeting as it becomes available.

6. Board Secretary Report – Secretary and Executive Director

Ms. Gibbs and Mr. Ritter reported on the July and August financials. Ms. Gibbs noted that most of the annual income has been received for the year and revenue and expenses are trending towards historical norms. Discussion ensued. Mr. Ritter informed the Board of the status of lease negotiations. Discussion ensued. Mr. Ritter will supply the Board with research results and market analysis information regarding local commercial space.

Chair Moore issued a reminder regarding the safety plan. Discussion ensued. Mr. Ritter gave a timeline for completion.

7. Board Counsel Report – Board Counsel

- 1) Mr. Tripp provided an update regarding amendments to Board Rules .0505, .0601, .0606, .0701, and .0804. The amendments were published in the North Carolina Register on June 16, 2025. A public hearing was held on July 16, 2025. The public comment period ended on August 15, 2025. No public comments were received. He explained that a vote to adopt the Rules was needed to send the amended Rules to the Rules Review Commission. The proposed effective date is December 1, 2025.

*Ms. Gibbs made a motion to adopt the Rules. Mr. Care seconded the motion. Chair Moore confirmed the vote. No nays were heard. The motion to adopt the amendments to the Board Rules was adopted by a vote of nine to zero.*

- 2) Settlement Conference Report – Informational Item

Mr. Tripp provided the updated settlement conference data. Discussion ensued.

*Mr. Tripp requested a motion that the Board go into closed session to review and approve 14 disciplinary Orders. Ms. Gibbs made a motion to go into closed to review and approve disciplinary Orders. Ms. Salloum seconded the motion. Board Members, Board Counsel, and staff were allowed in attendance. The Board went into closed session 10:34 a.m.*

*Ms. Salloum made a motion to return to open session. Mr. Goel seconded the motion. Chair Moore called for a vote. The motion passed by a vote of nine to zero. The Board returned from closed session at 11:03 a.m. and immediately went into a break. Members returned from break at 11:15 a.m.*

- 3) Mr. Tripp reported the following cases were approved by vote as follows during closed session:

Case	Motion to Approve/Motion Seconded	Vote to approve
a. V2024-033	Bowes/Gibbs	9 to zero
b. V2024-049	Gibbs/Bowes	9 to zero
c. V2024-066/074	Gibbs/Bowes	9 to zero
d. V2024-089	Gibbs/Care	9 to zero
e. V2024-090	Goels/Salloum	9 to zero
f. V2024-097	Salloum/Logsdon	9 to zero
g. V2024-099	Gibbs/Goel	9 to zero
h. V2024-102	Goel/Salloum	9 to zero
i. V2024-103	Goel/Bowes	9 to zero
j. V2024-109	Gibbs/Bowes	9 to zero
k. V2024-113	Goel/Gives	9 to zero
l. V2024-120	Salloum/Goel	9 to zero
m. V2024-121	Goel/Gibbs	9 to zero
n. V2024-137	Gibbs/Salloum	9 to zero

Discussion ensued. Mr. Goel will add the topic of final orders to the planning session.

8. Violations Activity – Assistant Executive Director

Mr. Evans presented the Violations Report for September 2025 and explained that the Board opened 126 cases

as of the report date with 132 cases open at the time of the meeting. He provided data on respondents with prior violations and data on the sources of the cases. He noted that respondents had 34 Respondents had 94 prior cases; of which 24 Respondents had 35 prior disciplinary actions. He noted that 62 cases were currently pending review. Mr. Evans provided details of the actions taken for each of the 78 closed cases and case tracking information showing trends from fiscal year 2017 through present. He provided information regarding the stage of investigation completion of the 154 cases currently open as of September 24, 2025. Mr. Evans provided an updated report regarding the 2025 Board Programs. Discussion ensued.

9. Old Business – Executive Director

Mr. Ritter confirmed that Ms. Moore was in favor of serving a second term. He asked Chair Moore to recuse from the next topic. Chair Moore gave the gavel to Mr. Goel. Mr. Ritter requested a motion to allow staff to write a letter to Governor Stein in support of Chair Moore’s reappointment for a second term.

*Mr. Care made a motion to allow staff to write a letter in support of Chair Moore’s reappointment. Ms. Gibbs seconded the motion. Mr. Goel confirmed the vote. The motion was unanimously approved by a vote of eight to zero. The gavel was returned to Chair Moore.*

10. New Business

Mr. Ritter provided an update regarding a bill which would require the Board to collect social security numbers from applicants. Discussion ensued.

11. Informational Items

Mr. Riter provided logistical information regarding the 2025 planning session meeting.

*Chair Moore adjourned the meeting at 12:02 p.m. The Board is next scheduled to meet on October 29-30, 2025.*

Respectfully submitted,



Toynia E. S. Gibbs, PLS  
Secretary

Approved by the Board in Session

Date: December 3, 2025

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

July 16, 2025

Raleigh, North Carolina

Board Chair, Brenda L. Moore, called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors into session at 9:00 a.m. on Wednesday, July 16, 2025, to conduct the regular order of business. Attendance was confirmed as follows:

Board Members:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Cedric D. Fairbanks, PhD, PE  
Carol W. Salloum, Public  
Dennis K. Hoyle, PE, PLS  
John M. Logsdon, PLS  
Jonathan S. Care, Public  
Timothy E. Bowes, PLS

Absent:

1. Ethics Awareness and Conflict of Interest Reminder – Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. It was noted that Ms. Gibbs was recused from the Michael J. Dykes hearing.

2. Hearing – Michael J. Dykes – Request for Reinstatement – Chair

Present:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Dennis K. Hoyle, PE, PLS  
Jonathan S. Care, Public  
John M. Logsdon, PLS  
Carol W. Salloum, Public  
Timothy E. Bowes, PLS  
Cedric D. Fairbanks, PhD, PE

Recused:

Toynia E. S. Gibbs, PLS, Secretary

Counsel for Petitioner: Adam Stallings  
Counsel to the Board: Douglas W. Hanna  
Hearing Advisory Counsel: Catherine Lee  
Executive Director: Andrew L. Ritter

Chair Moore recognized individuals present for the hearing. Counsel for the Petitioner and Counsel for the Board presented oral arguments on whether the Board should accept, modify, or reject the Administrative Law Judge’s Proposal for Decision. Each side was allocated 30 minutes for oral arguments. At the conclusion of the oral arguments, Chair Moore thanked each side. She informed the parties that the Board would move into closed session for deliberations. She noted that all persons, except Board members and the Board’s Advisory Counsel must leave the Board room. Chair Moore stated that the petitioner will be informed of the Board’s decision in writing within 90 days.

*Chair Moore moved that the Board enter into closed session pursuant to North Carolina General Statute Section 143-318.11, subsection (a)(3) to consult with counsel concerning the handling of the reinstatement of the engineering license of Michael J. Dykes.*

Chair Moore gaveled the meeting back into session at 12:33 p.m. to continue its regular order of business for the Board. All Board members were present.

3. Consent Agenda – Chair

Chair Moore entertained a motion to approve the Consent Agenda.

*Ms. Salloum made a motion to approve the Consent Agenda. Ms. Gibbs seconded the motion. Chair Moore confirmed the vote. No nays were heard. The motion to approve the Consent Agenda was adopted by a vote of nine to zero.*

The Consent Agenda included: a Request for Board Authorized Cases; Comity and Initial Licensure; Firm Applications for 22 Professional Corporations, 43 Professional Limited Liability Companies, one Business Firm, two Chapter 87 Corporations; one Request to be Resident for Multiple Companies; and eight Summary of d/b/a Requests; Minutes, Requests for Retired Status; and Review Committee Agendas.

4. Hearing on Amendments to Permanent Board Rules – Chair

Chair Moore stated that the Board of Examiners for Engineers and Surveyors intend to amend the Rules cited as 21 NCAC 56 .0505, .0601, .0606, .0701 and .0804. She further explained that the proposed amendments to the permanent rules were published in the North Carolina Register and on the Board’s website. She noted that the proposed effective date for the amendments is December 1, 2025, and explained that the Board is conducting the public hearing to allow, in addition to the required public comment period, an opportunity for attendees to comment on the proposed amendments. Chair Moore asked all attendees to identify themselves and provide contact information. All attendees were instructed to provide their comments in writing to ensure the comments were correctly captured for the Board to be able to respond. Chair Moore provided the name, address, and email address for the Board Counsel, the contact for any comments, and she stated that the comment period will end August 15, 2025.

*Chair Moore opened the hearing for public comment. Hearing none; Chair Moore closed the hearing.*

5. Committee Reports – Committee Chair

**Engineering Committee – Mr. Fairbanks**

Mr. Fairbanks reported that the committee met July 14, 2025 via video conference. The following matters were discussed:

New Business

1. Foreign Entities – Mr. Fairbanks reported that this topic was brought to the committee by Mr. Tripp for exploratory purposes. Discussion ensued. Mr. Tripp will further research the topic and will continue discussions under old business with both surveying and engineering committees at future meetings.
2. Request for Meeting to Discuss Proposed Rule Changes within 15A NCAC 02K – The committee reviewed a request from Jordan Pappas, PE, Assistant State Dam Safety Engineer with DEMLR. Mr. Pappas requested the committee review of proposed changes to the dam safety requirements. DEMLR has requested a meeting. Mr. Fairbanks and Mr. Hoyle will review the requirements and coordinate with staff to have the topic further discussed in committee before being brought back to the Board. Discussion ensued.

Old Business

1. Rules Review per G. S. 150B-19 (b)/Proposed Statute Changes

- (1) 21 NCAC 56 .0701(e)(1)(2) (conflict of interest) – At the recommendation of Board Counsel and the concurrence of committee members, the item was removed from Old Business.
- (2) 21 NCAC 56 .1106 (Certification of Standard Design Plans) – Mr. Tripp will continue to review.
- (3) G.S. 89C-13(a1)(3) – 8 Year Experience Requirement
- (4) G.S. 89C – Technical Corrections) – At the recommendation of Board Counsel and the concurrence of committee members, the item was removed from Old Business.

Discussion ensued.

2. Question on AI and Responsible Charge – Chair Moore asked that topic be discussed during the Ad Hoc Committee report.
3. Amendments to Board Rule .0501 – Mr. Fairbanks reminded members that discussion of the topic was first initiated during the May Board Meeting. He asked Mr. Tripp to elaborate. Mr. Tripp explained the events leading to his recommended amendments to Board Rule .0501. Discussion ensued.

*Mr. Fairbanks moved to approve amendments to Board Rule .0501 to be published in the North Carolina Register. Chair Moore called for a vote. By a show of hands, the motion was adopted by a vote of nine to zero.*

#### **Surveying Committee – Mr. Bowes**

Mr. Bowes reported that the Surveying Committee met in person on July 15, 2025. The following matters were discussed:

##### New Business

1. Surveyor Intern Experience Discussion – Moved to Old Business.
2. Neighbor State Licensure – Mr. Bowes reported that the recent statute change goes into effect October 1, 2025. Based on current comity requirements, the committee felt in order to protect the public and be fair and consistent; the committee will require all applicants to pass the state specific test and submit a plat for review.
3. Rules Review Commission Request for Changes – Rules .1602 & .1607 – Mr. Bowes asked Mr. Tripp to address the topic. Mr. Tripp explained the nature of questions from the Rules Review Commission. He stated that he sought input from the committee due to the technical nature of the questions. Mr. Tripp further stated that he has generated responses to those inquiries based on information gleaned from the committee. Those responses are expected to be reviewed at the Rules Review Committee’s August meeting for an effective date of September 1, 2025. Mr. Logsdon commented on the process, noting the value of having rules addressing technical matters reviewed by non-technical individuals.
4. Question Regarding Powell Bill Map Oversight – Mr. Bowes explained the use of Powell Bills and introduced a request from a surveyor. The surveyor was concerned with the certification language contained on Powell Bills for contracted work. The committee reviewed the language and determined that, following Board rules, each certification stood on its own. To be clear, for any issue coming before the Board based on a surveyor not making the required changes to such language, the surveyor would be held accountable to current rules and regulations. Mr. Tripp will communicate the Board’s position on the matter.
5. Applicant Review – The committee was asked to review the Board’s application review process for an applicant. The committee approved the continuation of the Board’s current processes.

##### Old Business

1. Rules Review per G. S. 150B-19.1 (b) – Proposed Statute Changes – Not discussed.
  - (1) 21 NCAC 56.0701(e)(1)(2) (conflict of interest)
  - (2) 21 NCAC 56.1606 (ASPRS & FGDC Standards)
  - (3) 21 NCAC 56.0901(c)[Resident Requirements]
2. Minimum Requirements for an Airborne Survey – Not discussed.

3. GICC Work Group – Mr. Logsdon requested an update from Mr. Tripp on planned guidelines. Mr. Tripp stated the matter is pending House Bill 435 which will allow the Board to amend the inclusions and exclusions based on a change to the definition of “surveying.”
4. Exam Question Review – Mr. Bowes reported that the committee will have an exam writing session in the fall. The item is moved over to the exam writing session.
5. Right of Entry Statute – Not discussed.
6. AI Draft Policy – Topic is pending further evolution.
7. Brian F. Welch, PE with ESP Associates – Zoom meeting to be scheduled.

#### **Electronic Certification Ad Hoc Committee Meeting – Chair Moore**

Chair Moore gave a brief summation of the committee’s activities. She reported that on June 9, 2025, the committee met with the City of Raleigh and the City of Durham and discussed their current processes for 2D, 3D, and AI. She noted that the procedures were similar to those of the City of Charlotte. Document locking and unlocking procedures were questions posed to each; however, feedback is pending from Durham and Raleigh.

#### **AI Ad Hoc Committee Meeting – Mr. Tripp**

Mr. Tripp reported on the circumstances leading to the establishment of a group to finalize the language of the Purpose and Scope section of the guideline on the use of artificial intelligence in engineering and surveying services. Specifically, whether “verify” or “justify” should be used. Mr. Tripp reminded the Board that at the Chair’s direction, Mr. Fairbanks, Mr. Care, Mr. Logsdon, and himself were tasked to work on the issue. He informed the Board that the group used email as the medium to meet on the issue. The group was amenable to language developed by Mr. Care. The language eliminated the need to use either word. The phrase, “*and be capable of reproducing the output independently from any AI program*” was approved to bring to the Board for consideration. Mr. Care explained the development of the language. Discussion ensued.

*Mr. Logsdon made a motion that, with this change to the Purpose and Scope session, the Board adopt the guidelines on the use of artificial intelligence in engineering and surveying services. Mr. Fairbanks seconded the motion. Chair Moore called for a vote. The motion was adopted by a vote of nine to zero.*

#### **Outreach Coordinator – Ms. Salloum**

Ms. Salloum reported that Chair Moore attended the PENC Conference in Asheville, June 5 – 7, 2025; and Ms. Gibbs attended, along with another female professional surveyor, a program for young women in surveying, representing the society of surveyors. Ms. Gibbs reported that the target audience was 9 – 12<sup>th</sup> graders.

#### 6. **NCEES Activities – Executive Director**

Mr. Ritter explained the process and reported on non-consent motions to be presented at the 2025 Annual Meeting. Notably, five of the six motions were reported to be relevant to the Board. Mr. Ritter informed the Board that he and Mr. Tripp did an in-depth review of each action in case there are questions. Chair Moore, as Board Chair, will vote for the Board at the meeting. Mr. Ritter noted that the purpose of discussions at today’s meeting is to come to consensus as to how the Board will vote or act. Each motion was discussed and the Board voting determinations noted below:

##### **ACCA Motion #1**

The language is not considered to be in its final form and may not go to the floor for a vote. Discussion ensued.  
*Board Vote: Not in favor.*

##### **Education Motion #1**

Chair Moore, a member of the Education Committee, provided feedback regarding the motion. Discussion ensued.

*Board Vote: In favor.*

##### **Education Motion #3**

Chair Moore, a member of the Education Committee, provided feedback regarding the motion. Discussion ensued.

*Board Vote: In favor.*

**Finance Motion #4**

Mr. Ritter, Chair of the Finance Committee, provided feedback regarding the motion. Discussion ensued.

*Board Vote: In favor.*

**Finance Motion #5**

Mr. Ritter, Chair of the Finance Committee, provided feedback regarding the motion. Discussion ensued.

*Board Vote: In favor.*

**Licensure Motion #4**

Mr. Ritter explained that the language aligns with Board language. Discussion ensued.

*Board Vote: In favor.*

Mr. Ritter gave logistical details for the upcoming annual meeting, including information regarding Mr. Zoutewelle's President's Reception and the Board dinner. Mr. Ritter noted that he was selected to receive a 2025 NCEES service award which would be presented at the banquet Thursday night. He expressed his appreciation to the Board for allowing him the latitude to participate in NCEES activities and gave special thanks to Chair Moore and Ms. Houston for submitting the nomination. Board members congratulated Mr. Ritter on the award.

Mr. Ritter reported on his trip to the International Engineering Alliance Meeting in Merida, Mexico. He shared the two focus areas of the group. The first focus area is to come up with common criteria for licensure across the globe and, secondly, the group focuses on education qualifications from one country to another. Mr. Ritter explained that it is widely known that North Carolina has a MOU with the UK. He reported that Canada, Ireland, and Australia have expressed interest in entering into an MOU with North Carolina. He stated that the process is lengthy and, as with the UK MOU, will be brokered by NCEES.

Mr. Ritter further reported that there was an international surveying conference being held across the street. Mr. Ritter, the Western Zone VP, and the President Elect met with representatives from Jamaica. Mr. Ritter noted the advanced educational credentials of the Jamaican representatives who have also expressed an interest in entering into an MOU with NCEES with a focus on North Carolina. Mr. Ritter noted that Geo Spatial and vertical surveying is replacing boundary surveying internationally. Mr. Ritter made mention of Ms. Gibbs' interest in participating in the Figg meeting. Mr. Ritter expressed interest in participating in the future IEA meetings. Discussion ensued.

Mr. Ritter queried the Board regarding NCEES activities and noted that he and Chair Moore will present the Board gift to Mr. Zoutewelle.

7. Board Secretary Report – Secretary and Executive Director

Ms. Gibbs reported on the May and June financials. She noted firm renewals have begun and have had a positive impact. Mr. Ritter noted the anticipated impact related to the hearing held earlier during the meeting. Discussion ensued.

*2:03 p.m. – Chair Moore initiated a five-minute break. The meeting resumed at 2:09 p.m.*

8. Board Counsel Report – Board Counsel

- 1) As an informational item, Mr. Tripp provided a settlement conference report. No changes since the May Meeting.
- 2) As an informational item, Mr. Tripp provided a Legislative Update regarding bills affecting the Board.
  - A. HB 435 of the status of the bill which would permit the Board to move forward to a biennial renewal, make cleanup changes to 89C, and remove right of entry from 89C. The bill is expected to pass the Senate.
  - B. SL 2025-61 / HB 763 requires certain licensing boards, including NCBELS, to grant licensure to residents of several neighboring states who establish residence in North Carolina and satisfy other

requirements of the bill. Engineers are exempted; however, surveyors are not. Signed into law by Governor Stein on July 3, 2025.

C. HB 402 limits Rules with a substantial financial cost. Effect to the Board would be a requirement that proposed Board Rule amendments to raise renewal fees would have to be by unanimous vote. Governor Stein vetoed the bill June 27, 2025.

- 3) FARB Summit - As an informational item, Mr. Tripp informed he will attend the summit and give a presentation entitled "Speech or Conduct? The First Amendment and Professional Licensure."
- 4) As an informational item, Mr. Tripp provided an update regarding the NCEES Amicus Brief. NCEES has approved filing the brief.
- 5) Mr. Tripp informed the Board regarding a tentative call with the AG's office. Mr. Evans and Mr. Ritter will also participate on the call. The Board will be updated

9. Violations Activity – Assistant Executive Director

Mr. Evans noted surprising volume of licensees who have not complied with the ethics and standards of practice requirement. He stated that letters of caution were sent out and those individuals flagged for future audit. Mr. Evans credited staff member Martha Michalowski for her efforts. Mr. Goel suggested adding a check box that licensees can check to state they have completed the required ethics training. Mr. Evans presented the Violations Report for July 2025 and explained that the Board opened 85 cases as of the report date. He provided data on respondents with prior violations and data on the sources of the cases. He noted that 23 respondents had 62 prior cases; of which 18 respondents had 26 prior disciplinary actions. He provided details of the actions taken for each of the 49 closed cases and case tracking information showing trends from fiscal year 2017 through present. He provided information regarding the stage of investigation completion of the 142 cases currently open as of July 16, 2025.

Mr. Evans provided an updated report regarding the 2025 Board Programs. Discussion ensued.

10. Old Business – Executive Director

Mr. Ritter provided an update regarding his 2025 Goals and Objectives. Discussion ensued.

11. Old Business, New Business, and Informational Items

Mr. Ritter, noting the current Board lease will end in 2026. He reported that negotiations have begun to secure the lease. Staff expect to secure the lease or move by the end of 2025. Mr. Ritter shared information provided by the building's management company regarding significant enhancements to the building. Such renovations are scheduled to begin in August. Discussion ensued.

12. Old Business, New Business, and Informational Items

None.

*Chair Moore adjourned the meeting at 3:00 p.m. The Board is next scheduled to meet on September 24, 2025.*

Respectfully submitted,



Toynia E. S. Gibbs, PLS  
Secretary

Approved by the Board in Session

Date: September 24, 2025

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

May 21, 2025

Raleigh, North Carolina

Board Chair, Brenda L. Moore, called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors into session at 9:00 a.m. on Wednesday, May 21, 2025, to conduct the regular order of business. Attendance was confirmed as follows:

Board Members:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Cedric D. Fairbanks, PhD, PE  
Carol W. Salloum, Public  
Dennis K. Hoyle, PE, PLS  
John M. Logsdon, PLS

Absent:

Timothy E. Bowes, PLS  
Jonathan S. Care, Public

Guest:

Sherri Barron

1. Ethics Awareness and Conflict of Interest Reminder – Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. No conflicts or appearances of conflicts were identified.

2. Consent Agenda – Chair

Chair Moore entertained a motion to approve the Consent Agenda.

*Mr. Logsdon made a motion to approve the Consent Agenda. Mr. Fairbanks seconded the motion. Chair Moore confirmed the vote. No nays were heard. The motion to approve the Consent Agenda was adopted by a vote of seven to zero.*

The Consent Agenda included: a Request for Board Authorized Cases; Comity, Initial Licensure, PE Reinstatements, and PLS Licensure; Firm Applications for 10 Professional Corporations, 14 Professional Limited Liability Companies, one Business Firm, two Chapter 87 Corporations; and one Summary of d/b/a Request; and Requests for Retired Status.

3. Committee Reports – Committee Chair

**Engineering Committee – Mr. Fairbanks**

Mr. Fairbanks reported that the committee met on May 19, 2025. He noted that all committee members were present during the meeting which was held via video conference. The following matters were discussed:

New Business

1. Engineering Inspections Question from David Arnold, PE – Mr. Fairbanks reported that Mr. Arnold sought guidance regarding storm drainage and roadway design certifications. He informed the Board of the circumstances surrounding Mr. Arnold's request and described interactions between Board Counsel and Mr. Arnold up to this point. He further reported that the committee felt that the matter fell outside the Board's purview and reported that the committee concurred with the Board Counsel's handling of the matter. Mr. Tripp will communicate the committee's position.

2. Review Request for PhD FE Exam Waiver – The committee reviewed a request for an FE exam waiver from a PhD student at UNC Charlotte. Mr. Fairbanks noted that this is the second time in recent memory that such a request has come before the committee from a student enrolled in the school's Infrastructure and Environmental Systems PhD program. He explained that the program is not a part of the school's engineering majors nor is it part of the ABET accredited programs; therefore, the request was denied. Mr.

Fairbanks confirmed with Mr. Tripp that the letter will go out following the meeting. Discussion ensued. Mr. Ritter explained efforts to get assistance from former Board Member, Linda Thurman, to inform her of the reoccurring requests for waivers that do not qualify under the Board's statutes. Staff will seek Ms. Thurman's assistance in communicating the issue with appropriate school staff. Discussion ensued.

3. Amendments to Board Rule .0501 – Mr. Fairbanks noted that the committee reviewed proposed language to amend the rule. He advised the Board that the committee engaged in extensive discussions regarding the engineering requirements for licensure and explained the substantial progress had been made; however, he stated that some matters are unresolved. Once those pending issues are resolved, the committee will bring the matter to the Board. Discussion ensued. The matter is pending committee resolution.

#### Old Business

1. Rules Review per G. S. 150B-19 (b)/Proposed Statute Changes – Not discussed.
2. Question on AI and Responsible Charge – Mr. Fairbanks reminded members that the topic, brought to the committee by Dr. Joseph Hummer, a PE with NCDOT sought clarification as to whether an engineer can be in responsible charge if AI was used to generate a sizable portion of the work being certified. Mr. Fairbanks noted that in response to the request, Mr. Tripp developed a draft policy for review by the Engineering and Surveying Committees. Mr. Fairbanks informed the Board that the Engineering Committee reviewed the draft and will recommend it for approval; however, the matter is pending input from the Surveying Committee. Chair Moore solicited feedback from the Surveying Committee. Mr. Logsdon noted that the current draft incorporated changes suggested during its last Surveying Committee meeting and feels it is in proper form to adopt as written. Discussion ensued. Mr. Goel asked to change the word “verifying” in line five of section one, Purpose and Scope, to “justifying.” Discussion ensued.

*Mr. Logsdon made a motion to amend the proposed Engineering Committee's motion to approve the draft AI policy, changing the word “verifying” to “justifying.” Ms. Salloum seconded the motion. Chair Moore called for a vote. The amendment was adopted by a vote of four to three.*

A minor clerical change was discussed and deemed acceptable without motion. After the amendment to the finalized policy, Chair Moore requested a motion to adopt the entire amended Policy on the Use of Artificial Intelligence in Engineering and Surveying Services.

*Mr. Goel made a motion to adopt the amended Policy on the Use of Artificial Intelligence in Engineering and Surveying Services. Ms. Salloum seconded the motion. Chair Moore called for a vote. The motion was adopted by a vote of seven to zero.*

Mr. Ritter checked with the Board to confirm that the policy was approved to be posted on the website and to be included in the next newsletter. Mr. Fairbanks further expressed his reservations with the amendment to the policy. Discussion ensued. Chair Moore determined the topic needed further discussion and consulted with Mr. Ritter regarding a remedy since the matter had received a vote. Discussion ensued.

*Ms. Salloum made a motion to rescind the Policy on the Use of Artificial Intelligence in Engineering and Surveying Services. Ms. Gibbs seconded the motion. Chair Moore called for a vote. The motion to rescind was adopted by a vote of six to one.*

Chair Moore returned the issue to both the Engineering and the Surveying Committees for resolution. Mr. Tripp will work through Mr. Fairbanks and Mr. Logsdon to resolve the matter and have each committee's response prepared to report to the Board once the matter is back on the agenda.

#### Surveying Committee – Mr. Logsdon

Mr. Logsdon reported in Mr. Bowes' absence. He noted that the Board's new investigator, James Mottram, sat in and participated in discussions during the meeting. The following matters were discussed:

## New Business

1. HB 763 – Neighboring State Licensure – Mr. Logsdon explained that HB 763, recently passed by the House, would require North Carolina licensing boards to issue licensure to licensed individuals living in adjoining states who relocate to North Carolina. He noted that there were exceptions for certain professions, including professional engineers. Further, he explained that the committee believes unique components in North Carolina’s real property law affect the land surveying profession thereby qualifying land surveying for an exception. He detailed the efforts being made to amend the bill. Discussion ensued. Efforts are expected to result in a Senate amendment adding surveyors to the excepted professions.
2. Bowman Gray Question – Mr. Logsdon detailed the question and the circumstances surrounding the request. He stated that the committee members did not feel that they had all the facts in the matter. The committee determined the remedy should be known to a licensed surveyor armed with the necessary facts. The committee will not opine the issue. Staff will communicate the committee’s position.
3. Foreign Entities – Mr. Logsdon explained the factors discussed and stated that the main issue involved the necessity of having a resident professional in an office. He noted that the committee explored the resident professional requirements for in-state licensees and compared those requirements to those requirements of non-resident professionals. The committee is noted to have acknowledged the issue and arrived at possible solutions. Discussion ensued. Mr. Tripp will research the matter and include the topic on the July agenda for both the surveying and engineering committee meetings.

*9:53 a.m. – Mr. Fairbanks left the meeting.*

4. Amendments to Board Rule .0601 – Mr. Logsdon explained the nature of the proposed changes to .0601 and noted that the committee was ready to proceed.

*Mr. Logsdon made a motion to approve the proposed amendments to Rule .0601 to move forward with the rule-making process. Chair Moore called for a vote. The motion was adopted by a vote of six to zero.*

5. Randy Ritchell-Puckett Question – Mr. Logsdon noted that a surveyor, faced with a recorded plat that did not reflect the most current transfers of property, sought the committee’s direction. The committee’s review of the information provided indicated plats had been prepared in conjunction with deeds that were never recorded resulting in plats that showed different and sometimes overlapping boundary lines. The committee determined the solution should be known to a licensed surveyor and, as such, the committee will not opine the issue. Staff will communicate the committee’s position.
6. Brian F. Welch, PE with ESP Associates – Mr. Logsdon explained the scenario surrounding the question of three conflicting surveys for the same location. The issue related to a route survey in western North Carolina in the aftermath of Hurricane Helene. He noted that fellow Board Member, Toynia Gibbs, had a connection to the company; however, her possible recusal from the matter was vetted and determined unnecessary at the current level of review since the core issue was general in nature. Mr. Logsdon explained that core to the matter, in addition to adjusting the traverse, was reporting accuracy either by ratio precision or by positional accuracy. The committee determined that more information was needed to complete the review. ESP Associates will be invited to a meeting with the committee to explore possible areas of ambiguity.

*9:59 a.m. – Mr. Fairbanks returned to the meeting.*

## Old Business

1. Rules Review per G. S. 150B-19.1 (b) – Proposed Statute Changes – Not discussed.
  - (1) 21 NCAC 56 .0701(e)(1)(2) (conflict of interest)
  - (2) 21 NCAC 56 .1606 (ASPRS & FGDC Standards)
2. Minimum Requirements for an Airborne Survey – Not discussed.

3. GICC Work Group – Not discussed.
4. Exam Question Review – In response to challenges to two questions following a recent exam; the committee determined that one question lacked sufficient information thus requiring an assumption to be made and a second question
5. Right of Entry Statute – Not discussed.
6. Responsible Charge – Not discussed.
7. AI Draft Policy – Not discussed.

**Disciplinary Ad Hoc Committee Meeting – Mr. Tripp**

Mr. Tripp reported that the committee met on February 19 and April 1, 2025, and discussed how the Board receives and approves disciplinary actions following Review Committee or Settlement Conference. The committee discussed the issues and recommended changes to the current process. The committee also discussed the Board’s practice of reciprocal discipline for out-of-state Licensees and recommended amending Board Rules for disciplinary reporting requirements. Discussion ensued.

*Mr. Logsdon made a motion to move forward with the rulemaking process to amend Board Rules .0505, .0606, .0701, and .0804. Mr. Fairbanks seconded the motion. Chair Moore called for a vote. The amendment was adopted by a vote of seven to zero.*

**Electronic Certification Ad Hoc Committee Meeting – Chair Moore**

Chair Moore reported that the committee met on April 7, 2025. Committee members discussed the outcome of the April 3<sup>rd</sup> meeting with the City of Charlotte. She that the City’s submission and certification of projects plans aligned with current practices. She noted that BIM and AI were also discussed during the meeting. The committee has scheduled a stakeholder engagement meeting with the City of Raleigh and the City of Durham for June 9, 2025. Chair Moore informed the Board that the committee reviewed the draft guidelines for digital signatures. Discussion ensued. Mr. Tripp will follow up.

*10:25 a.m. – Chair Moore initiated a break. The meeting resumed at 10:41 a.m. Mr. Goel was not present as the meeting resumed. Chair Moore asked Ms. Salloum to report on outreach activities.*

Ms. Salloum detailed her efforts. Discussion ensued. It was noted that Mr. Care participated in the FE Chords Ceremony at Campbell University.

*10:44 a.m. – Mr. Goel is now in attendance.*

4. NCEES Activities – Executive Director

Mr. Ritter queried Board members to find out if anyone wanted to discuss or report on any matters from the Southern Zone Meeting. Hearing none, he moved on to his agenda topics.

Mr. Ritter discussed changes to NCEES’ SE Exam. He explained the recent transition to computer-based exams for the structural engineering discipline and detailed some of the challenges to transitioning to computer based for the SE discipline. The issues of the number of non-graded exam questions and the cumbersome reference look-up process have resulted in requests from professional engineering SE societies and their associated boards to suspend the exam. Discussion ensued. Mr. Ritter explained that North Carolina is not an SE state; however, we do give the SE exam – averaging 10 to 15 SE exam test takers per year. He noted that the topic was of interest across the Southern, Northeastern, and Western and Central zones. NCEES, he explained, has its own year-long process for making changes; however, the SE community wants immediate adjustments to or suspension of the exam. Mr. Ritter reported that David McDowell expressed a commitment to addressing the non-graded exam questions before the October testing date. Mr. Ritter reported that as of this meeting, the issue remains unresolved and advised the Board to expect wide discussion on the topic at the Annual Meeting in August. Further discussion ensued. Mr. Ritter noted the excellent job Mr. Goel did reporting at the Southern Zone meeting.

Mr. Ritter explained that the full agenda item will be discussed in July when the NCEES motions are reviewed; however, he gave a brief synopsis of what to expect regarding the Annual Meeting. He noted that funded delegates should have received their invitations two weeks prior and all others should also have their invitations. Mr. Ritter provided logistical details and entertained questions and raised the possibility of a Board gift for Mr. Zoutewelle for discussion. All were in favor.

5. Board Secretary Report – Secretary and Executive Director

Ms. Gibbs reported on the April financials and was noted to have a positive budget variance. Discussion ensued.

6. Board Counsel Report – Board Counsel

1) Mr. Tripp informed the Board that Board Rules .1602 and .1607, received no public comments at the Public Hearing and have not received any written comments. As the Public Comment period ended on May 2, 2025, Mr. Tripp moved to adopt amendments to Board Rules, .1602 and .1607 and send them to the Rules Review Commission for review and approval.

*Ms. Salloum made a motion to adopt the amendments and move forward with the rulemaking process to amend Board Rules .1602, and .1607. Mr. Fairbanks seconded the motion. Chair Moore called for a vote. The amendment was adopted by a vote of seven to zero.*

2) As an informational item, Mr. Tripp informed the Board that the Rules Review Commission approved amendments to Board Rules .0502, .0901, and .0902 which went into effect on April 1, 2025. Further, the RRC approved amendments to Board Rule .0602 which went into effect on May 1, 2025.

3) As an informational item, Mr. Tripp provided a settlement conference report.

4) As an informational item, Mr. Tripp informed the Board of the status of bills affecting the Board.

A. HB 435 of the status of the bill which would permit the Board to move forward to a biennial renewal, make cleanup changes to 89C, and remove right of entry from 89C.

B. SB 451 required several occupational licensing boards, including NCBELS, to cut continuing education requirements in half. The bill failed to pass the Senate before the crossover deadline. The bill is now dead.

C. HB 763 requires certain licensing boards, including NCBELS, to grant licensure to residents of several neighboring states who establish residence in North Carolina and satisfy other requirements of the bill. Engineers are exempted; however, surveyors are not. The bill passed the House.

5) As an informational item, Mr. Tripp informed the Board of changes to the Attorney General's Office that impacts current litigation.

6) As an informational item, Mr. Tripp gave a historical timeline of events following the 2009 revocation of the license of Michael Dykes leading to the upcoming arguments for or against the Board adopting the ALJ's proposed decision on the matter. Ms. Gibbs will be recused. Mr. Ritter informed the Board that Catherine Lee will be Board Counsel for the hearing and Doug Hanna will be the litigator.

7. Violations Activity – Assistant Executive Director

Chair Moore asked Mr. Evans to introduce his new investigator. Following his introduction, Mr. Mottram gave a detailed history of his education and work history.

Mr. Evans presented the Violations Report for May 2025 and explained that the Board opened 59 cases as of the report date. He provided data on respondents with prior violations and data on the sources of the cases. He noted that 11 respondents had 34 prior cases; of which seven respondents had 10 prior disciplinary actions. Mr. Evans noted that surveying cases represented most of the case load in both prior cases and prior actions. He provided details of the actions taken for each of the 49 closed cases and case tracking information showing trends from fiscal year 2017 through present. Mr. Evans stated that he anticipates a positive impact on the trend once all five investigators are fully up to speed. He provided information regarding the stage of investigation completion of the 116 cases currently open as of May 21, 2025.

Mr. Evans provided a report as of the 2025 Board Programs. Mr. Evans noted that a number of ethics programs are scheduled for May and June. Discussion ensued. Mr. Fairbanks advised that he planned to attend the Durham Engineers Club program. Discussion ensued.

8. Old Business, New Business, and Informational Items

Mr. Ritter explained that he would speak on old, new, and informational topics. He informed the Board that he would be traveling to Mexico in June as a member of the NCEES International Engineering Alliance Group. He reported that he spoke with ACEC's transportation focused group with a focus on pending legislation and court cases. Mr. Ritter and Chair Moore will attend the PENC Summer Meeting. Chair Moore requested an update on the issue of initiating a safety training program for the Board. Mr. Ritter requested time to implement.

Ms. Moore requested a motion to go into closed session to discuss a personnel matter. Staff invited into closed session is Mr. Ritter.

*Mr. Goel made a motion to go into a closed session for a personnel matter. Mr. Logsdon seconded the motion. A vote was taken. The motion was adopted by a vote of seven to zero.*

9. Old Business, New Business, and Informational Items

See item eight.

10. Old Business, New Business, and Informational Items

See item eight.

*Mr. Fairbanks made a motion to go return to open session. Ms. Gibbs seconded the motion. A vote was taken. The motion was adopted by a vote of seven to zero. The Board returned to Open session at 11:53 a.m. A motion was immediately made to adjourn the meeting by Mr. Goel and seconded by Ms. Salloum. Chair Moore adjourned the meeting at 11:54 a.m. The Board is next scheduled to meet on July 16, 2025.*

Respectfully submitted,



Toynia E. S. Gibbs, PLS  
Secretary

Approved by the Board in Session

Date: September 24, 2025

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

April 16, 2025

Raleigh, North Carolina

Board Chair, Brenda L. Moore, called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors into session at 9:00 a.m. on Wednesday, April 16, 2025, to conduct the regular order of business. Attendance was confirmed as follows:

Board Members on Teleconference Call:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Dennis K. Hoyle, PE, PLS  
Cedric D. Fairbanks, PhD, PE  
Timothy E. Bowes, PLS  
John M. Logsdon, PLS

Absent:

Jonathan Care, Public  
Carol W. Salloum, Public

Staff on Call:

Andrew L. Ritter, Executive Director  
S. Wesley Tripp III, Board Counsel  
Cora Houston, Assistant

1. Ethics Awareness and Conflict of Interest Reminder – Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. No conflicts or appearances of conflicts were identified.

*Chair Moore directed the meeting to the public hearing.*

2. Public Hearing – Proposed Amendments to Permanent Rules – Chair

Chair Moore stated that the Board of Examiners for Engineers and Surveyors intends to amend the Rules cited as 21 NCAC 56 .0602 and .1607. She further explained that the proposed amendments to the permanent rules were published on the Office of Administrative Hearings' website and the Board's website. She noted that the proposed effective date for the amendments is August 1, 2025, and explained that the Board is conducting the public hearing to allow, in addition to the required public comment period, an opportunity for attendees to comment on the proposed amendments. Chair Moore asked that all attendees identify themselves, provide contact information, and she requested that attendees also provide their comments in writing to ensure that the comments are correctly captured for the Board to be able to respond. Chair Moore provided the name, address, and email address for the Board Counsel, the contact for any comments, and she stated that the comment period will end May 2, 2025.

*Chair Moore opened the hearing for public comment. Hearing none; Chair Moore closed the hearing.*


3. Consent Agenda – Chair

Chair Moore entertained a motion to approve the Consent Agenda. Ms. Gibbs made a motion to approve the Consent Agenda as presented. Mr. Goel seconded the motion. Chair Moore confirmed the vote. No nays were heard. The motion to approve the Consent Agenda was approved by a vote of seven to zero.

The Consent Agenda included: A Request for Board Authorized Cases; Comity, Initial Licensure, and PE Reinstatements; Firm Applications for seven Professional Corporations, 21 Professional Limited Liability Companies, two Chapter 87 Corporations, two Name Change Requests; one Name Change Request; one Request to be Resident for Multiple Companies, and two Summary of d/b/a Requests; Requests for Retired Status; and Review Committee Agenda.

*Chair Moore adjourned the meeting at 9:04 a.m. The Board is next scheduled to meet on May 21, 2025.*

Respectfully submitted,



Toynia E. S. Gibbs, PLS  
Secretary

Approved by the Board in Session

Date: May 21, 2025

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

March 19, 2025

Raleigh, North Carolina

Board Chair Brenda L. Moore called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors into session at 9:00 a.m. on Wednesday, March 19, 2025, to conduct the regular order of business. Attendance was confirmed as follows:

Board Members:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Cedric D. Fairbanks, PhD, PE  
Jonathan S. Care, Public  
Carol W. Salloum, Public  
Timothy E. Bowes, PLS  
Dennis K. Hoyle, PE, PLS  
John M. Logsdon, PLS

Guests:

Shane Stickland  
Jim Kelly

Before moving to item 1, Chair Moore reminded members of the rules of order followed by the Board and asked members to raise their hands to seek recognition.

1. Ethics Awareness and Conflict of Interest Reminder – Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. No conflicts or appearances of conflicts were identified.

Chair Moore acknowledged Surveyor’s Week, thanked surveying members for their service, and stressed the importance of the role of the surveyor in general and to her personally during her career as an engineer. Chair Moore then recognized Mark Mazanek, Director of Business Licensure & Compliance for his 25 years of service to the Board.. Chair Moore thanked him for his service and dedication to the Board and presented him with a commemorative plaque. Mr. Mazanek expressed his gratitude for the recognition.

2. Consent Agenda – Chair

Chair Moore entertained a motion to approve the Consent Agenda. Mr. Fairbanks made a motion to approve the Consent Agenda as presented. Ms. Salloum seconded the motion. Chair Moore confirmed the vote. No nays were heard. The motion to approve the Consent Agenda was adopted by a vote of nine to zero.

The Consent Agenda included: A Request for Board Authorized Cases; Comity, Initial Licensure, PE Reinstatements, and PLS Licensure; Firm Applications for 10 Professional Corporations, 14 Professional Limited Liability Companies, three Business Firms, one Name Change Request, and two Summary of d/b/a Requests; Minutes; Requests for Retired Status; Review Committee Agenda and Settlement Conference Committee Agenda.

3. Board Member Appointments – Executive Director

Mr. Ritter informed the Board that, although notified earlier by the Governor’s office, official letters of reappointment for Mr. Care and Mr. Fairbanks have been received. He congratulated them both on being reappointed to serve on the Board.

4. Jim Kelly – NCEES Southern Zone VP – Board Chair and Executive Director

Chair Moore introduced Jim Kelly, NCEES Southern Zone VP. She explained the purpose of his visit and gave him the floor. Mr. Kelly introduced himself, thanked the Board for the invitation to speak, and thanked the Board and staff for hosting the Southern Zone Meeting in 2024. He gave special thanks to Andrew Ritter, Cedric Fairbanks, Chair Moore, and Dennis Hoyle for their work with NCEES. Mr. Kelly’s presentation

included information regarding the vision and mission of NCEES, its organizational structure, NCEES committees and task forces, and information regarding regularly scheduled meetings. He provided updates regarding current events and discussed ways Board Members can get involved with NCEES. Discussion ensued. Mr. Kelly concluded his presentation. Chair Moore thanked Mr. Kelly for his presentation. Mr. Kelly remained in attendance.

*At 9:55 a.m. Chair Moore initiated a ten-minute break. The meeting returned to the order at 10:06 a.m.*

5. Committee Reports – Committee Chairs

**Engineering Committee – Mr. Fairbanks**

Mr. Fairbanks reported that the committee met on March 17, 2025, via a video conference and discussed the following matters:

**New Business**

1. Experience Requirements – Ryan Heitmann, a recent graduate of Rochester Institute of Technology, made a request that the Board consider lowering the experience requirements for applicants who hold a degree from an EAC/ETAC accredited program. Mr. Fairbanks noted the Board’s current position is in line with statutory requirements and aligns with NCEES Model Law; however, NCEES is exploring the possibility of lowering the experience requirement. Mr. Fairbanks stated that the committee members will support such a modification by NCEES, but the change will not be immediate. The required statutory change will be better received if already implemented by the NCEES and therefore the actions should be taken consecutively. Mr. Fairbanks explained that due to the lengthy processes, Mr. Heitmann will not likely benefit from the anticipated changes. Staff will communicate the Board’s position on the matter to Mr. Heitmann.
2. NCEES Engineering Education Standard and Surveying Education Standard – Mr. Fairbanks asked Chair Moore to take the lead on the discussion as the topic was brought to the committee by Chair Moore. Chair Moore explained that through her work with the NCEES Education Committee, she was made aware of efforts to make changes to the general education standards for degree evaluations of foreign degrees for individuals seeking Engineering and Surveying licensure. Chair Moore provided the members of the Surveying Committee and the Engineering Committee with the draft language for consideration and discussion as the proposed changes will be presented as a motion and will require a vote from the Board at the upcoming NCEES Annual Meeting. The draft language changes the requirement from twelve general education credit hours to zero. She explained the reasoning of the NCEES Education Committee for the draft language. Discussion ensued. Hearing no further discussion, Chair Moore returned the Committee report to Mr. Fairbanks who moved to Old Business.

**Old Business**

1. Rules Review per G. S. 150B-19 (b)/Proposed Statute Changes – The topic was not discussed.
2. Question on AI and Responsible Charge – Mr. Fairbanks reminded members that the topic, brought to the committee by Dr. Joseph Hummer, a PE with NCDOT, has been on the Old Business agenda since August and discussion was delayed due to expectations that additional insight would be gleaned from a presentation on the topic scheduled for the then upcoming 2024 Annual Meeting. The presentation did not provide the expected clarifications needed. Engineering committee members then tasked Mr. Tripp with developing language, clarifying the correlation between responsible charge and the use of AI generated data. Mr. Fairbanks stated that the Surveying Committee will be offered the opportunity to review Mr. Tripp’s draft, after which the matter will be brought to the full Board for discussion. Surveying Committee member, John Logsdon informed the Board that the committee had reviewed the draft and was prepared to move forward. Chair Moore agreed. Mr. Logsdon informed the Board of the changes suggested by the Surveying Committee and explained the reasoning for the suggestions. Discussion ensued. Chair Moore determined that the matter should be sent back to each committee for further discussion.

3. NCDOT Ferry Division Marine Engineering and Naval Architecture Questions – Mr. Fairbanks noted that the topic generated a lot of discussion when first introduced. Mr. Tripp was asked to research and return with his findings and opinion on the topic. Following careful review, the committee concluded that when NCDOT contracts with out-of-state firms on the design of ferries to be used by NCDOT,, the firms and PEs performing the work must be licensed in the State of North Carolina. Discussion ensued. Mr. Tripp will provide a response to NCDOT. Mr. Fairbanks confirmed no further discussion and concluded his report.

### **Surveying Committee – Mr. Bowes**

Mr. Bowes reported that the committee met on March 18, 2025. He informed the Board that the committee met in person and discussed the following matters:

#### **New Business**

1. HB 41 – Lincoln/Catawba Common Boundary Line – Mr. Bowes informed the Board that HB 41 has as a companion bill, Senate Bill 46. Both bills concern the establishment of the common county boundary line between Lincoln and Catawba Counties. He noted that NCGS, specifically Gary Thompson’s office, has been tasked under existing laws has to survey and reestablish county boundary lines. It is believed that Mr. Thompson’s office has monumented and produced maps which will be provided to the two counties involved for a review and comment period. Mr. Bowes explained the use of GIS in fulfilling the re-establishment of the boundary lines. Further, Mr. Bowes informed the Board that the committee does not find the process to be within the purview of the Board. However, he noted that the surveying members did have some concerns. Discussion ensued. This matter is pending the outcome of bills.
2. House Bill 295 – Mr. Bowes explained that the matter was brought to the Surveying Committee by an employee of NCDOT. At issue is a change to the way NCDOT currently performs roadway work, adding to the process by requiring NCDOT to set monumentation on property lines within a right-of-way. The bill, if passed in its current form, will require NCDOT to change long-established practices and may require it to shoulder additional financial obligations. The committee encouraged the requestor to contact their legislative liaisons since the matter does not fall within the purview of the Board. Discussion ensued.
3. NCEES Surveying Education Standard – Mr. Bowes noted that the Surveying Committee’s considerations were already discussed during the Engineering Committee report.
4. Request to Grant a PLS License – Staff received a letter from a licensed surveyor who has an unlicensed employee whom he has employed for many years. The unlicensed surveyor has reportedly taken the then SIT - now FS exam and missed passing the test by one question. The licensed surveyor asked the committee to consider granting the unlicensed surveyor a license. Board Counsel, Tripp, will inform the licensee that the Board’s license approval process is grounded in statute and does not allow a path to licensure under the scenario presented.
5. Applicant Reviews – Removed from discussion. Discussion ensued. Pending staff reviews.
6. AI Draft – Surveying Committee position shared during Engineering Committee report.
7. GeoOwl – An employee of NCDOT brought the matter to the committee for review. GeoOwl is a contractor used by NCDOT for various projects. In this instance GeoOwl produced time lapsed map renderings of a geographic area to show the effectiveness of chemical agents used to manage nuisance vegetation. The company was recently subjected to a cautionary letter from the Board during an earlier review of its website as certain advertised services appeared to be surveying. Since receiving the letter, GeoOwl informed NCDOT that they can no longer provide the services without a licensed PLS to sign and seal the submissions. NCDOT submitted a photograph for review and determination of whether producing the “map” is considered surveying. Discussion ensued. The committee declined to comment. Mr. Tripp will prepare a response.

#### **Old Business**

Mr. Bowes reported that no Old Business items were discussed and concluded his report.

### **Disciplinary Ad-Hoc Committee – Mr. Logsdon**

Mr. Logsdon asked Mr. Tripp to deliver the report on February 19, 2025. Mr. Tripp informed the Board that the committee met via Zoom.

Mr. Tripp summarized the minutes provided. He noted that the committee discussed concerns related to approval of disciplinary actions. He gave a historical account of the progression of the Board's handling of the topic. Mr. Tripp informed the Board that there are a couple of points that are still being discussed in the committee before bringing the matter to the Board for consideration and explained that the committee fully anticipates meeting the deadline set by Chair Moore.

### **Electronic Certification Ad Hoc Committee – Ms. Moore**

Chair Moore reported that the committee met on February 24, 2025. She informed the Board that the committee met via Zoom and discussed the following matters:

#### **New Business**

1. Recap of AECOM Electronic Certification Demonstration – Chair Moore asked Mr. Hoyle to summarize the topic since he coordinated the event. Mr. Hoyle explained that he was part of a group that went to AECOM for a demonstration of their electronic signature process. He stated that AECOM gave a thorough demonstration of the process from beginning through completion of the process. He explained that the process used has a component that adds a notation that the document has been modified. Discussion ensued. Chair Moore, who was also in attendance during the AECOM demonstration, noted that she thought the demonstration was a good opportunity which allowed interaction with practitioners who used the software. She noted that there was some discussion of AI and a discussion of the challenges that evolved into creating a committee's stakeholder meeting.
2. Future Stakeholder Engagement – Chair Moore noted that the committee is modifying the goals for the calendar year to include meeting with certain municipalities. The first meeting will be with the City of Charlotte in April. All Committee members are scheduled to attend. The committee's goal is to understand the reasoning behind the signature requirements of the municipalities.
3. Review of Board Rule 21 NCAC 56 .1103 – Chair Moore stated that the topic of Review of Board Rule .1103 was briefly discussed and, for item b., resulted in determining the need to add a definition for "facsimile." She noted that item d was discussed; however, it is pending the outcome of the meetings with the municipalities.

Chair Moore confirmed all Ad-Hoc Committee reports had been completed before giving the floor to Ms. Salloum to report on outreach activities.

### **Outreach Coordination – Ms. Salloum**

Ms. Salloum reported on the items she was made aware of for the period. She reported as follows:

1. February 12, 2025 – Chair Moore, Mr. Hoyle, Mr. Fairbanks, and Mr. Bowes attended the AECOM Electronic Certification Demonstration. She noted that there were approximately twelve in attendance.
2. February 18, 2025 – Chair Moore and Mr. Care attended Campbell University's Engineering Week. Ms. Moore asked Mr. Care to report on the outreach effort. Mr. Care highlighted the labs and value of the unique relationship the dean had with the students. He noted that they had an opportunity to meet with the ambassador. Chair Moore expounded on the meeting. She stated that they were well received, the students were engaged, and the student ambassador, who is also the student president, was very impressive, led the discussion, and was a great advocate of licensure. Discussion ensued.

Ms. Salloum asked if others had participated in outreach activities since the last meeting that she did not mention, to please advise the Board.

3. March 6, 2025 – Mr. Goel advised the Board that he, Mr. Tripp, and Mr. Evans attended and gave a presentation at the State Construction Conference. Attendance was noted to be approximately 1,400 engineers, architects, and contractors.
4. February 5 – 7, 2025 – Ms. Gibbs advised the Board that she, Mr. Tripp, Mr. Bowes, and Mr. Logsdon went

to the Society of Surveyors Conference where Mr. Tripp gave a presentation. Chair Moore asked for a volunteer to give an attendance report. Mr. Bowes explained that the Board and Society have had a positive 20-year relationship.

6. NCEES Activities – Executive Director

1. Mr. Ritter shared information regarding the two nominees for Southern Zone Assistant Vice President. Chair Moore initiated a discussion on the merits of the candidates and the voting process.
2. Mr. Ritter discussed the Southern Zone schedule of events. He noted that Mr. Kelly was still in attendance and invited him to participate in the discussion if there are questions. Discussion ensued.

*At 11:26 a.m. staff member, Nicole Scarborough, joined the meeting.*

3. Mr. Ritter discussed the 2025 NCEES Annual Meeting agenda which will be held in New Orleans.
4. Mr. Ritter explained the history and benefits of NCEES funding for delegates, and he informed the Board that, as a member to the NCEES Finance Committee, he has requested that NCEES revisit certain travel restrictions for those who agree to be funded delegates. Mr. Ritter asked for three volunteers for the funded delegate slots for the Annual Meeting. Ms. Salloum, Chair Moore, and Mr. Goel volunteered.

Mr. Ritter, noting the upcoming zone meetings, checked with Chair Moore to see if she had input regarding other NCEES activities before concluding his report. Chair Moore informed the Board that the NCEES Awards Committee is considering changing the way awards are granted as they seek to include some smaller institutions. In addition, she noted that Mr. Ritter has arranged for professors and others in the academic arena to participate in a discussion on the topic of licensure and to learn why some do not seek to become licensed. Mr. Ritter then checked with Mr. Hoyle regarding nuclear engineering examinations. Mr. Kelly noted that the NCEES intends to make some changes but continue with the examination. Mr. Logsdon noted that the Bylaws Committee was still working to finalize its report, and he had nothing to share at that time.

7. Board Secretary Report – Board Secretary and Executive Director

Ms. Gibbs reported on the January Budget vs Actual Report, noting that this report is the second report for the fiscal year. She informed the Board that the report included final data for the on-time-renewal period and such data reflected a seven percent increase over budget which was attributable to an increase in engineering and surveyor renewals. Ms. Gibbs noted that current expenditures tracked in accordance with budgetary expectations and concluded her report.

Mr. Ritter introduced the topic of the 2024 audit, reminded the Board that this is the first year using the new accounting firm, and informed them that the audit had been received by the Audit Committee which consists of Mr. Goel and Ms. Gibbs as current and former Board Secretaries. Mr. Ritter explained that although the audit is being received by the members today, they may take it home for in-depth review. Mr. Ritter then turned the meeting over to the Audit Committee Members. Mr. Goel and Ms. Gibbs noted their concurrence with the report. Mr. Ritter noted that again, the Board received a 100 percent clean audit with no management letter. All gave credit to Ms. Scarborough for the Board's financial processes. Discussion ensued. Mr. Care made a motion to accept the 2024 Audit Report. Mr. Bowes seconded the motion. Chair Moore called for a vote by show of hands. All members voted in the affirmative. However, Mr. Logsdon asked for clarification as to whether the Audit Report was being received or adopted. Mr. Ritter clarified his earlier statement. He stated that the Audit Committee formally received the audit, and it is being presented for acceptance by the Board today; however, questions or concerns may be directed to Audit Committee members, Ms. Scarborough, or to him post acceptance and will be explained; however, it is the data that has been received and is being accepted. Providing an explanation of the data will not change the data. Chair Moore confirmed Mr. Logsdon's vote. The motion was adopted by a vote of nine to zero.

*At 11:43 a.m. Chair Moore initiated a break for lunch. The meeting is scheduled to resume at 12:30 p.m. Chair Moore called the meeting back to order at 12:30 p.m. and turned the meeting over to Mr. Tripp for the Board Counsel Report.*

8. Board Counsel Report – Board Counsel

1. Adopt Rule .0602 – Mr. Tripp noted that the Board approved the proposed amendments on December 11, 2024, the proposed text was published on January 15, 2025, the Board conducted a public hearing via conference call to hear comments on the proposed changes. There were no comments during the hearing. The comment period ended on March 17, 2025, with no written comments received. Mr. Tripp requested a motion to adopt Board Rule .0602 as amended and send to the Rules Review Commission for review and approval.

*Mr. Goel Made a motion to adopt Board Rule .0602 as amended and send to the Rules Review Commission for review and approval. Ms. Gibbs seconded the motion. Chair Moore called for a vote. By a vote of nine to zero the motion was adopted.*

2. RRC Approval of Rules .0502, .0901, and .0902 – Informational Item

Mr. Tripp recapped the progression of amendments to Board Rules .0502, .0901, and .0902 through the review process. He noted that they were adopted by the Board on January 29, 2025, and submitted to the Rules Review Commission for review and approval. Mr. Tripp noted that he has received confirmation that the amendments to the three rules will be recommended for approval.

3. Update on Rules .1602 and .1607 – Informational Item

Mr. Tripp recapped the progression of amendments to Board Rules .1602 and .1607 through the review process. The proposed revisions were published in North Carolina Register on March 3, 2025, and a public hearing will be held April 16, 2025.

4. Settlement Conference Report – Mr. Tripp reported that there have been seven settlement conferences this year and two of which may go to hearing with tentative hearings scheduled for September and December. He noted the potential for more settlement conferences due to recent review committee meetings.

5. Legislative Update:

- A. Draft 89C Bill – Mr. Tripp informed the Board that draft 89C bill has been filed and is now House Bill 435. He gave a section-by-section summary of the proposed changes; noting that the main change allows the Board to move to a biennial renewal model via the rulemaking process. He informed the Board that there may be some edits to Section 2(h) at the Board's request.
- B. HB 41/SB 46 – Lincoln/Catawba County Boundary Line – Mr. Tripp reported that the bill that sets the legal boundary line between Lincoln and Catawba Counties, specifically excludes the Lincoln/Catawba boundary line from obligations of Article 3 of GS Chapter 153A in 2024 and makes certain requirements of the NCGS and its contractors.
- C. HB 45 – GSC Moral Turpitude/Occupational Licensure – Mr. Tripp explained that GS. 93B-8.1 governs the Board's use of criminal history records. The Bill amends the section by adding "deny licensure" or "denies licensure" as a newly defined term and amends the definition of "criminal history." He explained the effect on the process of determining an applicant's fitness to be licensed or disciplined.
- D. SB 153 – North Carolina Border Protection Act – Part II of the bill requires the Office of State Budget and Management to determine the extent to which "covered State public benefits programs" are being provided to unauthorized aliens and notes that a professional license is included in the definition of a "covered State public benefits program."
- E. HB 295 – Require DOT to Install Property Corner Markers – Mr. Tripp noted that the bill requires the Department of Transportation to survey and install new right-of-way and permanent easement corner markers, including at all property boundary intersections along certain right-of-way or permanent easements, per GS 136-19.4A.
- F. HB 402/SB 290 – N.C. REINS Act – Mr. Tripp reported on the companion bills explaining that the bills would require the Legislature to ratify any new agency rule having a substantial economic impact of \$1,000,000 or more in a 12-month period.

6. Litigation Update – Informational Item

Mr. Tripp informed the Board that SCOTUS has again relisted the Board's cases for later Petitions

Conferences. He noted the possibility that other cases(s) may need to be decided first and discussed the likely outcome.

Mr. Tripp queried the Board for questions. Hearing none, he informed the Board of changes to the Board's legal team as Tricia Shields has retired. Mr. Hanna will take on the role of prosecuting attorney and Catherine Lee will take on Mr. Hanna's previous role as Counsel for the Board during hearings. Discussion ensued. Mr. Tripp concluded his report.

9. Violations Activity – Assistant Executive Director

Mr. Evans presented the Violations Report for March 2025 and explained that the Board opened 34 cases as of the report date. He provided data on respondents with prior violations and data on the sources of the cases. He noted that five respondents had 24 prior cases; of which four respondents had seven prior disciplinary actions. Mr. Evans noted that surveying cases represented most of the case load in both prior cases and prior actions. He provided details of the actions taken for each of the 27 cases closed and case tracking information showing trends from fiscal year 2017 through present. He provided information regarding the stage of investigation completion of the 115 cases currently open as of March 19, 2025. Mr. Evans informed the Board that interviews for the new Board investigator position will begin March 20, 2025, and he anticipates a four-to-six-month period before the individual is productive. Discussion ensued.

Mr. Evans provided a report as of the 2025 Board Programs. Discussion ensued and additional outreach opportunities explored. Mr. Evans asked if there were questions or comments. Hearing none, he completed his report.

10. Old Business – Executive Director

Mr. Ritter discussed the International Engineering Alliance, a group trying to solidify the regulation requirements for international engineering licensure and noted that the group was instrumental in finalizing the UK MOU. The group has a large well attended meeting each year with attendance by prominent figures of NCEES attending. Mr. Ritter noted that he has been asked by Mr. Zoutewelle to attend the meeting in June. He confirmed with Chair Moore that he could attend the meeting which will be held in Mexico this year. He will report on his experience at the July meeting.

Mr. Ritter gave an update regarding the UK MOU, noting that there are now six individuals licensed through the MOU. The first three were licensed through North Carolina. The three shared celebratory photos which were shared with NCEES and are being shared in the UK via various social media links and mentions in engineering arenas.

Mr. Ritter reminded the Board of the April 15<sup>th</sup> deadline for SEI Reports and reported on renewal data. Mr. Ritter expressed his appreciation for staff member, Stephanie Bryant, for her efforts to ensure licensees timely renew their licenses. He noted a five percent growth and a standing of number eight nationally. Mr. Ritter concluded his report.

Chair Moore stated that the NCEES Education Committee has agreed have the UK MOU data included in NCEES' Squared reports publication. Chair Moore requested an update on the Board's safety plan. Mr. Ritter stated he will have an update available at the May meeting.

Mr. Ritter thanked Mr. Tripp for his work ethic since being at the Board and recent efforts to make sure work is handled in a timely manner. Chair Moore concurred with Mr. Ritter and praised Mr. Tripp's contributions to the Board.

Mr. Ritter reminded the Board to review information on the Southern Zone VP candidates. Discussion ensued. Chair Moore again, congratulated Mr. Mazanek on his milestone before adjourning the meeting.

11. New Business – Executive Director

Covered under Old Business.

12. Information Items – Executive Director

None.

*Chair Moore adjourned the meeting at 1:09 p.m. The Board is next scheduled to meet on April 16, 2025.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Toynia E. S. Gibbs', written in a cursive style.

Toynia E. S. Gibbs, PLS  
Secretary

Approved by the Board in Session

Date: July 16, 2025

NORTH CAROLINA BOARD OF EXAMINERS FOR ENGINEERS AND SURVEYORS

February 26, 2025

Raleigh, North Carolina

Board Chair, Brenda L. Moore, called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors into session at 9:00 a.m. on Wednesday, February 26, 2025, to conduct the regular order of business. Attendance was confirmed as follows:

Board Members on Teleconference Call:

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Dennis K. Hoyle, PE, PLS  
Jonathan S. Care, Public  
Timothy E. Bowes, PLS  
John M. Logsdon, PLS  
Carol W. Salloum, Public  
Cedric D. Fairbanks, PhD, PE

Absent:

Staff on Call:

Andrew L. Ritter, Executive Director  
S. Wesley Tripp III, Board Counsel  
Cora Houston, Assistant

1. Ethics Awareness and Conflict of Interest Reminder – Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. No conflicts or appearances of conflicts were identified.

*Chair Moore directed the meeting to the public hearing.*

2. Public Hearing – Proposed Permanent Rules – Chair

Chair Moore stated that the Board of Examiners for Engineers and Surveyors intends to amend the Rule cited as 21 NCAC 56.0602. She further informed the Board that the proposed permanent rule was published on the Office of Administrative Hearings' website and the Board's website. She noted that the proposed effective date for the amendment is May 1, 2025, and explained that the Board is conducting the public hearing to allow, in addition to the required public comment period, an opportunity for attendees to comment on the proposed amendment. Chair Moore asked that all attendees identify themselves, provide contact information, and she requested that attendees also provide their comments in writing to ensure that the comments are correctly captured for the Board to be able to respond. Chair Moore provided the name, address, and email address for the Board Counsel and advised that the comment period will end March 17, 2025.

*Chair Moore opened the hearing for public comment. Hearing none; Chair Moore closed the hearing.*

3. Consent Agenda – Chair

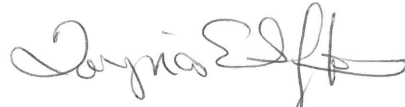
Chair Moore entertained a motion to approve the Consent Agenda. Mr. Care made a motion to approve the Consent Agenda as presented. Mr. Goel seconded the motion. Mr. Care questioned the need for Board approval of opening a case based on the licensure status of the individual. Discussion ensued. The topic will be addressed during the upcoming Disciplinary Ad Hoc Committee Meeting. Chair Moore confirmed the vote. No nays were heard. The motion to approve the Consent Agenda was unanimously approved.

The Consent Agenda included: A Request for a Board Authorized Case; Comity, Initial Licensure, and PE Reinstatements; Firm Applications for 9 Professional Corporations, 25 Professional Limited Liability Companies, one Business Firm, two Chapter 87 Corporations, one Name Change Request, and one Summary of d/b/a Request; Requests for Retired Status; and Settlement Committee Agenda to approve the issuance of related Decisions and Orders.

Mr. Ritter congratulated Mr. Fairbanks and Mr. Care on their reappointments to the Board.

*Chair Moore adjourned the meeting at 9:06 a.m. The Board is next scheduled to meet on March 19, 2025.*

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Toynia E. S. Gibbs', with a stylized flourish at the end.

Toynia E. S. Gibbs, PLS  
Secretary

Approved by the Board in Session

Date: March 19, 2025

January 29, 2025

Raleigh, North Carolina

Board Chair Brenda L. Moore called the meeting of the North Carolina Board of Examiners for Engineers and Surveyors into session at 9:00 a.m. on Wednesday, January 29, 2025, to conduct the regular order of business. Attendance was confirmed as follows:

Board Members

Brenda L. Moore, PE, Chair  
Vinod K. Goel, PhD, PE, Vice-Chair  
Toynia E. S. Gibbs, PLS, Secretary  
Cedric D. Fairbanks, PhD, PE  
Jonathan S. Care, Public  
Carol W. Salloum, Public (via Video)  
Timothy E. Bowes, PLS  
Dennis K. Hoyle, PE, PLS  
John M. Logsdon, PLS

Guest:

Shane Strickland, NCSS

1. Ethics Awareness and Conflict of Interest Reminder – Chair

Chair Moore read the ETHICS AWARENESS & CONFLICT OF INTEREST REMINDER and asked if any member of the Board had any known conflict of interest or appearance of conflict with respect to any matters coming before the Board at the meeting. The Chair advised that if any Board member had such a conflict, that member should identify the conflict or appearance of conflict and refrain from any undue participation in the matter involved. No conflicts or appearances of conflicts were identified.

2. Consent Agenda – Chair

Chair Moore entertained a motion to approve the Consent Agenda. Mr. Bowes made a motion to approve the Consent Agenda as presented. Ms. Gibbs seconded the motion. Chair Moore confirmed the vote through a show of hands. The motion to approve the Consent Agenda passed by a vote of nine to zero.

The Consent Agenda included: A CPC Exemption Request; Comity, Initial Licensure, and PE Reinstatements; Firm Applications for 9 Professional Corporations, 18 Professional Limited Liability Companies, two Business Firms, two Chapter 87 Corporations, and three Name Change Requests; Minutes; Requests for Retired Status; Review Committee Agenda; and Settlement Conference Committee Agenda.

Chair Moore paused the meeting for a special presentation. She called Mr. Fairbanks forward and, on behalf of herself, other Board Members, and staff, thanked him for his guidance and insight as he served as Board Chair during 2024. Chair Moore stated that Mr. Fairbanks challenged the Board to dig deeper and approach issues from a different perspective. Chair Moore recognized his commitment to providing engineering guidance and oversight to protect the welfare and enhance public safety in the State of North Carolina. She then presented him with a gift on behalf of the Board. Mr. Fairbanks expressed his gratitude.

Chair Moore thanked the Board for entrusting her to serve as Chair during 2025. She stated that she looks forward to continuing to work with each Board Member to protect the citizens of North Carolina. She informed Members of three areas that she wanted to focus on during her term. First, she plans to work towards the Board continuing to adapt Board Rules and Guidelines to proactively align with changes in technology and engineering practices. Secondly, she plans to focus on increasing the visibility of Board Members in the community to help promote licensure. Lastly, she stated that she wants the Board to continue to improve efficiency in performing its duties and responsibilities to the citizens of North Carolina. Chair Moore then directed the Board's attention to Committee Reports.

3. Committee Reports – Committee Chairs

**CPC Committee – Mr. Hoyle**

Mr. Hoyle reported that the committee met in person on January 29, 2025, at the Board's office and first discussed a matter brought to the committee by the NCEES Education Committee. The NCEES Education Committee, in an effort to support engineers and surveyors licensed in multiple jurisdictions, shared its proposal to amend the NCEES CPC Standard to member boards for each board's review. Mr. Hoyle explained that NCEES is trying to establish some consistency among the boards through the establishment of uniform continuing professional competencies requirements. The CPC Committee requested that Mr. Evans and Mr. Tripp compare the Board's CPC requirements to those proposed. Mr. Hoyle informed the Board of the results of the comparison. He noted similarities, differences, and areas where the committee found concern. Mr. Logsdon further expounded on items of concern and the committee's acknowledgement of the challenges of satisfying CPC requirements of multiple states. Discussion ensued. Ms. Salloum sought confirmation of her understanding that the Board would be willing to accept the CPC requirements of an applicant's home state or, for states that have no CPC requirements, the Board would be willing to accept the applicant meeting either the Board's CPC requirements or the proposed NCEES requirements. That understanding was confirmed.

#### **Engineering Committee – Mr. Fairbanks**

Mr. Fairbanks reported that the committee met on January 27, 2025, via a video conference and discussed the following matters:

#### **New Business**

1. Responsible Charge Questions from attorney R. Jason Herndon and Erick Oetjen, PE – Attorney Herndon requested an interpretation of revisions to Board Rule .0701(d), specifically, whether one licensed engineer could subcontract services to another licensed engineer and remain in responsible charge of the work. Mr. Fairbanks informed the Board of the specifics of the scenario presented for consideration to the committee and stated that the committee viewed the matter as a simple responsible charge question in which two approaches were possible; one engineer can stay in responsible charge of the work, or the two engineers can delineate the matters for which each were individually responsible. However, Mr. Fairbanks explained that the committee had concerns in a case where another entity is brought in to perform specific tasks, in this case, calculations. The committee's response will include cautionary language advising of the need to show, if the first responsible charge scenario is selected, each element of responsible charge must be fulfilled. Mr. Fairbanks polled the Board for questions or comments. Hearing none, he moved on to Mr. Oetjen's request for an interpretation of the same rule and explained the circumstances presented to the committee by Mr. Oetjen. Whether a PE had to be involved at the beginning of the process for production of plans for residential enclosures sold and installed by a vendor was considered by the committee. The committee opined that if engineer Oetjen exercised responsible charge, he could certify the structural engineering plans for residential enclosures. The drafting of the plans could be performed by the fabrication company, but the PE would be responsible for all engineering aspects to include but not limited to calculations and verifications that applicable codes and standards are used. Mr. Fairbanks explained that the committee found both situations had similarities and the response to Mr. Oetjen will also include cautionary language advising that a clear delineation of responsibilities must be shown if two engineers are involved, or each element of responsible charge for the entire product must be fulfilled.
2. Delayed Effective Date of NC State Building Code – Mr. Fairbanks informed that Board that the committee noted the item as an informational item. No discussion.
3. Value Engineering – The committee reviewed the request for a non-objection letter from Johnson Value Engineering Group, LLC. The committee opined that the company's services included investigation, analysis, and reporting which requires licensure by the Board. Mr. Tripp will follow up with the firm to advise of the corrective actions needed for compliance. If the firm fails to take the required corrective actions, Mr. Tripp will follow up with the Secretary of State's office. The matter is pending the firm's response.
4. Application Education Review – Mr. Fairbanks reported that the applicant, originally from Iran, with 30 plus years of experience as a licensed professional engineer in Canada, has a history of working with top

tier firms during that time. The applicant seeks to become licensed in North Carolina but is unable to obtain official or unofficial high school or college transcripts from Iran. Previously, the applicant took the licensing tests in another state to become credentialled with NCEES but seeks to gain licensure with North Carolina first. The committee, after initial investigation, speculated as to why the applicant is first seeking licensure in North Carolina, and while the committee, having resolved similar situations in the past, is not opposed to facilitating his request for licensure, has directed staff to contact the states he initially applied for licensure for input. Discussion ensued. Mr. Ritter gave a detailed summary of the application history and explained why the matter went to the committee. Further discussion ensued. The matter is pending.

5. Opportunity to Partner on Civic Involvement Grant and Revise Foundation Repair Guidelines – Robert Brown requested that the Board consider partnering with him to revise the Foundation Repair Guidelines to allow PEs to accept data from Home Inspectors. The committee reviewed the information provided by Mr. Bown and Board Rules. Board Rule .0701(d) was deemed to already allow PEs to accept data from Home Inspectors. Discussion ensued. Mr. Care asked that the response place emphasis on the licensee being able to correctly interpret the changes to the rule and properly apply the term “responsible charge” which encompasses business alliances other than solely being the employee/employer relationship. Mr. Tripp will respond.
6. Foundation Repair Guidelines – Mr. Fairbanks introduced another request related to the Board’s foundation repair guidelines. Professional Engineer, Eric Struben, sought the Board’s interpretation regarding whether recommending additional supplemental floor joist/girder supports or supplemental beams in a crawl space is the practice of engineering. The committee determined that the elements of the scenario, as presented, would lead to one conclusion; however, the committee felt that subtle changes in the elements could lead the committee to a different conclusion. The committee decided that if someone is seeking to resize or bring a contractor in to support the structure itself, that is the practice of engineering and would require a licensed engineer. Discussion ensued. Staff will respond.

#### **Old Business**

1. Rules Review per G. S. 150B-19 (b)/Proposed Statute Changes – The topic was not discussed.
2. Question on AI and Responsible Charge – Mr. Fairbanks explained that the topic, brought to the committee by Dr. Hummer, a PE with NCDOT, which has been on the Old Business agenda since August; however, the committee is working with Mr. Tripp to draft a response by March. Mr. Fairbanks credited Chair Moore with guiding the determination that the response should address responsible charge, the verification of the AI generated to include how the data is generated – recognized in the industry as component verification. The draft is expected to be ready for committee review by the next Engineering Committee Meeting.
3. School Bus Stop-Arm Cameras – The committee reviewed a request by Brian Ceccarelli, PE who asked the committee to determine whether the design and operation parameters of bus stop-arm camera systems require the certification of a professional engineer. The committee determined that the matter did not fall within the purview of the Board. Staff will respond.
4. Jeffery S. Munn, PLS of the City of Durham – Question Regarding Easement Exhibits – Mr. Fairbanks explained that the Surveying Committee discussed the matter and is working with Mr. Tripp to formulate a response.
5. NCDOT Ferry Division Marine Engineering and Naval Architecture Questions – The topic will be discussed at the March Board meeting.

#### **Surveying Committee – Mr. Bowes**

Mr. Bowes reported that the committee met at 2:00 p.m. on January 28, 2025. He informed the Board that the committee met in person and discussed the following matters:

## New Business

1. .1607 & Sample Plat – Mr. Bowes explained that the committee focused on one of Chair Moore’s initiatives for 2025, utilizing a forward-looking approach to enacting rule changes and they focused on consistency in plat reviews, particularly for new applicants. Mr. Bowes discussed some revisions being considered to .1607 and .1602. that would also require changes to the sample plat. Mr. Bowes made a motion that Mr. Tripp begin the rulemaking process to amend .160(b) (6) and .1602(h) as presented. Chair Moore asked if anyone would like to discuss the matter. Hearing none, she called for a vote. By a show of hands, the motion was unanimously passed.

Mr. Bowes informed the Board that the committee discussed grid coordinates and grid ties under .1602 (g). Noting that nationally, the surveying community is expected to have a datum change, a topic of focus for the past few years. Gary Thompson’s expertise was mentioned. Current surveying practices and foreseeable changes were discussed in committee.

Mr. Ritter required directions from the full Board to add an additional item to the current list of statutory revisions. The committee confirmed that it was deemed necessary to modify G.S. 89C-3 during the latest committee meeting. Discussion ensued. Mr. Logsdon explained that the change would remove a circular definition for the term “land surveying.” He further explained how an earlier change to the statute, adding GIS as falling under the definition of surveying, made the requested modification necessary. The goal, Mr. Logsdon stated, is to be able to adopt rules interpreting this statute since certain activities are included by rule and excluded by rule and mirror NCEES Model Law language. Revisions to the rules will follow the change to the statute. Mr. Bowes, on behalf of the Surveying Committee, made a motion that the Board instruct Mr. Tripp to proceed forward with the steps necessary to modify G.S. 89C-3(7) to make the changes as presented. Chair Moore called for a vote by a show of hands. The motion was passed unanimously.

## Old Business

1. Rules Review per G. S. 150B-19.1(b) – Proposed Statute Changes – Mr. Bowes deferred to Board Counsel Tripp. Mr. Tripp explained that this topic is a standard agenda item per statute.
  - (1) 21 NCAC 56.0701(e)(1)(2) – Conflict of Interest – Not discussed.
  - (2) 21 NCAC 56.1606 (ASPRS & FGDC Standards) – The topic was briefly discussed in committee. Mr. Bowes further explained that senior technical experts who sat in at the committee’s December meeting are still working to finalize their review of the ASPRS & FGDC standards to assist with recommendations for updates to Board Rules.
2. GICC Work Group – Mr. Bowes reminded the Board that the topic has been on the Old Business agenda for some time and thanked Mr. Logsdon for taking the initiative to finalize review of the matter. Mr. Bowes gave Mr. Logsdon the floor to provide a report. Mr. Logsdon explained the history of the Board and the GICC Work Group on the matter. In 2017, GICC brought a number of scenarios, set of use cases, to the Board for the Board to determine if the activities constituted the practice of surveying. He further explained that as a result of extensive discussions with GICC, the Board decided to adopt guidelines for the cases; however, final input from GICC is pending. Mr. Logsdon explained that in order to include inclusions and exclusion in the Board Rules and develop necessary guidelines, revisions to the associated statute would need to occur first. The development of guidelines will allow the Board to be as transparent as possible with the GIS community, so they are aware of how the Board interprets statutes and rules. Mr. Bowes noted that the committee is making an effort to complete the project and report back to the Board as soon as possible.

Mr. Bowes informed the Board that Mr. Ritter gave a presentation to the committee. Discussion ensued. Mr. Ritter will provide a report to the Board at the March Board Meeting.

*At 10:20 a.m., Chair Moore initiated a short break. Members returned at 10:35 a.m. and Chair Moore directed the Board’s attention to the Ad Hoc Committee Reports.*

## Ad Hoc Committees

### **Electronic Signature and BIM Ad Hoc Committee – Chair Moore**

The committee is scheduled to meet again on February 24, 2025. Chair Moore stated that Mr. Hoyle coordinated and scheduled a demonstration of the electronic signature process; however, the demonstration was cancelled due to inclement weather. Efforts to reschedule are underway.

After confirming there were no other comments or ad hoc committee reports, Chair Moore discussed Ms. Salloum's role as the outreach coordinator for the current term. She explained the expected outcome from being able to compile and review the information gleaned for a more coordinated approach to outreach efforts. Chair Moore encouraged the members to complete the spreadsheet sent out by Ms. Salloum. She explained that she will review the spreadsheets and seek additional opportunities for members to go out and interact with the public. Chair Moore informed the Board that she, along with Mr. Hoyle and Mr. Care, plan to attend EWeek at Campbell University where they will meet with Campbell's NCEES student ambassador. Chair Moore volunteered to travel to meet with the other two student ambassadors, both at A&T University. Discussion ensued. Chair Moore explained her groundwork and goal for North Carolina to develop an academic relationship model for other states to emulate. Staff will make efforts to recognize and interact with current North Carolina school ambassadors and administrators both at the university level and at community colleges in order to develop ongoing relationships. Discussion ensued. Mr. Ritter will provide an update at the next meeting.

Chair Moore entertained questions or comments regarding Ms. Salloum's role as outreach coordinator and confirmed with Ms. Salloum that all areas had been addressed.

#### 4. NCEES Activities – Executive Director

Mr. Ritter explained that he gained an extension to secure funded delegates for the 2025 NCEES Southern Zone Meeting and solicited volunteers. Vinod Goel, Carol Salloum, and Chair Moore agreed to be funded delegates for the meeting. Mr. Ritter gave logistical information and reviewed the meeting agenda. Mr. Care, noting that his reappointment had yet to be confirmed, asked if he should make plans to attend the meeting. Mr. Ritter noted that both Mr. Care and Mr. Fairbanks faced the same uncertainty and explained how the scenario has been historically handled. He informed the Board that a motion would be required. Mr. Fairbanks and Mr. Care are recused from the vote. Ms. Salloum made a motion that, in the event either Mr. Care or Mr. Fairbanks are not reappointed to the Board, either may register and attend the Southern Zone Meeting as an Emeritus Members. Ms. Gibbs seconded the motion. By a show of hands, a vote was taken, and the motion was passed seven to zero. Discussion ensued.

Mr. Ritter explained his role as Finance Committee Chair and noted that the traditional handling of the zone-based committee reports was typically delivered by a Finance Committee Member from each zone. However, this year, the committee has requested, and Chair Moore has agreed that, as Finance Committee Chair, Mr. Ritter will attend the Southern, Northeast, and Western Central Zone Meetings in order to deliver a consistent message to each. Mr. Ritter explained the focus of the message on which he will speak. Discussion ensued.

Mr. Ritter confirmed NCEES committee assignments, confirming Board Member, committee name, and date of next meeting. He offered each an opportunity to update the Board on matters they feel would be of interest. First, Mr. Hoyle, EPE, next scheduled to meet February 7, 2025. Mr. Hoyle noted that the EPE Meeting is a large meeting which is usually well attended but had nothing to comment on at this time. Mr. Goel, also on the EPE Committee, advised that he had no report yet for this year. Ms. Gibbs, EPS, met last Thursday and she informed the Board regarding efforts on exam writing. She noted that the committee has four charges and is in favor of taking another look at mapping sciences. Discussion ensued. Chair Moore on the Education Committee noted that they are next scheduled to meet in person on February 7 – 8, 2025, in Greenville, SC. She reported that the committee is considering six charges. She noted that ETAC and trying to promote licensure within the universities as topics being broken into subcommittees. Chair Moore queried the Board regarding the NCEES Squared publication contained in the package that each member should have received from NCEES in the Spring. Chair Moore stated that she plans to propose that the UK statistics are tracked and included in the publication. Discussion ensued. Mr. Tripp, assigned to the UPLG Committee, noted that the group completed several Zoom meetings over the past few months and met in Savannah a couple of weeks ago. Their draft report has been

completed. Mr. Tripp noted that the committee had ten charges and will present 11 motions at the annual meeting. Mr. Tripp will provide a more in-depth report at the March meeting. Mr. Logsdon, on the Special Committee for Bylaws, explained that historically the committee reviews proposals coming from other committees before they get adopted. They had approximately 15 charges of which 11 of those relate to proposals from the NCEES Advisory Council on Council Activities. He reported that the committee had a Zoom meeting and met in person in Greenville, S.C. two weeks prior. The group is scheduled to meet again, via Zoom, on Friday. Mr. Logsdon explained the usual activities of the committee and informed the Board of two additional charges added by NCEES President, Andy Zoutewelle, and explained the consequential nature of the findings. He noted several questions currently being considered by multiple entities and stated that the results are expected to be discussed at the upcoming meeting. Discussion ensued.

Mr. Ritter explained that Jim Kelly would like to give a presentation to the Board at the March meeting. He confirmed that the members were in agreement, and he could proceed with scheduling. All were in agreement. Lastly, Mr. Ritter introduced the topic of the Colonial States. He explained that the Spring Colonial States Meetings alternate between the Southern Zone and the Northeast Zone, this year it is with the Northeast Zone and is being held in Boston, April 10 – 12, 2025. He explained the funding policy afforded to the surveying committee members. Mr. Ritter noted that he will also be in attendance. Surveying Members who want to attend were directed to contact Mr. Ritter.

5. Board Secretary Report – Executive Director and Board Secretary

Ms. Gibbs deferred to Mr. Ritter. Mr. Ritter reported on the November through December report. He explained that the report represented the first report of the fiscal year. He explained that the first report is significant since eighty percent of the Board’s annual revenue is derived from renewals. Mr. Ritter stated that the Board is having a solid renewal year and credited staff member, Stephanie Bryant, with efforts above and beyond in support of individual renewals. Firm renewals occur during the summer and are managed by Mr. Mazanek. Mr. Ritter noted the negative impact on investments due to swings in the stock market that resulted in a decrease in expected investment income. He turned his attention to expenses but noted that there were not a lot of variables to consider at this time. Mr. Ritter queried for questions or comments. Discussion ensued.

Mr. Fairbanks informed Mr. Ritter that he is on the NCEES Structures Working Group. Mr. Ritter noted the information and confirmed that Mr. Fairbanks is to report on the group’s activities at the next NCEES committee report out.

*Chair Moore initiated a lunch break. The meeting reconvened at 12:40 p.m. Chair Moore directed the Board’s attention to the Board Counsel Report.*

6. Board Counsel Report – Board Counsel

1. Mr. Tripp informed the Board of the current step in the rulemaking process for the amendments to Board Rules.0502, .0901, and .0902. He explained that although there were no comments during the public hearing, some written comments were received and were made available for their review. Mr. Tripp explained that he seeks a motion to adopt Board Rules, 0502, .0901, and .0902 as amended. He explained the next steps in the process and noted that if everything proceeded as scheduled, the changes would be effective April 1, 2025. Mr. Bowes moved to adopt the Rules as amended. Ms. Gibbs seconded the motion. Chair Moore took a vote by a show of hands. The motion was unanimously passed.

2. Mr. Tripp presented paperwork and corresponding orders signed by judges for the injunctions he filed in 2024. He explained the Board’s authority to act in this manner. Mr. Care expressed his appreciation to Mr. Tripp for his exemplary work since he has been employed by the Board and questioned Mr. Tripp on the appropriateness of and the mechanisms available to the Board to act more aggressively in cases involving particularly egregious actions by non-licensed individuals. Discussion ensued. Mr. Care made a motion requesting the proper individuals reanalyze and consider sending the Marty Travis Pittman matter, to the District Attorney for prosecution. Discussion ensued. Mr. Goel seconded the motion. Chair Moore asked that the motion be restated for clarification due to the comments during discussion. The motion was restated to direct the Review Committee who reviewed this case to consider whether a referral to the District

Attorney would be appropriate. Mr. Goel seconded the restated motion. Further discussion ensued. Chair Moore called for a vote by show of hands. The restated motion passed unanimously.

3. Mr. Tripp presented an informational item regarding the Schedule of Anticipated Rule Actions with Economic Impact in Fiscal Year 2025-26, a report made to the Office of State Budget and Management under N.C. Gen. Stat. § 150B-21.3A, which collects information yearly on Rules that are either enacted within the last fiscal year or which are proposed to be adopted in the upcoming fiscal year that would have a substantial economic impact affecting state or local government. OSBM provides the information to the Governor's Office, The General Assembly, the Association of County Commissioners, and the League of Municipalities by March 1<sup>st</sup> of each year. Mr. Tripp explained his submission and the impact to the rulemaking process once for the corresponding rules. Mr. Tripp opened the floor for questions. Hearing none, Mr. Tripp moved to the next item.
4. Mr. Tripp reported on the completed steps leading up to the current stage of the Periodic Review of the Board Rules. He informed the Board that the Rules Review Commission, during its October meeting, approved the Board's determination that all the Board's Rules were necessary. The action was adopted by the RRC and the RRC has recommended an adoption deadline of March 1, 2027. The Board will need to take final action to readopt all the Rules for Periodic Review at the January 2027 meeting. Mr. Tripp noted that by March 7 of this year, he, as the Rules Review Coordinator, must provide a timeline of all the statutory steps that have to be completed before re-adoption of our Rules. Mr. Tripp noted that he has provided an executive summary showing the timeline for the Board's review. The process will start in September of 2026 with final adoption on March 1, 2027. Mr. Tripp informed the Board that no action is needed at this time. Mr. Tripp queried for questions. Discussion ensued.
5. Mr. Tripp provided an update regarding the current step for the Board's amendment to 21 NCAC 56.0602. A public hearing will be held during the Board's February Board call.
6. Mr. Tripp presented settlement conference case data for 2023, 2024, and data for 2025. Discussion ensued.
7. Mr. Tripp introduced the topic of Board disciplinary procedures and deferred to Mr. Ritter. Mr. Ritter discussed issues regarding the Board voting on disciplinary cases on the Consent Agenda, a practice enacted years prior to Mr. Tripp coming aboard and a topic discussed at the planning session. Mr. Ritter indicated that the additional legal strategies and use of other mechanisms for resolving cases have caused additional consideration. As a result of a memo from Mr. Logsdon, Chair Moore considered establishing an Ad Hoc Committee to consider the content of Mr. Logsdon's memo. Mr. Tripp prepared an executive summary of the memo. Mr. Logsdon was given the floor. Mr. Logsdon stated that the summary was very good and represented a concise representation of his memo. Mr. Logsdon explained the factors that impacted his viewpoint and compelled him to formally address the topic. Discussion ensued. Chair Moore stated that she sees this as a process improvement opportunity and agreed to utilize an ad hoc committee. She stated that she would like to have representation from the legal, engineering, and surveying perspectives. She solicited volunteers and asked if anyone was opposed to the formation of the ad hoc committee. Discussion ensued. Mr. Care and Mr. Goel volunteered to be on the committee. Mr. Fairbanks asked Chair Moore to restate the goal of the ad hoc committee. Discussion ensued. Chair Moore stated that the expectation of the proposed committee is to evaluate the Board's current process and make recommendations. Discussion ensued. Mr. Logsdon and Mr. Tripp are appointed to the Disciplinary Ad Hoc Committee. Chair Moore asked Mr. Tripp to be responsible for scheduling meetings. Further she stated that the goal is to complete the work and report out at the upcoming planning session.
8. Mr. Tripp provided an update regarding Michael Dykes' Petition to reinstate his engineering license. Once the administrative judge issues a decision, the matter will come back to the Board. A hearing will be held where both parties will have the opportunity to argue for or against whether the order should be adopted. Mr. Tripp noted that he anticipates the decision to occur later this year.

*Mr. Care made a motion to go into closed session pursuant to N.C. Gen. Stat. § 143-318.11(a)(3) to discuss 360 Virtual Drone Services, LLC v. Ritter. Mr. Fairbanks seconded the motion. Mr. Care welcomed the staff to remain in the room as well. The Board went into closed session at 11:30 a.m. The Board returned from closed session at 11:50 a.m. to continue the regular order of business. Chair Moore directed the Board's attention to Violations Activities.*

7. Violations Activities – Assistant Executive Director

Mr. Evans presented the Violations Report for 2025 and explained that the Board opened 17 cases as of the report date. He provided data on respondents with prior violations and data on the sources of the cases. He noted that four respondents had 21 prior cases; of which three respondents had six prior disciplinary actions. Mr. Evans provided details of the actions taken for each of the 11 cases closed and case tracking information showing trends from fiscal year 2017 through present. He provided information regarding the stage of investigation completion of the 114 cases open as of January 17, 2025. Mr. Evans asked if there were questions or comments. Hearing none, he completed his report.

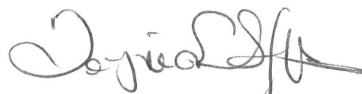
8. Old Business, New Business, and Informational Items – Executive Director

Mr. Ritter reported on a combination of Old Business, New Business, and Informational Items. He informed the Board of a conflict that prevented him attending the NCSS Annual Meeting scheduled for next week. Mr. Tripp will fill in for Mr. Ritter and speak in his place. All Survey Board Members and Mr. Mazanek are scheduled to attend. Mr. Ritter reported that he has booked the PENC meeting for the summer. It will be held in Asheville. Mr. Ritter gave an update regarding statute changes being pursued and his interactions with the General Assembly to accomplish those changes. Mr. Ritter expects to be able to update the Board in the coming weeks. Mr. Ritter informed the Board that last week the first three engineers were licensed under the UK Agreement following necessary updates to the NCEES computer system. He noted that all three were licensed in North Carolina, making North Carolina the first state to license under the MOU. Some celebratory efforts between the US and the British Embassy are planned. Mr. Ritter concluded his report.

Chair Moore noted that she would like the Board to establish or be made aware of a defined safety plan for safety or medical emergencies. Discussion ensued. Mr. Ritter stated that a plan will be developed and discussed at the next meeting.

*Chair Moore adjourned the meeting at 2:30 p.m. The Board is scheduled to meet next on February 26, 2025.*

Respectfully submitted,



Toynia E. S. Gibbs, PLS  
Secretary

Approved by the Board in Session

Date: May 21, 2025