

**MINUTES**  
**Texas Board of Professional Engineers and Land Surveyors**  
**Regular Quarterly Board Meeting**  
**November 20, 2025 - 10:00 am**

**Discuss and Possibly Act on the Following Agenda Items:**

1. Preliminary Matters - Officer Presiding
  - A. Call to Order

Dr. Sina K. Nejad, P.E., P. Eng., Chair, called the Regular Quarterly Board Meeting of the Texas Board of Professional Engineers and Land Surveyors to order at 10:00 a.m.  
(NOTE: all votes are unanimous unless noted.)

- B. Roll Call

Ms. Trevino called the roll. It was noted, for the record, that a quorum was present.

**The following Board members were present:**

Dr. Sina K. Nejad, P.E., P.Eng.	Chair
Coleen Johnson, R.P.L.S.	Vice-Chair
Kiran Shah	Treasurer
Ademola Adejokun, P.E.	Member
Roberto Moreno, P.E.	Member
Mark Neugebauer, R.P.L.S., L.S.L.S.	Member
Catherine Norwood, P.E.	Member

Mr. Steven Ogle, Assistant Attorney General and General Counsel for the Board, was present to provide legal counsel to the Board.

**The following staff members were present:**

Lance Kinney, Ph.D., P.E.	Executive Director
Michael Sims, P.E.	Director of Compliance and Enforcement
Rick Strong, P.E.	Director of Licensing and Registration
Mason Schoolfield	Director of Operations
Jeff Mutscher	Chief Financial Officer
Elissa Mazza	Staff Attorney
Ed Brannan, P.E.	Technical Engineering Specialist
Brian Waltmann, P.E.	Technical Engineering Specialist
Odilia Trevino	Executive Administrator

- C. Excuse Absent Board Members

It was MOVED/SECONDED (Johnson/Moreno) to excuse board members Karen Friese, Albert Cheng, and Dr. Marguerite McClinton Stoglin.

A vote was taken, and the MOTION PASSED.

D. Recitation of the Pledge of Allegiance

Dr. Nejad led the Pledge of Allegiance.

E. Welcome Visitors

Lamberto Balli, P.E., Advisory Member; Govind Nadkarni, P.E., Advisory Member; Jon Hodde, R.P.L.S., Advisory Member; and Stephanie Sanford, P.E., representing TSPE were present.

F. Public Comment

There were no public comments.

Dr. Nejad thanked Mrs. Norwood and Ms. Friese for organizing the staff appreciation luncheon and gift cards. He stated this is a token of appreciation for everyone's hard work.

Dr. Kinney thanked the Board on behalf of the staff.

2. **Consent Agenda\***

**The following items may be acted upon under Consent Agenda\*:**

- A. August 13, 2025, Licensing and Registration Committee Meeting Minutes (See agenda item #3)
- B. August 14, 2025, Legislative Issues Committee Meeting Minutes (See agenda item #4)
- C. August 14, 2025, Policy Advisory Committee Meeting Minutes (See agenda item #5)
- D. August 14, 2025, Enforcement Committee Meeting Minutes (See agenda item #6)
- E. August 14, 2025, Nominating Committee Meeting Minutes (See agenda item #7)
- F. August 14, 2025, Regular Quarterly Board Meeting Minutes (See agenda item #8)
- G. 2026 Board Meeting Dates (See agenda item #9)
- H. Administrative Reports, Outstanding Administrative Penalties, Default Judgment, Dismissed Cases, Violation Terminated Cases, Voluntary Compliance Cases (See agenda item #19)
- I. Licensing and Registration Applications – Engineering and Land Surveying (See agenda item #22)

It was MOVED/SECONDED (Johnson/Moreno) to approve items A-I as presented in the Consent Agenda.

A vote was taken, and the MOTION PASSED.

**Board and Committee Meeting Minutes:**

- 3. **Consent Agenda\* August 13, 2025, Licensing and Registration Committee Meeting Minutes**
- 4. **Consent Agenda\* August 14, 2025, Legislative Issues Committee Meeting Minutes**
- 5. **Consent Agenda\* August 14, 2025, Policy Advisory Committee Meeting Minutes**
- 6. **Consent Agenda\* August 14, 2025, Enforcement Committee Meeting Minutes**
- 7. **Consent Agenda\* August 14, 2025, Nominating Committee Meeting Minutes**
- 8. **Consent Agenda\* August 14, 2025, Regular Quarterly Board Meeting Minutes**
- 9. **Consent Agenda\* 2026 Board Meeting Dates**

Agenda items 3-9 were approved under [Consent Agenda](#), see agenda item 2.

**Board and Advisory Members' Quarterly Activity Matters:**

10. Board Members' Quarterly Activity Update, including conferences and meetings attended and presentations given:
  - A. Adejokun
  - B. Cheng
  - C. Friese
  - D. Johnson
  - E. Moreno
  - F. Nejad
  - G. Neugebauer
  - H. Norwood
  - I. Shah
  - J. McClinton Stoglin

Mr. Adejokun thanked agency staff for their work on the ECL-USA Summit.

Dr. Nejad mentioned that on behalf of the Texas Board of Professional Engineers and Land Surveyors, he was honored at the Indian Businesspeople Meeting in Sugarland. He was invited by Mr. Shah and had the pleasure of meeting the past India Foreign Minister and presented him a plaque and kind words for our work with the engineering profession.

He also stated they had a meeting with a UK representative. Dr. Kinney will expand up on that later in his report.

11. Advisory Members' Quarterly Activity Update, including conferences and meetings attended and presentations given:
  - A. Ballí
  - B. Edwards
  - C. Hodde
  - D. Nadkarni

Mr. Balli stated his appreciation for the webinars that staff provide on a regular basis.

Agenda items 10-11 provided as exhibits. No action was required on these agenda items.

**Finance and Budget Matters:**

Mr. Mutscher thanked the Board for their generosity towards the agency staff.

12. Finance and Budget

a. Fiscal Year 2025 4th Quarter Budget Report

Mr. Mutscher reviewed the 4th quarter budget report with the Board. He stated that we've collected over \$6 million in revenue and we have a positive variance. He stated that on the expense side, agency expenditures were right on target and ended with a small positive variance.

Agenda item provided as exhibit. No action was required on this agenda item.

b. Fiscal Year 2025 Annual Financial Report

Mr. Mutscher reviewed the fiscal year 2025 annual financial report with the Board. He stated it is prepared in a manner prescribed by the Comptroller. It reflects the fund balance being \$3.3 million at the end of fiscal year, which is close to what was predicted.

Agenda item provided as exhibit. No action was required on this agenda item.

c. Fiscal Year 2025 Annual SDSI Report

Mr. Mutscher reviewed the fiscal year 2025 annual SDSI report with the Board which he stated is in the prescribed manner by legislation. He stated it has various five-year trends, and it includes the last strategic plan from 2024. The next strategic plan will be in the Summer of 2026.

Agenda item provided as exhibit. No action was required on this agenda item.

d. Fiscal Year 2025 Internal Audit Report

Mr. Mutscher reviewed the fiscal year 2025 internal audit annual report with the Board. He stated it is due every November and it was submitted on time. It will reflect the audits we went through this past year by the Comptroller's office, AT&T Cybersecurity, and the State Office of Risk Management. We passed all audits with no issues. The reports are submitted to various oversight agencies. He stated that considering that we have completed multiple audits, we did not contract an external auditor to conduct an internal audit this cycle.

Agenda item provided as exhibit. No action was required on this agenda item.

e. Fiscal Year 2026 Internal Audit Plan - Discussion and Approval

Mr. Mutscher reviewed the fiscal year 2026 internal audit plan. He stated it would need board approval for the current 2026 fiscal year. If we do not have any significant internal audits, we would need to negotiate with the internal auditor we hire to conduct a scope audit of the Licensing and Registration department. We would narrow down what processes they would be looking at.

It was MOVED/SECONDED (Shah/Norwood) to approve the FY '26 Internal Audit Plan as submitted.

A vote was taken, and the MOTION PASSED.

**Committee Matters:**

Mrs. Norwood reported that the Committee had met and discussed the personal interview cases and shared a review of each case.

13. Licensing and Registration Committee Meeting Summary

A. Applications for Licensure

Personal Interview Cases:

1. McCann, Christien Anderson

It was MOVED/SECONDED (Norwood/Johnson) for Mr. McCann to be approved for Texas PE licensure upon successful completion of the 30-hour Basic Level Ethics course from the Texas Tech Murdough Center for Engineering.

A vote was taken, and the MOTION PASSED.

2. Ray, Jeremy Keith

It was MOVED/SECONDED (Norwood/Johnson) for Mr. Ray to return to the Licensing Committee after submitting documentation of the successful completion of the 60-hour Intermediate Level Ethics course from Texas Tech Murdough Center for Engineering.

Dr. Nejad asked what would be discussed when Mr. Ray reappears. Mrs. Norwood stated he would discuss his lessons learned.

A vote was taken, and the MOTION PASSED.

3. Steubing, Joseph Michael

No review, action, or discussion was taken on this agenda item.

4. Vasquez, Aaron Guillermo

It was MOVED/SECONDED (Norwood/Johnson) for Mr. Vasquez to return to the Licensing Committee after submitting documentation of the successful completion of the 60-hour Intermediate Level Ethics course from Texas Tech Murdough Center for Engineering.

A vote was taken, and the MOTION PASSED.

Commented [OT1]: Do I add this?

Commented [LK2R1]: Yes.

B. Application Experience Reporting Project Update

Agenda item provided as exhibit. No action was required on this agenda item.

C. Texas Board of Professional Engineers and Land Surveyors' Land Surveying Exam Update

Agenda item provided as exhibit. No action was required on this agenda item.

**14. Rule Adoptions**

- a. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 131, Subchapter B - Committees  
§131.15 - Committees
- b. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 131, Subchapter H - Engineering Advisory Opinions, Including  
Renaming the Subchapter to Advisory Opinions  
§131.101 - Subject of an Advisory Opinion  
§131.103 - Request for an Advisory Opinion  
§131.107 - Receipt, Review, and Processing of a Request  
§131.109 - Compilation of Advisory Opinions  
§131.111 - Time Period
- c. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 133, Subchapter A - Engineer-in-Training  
§133.3 - Engineer-in-Training Application and Certification
- d. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 133, Subchapter B - Professional Engineer Licenses  
§133.11 - Types of Licenses
- e. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 133, Subchapter C - Professional Engineer License Application  
Requirements  
§133.29 - Application for Temporary License for Military Spouses Who Are  
Licensed or Registered in Another State
- f. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 133, Subchapter G - Examinations  
§133.65 - Examination on the Fundamentals of Engineering
- g. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 134, Subchapter A - Surveyor-in-Training  
§134.3 - Surveyor-in-Training Application and Certification
- h. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 134, Subchapter B - Professional Surveyor Registration  
§134.11 - Types of Surveyor License and Registration
- i. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 134, Subchapter C - Land Surveyor Application Requirements  
§134.29 - Application for Temporary License for Military Spouses Who Are  
Licensed or Registered in Another State
- j. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code  
Chapter 134, Subchapter G - Examinations

- §134.61 - Surveying Examinations Required for a Registration to Practice as a Professional Surveyor
- §134.65 - Examination on the Fundamentals of Surveying
- §134.67 - Examination on the Principles and Practice of Surveying (Including Retitling the Section to Texas Specific Surveying Examination)
- k. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 134, Subchapter H - Review Process of Applications and Registration Issuance
  - §134.87 - Final Action on Applications
- l. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 135, Engineering Firm Registration
  - §135.1 - Authority
- m. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 136, Surveying Firm Registration
  - §136.1 - Authority
- n. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 137, Subchapter A - Individual and Engineer Compliance
  - §137.7 - License Expiration and Renewal
  - §137.9 - Renewal for Expired License
  - §137.13 - Inactive Status
  - §137.17 - Continuing Education
- o. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 138, Subchapter A - Individual and Surveyor Compliance
  - §138.7 - License or Registration Expiration and Renewal
  - §138.9 - Renewal for Expired License or Registration
  - §138.13 - Inactive Status
  - §138.17 - Continuing Education
- p. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 138, Subchapter D - Firm and Governmental Entity Compliance
  - §138.75 - Registration Renewal and Expiration
- q. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 139, Subchapter B - Complaint Process and Procedures
  - §139.22 Reporting Complaints Made Against Licenses Issued to Military Service Members, Military Veterans, or Military Spouses
- r. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 139, Subchapter D- Special Disciplinary Provisions for License Holders
  - §139.43 License or Registration Holder with Criminal Conviction
- s. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 139, Subchapter C - Enforcement Proceedings
  - §139.35 Sanctions and Penalties- Engineering
  - §139.37 Sanctions and Penalties- Surveying
- t. Recommendation on Adoption of Amendments to 22 Tex. Admin. Code Chapter 140 - Criminal History and Convictions
  - §140.1 Criminal History and Convictions - Engineers
  - §140.3 Criminal History and Convictions - Surveyors
- u. Recommendation on Adoption of New Rule 22 Tex. Admin. Code Chapter 134, Subchapter G - Examinations

§134.66 - Examination on the Principles and Practice of Surveying

- v. Recommendation on Adoption to Repeal 22 Tex. Admin. Code Chapter 137, Subchapter A - Individual and Engineer Compliance  
§137.11 - Expiration and Licensed in Another Jurisdiction
- w. Recommendation on Adoption to Repeal 22 Tex. Admin. Code Chapter 138, Subchapter A - Individual and Surveyor Compliance  
§138.11 - Expiration and Licensed or Registered in Another Jurisdiction

Dr. Kinney briefed the Board on the recommended Rule adoptions and comments received. He indicated a motion will be needed for the Rules to be published in the Texas Register for adoption.

There was a numbering issue which left off item #14x as listed in the Govenda App. It will be added to the February 2026 agenda.

Dr. Nejad called for a new vote due to numbering issue with agenda item #14. A motion was made to accept for adoption agenda items #14a through #14w as listed in the Texas Register.

It was MOVED/SECONDED (Norwood/Johnson) that items #14a through #14w be adopted as presented.

**Executive Matters:**

15. Executive Director Activities and Reports

- A. Quarterly Meeting Activity Update, including conferences and meetings attended and presentations given

Dr. Kinney stated the agenda item was provided as an exhibit.

No action was required on this agenda item.

- B. Agency Operations Report

Dr. Kinney stated the agenda item was provided as an exhibit. He discussed the implementation of the MRA with the UK. They are looking to have an event in early 2026 at Rice University. It is still in the planning stages and information will be shared once it's finalized.

He mentioned the Engineering Change Lab - USA which took place in October in Austin. He thanked staff for their help.

No action was required on this agenda item.

- C. National Council of Examiners for Engineering and Surveying (NCEES)
  - Meetings and Activity Update
  - a. 2025 NCEES Annual Meeting Summary

Dr. Kinney stated the agenda item was provided as an exhibit.

No action was required on this agenda item.

- b. 2026 Meeting Dates:  
NCEES Southern Zone Meeting – April 23-25, 2026 – San Juan, Puerto Rico  
NCEES Annual Meeting – August 18-21, 2026 – Henderson, Nevada

Dr. Kinney informed the Board of the upcoming dates. He stated the list for funded delegates is being submitted for the Southern Zone meeting.

No action was required on this agenda item.

#### D. Outreach Report

Dr. Kinney reviewed the exhibit provided. He stated we have had over 28,000 outreach presentations for fiscal year 2025, which was a record number.

No action was required on this agenda item.

#### E. Kudos Report

Dr. Kinney reviewed the exhibit provided.

No action was required on this agenda item.

#### 16. Department Director Reports

- A. Licensing and Registration Report, including updates on the department's operations and workload.

Mr. Strong reviewed and highlighted items provided in the exhibit. He stated they are still trying to fill the Licensing Specialist position. He indicated there were over 5,000 PE applications received and processed in fiscal year 2025. He stated that we have 14 licensees in Texas that applied through the UK MRA and there are seven that have been licensed in the UK from Texas.

No action was required on this agenda item.

- B. Compliance & Enforcement Report, including updates on the department's operations and workload.

Mr. Sims reviewed and highlighted items provided in the exhibit. He stated they are still working on filling positions. He reviewed number of open and closed cases, continuing education audits, and rule updates. He stated he has an article coming out in the NCEES newsletter on Artificial Intelligence which he worked on through the Law Enforcement Committee he is on.

No action was required on this agenda item.

C. Operations Report, including updates on the department's operations and workload.

Mr. Schoolfield reviewed and highlighted items provided in the exhibit. He discussed updates to information security such as multi factor authentication, VPN solution, WIFI security, and AI. He gave kudos to Juan Contreras, Systems Administrator, for his hard work on laptop security for staff.

No action was required on this agenda item.

17. FY 2025 Performance Measures Report

Mr. Sims and Mr. Strong reviewed their department numbers on the exhibit provided.

No action was required on this agenda item.

18. Surveying Advisory Committee Report - November 13, 2025

Dr. Kinney reviewed the exhibit provided. He stated new members have been brought on board. He discussed information they covered at their meeting.

No action was required on this agenda item.

**Enforcement/Disciplinary Matters:**

19. **Consent Agenda\* Administrative Reports, Outstanding Administrative Penalties, Dismissed Cases, Violation Terminated Cases, Voluntary Compliance Cases**

20. Agreed Board Order

A. Engineering

1. Jeff Coronado, P.E. - D-43038 (Moreno - recused)
2. Juan Eduardo Franquiz, P.E. - D-43205 (Moreno - recused)

Mr. Sims provided information on the Agreed Board Orders.

It was MOVED/SECONDED (Norwood/Johnson) to approve Agreed Board Orders #20 A1 and #20 A2 as submitted.

A vote was taken and the MOTION/PASSED.

Informal Reprimands

3. D-42661 (Friese – recused)

Mr. Sims provided information on the Informal Reprimands.

It was MOVED/SECONDED (Norwood/Shah) to approve Informal Reprimand #20 A3 as submitted.

A vote was taken and the MOTION/PASSED.

4. D-43185 (Norwood - recused)

Mr. Sims provided information on the Informal Reprimands.

It was MOVED/SECONDED (Johnson/Moreno) to approve Informal Reprimand #20 A4 as submitted.

A vote was taken and the MOTION/PASSED.

21. Consent Orders

A. Engineering

1. Building Scale Enterprises, LLC - B-42295
2. Xavier Chapa, P.E. - D-42881
3. Louis Faraklas, Jr., P.E. - D-43032

B. Surveying

4. Xavier Chapa, R.P.L.S. - D-42489

Mr. Sims provided information on the Consent Orders.

It was MOVED/SECONDED (Norwood/Johnson) to approve Consent Orders #21 A1 through #21 A3 and #21 B4 as submitted.

A vote was taken and the MOTION/PASSED.

**Licensing and Registration Matters:**

22. **Consent Agenda\* Licensing and Registration Applications – Engineering and Land Surveying**

A. Professional Surveyor Registration:

1. Firms Approved
2. Licensed State Land Surveyor (LSLS) Approved
3. Registered Professional Land Surveyor (RPLS) Approved
4. Surveyor-In-Training (SIT) Approved

B. Professional Engineer Licensing:

1. Licensure/Registration Status Counts
2. Approved for Exams
3. Approved for Licensure
4. Firms Approved

5. Waivers – Fundamentals of Engineering Examination
6. Waivers – Professional Engineering Examination
7. Waivers – Both
8. Not Approved for Licensure

These agenda items were approved under Consent Agenda, see agenda item #2.

**Miscellaneous Matters:**

23. Future Board Meetings: Agenda items, dates, locations, and other arrangements

The chair asked for staff to review the personal appearance policy for the Licensing Committee and to bring back a recommendation.

24. Adjourn

It was MOVED/SECONDED (Johnson/Norwood) to adjourn the meeting at 11:45 a.m.

A vote was taken, and the MOTION passed.

Date Board approved minutes: 02/19/2026