

**MINUTES**  
**POLICY ADVISORY OPINION COMMITTEE MEETING**  
**TEXAS BOARD OF PROFESSIONAL ENGINEERS**  
**1917 S. IH 35**  
**Austin, Texas 78741**  
**May 16, 2018—3:30 PM**

**CALL TO ORDER.** Kyle Womack, P.E., Chair called the Policy Advisory Opinion Committee meeting of the Texas Board of Professional Engineers to order at 3:30 p.m. on May 16, 2018, at the Texas Board of Professional Engineers, 1917 S. IH 35, Austin, TX. A quorum was present. (NOTE: all votes are unanimous unless noted.)

**1. Roll call and welcome visitors.**

**The following Committee members were present:**

Kyle Womack, P.E.	Chair
Dr. Sina Nejad, P.E.	Member
Albert Cheng	Member
Catherine Norwood, P.E.	Member (Alternate)

Ms. Veena Mohan, Assistant Attorney General, was present to provide legal counsel to the Board.

**The following Committee members were absent:**

Lamberto Ballí, P.E.	Member (excused)
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**The following staff members were present:**

Lance Kinney, Ph.D., P.E.	Executive Director
David Howell, P.E.	Deputy Executive Director
Rick Strong, P.E.	Director of Licensing
Cristabel Bodden	Executive Assistant

**Visitors:** Libby Norwood, Nicholas Consulting Group, Inc. and Kent O'Brien, P.E., Texas Department of Transportation.

**2. Public comment.** None.

**DISCUSS AND POSSIBLY ACT ON THE FOLLOWING ITEMS (AGENDA ITEMS 3-6):**

**3. Discuss and possibly approve the minutes from the February 15, 2018, Policy Advisory Opinion Committee meeting.**

It was MOVED/SECONDED (Nejad/Norwood) to approve the February 15, 2018, Policy Advisory Opinion Committee minutes as submitted. A vote was taken and the MOTION PASSED.

**4. Discuss and possibly approve the response for:**

- **Request for Policy Advisory Opinion regarding signing and sealing documents related to petrochemical plant design.**

Mr. Howell relayed this request had been received in March and was submitted anonymously. As such, we could not respond directly to the requestor. After review, staff had determined that these questions are answerable by rule or Statute and this request does not warrant a new formal policy advisory opinion. Mr. Howell wrote a formal response letter and presented this to the Board for review and possible approval.

It was MOVED/SECONDED (Norwood/Nejad) to utilize the staff response to this anonymous request and recommend to the Board to approve as submitted. A vote was taken and the MOTION PASSED.

**5. Issues for consideration for future board meetings.**

No issues were discussed.

**6. ADJOURN.**

It was MOVED/SECONDED (Nejad/Norwood) to adjourn the meeting at 3:39 p.m. A vote was taken and the MOTION PASSED.

Date minutes were approved by Committee as submitted:

May 16, 2018

Date Board accepted minutes:

May 17, 2018