



# Oregon

STATE BOARD OF EXAMINERS  
FOR ENGINEERING &  
LAND SURVEYING

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## DIGITAL SIGNATURE TASK FORCE

Minutes of Meeting  
April 10, 2015

### Members present:

Jason Kent, Ad hoc Chair  
Shelly Duquette  
Ken Hoffine

### Members absent:

Ron Singh (excused)  
William Boyd (excused)

### Staff present:

Mari Lopez, Board Administrator  
Jenn Gilbert, Executive Assistant  
Adaira Floyd, Social and Communications Media Specialist

### Others present:

Katharine Lozano, Assistant Attorney General  
Oscar Zuniga (observer)  
Steven Burger (observer)

The meeting of the Digital Signature Task Force was called to order at 12:30 p.m. in the OSBEELS Conference Room at 670 Hawthorne Avenue SE, Suite 220, Salem, OR 97301.

### **Public Comment**

Mr. Burger suggested the Task Force recommend that the Board obtain a digital signature to explore the features, costs and third party certificate practices. The Task Force recommended that the Board obtain a digital signature for use. Staff was directed to reach out to Ron Singh for information to assist the Board. There was no additional discussion.

### **Unfinished Business**

#### Seal and Signature Draft Rules

AAG Lozano provided minor organizational changes to the draft rule language. It was moved and seconded (Kent/Duquette) to recommend the Board begin the rulemaking process for OAR 820-025-001, 820-025-0005, 820-025-0010, 820-025-0015, 820-025-0020, and 820-025-0025. There was no additional discussion. The motion passed unanimously.

During the previous Task Force meeting, staff was directed to research laws and rules from other State Boards as they related to seals and signatures. Ms. Lopez provided related information from the following State Boards: Florida, Idaho, Iowa, Kentucky, Louisiana, Maine, Maryland, Missouri, Nevada, Tennessee, and Texas. The Committee reviewed and discussed the responses from the other states. It was noted that in the information obtained from Missouri, Chapter 3 – Seals, Title 20 CSR 20303.060 Licensee’s Seal contained language for the Board to consider related to previous concerns of sealing each page of a multi-page document. There was no further discussion.

### **New Business**

#### **Seal and signature requirements for electronic plan permitting systems – Brandon Smith**

The Board received a question form from Mr. Smith regarding seal and signature requirements for electronic plan permitting systems. Staff noted that Mr. Smith functions as a reviewer for the City of Bend, Oregon. Ms. Duquette provided examples on her understanding and current practice, which including getting approval before making any changes to plans. Chair Kent recommended tabling response until Mr. Singh is in attendance to provide his input. Through general consensus, the Committee directed staff to contact Mr. Smith to let him know the Committee has received the question and will be responding after further discussion. There was no additional discussion.

#### **Digital signatures and engineering documents – Craig Redlinger**

The Board received a question form from Mr. Redlinger regarding digital signatures and engineering documents. The Committee briefly discussed the requirement of a singular third party verifiable recipient to verify the signor. Through general consensus, the Committee directed staff to send Mr. Redlinger the current rules on digital signatures and note that the rules are silent with regard to the ownership of the certificate (email address or individual person). There was no additional discussion.

The meeting adjourned at 12:53 p.m.