

# LAND SURVEYORS EXAM COMMITTEE

## MINUTES

The Land Surveyors Exam Committee of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects met on May 13, 2016, at the Department of Professional and Occupational Regulation, 9960 Mayland Dr., Richmond, Virginia, to discuss exam issues, with the following members present:

Board members present for the meeting were:

Doyle B. Allen  
Charles F. Dunlap  
Michael Zmuda

Subject matter experts present for the meeting were:

Larry Brownley  
Shane Grant  
John McAden  
Nancy McIntyre  
Douglas Potts  
Frank (Chip) Richardson  
Margaret Scott

Agency staff present for the meeting were:

Bill Murray, Training Manager  
Rhonda Starr, Examination Coordinator

Mr. Dunlap, Chair, called the meeting to order at 9:18 a.m.

**Call to Order**

**Public Comment Period** – No comments were made to the Section members.

**Public Comment Period**

At 9:18 a.m., Mr. Allen moved that the meeting be recessed and that the Committee immediately reconvene in closed meeting for the purpose of consultation pertaining to examination issues within the jurisdiction of the Board as permitted by §2.2-3711.A.11 of the *Code of Virginia*. This motion was made with respect to the matters identified as exam review. Mr. Zmuda seconded the motion which was unanimously approved by members: Allen, Brownley, Dunlap, Grant, McAden, McIntyre, Potts, Richardson, Scott, and Zmuda.

**Closed Meeting**

At 3:05 p.m., Mr. Zmuda moved to adjourn the closed meeting and to immediately reconvene in open meeting. Mr. Brownley seconded the motion which was unanimously approved by members: Allen, Brownley, Dunlap,

**Open Meeting**

Grant, McAden, McIntyre, Potts, Richardson, Scott, and Zmuda.

**CERTIFICATION OF CLOSED MEETING**

**Certification of  
Closed Meeting**

**WHEREAS**, the Land Surveyors Exam Committee of the APELSCIDLA Board has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, §2.2-3712 of the Code of Virginia requires a certification by the Land Surveyors Exam Committee of the APELSCIDLA Board that such closed meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Land Surveyors exam Committee of the APELSCIDLA Board hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in the closed meeting to which the certification applies, and (II) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Land Surveyors Exam Committee of the APELSCIDLA Board.

**VOTE: 10-0**  
**AYES: Allen, Brownley, Dunlap, Grant, McAden, McIntyre, Potts, Richardson, Scott, and Zmuda.**

**NAYS: 0**  
**ABSENT FROM MEETING: 0**

Conflict of Interest forms were completed by all members present.

**Conflict of  
Interest Forms**

There being no further business, the meeting was adjourned at 3:05 p.m.

**Adjourn**

  
\_\_\_\_\_  
Charles F. Dunlap, Chair

  
\_\_\_\_\_  
Jay W. DeBoer, Secretary

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Douglas Potts
2. Title: Subject Matter Expert
3. Agency: DPOR/APELSCIDLA Board
4. Meeting/IFF Date: LS Exam Review Meeting May 13, 2016

5. I have a personal interest in the following transaction:

B License

Nature of Personal Interest Affected by Transaction:

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

D Potts  
Signature

13 May 16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Larry Brownley  
2. Title: Subject Matter Expert  
3. Agency: DPOR/APELSCIDLA Board  
4. Meeting/IFF Date: LS Exam Review Meeting May 13, 2016

5. I have a personal interest in the following transaction:

None

Nature of Personal Interest Affected by Transaction:

None

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Land Surveyors

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Signature

Larry Brownley

Date

05/13/16

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Doyle B. Allen
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: LS Exam Review Committee May 13, 2016
5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Doyle B. Allen  
Signature

5/13/16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Michael W. Zmuda
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: LS Exam Review Committee May 13, 2016

5. I have a personal interest in the following transaction:

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Nature of Personal Interest Affected by Transaction:

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I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

5/13/16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Frank (Chip) Richardson  
2. Title: Subject Matter Expert  
3. Agency: DPOR/APELSCIDLA Board  
4. Meeting/IFF Date: LS Exam Review Meeting May 13, 2016

5. I have a personal interest in the following transaction:

None

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Virginia Association of Surgeons

- I am able to participate in this transaction fairly, objectively, and in the public interest.

or

- I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.



Signature

5/13/16

Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Margaret Scott  
2. Title: Subject Matter Expert  
3. Agency: DPOR/APELSCIDLA Board  
4. Meeting/IFF Date: LS Exam Review Meeting May 13, 2016

5. I have a personal interest in the following transaction:

LAND SURVEYOR B

Nature of Personal Interest Affected by Transaction:

N/A

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

5-9-2016  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: John McAden  
2. Title: Subject Matter Expert  
3. Agency: DPOR/APELSCIDLA Board  
4. Meeting/IFF Date: LS Exam Review Meeting May 13, 2016

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

Land Surveyors  
\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

John R. McAden  
Signature

5-13-16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Shane Grant  
2. Title: Subject Matter Expert  
3. Agency: DPOR/APELSCIDLA Board  
4. Meeting/IFF Date: LS Exam Review Meeting May 13, 2016

5. I have a personal interest in the following transaction:

Land Surveying B-

Nature of Personal Interest Affected by Transaction:

N/A

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

LAND SURVEYOR

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

5/13/16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Nancy McIntyre  
2. Title: Subject Matter Expert  
3. Agency: DPOR/APELSCIDLA Board  
4. Meeting/IFF Date: LS Exam Review Meeting May 13, 2016

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

LAND SURVEYORS & PROFESSIONAL ENGINEERS

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

Nancy McIntyre  
Signature

5-13-16  
Date

**STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT**

**TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government**

1. Name: Charles F. Dunlap  
2. Title: Board Member  
3. Agency: Land Surveyors Section/APELSCIDLA Board  
4. Meeting/IFF Date: LS Exam Review Committee May 13, 2016

5. I have a personal interest in the following transaction:

\_\_\_\_\_  
\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

\_\_\_\_\_  
\_\_\_\_\_

I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

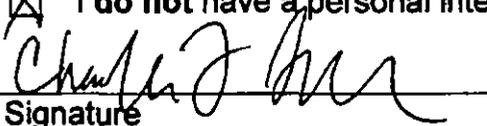
\_\_\_\_\_

I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

6.  I do not have a personal interest in any transactions taken at this meeting.

  
Signature

12/13/16  
Date

**CERTIFICATION OF CLOSED MEETING**

WHEREAS, the Land Surveyor Exam Committee of the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA) has convened a closed meeting on this date pursuant to an affirmative recorded vote in accordance with the provisions of the Virginia Freedom of Information Act; and

WHEREAS, § 2.2-3712 of the *Code of Virginia* requires a certification by the APELSCIDLA Board that such closed meeting was conducted in conformity with Virginia law;

NOW, THEREFORE, BE IT RESOLVED that the APELSCIDLA Board hereby certifies that, to the best of each member's knowledge, (i) only public business matters lawfully exempted from open meeting requirements by Virginia law were discussed in the closed meeting to which this certification resolution applies and (ii) only such public business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the

~~PSSWPG~~ Board.  
APELSCIDLA  
VOTE

AYES: 3

NAYS: [For each nay vote, the substance of the departure from the requirements of the Act should be described] 0

ABSENT DURING THE VOTE: 0

ABSENT DURING THE MEETING: 0

Motion for Closed Meeting without counsel present to discuss examination issues:

Mr. Chairman, I move that this meeting be recessed and that the Board immediately reconvene in closed meeting for the purpose of consultation and/or briefings by staff members pertaining to examination issues within the jurisdiction of the Board as permitted by § 2.2-3711.A.11 of the Code of Virginia. The following non-members will be in attendance to reasonably aid the consideration of the topic.

Bill Murray  
Rhonda ~~Starr~~ Starr  
\_\_\_\_\_  
\_\_\_\_\_

This motion is made with respect to the matters(s) identified as agenda item(s):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Time in: 2:20 PM

Time out: 4:25 P

Motion by: Doyle Allen  
2nd Mike Clark

Motion by: D. Allen  
2nd M. E.