

**BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS,
LAND SURVEYORS, CERTIFIED INTERIOR DESIGNERS
AND LANDSCAPE ARCHITECTS MEETING**

MINUTES

The Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on June 13, 2016, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

Architects

Robert A. Boynton
Christine Snetter

Professional Engineers

Wiley V. Johnson, III
Carolyn B. Langelotti

Land Surveyors

Charles F. Dunlap
Michael Zmuda

Interior Designers

Cameron Stiles

Landscape Architects

Andrew M. Scherzer

Board members Cabell Crowther, Doyle Allen, Corey Clayborne, Christopher Stone, and Sheila Wilson were not present for the meeting.

Board staff present for all or part of the meeting was:

Kathleen (Kate) R. Nosbisch, Executive Director
Bonnie Davis, Administrative Assistant

Agency staff present for all or part of the meeting was:

Jay W. DeBoer, Director
Amy Goobic, Executive Assistant

Elizabeth Peay, Assistant Attorney General, was present from the office of the Attorney General.

Mr. Boynton, called the meeting to order at 9:33 a.m.

Call to Order

Mr. Boynton advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Ms. Nosbisch welcomed and introduced, Bonnie Davis, new Administrative Assistant for the Board.

**Welcome &
Introduction of New
Staff & Guest**

Ms. Nosbisch also welcomed guests in the audience, and introduced agency staff members in the audience.

Ms. Stiles moved to approve the agenda. Mr. Dunlap seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Approval of Agenda

Mr. Dunlap moved to approve the minutes of the March 15, 2016, APELSCIDLA Board meeting as amended. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Approval of Minutes

Ms. Stiles moved to approve the minutes of the March 15, 2016, Architect, Certified Interior Designer Section meeting. Mr. Johnson seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Scherzer moved to approve the minutes of the May 12, 2016, PE and Land Surveyor Section meeting. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Dunlap moved to approve the minutes of the May 12, 2016, Land Surveyor Exam Review meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Dunlap moved to approve the minutes of the May 13, 2016, Land Surveyor Exam Review meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Scherzer moved to approve the minutes of the May 24, 2016, Regulatory Review Committee meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Dunlap moved to approve the minutes of the May 24, 2016, Land Surveyor Apprenticeship Committee meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

There were no public comments.

**Public Comment
Period**

Regarding **File Number 2015-01870, Stephen A. Maslan**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the investigative file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference. Mr. Johnson moved to accept the Summary of the Informal Fact-Finding Conference as to the facts, which cites the following violation of the Board's regulations: **18VAC10-20-370.D.2.b (Count 1)**. Ms. Snetter seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Scherzer, Snetter, Stiles, and Zmuda.

File Number 2015-01870, Stephen P. Maslan

Ms. Nosbisch indicated that there have been no prior disciplinary actions against Mr. Maslan. Mr. Dunlap moved to accept the Summary of the Informal Fact-Finding Conference as to the sanctions, and impose the following: revocation of license for the violation contained in Count 1. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Scherzer, Snetter, Stiles, and Zmuda. As the presiding Board member, Ms. Langelotti was not present for the discussion or vote.

Regarding **File Number 2015-02580, Alejandro E. Fernandez**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the investigative file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference as well as the Section's recommendation. Mr. Dunlap moved to accept the Summary of the Informal Fact-Finding Conference as to the facts, which cites the following violation of the Board's regulations: **18VAC10-20-740.e (Count 1)**. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

File Number 2015-02580, Alejandro E. Fernandez

Ms. Nosbisch indicated that there have been no prior disciplinary actions against Mr. Fernandez. Ms. Langelotti moved to accept the Summary of the Informal Fact-Finding Conference and not impose a monetary penalty for the violation contained in Count 1. Ms. Stiles seconded the motion which was approved by members: Boynton, Langelotti, Scherzer, Snetter, Stiles, and Zmuda. Mr. Dunlap was opposed. As the presiding Board member, Mr. Johnson was not present for the discussion or vote.

Mr. Dunlap provided a brief update on the Land Surveyor Apprenticeship Committee. Mr. Dunlap reported that the Committee meeting reviewed and approved the course outline, and a narrative will be added. Mr. Dunlap moved to approve the course outline in order to proceed with completing the apprenticeship program. Mr. Scherzer seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda. The final course outline and narrative will be reviewed at the August 11, PE and LS Section meeting.

Land Surveyor Apprenticeship Committee Update

Ms. Nosbisch provided a brief update on the Regulatory Review Committee. She reported that the Committee met May 24 and began reviewing the regulations page by page. The Committee will continue to seek out opportunities for clarification, adjustments for changing technology, and national trends.

**Regulatory Review
Committee Update**

Discussion was held on revisions to the guidance document Onsite Sewage Systems Designed by PEs and Onsite Soil Evaluators. The revisions addressed clarification specifically as to who is allowed to characterize wastewater, and the exemptions provided for in §54.1-402 of the *Code of Virginia*. Ms. Nosbisch read email correspondence from Mr. Jeff Walker, AOSE, expressing his concerns regarding revisions to the guidance document.

**Discussion on
Guidance Document
Revision – Onsite
Sewage Systems
Designed by PEs and
Onsite Soil
Evaluators**

Mr. Johnson suggested changing the word ‘discharge’ to ‘wastewater’ in the amended document, and to change ‘drainage system’ to ‘onsite sewage system.’ Mr. Johnson moved to approve the revised guidance document as amended. Mr. Dunlap seconded the motion which was approved by members: Boynton, Dunlap, Johnson, Langelotti, Snetter, Stiles, and Zmuda. Mr. Scherzer abstained.

Ms. Nosbisch provided background information for the discussion of the VITA/VGIN Orthophoto RFP. Ms. Nosbisch stated that VITA representatives attended the May 12, PE and LS Section meeting, to discuss the orthophoto RFP and the fact that the RFP did not require a licensed surveyor. The VITA representatives stated that the maps include a disclaimer to localities utilizing them, stating that the maps are for information only, and not to be used for design. Section members requested staff draft correspondence to send to the localities informing them that the VGIN maps should not be used for design purposes. Board members reviewed the draft letter. Discussion was held on changes to the draft letter. Mr. Dunlap moved to approve the letter as amended. Ms. Snetter seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

**Discussion on VGIN
Orthophoto RFP
Letter**

The finalized letter will be sent to all localities.

Ms. Nosbisch provided a brief review for the discussion on the DEQ Virginia Runoff Reduction Method (VRRM) spreadsheet. Ms. Nosbisch informed the Board that DEQ representative, Melanie Davenport, attended the May 12, PE/LS Section meeting. Ms. Davenport stated that corrections were made to the VRRM spreadsheet, and that DEQ was informing the localities. Ms. Davenport also stated that the ‘certifying statement’ for PEs and stormwater management facility record drawings, agreed to by the Board, was acceptable to DEQ. DEQ was to inform the localities of this also. Ms. Langelotti commented that to date, no notification about the certifying statement has been issued by DEQ. Ms. Nosbisch will send a reminder to DEQ.

**DEQ Virginia Runoff
Reduction Method
(VRRM)
Spreadsheet Update**

Board members were provided financial statements for informational purposes.

Financial Statements

Board members considered the following 2017 meeting dates:

**Consideration of
2017 Meeting Dates**

APELSCIDLA Board

March 14
June 13
September 14
December 14

PE/LS Sections

February 15
May 11
August 10
November 14

LA, CID & Architects

March 14
June 13
September 14
December 14

Mr. Dunlap moved to approve the 2017 meeting dates. Mr. Scherzer seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Ms. Nosbisch informed the Board that according to the rotation policy, the vice-chair assumes the position of chair and then a board member from the next profession is elected vice-chair. Mr. Scherzer thanked Mr. Boynton for his service as Chair and moved to nominate Mr. Crowther, current vice chair, as Chair. Mr. Johnson seconded the motion which was unanimously approved by: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda. As the Professional Engineers are the next profession in the rotation, Mr. Johnson moved to nominate Ms. Langelotti as Vice-Chair. Mr. Dunlap seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Election of Officers

Ms. Nosbisch provided a brief update on NCEES. NCEES is seeking professional engineers that practice environmental engineering to participate in a survey; responses due July 20. Ms. Nosbisch reported that Ms. Langelotti and Mr. Dunlap attended the NCEES Southern Zone meeting in Nashville, April 4-6. The NCEES Annual meeting will be held August 24-27, in Indianapolis. Ms. Nosbisch reported that the Board has four members on NCEES Southern Zone committees, and that Mr. Dunlap was recently reappointed to the NCEES UPLG Committee.

**NCEES, NCARB,
CLARB & CIDQ
Updates**

Ms. Nosbisch informed the Board that the April land surveyor exam administration was the final pencil and paper exam, it has transitioned to computer based testing, however, the Virginia state specific exam will be administered at DPOR, starting in October. The LS exam will be offered the first Friday of the first month of each quarter.

Mr. Boynton provided a brief update on NCARB. Mr. Boynton stated that there are changes to the ARE exam and that NCARB is changing the title of Intern Development Program (IDP) to Architectural Experience Program (AXP). Mr. Boynton expressed concerns with the change from IDP with regards to staff and their ability to track applicants requirements.

Ms. Nosbisch stated that Mr. Scherzer will attend the CLARB Annual meeting in Philadelphia in September, pending approval.

Ms. Nosbisch reported that Mr. Dunlap received correspondence from Mark Starling of Shoreline Surveyors. Mr. Starling inquired if the Board was taking steps to require a four year degree for land surveyor licensure. Mr. Dunlap stated that the number of land surveyors is dwindling in Virginia and in the nation. He further commented that the average age of a land surveyor is 58 year old, and the Board may not want to make the requirements more restrictive.

Other Business

Ms. Nosbisch informed the Board that Mark Courtney will be retiring; his last day at DPOR is June 27. Regrettably, Mr. Courtney was unable to attend the meeting.

Resolution for Mark N. Courtney

Mr. Boynton read the following resolution:

Resolution for
Mark N. Courtney

WHEREAS, Mark N. Courtney, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 1994 to 2008, and the Department of Professional and Occupational Regulation from 1991 to 2016;

WHEREAS, Mark N. Courtney, did devote generously of his time, talent and leadership to the Board;

WHEREAS, Mark N. Courtney, did endeavor at all times to render decisions with fairness and good judgement in the best interest of the citizens of the Commonwealth and these professions; and

WHEREAS, the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects wishes to acknowledge its gratitude for devoted service of a person who is held in high esteem by the members of the Board and the citizens of the Commonwealth;

NOW THEREFORE BE IT RESOLVED, by the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects this thirteenth day of June 2016, that Mark N. Courtney be given all honors and respect due him for his outstanding service to the

Commonwealth and its citizens; and

BE IT FURTHER RESOLVED, that this Resolution be presented to him and be made a part of the official minutes of the Board so that all may know of the high regard in which he is held by this Board.

The Board approved the resolution by consensus.

Conflict of Interest forms were completed by all board members present.

**Conflict of Interest
Forms**

The meeting was adjourned at 10:53 a.m.

Adjourn

Robert A. Boynton, Chair

Jay W. DeBoer, Secretary

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