

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 March 23, 2017, 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 Allen (LS)
Charles F. Dunlap (LS)
Mike Zmuda (LS)

Subject matter experts present for the meeting were:

Margaret Scott (LS)

Agency staff present for the meeting were:

Bill Murray, Training Manager

Mr. Zmuda called the meeting to order at 12:45 p.m.

Call to Order

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

Public Comment Period

At 1:00 p.m., Mr. Dunlap 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. Allen seconded the motion which was unanimously approved by members: Allen, Dunlap, Scott, and Zmuda.

Closed Meeting

At 3:43 p.m., Mr. Allen moved to adjourn the closed meeting and to immediately reconvene in open meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Allen, Dunlap, Scott, and Zmuda.

Open Meeting

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: 4-0
AYES: Allen, Dunlap, 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 3:45 p.m.

Adjourn



Michael Zmuda, Section 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: Doyle B. Allen
- 2. Title: Board Member
- 3. Agency: Land Surveyors Section/APELSCIDLA Board
- 4. Meeting/IFF Date: Section Meeting, March 23, 2017

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.

Doyle B. Allen
Signature

3/23/17
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: Section Meeting, March 23, 2017

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.

Charles F. Dunlap
Signature

3/23/17
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: Section Meeting, March 23, 2017

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

N/A

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]
Signature

3/23/17
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: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: LS Exam Workshop, March 23-24, 2017

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.

M. Scott
Signature

3-24-2017
Date