

**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 September 14, 2016, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

**Architects**

R. Corey Clayborne  
Christine Snetter

**Professional Engineers**

Wiley V. Johnson, III  
Carolyn B. Langelotti  
Christopher M. Stone

**Land Surveyors**

Charles F. Dunlap  
Doyle B. Allen  
Michael Zmuda

**Interior Designers**

Cameron Stiles  
Caroline Alexander

**Landscape Architects**

A. Cabell Crowther  
Andrew M. Scherzer

Board member Robert A. Boynton was not present for the meeting.

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

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

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

Jay W. DeBoer, Director

Joshua Laws, Assistant Attorney General, and Connor Garstka, Fellow Attorney General, were present from the office of the Attorney General.

Mr. Crowther called the meeting to order at 9:30 a.m.

**Call to Order**

Ms. Nobsch advised the Board of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Ms. Nobsch welcomed and introduced new Board member, Caroline Alexander, CID; she will replace Sheila Wilson. Ms. Nobsch reported Carrie Langelotti, professional engineer, and Bob Boynton, architect, have been reappointed to the Board for another four years. She noted that George Gardner has been appointed to the APELSCIDLA Advisory Committee to assist in the reviewing of applications. She also introduced Joshua Laws, alternate Assistant Attorney General for Elizabeth Peay, and Connor Garstka,

**Welcome &  
Introduction of  
Guests**

Fellow at the Attorney General office.

Ms. Nosbisch introduced Dan Turner, President of National Council of Examiners for Engineering and Surveying (NCEES).

Mr. Dunlap moved to approve the agenda. Mr. Johnson seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Stone.

**Approval of Agenda**

Ms. Stiles moved to approve the minutes of the following meetings as amended:

**Approval of Minutes**

- June 13, 2016 APELSCIDLA Board Meeting;
- June 13, 2016 Architects, Certified Interior Designers & Landscape Architects Section Meeting;
- August 11, 2016 Professional Engineers & Land Surveyors Meeting;
- August 11, 2016 Land Surveyors Exam Workshop Meeting.

Ms. Snetter seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Stone.

Mr. Zmuda arrived at 9:45 a.m.

**Arrival of Board Member**

Ms. Golden of VSPE thanked the Board for not supporting the NCEES UPLG Motion 12. She also noted that she met with the Board for Asbestos, Lead, and Home Inspectors, and is pursuing amendments in the General Assembly to add language to restore professional engineer's license to allow home inspections without having to get a dual license.

**Public Comment Period**

Ms. Nosbisch read an email from Harold Scrimgeour to the Board regarding the Board's letter to counties regarding land surveyors' authority.

Ms. Nosbisch presented the required changes to regulatory language in 18VAC10-11-50 of the Public Participation Guidelines (PPG) in order to be in compliance with the APA's required amendment. Because this is a statutory change, Ms. Nosbisch noted it could be handled as a fast-track action. Mr. Allen moved to file the changes to 18VAC10-11-50 as a fast-track regulatory action. Mr. Scherzer seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda.

**Regulatory Changes PPGs**

Regarding **File Number 2016-02554, Thomas Hicks**, he was present to address the Board. The Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference and the presiding Board member's recommendation. Mr. Johnson moved to accept the recommendation of the presiding Board member and deny Mr.

**File Number 2016-02554, Thomas Hicks**

Hick's application for licensure as a professional engineer. Mr. Stone seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Scherzer, Snetter, Stiles, Stone, and Zmuda. Ms. Langelotti was not present for the discussion or vote.

Regarding **File Number 2016-02508, Henry M. Hobson**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference and the presiding Board member's recommendation. Mr. Dunlap moved to reject the initial recommendation of the presiding officer and offer an Agreement for Licensure Reinstatement on amended terms to include that during Mr. Hobson's 30 day suspension, he is required to take an eight hour ethics course (which does not count as part of his 16 hours of continuing education for this renewal period) and submit proof of such completion before the thirty day suspension is over. Ms. Langelotti seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Stone. As the presiding Board member, Mr. Zmuda was not present for the discussion or vote.

**File Number 2016-02508, Henry M. Hobson**

Regarding **File Number 2016-02497, David E. Miller**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference and the presiding Board member's recommendation. Mr. Scherzer moved to accept the recommendation of the presiding Board member and approve Mr. Miller's application for licensure via comity as a professional engineer. Mr. Stone seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda. As the presiding Board member, Mr. Johnson was not present for the discussion or vote.

**File Number 2016-02497, David E. Miller**

Regarding **File Number 2017-00056, Christophe Marie Henry**, the Board members reviewed the record of the Informal Fact-Finding Conference, which consisted of the application file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference and the presiding Board member's recommendation. Mr. Scherzer moved to accept the recommendation of the presiding Board member and approve Mr. Henry's application for licensure via comity as a professional engineer. Mr. Stone seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda. As the presiding Board member, Mr. Johnson was not present for the discussion or vote.

**File Number 2017-00056, Christophe Marie Henry**

After reviewing the application and Agreement for Registration, Mr. Allen moved to accept the Agreement for Registration as seen and agreed to by Stewart Engineering, Inc. Mr. Dunlap seconded the motion which was approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda. Mr. Stone stated he had conflict of interest with Stewart Engineering; therefore, he was not present for the discussion or vote.

**Business Agreement  
2017-01; Stewart  
Engineering, Inc.**

Ms. Nosbisch and Mr. Dunlap provided a brief update on the Land Surveyor Apprenticeship Committee. Mr. Allen moved to approve the Apprenticeship Program document. Ms. Snetter seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda.

**Land Surveyor  
Apprenticeship  
Program Document**

The Board reviewed the letter to localities regarding distinction between land surveyor and land surveyor B scope of practice. Additional revisions to the letter were discussed and addressed. The revised letter will be distributed to all counties for clarification purposes, and copies of the letter will be sent to the Virginia Department of Transportation, Department of Environmental Quality, and Virginia Department of Health under separate cover for informational purposes. Mr. Dunlap moved to approve the amended document. Mr. Zmuda seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda.

**Land Surveyor Scope  
of Practice Letter**

Mr. Crowther noted that the Criteria for Accrediting Engineering Programs was for informational purposes only. If the Board would like to provide a comment, we must provide it before October. Ms. Nosbisch stated she will follow up with the professional engineer members.

**ABET Modification  
to EAC Criteria**

Ms. Nosbisch provided a brief update on the Regulatory Review Committee. She reported that the Committee will meet on October 3. The Committee will continue to seek out opportunities for clarification, adjustments for changing technology, and national trends. Each Board member will receive a copy of their profession's section of the regulations as well as general sections so they may provide input to the committee.

**Regulatory Review  
Committee Update**

The Board revisited the process for handling violations occurring in other jurisdictions. Mr. Allen moved to amend the current policy to reflect that when the violation is administrative in nature (this determination will be made by the Executive Director, and no longer has a monetary threshold for determination) staff will record the action in the notes history of the Licensing database file. When it is a technical issue, the file will be sent to a Board member for review. Mr. Dunlap seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda.

**Violations in Other  
States**

A discussion took place regarding the current process for business agreements. Mr. Johnson moved to amend the current policy to reflect that a business agreement may be approved by the Executive Director when it is administrative in nature, but when it is a technical matter or issue of good moral turpitude, the Board will continue to review the agreement at the Board meeting; furthermore, any business agreements approved by the Executive Director since the last Board meeting will be listed on the next Board meeting agenda for informational purposes. Mr. Dunlap seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda.

### **Business Agreements**

Board members were provided financial statements for informational purposes.

### **Financial Statements**

The Board recessed from 11:13 a.m. until 11:29 a.m.

### **Recess**

Dan Turner presented the Board information on NCEES. He stated that the Southern Zone, of which APELSCIDLA is a member, is the model everyone tries to copy. He provided information on the organization, governance, the chain of command, communication, meetings, services, committees, and how to become engaged.

### **NCEES Update**

Ms. Nosbisch noted that George Mason University will be receiving two NCEES awards. Mr. Dunlap will represent the Board and attend the presentation on October 5<sup>th</sup>. She also noted that she received a letter nominating Bob Zahl, PE, on the Oklahoma Board, for the Southern Zone Vice President.

Ms. Nosbisch noted that Mr. Scherzer will be attending the CLARB meeting this month; and staff is seeking approval for Ms. Stiles to attend the CIDQ Annual meeting in November.

### **NCARB, CLARB & CIDQ Updates**

The Board reviewed Mr. Allen's response to the property line dispute letter. Mr. Allen moved to approve the response. Mr. Johnson seconded the motion which was unanimously approved by members: Alexander, Allen, Clayborne, Crowther, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, Stone, and Zmuda.

### **Other Business**

It was noted that National Council of Architectural Registration Boards (NCARB) Intern Development Program (IDP) is addressed in 18VAC10-20-120 of the Board's regulations. NCARB changed this program to Architectural Experience Program (AXP) effective June 29, 2016. The Board agreed by consensus that AXP replaced IDP and would be acceptable to the Board until this matter was addressed in the regulation.

Ms. Nosbisch announced that there is a Land Surveyor Exam Workshop

immediately following the Board meeting and there is also an Architect, Certified Interior Designer, and Landscape Architect (Arch/CID/LA) Section meeting.

Ms. Nusbisch welcomed and introduced the APELSCIDLA staff.

**Introduction of  
APELSCIDLA Staff**

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

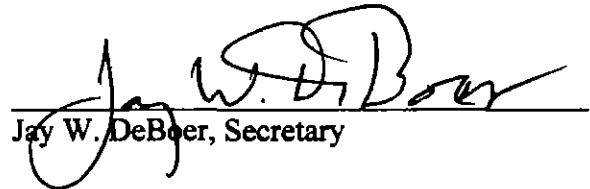
**Conflict of Interest  
Forms**

The meeting was adjourned at 12:30 p.m.

**Adjourn**



A. Cabell Crowther, 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: Corey Clayborne  
2. Title: Board Member  
3. Agency: Architects Section/APELSCIDLA Board  
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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:

\_\_\_\_\_

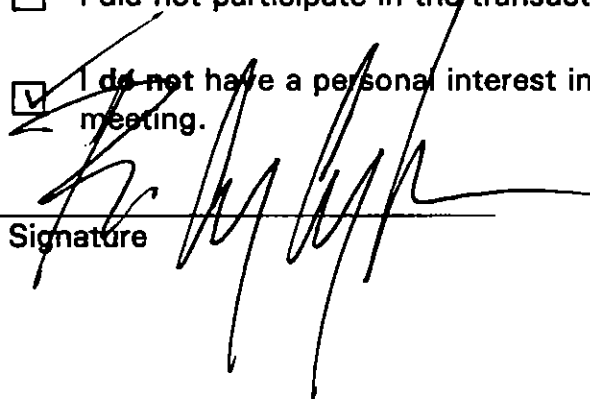
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

Signature



Date

9/14/2016

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

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

1. Name: Christine Snetter
2. Title: Board Member
3. Agency: Architects Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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:


\_\_\_\_\_

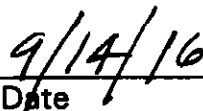
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

  
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: APELSCIDLA Board Meeting September 14, 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:

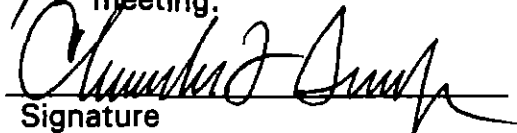
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I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

  
Signature

8/14/16  
Date

**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: APELSCIDLA Board Meeting September 14, 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.

Doyle B. Allen  
Signature

9/14/16  
Date

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

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

1. Name: Mike Zmuda
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 2016

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:

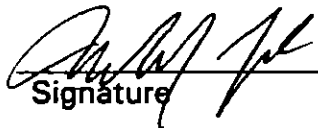
\_\_\_\_\_

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

9/14/16  
Date

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

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

1. Name: A. Cabell Crowther
2. Title: Board Member
3. Agency: Landscape Architects Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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

9.14.16

Date

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

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

1. Name: Andrew M. Scherzer
2. Title: Board Member
3. Agency: Landscape Architects Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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:

\_\_\_\_\_

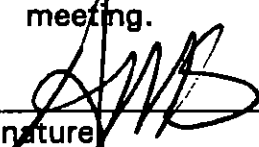
I am able to participate in this transaction fairly, objectively, and in the  
public interest.

or

I did not participate in the transaction.

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

Signature



Date

9/14/2016

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

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

1. Name: Wiley V. "Bif" Johnson, III
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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:

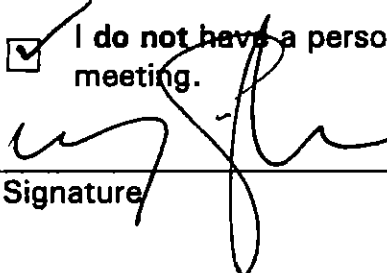
\_\_\_\_\_

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

9/14/16  
\_\_\_\_\_  
Date

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

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

1. Name: Carolyn B. Langelotti
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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

9/14/16  
Date

STATE AND LOCAL GOVERNMENT  
CONFLICT OF INTERESTS ACT

TRANSACTIONAL DISCLOSURE STATEMENT  
for Officers and Employees of State Government

1. Name: Christopher Stone
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 2016

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

BUSINESS AGREEMENT 2017-01, STEWART ENGINEERING, INC

Nature of Personal Interest Affected by Transaction:

MY FIRM RETAINED STEWART AS A SUPERVISOR, AND  
IS CURRENTLY IN LITIGATION WITH THEM REGARDING  
THEIR INVOLVEMENT WITH THE SUBJECT OF QUESTION.

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

Christopher M Stone  
Signature

9/14/16  
Date



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

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

1. Name: Cameron Stiles  
2. Title: Board Member  
3. Agency: Interior Designers Section/APELSCIDLA Board  
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 2016

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

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\_\_\_\_\_

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

  
\_\_\_\_\_  
Date

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

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

1. Name: Caroline Alexander
2. Title: Board Member
3. Agency: Interior Designers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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.

Caroline Alexander  
Signature

9/14/16  
Date