

**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, 2017, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present for all or part of the meeting:

Architects

Robert A. Boynton
Mel Price
Christine Snetter

Professional Engineers

Carolyn B. Langelotti
Chris Stone
James Kelly

Land Surveyors

Doyle B. Allen
Mike Zmuda

Interior Designers

Cameron Stiles
Caroline Alexander

Landscape Architects

Andrew M. Scherzer

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

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

Board member, A. Cabell Crowther, was not present for the meeting.

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

Jay W. DeBoer, Director
Bonnie Adams, Director, Complaint Analysis & Resolution
Susan Garbini, Legal Analyst, Complaint Analysis & Resolution
Jessica Eldridge, Presiding Officer, Post-Adjudication and Licensing Section

Michael Flaherty, Assistant Attorney General, was present from the office of the Attorney General.

Ms. Langelotti, called the meeting to order at 9:35 a.m.

Call to Order

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

**Emergency
Evacuation
Procedures**

Ms. Langelotti introduced Mel Price, new architect board member, and other Board members introduced themselves.

**Welcome and
Introductions**

Ms. Langelotti reported that Charles Dunlap, land surveyor, had resigned from the Board.

Ms. Nosbisch stated that Mr. Crowther sends his regrets; he is representing the Board at the CLARB Annual meeting.

Ms. Nosbisch stated the Board is thinking of its colleagues, friends, and family that have been affected by the recent hurricanes.

Mr. Boynton announced that Ms. Nosbisch has been elected by AIA Virginia Board of Directors as an Honorary Member.

Mr. Allen moved to approve the agenda. Ms. Stiles seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Kelly, Langelotti, Price, Scherzer, Snetter, Stiles, Stone and Zmuda.

Approval of Agenda

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

- June 13, 2017 APELSCIDLA Board Meeting
- June 13, 2017 Architects, Certified Interior Designers & Landscape Architects Section Meeting
- August 16, 2017 Professional Engineers and Land Surveyors Section Meeting
- August 16, 2017 Regulatory Review Committee Meeting

Approval of Minutes

Mr. Allen seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Kelly, Langelotti, Price, Scherzer, Snetter, Stiles, Stone and Zmuda.

There was no public comment.

**Public Comment
Period**

Regarding **File Number 2017-02517, Danilo L. Nunez, Jr.**, 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 as well as the Section's recommendation. Mr. Boynton moved to accept the recommendation of the presiding officer and approve Mr. Nunez's application for a professional engineer license. Ms. Snetter seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Kelly, Langelotti, Price, Scherzer, Snetter, Stiles, and Zmuda. As the presiding Board member, Mr. Stone was not present for the discussion or vote.

**File Number 2017-
02517, Danilo L.
Nunez, Jr.**

Regarding **File Number 2017-02522, Yves Phillipe Douthard**, 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 as well as the Section's recommendation. Mr. Boynton moved to accept the recommendation of the presiding officer and not approve Mr. Douthard's application for a professional engineer license. Mr. Kelly seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Kelly,

**File Number 2017-
02522, Yves Phillipe
Douthard**

Langelotti, Price, Scherzer, Snetter, Stiles, and Zmuda. As the presiding Board member, Mr. Stone was not present for the discussion or vote.

Regarding **File Number 2017-02473, Charles David Murphy**, 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 as well as the Section's recommendation. Ms. Snetter moved to accept the recommendation of the presiding officer and approve Mr. Murphy's application for a professional engineer license. Ms. Alexander seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Kelly, Langelotti, Price, Scherzer, Snetter, Stiles, Stone, and Zmuda.

File Number 2017-02473, Charles David Murphy

Regarding **File Number 2017-02516, Svetoslav Neov Neov**, 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 as well as the Section's recommendation. Mr. Boynton moved to accept the recommendation of the presiding officer and not approve Mr. Neov's application for a professional engineer license. Mr. Scherzer seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Langelotti, Price, Scherzer, Snetter, Stiles, Stone, and Zmuda. As the presiding Board member, Mr. Kelly was not present for the discussion or vote.

File Number 2017-02516, Svetoslav Neov Neov

Regarding **File Number 2017-01955, Hamid Moghavemi Tehrani**, the Board members reviewed the Consent Order as seen and agreed to by Mr. Nguyen. Mr. Stone moved to reject the Consent Order and extend a counteroffer. The term the Board voted to add to the initial consent order requires completion of eight (8) hours of Board-approved continuing education pertaining to ethics. Mr. Allen seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Langelotti, Price, Scherzer, Snetter, Stiles, Stone, and Zmuda. As the presiding Board member, Mr. Kelly was not present for the discussion or vote.

File Number 2017-01955, Hamid Moghavemi Tehrani

Regarding **File Number 2017-02685, Scott Broaddus**, 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 as well as the Section's recommendation. Mr. Broaddus stated that in 1998, when he began taking the architectural exams for licensure in New York, New York did not require the Intern Development Program (IDP). In 2001, New York put in place a requirement for the IDP. 2002, he received his initial licensure in New York. For Mr. Broaddus to acquire the IDP (now called the Architectural Experience Program), would be a tremendous amount of time and money. Mr. Kelly moved to accept the recommendation of the presiding officer and not approve Mr. Broaddus's

File Number 2017-02685, Scott Broaddus

application for an architect license. Ms. Stiles seconded the motion which was approved by members: Alexander, Kelly, Langelotti, Price, Snetter, Stiles, and Zmuda. Allen, Scherzer, and Stone abstained. As the presiding Board member, Mr. Boynton was not present for the discussion or vote.

Regarding **File Number 2017-02718, Anna Karewicz**, 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 as well as the Section's recommendation. Mr. Stone moved to reject the recommendation of the presiding officer and approve Ms. Karewicz's application for an architect license. Mr. Kelly seconded the motion which was unanimously approved by members: Alexander, Allen, Kelly, Langelotti, Price, Scherzer, Snetter, Stiles, Stone, and Zmuda. As the presiding Board member, Mr. Boynton was not present for the discussion or vote.

The Board recessed from 10:45 a.m. until 11:00 a.m.

Ms. Nosbisch reported the following business entities were issued Business Agreements for Registration:

- Thompson Company, Inc. dba Thompson Ehle Company, signed August 14, 2017 #0407007224
- Interplan LLC, signed September 13, 2017 #0407004107

The Board reviewed waiver requests approved by Mr. Boynton as the assigned Board member had reviewed and approved. It was noted that one request was not approved as it was a repeat request and no effort had been made to comply with the regulations.

Ms. Nosbisch stated the continuing education audit is underway. Seventy-three architect letters were mailed on June 9, 2017; fourteen architects did not comply and were sent a follow up letter. Thirteen land surveyor, one land surveyor B, one surveyor photogrammetrist, and nine landscape architect letters were mailed on September 13, 2017. Professional engineers will be mailed within the next week.

Mr. Boynton returned to the meeting at 11:10 a.m.

The Board reviewed and made changes to the proposed letter regarding altering/editing sealed drawings. Mr. Allen moved to approve the letter with the noted changes. Ms. Snetter seconded the motion which was unanimously approved by members: Alexander, Allen, Boynton, Kelly, Langelotti, Price, Scherzer, Snetter, Stiles, Stone, and Zmuda. The letter will be sent to localities, placed in the APELSCIDLA newsletter, and posted on the DPOR website.

File Number 2017-02718, Anna Karewicz

Recess

Business Agreements Update

Request for Waiver of CE Update

CE Audit Update

Return of Board Member

Alter/Edit of Sealed Drawing Letter

Ms. Nosbisch stated the Mr. Roadcap attended the Professional Engineers and Land Surveyor's Section meeting on August 16, 2017, and stated he would provide the revised Guidance Memorandum for the Board's review. Mr. Allen requested a letter be sent to Mr. Roadcap thanking him for involving the Board in this project.

Plats required by VDH

Ms. Nosbisch stated she spoke with Mr. Ben Leach, Stormwater Team Lead of the Office of Stormwater Management, Department of Environmental Quality regarding the certification statement. He stated there is no legal mechanism in place to allow the enforcement of the statement. He requested that the Board make him aware of any specific localities not using the certification statement.

Certification Statement

Darryl Glover and Amanda Pennington, both with Virginia Department of Conservation and Recreation (DCR), were present to address the Board regarding soil and water conservation districts. Mr. Glover and Ms. Pennington gave an overview of DCR's tasks. It was clarified by the Board that exempt work performed by a professional still requires seal and signature.

VA DCR / Soil and Water Conservation Districts

At the June 13, 2017 the Board reviewed the documents W. Michael Coppa, Director of the Bureau of Capital Outlay Management (BCOM) sent. He stated that Construction and Professional Services Manual (CPSM) details may be causing some confusion, and BCOM will try to clarify this requirement in the next update of the CPSM. Mr. Coppa had planned to attend today's meeting, but had a scheduling conflict. He may attend the December 14th Board meeting, but in the meantime, he stated the CPSM clarification regarding professional seals is scheduled to be released September 15, 2017.

Sealed Drawings Cover Sheet

Ms. Nosbisch announced, former Board member and professional engineer, Bif Johnson, had been approved as an Emeritus Member of NCEES at the August 22, 2017 Board meeting in Miami.

NCEES Updates

Ms. Nosbisch asked Mr. Allen to provide an update from the NCEES Annual meeting. He stated that a motion was made by California to introduce new exam modules which had support of the western states. He stated there will be great consequences for comity. If a regulant did not take the exam, he would not get licensed in the western states. Mr. Stone stated that we should keep our eye on number 35 future education requirements. He stated the law enforcement of regulants, their database, and what other states are doing was very interesting. Mr. Kelly stated it was interesting to see how other boards work and are organized. Ms. Nosbisch reported that APELSCIDLA will be hosting the Southern Zone meeting at the Omni in Charlottesville April 19-21, 2018. She informed the Board that for the NCEES 100th Anniversary there will be a combined zone meeting, location to be announced.

Ms. Nosbisch requested that Ms. Snetter provide an update from the NCARB annual meeting. Ms. Snetter reported that at the meeting there was a discussion regarding delinquent dues; NCARB decided it would be handled on a case by case basis.

NCARB Updates

Ms. Nosbisch stated she is looking forward to Virginia hosting the CIDQ Annual meeting in Alexandria November 10-11, 2017.

CIDQ Updates

Ms. Nosbisch noted that Mr. Crowther is attending the CLARB Annual meeting and he will provide an update at the December meeting.

CLARB Updates

Ms. Langelotti reviewed the licensee counts as of August 1, 2017: APELSCIDLA Businesses 4334; Architects 7312; Engineers 28,465; Interior Designers 498; Land Surveyors 1272; Land Surveyors B 74; Land Surveyor Photogrammetrists 126; and Landscape Architects 906.

Licensed Population

Financial statements were provided to the Board for informational purposes. The Board is in a good financial position, and there are no fee increases expected in the foreseeable future.

Financial Statements

Mr. Boynton reported that the Regulatory Review Committee had 19 meetings, including staff and section meetings. He stated the Committee was very dedicated and did a commendable job on the review.

**Regulatory Review
Committee Update**

The Board reviewed the draft regulations, and made some final changes. Mr. Stone moved to file the proposed regulations. Mr. Scherzer seconded the motion which was unanimously approved by members: Alexander, Allen, Kelly, Langelotti, Price, Scherzer, Snetter, Stiles, Stone, and Zmuda.

The Board recessed from 12:56 p.m. until 1:07 p.m. Mr. Flaherty excused himself from the meeting.

Recess

Ms. Nosbisch stated there will be a recognition reception from 8:30 a.m. to 9:30 a.m. immediately preceding the December 14, 2017 Board meeting for regulants who were issued initial licenses from January 1, 2017 to December 1, 2017, and they are welcome to stay for the Board meeting. Ms. Nosbisch requested that one Board member from each profession attend the reception. Regardless of attendance, initial licensees from this time period will be recognized in the Board's minutes.

Other Business

Ms. Nosbisch reviewed upcoming scheduled presentations.

Mr. Zmuda welcomed the opportunity to present the NCEES Sid and Reva Dewberry Department of Civil, Environmental, and Infrastructure Engineering Award to the Engineers for International Development at a ceremony at George Mason University. This is the second year in a row the department has received an award from NCEES.

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

**Conflict of Interest
Forms**

The meeting was adjourned at 1:14 p.m.

Adjourn



Carolyn Langelotti, 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: Robert A. Boynton
2. Title: Board Member
3. Agency: Architects Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 2017

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

N/A

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:

ARCHITECTS

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.

Robert A. Boynton
Signature

9.14.2017
Date

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

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

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



Signature

9/14/17

Date

**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, 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.

Christine Snetter
Signature

9/14/17
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, 2017

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

Nature of Personal Interest Affected by Transaction:

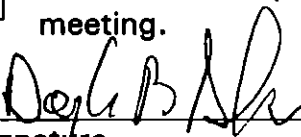
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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.



Signature

9/14/17

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, 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

9/14/17
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, 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:

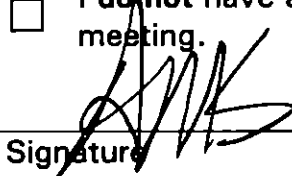
I am able to participate in this transaction fairly, objectively, and in the
public interest.

or

I did not participate in the transaction.

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

Signature



Date

SEPT. 14, 2017

**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, 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.


Signature

9/14/17
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, 2017

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

Nature of Personal Interest Affected by Transaction:

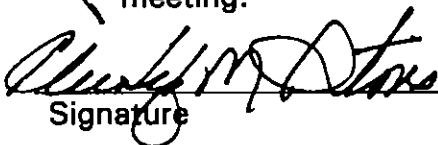
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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.



Signature



Date

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

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

1. Name: James L. Kelly
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Board Meeting September 14, 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.



Signature

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, 2017

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

Nature of Personal Interest Affected by Transaction:

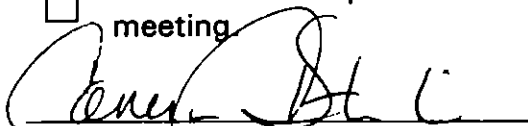
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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


Signature

9/14/17
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, 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.

Caroline Alexander
Signature

9/14/17
Date