

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

The Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on August 21, 2024, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia.

Members present for all or part of the meeting:

**Architects**

Erik Bootsma

**Professional Engineers**

James Kelly  
Douglas Frost  
Rick Townsend

**Land Surveyors**

Vickie Anglin  
John Claytor  
Kevin Shreiner

**Interior Designers**

Caroline Alexander  
Catherine Christian Stanley

**Landscape Architects**

Susan Dibble  
Ann Stokes

**Citizens**

Troy Arnold III  
Justina Vasquez

Members absent from the meeting with regrets:

**Architects**

Tim Colley  
Helene Dreiling

Staff present for all or part of the meeting were:

Brian Wolford, Director  
Jeb Wilkinson, Special Assistant to the Director  
Steve Kirschner, LRPD Deputy Director  
Kate Nosbisch, Executive Director  
Ecila Williams, Licensing Operations Administrator  
Karen Reid, Administrative Coordinator  
Joe Haughwout, Regulatory Affairs Manager  
Greg Emerson, Executive Director- Examinations  
John Robertson, Communications and Digital Media Manager  
Khang Le, Licensing Specialist  
Skyler Edwards, Post Adjudication and Licensing Specialist  
Latichia Logan, Legal Analyst-Compliance Analysis & Resolution  
Stacy Montgomery, Post Adjudication and Licensing Specialist

Allyson Yohe, CapTech Contractor for EpicX

Elizabeth Peay, Assistant Attorney General with the Office of the Attorney General, was present.

Members of the audience:

Georg Dahl, Virginia Society of Professional Engineers (VSPE) STEM and Educational Outreach Lead for Tidewater/Hampton Roads Chapter

Tom Witt, Virginia Transit Construction Alliance

Nathan Collins

Ahmad M. Raof Karim

Michael Zmuda, Virginia Association of Surveyors

Kristina Preisner, American Council of Engineering Companies of Virginia

Mr. Kelly, Chair, finding a quorum present, called the meeting to order at 10:08 a.m.

**Call to Order**

Mr. Kelly and Ms. Nosbisch advised the Board of the emergency evacuation procedures.

**Emergency Evacuation**

Ms. Stokes arrived for the meeting at 10:11 a.m.

**Arrival of Board Member**

Mr. Kelly, Chair called for an approval of the agenda. Ms. Alexander moved to approve the agenda. Ms. Anglin seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

**Approval of Agenda**

Ms. Nosbisch welcomed Brian Wolford as the Agency's new Director, Jeb Wilkinson, as the Special Assistant to the Director, Douglas Frost as the new Professional Engineer Board member, and Karen Reid as the new Administrative Coordinator. Ms. Nosbisch advised the Board of Tim Colley's reappointment to the Board. The Board members and staff introduced themselves. Ms. Nosbisch introduced guests and staff of the audience.

**Welcome/Introductions**

Mr. Kelly requested the approval of minutes be taken as a block.

**Approval of Minutes**

Mr. Claytor moved to approve the minutes for the following date:

- APELSCIDLA Board Meeting, May 8, 2024
- Land Surveyor Section Meeting, May 8, 2024

Ms. Stokes seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

There was no public comment.

**Public Comment  
Period**

Mr. Kelly, Chair read the following resolution for consideration by the Board:

**Resolution for  
Vinay Nair, PE**

Resolution for  
Vinay Nair

WHEREAS, **Vinay Nair**, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2019 to 2024;

WHEREAS, **Vinay Nair**, did devote generously of his time, talent and leadership to the Board;

WHEREAS, **Vinay Nair**, 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 twenty-first day of August 2024, that **Vinay Nair** 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 members agreed to the resolution by consensus.

Mr. Townsend recused himself from the meeting for discussion and deliberation of the file.

**Recusal of Board  
Member**

Regarding **File Number 2023-03138, John Corbett Thomason**, the Board members reviewed the Consent Order as seen and agreed by Mr. Thomason.

**File Number 2023-03138 Carl John Corbett Thomason**

Ms. Stokes moved to accept the consent order which cites the following violation of the Board's Regulations: 18 VAC 10-20-790.9 (Count 1) For this violation, it was recommended that Mr. Thomason pay the following monetary penalties: \$150.00 in Board costs, for a total monetary penalty of \$150.00. Ms. Alexander seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, and Vasquez.

Mr. Townsend returned to the meeting.

**Return of Board Member**

Mr. Claytor recused himself from the meeting for discussion and deliberation of the files.

**Recusal of Board Member**

Regarding **File Number 2024-01143, James Earl McKnight**, the Board members reviewed the Consent Order as seen and agreed by Mr. McKnight.

**File Number 2024-01143 James Earl McKnight**

Ms. Dibble moved to accept the consent order which cites the following violations of the Board's Regulations: 18 VAC 10-20-790.4 (Count 1) and 18 VAC 10-20-380.C.6 (Count 2). For these violations, it was recommended that Mr. McKnight pay the following monetary penalties: \$1,000.00 for Count 1, \$500.00 for Count 2, and \$150.00 in Board costs, for a total monetary penalty of \$1,650.00. Ms. Anglin seconded the motion. After discussion, the motion was approved by: Alexander, Arnold, Bootsma, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez. Ms. Anglin opposed the motion. The motion to accept the Consent Order passed with a vote of eleven to one.

Regarding **File Number 2024-01851, Jeffrey Allen Rickard**, the Board members reviewed the Consent Order as seen and agreed by Mr. Rickard.

**File Number 2024-01851 Jeffrey Allen Rickard**

Ms. Anglin moved to accept the consent order which cites the following violations of the Board's Regulations: 18 VAC 10-20-730.C (Count 1), 18 VAC 10-20-740.A (Count 2), and 18 VAC 10-20-790.4 (Count 3). For these violations, it was recommended that Mr. Rickard pay the following monetary penalties: \$500.00 for Count 1, \$500.00 for Count 2, \$500.00 for Count 3 and \$150.00 in Board costs, for a total monetary penalty of \$1,650.00. Ms. Stokes seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend, and Vasquez.

Mr. Claytor returned to the meeting.

**Return of Board Member**

Mr. Kelly passed the gavel to Ms. Anglin to chair the meeting for the disposition of the next two cases on the agenda.

**Change of Chair**

Mr. Kelly recused himself from the meeting for discussion and deliberation of the files.

**Recusal of Board Member**

Regarding **File Number 2024-01707, Ahmad M. Raof Karim**, 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.

**File Number 2024-01707 Ahmad M. Raof Karim**

Mr. Karim was present at the meeting to address the Board and asked they reconsider the recommendation of denial of his Professional Engineer license by comity.

After discussion, Ms. Dibble moved to accept the recommendation of the presiding officer and deny Mr. Karim's application for a Professional Engineer license by comity. Mr. Arnold seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Regarding **File Number 2024-02414, Nathan James Collins**, 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.

**File Number 2024-02414 Nathan James Collins**

Ms. Alexander moved to accept the recommendation of the presiding officer and approve Mr. Collins' application for a Professional Engineer license by examination. Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Mr. Kelly returned to the meeting.

**Return of Board Member**

Mr. Emerson provided an update regarding APELS examinations for informational purposes. During discussion, Ms. Alexander requested that Certified Interior Designers be represented in the same manner as Professional Engineers.

**Examinations Update**

Ms. Nosbisch stated the Executive Director Report was provided for informational purposes only.

**Executive Director Report**

Mr. Haughwout informed the Board that the fee adjustment action is at the proposed stage. Executive Branch review has been completed and the proposed fees will be published in the *Virginia Register* on August 26, 2024. The 60-day public comment period for the proposed fee adjustment will be starting on August 26, 2024, and will end on October 25, 2024, with a public hearing scheduled on September 4, 2024. Upon conclusion of the comment period, the proposed regulation will be presented to the Board to consider adoption of a final regulation.

**Regulatory Update**

Mr. Haughwout informed the Board that the Professional Engineers/Land Surveyors fast-track action is in the process to be filed.

Mr. Haughwout informed the Board that the General Review of Board for APELSCIDLA Regulations are now at the end of the NOIRA stage. The NOIRA was published in the *Virginia Register* on June 3, 2024, for a 30-day public comment period. The public comment period ended on July 3, 2024, where one comment was received.

**Review of NOIRA Public Comments for APELSCIDLA General Review**

The Board was presented with a summary of the comment and proposed Board response. After a brief discussion, Ms. Stokes moved to amend the response from the Board to reflect “The Board thanks you for your response. The Board will take the commenter’s suggestions for changes to sections -10 and -770 under advisement.” Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

The Board was presented with a summary of the comment and proposed Board response. After a brief discussion, Ms. Stokes moved to amend the response from the Board to reflect “The Board thanks you for your response. The Board will take the commenter’s suggestions for changes to sections -10 and -770 under advisement.” Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

**Adoption of Proposed Regulation for APELSCIDLA General Review**

The Board took a recess from 12:22 p.m. to 12:44 p.m.

**Recess**

Director Wolford and Special Assistant to the Director Wilkinson exited the meeting at 12:22 p.m.

**Departure of DPOR Staff**

Ms. Nosbisch explained the process for Board election of officers.

**Election of Officers**

Ms. Nosbisch opened the floor for nominations for Board Chair. Ms. Alexander nominated Ms. Anglin as Board Chair. Ms. Stokes seconded the motion. Ms. Anglin accepted the nomination. Ms. Nosbisch asked if there were any additional nominations for Board Chair. There being none, Ms. Nosbisch closed the floor for nominations. The motion was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez. By acclamation, Ms. Anglin was named Board Chair.

Ms. Nosbisch opened the floor for nominations for Board Vice Chair. Ms. Stokes nominated Mr. Arnold as Board Vice Chair. Ms. Anglin seconded the motion. Ms. Nosbisch asked if there were any additional nominations for Board Vice Chair. There being none, Ms. Nosbisch closed the floor for nominations. The motion was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez. By acclamation, Mr. Arnold was named Board Vice Chair.

Mr. Claytor moved to approve the 2025 meeting dates:

- i. Tuesday, February 11, 2025, at 10:00 a.m.
- ii. Wednesday, May 7, 2025, at 10:00 a.m.
- iii. Wednesday, August 14, 2025, at 10:00 a.m.
- iv. Friday, November 14, 2025, at 10:00 a.m.

**2025 Meeting Dates**

Ms. Stanley seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Ms. Nosbisch requested the Board's approval regarding Reconsideration of Case Decisions that was presented at the May 8, 2024 board meeting, requesting the Board to delegate responsibility addressing reconsiderations to the Board's Executive Director, in accordance with the provisions outlined in Section 2.2-4020.1 Code of Virginia, which enables a party to submit a petition seeking reconsideration of a final decision by an agency pursuant to 2.2-4020.

**Reconsideration of  
Case Decision  
Memo**

After a brief discussion, Ms. Anglin moved to approve the Reconsideration of Case Decisions authority to the Board's Executive Director. Mr. Bootsma seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Ms. Nosbisch presented to the Board the letter to VDOT regarding Entrusted Engineer in Charge Contract Language.

**Entrusted Engineer  
in Charge with  
VDOT Update**

Mr. Townsend moved to approve the letter to VDOT regarding the Entrusted Engineer in Charge Contract Language. Mr. Shreiner seconded the motion which was unanimously approved by: Alexander, Anglin, Arnold, Bootsma, Claytor, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Ms. Nosbisch informed the Board there was not any new information to share at this time regarding House Bill 2096.

**VDACS HB2096  
Regulation**

Ms. Yohe presented to the Board a presentation on the EPICx system for informational purposes.

**EPICx Update**

Mr. Arnold provided an update on the NCARB Annual Meeting.

**Architects Update**

Ms. Nosbisch and Mr. Kelly provided an update on the NCEES Annual Meeting for informational purposes.

**Professional  
Engineers Update**

Ms. Nosbisch provided an update on the VAS meeting that occurred June 21, 2024 at which she and then Director Thota gave a presentation on Workforce Development on behalf of Secretary Slater.

**Land Surveyors  
Update**

Ms. Anglin informed the Board that the Land Surveyors section met on May 8, 2024, to discuss issues Land Surveyors were experiencing in various localities. It was determined that the issues were not in conflict with the Board's regulations and the Board does not have jurisdiction over localities and their requirements.

Ms. Anglin informed the Board that the Land Surveyor section discussed during its May 8, 2024 meeting the need for NCEES to create a Mapping Science Examination Module for Land Surveyors. Ms. Anglin informed the Board that NCEES is not creating this exam and the Mapping Sciences Examination Module will continue to be given by the Colonial State Board of Surveyors.

The Board discussed an email regarding the regulation of drones, the recent court ruling in North Carolina on the use of drones, Virginia's position on regulating the use of drones. After discussion, the Land Surveyors agreed to meet on November 13, 2024, after the full board meeting to further discuss the usage of drones as it relates to surveying.



Ms. Nosbisch stated the CIDQ will be having their 50<sup>th</sup> Annual Meeting which Ms. Stanley, along with Ms. Nosbisch, will be requesting approval to attend. Ms. Alexander provided a brief update of the event for informational purposes.

**Certified Interior Designer Section Update**

Ms. Nosbisch stated the CLARB update items were provided for informational purposes and she will attend CLARB ASLA and Licensure Summit and the Annual CLARB meeting in September 2024.

**Landscape Architect Update**

The licensee counts as of August 1, 2024:

|                                 |        |
|---------------------------------|--------|
| APELSCIDLA Businesses           | 4,509  |
| Architects                      | 7,781  |
| Professional Engineers          | 31,429 |
| Land Surveyors                  | 1,240  |
| Land Surveyors B                | 57     |
| Land Surveyor Photogrammetrists | 93     |
| Certified Interior Designers    | 479    |
| Landscape Architects            | 991    |

**Licensed and Certified Population**

Ms. Nosbisch stated the financial statements were provided for informational purposes. Hope Larson, Director of Finance was not present with regrets and will be invited to the November 13, 2024, board meeting.

**Financial Statements**

Ms. Nosbisch informed the Board that Board Member Training Conference is scheduled for October 10, 2024, to October 11, 2024, at Great Wolf Lodge in Williamsburg, VA.

**Other Business**

Ms. Nosbisch asked if the Board was interested in forming a committee to develop a regulation and ethics course. The board agreed by consensus. Ms. Nosbisch asked for volunteers to serve on the committee. The following Board members volunteered to serve on this committee: Alexander, Anglin, Frost, Kelly, Stokes, and Vasquez.

Mr. Claytor exited the meeting at 2:05 p.m.

**Departure of Board Member**

Conflict of Interest forms and Travel Vouchers were completed by all Board members present.

**Conflict of Interest Forms / Travel Vouchers**

There being no further business, the meeting was adjourned at 2:08 p.m.

**Adjourn**

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Vickie Anglin, Chair

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Brain P. Wolford, Secretary

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