

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 November 13, 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
Tim Colley

Professional Engineers

James Kelly
Douglas Frost
Rick Townsend

Land Surveyors

Vickie Anglin
John Claytor
Kevin Shreiner

Interior Designers

Catherine Christian Stanley

Landscape Architects

Susan Dibble
Ann Stokes

Citizens

Troy Arnold III
Justina Vasquez

Members absent from the meeting with regrets:

Architects

Helene Dreiling

Interior Designers

Arjun Kainth

Staff present for all or part of the meeting were:

Brian Wolford, Director
Jeb Wilkinson, Chief Deputy Director
Stephen Martin, Senior Advisor
Tom Payne, CID Deputy Director
Kate Nosbisch, Executive Director
Ecila Williams, Licensing Operations Administrator
Jhustyna McBride-Dunn, Regulatory Operations Administrator
Joe Haughwout, Regulatory Affairs Manager
Greg Emerson, Executive Director- Examinations
Khang Le, Licensing Specialist

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

Steve Kirschner, LRPD Deputy Director, was not present at the meeting with regrets.

Members of the audience:

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

Chip Richardson, L.S., Accumark

Mark Pruett

Paige Pruett

Paul Battaglia, Architect, AIA Virginia

James Grove, P.E, University of Virginia

Caroline Alexander

Charlie Rice

Michael Zmuda, Virginia Association of Surveyors

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

Call to Order

Ms. Anglin and Ms. Nosbisch advised the Board of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

Ms. Stokes arrived for the meeting at 10:12 a.m.

**Arrival of Board
Member**

Mr. Kelly moved to approve the agenda. Mr. Colley seconded the motion which was unanimously approved by: Anglin, Arnold, Bootsma, Claytor, Colley, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

**Approval of
Agenda**

Mr. Bootsma moved to approve the minutes for the following dates:

- APELSCIDLA Board Meeting, August 21, 2024
- APELSCIDLA Public Hearing, August 21, 2024

**Approval of
Minutes**

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

Ms. Nosbisch welcomed Jeb Wilkinson as the new Chief Deputy Director, Stephen Martin as the new Senior Advisor for the Agency, and Jhustyna McBride-Dunn as the new Regulatory Operations Administrator. Ms. Nosbisch informed the Board that Karen Reid, former Administrative Coordinator, left the Agency

Welcome/Introductions

and she is currently seeking a replacement. Ms. Nobsich introduced guests and staff of the audience.

Ms. Anglin read the following resolution for consideration by the Board:

Resolution for
Caroline Alexander

Resolution for
Caroline
Alexander,
Certified Interior
Designer

WHEREAS, Caroline Alexander, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 2016 to 2024;

WHEREAS, Caroline Alexander, did devote generously of her time, talent and leadership to the Board;

WHEREAS, Caroline Alexander, 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 November 2024, that Caroline Alexander be given all honors and respect due her for her outstanding service to the Commonwealth and its citizens; and

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

Resolution in Memory Of
Robert (Bob) A. Boynton, Architect

Resolution for
Robert A. Boynton,
Architect
Posthumous

WHEREAS, Robert A. Boynton faithfully and diligently served as a member of the APELSCIDLA Board from October 1992, to September 1996; July 2000, to June 2003; July 2012, to June 2020; and

WHEREAS, Robert A. Boynton devoted generously of his time, talent and leadership to the APELSCIDLA Board; and

WHEREAS, Robert A. Boynton endeavored at all times to render decisions with fairness and good judgment in the best interest of the citizens of the Commonwealth and this profession; and

WHEREAS, the APELSCIDLA Board is grateful for the dedication and service of Robert A. Boynton to the Board and to the citizens of the Commonwealth; and

WHEREAS, the APELSCIDLA Board mourns the passing of Robert A. Boynton which occurred on August 31, 2024;

NOW THEREFORE BE IT RESOLVED, this thirteenth day of November 2024, that the APELSCIDLA Board expresses utmost regard and respect for Robert A. Boynton and his professional legacy which spans beyond the Commonwealth; and, so that all may know of the Board's depth of sorrow and its expression of sympathy, it is ORDERED this resolution be made a part of the official minutes of the Board and that a copy hereof be presented to the family of Robert A. Boynton.

Mr. Dahl, a Professional Engineer, addressed the Board with his concerns with the proposed legislation that relies on a "professional credential verification service" to establish equivalent qualifications for licensure for professional engineers from another country, which the language does not state validation of the other country's requirements meeting the Agency's requirements for licensure. He is requesting to require the international professional engineer to pass the PE licensing exam in conjunction with their professional engineer license from their respective country.

Mr. Pruettt addressed the Board with his concerns regarding a complaint filed with the Agency regarding property line encroachment and his disappointment with the investigation process and the responses from the Agency. He is requesting the Board to appoint at least one director to work with him and his wife to assess the procedural and substantive issues with the Agency.

Public Comment
Period

Ms. Pruett addressed Board with her concerns regarding a complaint filed with the Agency regarding property line encroachment and her disappointment with the investigation process and the responses from the Agency. Ms. Pruett addressed the Board stating that the Agency lacked procedural and investigative integrity and is requesting the Board to appoint a board member from the Board to meet with her to review the procedural and substantive issues with the Agency.

Mr. Richardson introduced himself to the Board as a licensed Land Surveyor, employed by Accumark, Inc. and is willing to provide information and insight regarding Subsurface Utility Engineering.

Mr. Battaglia, Executive Vice President of AIA Virginia, addressed the Board regarding obtaining an architect license and his wishes for continued option for apprenticeship as an alternative pathway.

Mr. Graves, a Professional Engineer from the University of Virginia, expressed his concerns regarding quality control issues with the Agency's investigation team, as a complaint that was filed by Mr. Graves and was closed by the Compliance and Investigation Division, which Mr. Graves stated that he provided sufficient evidence and showed a conflict of interest.

Ms. Anglin passed the gavel to Mr. Arnold, Vice Chair, to chair the meeting for the disposition of the case.

Recusal of Board Member

Ms. Anglin recused herself from the meeting for discussion and deliberation of the file.

Regarding **File Number 2024-02181, Holmes Smith**, the Board members reviewed the Consent Order as seen and agreed by Mr. Smith.

File Number 2024-02181, Holmes Smtih

Ms. Dibble moved to accept the consent order which cites the following violation of the Board's Regulations: 18 VAC 10-20-380 C.10 (Count 1) and 18 VAC 10-20-380. C.17 (Count 2). For these violations, it was recommended that Mr. Smith pay the following monetary penalties: \$50.00 for Count 1, \$50.00 for Count 2, \$150.00 in Board costs, for a total monetary penalty of \$250.00. Mr. Colley seconded the motion which was unanimously approved by: Arnold, Bootsma, Claytor, Colley, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez

Ms. Anglin returned to the meeting.

Return of Board Member

Mr. Arnold passed the gavel to Ms. Anglin for the continuation of the meeting.

Ms. Nosbisch provided an update regarding APELS examinations for informational purposes.

Examinations Update

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

Executive Director Report

Ms. McBride-Dunn informed the Board that the General Review of Board for APELSCIDLA Regulations are now at the end of the NOIRA stage and currently preparing the filing for the proposed stage to submit the regulatory package for review on Town Hall

Regulatory Update

Ms. McBride-Dunn informed the Board that the fee adjustment action is at the proposed stage. Executive Branch review has been completed and the proposed fees was published in the *Virginia Register Volume 41, Issue 1* on August 26, 2024. The 60-day public comment period for the proposed fee adjustment started on August 26, 2024, and closed on October 25, 2024, with no public comments received. A public hearing was held on September 4, 2024, with no comments received.

Mr. Haughwout presented to the Board the proposed regulation for adoption of the final fee adjustment.

Mr. Claytor moved to approve the final fee adjustment. Ms. Vasquez seconded the motion.

After a discussion, it was unanimously denied by: Anglin, Arnold, Bootsma, Claytor, Colley, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

The Board has requested additional information and documentation for the proposed final fee adjustment.

Ms. Nosbisch discussed with the Board about Subsurface Utility Engineering and provided documentation from Mr. Richardson from Accumark. After a brief discussion between the Board and Mr. Richardson, it was determined that a meeting with the Professional Engineers and Land Surveyors is needed to discuss further and has been scheduled for December 4, 2024.

Subsurface Utility Engineering

Ms. Nosbisch reminded the Board that Financial Disclosure statements are due on February 1, 2025.

Financial Disclosure

Director Wolford and Chief Deputy Director Wilkinson exited the meeting at 11.30 a.m.

Departure of DPOR Staff

Ms. Nosbisch provided an update on the Board Member Training Conference that occurred on October 10-11, 2024, for informational purpose.

**Board Member
Training
Conference Update**

Ms. Nosbisch informed the Board that the Regulations/Ethics Education Committee Meeting will occur on December 4, 2024, and consist of the following Board Members: Ms. Anglin, Mr. Claytor, Mr. Colley, Mr. Frost, Mr. Kelly, Ms. Stokes and Ms. Vasquez.

**Regulations/Ethics
Education
Committee
Meeting**

Ms. Nosbisch provided an update on the NCARB Leadership Institute in Washington, D.C, and the NCARB MBC/MBE Meeting, Fargo, ND, which was attended by Ms. Nosbisch and Mr. Colley, for informational purposes.

Architects Update

Mr. Kelly discussed with the Board the Mutual Recognition Agreement with NCEES and the UK, and the proof of competency, which addressed Mr. Dahl's public comment.

**Professional
Engineers Update**

Ms. Nosbisch informed the Board that the VAS Fall Meeting occurred on September 27, 2024, in Arlington, VA. VAS has requested the land surveyor board members and executive director to participate in a Town Hall during their spring meeting on April 10-11, 2025.

**Land Surveyors
Update**

Ms. Anglin requested the Board consider sending a memorandum be sent to NCEES requesting that they create a professional surveying Mapping Science exam. The Board was given a handout of a template of language for the request.

After a brief discussion, Mr. Kelly moved to adopt the language for the Mapping Science Exam request to NCEES. Mr. Shreiner seconded the motion which was unanimously approved by: Anglin, Arnold, Bootsma, Claytor, Colley, Dibble, Frost, Kelly, Shreiner, Stanley, Stokes, Townsend and Vasquez.

Ms. Nosbisch informed the Board that the Land Surveyors will be meeting after this board meeting to further discuss the usage of drones as it relates to surveying.

Ms. Nosbisch stated the CIDQ Annual Meeting occurred on November 7-9, 2024, which was attended by Ms. Nosbisch and Ms. Williams. Former Board Member, Ms. Alexander, was also in attendance and presented at the meeting.

**Certified Interior
Designer Section
Update**

Ms. Nosbisch informed the Board that she attended the CLARB ASLA and Licensure Summitt and the Annual CLARB meeting in September 2024.

**Landscape
Architect Update**

Ms. Nosbisch gave an update to the Board regarding House Bill 2096, stating that the regulations are currently in development according to Town Hall and

that the Board of Agriculture and Consumer Services unanimously approved the draft regulations at their May 23, 2024, meeting.

The licensee counts as of October 1, 2024:

APELSCIDLA Businesses	4,621
Architects	7,795
Professional Engineers	31,572
Land Surveyors	1,235
Land Surveyors B	57
Land Surveyor Photogrammetrists	92
Certified Interior Designers	482
Landscape Architects	997

Licensed and Certified Population

Ms. Nosebisch stated the financial statements were provided for informational purposes.

Financial Statements

Ms. Nosebisch informed the Board that EpicX is currently in development with a Wave 1 launch in March 2025.

EpicX Update

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 12:13 p.m.

Adjourn

Vickie McEntire Anglin, Chair

Brain P. Wolford, Secretary