

## LAND SURVEYORS SECTION MEETING

### MINUTES

The Land Surveyors Section of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on November 12, 2008, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

John R. McAden  
Nancy E. McIntyre  
W. R. Stephenson, Jr.

Staff present for all or part of the meeting were:

Jay W. DeBoer, Director  
Mark N. Courtney, Deputy Director of Licensing and Regulation Division  
Kathleen R. Nosbisch, Executive Director  
Marian H. Brooks, Program Administrator  
Earlyne Perkins, Legal Analyst  
Krystle Dawn Hoverstock, Administrative Assistant

No representative was present from the Office of the Attorney General.

Ms. McIntyre, Chair, called the meeting to order at 9:01 a.m.

#### Call to Order

Mr. McAden moved to approve the agenda. Mr. Stephenson seconded the motion which was unanimously approved by members: McAden, McIntyre, and Stephenson.

#### Approval of Agenda

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

#### Public Comment

Regarding **File number 2008-00632, William Allen Brown**, the Section members reviewed the record of the Informal Fact-Finding Conference, which consisted of the investigative file, transcripts and exhibits, and the Summary of the Informal Fact-Finding Conference. Mr. McAden moved to recommend that the Board accept the recommendation contained in the Summary of the Informal Fact-Finding Conference finding no violation of the Board's regulations. Mr. Stephenson seconded the motion which was unanimously approved by members: McAden and Stephenson. Ms. McIntyre was not present during the discussion or vote.

#### File Number 2008-00631, William Allen Brown

Regarding File number 2007-02205, Stephen C. Letchford, the Section members reviewed the Consent Order as seen and agreed to by Mr. Letchford. Mr. Stephenson recommended that the Board accept the Consent Order in which Mr. Letchford admits to a violation of 18 VAC 10-20-710.B of the Board's regulations. For this violation Mr. Letchford agrees to pay \$500.00 in Board costs. Ms. McIntyre seconded the motion which was unanimously approved by members: McIntyre and Stephenson. Mr. McAden was not present during the discussion or vote.

**File Number**  
**2007-02205,**  
**Stephen**  
**Letchford**

Ms. Nosbisch informed the Section members that she attended the NCESS MBA meeting in Clemson, South Carolina, in October. Ms. Nosbisch provided information to the Section members detailing the outcome of the meeting.

**Discussion of**  
**NCEES MBA**  
**Meeting**

Mr. Stephenson reminded the Section members that the NCEES NE Zone meeting budget is due November 12, 2008. He also noted his concerns about the participation at the meeting because of recent budget restrictions.

Mr. Stephenson informed the Section members that he recently spoke to a group for the American Society of Photogrammetry and Remote Sensing (ASPRS). He indicated that many of those in attendance will be applying for licensure.

**Other Business**

Mr. Courtney noted the importance of reminding regulants who own businesses to complete business entity applications, especially those applying for licensure as photogrammetrists.

Mr. Stephenson asked for clarification pertaining to continuing education credit hours and renewal periods. Mr. Courtney informed the Section members that credit hours obtained within two years of expiration of the license will count towards renewal of the license

Ms. McIntyre expressed concern regarding the cost of sending individuals to conferences for professional development. She asked if an entity could develop their own courses for professional development purposes which would count for credit under the new continuing education regulations. Ms. Nosbisch informed the Section members that an entity could develop their own courses according to the new continuing education regulations; however, that entity would be responsible for ensuring the course meets the Board's requirements.

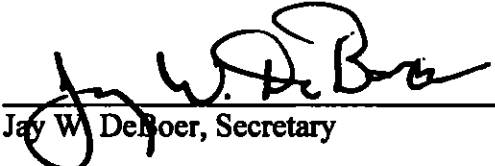
Conflict of Interest forms were completed by all members present.

**Conflict of**  
**Interest Forms**

There being no further business, the meeting was adjourned at 9:21 a.m.

**Adjourn**

  
Nancy E. McIntyre, 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: John R. McAden  
2. Title: Board Member  
3. Agency: Land Surveyors Section/APELSCIDLA Board  
4. Meeting/IFF Date: Section Meeting November 12, 2008

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.

John R. McAden  
Signature

11-12-08  
Date

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

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

1. Name: Nancy E. McIntyre
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: Section Meeting November 12, 2008

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:

LAND SURVEYORS

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.

Nancy E. McIntyre  
Signature

11/12/2008  
Date

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

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

1. Name: W. R. "Steve" Stephenson, Jr.
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: Section Meeting November 12, 2008

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.

W R Stephenson  
Signature

11/12/08  
Date