

## LAND SURVEYORS SECTION EXAM REVIEW

### MINUTES

The Land Surveyors Section of the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects met on November 18, 2015, at the Department of Professional and Occupational Regulation, 9960 Mayland Dr., Richmond, Virginia, to discuss exam issues, with the following members present:

Doyle B. Allen  
Charles F. Dunlap  
Michael Zmuda

Agency staff present for the meeting was:

Bill Murray,  
Shannon Webster, Director of Examinations  
Rhonda Starr, Examination Coordinator

Mr. Dunlap, Chair, called the meeting to order at 10:58 a.m.

#### Call to Order

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

#### Public Comment Period

At 10:58 a.m., Mr. Zmuda moved that the meeting be recessed and that the Section immediately reconvene in closed meeting for the purpose of consultation pertaining to examination issues within the jurisdiction of the Board as permitted by §2.2-3711.A.11 of the *Code of Virginia*. This motion was made with respect to the matters identified as exam review. Mr. Allen seconded the motion which was unanimously approved by members: Allen, Dunlap and Zmuda.

#### Closed Meeting

At 1:50 p.m., Mr. Allen moved to adjourn the closed meeting and to immediately reconvene in open meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Allen, Dunlap and Zmuda.

#### Open Meeting

### CERTIFICATION OF CLOSED MEETING

#### Certification of Closed Meeting

**WHEREAS**, the Land Surveyors Section of the APELSCIDLA Board has convened a closed meeting on this date pursuant to an affirmative recorded vote, and in accordance with the provisions of the Virginia Freedom of Information Act; and

**WHEREAS**, §2.2-3712 of the Code of Virginia requires a certification by the Land Surveyors Section of the APELSCIDLA Board that such closed

meeting was conducted in conformity with Virginia law;

**NOW, THEREFORE, BE IT RESOLVED** that the Land Surveyors Section of the APELSCIDLA Board hereby certifies that, to the best of each member's knowledge, (I) only public business matters lawfully exempted from open session requirements by Virginia law were discussed in the closed meeting to which the certification applies, and (II) only such business matters as were identified in the motion convening the closed meeting were heard, discussed or considered by the Land Surveyors Section of the APELSCIDLA Board.

**VOTE: 3-0**  
**AYES: Allen, Dunlap and Zmuda**  
**NAYS: 0**  
**ABSENT FROM MEETING: 0**

Conflict of Interest forms were completed by all members present.

**Conflict of Interest Forms**

There being no further business, the meeting was adjourned at 1:50 p.m.

**Adjourn**

  
\_\_\_\_\_  
Charles F. Dunlap, 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: Charles F. Dunlap
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: Exam Review, November 18, 2015

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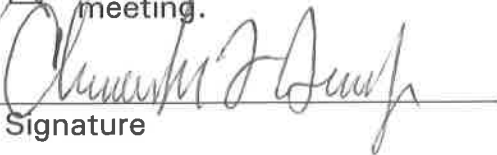
I am able to participate in this transaction fairly, objectively, and in the public interest.

or

I did not participate in the transaction.

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

Signature



Date

11/18/15

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

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

1. Name: Michael W. Zmuda  
2. Title: Board Member  
3. Agency: Land Surveyors Section/APELSCIDLA Board  
4. Meeting/IFF Date: Exam Review, November 18, 2015

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

*W/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.

*Michael W. Zmuda*  
\_\_\_\_\_  
Signature

*11/18/15*  
\_\_\_\_\_  
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: Exam Review, November 18, 2015

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

Date

*Doyle B Allen*

*11/18/15*