

**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 June 13, 2016, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia, with the following members present:

**Architects**

Robert A. Boynton  
Christine Snetter

**Professional Engineers**

Wiley V. Johnson, III  
Carolyn B. Langelotti

**Land Surveyors**

Charles F. Dunlap  
Michael Zmuda

**Interior Designers**

Cameron Stiles

**Landscape Architects**

Andrew M. Scherzer

Board members Cabell Crowther, Doyle Allen, Corey Clayborne, Christopher Stone, and Sheila Wilson were not present for the meeting.

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

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

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

Jay W. DeBoer, Director  
Amy Goobic, Executive Assistant

Elizabeth Peay, Assistant Attorney General, was present from the office of the Attorney General.

Mr. Boynton, called the meeting to order at 9:33 a.m.

**Call to Order**

Mr. Boynton advised the Board of the emergency evacuation procedures.

**Emergency  
Evacuation  
Procedures**

Ms. Nosbisch welcomed and introduced, Bonnie Davis, new Administrative Assistant for the Board.

**Welcome &  
Introduction of New  
Staff & Guest**

Ms. Nosbisch also welcomed guests in the audience, and introduced agency staff members in the audience.

Ms. Stiles moved to approve the agenda. Mr. Dunlap seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

**Approval of Agenda**

Mr. Dunlap moved to approve the minutes of the March 15, 2016, APELSCIDLA Board meeting as amended. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

**Approval of Minutes**

Ms. Stiles moved to approve the minutes of the March 15, 2016, Architect, Certified Interior Designer Section meeting. Mr. Johnson seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Scherzer moved to approve the minutes of the May 12, 2016, PE and Land Surveyor Section meeting. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Dunlap moved to approve the minutes of the May 12, 2016, Land Surveyor Exam Review meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Dunlap moved to approve the minutes of the May 13, 2016, Land Surveyor Exam Review meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Scherzer moved to approve the minutes of the May 24, 2016, Regulatory Review Committee meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Mr. Dunlap moved to approve the minutes of the May 24, 2016, Land Surveyor Apprenticeship Committee meeting. Mr. Zmuda seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

There were no public comments.

**Public Comment  
Period**

Regarding **File Number 2015-01870, Stephen A. Maslan**, the Board 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. Johnson moved to accept the Summary of the Informal Fact-Finding Conference as to the facts, which cites the following violation of the Board's regulations: 18VAC10-20-370.D.2.b (Count 1). Ms. Snetter seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Scherzer, Snetter, Stiles, and Zmuda.

**File Number 2015-01870, Stephen P. Maslan**

Ms. Nosbisch indicated that there have been no prior disciplinary actions against Mr. Maslan. Mr. Dunlap moved to accept the Summary of the Informal Fact-Finding Conference as to the sanctions, and impose the following: revocation of license for the violation contained in Count 1. Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Scherzer, Snetter, Stiles, and Zmuda. As the presiding Board member, Ms. Langelotti was not present for the discussion or vote.

Regarding **File Number 2015-02580, Alejandro E. Fernandez**, the Board 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 as well as the Section's recommendation. Mr. Dunlap moved to accept the Summary of the Informal Fact-Finding Conference as to the facts, which cites the following violation of the Board's regulations: 18VAC10-20-740.e (Count 1). Ms. Stiles seconded the motion which was unanimously approved by members: Boynton, Dunlap, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

**File Number 2015-02580, Alejandro E. Fernandez**

Ms. Nosbisch indicated that there have been no prior disciplinary actions against Mr. Fernandez. Ms. Langelotti moved to accept the Summary of the Informal Fact-Finding Conference and not impose a monetary penalty for the violation contained in Count 1. Ms. Stiles seconded the motion which was approved by members: Boynton, Langelotti, Scherzer, Snetter, Stiles, and Zmuda. Mr. Dunlap was opposed. As the presiding Board member, Mr. Johnson was not present for the discussion or vote.

Mr. Dunlap provided a brief update on the Land Surveyor Apprenticeship Committee. Mr. Dunlap reported that the Committee meeting reviewed and approved the course outline, and a narrative will be added. Mr. Dunlap moved to approve the course outline in order to proceed with completing the apprenticeship program. Mr. Scherzer seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda. The final course outline and narrative will be reviewed at the August 11, PE and LS Section meeting.

**Land Surveyor Apprenticeship Committee Update**

Ms. Nosbisch provided a brief update on the Regulatory Review Committee. She reported that the Committee met May 24 and began reviewing the regulations page by page. The Committee will continue to seek out opportunities for clarification, adjustments for changing technology, and national trends.

**Regulatory Review  
Committee Update**

Discussion was held on revisions to the guidance document Onsite Sewage Systems Designed by PEs and Onsite Soil Evaluators. The revisions addressed clarification specifically as to who is allowed to characterize wastewater, and the exemptions provided for in §54.1-402 of the *Code of Virginia*. Ms. Nosbisch read email correspondence from Mr. Jeff Walker, AOSE, expressing his concerns regarding revisions to the guidance document.

**Discussion on  
Guidance Document  
Revision – Onsite  
Sewage Systems  
Designed by PEs and  
Onsite Soil  
Evaluators**

Mr. Johnson suggested changing the word 'discharge' to 'wastewater' in the amended document, and to change 'drainage system' to 'onsite sewage system.' Mr. Johnson moved to approve the revised guidance document as amended. Mr. Dunlap seconded the motion which was approved by members: Boynton, Dunlap, Johnson, Langelotti, Snetter, Stiles, and Zmuda. Mr. Scherzer abstained.

Ms. Nosbisch provided background information for the discussion of the VITA/VGIN Orthophoto RFP. Ms. Nosbisch stated that VITA representatives attended the May 12, PE and LS Section meeting, to discuss the orthophoto RFP and the fact that the RFP did not require a licensed surveyor. The VITA representatives stated that the maps include a disclaimer to localities utilizing them, stating that the maps are for information only, and not to be used for design. Section members requested staff draft correspondence to send to the localities informing them that the VGIN maps should not be used for design purposes. Board members reviewed the draft letter. Discussion was held on changes to the draft letter. Mr. Dunlap moved to approve the letter as amended. Ms. Snetter seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

**Discussion on VGIN  
Orthophoto RFP  
Letter**

The finalized letter will be sent to all localities.

Ms. Nosbisch provided a brief review for the discussion on the DEQ Virginia Runoff Reduction Method (VRRM) spreadsheet. Ms. Nosbisch informed the Board that DEQ representative, Melanie Davenport, attended the May 12, PE/LS Section meeting. Ms. Davenport stated that corrections were made to the VRRM spreadsheet, and that DEQ was informing the localities. Ms. Davenport also stated that the 'certifying statement' for PEs and stormwater management facility record drawings, agreed to by the Board, was acceptable to DEQ. DEQ was to inform the localities of this also. Ms. Langelotti commented that to date, no notification about the certifying statement has been issued by DEQ. Ms. Nosbisch will send a reminder to DEQ.

**DEQ Virginia Runoff  
Reduction Method  
(VRRM)  
Spreadsheet Update**

Board members were provided financial statements for informational purposes.

**Financial Statements**

Board members considered the following 2017 meeting dates:

**Consideration of  
2017 Meeting Dates**

**APELSCIDLA Board**

March 14  
June 13  
September 14  
December 14

**PE/LS Sections**

February 15  
May 11  
August 10  
November 14

**LA, CID & Architects**

March 14  
June 13  
September 14  
December 14

Mr. Dunlap moved to approve the 2017 meeting dates. Mr. Scherzer seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

Ms. Nosbisch informed the Board that according to the rotation policy, the vice-chair assumes the position of chair and then a board member from the next profession is elected vice-chair. Mr. Scherzer thanked Mr. Boynton for his service as Chair and moved to nominate Mr. Crowther, current vice chair, as Chair. Mr. Johnson seconded the motion which was unanimously approved by: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda. As the Professional Engineers are the next profession in the rotation, Mr. Johnson moved to nominate Ms. Langelotti as Vice-Chair. Mr. Dunlap seconded the motion which was unanimously approved by members: Boynton, Dunlap, Johnson, Langelotti, Scherzer, Snetter, Stiles, and Zmuda.

**Election of Officers**

Ms. Nosbisch provided a brief update on NCEES. NCEES is seeking professional engineers that practice environmental engineering to participate in a survey; responses due July 20. Ms. Nosbisch reported that Ms. Langelotti and Mr. Dunlap attended the NCEES Southern Zone meeting in Nashville, April 4-6. The NCEES Annual meeting will be held August 24-27, in Indianapolis. Ms. Nosbisch reported that the Board has four members on NCEES Southern Zone committees, and that Mr. Dunlap was recently reappointed to the NCEES UPLG Committee.

**NCEES, NCARB,  
CLARB & CIDQ  
Updates**

Ms. Nosbisch informed the Board that the April land surveyor exam administration was the final pencil and paper exam, it has transitioned to computer based testing, however, the Virginia state specific exam will be administered at DPOR, starting in October. The LS exam will be offered the first Friday of the first month of each quarter.

Mr. Boynton provided a brief update on NCARB. Mr. Boynton stated that there are changes to the ARE exam and that NCARB is changing the title of Intern Development Program (IDP) to Architectural Experience Program (AXP). Mr. Boynton expressed concerns with the change from IDP with regards to staff and their ability to track applicants requirements.

Ms. Nosbisch stated that Mr. Scherzer will attend the CLARB Annual meeting in Philadelphia in September, pending approval.

Ms. Nosbisch reported that Mr. Dunlap received correspondence from Mark Starling of Shoreline Surveyors. Mr. Starling requested an interpretation from the Board if a four year degree requirement can be accomplished through regulation. Mr. Dunlap stated that the number of land surveyors is dwindling in Virginia and in the nation. He further commented that the average age of a land surveyor is 58 year old, and the Board may not want to make the requirements more restrictive.

**Other Business**

Ms. Nosbisch informed the Board that Mark Courtney will be retiring; his last day at DPOR is June 27. Regrettably, Mr. Courtney was unable to attend the meeting.

**Resolution for Mark N. Courtney**

Mr. Boynton read the following resolution:

Resolution for  
Mark N. Courtney

WHEREAS, Mark N. Courtney, did faithfully and diligently serve the Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects from 1994 to 2008, and the Department of Professional and Occupational Regulation from 1991 to 2016;

WHEREAS, Mark N. Courtney, did devote generously of his time, talent and leadership to the Board;

WHEREAS, Mark N. Courtney, 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 June 2016, that Mark N. Courtney 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.

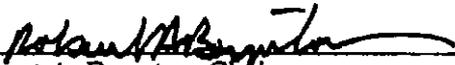
The Board approved the resolution by consensus.

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

Conflict of Interest  
Forms

The meeting was adjourned at 10:53 a.m.

Adjourn

  
\_\_\_\_\_  
Robert A. Boynton, 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 June 13, 2016

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

\_\_\_\_\_

Nature of Personal Interest Affected by Transaction:

Architect

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

Architect

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

6.13.2016  
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 June 13, 2016

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

C. Snetter

Date

6/13/16

**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: APELSCIDLA Board Meeting June 13, 2016

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:

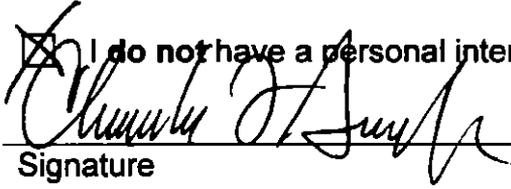
\_\_\_\_\_

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

6/13/16  
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 June 13, 2016

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

6/13/16  
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 June 13, 2016

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:

\_\_\_\_\_

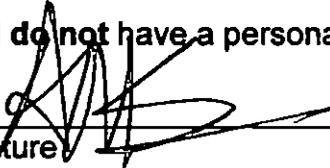
I am able to participate in this transaction fairly, objectively, and in the public interest.

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

6/13/16

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

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

1. Name: Wiley V. "Bif" Johnson, III  
2. Title: Board Member  
3. Agency: Professional Engineers Section/APELSCIDLA Board  
4. Meeting/IFF Date: APELSCIDLA Board Meeting June 13, 2016

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

Item #10

Nature of Personal Interest Affected by Transaction:

Firm performs on-site w/w system design

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

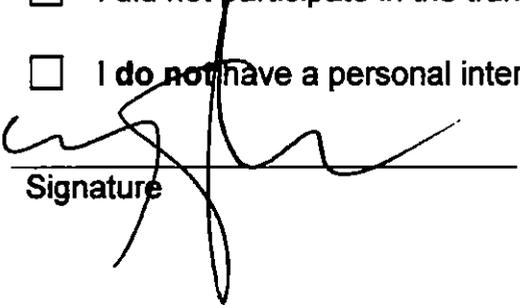
\_\_\_\_\_

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

6/13/16  
Date

**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 June 13, 2016
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.

Carolyn B. Langelotti  
Signature

6/13/16  
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 June 13, 2016

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