

**APELSCIDLA / VDOT TRAFFIC ENGINEERING COMMITTEE  
MEETING MINUTES**

The APELSCIDLA / VDOT Traffic Engineering Committee met on July 9, 2010, at the Department of Professional and Occupational Regulation, 9960 Mayland Drive, Richmond, Virginia:

APELSCIDLA Board members present:

James R. Boyd  
Wiley V. Johnson III  
Nancy E. McIntyre  
Andrew M. Scherzer

Virginia Department of Transportation representatives present for the meeting:

Kendal Walus  
Bart Thrasher  
Ray Khoury  
Chris McDonald  
Vanloan Nguyen  
Al Bryan  
Mike Zmuda

Staff present for all or part of the meeting were:

Gordon N. Dixon, Director  
Mark N. Courtney, Deputy Director for Licensing and Regulation Division  
Kathleen R. Nobsch, Executive Director  
Justin Garofalo, Board Administrator  
Amy Goobic, Administrative Assistant

Mr. Boyd, Chair, called the meeting to order at 9:04 a.m.

**Call to Order**

Ms. Nobsch asked that the Committee members and staff introduce themselves.

**Introductions**

Mr. Johnson moved to approve the agenda. Ms. McIntyre seconded the motion which was unanimously approved by all committee members.

**Approval of  
Agenda**

There was no public comment.

**Public Comment  
Period**

Mr. Boyd thanked the VDOT representatives for their efforts in coming into compliance with the Board's regulations. Discussion was held regarding the VDOT document which lists all documents that require a professional

**VDOT Signing and  
Sealing Requirements**

engineer to sign and seal. The Committee went through each section of the document and discussed whether a qualified, licensed Land Surveyor, Landscape Architect or Architect could also sign and seal the documents.

The Committee agreed that VDOT would evaluate their acceptance of plans for review from other qualified licensed professionals, to insure that they are complying with the statutes and regulations. It was also agreed that the term "incidental work" needs to be more clearly defined and that VDOT will need to establish a threshold on certain items that would be accepted only from a professional engineer. Discussion was also held on defining the term "licensed professional."

Ms. Nosbisch asked the representatives from VDOT to prepare a response that could be presented at the September 15, 2010, APELSCIDLA Board meeting.

The Committee members agreed by consensus to meet August 23, 2010, at 9:00 a.m., to continue discussion of the VDOT signing and sealing requirements.

**Set Meeting Date**

There was no other business.

**Other Business**

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

**Conflict of Interest  
Forms**

There being no further business, the meeting was adjourned at 2:45 p.m.

**Adjourn**

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James R. Boyd, Chair

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Gordon N. Dixon, Secretary