

Land Surveyor Section of the
BOARD FOR ARCHITECTS, PROFESSIONAL ENGINEERS, LAND
SURVEYORS, CERTIFIED INTERIOR DESIGNERS AND LANDSCAPE
ARCHITECTS MEETING MINUTES

The Land Surveyor Section of the of the Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers and Landscape Architects (APELSCIDLA Board) met on July 12, 2023, at the Department of Professional and Occupational Regulation (DPOR), 9960 Mayland Drive, Richmond, Virginia, with the following members present for all or part of the meeting:

Doyle Allen, Land Surveyor
Vickie Anglin, Land Surveyor
Kevin Shreiner, Land Surveyor
Mike Zmuda, Former Land Surveyor Board Member, SME

Demetrios Melis, Director and Kishore Thota, Chief Deputy Director were not present at the meeting with regrets.

Staff present for all or part of the meeting were:

Steve Kirschner, LRPD Deputy Director
Kate Nosbisch, Executive Director
Bonnie Davis, Regulatory Operations Administrator
Ecila Williams, Administrative Coordinator

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

Ms. Anglin called the meeting to order at 10:04 a.m.

Call to Order

Ms. Anglin advised the Section of the emergency evacuation procedures. Ms. Nosbisch advised the Section of the 911 Procedures

**Emergency
Evacuation**

Ms. Nosbisch announced that Mr. Zmuda is no longer a Board Member for the Section. Mr. Zmuda will serve as a subject matter expert. Ms. Nosbisch welcomed Mr. Shreiner as the newest Board Member replacing Mr. Zmuda.

Announcements

Ms. Anglin made a comment of the application process and would like to review the process more in depth.

Mr. Allen moved to approve the agenda. Mr. Shreiner seconded the motion which was unanimously approved by: Allen, Anglin, and Shreiner.

**Approval of
Agenda**

There was no public comment.

**Public Comment
Period**

Ms. Anglin reminded the Section about using the regulatory review matrix during their review of the land surveyor regulations.

**Regulatory Review
Matrix**

The Section continued a line-by-line review of the regulations using the Regulatory Review Matrix Flowchart to determine the relevance of each regulation. The Section began by continuing the review of 18VAC10-20-370. Discussions took place on office procedures and minimum standards and procedures for surveys determining the location of physical improvements as they reviewed review of 18VAC10-20-380.

**Land Surveyor
Regulatory Review**

Mr. Kirschner arrived at the meeting at 10:50 a.m.

Arrival of Staff

The Committee took a recess from 11:10 a.m. to 11:18 a.m.

Recess

The Committee continued review of the Board's regulations and continued with 18VAC10-20-380. A discussion took place regarding defining physical improvements.

**Land Surveyor
Regulatory Review
continued**

The Committee took a recess from 11:54 a.m. to 12:05 p.m.

Recess

The Committee continued review of the Board's regulations with 18VAC10-20-382. A discussion took place regarding minimum standards and procedures for surveys determining topography, geodetic surveys, photogrammetric surveys and standard of care and completed the regulatory review at 18VAC10-20-395.

**Land Surveyor
Regulatory Review
continued**

Mr. Kirschner departed the meeting at 12:48 p.m.

Departure of Staff

The Section meeting scheduled for July 14, 2023, was canceled due to completion of the regulatory review.

Other Business

Mr. Allen suggested standardizing what is substantially/equivalent when reviewing applications. Ms. Nosbisch stated that this item will be added to the next APELSCIDLA meeting agenda on August 9th, 2023.

Conflict of Interest forms and travel vouchers were completed by all Committee members present.

**Conflict of Interest
Forms / Travel
Vouchers**

There being no further business, the meeting was adjourned at 2:21 p.m.

Adjourn


Vickie Anglin, Chair


Demetrios J. Melis, Secretary

**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: Regulatory Review Meeting, July 12, 2023

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

Nature of Personal Interest Affected by Transaction:

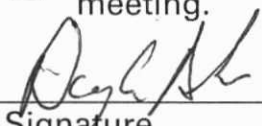
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

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

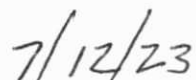
or

I did not participate in the transaction.

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



Signature



Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Kevin Shreiner
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: Regulatory Review Meeting, July 12, 2023

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

7/10/23

Date

**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: Former Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: Regulatory Review Meeting, July 12, 2023

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

7/12/23

Date

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Vickie Anglin
2. Title: Board Member
3. Agency: Land Surveyors Section/APELSCIDLA Board
4. Meeting/IFF Date: Regulatory Review Meeting, July 12, 2023

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

Reg Review

Nature of Personal Interest Affected by Transaction:

Land Surveyors

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.

V. Anglin
Signature

7/12/23
Date