

Professional Engineer 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 November 14, 2025, 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:

Professional Engineers

Chris Born, Advisory Board Member
Richard Davenport, Board Member
Douglas Frost, Board Member
Chris Stone, Advisory Board Member
Rick Townsend, Board Member

Staff present for all or part of the meeting were:

Kate Nosbisch, Executive Director
Ecila Williams, Licensing Operations Administrator
Anthony Sharpstein, Licensing Specialist

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

Mr. Townsend called the meeting to order at 2:15 p.m.

Call to Order

Ms. Nosbisch advised the Section of the emergency evacuation procedures.

**Emergency
Evacuation
Procedures**

The agenda was approved by consensus.

**Approval of
Agenda**

There was no public comment.

**Public Comment
Period**

Ms. Nosbisch, Mr. Sharpenstein, and Ms. Williams addressed the Professional Engineers section on improving and clarifying the application review process. It was said that an increase in applications lacks sufficient details for the Professional Engineers to decide if the experience satisfies 18 VAC 10-20-240. The applications would then need a follow-up, which then extends the time on the application process and increases the workload. After a discussion, the Professional Engineers section confirmed that providing a comprehensive internal reference that would give clarification on what is considered qualifying and non-qualifying experience that would assist applicants and reduce the burden of requiring clarification, follow ups, and resubmittals.

Application Review

There was no other business.

Other Business

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

**Conflict of Interest
Forms**

There being no further business, the meeting was adjourned at 3:13 p.m.

Adjourn


Rick Townsend, Acting Chair


Laura V. McClintock, Secretary

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

TRANSACTIONAL DISCLOSURE STATEMENT
for Officers and Employees of State Government

1. Name: Richard Davenport
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Section Meeting November 14, 2025

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

NONE

Nature of Personal Interest Affected by Transaction:

NONE

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

14 NOV 2025

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

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

1. Name: Douglas Frost
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Section Meeting November 14, 2025

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

Nature of Personal Interest Affected by Transaction:

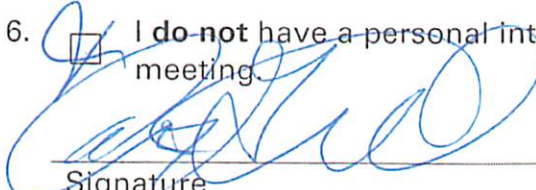
I declare that I am a member of the following business, profession, occupation or group, the members of which are affected by the transaction:

☐ 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 11/14/25

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

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

1. Name: Frederick "Rick" Townsend
2. Title: Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: APELSCIDLA Section Meeting November 14, 2025

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

11-14-2025
Date

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

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

1. Name: Christopher H. Born
2. Title: Advisory Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: Professional Engineer Section Meeting November 14, 2025

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

N/A

Nature of Personal Interest Affected by Transaction:

N/A

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

N/A

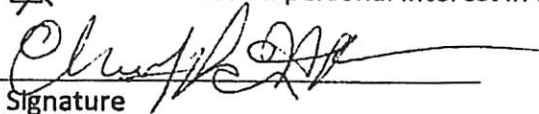
☐ I am able to participate in this transaction fairly, objectively, and in the public interest.

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

11/19/25

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

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

1. Name: Christopher Stone
2. Title: Advisory Board Member
3. Agency: Professional Engineers Section/APELSCIDLA Board
4. Meeting/IFF Date: Professional Engineer Section Meeting November 14, 2025

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

Nature of Personal Interest Affected by Transaction:

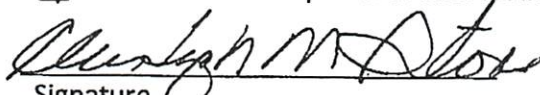
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Signature

11/19/25
Date