



State of Rhode Island and Providence Plantations  
DEPARTMENT OF BUSINESS REGULATION (DBR)  
1511 Pontiac Avenue, Bldg. 68-1  
Cranston, Rhode Island 02920

Division of  
Design  
Professionals

STATE BOARD OF REGISTRATION FOR  
PROFESSIONAL LAND SURVEYORS

**MEETING MINUTES**

- DATE:** 07 August 2018
- PLACE:** Department of Business Regulation (DBR)  
1511 Pontiac Avenue, Bldg. 68-1 Conference Room  
Cranston, RI 02920
- MEMBERS PRESENT:** Chair Michael McCormick  
Secretary Mark Boyer  
Member Michael Gaston (present from 1:22-3:20-3:22 p.m. 3:22-3:52 p.m.)  
Member Amy Sonder (present from 1:22-3:05p.m. 3:07-3:52 p.m.)
- MEMBERS ABSENT:** Vice Chair Daniel Cotta
- OTHERS PRESENT:** Jovonna Edwards, Administrative Assistant (present from 1:22-1:25 p.m. 1:27-1:47 p.m. 2:04-2:05 p.m. 2:05-3:52 p.m.)  
John Comeau (present 1:27-2:04 p.m.)

Chair McCormick called the meeting to order at 1:22 p.m.

The first order of business was:

**Approval of the Open Session Minutes held on 10 July 2018**

Upon motion made by Member Sonder and duly seconded by Secretary Boyer, it was unanimously

VOTED: To approve the Open Session minutes.

**Executive Session**

At 1:22 p.m., upon motion made by Member Sonder and duly seconded by Secretary Boyer, it was unanimously

VOTED: To go into Executive Session, pursuant to R.I. Gen. Laws § 42-46-5(a)(4), for the following matters:

1. Motion to approve the minutes of the Executive Session held on 10 July 2018.
2. Discussion and drafting of questions to be included on professional Land Surveyors' examination.
3. One (1) matter pertaining to a complaint of someone doing Land Surveying work without a license.
4. One (1) matter pertaining to Surveyors plan being incorrect.
5. One (1) matter pertaining to a Surveyor not conforming to the new standards held out for Professional Land Surveyors.
6. One (1) matter pertaining Surveyor not completing the work he was hired to do.
7. One (1) matter pertaining to a Surveyor doing work without a COA.
8. One (1) matter pertaining to a discussion regarding legal bulletins.
9. One (1) matter pertaining to issues with a plan.
10. One (1) matter pertaining to another Professional Board alleging that Surveyors are doing work outside of their profession and are not licensed properly.
11. Any other new business to be added to the next meeting's Executive Session agenda.
12. Motion to return to Open Session.

The next order of business was:

At 3:13 p.m., the Board reconvened in Open Session

The next order of business was:

**Motion to Seal the minutes of the Executive Session held on 07 August 2018**

Upon motion made by Member Sonder and duly seconded by Member Gaston

VOTED: To seal the minutes of the Executive Session held on 07 August 2018 pursuant to R.I. Gen. Laws §§ 42-46-4 -& 5.

The next order was business was:

**Report on activities/votes taken in Executive Session**

Upon motion made by Member Sonder and duly seconded by Member Gaston, it was unanimously

VOTED: To record the votes taken in executive session in accordance with RI General Laws 42-46-4 as follows:

1. Unanimously voted to approve the Executive Session minutes from 10 July 2018.
2. Unanimously moved to continue discussion and drafting questions for the RI State Specific Exam for the Land Surveyors Exam to the next Board meeting.

3. Unanimously moved to continue complaint of someone doing Land Surveying work who is not a Land Surveyor to the next Board meeting.
4. Unanimously moved to continue matter of Surveyor not conforming to the new standards to the next Board meeting.
5. Unanimously moved to continue complaint of Surveyor not conforming to the new standards to the next Board meeting.
6. Unanimously moved to close and write a letter stating that this is a civil matter and that the Board does not get into Civil Disputes.
7. Unanimously moved to continue this matter to the next Board meeting.
8. Unanimously moved to continue discussion on legal advice bulletins to the next Board meeting.
9. Unanimously moved to write a letter and state that the Board would like the surveyor in question to revise the plan that came before the Board to a class 1 survey. The Board would also like a digital copy of all incorrect plans.
10. Unanimously voted to write a letter to the other Professional Board advising them to continue with their investigation of the Land Surveyors in question.
11. Any other new business to be added to the next meeting's executive agenda
12. Motion to return to Open Session.

The next order of business was:

**Old Business: (Review/Discuss/Take Action)**

The next item of business was:

**Rules and Regulations**

The Board discussed going over the newly formatted rules and regulations for typos and missing information

The next item of business was:

**2018 Legislation-Status update**

There were no updates at this time

The next item of business was:

**Any other old business to add to the agenda for the next Board meeting.**

None at this time

The next order of business was:

**New Business:(Review/Discuss/Take Action)**

The next item of business was:

**Any other new business to add to the agenda for the next Board Meeting**

None at this time

The next item of business was:

**Comments from the General Public**  
None at this time

The next order of business was:

**National Council of Examiners for Engineering and Surveying (NCEES) matters-**  
**(Review/Discuss/Take Action):**

The next item of business was:

**NCEES-2018 NCEES Annual Meeting Funded Delegate Notification**  
Vice-Chair Daniel Cotta, Secretary Boyer and Administrator to the Board Jovonna Edwards will  
be attending

The next order of business was:

**Professional Development Hours (PDH) Course Approval Request (s) from a provider-**  
**(Review/Discuss/Take Action)**

(1) None

The next order of business was:

**Professional Development Hours (PDH) Approval Request(s) from PLS-**  
**(Review/Discuss/Take Action)**

(1) None

The next order of business was:

**Initial individual application(s)- (Review/Discuss/Take Action)**

- (1) Ambrose Edward Gmeiner
- (2) Sterling Hooke

Upon motion made by Chair McCormick and duly seconded by Member Gaston,  
it was unanimously

VOTED: Approve applicants to take the State Specific Exam.

The next order of business was:

**Initial Certificate of Authorization (COA) application(s)- (Review/Discuss/Take Action)**

(1) None

**Amended Certificate of Authorization (COA) application(s)- (Review/Discuss/Take Action)**

(1) None

**Initial Land Surveyor-In-Training-application (s)- (Review/Discuss/Take Action)**

(1) None

The next order of business was:

**Next Meeting Date**

Tuesday September 11, 2018 at 1:00 p.m.

The final order of business was:

**Adjournment**

Upon motion made by Chair McCormick and duly seconded by Member Sonder, it was unanimously

VOTED: To adjourn the meeting at 3:52 p.m.

Respectfully submitted,

Mark D. Boyer, PLS  
Secretary

MDB/JME