

MINUTES OF MEETING #281
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
MARCH 22, 2016
BOARD OFFICE, SUTTON, WEST VIRGINIA



Present: R. Michael Shepp, *Chairman*
Nelson B. Douglass, *Secretary*
James T. Rayburn, *Member*
Sefton R. Stewart, *Member*
Paul W. Hill, *Public Member*
Dennis D. Jarrell, *Executive Director*
Katherine A. Campbell, *Assistant Attorney General*

Absent: None.

The Secretary called Meeting #281 to order at 10:00 a.m. on Tuesday, March 22, 2016, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Each member introduced themselves since new appointments were made by the Governor effective February 29, 2016. Mr. James Rayburn, Mr. Sefton Stewart, and Mr. Paul Hill were appointed to replace Mr. Roy Shrewsbury, II, Mr. Mark Hornish (*Vacant*), and Mr. Anthony Sparacino, Jr., respectfully.

Chairman: Mr. Douglass nominated Mr. Shepp as Chairman for the remainder of FY-2016. Seconded by Mr. Rayburn. Motion carried.

Mr. Douglass made a motion, seconded by Mr. Hill to enter into Executive Session pursuant to *W. Va. Code §6-9A-4(b)(2)(7)* to discuss complaints at 10:06 a.m. Motion carried.

Mr. Douglass made a motion seconded by Mr. Hill to return to regular session at 10:51 a.m. Motion carried.

Summary of the Executive Session was read aloud by the Executive Director. Mr. Rayburn made a motion, seconded by Mr. Douglass to approve the items discussed in the Executive Session. Motion carried with Mr. Douglass recused from C15-01 & C16-02, Mr. Stewart recused from C15-10, and Mr. Shepp recused from all.

C16 – Horneman – Unlicensed Practice Letter approved as amended.

C16 – Brown – Summarily Dismissed, Boundary Dispute

C16 – McCloud – Summarily Dismissed, Boundary Dispute

C14-08– Administrative Law Judge’s Findings of Fact and Conclusions of Law adopted in their entirety: Reprimand, Administrative Costs

C15-01– Findings of Probable Cause reversed, Complaint Dismissed without prejudice

C15-02– Consent Decree Violation, Compliance and License Renewal Letter approved as amended.

C15-10– Dismissed, Boundary Dispute

C16-01– Dismissed, Outside the Jurisdiction of the Board

C16-02– Dismissed, Contractual

C16-03– Closed

Public Comment

- None.

WVSPS Liaison

- WVSPS Liaison Report by John Green.

Minutes – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the Minutes of Meeting #280 (*November 15, 2015*) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during November 2015, December 2015, January 2016 and February 2016. Mr. Douglass made a motion, seconded by Mr. Hill, to approve the P-Card purchases. Motion carried.

Financial Report – The Executive Director provided the financial expenditure report with a Cash(Budget) balance as follows:

November 30, 2015	- \$173,232.97	(\$133,852.45)
December 31, 2015	- \$194,682.12	(\$117,190.15)
January 31, 2016	- \$189,836.74	(\$101,889.02)
February 29, 2016	- \$172,421.81	(\$ 81,007.59)

Mr. Rayburn made a motion, seconded by Mr. Hill to approve the financial and expenditure reports. Motion carried.

FY 2017 Budget – Mr. Rayburn made a motion, seconded by Mr. Hill to approve the Fiscal Year 2017 Budget Proposal as submitted. Motion Carried.

Surveyor Intern – Mr. Stewart made a motion, seconded by Mr. Douglass to approve Surveyor Intern #206 (*Cody Donnally*), having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

Minimum Standards and Ethics Request – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the Ethics continuing education request, but not the minimum standards continuing education request from P.S. #1125. Motion carried.

Minimum Standards and Ethics Request – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the Minimum Standards and Ethics continuing education requests. Motion carried.

- WVSPS - WV-EXPO - Mr. Donald Teter
Charleston, WV (March 23, 2016)
- CEseminars - Hilton Garden Inn - Mr. Gary Kent
Clarksburg, WV (April 5, 2016)
- WVSPS - Leading Creek Fire Hall - Mr. Donald Teter
Elkins, WV (April 22, 2016)
- Bridge Valley CTC - Advanced Technology Center - Mr. Donald Teter
South Charleston, WV (April 29, 2016)

Others in Attendance

- John L. Green, P.S.
- Phillip Estep, Esq (via speakerphone for Executive Session Summary)

There being no further business, the meeting adjourned at 12:00 p.m.

Respectfully Submitted:


R. Michael Shepp, Chairman


Nelson B. Douglass, Secretary