

MINUTES OF MEETING #283
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
JULY 26, 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 Chairman called Meeting #283 to order at 9:52 a.m. on Tuesday, July 26, 2016, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

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 9:53 a.m. Motion carried.

The Board reconvened in regular session at 11:35 a.m.

Summary of the Executive Session was read aloud by the Executive Director. Mr. Douglass made a motion, seconded by Mr. Stewart to approve the items discussed in the Executive Session. Motion carried with Mr. Shepp recused from C16-04, Mr. Stewart recused from C16-06, Mr. Douglass recused from C16-08, and Mr. Rayburn recused from all.

- C16 (M.M.) – Additional information provided by complainant; Complaint Filed C17-01
- C16 (J.H.) – Letter drafted by AG Counsel
- C16-04 – Dismissed, No Probable Cause
- C16-05 – Dismissed, Boundary Dispute
- C16-06 – Dismissed, Contractual
- C16-07 – Dismissed, Boundary Dispute
- C16-08 – Request for Additional Information from Complainant and Surveyor
- C16-09 – Informal Investigative Conference with CRC
- C16-10 – Informal Investigative Conference with CRC
- C17 (G.R.) – Unlicensed Practice Letter

Chairman: Mr. Douglass nominated Mr. Shepp as Chairman for Fiscal Year 2017. Seconded by Mr. Rayburn. Motion carried.

Chairman: Mr. Rayburn nominated Mr. Douglass as Secretary for Fiscal Year 2017. Seconded by Mr. Hill. Motion carried.

Public Comment

- None.

WVSPS Liaison

- None.

Minutes – Mr. Stewart made a motion, seconded by Mr. Hill to approve the Minutes of Meeting #281 (March 22, 2016) and Meeting #282 (April 22, 2016) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during March 2016, April 2016, May 2016, and June 2016. Mr. Douglass made a motion, seconded by Mr. Rayburn, 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:

March 31, 2016	- \$163,315.39 (\$70,136.17)
April 30, 2016	- \$151,712.45 (\$56,693.23)
May 31, 2016	- \$163,137.60 (\$40,876.38)
June 30, 2016	- \$204,910.65 (\$17,496.34)

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

FY 2016 Budget Receipts & Expenditures – The Executive Director provided a spreadsheet showing \$181,394.60 in Receipts and \$182,700.35 in Expenditures for FY-2016.

Surveyor Intern – Mr. Rayburn made a motion, seconded by Mr. Hill to approve Surveyor Intern #207 (Caleb Hensley), having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

Spring 2016 New Licensees – Mr. Hill made a motion, seconded by Mr. Rayburn to recognize the Spring 2016 new licensees #2330 through #2338 having passed the required examinations for licensure as a West Virginia Professional Surveyor. Motion carried.

NCEES Emeritus Request – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve Mr. Roy E. Shrewsbury, II, WV-PS as an Emeritus Member of NCEES. Motion carried.

Dual COA Request – Mr. Rayburn made a motion, seconded by Mr. Douglass to approve Freddie M. Doss, Jr., P.S. #2264 as a dual surveyor-in-charge in the creation of a new veteran-owned surveying and mapping company (*Coalsmouth Surveying*). Motion carried.

Professional Surveyor Retired – Mr. Stewart made a motion, seconded by Mr. Hill to approve the retired applications for Professional Surveyors #581SU, #656, #680, #980, #1540, #1576, and #1628. Motion carried with #680 effective Oct. 16, 2016.

License Fee Waiver Request - No action.

Consent Order Self-Report – Mr. Rayburn made a motion, seconded by Mr. Hill to acknowledge the Consent Order entered by the Mississippi Board of Professional Surveyors and P.S. #2214. Motion carried.

WVSPS PDH Tracking – Mr. Rayburn made a motion, seconded by Mr. Douglass to approve the WVSPS PDH Tracking by use of an official stamp. Motion carried.

Minimum Standards and Ethics Request – Mr. Stewart made a motion, seconded by Mr. Hill to approve the WVSPS Minimum Standards & Ethics request that was held in Moundsville, WV on May 20, 2016, and presented by Mr. Don Teter. Motion carried.

Minimum Standards and Ethics Request – Mr. Stewart made a motion, seconded by Mr. Hill to approve the On-Line Minimum Standards and Ethics continuing education courses presented by Mr. Stephan Tufte, PLS, SurveyPDU.com, Oskaloosa, KS, through June 30, 2018. Motion carried.

Others in Attendance

- None.

There being no further business Mr. Hill moved that the meeting adjourn at 12:10 p.m.

Respectfully Submitted:



R. Michael Shepp, Chairman



Nelson B. Douglass, Secretary