

MINUTES OF MEETING #265  
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS  
JUNE 18, 2013  
SUTTON, WEST VIRGINIA



Present: Roy E. Shrewsbury, II, Chairman  
Nelson B. Douglass, Secretary  
Mark H. Hornish, Member  
R. Michael Shepp, Member  
Anthony J. Sparacino, Member  
Dennis D. Jarrell, Board Administrator  
John L. Green, WVSPS Liaison

Absent: Katherine A. Campbell, AG Counsel

Call to Order – The Chairman called Meeting #265 to order at 10:05 a.m. on Tuesday, June 18, 2013, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Shepp nominated Roy Shrewsbury as Chairman for FY 2014. Seconded by Mr. Sparacino. Hearing no other nominations, motion carried.

Mr. Hornish nominated Nelson Douglass as Secretary for FY 2014. Seconded by Mr. Shepp. Hearing no other nominations, motion carried.

Minutes – Mr. Shepp made a motion, seconded by Mr. Sparacino to approve the Minutes of Meeting #263 (March 21, 2013) and #264 (April 29, 2013) as written. Motion carried.

P-Card & MasterCard Purchases – The Board Administrator provided a listing and explanation of P-Card and MasterCard purchases made during March 2013, April 2013, and May 2013. Mr. Shepp made a motion, seconded by Mr. Douglass, to approve the P-Card and MasterCard purchases. Motion carried. The Board Administrator informed the Board that all P-Card documentation for Fiscal Year 2013 (July 2012 – April 2013) was in the possession of the West Virginia State Auditor's Office for a random compliance audit.

Financial Report – The Board Administrator provided the financial report with a cash balance as of March 31, 2013 of \$164,800.08, April 30, 2013 of \$144, 991.92 and May 31, 2013 of \$147,116.10. Mr. Shepp made a motion, seconded by Mr. Douglass to approve the financial expenditure report. Motion carried.

Professional Surveyor Retire Application – Mr. Shepp made a motion, seconded by Mr. Hornish to approve the Professional Surveyor Retirement Application for Licensee #550. Motion carried.

Continuing Education Review

#1678 – Mr. Shepp made a motion to deny carry-over hours of submitted continuing education. Seconded by Mr. Hornish. Motion carried.

#1021 – Request supporting documentation.

Standards and Ethics DVD's – Mr. Shepp made a motion to discontinue the use of the Minimum Standards and Ethics DVD's effective July 1, 2013. Seconded by Mr. Douglass. Motion carried.

Fundamentals Application for Computer Based Testing – Tabled.

Surveyor-in-Charge Dual COA Request – Mr. Shepp made a motion, seconded by Mr. Hornish to issue the Certificate of Authorization to Wood Group Mustang, Inc. Motion carried.

WVBPS/WVSPS Liaison – Tabled.

Surveying/Engineering Memorandum of Understanding – Tabled.

Agency Approved 23CSR1 (Licensing & Examination) Rule Change – Mr. Shepp made a motion, seconded by Mr. Sparacino, to file the notice of Agency Approval of a Proposed Rule with the West Virginia Secretary of State. Motion carried.

Spring 2013 New Licensees and Surveyor Interns – Mr. Shepp made a motion to approve the new licensees and surveyor interns. Seconded by Mr. Douglass. Motion carried.

WVSPS Liaison Report

- Policy Change in Liaison to the Board
- MOU Committee
- 23CSR1 Rule Change
- GIS and Multi-Discipline Licensure
- Standards & Ethics DVD

Public Comment – None.

Mr. Sparacino made a motion, seconded by Mr. Hornish, to enter into Executive Session pursuant to §6-9A-4(b)(2)(7) at 1:25 p.m. Motion carried.

Mr. Douglass made a motion, seconded by Mr. Shepp, to return to regular session at 2:47 p.m. Motion carried.

Summary of the Executive Session was read aloud by case number by the Board Administrator.

Mr. Sparacino made a motion, seconded by Mr. Douglass, to approve the actions during the Executive Session. Motion carried with Mr. Hornish and Mr. Shepp recused from all.

Executive Session §6-9A-4(b)(2)(7)

- #2162 – File complaint with Ohio Board.
- C13-02 – Statement of Charges and Consent Decree approved as amended.
- C13-03 – Dismissed. Insufficient Grounds - Boundary Dispute
- C13-04 – Statement of Charges and Consent Decree approved as amended.
- C13-05 – Schedule Informal Investigative Conference (IIC) – September 16, 2013
- C13-06 – Dismissed.

There being no further business, the meeting adjourned at 3:05 p.m.

Respectfully Submitted:



Roy E. Shrewsbury, II, Chairman



Nelson B. Douglass, P.S., Secretary