

MINUTES OF MEETING #267
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
NOVEMBER 20, 2013
738 AIRPORT ROAD, 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
Katherine A. Campbell, AG Counsel (Speakerphone for Executive Session and dual COA Request only)
John L. Green, WVSPS Liaison
John Casey, Fox Engineering, PLLC
Richard J. Prine, Prine Land Surveying

Absent: None.

Call to Order – The Chairman called Meeting #267 to order at 10:03 a.m. on Wednesday, November 20, 2013, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Shepp made a motion, seconded by Mr. Douglass, to enter into Executive Session pursuant to §6-9A-4(b)(2)(7) at 10:04 a.m. Motion carried.

Mr. Shepp made a motion, seconded by Mr. Douglass, to return to regular session at 12:20 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 recused from all, Mr. Shepp recused from all except C13-01 and Mr. Douglass recused from C13-01. Motion carried.

Executive Session §6-9A-4(b)(2)(7)

C14 – Bailey v. Phillips (*Unlicensed*) – Summarily Dismissed
Unlicensed Practice Letter to Respondent.

C14 – Hutzler v. Saville – Complaint Filed – C14-03.

C13-01 – Hartshorn v. Huffman – Statement of Charges and Consent Decree approved as amended.

C13-05 – Bunner v. Hogan – Statement of Charges and Consent Decree approved as amended.

C13-07 – Pollard v. Porter – Dismissed – Insufficient Grounds.

C14-01 – Helms v. Shultz – Request Additional Information.

C14-02 – WVBPS v. Keely – Informal Investigative Conference.

Dual COA Surveyor-in-Charge Request – No Action, does not meet PLLC requirements for Certificate of Authorization.

Minutes – Mr. Shepp made a motion, seconded by Mr. Sparacino to approve the Minutes of Meeting #266 (September 17, 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 September 2013 and October 2013. Mr. Shepp made a motion, seconded by Mr. Sparacino, to approve the P-Card and MasterCard purchases. Motion carried.

Financial Report – The Board Administrator provided the financial report with a cash balance as of September 30, 2013 of \$187,002.62 and as of October 31, 2013 of \$173,594.02. Mr. Shepp made a motion, seconded by Mr. Douglass to approve the financial expenditure report. Motion carried.

Personnel Action Form (Administrative Assistant) – No Action.

Professional Surveyor #2013 Retired Application – Mr. Shepp made a motion, seconded by Mr. Douglass to approve the Professional Surveyor #2013 Retired Application. Motion carried.

Fiscal Year 2013 Annual Report – Tabled.

Board Continuing Education Seminar – Request “The Seven Deadly Sins of Surveying” for the afternoon session. Morning or afternoon session \$125 – All day session \$150.

NCEES President-Elect Visit Request – Email Mr. David Widmer (NCEES President-Elect) to request availability to attend a Board meeting on a Tuesday in January or March 2014 or during the WVSPS convention in February 2014.

WVSPS Convention Presentation Request – The Board, upon advice from the Attorney General Representative, will not be making a presentation at the 2014 WVSPS Convention.

WVSPS Convention Standards & Ethics Continuing Education Approval Request – Mr. Shepp made a motion, seconded by Mr. Douglass to approve the WVSPS Standards & Ethics request. Motion carried.

2014 NCEES Northeast Zone Meeting – Planning ongoing. No action.

WVSPS Liaison Report

- Executive Director (Special Meeting)
- NCEES President Elect
- WVSPS Convention – February 20-22, 2014
- Standards & Ethics DVD – No Action.

Public Comment

- None.

There being no further business, the meeting adjourned at 2:30 p.m.

Respectfully Submitted:



Roy E. Shrewsbury, II, Chairman



Nelson B. Douglass, P.S., Secretary