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:

<table>
<thead>
<tr>
<th>Month</th>
<th>Amount</th>
<th>Budget Balance</th>
</tr>
</thead>
<tbody>
<tr>
<td>March 31, 2016</td>
<td>$163,315.39</td>
<td>($70,136.17)</td>
</tr>
<tr>
<td>April 30, 2016</td>
<td>$151,712.45</td>
<td>($56,693.23)</td>
</tr>
<tr>
<td>May 31, 2016</td>
<td>($163,137.60)</td>
<td>($40,876.38)</td>
</tr>
<tr>
<td>June 30, 2016</td>
<td>($204,910.65)</td>
<td>($17,496.34)</td>
</tr>
</tbody>
</table>

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