MINUTES OF MEETING #286
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
MARCH 7, 2017
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 #286 to order at 10:00 a.m. on Tuesday, March 7, 2017, 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 10:01 a.m. Motion carried.

The Board reconvened in regular session at 11:16 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. Rayburn recused from all.

C16-10  - Violation of Consent Order Item #2.
          Meet with Complaint Review Committee.

C17-04  - Statement of Charges and Consent Decree approved as amended.

C17-05  - Draft Statement of Charges and Consent Decree

C17-06  - Dismissed.

C17 (Ketterman) (12/27/16)  - Summarily Dismissed – Insufficient Grounds.

C17 (Ketterman) (01/23/17)  - Summarily Dismissed – Insufficient Grounds.

C17 (Bland)  - Summarily Dismissed – Insufficient Grounds.

C17 (Mayle)  - Summarily Dismissed – Boundary Dispute.
  • Yessenia Karnath
  • Global Professional Services
  • Partner Engineering and Science, Inc.
  • Southern Hydrocarbon Corporation

WV Bar Letter
  • Mark Hobbs, Esq. - Letter approved as presented.
  • Gerald B. Hough, Esq. - Gray area but probably not the practice of surveying. Did not create an issue that affects the public that could not be addressed by a professional surveyor.

Delegations or Public Concerns

  • Jared D. Wilson, P.S.
    o FS Examination – Take the FS exam and then submit credentials to the Board.

  • Charles “Rick” Sypolt, P.S.
    o FS Reference Letters
    o Requesting the Board approve the Glenville State College 4-year surveying curriculum (accepted by Ohio). 2-year experience if 4-year degree approved.
    o Ethics & Standards
    o Boundary experience

  • Michael Austin, P.S. (Mott McDonald)
    o Easement Acquisition Plats not signed

WVSPS Liaison
  • John L. Green, P.S.
    o Board’s Executive Director presentation at WVSPS Convention appreciated
    o State & Federal surveying regulations (S.B. 619)
    o 2017 WVSPS Legislative Issues

Minutes – Mr. Rayburn made a motion, seconded by Mr. Stewart to approve the Minutes of Meeting #285 (December 20, 2016) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during December 2016, January 2017, and February 2017. Mr. Rayburn 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:

<table>
<thead>
<tr>
<th>Date</th>
<th>Expenditure</th>
<th>Budget</th>
</tr>
</thead>
<tbody>
<tr>
<td>December 31, 2016</td>
<td>-$196,120.03</td>
<td>($121,510.93)</td>
</tr>
<tr>
<td>January 31, 2017</td>
<td>-$192,822.28</td>
<td>($108,779.93)</td>
</tr>
<tr>
<td>February 28, 2017</td>
<td>-$177,078.69</td>
<td>($ 89,863.44)</td>
</tr>
</tbody>
</table>

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

Fall 2016 New Licensees – Mr. Rayburn made a motion, seconded by Mr. Douglass to recognize the Fall 2016 new licensees #2339 through #2350 having passed the required examinations for licensure as a West Virginia Professional Surveyor. Motion carried.

Dual COA Request – Mr. Rayburn made a motion, seconded by Mr. Hill to deny Thomas C. Smit, P.S. # 687 as a dual surveyor-in-charge for COA #5747 and for a new COA for a mapping firm based out of Texas, to provide pipeline surveying in West Virginia. Motion carried.

Dual COA Request – Mr. Douglass made a motion, seconded by Mr. Hill to approve Kevin D. Shreiner, P.S., # 2287 as a dual surveyor-in-charge for Triad Engineering, Inc., COA #5439 (Winchester, VA) and COA #5648 (Hagerstown, MD). Motion carried.

H.B. 2502 Licensing Reciprocity – No Action.

Minimum Standards and Ethics Request – Mr. Rayburn made a motion, seconded by Mr. Hill to approve the WVSPS Minimum Standards & Ethics request from BridgeValley Community & Technical College, to be held in South Charleston WV on April 27, 2017, and presented by Mr. Don Teter. Motion carried.

Others in Attendance
- Jared D. Wilson, P.S.
- Charles R. Sypolt, P.S.
- Michael Austin, P.S.
- John L. Green, P.S.

There being no further business, Mr. Rayburn made a motion, seconded by Mr. Hill, that the meeting adjourn at 12:15 p.m. Motion carried.

Respectfully Submitted:

R. Michael Shepp, P.S., Chairman

Nelson B. Douglass, P.E., P.S., Secretary