

MINUTES OF MEETING #287  
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS  
MAY 31, 2017  
BOARD OFFICE, SUTTON, WEST VIRGINIA



Present: R. Michael Shepp, *Chairman*  
Nelson B. Douglass, *Secretary*  
James T. Rayburn, *Member*  
Sefton R. Stewart, *Member*  
Dennis D. Jarrell, *Executive Director*  
Katherine A. Campbell, *Assistant Attorney General (via speakerphone)*

Absent: Paul W. Hill, Public Member

The Chairman called Meeting #287 to order at 10:00 a.m. on Wednesday, May 31, 2017, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Rayburn made a motion, seconded by Mr. Stewart 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 10:46 a.m.

Summary of the Executive Session was read aloud by the Executive Director. Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the items discussed in the Executive Session. Motion carried with Mr. Rayburn recused from all.

C17-05 - Statement of Charges and Consent Decree approved as amended.

Complaint Dismissal Inquiry - Response Letter approved as presented.

- C17-06 Ketterman v. Jopling, P.S.
- C17 Ketterman v. Geary, P.S.
- C17 Ketterman v. Keplinger, P.S.

Unlicensed Practice – Provide notice to WV Secretary of State of advertising without being registered as a state business.

Delegations or Public Concerns

- Cody Donnally, P.S.
  - Unlicensed Practice
  - Unlicensed Solicitation

WVSPS Liaison

- John Green, P.S.
  - Unlicensed Practice Legislation

Minutes – Mr. Rayburn made a motion, seconded by Mr. Douglass to approve the Minutes of Meeting #286 (March 7, 2017) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during March 2017, April 2017, and May 2017. Mr. Rayburn made a motion, seconded by Mr. Stewart, 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, 2017	- \$ 165,648.53	(\$ 75,078.28)
April 30, 2017	- \$ 156,857.56	(\$ 65,267.31)
May 31, 2017	- \$ 160,005.61	(\$ 51,687.86)

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

Spring 2017 New Licensees – Mr. Rayburn made a motion, seconded by Mr. Stewart to recognize the Spring 2017 new licensees #2351 through #2366 having passed the required examinations for licensure as a West Virginia Professional Surveyor. Motion carried.

Surveyor Intern – Mr. Rayburn made a motion, seconded by Mr. Stewart to approve Surveyor Intern #208 (*John David Judy, IV*), having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

Surveying Technology A.A.S. Online Degree – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the Online Surveying Technology A.A.S. Degree at Oklahoma State University for James E. Price. Motion carried.

PS/WV Application – Mr. Rayburn made a motion, seconded by Mr. Stewart to deny the waiver request for Jonathan Hogan, S.I. #204, to make application for the PS/WV Examinations without submitting a boundary survey exhibit. Motion carried.

FS Application – Mr. Rayburn made a motion, seconded by Mr. Douglass to continue with the Manual Application Process where the applicant will first apply and receive approval from the Board before applying to NCEES for the FS examination. Motion Carried.

Natural Resource Management Degree (Glennville State College) – Mr. Douglass made a motion, seconded by Mr. Stewart to table the request from Mr. Rick Sypolt, P.S., until a more detailed comparison to other four-year surveying degree programs is considered.

FY-2018 Budget – Mr. Rayburn made a motion, seconded by Mr. Douglass to approve the 2018 Budget (*Option B*) as submitted by the Executive Director. Motion carried.

Others in Attendance

- Cody Donnally, P.S.
- John Green, P.S.

There being no further business, Mr. Rayburn made a motion, seconded by Mr. Stewart, that the meeting adjourn at 12:07 p.m. Motion carried.

Respectfully Submitted:



R. Michael Shepp, P.S., Chairman



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