

MINUTES OF MEETING #292
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
APRIL 10, 2018
BOARD OFFICE, SUTTON, WEST VIRGINIA



Present: R. Michael Shepp, *Chairman*
Nelson B. Douglass, *Secretary*
James T. Rayburn, *Member*
Sefton R. Stewart, *Member*
Douglas C. McElwee, Esq., *Public Member*
Dennis D. Jarrell, *Executive Director*

Absent: None.

The Chairman called Meeting #292 to order at 10:02 a.m. on Tuesday, April 10, 2018, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Stewart made a motion, seconded by Mr. Douglass to enter into Executive Session pursuant to *W. Va. Code §6-9A-4(b)(7)* to discuss complaints at 10:03 a.m. Motion carried.

The Board reconvened in regular session at 10:27 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 and Mr. Rayburn recused from all.

C18 – Statement of Fact.

C18-02 – Dismissed, unsubstantiated and insufficient evidence.

C18-05 – Contract independent investigator.

Delegations or Public Concerns

- None.

WVSPS Liaison

- Unlicensed Practice Draft Legislation Proposal

Minutes – Mr. Stewart made a motion, seconded by Mr. Douglass to approve the Minutes of Meeting #291 (*Feb. 21, 2018*) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during February 2018 and March 2018. Mr. McElwee made a motion, seconded by Mr. Douglass, 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:

February 28, 2018	- \$ 193,746.11	(\$94,867.41)
March 31, 2018	- \$ 180,460.40	(\$79,728.55)

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

Surveyor Intern – Mr. Stewart made a motion, seconded by Mr. Douglass to approve Surveyor Intern #211 (*Harry Varian*), having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

WV Comity Application – Mr. Douglass made a motion, seconded by Mr. Stewart for P.S. #1273 to retain his previous license number upon application approval and passing the West Virginia State Specific Surveying Examination. Motion carried.

2018 Continuing Education Audit Non-Compliance – Mr. Stewart made a motion, seconded by Mr. Douglass to approve P.S. #677 request to use carry-over hours for the current year and be sent a letter concerning future continuing education. A separate letter will be sent in response to his unlicensed practice inquiry. Motion carried.

FY-2019 Budget – Mr. Douglass made a motion, seconded by Mr. Stewart to table the 2019 Budget as submitted by the Executive Director. Motion carried.

2018 NCEES Annual Meeting – No action.

Others in Attendance

- John Green, P.S.

There being no further business, Mr. Stewart made a motion, seconded by Mr. Rayburn, that the meeting adjourn at 11:26 a.m. Motion carried.

Respectfully Submitted:



R. Michael Shepp, P.S., Chairman



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