

MINUTES OF MEETING #290
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
DECEMBER 19, 2017 (via teleconference)
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, *Public Member*
Dennis D. Jarrell, *Executive Director*
Katherine A. Campbell, *Assistant Attorney General*

Absent: None

The Chairman called Meeting #290 to order at 10:07 a.m. on Tuesday, December 19, 2017, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Delegations or Public Concerns

- None.

WVSPS Liaison

- None.

Minutes – Mr. Douglass made a motion, seconded by Mr. Stewart to approve the Minutes of Meeting #289 (Oct. 26, 2017) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during October 2017 and November 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:

October 31, 2017	- \$ 198,950.66	(\$149,971.91)
November 30, 2017	- \$ 187,329.78	(\$134,246.53)

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

Surveyor Intern – Mr. Stewart made a motion, seconded by Mr. McElwee to approve Surveyor Intern #210 (*Matthew Bainbridge*), having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

Fall 2017 New Licensees – Mr. Douglass made a motion, seconded by Mr. Stewart to recognize the Fall 2017 new licensees #2367 through #2376 having passed the required examinations for licensure as a West Virginia Professional Surveyor. Motion carried.

Professional Surveyor Retired Application – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the Professional Surveyor Retired Application for P.S. #763 effective December 26, 2017. Motion carried.

2018 Continuing Education Required Audit (5%) – Mr. Stewart reported that he had completed the 2017 continuing education required audit of 5% of active licensees with 2 appearing to be not in compliance.

- Mr. Douglass made a motion, seconded by Mr. Rayburn that Licensee #1809 submit additional documentation by January 12, 2018, that show better proof of the courses he attended.
- Mr. Stewart made a motion, seconded by Mr. Rayburn that Licensee #677 submit an explanation by January 12, 2018, on why the number of hours claimed and the number of hours verified differ, and how the continuing education courses listed are reasonably related to the practice of land surveying.

Dual COA Request – Mr. Rayburn made a motion, seconded by Mr. Stewart to disapprove the Dual Surveyor-In-Charge request for COA (#5439 Morgantown, WV) & (#5440 Winchester, VA). Motion carried.

Others in Attendance


- None.

There being no further business, Mr. Douglass made a motion, seconded by Mr. Stewart, that the meeting adjourn at 10:32 a.m. Motion carried.

Respectfully Submitted:



R. Michael Shepp, P.S., Chairman



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