

MINUTES OF MEETING #291  
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS  
FEBRUARY 21, 2018  
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*  
Michael E. Bevers, Esq., *Assistant Attorney General*

Absent: Douglas C. McElwee, Esq., *Public Member*

The Chairman called Meeting #291 to order at 2:00 p.m. on Wednesday, February 21, 2018, 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)(7)* to discuss complaints at 2:01 p.m. Motion carried.

The Board reconvened in regular session at 2:12 p.m.

Summary of the Executive Session was read aloud by the Executive Director. Mr. Stewart made a motion, seconded by Mr. Shepp to approve the items discussed in the Executive Session. Motion carried with and Mr. Rayburn recused from all and Mr. Douglass recused from C18-07.

C17-04 – Consent Decree Requirements met, Complaint Closed.

C18-04 – Renew License and Certificate of Authorization.

C18-06 – Dismissed, Insufficient Evidence.

C18-07 – Dismissed, Boundary Dispute.

Mr. Douglass made a motion, seconded by Mr. Stewart to return to executive session pursuant to *W. Va. Code §6-9A-4(b)(7)* to discuss a legal matter at 2:14 p.m. Motion carried.

The Board reconvened in regular session at 2:16 p.m.

Delegations or Public Concerns

- None.

WVSPS Liaison

- None.

Minutes – Mr. Rayburn made a motion, seconded by Mr. Stewart to approve the Minutes of Meeting #290 (Dec. 19, 2017) as written. Motion carried.

P-Card Purchases – The Executive Director provided a listing and explanation of P-Card Purchases made during December 2017 and January 2018. Mr. Stewart 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:

December 31, 2017	- \$ 212,144.73	(\$123,944.98)
January 31, 2018	- \$ 208,182.77	(\$110.520.37)

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

Professional Surveyor Retired Application – Mr. Stewart made a motion, seconded by Mr. Douglass to approve the Professional Surveyor Retired Application for P.S. #682 effective January 29, 2018. Motion carried.

2018 Continuing Education Audit Non-Compliance – Mr. Rayburn made a motion, seconded by Mr. Stewart to approve P.S. #1809 request to place his license in “Inactive” status. Motion carried.

Minimum Standards and Ethics Request – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the Minimum Standards & Ethics request from CEseminars.org, to be held in Clarksburg, WV on April 9, 2018, and presented by Mr. Gary Kent, P.S. Motion carried.

Dual COA Request – Mr. Douglass made a motion, seconded by Mr. Rayburn to deny the Dual Surveyor-In-Charge request for COA (#5045 Charleston, WV) & (#5651 Moon Township, PA). Motion carried.

Dual COA Request – Mr. Douglass made a motion, seconded by Mr. Stewart to approve the Dual Surveyor-In-Charge request for COA (#5840 Athens, OH) & (#6007[New] Athens, OH). Motion carried.

Mr. Rayburn made a motion, seconded by Mr. Stewart to enter into executive session pursuant to *W. Va. Code §6-9A-4(b)(7)* to discuss a legal matter at 2:30 p.m.

The Board reconvened into regular session at 2:50 p.m.

PS/WV Application – Mr. Stewart made a motion, seconded by Mr. Rayburn to disapprove the PS/WV Examination Application for S.I. #53. Motion carried with Mr. Douglass recused.

Executive Director Job Announcement – Job announcement approved for posting.

Office Relocation – Mr. Rayburn made a motion, seconded by Mr. Stewart to relocate the Board Office to 1124 Smith Street, Charleston, WV, after approval by the WV Leasing Division. Motion carried.

Mr. Douglass made a motion seconded by Mr. Stewart to go into executive session pursuant to *W. Va. Code §6-9A-4(b)(2)(A)* to discuss a personnel matter at 3:10p.m. Motion carried.

The Board reconvened in regular session at 3:25 p.m.

Others in Attendance

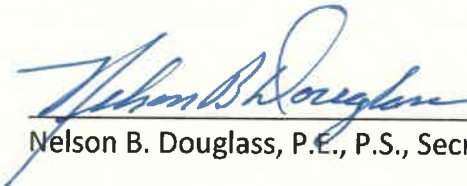
- None.

There being no further business, Mr. Rayburn made a motion, seconded by Mr. Stewart, that the meeting adjourn at 3:26 p.m. Motion carried.

Respectfully Submitted:



R. Michael Shepp, P.S., Chairman



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