

MINUTES OF MEETING #294  
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS  
JUNE 21, 2018  
BOARD OFFICE, CHARLESTON, WEST VIRGINIA



Present: R. Michael Shepp, *Chairman*  
Nelson B. Douglass, *Secretary*  
James T. Rayburn, *Member (arrived at 11:00 AM)*  
Sefton R. Stewart, *Member*  
Douglas C. McElwee, Esq., *Public Member*  
Keith D. Fisher, Esq., *Attorney General Counsel*  
Dennis D. Jarrell, *Executive Director*  
Kristi A. Justice, *Executive Director-Designee*

Absent: None.

The Chairman called Meeting #294 to order at 10:07 a.m. on Thursday, June 21, 2018, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Chairman: Mr. Stewart nominated Mr. Shepp as Chairman for Fiscal Year 2019. Seconded by Mr. McElwee. Motion carried.

Secretary: Mr. Douglass nominated Mr. Stewart as Secretary for Fiscal Year 2019. Seconded by Mr. Shepp. Motion carried.

Mr. Douglass 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 11:02 a.m. Motion carried.

The Board reconvened in regular session at 11:49 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 and Mr. Stewart recused from C18(Anonymous).

C18-03 – Voluntary Retire License or proceed with formal hearing

C18-04 – Revise to clarify description or plat

C18-08 – Tabled

C18 (Walls) – Summarily Dismissed- Boundary Dispute

C18 (Belknap) – Summarily Dismissed -Boundary Dispute

C18 (Anonymous) – File Board Complaint

Mr. Rayburn made a motion, seconded by Mr. Stewart to hire Dennis Jarrell as a temporary employee for FY-2019 at the rate of \$25.00 per hour on an “as needed basis” to help with the transition of the new Executive Director.

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Delegations or Public Concerns

- None

WVSPS Liaison

- Thanks from WVSPS to retiring Executive Director
- New Board Member Appointments
- Unlicensed Practice Legislation

Minutes – Mr. Douglass made a motion, seconded by Mr. Stewart to approve the Minutes of Meeting #292 (*Apr. 10, 2018*) and #293 (*Apr. 19, 2018*) as written. Motion carried.

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

April 30, 2018 - \$ 170,514.07 (\$67,437.22)  
May 31, 2018 - \$ 184,313.08 (\$52,956.73)

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 #212 (*Brian Rinehart*), having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

Dual COA Request – Mr. Stewart made a motion, seconded by Mr. McElwee to approve the Dual Surveyor-In-Charge request for COA (#5510 Pigeon, WV) & (#5864 Ripley, WV). Motion carried.

Dual COA Request – Mr. Douglass made a motion, seconded by Mr. Stewart to temporarily approve the Dual Surveyor-In-Charge request for COA (#5645 Altoona, PA) & (#5720 Bridgeville, PA), until December 31, 2018. Motion carried.

Online Minimum Standards and Ethics Request – Mr. Stewart made a motion, seconded by Mr. Douglass to approve the On-Line Minimum Standards and Ethics continuing education courses presented by Mr. Stephan Tufte, PLS, SurveyPDU.com, Oskaloosa, KS, through June 30, 2020. Motion carried.

Professional Surveyor Retired Applications – Mr. McElwee made a motion, seconded by Mr. Stewart to approve the Professional Surveyor Retired Applications for P.S. #938, 1172, 1267, and 1420. Motion carried.

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Professional Surveyor Retired Applications (Medical) – Mr. Douglass made a motion, seconded by Mr. Stewart to approve the Professional Surveyor Retired Applications for P.S. #738 and 1937. Motion carried.

Inactive License Fee Waiver Request – Mr. Stewart made a motion, seconded by Mr. Douglass to approve the Professional Surveyor Inactive License renewal for FY-2019 for P.S. #1142 and send letter about payment of license fee9. Motion carried.

Others in Attendance

- John Green, P.S.

There being no further business, Mr. Stewart made a motion, seconded by Mr. Douglass, that the meeting adjourn at 11:58 a.m. Motion carried.

Respectfully Submitted:

Handwritten signature of R. Michael Shepp in blue ink.

R. Michael Shepp, P.S., Chairman

Handwritten signature of Nelson B. Douglass in blue ink.

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