

MINUTES OF MEETING #289
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
OCTOBER 26, 2017
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 (Left at 10:54 a.m.)*
Dennis D. Jarrell, *Executive Director*
Katherine A. Campbell, *Assistant Attorney General (via Speakerphone)*

Absent: None

The Chairman called Meeting #289 to order at 10:00 a.m. on Thursday, October 26, 2017, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Shepp reported that Mr. James Rayburn and Mr. Sefton Stewart have been reappointed by the Governor to a term ending June 30, 2021; and that Mr. Douglas McElwee has been appointed as the new Public Member to a term ending June 30, 2020, to replace Mr. Paul Hill who had previously resigned.

Mr. Douglass 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 10:16 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.

C16-10 – Closed.

C17-04 – Sixty days to revise plat in accordance with minimum standards.

C17-05 – Violation of Consent Order, Complaint C18-03, Probable Cause Found, Schedule Formal Hearing.

C18-01 – Dismissed, Insufficient Evidence.

C18-02 – Schedule Informal Investigative Conference with the Complaint Review Committee.

Delegations or Public Concerns

- None.

WVSPS Liaison

- Certified Flood Plane Manager
- County Surveyor
- Legislative Issues

Minutes – Mr. Rayburn made a motion, seconded by Mr. Stewart to approve the Minutes of Meeting #288 (Sept. 7, 2017) as written. Motion carried.

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

September 30, 2017 - \$ 208,656.05 (\$160,452.30)

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

Surveyor Intern – Mr. Stewart made a motion, seconded by Mr. Rayburn to approve Surveyor Intern #209 (Brian A. Lake), having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

Special Supervision Application – Mr. Douglass made a motion, seconded by Mr. Rayburn to approve the Special Supervision Request for Dwight Wilkins, P.S., to supervise Jonathan Saunders, S.I. #197, in order to obtain the required 2 years of responsible charge for application for the Professional Surveying Examination.

Associate Civil Engineering Technology Degree – Mr. Stewart made a motion, seconded by Mr. Rayburn to approve the WVU Tech Associate Civil Engineering Technology Degree request for Mr. J. Lane Acree, as being a surveying related field for application for the Fundamentals of Surveying examination.

Natural Resource Management Bachelor's Degree – Mr. Stewart made a motion, seconded by Mr. Douglass to schedule a meeting with a representative from Glenville State College to discuss the Natural Resource Management Bachelor's Degree with a concentration in Land Surveying as an approved West Virginia 4-year surveying degree program.

EcoStrategies Engineering & Surveying, PLLC – Mr. Rayburn made a motion, seconded by Mr. Stewart to disapprove the Certificate of Authorization Request for EcoStrategies Engineering & Surveying, PLLC for not meeting the business registration requirements of W. Va. Code §31B-13-1302(c). Motion carried.

Procedural Rule – Tabled for draft revisions.

FY 2017 Annual Report – Mr. Rayburn made a motion, seconded by Mr. Stewart to approve the Fiscal Year 2017 Annual Report as prepared by the Executive Director. Motion carried.


Office Relocation – Mr. Douglass made a motion, seconded by Mr. Rayburn, to move the office to Charleston, WV. Motion carried. (*W.Va. Constitution Article 6 Section 20*)

Others in Attendance


- Jack Booda, P.S.

There being no further business, Mr. Douglass made a motion, seconded by Mr. Stewart, that the meeting adjourn at 11:15 a.m. Motion carried.

Respectfully Submitted:



R. Michael Shepp, P.S., Chairman



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