

MINUTES OF MEETING #300
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
April 2, 2019
BOARD OFFICE, CHARLESTON, WEST VIRGINIA



Present: R. Michael Shepp, *Chairman*
Sefton R. Stewart, *Secretary*
James T. Rayburn, *Member*
Gary D. Facemyer, *Member*
Douglas C. McElwee, Esq., *Public Member*
Keith D. Fisher, Esq. *Attorney General Counsel*
Kristi A. Justice, *Executive Director*

Absent: None

The Chairman called Meeting #300 to order at 10:05 a.m. on Tuesday, April 2, 2019 and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart to enter Executive Session pursuant to *W. Va. Code §6-9A-4(b)(7)* to discuss complaints and personnel salary review at 10:12 a.m. Motion carried.

The Board reconvened in regular session at 10:35 a.m.

Summary of the Executive Session was read aloud by the Executive Director. Mr. Sefton Stewart made a motion, seconded by Mr. Gary Facemyer to approve the items discussed in the Executive Session regarding complaints. Motion carried with Mr. Tom Rayburn recused from all complaints.

C19- (Phillips) – Open Complaint and ask for PS Response

C19-07 – Dismiss Boundary Dispute

C19-08 – Dismiss Boundary Dispute

C19-01 – Due to PS family emergency Informal Conference will be reschedule for April 25, 2019 with the Complaint Review Committee.

C19-09- PS to set pins, update map to meet Minimum Standards, provide a copy of the updated map to landowner and the WVBPS

Personnel (Salary Review)

Mr. Sefton Stewart made a motion, seconded by Mr. Tom Rayburn to approve salary increase for Executive Director, Kristi Justice, to \$56,900 annually effective May 28, 2019 (anniversary date). Motion Carried.

Delegations or Public Concerns

- None

WVSPS Liaison

Mr. John Green, P.S. gave an update on 2019 WV Legislation related to Chapter 30 Boards. He discussed the passage of HB2204. The Board will add this as an agenda item for the next board meeting.

Minutes – Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart to approve the Minutes of Meeting #298 (February 20, 2019) and Meeting #299 (March 25, 2019 via Conference Call) as written. Motion carried.

Financial Report – The Executive Director provided the financial expenditure report with a Cash (Budget) balance as follows:

P- Card Charges Discussed & Approved
February 28, 2019 - \$216,825.04 (\$104,613.76)
March 31, 2019 - 201,611.36 (\$ 86,932.88)

Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart to approve the P-Card Charges.

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

Dual COA Request (#5932 Morgantown, WV & #6029 (Morgantown, WV)

Mr. Tom Rayburn made a motion, seconded by Mr. Gary Facemyer to approve the Dual Surveyor-In-Charge request for COA (#5932 Morgantown, WV) & (#6029 Morgantown, WV) until December 31, 2019. Motion carried.

2019 WV Legislative Session

Kristi Justice, Executive Director, provided the board an update of HB2486 and SB396 as it relates to Chapter 30 Boards. Executive Director will keep the board updated as she receives information regarding the legislation.

NCEES Annual Meeting (August 14-17, 2019)

Kristi Justice, Executive Director, provided board members information regarding the 2019 NCEES annual meeting that will be held August 14-17, 2019 in Washington, D.C. Board members will notify Executive Director by May 3, 2019, if they plan to attend the meeting.

NCEES Visit (September 11, 2019)

Kristi Justice, Executive Director, provided an update to the board regarding the visit with the board from the NCEES President. The visit is scheduled for September 11, 2019. NCEES has asked for topics to be discussed during the visit.

Unlicensed Practice of Surveying Codes and Rules

Kristi Justice provided the board an update on the educational letter composed by Mr. Keith Fisher, WV Attorney General Counsel, and signed by Mr. R. Michael Shepp, Chairman, that was sent to the unlicensed company. The company has applied for a COA, in the process of registering with the WV Secretary of State Office and has a WV licensed P.S. employed as the Surveyor in Charge. Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart to approve the COA

(#6028) and have the Company submit to the WVBPS Office copies of plats/work that was done in West Virginia prior to the COA Application.

Bluefield State New Program

The Board reviewed the information submitted by Bluefield State College regarding the Associate of Science in Civil Engineering Technology degree with the Surveying Certificate. The board agreed that it would satisfy section 30-13A-8. a.3 regarding the education requirements and a graduate would be eligible to take the Fundamentals of Surveying Exam.

WV State Specific Exam April 2019

Kristi Justice, Executive Director, reported to the board that 23 individuals will be taking the WV State Specific Exam on Friday April 12, 2019. Mr. R. Michael Shepp and Mr. Tom Rayburn will assist the Executive Director as proctors for the exam.

WVBPS CE Seminar (June 7, 2019)

Kristi Justice, Executive Director, stated that the WVBPS annual CE Seminar will be held on Friday, June 7, 2019 at the Charleston Coliseum and Convention Center. Don Teter will be teaching the Seminar.

Upcoming 2020 Licensee Renewal Cycle

Kristi Justice, Executive Director stated that all 2020 Licensee Renewal information has been prepared and she is working closely with WV Interactive for online renewals and a licensee to be able to print the renewal license card after they have properly renewed online. West Virginia Interactive will contact Executive Director if there are issues and when it is ready to go live. Executive Director stated she would like for all renewals to be mailed on May 6, 2019. Executive Director provided board members a sample of the 2020 renewal cards.

Consideration 2020 FY Budget

Kristi Justice, Executive Director, presented FY2020 budget proposal to the board. She provided the board with 2 options FY2020(A) and 2020(B). Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart to approve FY2020(A). Motion Carried.

Executive Directors Report:

Executive Director, Kristi Justice, provided the board with a copy of the Executive Directors Report

There being no further business, Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart, that the meeting adjourn at 11:40 a.m. Motion carried.

Respectfully Submitted:



R. Michael Shepp, P.S., Chairman



Sefton Stewart, P.S., Secretary