

MINUTES OF MEETING #299
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS
March 25, 2019
Via Conference Call



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 #299 to order at 10:01 a.m. on Monday, March 25, 2019 and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Mr. Sefton Stewart made a motion, seconded by Mr. Tom Rayburn to enter Executive Session pursuant to *W. Va. Code §6-9A-4(b)(7)* at 10:02 a.m. Motion carried.

The Board reconvened in regular session at 10:39 a.m.

Summary of the Executive Session was given by Mr. Keith D. Fisher, Attorney General Counsel. Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart to approve the items discussed in the Executive Session. Motion carried.

C18 – 03 & C18 – 05


WVBPS General Council, Mr. Keith Fisher prepared Consent Agreement and Supervisory Agreement, combining C18-03 & C18-05. The agreements will be sent to PS's attorney for review and signature of PS. The Board granted authority to Kristi Justice, Executive Director, and Mr. R. Michael Shepp, Chairman, to work with Mr. Keith Fisher, Attorney General Counsel, if minor changes need to be made to the Consent Agreement and/or Supervisory Agreement. Alan Witschi, P.S. will be asked to serve as the Supervisor in the Supervisory Agreement.

Request of Information Letter received via mail

Kristi Justice, Executive Director, with guidance from Mr. Keith Fisher, Attorney General Counsel, sent response letter to PS within 5 business days asking for clarification of requested information. Mr. Tom Rayburn will contact the PS, who requested the information, to work out a mutual agreement for the information requested.

There being no further business, Mr. Tom Rayburn made a motion, seconded by Mr. Sefton Stewart, that the meeting adjourn at 10:42 a.m. Motion carried.

Respectfully Submitted:


R. Michael Shepp, P.S., Chairman


Sefton Stewart, P.S., Secretary