

MINUTES OF MEETING #317  
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS  
February 2, 2021  
Via Zoom



Present: Sefton R. Stewart, *Chairman*  
James T. Rayburn, *Secretary*  
Gary D. Facemyer, *Member Lantz Rankin, Member*  
Douglas C. McElwee, Esq., *Public Member*  
Keith D. Fisher, Esq. *Attorney General Counsel*  
Amber Shawver, *Executive Director*

Guest: John Green, P.S.

Absent: None

The Chairman called Meeting #317 to order at 11:01 a.m. on Tuesday, February 2, 2021 and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Delegations or Public Concerns

None

Executive Session

Mr. Doug McElwee made a motion, seconded by Mr. Gary Facemyer to enter Executive Session pursuant to *W. Va. Code §6-9A-4(b)(7)* to discuss complaints. Motion carried.

The Board reconvened in regular session at 11:56 a.m.

Mr. Tom Rayburn made a motion, seconded by Mr. Lantz Rankin to re-enter Executive Session pursuant to *W. Va. Code §6-9A-4(b)(7)* to further discuss complaints at 12:01 p.m. Motion carried.

The Board reconvened in regular session at 12:40 p.m.

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

C18-03 – PS continues under consent agreement.

C18-05 - PS continues under consent agreement.

C19-13 - PS continues under consent agreement.

C19-01 - The Board voted to close complaint.

C20-04 – Leave the complaint open.

C20-06 – The Board voted to offer a consent agreement.

C20-07 - The Board voted to offer a consent agreement.

- C21-01 - The Board voted to close complaint.
- C21-02 - The Board voted to offer a consent agreement.
- C21-03 - The Board voted to offer a consent agreement.
- C21-04 - The Board voted to offer a consent agreement.
- C21-05 – Open complaint & ask PS for response.

#### Board Administration

Mr. John Green, P.S. entered meeting at 12:45

#### Minutes

Mr. Tom Rayburn made a motion, seconded by Mr. Doug McElwee to approve the Minutes from Meeting #316 as written. Motion carried.

#### Financial Report

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

November 30, 2020 - \$270,187.54

December 31, 2020 - \$272,114.27

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

#### Schedule Exam Writing Workshop

Executive Director, Amber Shawver Legg, requested to schedule the Exam Writing Workshop to finalize the Spring 2021 State Exam. Board members provided input on inviting additional licensees to the workshop. The Exam Writing Workshop is to be scheduled.

#### Consider "McKissock" Minimum Technical Standards Request

Mr. Lantz Rankin made a motion, seconded by Mr. Tom Rayburn to request McKissock provide WVBPS with the course content for the Minimum Technical Standards continuing education courses. Motion carried.

#### Consider "WVSPS" Request for Online Standards and Ethics

Mr. Lantz Rankin made a motion, seconded by Mr. Tom Rayburn to approve the request by WVSPS asking for Board's approval for Online Standards and Ethics continuing education courses. Motion carried.

#### Survey Intern (#220)

Mr. Tom Rayburn made a motion, seconded by Mr. Gary Facemyer to approve the Survey Intern (#220) having passed the Fundamentals of Surveying Examination by Computer Based Testing. Motion carried.

InLumon Database Update

Executive Director, Amber Shawver Legg, gave an update regarding the production progress of the online database.

Fairmont State University Schedule for Bachelor of Science Degree Program

Mr. Lantz Rankin made a motion, seconded by Mr. Tom Rayburn to send the Fairmont State University course outline to NCEES for review. Motion carried.

Tyler Technology Information Request

Mr. Lantz Rankin made a motion, seconded by Mr. Doug McElwee to table this agenda item. Motion carried.

Office Lease Discussion

Mr. Gary Facemyer made a motion, seconded by Mr. Tom Rayburn to extend the current office lease by one year. Motion carried.

NCEES MPA/Board President Meeting Update

Executive Director, Amber Shawver Legg, summarized the NCEES MPA/Board President Meeting.

Real Property Electronic Recording Standards Advisory Committee

Mr. Tom Rayburn stated the next Electronic Recording Standards Advisory Committee meeting will be held February 16, 2021.

WVBPS Safety Committee Update

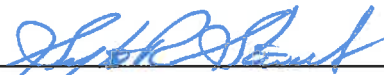
The WVBPS Safety Committee reports no safety concerns at this time.

Executive Directors Report:

Executive Director, Amber Shawver Legg, provided the Board with an update of board office related duties and provided each member with an Executive Directors Report.

There being no further business, Mr. Doug McElwee made a motion, seconded by Mr. Tom Rayburn, that the meeting adjourn at 2:11 p.m. Motion carried.

Respectfully Submitted:

  
Sefton R. Stewart, P.S., Chairman

  
Tom Rayburn, P.S., Secretary