

MINUTES OF MEETING #330
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS

October 12, 2022
Charleston, WV



Present: Sefton R. Stewart, Chairman
James T. Rayburn, *Secretary*
Gary D. Facemyer, *Member*
Lantz Rankin, *Member*
Douglas C. McElwee, Esq., *Public Member*
Joanne M. Vella, *Assistant Attorney General*
Amber Shawver Legg, *Executive Director*
Carla Williams, *Administrative Assistant*

Guest: John Green, P.S.

Absent: Lantz Rankin, *Member*

The Chairman called Meeting #330 to order at 10:01 a.m. on Wednesday, October 12, 2022, and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Delegations or Public Concerns None

Executive Session

Mr. Tom Rayburn 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 at 10:02 a.m. Motion carried.

The Board reconvened in regular session at 10:45 p.m.

Summary of the Executive Session was read aloud by the Executive Director. Mr. Tom Rayburn made a motion, seconded by Mr. Gary Facemyer to approve the items discussed in the Executive Session.

C18-03 & C18-05 – Tabled.

22-05 & 22-06 - Tabled.

C22-09 - Tabled.

C22-13 – Tabled.

6 New Complaints - Tabled.

Board Administration

Minutes

Mr. Gary Facemyer made a motion, seconded by Mr. Tom Rayburn to approve the Minutes from Meetings #329 as written. Motion carried.

P-Card Purchases & Financial Report

The Executive Director provided the P-Card Purchases report.

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

July 2022 – \$311,142.58

August 2022 - \$300,257.31

September 2022 - \$289,553.92

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

Consideration of 2022 Fall Exam Questions and 2023 Spring Exam Questions

Mr. Tom Rayburn made a motion, seconded by Mr. Gary Facemyer to approve the 2022 Fall Exam and the 2023 Spring Exam questions. Motion carried.

Consideration of a Continuing Education Exemption

Mr. Tom Rayburn made a motion, seconded by Mr. Gary Facemyer to approve a 30 day extension for the P.S. to complete the required continuing education. Motion carried.

Consideration of Retention Schedule

The Board discussed possible changes to the current Retention Schedule. A draft Retention Schedule will be presented at the next scheduled Board meeting.

Consideration of Personnel Matters

Mr. Tom Rayburn made a motion, seconded by Mr. Gary Facemyer to approve Carla Williams as the Administrative Assistant and to add her the State payroll. Motion carried.

Technology Update

Executive Director Amber Shawver Legg updated the Board on the current database progress and discussed the possibility of converting paper files to electronic files.

Legislative Discussion

The Board discussed possible changes to Series 1 Examination and Licensing of Professional Surveyors in WV.

Consideration of NCEES Annual Meeting Motions

Mr. Gary Facemyer briefed the Board on the NCEES Annual Meeting motions.

Surveying Related Course Discussion

The Board discussed approve surveying related courses.

WVBPS Safety Committee Update

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

There being no further business, Mr. Tom Rayburn made a motion, seconded by Mr. Gary Facemyer, that the meeting adjourn at 1:29 p.m. Motion carried.

Respectfully Submitted:


Sefton R. Stewart, P.S., Chairman


Tom Rayburn, P.S., Secretary