

MINUTES OF MEETING #345  
OF THE WEST VIRGINIA BOARD OF PROFESSIONAL SURVEYORS  
May 22, 2025  
Charleston, WV



Present: Sefton R. Stewart, *Chairman*  
Gary D. Facemyer, *Member*  
Douglas McElwee, *Member* (appearing virtually for first half)  
Carla Williams, *Executive Director*  
Joann Vella, *Assistant Attorney General*  
John L. Green, *WVSPS Public Liaison* (not in Executive Session)

The Chairman, Mr. Sefton Stewart, called Meeting #345 to order at 9:09 a.m. on Thursday, May 22, 2025 and noted that the meeting was properly noticed by the West Virginia Secretary of State.

Re: Complaint C24-06: Complainant came to address the board to discuss the status of his complaint.

Executive Session:

Mr. Lantz Rankin made a motion, seconded by Mr. Doug McElwee, to enter Executive Session at 10:11 a.m. Motion carried.

Complaints:

C18-03, C18-05, C23-06: PS has violated terms of Supervisory Agreement by failing to provide monthly reports, failing to report all surveys, and not correcting erroneous plats. PS has agreed to surrender his WV PS license.

C24-02: Hearing is set for May 28, 2025.

C24-03: Joanne is working on drafting consent agreement.

C24-06: Still under deep investigation.

C24-07: Terms of Consent Agreement met. Board voted to dismiss complaint.

C24-09: Attorney/complainant did not meet deadline to file with ICA. Original dismissal of complaint will stand.

C25-01: Joanne is working on drafting consent agreement.

C25-05: No response received from PS. E.D. sending out status letter as complaint is still under investigation.

C25-f: No response received. Board voted to add failure to respond to complaint. Still under investigation.

C25-g: No response received. Board voted to add failure to respond to complaint. Still under investigation.

C25-h: Awaiting PS Response.

C25-i: Awaiting PS Response.

C25-j: Joanne is drafting a consent agreement for PS to surrender his W.V. license.

C25-k: Board voted to open up and ask for a response.

C25-l: Board voted to open up and ask for a response.

C25-m: Board voted to open up and ask for a response.

C25-n: Board voted to open up and ask for a response.

C25-o: Board voted to open up and ask for a response.

C25-p: Board voted to open up and ask for a response.

C25-q: Board voted to open up and ask for a response.

C25-r: Board voted to open up and ask for a response.

C25-s: Board voted to open up and ask for a response.

C25-t: Board voted to open up and ask for a response.

WVBPS went out of Executive Session at 11:18 a.m. Motion made by Mr. Rankin and seconded by Mr. McElwee.

Summary of Executive Session was read by the Executive Director at 11:22 a.m. Motion made by Mr. McElwee and seconded by Mr. Rankin at 11:22 a.m.

The Board went out of Executive Session for lunch at 11:22 a.m.

The Board reconvened at 11:50 a.m. Motion made by Mr. Facemyer and seconded by Mr. Rankin.

#### Board Administration

##### Minutes:

The minutes from Board Meeting #343 and Board Meeting #344 were approved. Motion was made by Mr. Lantz Rankin and seconded by Doug McElwee. 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:

February 2025: \$177,707.88

March 2025: \$168,659.99

Motion was made to approve by Mr. Lantz Rankin and seconded by Mr. Doug McElwee. Motion carried.

##### PERD Update:

WVBPS is actively still being audited by PERD. Correspondence was shared with the board. The goal is to continue to provide PERD with whatever information is requested in a timely manner.

##### SB458

WVBPS plans to be compliant with SB 458 having all requirements and will be met by the deadline. WVBPS is looking forward to the upcoming Chapter 30 meeting to hear how the topic of residency within this law will be addressed moving forward.

##### NCEES Update

Registration for the Annual Meeting taking place in New Orleans, LA, August 19-22, is now open. Gary Facemyer will be attending. No other attendees for WVBPS have been confirmed at this time.

##### Matter of SIC for Two COA's:

Approval was given. Motion made by Gary Facemyer and seconded by Doug McElwee. Motion carried.

Delegations or Public Concerns: None at this time. Applicants have voiced concerns over turnaround time for applications. The board is working to address this issue, and believes that the new software which allows applicants to upload their own documents will be very helpful in ensuring a quicker application process.

##### WV State Specific Exam Discussion

The next State Specific exam will take place on June 20, 2025.

##### Technology Update:

There have been issues with InLumon in processing renewals including output of actual license. Mr. Tom Rayburn and E.D. have been having meetings with Big Picture as WVBPS is preparing to migrate to that platform. The goal is to be able to go live with Big Picture by the Fall of 2025.

The Board went back into Executive Session at 12:38 p.m. for discussion of consent agreement re. Complaints C18-03, C18-05, C23-06, C25-01, C25-o, C25-p, C25-q, C25-r, C25-s.

Summary of Executive Session was read by the Executive Director at 2:30 p.m. Motion made by Mr. Facemyer and

seconded by Mr. Rankin at 2:37 p.m.

Schedule Next Board Meeting:

The next Board meeting will tentatively be scheduled for August 6, 2025. Executive Director will send out correspondence to confirm.

The Board has tentatively scheduled the next Complaint Review Meeting for June 27, 2025.

There being no further business, Mr. Facemyer made a motion, seconded by Mr. Rankin, that the meeting be adjourned at 2:39 p.m. Motion carried.

Respectfully Submitted:

  
Sefton R. Stewart, P.S., Chairman  
Tom Rayburn, P.S., Secretary

