

STATE OF WEST VIRGINIA
BOARD OF PROFESSIONAL SURVEYORS
1124 Smith Street, Suite 1200, Charleston, West Virginia 25301
Telephone (304) 558-0350
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Sefton R. Stewart, P.S., CHAIRMAN
Lantz G. Rankin, P.S., MEMBER
Sara B. Short, Executive Director

James T. Rayburn, P.S., SECRETARY
Gary D. Facemyer, P.E., P.S., MEMBER
Douglas C. McElwee, Esq., PUBLIC MEMBER

Wednesday, October 15, 2025, 10:00am

Board Meeting #349 Minutes

Board Members in Attendance were:

Sefton R. Stewart, PS – Chairman
James T. Rayburn, PS – Secretary
Lantz G. Rankin, PS – Member
Gary D. Facemyer, PE, PS – Member

Others in attendance were:

Sara B. Short – Executive Director
John L. Green, PS - WVSPS

The Board of Professional Surveyors convened at its Charleston, WV office. Chairman Sefton Stewart called Board meeting #349 to order at 10:13 a.m., and the following actions were recorded.

B. New Executive Director Introduction

Sefton Stewart, Chairman, formally introduced Sara Short as the new Executive Director of the Board.

C. Approval of Minutes

Upon motion of Gary Facemyer and second by James Rayburn, the Minutes of August 6, 2025, and September 10, 2025, meetings were approved as presented. Motion carried.

D. Executive Session / Complaints

Upon motion by Gary Facemyer and second by James Rayburn, the Board entered Executive Session at 10:18 a.m. to consider disciplinary matters pursuant to W. Va. Code §-9A-4. Motion carried.

Upon Motion of Gary Facemyer and second by James Rayburn, the Board came out of Executive session at 11:33 a.m. and made the following actions part of the record:

26-d: Upon motion of Lantz Rankin and second Tom Rayburn, the Board voted to open this complaint and assign it 26-04. The Board will request information from the surveyor. Motion carried.

26-e: Upon motion of Lantz Rankin and second Tom Rayburn, the Board voted to open this complaint and assign it 26-05. The Board will request information from the surveyor. Motion carried.

26-f: Upon motion of Lantz Rankin and second Tom Rayburn, the Board voted to open this complaint and assign it 26-06. The Board will request information from the surveyor. Motion carried.

26-g: Upon motion of Lantz Rankin and second Tom Rayburn, the Board voted to open this complaint and assign it 26-07. The Board will request information from the surveyor. Motion carried.

E. Exams

Executive director provided exam results from October 15, 2025, WV State Specific Exam. Upon motion of James Rayburn and second Gary Facemyer, the Board approved the successful exam candidates. Motion carried.

F. Financials

The Board received the Financial Report for the period ending September 30, 2025, as follows:

Beginning FY 2026 Cash Balance	\$169,828.16
Total Revenue Year to Date	\$36,010.00
Total Disbursements Year to Date	\$33,316.17
Ending Cash Balance September 30, 2025,	\$172,521.99

Upon motion of James Rayburn and second Gary Facemyer, the Board approved the financial report. Motion carried.

Upon motion of Gary Facemyer and second Lantz Rankin, the Board voted to cancel Stamps.Com account. Motion Carried.

G. Licensing / PDH / COA

The Board reviewed the Retirement Request of John W Hornor. The Board determined that Mr. Hornor did not meet the retirement requirements outlined in 23 CRS 1 5.5.e. Retired Status. Mr. Hornor may renew his license under “Inactive” status until he reaches the retirement age of 65 or provides documentation of a physical disability or debilitating illness. The Executive Director will contact the licensee regarding the Board’s decision.

H. Database / Website

The Executive Director reported that Certificate of Authorization (COA) renewals are scheduled to go live by November 1, 2025. Weekly meetings are being held to address any questions from Albertson’s. Licensure will be the next process to go live. A meeting with Tyler Technologies is scheduled for October 28, 2025, from 1:30 p.m. to 4:30 p.m., to discuss website updates.

I. Upcoming Events

The Board decided to schedule their Profession Development Hours Course for April 29, 2026, with Tom Ryburn and Lantz Rankin presenting WV Ethics and WV Standards. The cost of the event will be \$200.00 per licensee and will be held at WV State Capitol Complex, building 7, in the Capitol Room.

The Board determined that the next WV State Specific Exam would be held December 5, 2025, at the Board office.

Sefton Stewart and Sara Short will be attending the Chapter 30 Seminar Meeting, November 6, 2025, in Charleston, WV.

Sara Short will be attending the State Purchasing Card Training Seminar November 17-18, 2025, in Davis, WV.

J. NCEES

Gary Facemyer reported that the NCEES Zone meeting will be held May 14-16, 2026, in Columbus, OH, and the Annual NCEES meeting will be August 17-21, 2026, in Las Vegas, NV.

K. Other

James Rayburn reported that he would be contacting our PERD contact to see when draft report would be available. He also asked Board members to stay after meeting to help with office cleanup duties.

The Board scheduled next two Board Meetings at the Board office– November 12, 2025, at 10:00 a.m. and December 16, 2025, at 10:00 a.m.

The Complaint Investigators will meet on October 21, 2025, at 10:00 a.m. at the Board office.

The Board approved a change in office hours to 8:00 a.m. - 4:00 p.m., Monday through Friday.

With no further matters to come before the Board, upon motion made by Gary Facemyer and second by James Rayburn, the meeting was adjourned at 2:15 p.m.

We certify that this is a true copy of the Minutes of the West Virginia Board of Professional Surveyors for October 15, 2025.


Chairman


Secretary

Recorder