

STATE OF WEST VIRGINIA
BOARD OF PROFESSIONAL SURVEYORS
1124 Smith Street, Suite 1200, Charleston, West Virginia 25301
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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, November 12, 2025, 10:00am

Board Meeting #350 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
Douglas C. McElwee, Esq. – Public Member

Others in attendance were:

Sara B. Short – Executive Director
JoAnne Vella, Esq. – Legal Counsel
Anthony Eates, Esq. – Attorney General's Office
Monroe Eads
Jim Eads

The Board of Professional Surveyors convened at its Charleston, WV office. Chairman Sefton Stewart called Board meeting #350 to order at 10:07 a.m., and the following actions were recorded.

A. Approval of Minutes

Upon motion of Gary Facemyer and second by James Rayburn, the Minutes of September 23, 2025, and October 15, 2025, meetings were approved as presented. Motion carried.

B. Guest

Monroe Eads and Jim Eads presented court findings and asked the Board to consider in executive session.

C. Anthony Eates, Esq. – Office of the Attorney General

Mr. Eates provided information on the role of the Board's legal counsel.

D. Executive Session

Upon motion by James Rayburn and second by Gary Facemyer, the Board entered Executive Session at 11:45a.m. to consider disciplinary matters pursuant to W. Va. Code §30-13A-5. Motion Carried.

Upon Motion of Douglas McElwee and second by Gary Facemyer, the Board came out of Executive Session at 12:35 p.m. for lunch. Motion carried.

Upon Motion of James Rayburn and second by Gary Facemyer, the Board entered Executive Session at 1:05 p.m. to consider disciplinary matters pursuant to W. Va. Code §30-13A-5. Motion Carried.

Upon motion of Gary Facemyer and second by James Rayburn, the Board came out of Executive Session at 2:12 p.m. and made the following actions part of the record:

C24-02: Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to close this complaint as the licensee completed the terms of the Consent Order Agreement. Motion carried. Executive Director will notify the Licensee.

C24-07: Upon motion of James Rayburn and second by Gary Facemyer, the Board determined that the Consent Order was signed by the Licensee and the Board Chair. The Licensee has six months to complete the terms of the Consent Order Agreement. Motion carried.

C24-06: Upon motion of James Rayburn and second by Gary Facemyer, the Board agreed with Investigative Report and voted that there was Probable Cause and will move forward with Statement of Charges and a Hearing. Motion carried.

Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to table all other complaints at this time. Motion carried.

E. Exams

Executive Director provided a list of exam candidates for the December 5, 2025, WV State-Specific Exam. Sefton Stewart and James Rayburn will proctor the exam. Gary Facemyer will be the alternate.

The Board decided to schedule next exam at the December 16, 2025, meeting.

The Executive Director provided the board members with NCEES Spring 2026 Exam Changes.

The Board reviewed E. Triplett's exam and checked the results again. Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to accept the grade as is. Motion Carried.

The Board re-evaluated C. Johnson's transcripts. Upon motion of James Rayburn and Gary Facemyer, the Board voted that the candidate was deficient twelve hours in survey-related courses. Motion carried.

F. Financials

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

Beginning FY 2026 Cash Balance	\$169,828.16
Total Revenue Year to Date	\$43,350.00
Total Disbursements Year to Date	\$77,521.18
Ending Cash Balance October 30, 2025,	\$135,656.98

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

Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to accept the WVBOPS P-Card Policy and Procedures as presented by the Executive Director. Motion carried.

Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to ratify the October 2025 P-Card charges. Motion carried.

Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to discontinue Board member state email addresses and use of private server. Motion carried. Executive Director will notify the WV Office of Technology.

G. Licensing / PDH / COA

The Executive Director reported that COA online renewals were open. First Renewal notices will go out November 14, 2025.

The Board reviewed the Special Supervision Application question. The Board requested that the Executive Director contact Mr. Barry and get more information on the intent.

The Executive Director provided the Board with a list of FY 2026 new Licensees and COAs.

H. Database / Website

The Executive Director reported that Verifications will be the next step with the database.

The Executive Director reported that the new website was active, and information was being updated as time permits.

I. 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.

J. Upcoming Events

P-Card training November 17-18, 2025 (Sara)
WV State Specific Exam December 5, 2025
Board Meeting December 16, 2025, 10:00 a.m.
Hearing January 23, 2026
WVBOPS CE Event May 29, 2026

K. Other

Executive Director reported that PERD audit was ongoing.

The Complaint Investigators will meet December 5, 2025, at the Board office.

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 4:00 p.m.

We certify that this is a true copy of the Minutes of the West Virginia Board of Professional Surveyors for November 12, 2025.



Chairman



Secretary



Recorder

12/16/2025

