

STATE OF WEST VIRGINIA
BOARD OF PROFESSIONAL SURVEYORS
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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

Agenda - Meeting #349
West Virginia Board of Professional
Surveyors Charleston, WV
October 15, 2025 - 10:00AM

A. Call to Order

B. New ED Introduction

C. Approval of Minutes

August 6, 2026

September 10, 2025

D. Executive Session §6-9A-4(b)(7)

Consent/Supervisory Agreement Progress

*C24-06

C22-05

*C25-08, C25-09

C22-06

*Call regarding complaint being
dropped

C23-05

WVU Letter

E. Exams

Discuss State Specific Exam

Approve Successful WV State Exam Candidates

Discuss applications and review

F. Financials

Discuss discontinuing Stamps.com

Financial Report

Returned Check Pictometry

G. Licensing / PDH / COA

Discuss retirement requests

Discuss renewals (COA and Licensure) and how to move forward with process

H. Database and Website

Big Picture Weekly meetings – COA renewal active by November 1

Discuss COA Numbers – Big Picture Suggestion

Licensure – Next to go live

Verifications – more accurate after renewals go live with Big Picture

Tyler Tech meeting October 28, 2025 – website update

I. Upcoming Events

Begin Planning CE event for June

Schedule WV State Specific Exam Dates (Jan, Apr, July, Oct)

Chapter 30 Seminar Meeting November 6, 2025 (Sara and Sefton)

P-Card training November 17-18, 2025 (Sara)

J. NCEES

Updates

Zone meeting dates

K. Other

PERD Audit Update

Discuss remaining office cleanup – Delegate duties

Schedule next complaint meeting and Board meeting

Office hours – vacation time

NOTE: Meetings will be Noticed five (5) business days in advance. The Agenda will be available 3 business days in advance. New agenda items may be added up to two (2) business days in advance. The Agenda will be available at the Board Office. The Board reserves the option to reorder the Agenda items at the beginning of the meeting.