

STATE OF WEST VIRGINIA  
BOARD OF PROFESSIONAL SURVEYORS  
1124 Smith Street, Suite 1200, Charleston, West Virginia 25301  
Telephone (304) 558-0350  
Website: www.wvbps.wv.gov Email: wvbps@wv.gov



**Sefton R. Stewart, P.S., CHAIRMAN**  
**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**

**Tuesday, December 16, 2025, 10:00am**

**Board Meeting #351 Minutes**

**Board Members in Attendance were:**

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

**Others in attendance were:**

*Sara B. Short – Executive Director*  
*JoAnne Vella, Esq. – Legal Counsel*  
*Earnest McCarty, PS – Investigative / Complaint Team*

The Board of Professional Surveyors convened at its Charleston, WV office. Chairman Sefton Stewart called Board meeting #351 to order at 10:04 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 November 12, 2025, meeting were approved as presented. Motion carried.

**B. Executive Session**

Upon motion of James Ryaburn and second by Gary Facemyer, the Board entered Executive Session at 10:05 a.m. to consider disciplinary matters pursuant to W. Va. Code §30-13A-5. Motion Carried. Present were Joanne Vella, Esq., Earnest McCarty, PS, Sefton Stewart, PS, Gary Facemyer, PE, PS, James Ryaburn, PS, and Sara Short.

Upon Motion of James Rayburn and second by Gary Facemyer, the Board came out of Executive Session at 12:02 p.m. and made the following actions part of the record:

C24-06: Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to move forward to hearing. Joanne is working on charges and hearing dates. Motion carried.

C25-08: Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to dismiss complaint. Motion carried.

C25-09: Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to dismiss complaint. Motion carried.

C25-u: Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to open this complaint and assign it C25-21 and C25-22. The Board will request information from the surveyor. Motion carried.

C25-v: Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to open this complaint and assign it C25-22. The Board will request information from the surveyor. Motion carried.

C26-02: Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to move to statement of charges and consent. Motion carried.

C26-h: Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to open this complaint and assign it C26-08. The Board will request information from the surveyor. Motion carried.

C26-k: Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to open this complaint and assign it C26-09. The Board will request information from the surveyor. Motion carried.

C26-l: Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to dismiss complaint. Property dispute. Motion carried.

C26-m: Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to open this complaint and assign it C26-10. The Board will request information from the surveyor. Motion carried.

C26-n: Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to open this complaint and assign it C26-11. The Board will request information from the surveyor. Motion carried.

**C. Exams**

Executive Director provided results for the December 5, 2025, exam, six out of eight candidates passed.

The Board decided to schedule next exam for February 6, 2026, at the Board office.

The Board re-evaluated the education requirements of L. Whetzel. Upon motion of James Rayburn and second by Gary Facemyer, the Board voted that the candidate did not meet the academic requirements at this time. Motion carried. Executive Director will notify applicant.

**D. Financials**

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

Beginning FY 2026 Cash Balance	\$169,828.16
Total Revenue Year to Date	\$60,330.00
Total Disbursements Year to Date	\$90,451.91
Ending Cash Balance October 30, 2025,	\$139,706.25

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 WVBPS Financial Internal Control 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 November 2025 P-Card charges. Motion carried.

Upon motion of James Rayburn and second by Gary Facemyer, the Board voted to purchase a new computer for the executive director for no more than \$2500.00. Motion carried.

**E. Licensing / PDH / COA**

The Executive Director reported that 197 COAs had renewed their COA using the online renewal system. Weekly reminders are being emailed to COAs who haven't renewed.

The Board reviewed the Special Supervision Application clarification for J. Barry. Upon motion by Gary Facemyer and second by James Rayburn, the Board voted that no special supervision application is needed. Motion carried.

The Board reviewed the late fee waiver request for COA 6045. Upon motion of James Rayburn and second by Gary Facemyer, the Board voted not to waive the late fees. Motion carried. Executive Director will notify the COA.

The Board reviewed the retirement request of G. Phillips. Upon motion of Gary Facemyer and second by James Rayburn, the Board voted to approve the retirement request. Motion carried.

**F. NCEES**

Executive Director will submit the 2026 NCEES Zone Meeting Funded Delegate Selection: James Rayburn, Sefton Stewart, and Gary Facemyer will attend with the executive director, May 14-16, 2026 in Columbus, OH.

**G. Upcoming Events**

Hearing January 23, 2026

WV State-Specific Exam February 6, 2026

Board Meeting February 18, 2026

WVBOPS CE Event May 29, 2026

**H. Other**

Lantz G. Rankin, PS, submitted resignation letter November 3, 2025. Board will contact society and Governor's office to get vacancy filled.

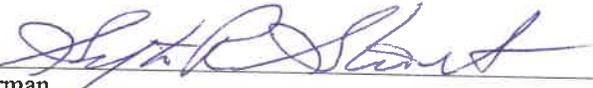
Executive Director reported that PERD audit draft was released, and Board response was submitted. Exit meeting was on December 9, 2025, and was attended by Sefton Stewart, James Rayburn, and Sara Short. Board is waiting for Post Audit Review date. James Rayburn will attend the Post Audit Review with executive director.

The Complaint Investigators will meet on December 19, 2026, at the Board office.

Next Board meeting is scheduled for February 18, 2026

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 1:02 p.m.

We certify that this is a true copy of the Minutes of the West Virginia Board of Professional Surveyors for December 16, 2025.

  
Chairman

  
Secretary

  
Recorder

2/18/2026

