**Date:** June 1, 2022

**Time:**  11:00 a.m.

**Location:**  1100 Eutaw Street

 5th Floor Conference Room

Baltimore, MD 21201

**Joining Info:** Access Using Video Conferencing

 meet.google.com/tth-pvdx-sbf

 Join by phone

 (US) +1 352-608-0121 (PIN: 767512793)

**Members Present:**

John V. Mettee III, Chair, Land Surveyor

Thomas M. Orisich, Land Surveyor

 Jeanne L. Nebre, Land Surveyor

 T.J. Frazier, Land Surveyor

 Derrick McLaughlin, Consumer Member

**Labor Officials & Staff Present:**

Zevi Thomas, Executive Director

Raquel M. Meyers, Assistant Executive Director

Milena Y. Trust, Board Counsel

Danielle Anderson, Web Content and Outreach Coordinator

**Absent:** Tammy Rollins, Consumer Member, Vice Chair

**Others Present:** Paul Ewell, MSS, President Elect

**CALL TO ORDER**

Chair, John V. Mettee, III, called the Business meeting of the Maryland Board for Professional Land Surveyors to order at 11:10 a.m.

**APPROVAL OF THE MINUTES**

The members of the Board reviewed the Business minutes held on May 4, 2022. Motion (I) was made by Mr. Orisich, seconded by Ms. Nebre, and unanimously carried by the Board to approve the minutes with corrections.

**CORRESPONDENCE**

Ms. Trust stated that correspondence was forwarded from the Board for Professional Engineers. The correspondence was sent by Justin Morceri, Managing Engineer regarding a professional engineer being able to seal topographical and/or boundary surveys. In accordance with Md. Code Ann. Bus. Occ. & Prof., §15-101 (k) practice of land surveying defined as the purpose of determining reporting positions, topography, areas, and volumes. Mr. Orisich stated the answer to this question is no. Ms. Trust stated in Maryland the gentleman cannot be the responsible in charge of a boundary survey, and regarding topographic surveys, only if they are instrumental to the design.

**NEW BUSINESS**

Mr. Mettee inquired about the update of the application forms. Mr. Thomas stated that the forms have been updated and the applications can be found on the website. Mr. Mettee; however, stated the applications are not always interactive. Mr. Frazier suggested staff should return applications that did not check which section of the law they are applying under before the committee reviews it. In addition, all applicants should submit forms 1 and 3. Mr. Mettee suggested placing these instructions on the website. Ms. Trust suggested the language states the *applicant should read the law prior to applying for the application*. Mr. Thomas agreed to update the application forms and website.

Mr. Mettee inquired if all NCEES as a funded delegates received their invitation. All members of the Board confirmed receiving notification from NCEES for this year’s annual meeting.

**OLD BUSINESS**

Mr. Frazier informed he and Ms. Nebre followed up about the Transportation Research Board. He reported that they do not issue certificates.

Mr. Orisich asked about the definition of *qualifying activity* in the regulatory Concept submitted for approval. Ms. Trust stated this is directly from the law and planimetric features fall under topography. Ms. Trust will delete language about the Transportation Research Board. Ms. Nebre asked where it states *authoritative*. Ms. Trust stated *authoritative* is found in section B (3). Ms. Trust mentioned it is not used in the regulations and instead used to produce non authoritative work. After a brief discussion, Mr. Mettee asked that the Board wait to receive feedback from stakeholders before modifying the language any further.

Mr. Frazier asked about the dates for the Fall Conference. Mr. Ewell stated the Fall Conference is scheduled for October 19 - 22, 2022. Mr. Mettee asked if there will be a general membership assembly. Mr. Ewell stated the next opportunity would be the conference. Mr. Orisich suggested once regulations are posted in Maryland Register to notify Maryland GIS Committee.

**EXECUTIVE DIRECTOR’S REPORT**

Mr. Thomas thanked Ms. Trust for her assistance with the regulatory concept sheet. The document was signed by Commissioner Morgan and forwarded to the Office of the Secretary. He also mentioned that the department will be recruiting for a new candidate to fill the position of Board Administrator for this Board in the coming weeks. Mr. Thomas introduced the new Web Content and Outreach Coordinator, Danielle Anderson. Ms. Anderson is looking for new content for the Board’s web page. Mr. Mettee suggested Ms. Nebre and Mr. Frazier assist with future By Design newsletters. He suggested they provide information about the application process and how to put an application together in an upcoming issue of the newsletter.

**BOARD COUNSEL’S REPORT** – None.

**MARYLAND SOCIETY OF SURVEYORS**

Mr. Ewell informed MSS had a general membership meeting. Mr. Frazier attended the meeting and talked about topics the board is working on. He stated they discussed the *right of entry.* Mr. Ewell stated that they are trying to get this law passed in Maryland.

Mr. Ewell informed Mr. James Whitehead teaches courses for MSS. He will be replaced by Mr. William “Bill” Bower. Mr. Mettee asked if he would be taking over the same subject matter, and Mr. Ewell confirmed this. Mr. Frazier mentioned he is a licensed professional engineer and land surveyor. He also stated that MSS is the approved provider, and the Board does not approve courses but providers. There is no approval required by the Board.

Mr. Orisich asked about the Chesapeake event. Mr. Ewell mentioned the annual Fall Conference in Ocean City will take place at the Princess Royale Hotel. Mr. Mettee asked about the board’s potential involvement. Mr. Ewell stated this topic will be discussed in the near future. He agreed to keep the Board informed.

**APPLICATIONS FOR REVIEW**

Mr. Mettee stated applications reviews are underway.

**EXECUTIVE SESSION** – None

**COMPLAINT COMMITTEE REPORT**

Mr. Orisich presented the Complaint Committee Report.

04-LS-20 Waiting on the result of the court case. Scheduled September 2022.

12-LS-22 Investigating. Requesting response from Surveyor.

14-LS-22 Investigating. Needs a signed Complaint.

15-LS-22 Investigating. Need further evidence from the Complainant.

Mr. Orisich stated the Committee received correspondence from the West Virginia Board regarding a potential sanction. The question was raised if the licensee were to be sanctioned does the board automatically revoke and take action based on another state’s decision. Ms. Trust stated the board can take action if the violation would be considered a violation in this state also. She further explained if justified by this Board to take action, the individual could be given an opportunity for a hearing.

Motion (II) was made by Ms. Nebre, seconded by Mr. Frazier, and unanimously voted to approve the Complaint Committee Report.

**OTHER BUSINESS**

The next Board meeting is on July 6, 2022.

**ADJOURNMENT**

 There being no further business to discuss, Motion (III) was made by Mr. Orisich, seconded by Mr. Frazier, and unanimously carried by the Board to adjourn at 12:10 p.m.

Approved: \_\_\_\_\_\_ without corrections \_\_\_\_\_\_\_ with corrections

 Signature on File

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John V. Mettee III, Chair

Date: \_\_\_\_July 6, 2022\_\_\_\_\_\_\_\_\_\_\_\_\_\_