



**BOARD OF EXAMINERS FOR LAND SURVEYORS  
500 JAMES ROBERTSON PARKWAY  
NASHVILLE, TENNESSEE 37243  
615-741-2241**

**Meeting Minutes for February 16, 2023  
First Floor Conference Room 1-B  
Davy Crockett Tower**

The Tennessee Board of Examiners for Land Surveyors met on February 16, 2023, and the following business was transacted:

**BOARD MEMBERS PRESENT:** Jay Caughman, Jackie Dillehay, Gary Clark, Kevin Martin

**BOARD MEMBERS ABSENT:** None

**STAFF MEMBERS PRESENT:** Glenn Kopchak, Megan Maleski, Alexandria Griffey, Erica Smith, Stuart Huffman

**CALL TO ORDER / ROLL CALL / NOTICE OF MEETING**

Jay Caughman called the meeting to order at 9:00 am and Director Glenn Kopchak took roll call.

**AGENDA**

Gary Clark made a motion to adopt the agenda. This was seconded by Jackie Dillehay. The motion passed by unanimous voice vote.

**MINUTES**

Jackie Dillehay made a motion to adopt the minutes from November 17, 2022, as written. This was seconded by Gary Clark. The motion passed by unanimous voice vote.

**PROFESSIONAL SOCIETY REPORT**

Jimmy Cleveland from Tennessee Association of Professional Surveyors (TAPS) gave a brief update to the board. Mr. Cleveland reported they are preparing for an upcoming conference, scheduled for 2 – 4 March 2023. He further mentioned they are monitoring upcoming legislation regarding notifications of adjoiners, along with the use of drones by state agencies and how that will impact consultants working for those agencies. Lastly, Mr.

Cleveland stated at the next TAPS conferences, interviews will be conducted for purposes of submitting a nominee or referral for the upcoming board member vacancy.

## EDUCATION REPORT

Course Provider	Course Number	Course Name	Hours
HalfMoon Education	1086	The New 2021 Minimum Standards for ALTA	3
HalfMoon Education	1128	2021 Minimum Standards for ALTA/NSPS Land Title Surveys	4
Lucas and Company	1129	What Went Wrong V	1.5
Lucas and Company	1130	Brown's Dilemma II	1.5
HalfMoon Education	1131	Highway Surveying Best Practices	6
HalfMoon Education	1132	Deep Dive into Flood Insurance Reform: Risk Rating 2.0	2
Lucas and Company	1133	Ethics XXI	1.5
Lucas and Company	1134	Deeds, Conveyances and Boundaries	7.5
Lucas and Company	1135	Title Insurance and Boundary Surveys	6.5
Lucas and Company	1136	Ethics XXII	1.5
NorthEast Chapter of TAPS	1137	Dendrology	4
NC Society of Surveyors	1140	Tree Identification	2.5
NC Society of Surveyors	1141	NC (& surrounding states) Geodetics Updates	1.5
NC Society of Surveyors	1144	Ellicot's Rock Surveyors Footsteps	2
NC Society of Surveyors	1145	Field Tips and Tricks	2
NC Society of Surveyors	1146	Data Management	1

NC Society of Surveyors	1147	State of Surveying in North Carolina	1
NC Society of Surveyors	1148	Drone Investment	1
NC Society of Surveyors	1149	Trust and Verify	1
NC Society of Surveyors	1150	Railroad resources	1
NC Society of Surveyors	1151	RTK, GPS techniques and tricks	1
Surveyors Educational Seminars	1152	Courtroom Preparations and Testimony	4
Surveyors Educational Seminars	1153	Deeds and Descriptions	4
Surveyors Educational Seminars	1154	Prescriptive Easements Like You've Never Seen Them	4
Surveyors Educational Seminars	1155	Property Boundaries vs. Regulatory Authority	4
Lucas and Company	1156	Boundary Establishment VII	1.5

Gary Clark made a motion to adopt the education report. This was seconded by Jackie Dillehay. The motion passed by unanimous voice vote.

### **ELECTION OF OFFICERS**

Jackie Dillehay made motion to nominate Gary Clark as Chairman of the Board. This was seconded by Jay Caughman. Jackie Dillehay made a motion to nominate Jay Caughman as Vice Chairman. This was seconded by Gary Clark. Both motions passed by unanimous voice vote.

### **DIRECTOR'S REPORT**

#### **Budget Report**

Director Kopchak summarized that the months of October through November were a non-renewal period, which will run a deficit through the end of the year.

## **LEGAL**

### **Legal Report** (Presented by: Erica Smith)

1. 2022031991  
Respondent:  
License Status: ACTIVE  
First Licensed: 2/13/2022 Expires: 12/31/2023  
Disciplinary History: None

Complainant filed a complaint alleging they have been waiting for Respondent to stake their property after surveying it. Complainant alleges they have contacted Respondent several times over several months and filed this complaint to obligate Respondent to set the pins. Respondent has since set the pins and resolved the issue immediately. Respondent explains this job took longer than most but explains why. Respondent states Complainant is on the road a lot with their job adding to the delay. Complainant had originally contacted Respondent to divide the property into 2 lots, which Respondent did. The configuration of the lots was changed twice, which took time because Respondent had to wait until Complainant had a window of time to be in town and look at the layout. Once Complainant was happy with the layout, it took longer to get planning approval than expected. Complainant then picked up the final plats and then Respondent had to make changes to the plats. Respondent notes when it was time to set the 3 pins, Complainant forgot to remind Respondent as originally agreed upon due to Complainant's schedule, and at no time did Complainant express to Respondent that they were unhappy. Complainant had originally indicated there were no time restraints and they were in no hurry. There does not appear to be any violations and Counsel recommends dismissal.

Legal Recommendation: Dismiss

BOARD DECISION: Dismiss

### **Agreed Citation Schedule**

Director Kopchak introduced the standardized agreed citation, letter, and guidelines, which assesses a one hundred dollar (\$100) fine for all those licensees who fail to produce the required CE certificates during an audit. The board made one amendment to identify the renewal period in which the licensee violated. Gary Clark made a motion to approve the agreed citation, letter, and guidelines with the amendment. This was seconded by Kevin Martin. The motion passed by unanimous voice vote.

**NEW BUSINESS**

Jay Caughman noted that the pre-approved qualifying education course lists are being updated and that this list would thereby be intended to expedite some approvals and aid them in their reviews but could not be considered an exhaustive list or policy.

Mr. Cook approached the board regarding his reciprocity application and the educational requirements. Director Kopchak informed Mr. Cook that due to him not being on the agenda for the February board meeting, his application was not readily available. Mr. Cook was informed to send his supporting paperwork to Alexandria Griffey or Director Kopchak.

Jackie Dillehay made a motion to approve 1 hour for PDH. This was seconded by Kevin Martin. The motion passed by unanimous voice vote.

**ADJOURNMENT**

Jay Caughman adjourned the meeting at 9:50 a.m.