

Survey Advisory Board Meeting Minutes (DRAFT)

December 9, 2015

8:00 a.m. to 3:00 p.m.

The Conference Center at Seattle-Tacoma International Airport

17801 International Blvd., Seattle, WA 98158

Board Members Present:

Tim Kent, PLS, Rural, Chair

Walt Dale, PLS, Urban

Bruce Dodds, PE/PLS, Multi-Discipline

Steve Palmen, PLS, Government

Not Present: Martin Paquette, PLS, Education

Staff Present:

Pat Beehler, PLS

Kris Horton, PLS

John Gasche, LSIT

Guests:

Rose Johnson, Pierce Co. Auditor's office – Auditors Recording Committee Liaison

Jill Munns, Pierce Co. Auditor's office – Auditors Recording Committee Liaison

Mel Garland, PLS, LSAW liaison

Paul Galli, PLS, WCCS liaison

Kevin Carlascio - guest (WSDOT)

Jason Rinehart – guest (Yakima County)

Rick Dickman – guest (IRWA)

Jim Wengler – Board of Registration (brief attendance)

Aaron Blaisdell – Board of Registration (brief attendance)

Michael Villnave – Board of Registration (brief attendance)

Chair Tim Kent called the meeting to order at 8:16 a.m.

The minutes of the August 12, 2015 meeting were unanimously approved with changes provided to Kris Horton by James Wengler (BOR).

Monument Protection

John reported that 100 Permit applications and 26 Completion Reports were received and processed from Aug. 7, 2015 to Dec. 8, 2015. He noted that there is an ongoing issue with the coordinate information being provided, and he is working with the applicants when there is an issue. He also reported that the first Permit application was received by Thurston County.

Walt noted that there is short notice from the contractors to the surveyors concerning when a monument is in danger of being destroyed or removed.

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Mel asked for a breakdown between the number of applications received by private surveyors vs. county/city/WSDOT.

Paul asked how many Permit applications we thought we should be receiving. Kris said at a minimum 500 and Walt said at least over 1000.

Kris and John reported that they're still working with the County Engineers concerning the chip-seal MOU. Steve said he would be discussing the WSDOT chip-seal MOU with WSDOT on Dec. 10, 2015. John is going to be involved with that discussion.

John will do a "Did you know article?" article about calling in for Permit approval.

Report from Auditor's Recording Committee liaison to the SAB

Jill reported about the blue notary stamp on survey maps. She contacted the DOL and asked if they would add a note on their notary website, and they declined to add the note.

Some of the recording offices have questions about collecting the map fee on BLA's, Lot Consolidations and Lot Combinations. Not all counties/cities have anything except an approval that may/may not be recorded. Does the fee apply to it? There was much discussion about all the different forms of BLA's used. *The outcome is that if there is a map (of any kind – sketch, assessor's map, etc.) then the fee applies.*

Kris reported that she met with Russell Wood and Terry Badger from State Archives, on Nov. 30, 2015 about storage of survey maps. Archives will find out from their regions what survey records they have from each county. That can then be compared to what the PLSO has, and then the counties can be asked to fill in the "gaps". The idea is to get complete sets of survey records in Archives and the PLSO and then to make sure they are archival quality scans/images. For now, they will concentrate on records from 1973 – current.

PLSO Website

Kris reported that she is still working at getting the needed information onto the PLSO website. Changes and updates will be happening for the next six months, likely.

LSAW Liaison to the SAB – Mel Garland

Mel reported that there was a Board of Trustees meeting on November 7, 2015. It was agreed to provide funding for lobbying for monument preservation funding that is being worked on by a joint LSAW & WCCS committee.

LSAW is working on amending the bylaws.

LSAW refresher courses are online only and are videos of last year's class rooms. They are looking into more professional video classes.

The annual LSAW conference is March 2-4, 2016 at Tulalip Resort.

WCCS Liaison to the SAB – Paul Galli

Paul reported that there were some questions from WCCS members about the chip-seal MOU. Why this, rather than non-compliance of other things? They feel that most counties are doing what they could do for monument preservation. There was discussion about bringing monuments to the surface and Kris clarified that it is not a requirement of the MOU. The counties are being asked to just keep visible (after chip-seal) the monuments that are already visible. She knows that the counties to not have it in their
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budgets to bring all buried monuments (in the county road right-of-ways) to the surface. That brought on discussion about the monument preservation fund committee. WCCS wants more local control of the funds.

Liaison to Auditors Recording Committee – Walt Dale

Walt talked to Vicky Dalton (Spokane County Auditor) and she is still working on the maps portion of the new Recording Manual. Kris presented Vicky's "wish list" version of the checklist form WAC 332-130-050. She asked that if the checklist gets updated, that the input from the recording offices be considered.

Affidavits of Minor Correction (AMC) of a Survey Map

At the last SAB meeting (August 12, 2015) the Board unanimously voted that AMCs should no longer be accepted to amend a survey map, as they do not comply with WAC 332-130-050(3). After that meeting, Kris sent out a notification through the SAB/PLSO Listserv about the decision. It was also picked up and sent out via LSAW and WCCS. Since then, Kris has been frequently contacted with questions from surveyors that are unsure of what to do to amend a minor error on a survey map that was approved with signatures by the owners and the county/city. Recording offices were also contacting her for clarification on what is/is not acceptable. Kris asked the SAB to clarify the actions/steps that should be taken (would be acceptable to meet the WAC) to correct any survey map – Plat, SP, BLA, etc. The Board members and others in attendance offered much input and then the Board members advised the following:

- If it is a Record of Survey then follow the requirements in WAC 332-130-050(3) to amend the survey, no matter what the error
- If it is a Plat, SP, LL, BLA, etc. and it is a minor error (misspelling, etc.) then do a Record of Survey amending the erroneous information. Make sure all laws (RCW/WAC/County & City Codes) are complied with. *Suggestion: Check to see if it would require a signature from the county/city stating that they are aware of the amending survey and that it complies with county/city codes and does not change the Plat, SP, LL, BLA in a way that would affect development.*
- If it is any change to the Plat, SP, LL, BLA, etc, that is other than a minor error then go through the amending process with the county/city.

Kris will sent out an updated notice via the SAB/DNR Listserv and to the Auditors.

Map Recording Fee

Pat touched on the correspondence he had with Pierce County Planning Dept. concerning collecting the map fee for Lot Combinations. They didn't think the fee applied. Pat notified them that since a map is required, then the fee would be collected.

The new fee (\$64) has been collected since August 2015 and the PLSO is starting to see the revenue reflected in the 02A account (surveys and maps account).

Rule Making

These items were discussed for rule making:

Revisions to WAC 332-130:

Walt brought up the draft revision of WAC 332-130-050 that Ron Torrence presented before he retired from the Board. Walt had some comments on the changes. He wanted to know what can be modified. If it ties in the RCW, then the Board would have to work with the BOR. RCW changes would have to be pushed by LSAW, WCCS, Auditors, etc. Then, DNR can process WAC changes. Walt stated that 1992 was the most current revision of RCW 58.09. Time asked if LSAW would support changes. Mel said that if BOR and SAB went to LSAW leaders, then they might proceed. First step would be for the SAB members to look at what should/could be changed in WAC 332-130-050 (also looking at RCE 58.20 & 58.22). Second step would be for the SAB to present the research and changes to the LSAW president.

Accuracy Standards for a Traverse (Field Traverse Standards) (WAC 332-130-090):

Martin and Walt have not had time to work on this. Walt asked if everyone really had access to an adjustment software?

Topographic Standards RCW 58.24.040(1):

Bruce and Walt put together a draft checklist of what should be on a Topographic Survey and presented the checklist for review and comments. Bruce explained that Item #5 “Underground Utilities Information (if any)” was on the checklist since some topographic maps show an approximate location of utilities.

Tim suggested having a few survey companies use the checklist and get them to provide feedback to the SAB. It was decided that Board members would collectively provide the names of 10 survey companies to “test” the checklist.

Mel suggested having certain sections of WAC 332-130-050 on the checklist to make sure there is clarity and legibility of the map.

Bruce will clean up the checklist and Kris will sent it out to the “test “survey companies.

“Did you know?” articles

Kris posted Steve’s “Did you know?” article via SAB/DNR Listserv on August 27, 2015. Paul’s article will be ready to post out later this month (Dec. 2015).

PLSO Update

Kris reported the Public Land Survey Office moved to 801 88th Ave SE, Tumwater in November. Notices were sent out a month prior to alert surveyors to the change in location. Kris said that between the move and holidays in Nov & Dec, production is impacted for at least one to one and a half months. There have been personnel changes in the PLSO since the last SAB meeting. Laurie Owen (scanning/imaging specialist) is retiring the end of December 2015 and her successor, Lynn McCauley, is double filling the position for two months for training. Lynn’s first day in the PLSO was November 2, February 15, 2016 Draft #1

2015. With the additional funding, a position left vacant when Ted Smith retired in 2013 was reallocated to an Engineering Aide 3 (EA3) and was filled by new hire Jeff Hoheisel who started at the PLSO on November 2, 2015. Longtime PLSO EA3 employee, Doug Popwell, left the PLSO in September 2015 and his position was filled by Ryan Tessier. Ryan had worked in the PLSO from 2008 -2011 as an EA3 so very little (re)training is needed for him.

It was suggested by a Board member that Kris talk to the BOR (Michael Villnave?) about DNR getting a page/space for an article in the Board Journal (BOR). It was suggested that Kris look into being a speaker at the Idaho surveyors conference this, or next, year. It was also suggested that Kris contact local chapters of the Oregon surveyors association to be a speaker at their meetings – concentrate on chapters near the OR /WA border.

Kris reported that Steve O’Hearne gave some Nils Rohnovde records to the PLSO in September 2015.

Bruce Dodds also gave the PLSO records from 1949-1976 on a disc.

Pat reported that USGS Quad Maps are no longer available at DNR (sold by the PLSO). He is providing a full set to each of the DNR Regions, then the remaining maps will be going to State Surplus.

Update on DNR Presentations:

Kris will be presenting at the LSAW annual conference in March 2016. Kris and John will be visiting Bellingham in February to attend the local Monument Preservation meeting. They will also attend and present at the LSAW Northwest chapter meeting and will stop by the Whatcom County recording office to introduce themselves.

Kris and Pat have been asked to attend, and present at, the Auditors Recording Conference in March. No details on that yet.

New Items

UAVs: Walt reported that a licensed pilot must be used for commercial use. C.R.A.B. purchased a UAV and are going around to the counties and showing them how it works.

URISA: Walt was not able to attend or get any information on it.

Jim Wengler and Aaron Blaisdell from the Board of Registration sat for the last half hour of the meeting. Mel suggested that both Boards put it on their agendas that they meet together for at least an hour following the lunch break. Jim and Aaron agreed to that and will work with Kris on that.

Jim and Aaron were brought up to date on the AMC/Amending a Map issue. They agreed with the SAB decisions/suggestions on how to handle it.

Good of the Order

Tim would like to continue on the Board, if the Commissioner of Public Lands agrees. Tim’s current term is set to expire in July 2016. Pat will check into it.

Next Steps

The next meeting of the SAB will be in April. The location is not yet determined. (Update: Since this meeting, it has been determined that the next meeting will be April 19, 2016 at the Olympia Red Lion.)

Suggestions

Steve asked that all topic attachments be sent out to attendees, with the Agenda (or at least right before the meeting) and that they also be sent out via the SAB/DNR Listserv.

Paul asked that any feedback from his “Did you know?” article be sent to him.

Rick suggested that it might be good to have a liaison to the International Right of Way Association (IRWA).

Assignments

- SAB Members:
 - Martin & Tim: Research what other states are doing in regards to field traverse standards
 - Bruce: update Topographic Survey checklist, give to Kris
 - Provide names of “test” companies for the Topo checklist
 - Look at what should/could be changed in the WAC and impact on other WAC and RCW’s. Present the information to the LSAW President for backing on getting the changes done.

- Kris will
 - Work with BOR to get one hour of joint meeting time immediately following lunch
 - Work on Monument Brochure
 - Contact Idaho & Oregon surveying associations for outreach/education purposes
 - Send draft Topographic Survey checklist to “test” companies
 - Send out updated notice about amending a survey map
 - Send invitation to IRWA to attend the SAB meetings (liaison)
 - John Gasche to work at providing at breakdown of Permits – private/County/City/WSDOT

- Did you know? Article assignments:
 - Bruce & Martin: Applicability of WAC 332-130
 - Kris: Scanning (map legibility)
 - Kris & Casey: Notary ink color
 - Tim: Transfer of Death Deed
 - Walt: UAV mapping impact/considerations
 - Mel: Local Jurisdiction control of mapping
 - Bruce & Martin: Certificate on all recorded documents
 - Steve: Highway construction monuments - - PART 2
 - John Gasche: Getting verbal approval for a Permit

Meeting Adjourned at 3:00 p.m.