

# Survey Advisory Board Meeting Minutes

April 19, 2018

8:00 a.m. to 2:30 p.m.

Radisson SeaTac

18118 International Blvd., Seattle, WA 98188

## Board Members Present:

Bruce Dodds, PE/PLS, Multi-Discipline, **Chair**

Walt Dale, PLS, Urban

Tim Kent, PLS, Rural

Martin Paquette, PLS, Education

Jon Purnell, PLS, Government

## Staff Present:

Pat Beehler, PLS

Kris Horton, PLS

John Gasche, LSIT

## Guests:

Paul Galli, PLS, WCCS liaison (Cowlitz Co.)

Richard Dickman, PLS, IRWA Liaison (Pierce Co.)

Dan Moehrke, PLS (Guest)

Tom Barger, PLS (Guest)

Sam Mutt, PLS (Guest)

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=Agenda item number

- 1 **Chair Bruce Dodds called the meeting to order at 8:05 a.m.** (*Agenda item #1*)
- 2 The minutes of the October 19, 2017 meeting were unanimously approved. (*Agenda item #2*)
- 3 **Monument Protection** (*Agenda item #3*)
  - a John G. reported that 118 Permit Applications and 18 Completion Reports were processed since the last meeting, which included 776 monuments.
  - b John presented draft copies of an updated Permit Application form for review. There was much discussion and suggestions for changes. There was also discussion about outreach/education to cities, utility companies, contractors, and the public about: survey monument preservation, the Permit, and the costs involved in replacing a survey monument. Bruce suggested talking to counties/cities about putting a  
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line item about protecting survey monuments in the development permits. Bruce noted that the Permit does not happen if it is not in the contract, and/or if the surveyor is not paid to do it. Tom Barger suggested additional outreach to Land Title companies, Right of Way Associations, and Utility Companies.

**4 Report from Auditor's Recording Committee liaison to the SAB (Agenda item #4)**

a A Recording Committee liaison was not present at the meeting. Kris and Pat reported on the increase to the recording fee (\$25) across the state. This is due to changes to the homeless/housing surcharges.

b Walt D. asked that the subject of revising the recording checklist (WAC 332-130-050) be added to the next meeting's agenda. He reminded the board members that the SAB had promised the Auditors that they would work on that revision. All board members agreed to add it to the agenda.

Kris went over some issues the recording offices have with survey map recording. Tim asked about the knowledge level of the recording staff – in regards to survey maps. Sam noted that recording staff are told not to interpret information. There was discussion about who should be checking survey maps against the checklist. There was discussion about promoting a standard graphical index.

**5 LSAW Liaison to the SAB – (Agenda Item #5)**

a Pat B. reported that the Monument Preservation Bill was submitted and favorably received, but there was not enough political backing to go anywhere. It will be resubmitted later in Nov. 2018 for the Jan. 2019 session. Pat B. is asking DNR to be the submitter. He said the committee is working on getting backing from Realtors.

b No report.

**6 Washington Council of County Surveyors Liaison to the SAB – (Agenda item #6)**

a Paul G. reported that there was a WCCS meeting at the LSAW conference, but it's probably not going to happen at the 2019 LSAW conference. He said that the County Road Administration Board (CRAB) is using drones now. They are training county staff on doing topographic work with them. He said there are some privacy issues that have to be looked at. Sam M. is still working on getting county right of way surveys recorded in Snohomish County. Paul G. stated that the next WCCS conference will be in the Ellensburg, Yakima, or Wenatchee area in January 2019.

## Reports (Agenda items #7)

### 7 Public Land Survey Office

a Pat B. reported on the status of the 02A account (Surveys and Maps Account) which is the account that supports the PLSO and Resource Mapping. He noted that the Office of Financial Management requires that a minimum of two month's expenses be in the account.

b Kris H. and John G. reported on the upgrade to WebXtender (online research database) that was finished late February 2018, and that access to the database is now free of charge. Kris H. said that there is a past DNR/PLSO employee (now retired) that has asked to volunteer four hours a week to sort through some of the records collections in the warehouse. The approvals and paperwork should be finalized by the middle of May 2018.

c Kris H. and John G. reported that they created a Records Intake Form that will have to be completed by anyone donating or lending records to the PLSO. A copy of the form is available on the PLSO website. Currently, Kris and John are working on getting records from Rey Escaraz (Hebrank records); Mike Dunphy at DC Surveying (ADA, Armstrong DeGroot (Roats), Ward – Forks); Port Gamble museum (Pope and Talbot). The PLSO is also working with State Archives to receive images of Road files and maps that they will be scanning. Martin P. said he will reach out to Rey Escaraz to help facilitate the donation. Bruce D. said he can go through the records, to help out.

d There was discussion about the LSAW committee on the Affidavit of Minor Correction. Several board members noted that there is already a process in place (WAC 332-130-050(3)) that should be followed. Kris H. gave some examples of the questions she received concerning amending the survey maps that require signatures and approvals (such as Plats, Short Plats, BLAs). There was some discussion about acceptable ways to amend while still complying with laws/requirements.

e(i) Kris H. talked about receiving inquiries from surveyors about the requirement of two signatures on a survey map – one across the stamp and one in the Surveyor's Certificate. She generally emails a copy of the article in the BORELS Journal Fall 2013 that explains the requirements.

e(ii) There was discussion about the continuing overreach of public works/planning departments to have certain elements shown on the final survey map (for a plat, short plat, etc.) that should not be on the final map. These elements are likely to change, which could require amending the map. It was noted that these elements should be on the "working copies" only.

e(iii) Kris H. talked about questions that she gets about what type of monument change would require the recording of a survey map. She responded to such a question, via email, and cc'd the BORELS. The BORELS then chimed in with more clarification. Kris will use that information when replying to future inquiries.

f(i) Kris H. reported that she and Lynn (PLSO staff member) have visited 12 counties so far with plans to visit two more next month (May). That is 14 visits in the first year. It will likely take another two years to visit the remaining 25 counties.

f(ii) Kris H. reported good attendance at her presentation at the 2018 LSAW conference in March. The presentation included updates on the PLSO, records received, and the SAB. Kris also presented on Professional Relationships – particularly with the recording office. The Spokane Co. Auditor and Recording Manager attended the presentation as guests, to answer questions and give input from their perspective. Comments received by attendees were favorable.

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

8 Pat B. said he was waiting to submit the CR-101. Walt D. said he sent a draft copy to Mel G. for comment by LSAW. Walt D. said he would follow up with Mel G. since no comments were received by LSAW.

9 *WAC 332-130-145 (Proposed) Topographic Map Requirements*

*This portion of the meeting attended by Jim Wengler, Aaron Blaisdell, and Ken Fuller from the BOREL, but noted that their comments are their own comments and not those of the collective BORELS.*

Pat B. noted that there were two CR-102s and that the current version of the proposed WAC was included in the meeting packet.

Aaron B. talked about enforcement of the proposed WAC. He asked if it applies to topographic survey maps only, or also any sketches such as maps with topographic elements. He asked, “What is the intent?” He referenced RCW 18.43. Bruce D. noted that it was never clearly explained what the BORELS needs. Aaron B. talked about the need for vertical standards, and the standard of practice vs. the standard of deliverable products. He is looking for the standard of practice. Walt D. talked about the difficulty in setting vertical standards. Jim W. noted that there are some standards out there, and he will email the examples to the SAB. Pat B. noted that this is a separate item (the proposed WAC) from the vertical standards, and asked what the BORELS would like to see changed in this proposed WAC. Jim W. said that he looked at it as though using the WAC when looking at a complaint map, and would send his comments to Kris H. to distribute to the SAB members. The SAB will follow up with a conference call in the next few weeks. Aaron B. will send copies of examples of complaint information to the SAB for reference. Jim W. said they liked the examples given for the required elements. Tom B. said that per LSAW chapter member feedback, vertical standards are needed first. Bruce D. said he felt that standards/needs should be between the professional and the client, and that notes and information on the map should explain what you did (Say what you did!).

10 **State Boundary Line Adjustment Standards.**

Walt D. said he looked up examples of BLA processes from various cities, counties and states. He will send these to the other SAB members. He talked about WAC 458 which talks about the requirement of an Affidavit of Boundary Line Adjustment for taxation purposes. Walt D. asked, “What is the desired outcome of pursuing this?” and “Why does the SAB want to pursue this?” Pat B. said this matters because of all the different BLA requirements, which vary greatly from city to city and county to county. The lack of protection to the public was discussed. There was discussion about how lenders should be

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notified during a BLA process and that many lenders charge to review the proposed BLA and may not approve it. Martin P. noted that this would have to be an RCW, which would be difficult. Jon P. suggested that the SAB come up with a draft “starting point” which would show the common elements – map/sketch, acknowledgements, conveyance, recording; in other words a baseline of requirements. The SAB unanimously agreed to keep this on the agenda. Walt D. suggested a guideline document for surveyors, the public, and counties/cities.

### 11 “Did you know?” articles

There was some discussion about new assignments. It was agreed to distribute the articles via LSAW also.

### extra Definition of “Intelligent Interpretation” (WAC 332-130)

Jon P. wanted to make sure all SAB members were in agreement with Version 4.0 that he had distributed before the October 2017 meeting. All agree, with the change to remove the word “complete”. Jon P. will send the final version to Kris so she can distribute it to the BORELS for review.

### New Items (*Agenda items #14*)

12 There was some discussion about Substitute Senate Bill 6175, which Walt D. had emailed to the SAB members the week before this meeting. This was signed into legislature and will become effective July 8, 2018. This is possibly a replacement of the Condo Act (RCW 64.34 and 64.38). It was noted that there is a national sweep to create continuity/uniformity in the laws concerning common interest properties. There is a new surveyor’s certificate required for Condos. Kris will send a notice about this SSB via the PLSO notification service and send it to LSAW for distribution to their members.

Pat B. handed out information about the WPCS Bill request. It was edited from what was initially submitted through the CR process. DNR is being asked to resubmit the next legislature session. He noted that there is a very informative recording of a webinar available on the NGS website, which explains about the one (1) zone now in Washington State.

### 13 Good of the Order Discussion

It was decided that the next meeting would be Thursday, July 19, 2018 in Spokane, Washington. Walt D. suggested a hotel close to the airport. Kris H. will look into it and finalize the arrangements as soon as possible. Kris H. noted that Walt D. would be the Board Chair starting July 1, 2018. She also noted that Bruce Dodds has been approved by the Commissioner of Public Lands to serve another 5-year term on the SAB.

**Meeting adjourned at 2:17 pm.**

## Assignments

- SAB Members:
  - Tim K. will send his comments concerning changes to the Permit Application form to John G.
  - Martin P. will reach out to Rey Escarez concerning the Hebrank records
  - Walt D. will follow up with Mel G. concerning the updated WAC 332-130-090, Accuracy Standards for a Traverse
  - Walt D. will send his finding concerning BLA standards, to SAB members.
  - Jon P. will email the definition for “Intelligent Interpretation” to send to the BORELS for comments.
  
- Kris will:
  - Add revision of WAC 332-130-050 checklist to the next meeting’s agenda
  - Work on a Power Point to post on the PLSO website, concerning map legibility (with examples)
  - Send out notification concerning SSB 6175
  
- Pat will:
  - Move forward with the new CR-102 for the Topographic Map Requirements.
  - Get CR-101 for Field Traverse Accuracy Standards submitted.
  
- Did you know? Article assignments:
  - Kris: Scanning (map legibility)
  - Mel: Local Jurisdiction control of mapping
  - Bruce & Martin: Certificate on all recorded documents
  - John Gasche: Getting verbal approval for a Permit – common errors
  - Paul G. and Ken Paul: Basis of Bearings
  - Richard D.: Physical Description of a Monument & Chain of History”.
  - Jon P.: Creating a “stand alone” map
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