

Survey Advisory Board Meeting Minutes

DRAFT – not yet approved by the Board

July 19, 2018

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

Ramada Spokane Airport

8909 West Airport Dr., Spokane, WA

Board Members Present:

Walt Dale, PLS, Urban, **Chair**

Tim Kent, PLS, Rural

Martin Paquette, PLS, Education

Jon Purnell, PLS, Government

Bruce Dodds, PE/PLS, Multi-Discipline

Staff Present:

Pat Beehler, PLS

Kris Horton, PLS

John Gasche, LSIT

Guests:

Sam Mutt, PLS, WCCS liaison

Vicky Dalton, Spokane County Auditor, Auditor's Recording Liaison

Melanie Muzatko, Auditor's Recording Liaison (Spokane Co. Auditor's Office)

John Thomas, WA Onsite Sewage Assoc. (Guest)

Duane Zimmerman, PLS (Guest)

Bob Stratton (Guest)

Grant Tolton (Guest)

#

=Agenda item number

1 Chair Walt Dale called the meeting to order at 8:04 a.m. (Agenda item #1)

2 The minutes of the April 19, 2018 meeting were unanimously approved, with a few corrections. (Agenda item #2)

3 Monument Protection (Agenda item #3)

a John G. reported that 75 Permit Applications and 65 Completion Reports were processed since the last meeting (April 19 – June 22), which included 373 monuments. He also reported that the PLSO received the first Chip Seal MOU from a city (City of Lacey).

b August 7, 2018

John said he still needs feedback from the Board Members on the proposed changes to the Permit Application form.

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

a Vicky D. reported that recording fees were raised by the legislature due to increases in the three homeless/housing surcharges. She said that county recording offices only get five dollars of the total recording fee for surveys. She asked that the survey profession let their county commissioners know how important it is to have a well-functioning Auditor's office, so that operating costs can be met. She also reported that the Authoritative Agency Bill that the Auditors have been working on died and wasn't passed/accepted this last legislative session.

b Walt D. had nothing to report.

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

a No report. (A liaison from the LSAW was not present.)

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

a Sam M. talked about how county surveyors need to educate and work with their utility departments in regards to monument preservation. He reported that the WCCS Conference is expected to be in January 2019 in the Ellensburg area. They plan on concentrating on GPS and legal description education.

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. reported that the PLSO has an intern working from June – Sept. 2018. The intern is a student in the Geomatics program out of Bellingham Tech. She is mainly working on scanning older Morford & Mowry field books; Organizing RR images the PLSO received from Pertee; and cleaning up some items in the database. There is also a past DNR/PLSO employee, which is a PLS, that is volunteering 4 hours a week to go through record collections in the warehouse.

c Kris H. and John G. reported Rey Escarez has decided to keep his Hebrank records for now. Bruce said he will do a follow up call to Rey to see if there was some way the PLSO could borrow and scan just the unrecorded maps that are in the file folders. Bruce will keep John G. in the loop.
John is working on following up on other collections. Tim Kent said that Bonneville has records online now, but that they're still working on getting the records for Washington in their online system. Tim will send Kris the link.

August 7, 2018

Tim K. asked how we can reach out to get information on where survey record collections are at. He suggested asking the LSAW Chapter to help. Kris H. said she would create a form and a brochure and send it out via MailChimp and through LSAW. Vicky said to also send to Auditor's offices and they can put them out at the counters.

d Kris H. reported that: she still gets many inquiries about how to amend a survey map; that legibility and missing minimum requirements/elements on survey maps are still an issue, and that when she reaches out to surveyors about particular maps, she generally gets no or minimal reply; she is still seeing expiration dates on survey stamps; and other miscellaneous issues that she's received inquiries about.

e(i) Kris H. talked about the visits she and Lynn McCauley (Digital Imaging Specialist at the PLSO) are doing with the county recording (Auditor's) offices. So far, they have visited 16 of the 39 counties. She stated that the visits have proven to be very beneficial and fruitful for all involved.

e(ii) Kris H. said she will be presenting at the Auditor's Recording Conference in September, in Kennewick. She is reaching out to the Recording Committee to see what subject(s) they would like her to speak on.

e(iii) Kris H. talked about planning and implementing a combined effort of the PLSO, SAB, and BORELS to do outreach and education to surveyors and the surveying profession, concerning meeting the RCW and WAC minimum standards.

The Board members voted unanimously to send a letter of support to the BORELS concerning the proposed changes to WAC 196-16 and WAC 196-23.

Pat B. said he would draft the letter and send it out to the Board Members for review.

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

8 Pat B. said he has submitted the CR-101. Walt D. and Jon P. felt there needed to be a few changes to the proposed language before it was sent out with the CR-102.

9 *WAC 332-130-050 (Proposed) Revisions to Survey Map Requirements*

Walt D. talked about handouts and information he created for the discussion. Kris H. mentioned that the BORELS is working on changing WAC 196-23-070, which would allow electronic signatures across the stamp. Vicky D. asked that Kris H. send her the proposed language to check for consistency in language concerning "electronic" vs. "digitized".

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

Pat B. went over what was submitted for the most current CR-102; and presented a compilation of the comments received. Based on the comments received, the proposed language has been changed to "Topographic Elements on Maps, requirements". This change garnered the support of the WASSA and the BORELS (informally).

11 Affidavit of Minor Correction – Grant Tolton, PLS

Grant Tolton, PLS (NE LSAW Chapter) presented his proposal on the Affidavit of Minor Correction and amending survey maps.

After the presentation, there was some discussion. Vicky D. noted that when all other recorded documents are amended, the whole document must be re-recorded, not just the page(s) with the errors. Sam M. asked about exploring solutions with amending maps that require signatures/approvals.

Walt D. said he would work with Pat B. on drafting a “Thank you” letter to Mr. Tolton for his presentation to the Board.

12 State Boundary Line Adjustment Standards.

Walt D. talked about the handout he created. He gave examples of common situations with BLAs. There was discussion about when deeds are not recorded as part of the approval process. Vicky D. suggested that Sean Holland with the Land Title Association, in addition to Mortgage Lenders and Credit Unions, be involved in any work group set up on this subject. There was discussion on struggles with lack of notification that a BLA was completed, especially if Deeds were not recorded.

Walt D. wants to create an idea of where to go from here. What direction does the Board want to go? He suggested creating a work group with outside stakeholders.

13 Did you know? article

Kris H. is working to post the completed articles on the PLSO and SAB website pages. The Board members suggested also asking LSAW and the BORELS to add a link to the articles on their websites.

New Items**14 Substitute Senate Bill 6175: WA Uniform Common Interest Ownership Act**

Kris H. said that after she sent a notification out alerting surveyors about this, she received several inquiries about the interpretation/explanation of certain components of the Bill. Kris H. said she was not able to provide direction since she had not read it in its entirety, and did not feel she was in a position to provide interpretation of it.

Vicki D. said her impression is that it applies to a broader scope of development (i.e.: more than just condominiums). Walt D. asked who might already be working on understanding the Bill. Jon. P. volunteer to write a letter to LSAW concerning this issue. Vicky D. said she would see if she could find more information on who drafted the Bill and see if they would be willing to help with the interpretation of it.

15 Good of the Order Discussion

The next meeting will be October 25, 2018 at the Radisson in SeaTac.

Meeting adjourned at 2:57 pm.

August 7, 2018

Assignments

- SAB Members:
 - Board members will send their comments concerning changes to the Permit Application form to John G.
 - Board members will send ideas for education outreach to Kris H.
 - Walt D. will compose a “Thank you” letter to Mr. Tolton
 - Jon P. will compose a letter to LSAW concerning SSB 6175

- Kris will:
 - Send Vicky D. information regarding the proposed language of WAC 196-23-070 per the BORELS.
 - Create a form and brochure concerning location of survey records

- Pat will:
 - Compose a letter to the BORELS in support of their proposed changes to WAC 196-16 and WAC 196-23-070

- Did you know? Article assignments:
 - Kris: Scanning (map legibility)
 - John Gasche: Getting verbal approval for a Permit – common errors
 - Richard D.: Physical Description of a Monument & Chain of History”.
 - Jon P.: Creating a “stand alone” map
 -

BREAK OUT WORK SESSIONS DURING THE MEETING WERE AS FOLLOWS:

1. Statewide BLA requirements: John G., Vicky D., Sam M., and Bob S.
2. Topographic Elements: Tim K., Pat B., and Bruce D.
3. Survey Map Requirements: Walt D., Melanie M., and Kris H.
4. Field Traverse Standards: Jon P. and Martin P.