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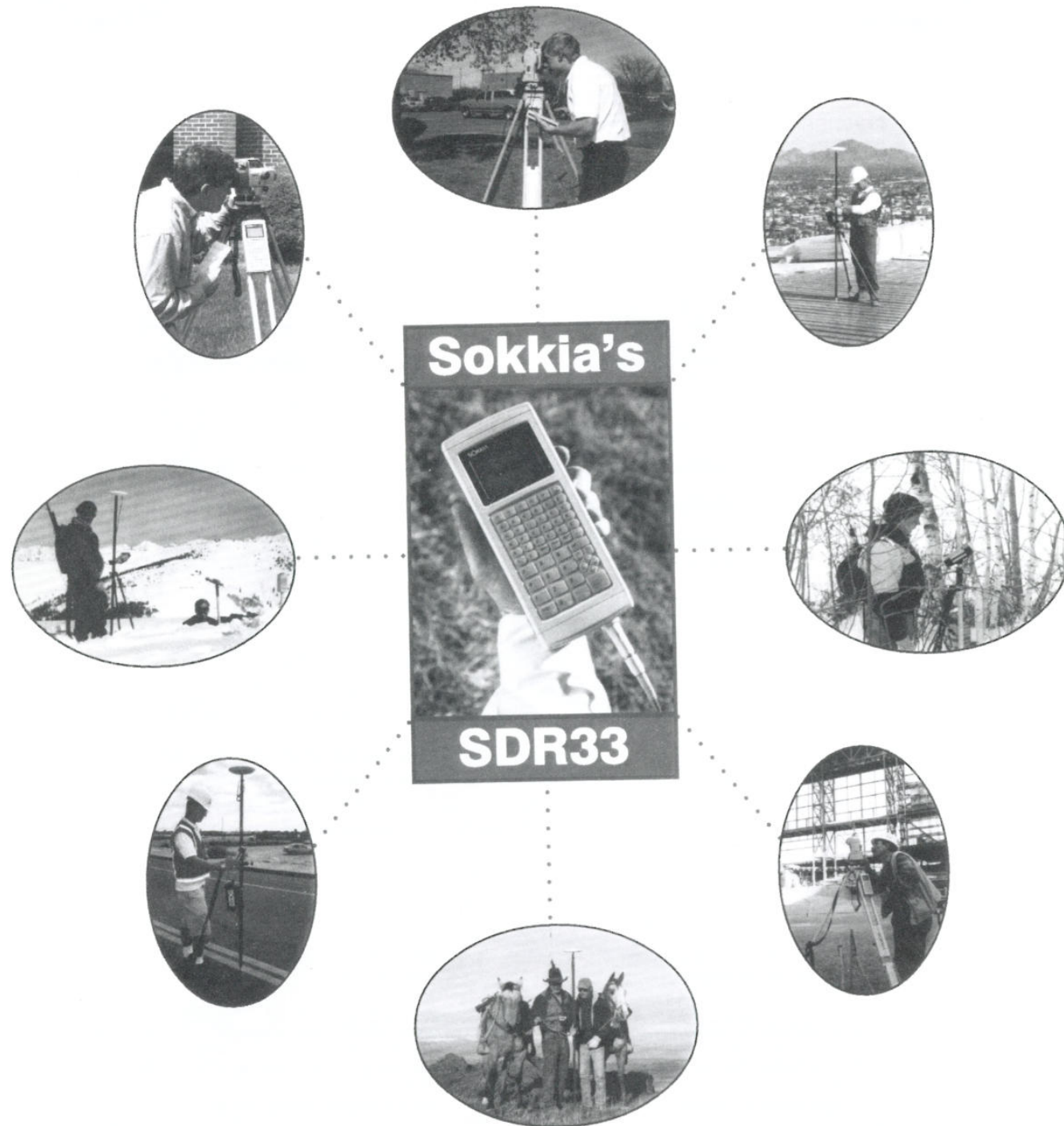
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VOLUME 13, NO. 2

JULY 2001



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2001 PLSW MEMBERSHIP APPLICATION PROFESSIONAL LAND SURVEYORS OF WYOMING

AFFILIATE — AMERICAN CONGRESS ON SURVEYING AND MAPPING
MEMBER — WESTERN FEDERATION OF PROFESSIONAL SURVEYORS



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Additional information or comments (optional): _____

CLASS OF MEMBERSHIP APPLIED FOR: (check one only and please submit dues with application, prorated for the remainder of the calendar year)

☐ **MEMBER**, ANNUAL DUES \$75 (Persons duly registered, PLS or PE&PLS in Wyoming.)

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☐ **Associate Member**, annual dues \$50. (Persons employed under the direction of a PLS and working toward PLS registration in Wyoming.)

☐ **Special Member**, annual dues \$50. (Not meeting above qualifications but with a particular interest in, or association with, the profession of land surveying.)

☐ **Special Member**, Student, annual dues \$15. (Pursuing a post secondary academic course of study, and currently enrolled.)

☐ **Sustaining Member**, annual dues \$100. (Persons, institutions or corporations desiring to assist PLSW financially.)

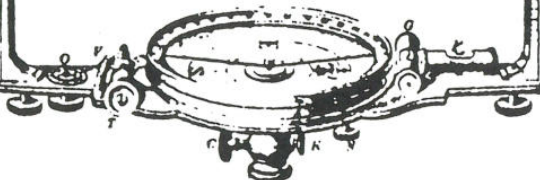
I AGREE TO OBSERVE THE CONSTITUTION AND BY-LAWS OF THE PROFESSIONAL LAND SURVEYORS OF WYOMING AND THE CHAPTER THEREOF TO WHICH I WILL BELONG AND TO SUPPORT SAID ORGANIZATIONS IN THEIR ENDEAVORS.

APPLICANT'S SIGNATURE

SPONSOR'S SIGNATURE
(For Affiliate Member applicants only.)

NOTE: All portions of the state have chapters. Chapter dues or assessments may vary in amount. Applications are considered by the board of Directors at quarterly meetings. Send completed application to PLSW, c/o Herbert W. Stoughton, Sec./Treas., 2821 Carey Ave., Cheyenne, Wyoming 82001.

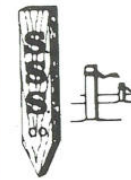
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EDITORIAL POTPOURRI

O NEW MEMBERS OF PLSW - At the May meeting of the Board of Directors, the following new members were approved.

Jayne Malone	Member	Lincoln, NE
Jon Anderson	Member	Cheyenne, WY
Thomas Johnson	Member	Riverton, WY
Donna Malleck	Associate	Rock Springs, WY
Gregory Meinecke	Associate	Cody, WY
Basil Moore	Associate	Torrington, WY
Seth Thompson	Associate	Scottsbluff, NE
Jeremy Grooms	Associate	Torrington, WY
Michael Flaim	Associate	Cheyenne, WY
Corey Declue	Associate	Casper, WY
Paul Svenson	Associate	Casper, WY
George Dale	Associate	Gillette, WY
Anthony Knieval	Associate	Gillette, WY
Lola Cazier	Special	Cheyenne, WY
Bradley Neumiller	Special	Casper, WY
James Ballard	Special	Glenrock, WY
Jess Thiel	Special	Glenrock, WY
Karl Scherbel	Student	Big Piney, WY

O SYMPATHY - Our sympathies to the family of Ray Connin. He past away recently.

O HE IS BACK - Jim Claflin is back in Wyoming and living in Jackson.

O PLSW 2001 FALL TECHNICAL SESSION - The PLSW Education Committee has planned a technical session for December 6 & 7, 2001 at the Parkway Plaza Convention Center in Casper, Wyoming. Mark your calendars. More information will be presented as the date approaches.

O BOARD OF DIRECTORS MEETINGS 2001 - The 2001 Board of Directors meeting are as follows:
25 AUG 01 Conference Call
6&7 DEC 01 Casper, WY Fall Tech Session
Contact your director for time and place. All are welcome.

The PLSW Board is exploring the idea of teleconferencing for the next meeting. Contact your Director.

O Lines & Points FAX - Our fax numbers are 307-235-5604 or 307- 235-8184.

O Lines & Points E-MAIL - Contact dond@trib.com. or johnhh@trib.com.

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PLSW (Professional Land Surveyors of Wyoming) is a statewide organization of Registered Land Surveyors licensed to practice in the Equality State of Wyoming. PLSW is dedicated to improving the technical, legal, and business aspects of surveying in the State of Wyoming. PLSW is affiliated with the American Congress on Surveying and Mapping and the Western Federation of Professional Land Surveyors.

Editorial Staff: John Hibsman, Steve Strang, Don Davis.

Lines and Points subscription \$50/year

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Half page	\$175	\$50
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Deadline for next issue — 15 SEP 2001

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(Please check one.)

☐ 1. Regular Member \$35 contribution

☐ 2. Century Member \$100 contribution

☐ 3. Sustaining Member \$500 contribution

☐ 4. Lifetime Member \$5000 contribution
(Single payment or extended over a 5-year period)

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Internet: <http://www.survmap.org> E-mail: nsps@mindspring.com

Front Cover Artwork by James A. Flansburg, Montana

PRESIDENT'S MESSAGE

Two things come to mind for this letter that I need to tell you the members of the PLSW about.

The first is to announce that the Board of Directors is testing teleconferencing for the upcoming August BOD meeting. This was suggested by the venerable Paul Scherbal as a means to relieve the burden of travel half way across the state for Board meetings. The Board members have mixed emotions about teleconferencing. Some think that involvement may be increased by easing the time required to be involved as a Board member. Others are concerned that the lack of face to face meetings will de-value the meeting and results obtained.

In any case the teleconferencing will be first for the PLSW BOD, and is a sign of the times in this new world of ours. If you have thoughts on any on this my e-mail address is: d-b-dawson@juno.com, or dennis.dawson@wgint.com. I'll be glad to have your input.

The second issue is one that needs some press to avoid future problems.

For the past year I have been supervising a survey of Montana State Highway 47 under contract to the Montana Department of Transportation. A Certificate of Survey is required be filed to document survey results in accordance with Montana State law. The control on the survey was completed prior to my being employed by Washington Infrastructure Services. As a normal procedure I was checking the data used for the control points to establish a control traverse for the project. I didn't have the control sheets originally used on the project for checking, so, no problem, I'll just get on the Internet and get my own copy of the control data, right? Wrong!!! I pulled the control sheets and compared them to the data on the plat. They didn't match. I got the party chief and said what's going on here? Well, fortunately, the party chief doesn't throw anything away. He dug out the control data sheets that he used dated December 12, 2000. We compared his sheets with the new sheets. The Lats and Longs had changed between the earlier and latter sheets

Why? The points used for control were EARN points and it is my surmise that the EARN adjustments changed the Lats and Longs for the points in question. At this writing, I have not been able to contact anyone who could confirm my suspicions on the subject.

Bottom line: in recent seminars, I have heard that a person should include the GPS week as part of the survey's basis of bearing documentation. With my new knowledge, I think that suggestion is more important than ever.

More in the next president's letter.... I hope your summer has been grand!

Dennis Dawson, President, PLSW

2001 Fall Technical Session

I would like to submit, for your review, the schedule of events for the 2001 Fall Technical Session. Unfortunately the dates in November, requested by the board in an earlier letter to me, were not available at the Parkway Plaza. Rather than trying to find another location that suited our needs, I felt that it would be better to move the event back several weeks.

Location: Parkway Plaza, Casper, Wyoming

Date & Time: Thursday, December 6, 8:00 - 12:00 and 1:00 - 5:00 Friday, December 7, 8:00 - 12:00. Speakers: Marlin (Lin) Livermore and Clifford (Skip) Robinson

Both Lin and Skip are retired BLM Cadastral Surveyors with many years of experience in the land surveying profession and have been doing consulting/public speaking since retirement several years ago. Lin mentioned that he has presented his topic, Why Does the Manual Say That, to over six hundred surveyors in the past fifteen months and will be giving the same presentation at the ACSM Conference in Las Vegas this year.

Subjects: Thurs. - Independent Resurveys, Why Does the Manual Say That Fri. - Why Does the Manual Say That, cont.

Fee: \$1800 plus travel expenses

If you have any questions or concerns feel free to contact me.

Sincerely, Joel Ebner

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Business Rules for Surveyors 21 Common-Sense Observations

THEOREM 1

If your clients are not complaining, you're not charging enough.

Corollaries:

- When making an estimate, watch closely for signs that your client thinks it's a good deal.
- If they don't squirm enough on a regular basis, you need to raise your rates.

THEOREM 2

If you have so much work that you can't get it done as soon as your clients would like, you're not charging enough.

Corollaries:

- In the long run, you will only prosper if you are able to get the work done on time.
- Regulate your workload by establishing prices high enough to discourage some clients.

THEOREM 3

If you're not making money, you're not charging enough.

Corollary:

The single most important reason surveyors don't make money is that they're afraid to charge enough for their services. If you charge enough, you will make money.

THEOREM 4

If your rates are the same as everyone's, you're not charging enough.

Corollary:

Surveyors generally don't have enough grit to charge enough. The "competition" probably set their rates based on yours, or someone like you.

THEOREM 5

If your rates are the same as everyone's, you're making a big mistake.

Corollaries:

- There is no rational reason to base your rates on what others do.
- Rates should be based on two things: value and cost.

THEOREM 6

If you don't have much work, it's not because you charge too much.

Corollaries:

- Never in the history of surveying business has a surveyor priced his or her company out of the market.
- If you don't have much work, it's probably because you can't deliver.

THEOREM 7

Don't worry about the firm down the street—make them worry about you.

Corollaries:

- Being a leader is better than being a follower.
- If your rates are higher than their rates, they will eventually ratchet their rates upwards.

THEOREM 8

Bad situations don't get better by themselves, and they won't go away.

Corollaries:

- Take care of a problem immediately.
- Problems just get worse with time if they are not solved.

THEOREM 9

The sooner you fix a problem, the better off you will be.

Corollaries:

- If you can solve a problem, the quicker the solution, the better the result.
- You can't fix a problem soon enough.

THEOREM 10

Call them before they call you.

Corollaries:

- Someone calling with a problem deserves a solution.
- You wouldn't tell your kids to avoid a problem they would rather avoid.
- You only have a chance to solve a problem once.

THEOREM 11

When you offend someone in a business situation, you offend 50 other people as well.

Corollaries:

- You can't afford to offend people in a business situation.
- People talk to other people and they might be talking about you in ways you would rather they didn't.

THEOREM 12

When a surveyor gets hired, someone has to not trust someone; either you work and hope you will get paid, or you get paid and the client hopes you will work.

Corollaries:

- Surveyors are more trustworthy than clients are.
- It's better not to trust a client than have the client not trust you.
- Get paid, then work. Don't work and hope you'll get paid.

THEOREM 13

Receivables may not be receivable at all.

Corollaries:

- It is best to avoid having receivables.
- When receivables get older than 120 days, they start to stink.

THEOREM 14

You don't need or want all the jobs.

Corollaries:

- There are good jobs and bad jobs and you want the good jobs.
- You don't need the bad jobs.
- Let others do the bad jobs—it's in your good interest.
- Bad jobs and bad clients go together and you don't need either one.

THEOREM 15

For clients, delivery is the most important part of a survey.

Corollaries:

- After you negotiate a price, all that is left is for you to do the work.
- If you can't deliver, you fail.

THEOREM 16

If you do what you contract to do, you deserve to be paid a fair fee.

Corollaries:

- You do not determine fair fees—they are determined by the value.
- If you don't deliver, you don't deserve to be paid.

THEOREM 17

If you promise to do something, DO IT!

Corollaries:

- Nothing will expose you as a fraud quicker than not doing what you said you would do.
- "DOING IT" requires self-discipline. If you don't have it, get it.

THEOREM 18

Hourly rates with an estimate seldom make money.

Corollaries~

- Usually the best you can hope for is to get the full amount of the estimate.
- Under any circumstance, whether you are over or under the estimate, the client will benefit, not the surveyor.

THEOREM 19

Lump sum fees are the only way a surveyor has a chance to make an extraordinary profit.

Corollaries:

- It's OK to make a profit.
- It just might be that the value of the survey far exceeds the cost.

THEOREM 20

Being busy is just doing a lot of work.

Corollaries:

- There is no correlation between being busy and doing a lot of work.
- Making money is unrelated to doing a lot of work.

THEOREM 21

Competition is a state of mind.

Corollaries:

- If you worry about competition, you waste energy.
- Set the standard in every respect, and you won't have to worry about competition.

Reprinted from The Arizona Surveyor, May, 1998.

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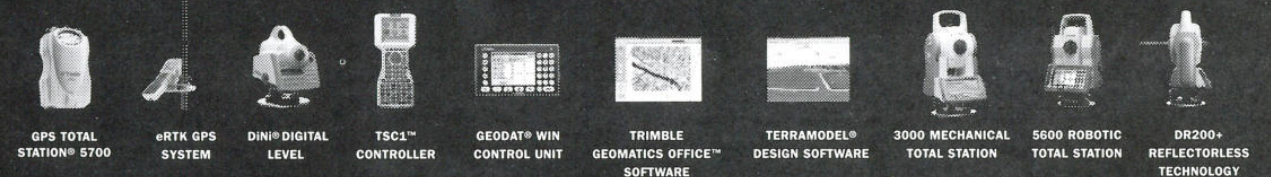
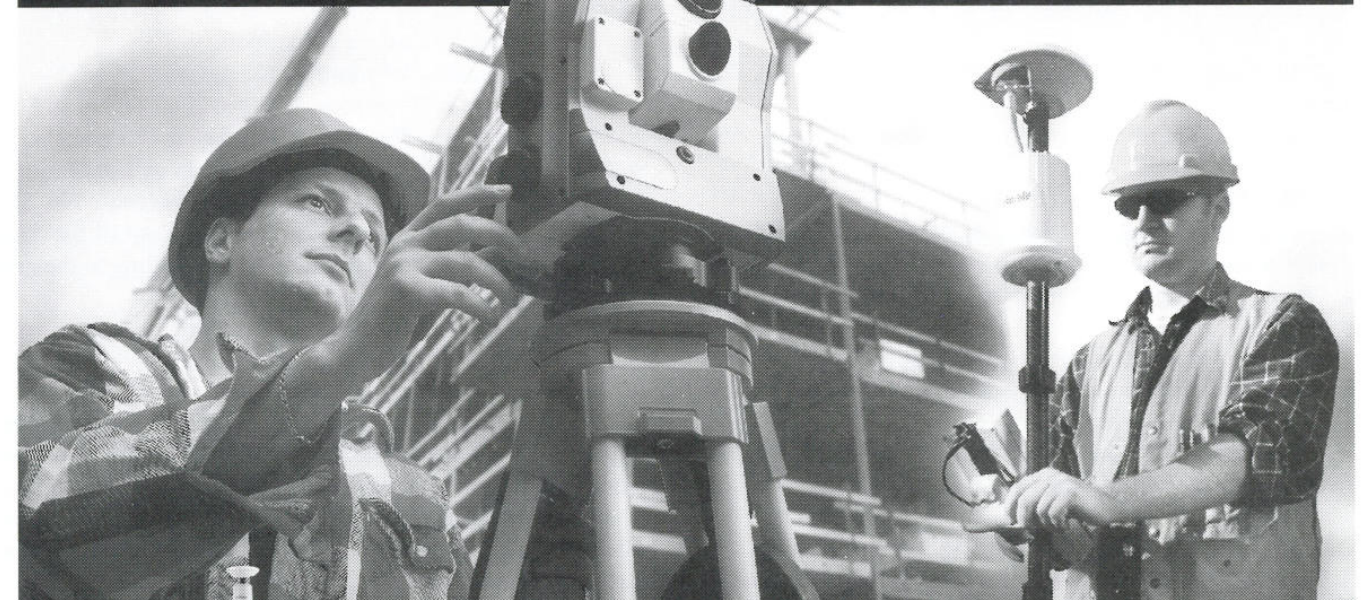


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DRAFT
Professional Land Surveyors of Wyoming
Board of Directors Meeting Minutes, 1 February 2001

The Board of Directors' Meeting of the Professional Land Surveyors of Wyoming.

- a. Location: Casper, Wyoming, at the Elk Horn Canyon Cafe & General Store.
- b. Date & Time: Saturday, 19 May 2001 at 10:05 hrs. M.D.T.
- c. Presiding Officer: Mr. S. Dennis Dawson, P.L.S., President.

2. Agenda: The final agenda is appended [Enclosure No. 1].

3. B.O.D.Minutes:
 - a. Motion was made by I. Jones/K. Jones to recommend to the general membership of PLSW to approve the minutes of the 2001 Annual Meeting dated 1 February 2001 at Casper. Motion carried.

- b. Motion was made by K. Jones/Hatle to approve the corrected minutes of the Board of Directors' meeting of 1 February 2001 at Casper. Motion carried.

4. Secretary's Report: Secretary Stoughton had the following items: Motion carried.

- a. Deaths.
 1. Martin James Olson, Member; 16 November 2000.
 2. James H. Thompson [22 February 1912 - 27 March 2001]; Wyoming PE/PLS 691.
 3. John E. Sayers Lii February 1952 - 3 May 2001]; father of PLSW Associate Member John David Sayers.

- b. Mailing list of the PLSW Board of Directors.
 - c. Letters have been sent to ACSM, ACSM/NSPS, and Professional Surveyor notifying them of the names and addresses of the 2001 PLSW officers.

- d. Allen Mace Memorial Scholarship Raffle and Lines & Points Raffle contributions:

1. Donors: Brunton Company; Mountain Mapping; Selby's Essco; Hixon Manufacturing; and Inland GPS. Letters of appreciation for the donations were mailed to each donor.

2. Assistants: Chris D. Hamilton (chairman/coordination); Becky I. Braman; William D. Braman; Don A. Davis; Brian L. Forbes; Gary L. Hatle; Thomas A. Johnson; Jeffrey B. Jones; Scott R. Pierson; and Bradley John Steil.

3. Nine hundred dollars (\$900.00) were raised from the raffle. An anonymous donation of one hundred dollars (\$100.00) was given for the third year for the Allen Mace raffle.

- Motion by K. Jones/Hatle to accept the submitted report.

4. Treasurer's Report: The financial reports were distributed. Motion was made by K. Jones/I. Jones to accept the published reports. Motion carried.

- a. Income (Enclosure No. 21).
 - b. Checking Account activities [Enclosure No. 31.
 - c. Investments [Enclosure No. 4]. Treasurer Stoughton was requested to contact Ms. Baker and request comments concerning the investment program (including investment portfolio, potential changes in the investments, where we currently are, thoughts on the market for the next year, etc.).

5. President's Report: The committee assignments were

announced and will be incorporated in the 2001 PLSW Roster [pages 2000-30 and 2000-31].

6. Committee Reports:
 - a. Audit-Finance Committee - submitted at the Annual Meeting.

- b. Bylaws Committee - No report.
 - c. Convention Committee - No report.

- d. Education Committee - The 2001 Fall Technical Session will be conducted on Thursday and Friday, 6 - 7 December 2001 at the Parkway Plaza, Casper. The instructors will be Marlin (Lin) Livermore and Clifford (Skip) Robinson [Enclosure No. 5].

- e. History Committee - The update to the PLSW History has been published and circulated will the mailing to the general membership.

- f. Legislative Committee - No report.
 - g. Lines & Points - No report.

- h. Manual of Professional Practice - No report.

- i. Membership Committee - Motion was made by Stoughton/Davis to accept the following applications for various membership categories: Members: Jon L. Anderson and Jayme M. Malone; Associate Member: George I. Dale, Anthony Knievel, Michael Flaim, and Donna Malleck; Student Member: Karl F. Scherbel. Motion carried.

- j. Nominations & Elections Committee - No report
 - k. P.L.S.W. Handbook: - No report.

1. Professional Awards Committee: - Report is submitted at the Annual Meeting.

- m. Public Relations Committee: No report.

- n. S.O.S. Committee - The competition took place at the WES 2001 Annual Meeting. Three awards were presented for the first time. The winners were Skylar V. Wilson (\$100); Rick L. Hudson (\$50); and Paul. A. Reid (\$25).

- o. Scholarship Committee - No report.

- p. Standards, Ethics & Professional Practice Committee - No report.

- q. Trig-Star Committee - The state-wide Trig Star competition was completed. The state winner is Nathan Priddis from Big Piney. Mr. Priddis's teacher is Ms. Jennifer Banks. Mr. Paul N. Scherbel will present the plaque and the two checks for three hundred dollars.

- r. Allen W. Mace Memorial Raffle - Nine hundred dollars in raffle tickets were sold (for the scholarship and Lines & Points). An anonymous donor provided additional funds (\$100).

7. Delegate Reports:

- a. ACSM-NSPS Board of Governors - Jeffrey B. Jones submitted a written report of the ACSM/NSPS Board of Governors' meeting at Las Vegas, Nevada. This report will be published in the next issue of Lines & Points. The letter submitted to William Braman concerning the reorganization was discussed. It was noted that the reorganization was working with was based on a questionnaire that had been submitted to state surveying society members several years ago, and that the questions/issues raised in the PLSW letter were not addressed in this earlier survey.

(Continued on page 7)

STUFF FOR THE FRIDGE

CREATING & SOLVING PROBLEMS (A Study in 'What is the Problem?')

By Peter de Jager

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You're walking through a beautiful park and you come across a bit of trash at the side of the trail. It shouldn't be there. It mars the scenery. It's a disgrace. The question facing you, as these thoughts flit through your mind is this, what are you going to do about it, and why.

The basic assumption in this little exercise is that you can't ignore it. It has caught your attention, and it is out of place. If this basic assumption isn't correct. If in fact you don't perceive trash as a problem, then lesson #1 in problem solving has successfully delivered.



"1) If you don't perceive a problem, then it doesn't exist for you."

Of course, sometimes reality doesn't care what you perceive. It doesn't care if you see the snake you're about to step on, or the cliff you're about to step over, or the dog poop you're about to step in. Reality just reacts to events. So, we have our next lesson in the world of problems,



"2) Sometimes, even if you don't see the problem, it does exist and will affect you in some, yet undetermined, manner."

The next lesson?



"3) Since our perceptions differ, so do our problems."

What you see as a problem might not be a problem for the other person.

Here's another (we might never get back to the trail and that bit of trash at this rate - that wouldn't be a problem for me, would it be one for you?)



"4) If our perceptions of problems differ, then so too will the strategies we apply to their solution."

So let's assume, once again, that the bit of trash does bother you. What are you going to do about it? That depends entirely on what is bothering you.

- a) Someone dropped it there.
- b) The trash is messing up the scenery.
- c) Both of the above.

Naturally these three different perceptions of the problem (Lesson #3) change the solutions you might consider.

Of course, you might take the following stance. Since you didn't drop it there, someone else should do something, either the park attendants or the individual who dropped it. In taking this approach you are stating loudly to yourself, 'This is not my problem!'

There's a consequence to this approach. So let's assume, once again, that the bit of trash remains on the trail and will bother you each time you pass by. Someone else might, or might not, fix the problem for you, but you'll not be involved in the solution.

And that's the major lesson in both cre-

ating and solving problems.



"5) Unless you assume ownership of the problem, you cannot solve it."

So, if you've assumed ownership of the problem 'Someone dropped it there.' It can be solved partially with an education program to help people understand that littering is bad for the environment etc. etc. It's a partial solution because it depends on changing the behaviour of others. It might, or might not, be good enough to reduce the problem to an acceptable level for yourself. That is your choice.

If the problem you've chosen is "The trash is messing up the scenery," then one solution open to you is - pick it up.

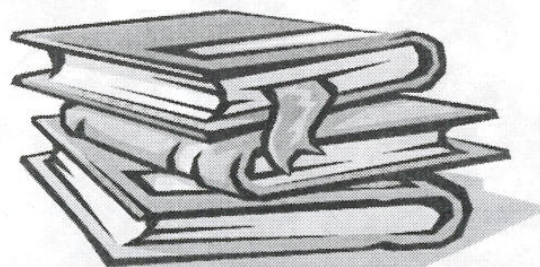
No. This is not a treatise on environmental concerns. Nor is it advice on what to do when you see garbage on the side of the street. It's merely an observation on how problems get solved. They get solved when someone asks the questions - If not me? Who? And If not now? When? And answers - Me. Now.

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-BOD DRAFT

(Continued from Page 7)

It was recommended that a letter be written immediately to NSPS Reorganization Committee requesting that the PLSW letter be addressed.

b. WestFED - Jeffrey B. Jones attended the WestFED meeting held in Las Vegas. This report will be published in the next issue of Lines & Points.

8. Old Business:

a. GPS Control Data Bases - President Dawson reported that discussions are continuing concerning the matter. He will report to the Board as matters develop.

b. Sale of PLSW memorabilia. Kevin D. Jones reported on locating the previously sold items. Motion: The State PLSW will control the manufacture and distribution of all memorabilia not currently in chapter inventories.

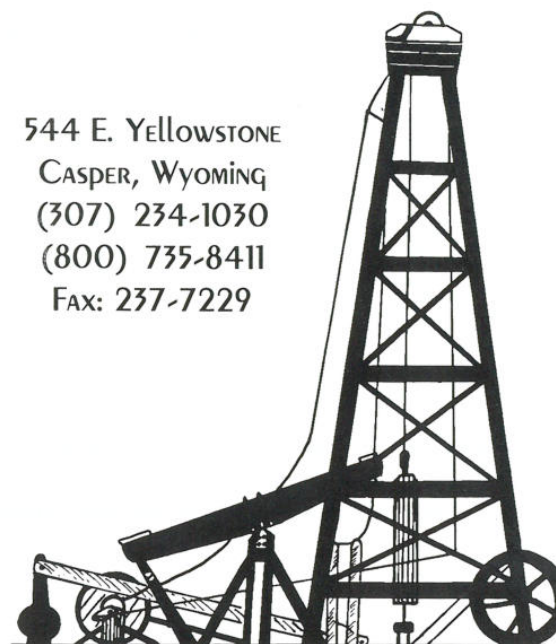
Amendment: From 1 July 2001, the chapters will be responsible for requesting permission to use the PLSW logo to the State PLSW purchases (item, quantity, storage, Point-of-Contact, and price); to identify the source of manufacture; to request State funding, if necessary; and to be responsible for the sale, distribution, and repayment of borrowed funds. [Vote: 3, 3, 1. motion defeated when President Dawson broke the tie vote.] Original motion passed 5, 1, 1.

9. New Business:

a. Reorganization of the PLSW Central Chapter - Gary L.

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Hatle. Because of the significant distances of travel across the Chapter area, the resident members are considering requesting that the Chapter be divided into two chapters - a "Central Chapter" and a "West Chapter". A petition with membership signatures will be submitted requesting the PLSW Board of Directors consider this course of action. The request will be submitted by 15 June 2001 in order to complete the necessary actions to place the matter before the PLSW membership for the 2001/2002 ballot.

b. Investments - Motion by I. Jones/K. Jones that twelve thousand dollars (\$12,000) be transferred to Dain - Rauscher for future investment. Motion carried. Motion by K. Jones/J. Jones to authorize Rosalyn Baker to invest up to two thousand dollars (\$2,000) per quarter for the next four quarters (twelve months) in non cash (i.e. money market/certificates of deposit) investments. Motion carried.

Motion by K. Jones! J. Jones that ten thousand dollars currently being held by Dain Rauscher be converted to six month certificates of deposit. Motion carried.

10. Announcements:

a. The schedule for the remaining 2001 PLSW Board of Directors' meetings is:

i. 25 August 2001; Casper, Wyoming. President Dawson and Secretary/Treasurer Stoughton are to investigate the possibility of conducting this meeting by conference telephone call.

ii. 7 December 2001; Parkway Plaza, Casper, Wyoming, in conjunction with the 2001 Fall Technical Session [Friday, 7 December, 12:30].

iii. 2002 Annual Meeting; Thursday 7 February 2002; Sheridan Holiday Inn in conjunction with the 82nd WES Annual Meeting.

b. The Greater Cheyenne Chamber of Commerce named John A. Steil Small Businessperson of the Year.

c. The Professional Land Surveyors of Colorado, Southwest Chapter will hold a two day Four Corners Area Surveying Seminar 2000 on 7 and 8 June at the College Union Building, Fort Lewis College, Durango, Colorado. Two simultaneous sessions are planned. Point of contact: Mr. Tom T. Adams (970) 385-1426 (o) or (970) 884-1708 (r).

11. Adjournment: Meeting was adjourned at 15:25 hrs., M.D.T.

Respectfully submitted,
Herbert W. Stoughton
Secretary/Treasurer

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WESTFED REPORT

On June 2, 2001, I attended the Board of Directors meeting of the Western Federation of Professional Surveyors in Seattle, Washington. This report summarizes the subjects and issues discussed.

Chairman Bud Campbell called the meeting to order at 9:05 a.m. A quorum was established with 21 delegates and officers in attendance, along with guests Curt Sumner, ACSM Executive Director and Bill Glassy, President of the Land Surveyors' Association of Washington.

Introduction of guests was made.

Chairman Bud Campbell apologized for not having a written Chairman's report. Bud went on to explain his father had recently passed away and he has been dealing with that. Bud then gave a verbal report on his activities since the last WFPS meeting.

Secretary Steve Parrish gave a verbal report on his activities and the status of the retention of USGS mapping products. It appears there has been some destruction of a few of the mapping photography documents. Due to the action of WFPS there has been a stop to the activity. Presently members of the U.S. Dept. of the Interior (USGS) are working with WFPS to insure there will not be any more destruction of the records. The records are to be categorized as "PERMANENT" and the necessary measures to store the documents are to be taken.

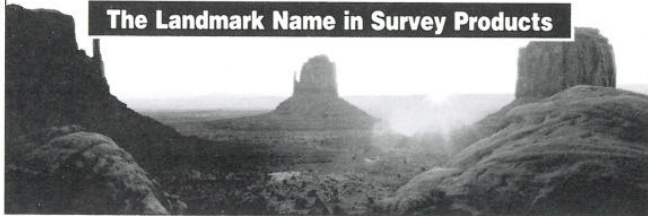
Treasurer Jerry Tippin provided a written Income/Expense statement along with a balance sheet for WFPS from (September 1, 2000 through May 29, 2001). Currently WFPS has \$105,448.75 cash on hand, of which \$23,878 is designated for the scholarship program. The amounts include interest to date earned from the CD's which are as follows: \$57,825.08, \$15,918.93 and \$23,878.39 (scholarship portion). There is currently \$7,800 in the checking account. Anticipated income from the Las Vegas conference is expected in about 30 days.

Agenda revisions and adoptions were made.

The meeting was then turned over to Curt Sumner, ACSM executive director. Curt handed out earlier his report titled "AFTER VEGAS". Curt summarized it by stating the Las Vegas conference was a great success for a lot of reasons. The greatest success of the 2001 Las Vegas conference was that it proved the ACSM family can approach an issue, or a conference, with widely diverse viewpoints and come away with the sincere desire to do it again. Curt had expressed the desire to partner with WFPS and the 2005 conference. Long discussion was held with WFPS members about partnering with ACSM on conferences. WFPS is gathering information from WFPS/ACSM/NALS conference committees on what worked and didn't work at the Las Vegas conference. The information is going to be sent to Ron Whitehead,

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WFPS conference committee chairman. Ron will prepare a conference planning report to WFPS. It is the desire of WFPS to streamline conference planning and the preparation process. In summary, Chairman Bud Campbell stated the WFPS Board will do what is best for WFPS and conferences are primarily planned to be jointly with member state societies. From the conference planning report WFPS will look into a possible partnering agreement with ACSM for 2005. Curt Sumner expressed his thanks to WESTFED for the donations when the call for help went out. He stated that when it came time to show support for ACSM, when it was critically needed, WFPS and it's member state societies were the ones that put up the money and showed the strongest support and he has the cancelled checks to prove it. He has made changes in ACSM and he is not finished.

Review of the Action List was made.

Brief reports from active committees were given.

Under business items there will be a Las Vegas conference report at the next meeting. The 2003 conference will be - a joint convention with the Washington and Oregon societies in Seattle. The dates and site has not been confirmed, but looks like the Hilton Hotel near the SeaTac airport is the front runner. The WFPS Board of Directors Handbook is now on CD. The proposed budget was approved.

State Reports were reviewed and verbally updated by each delegate with the following highlights:

The Alaska Society of Professional Land Surveyors, Inc. reported that the ASPLS Standards of Practice are being distributed to members on CD. The CD also includes several of

(Continued on Page 9)

Writing: Expanding Your Sphere of Influence Through Better Business Communications

By Jane Watson

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Improving writing skills is not a difficult task. Unlike creative writing, business writing does not require talent. It merely requires you to follow a number of easy-to-learn rules, to focus on the reader and to use common sense.

The following information reviews some problems with key documents and the writing process and offers some action steps:

Letters

Common complaints: too lengthy, too complicated, pompous tone, can't figure out the action required.

Action step: Focus on what the reader wants to know and what you want the reader to know. Omit any other details. Keep paragraphs short (opening and closing lines no longer than three-four lines and nothing in the body over eight lines). For a warm tone, use the word "you" more often than "I," or we.

Your last line leaves the lasting impression. Take special care that your last sentence tells the reader what he is to do after he has read your letter.

Reports

Common complaints: too long, too much information, too technical, too difficult to read.

Action items: Focus on what the reader needs to make a decision. If you are writing to readers with different backgrounds, chunk the information according to chronology and degree of technical difficulty. Use descriptive headings so readers will only have to read the information they require.

Use design aids to make long documents visually appealing:

- White space
- Bulleted or numbered lists
- Short paragraphs
- Talking heads and sub-heads

Proposals

Common complaints: off target, too commercialized, emphasis is on the service/product, lists features not benefits.

Action items: Identify receiver's problem/concern and his goals. Focus on how your product/service will assist the receiver in meeting his objectives. Don't assume reader will instantly understand how your service/product will meet his needs. Make a clear connection.

E-mails

Common complaints: too many, lack of etiquette, too demanding, poor tone, spelling and grammar errors.

Action items: Only send e-mails to people when necessary. Don't send copies to disinterested people. Don't be chatty. Organize e-mails in a descending pyramid fashion. The first paragraph should tell the reader why he must read the message. Second paragraph contains a key point. The following paragraphs provide support. The final paragraph reiterates what the reader should do next.

Don't issue demands unless you are the chief "honcho." You are more likely to get a quick response, if you tell people why you need them to take action. Be clear on the action you want the receiver to take. Remember he is not a mind reader.

Use upper and lower case and correct punctuation. It is easier for people to get your message when it is written in the same manner as all their other correspondence.

Pay attention to grammar and spelling. Incorrect use of the English language detracts from your message. Reader's thoughts stray from your ideas to thinking about the correct word.

Style

Common complaints: outdated style, lack of clarity.

Action items:

1. Write the way you speak - assuming you speak in a grammatically correct fashion.
2. Never send your reader to the dictionary.
3. Keep your average sentence length to 15 words.
4. Don't write a sentence requiring more than 4 pieces of punctuation.
5. Use active voice sentences, when ever possible.
6. Use bulleted or numbered lists.
7. Keep paragraphs short.
8. Use linking words, such as in addition, however, first, to connect your thoughts and to deliver your ideas in a smooth, easy-to-follow fashion.
9. Be courteous.

Grammar

Common complaints: wrong punctuation, subjects and verbs don't agree, misused or misspelled words.

Action items: Grammar rules change with the times. Review a recently published grammar book to ensure your knowledge is up to date. If you have been out of school more than five years, chances are it isn't.

If you want to assess your grammar abilities, try the grammar quiz on the J Watson & Associates' site. The answers and the explanations are also there.

www.canlink.com/jwatson

Good luck and good writing!

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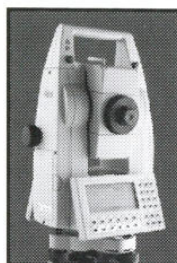
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—WESTFED

(Continued from Page 8)

the survey standards set by different state and federal agencies. One problem is that the Standards of Practice is a required reference for the Alaska PLS exam, but computers are not allowed into the exam room. Applicants will have to print out the manual themselves. It is about 600 pages. Required continuing education is moving forward in the regulation process. The architects and engineers are now in favor, while the surveyors voted for continuing education 10 years ago. Other regulations in progress will include GIS, hydrographic surveys and photogrammetry within the definition of land surveying. - "Engineering related sciences" degrees, such as math and physics, have been eliminated as acceptable degrees for becoming a PLS. April was the last PLS exam that did not require a surveying or civil engineering degree as a prerequisite to the exam. Five base lines are being calibrated in Anchorage, Wasilla, Fairbanks, Kenai and Juneau.

The California Land Surveyors Association (CLSA) reported the ACSM-CLSA-NALS-WFPS conference had over 2,000 registrants and 87 exhibitor's booths. Preliminary reports indicate that, of the 13 western states, 40.95% (310) of the attendees were from California; 24.57% (186) were from Nevada and 34.48% (261) were from the remaining 11 WFPS states. The CLSA Conference 2002 will be held at Harvey's Casino/Resort, Lake Tahoe, NV, March 24-28, 2002. Knud Hermanson has been confirmed as the Conference keynote speaker. CLSA membership now is at 1473 members.

The Professional Land Surveyors of Colorado reported that current membership is in excess of 600. Of that number 140 are presently members of ACSM/NSPS. The proposal of ACSM/NSPS membership being required for PLSC membership has been discussed at several meetings but the general feeling is that such a requirement would be - counterproductive. PLSC continues to encourage ACSM/NSPS membership but to date do not make it mandatory. PLSC's major annual technical session will be held again this year at the Colorado School of Mines in Golden, Colorado. It will be a three-day event i.e. the last two days of November and the first day of December 2001. The City of Aurora, Colorado recently sponsored a very successful Trig-Star Program jointly with NSPS. The Department of Public Works was the lead city agency and involved 9 high schools with some 437 students taking the test.

Hawaii Association of Land Surveyors reports it is planning for the 2002 Hawaii Annual State Surveying Conference. The subject matter relates to shorelines and coastal engineering. There will be a pre-conference workshop on the Public Lands System presented by Steve Parrish.

The Idaho Society of Professional Land Surveyors reports the 2002 Convention will be in Elko, with Nevada and Utah, April 7-9. The Idaho Board of Directors voted on and approved specific changes in the current law to propose for a 4-year degree as minimum requirement for licensure in Idaho. The Board of Registration has also stated they would be in favor of proposing legislation for the 4-year degree requirement.

The Montana Association of Registered Land Surveyors reports that Montana has just recently completed its first biennium of continuing education. An audit announced by the Board of Registration on select individuals sent many surveyors scrambling for last minute seminar opportunities. Membership and revenue

has benefited MARLS due to new continuing education requirements. MARLS has a website that has been up for several years now and invite other states to stop by and browse. It is located at www.marls.com. Just about anything concerning Montana surveyors is available on the site. Montana surveyors are becoming more aware of the importance of being represented nationally through NSPS/ACSM, and may in time come around to considering joint membership, but we are definitely not there yet. Conversely, Montana is a very strong supporter of WestFed; the general perception - being that our voice will be much louder if we speak through our organization. Recent discussions at our last general membership meeting reaffirmed that commitment with a renewed vigor and resolve that Montana should - take a more active role in WestFed.

The Nevada Association of Land Surveyors reported that Nevada's proposed 4-Year Surveying Degree Program has encountered a setback recently when the University of Nevada/Las Vegas (UNLV) established a moratorium on all new programs. Nevada Association members are working on new alliances with UNLV personnel and some progress is being made. Total membership in March was reported at 460. Assembly Bill 126, NALS's proposed assembly bill requiring the disclosure of the person preparing the legal description for any document presented for recordation, received a due pass vote from the Senate Judiciary Committee and passed in the Senate 41 yeas to 0 nays. The bill has moved on to the Governor for approval and signature. The NALS 2002 Conference will be in Elko, Nevada held jointly with Idaho and Utah.

The Professional Land Surveyors of Oregon reports its membership currently stands at 699. The Oregon State Board - of Examiners for Engineering and Land Surveying (OSBEELS) is in the process of backing off of the current four year ABET surveying degree requirement for admission to the FLS exam. The proposed administrative rule will allow engineering graduates

(Continued on Page 10)

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3rd Place: Kevin Farrar, Turner, ME

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2nd Place: Gerald J. Stefon, Lisbon, CT
3rd Place: Thomas A. Semmes, Jr., West Monroe, LA

TOPOGRAPHICAL MAPS

- 1st Place: Kevin Farrar, Turner, ME
2nd Place: Brett R. Kennedy, Yankton, SD
3rd Place: Mark A. Yeager, Elyria, OH

ALTA/NSPS SURVEY MAPS

- 1st Place: Keith A. Wilson, Summerville, SC
2nd Place: David W. Mau, Green Bay, WI
3rd Place: John A. Sayers, Cheyenne, WY

MISCELLANEOUS MAPS

- 1st Place: David L. Lantz, Summerville, SC
2nd Place: Michael S. Hansen, Cheyenne, WY
3rd Place: Stuart L. Foltz, Minacqua, WI

COLOR PRESENTATIONS — PLANS & MAPS

- 1st Place: Hydro Consultants, Inc., Baton Rouge, LA
2nd Place: Dan Nadsady, Los Angeles, CA
3rd Place: No Award Given

Mapping of fences completed

By JEFF GEARINO
Southwest Wyoming bureau

GREEN RIVER — A coalition of conservation groups, state and federal agencies and private donors have completed a Geographic Information System (GIS) database that maps fence locations in the western third of the state.

Lloyd Dorsey of the Wyoming Wildlife Federation’s Jackson Field Office said the database on fences will prove to be an important tool for wildlife managers, land-use planners and range managers in western Wyoming.

“Everybody has had trouble locating and identifying fences ... and most landscape planning efforts have lacked that in the past,” Dorsey said in an interview.

“We’ve got road and private/public land designations on maps, but fences have been kind of elusive ... and this will add another layer to that map,” he said.

The fence locations and types were inventoried in 1990-1992 by the University of Wyoming Cooperative Fish and Wildlife Research Unit and the Wyoming Game and Fish Department.

Dorsey said the inventory encompassed an area of over 36,000 square miles and covered roughly the western third of the state.

The inventory revealed more than 1,690 livestock and roadway fences on Bureau of Land Management arid state lands.

“Those fences, typically constructed of barbed wire, stretch thousands of miles across the landscape,” Dorsey said.

The inventory found many fences within big game winter range and migration corridors, Dorsey said.

“Fences are very, very important to wildlife and we saw that

in the winter of 1983-84 when we had all those pronghorn antelope file up against those fences in the Red Rim area, killing literally thousands and thousands of them,” he said.

Dorsey said the GIS database utilizes the latest digitizing efforts oat the University of Wyoming’s Spatial Data and Visualization Center. Center workers entered the information into a computer format that can be accessed by the public, researchers and wildlife professionals for “unrestricted redistribution.”

He .said the project was undertaken as part of the WWF’s Restoring Wild Patterns program, which focuses on free- ranging, healthy, wildlife populations in the southern Greater Yellowstone Ecosystem.

Dorsey said other contributors to the GIS database include the Game and Fish, the BLM, Western Management. Services of Cheyenne, the ‘Scott Opler Foundation, the Wild Utah Project, the Wildlands Project, and several private donors, including a Sublette County rancher.

The database can be updated “forever” and Dorsey said the WWF hopes to expand the GIS database to include the whole state.

The database can be accessed at the web site:
(http://www.sdvc.uwyo.edu/clearinghouse/fences.html.).
(Reprinted from the *Casper Star-Tribune*,
Saturday, May 26, 2001)

—WESTFED

(Continued from Page 8)

to sit for the exam if they have 20 quarter-credits of surveying instruction.

Utah Council of Land Surveyors reports membership at 410. UCLS is planning on a combined convention for 2002 in Elko, Nevada. The UCLS now has a professional lobbyist working for them. Much of his duties have been to keep the legislative committee informed about possible bills that may affect Surveying.

The Land Surveyors’ Association of Washington reports that the main topics of discussion remain somewhat constant with the redefinition of surveying and increased citation power for their board of registration being the primary focus. While LSAW embraced the increased citation power for the Board of Registration as a good thing and a way for them to police unlicensed practice, LSAW found that the State Department of Licensing is bringing the bill forward for all boards. It now contains several items which LSAW feels is not in the best interest of the profession. As an example, if during the course of an investigation on one individual, the investigator notices some deficiency on one of your surveys (like a missing bar scale), they can enter into an investigation of your work without any complaint being filed. After however long they decide to investigate you (assuming they feel the one instance of a missing bar scale is significant), and find you guilty (remember you did leave that bar scale off that time), you are responsible to pay for the cost of the investigation. LSAW has another state Electronic Signature Committee meeting June 8th and will keep WFPS apprised on the progress of the issue as it moves along.

Review of the current action items for next meeting was done.

The next two meetings of WFPS will be in October 7, 2000 in Reno, Nevada and February 3, in Honolulu, Hawaii.

Meeting was adjourned at 3:01 p.m.
Respectfully submitted, Paul A. Reid, Wyoming Delegate

Drafting Legal Documents

Reprinted from Ticor Title’s publication, *Title Tips*, Submitted by Verle Moore

The recent decision of the Oregon Supreme Court in the escrow case’ has been hailed by the Oregon State Bar’s Committee on Unauthorized Practice, as being favorable to the Bar. Realtors and escrow companies have also expressed satisfaction with the opinion. Contrary to the thinking of some, the decision does not give a “carte blanche” right to draft legal documents, by anyone. Just when the right exists, to complete printed forms, depends upon the circumstances of each situation. The Court declined to define the practice of law in a broad sense. It did comment that “There have been numerous attempts elsewhere to define the practice of law. None has been universally accepted. The Arizona Supreme Court has said that an exhaustive definition is impossible. The practice of law manifestly includes the drafting of many documents that create legal rights. It does not follow, however, that the drafting of all such documents is always the practice of law. The problem, as is frequently the case, is largely one of drawing a recognizable line. Here the line must be drawn between those services a layman ought not to undertake and those services which laymen can perform without harm to the public ... Turning, then, to the specific matter of documents vesting property rights, the exercise of discretion concerning the property right of another should be entrusted only to those learned in the law ... In the exceptional case the routine procedure may be grossly wrong.”

The Court then quoted from a New York case as follows: “The most complex are simple to the skilled, and the simplest often trouble the inexperienced.”

For the purpose of deciding the case before it, the decision reads as follows:

“We hold that the practice of law includes the drafting or selection of documents and the giving of advice in regard thereto anytime an informed and trained discretion must be exercised in the selection or drafting of a document to meet the needs of the persons being served.”

It is pointed out that “such other definitional problems as may remain unresolved” are left to future cases that may arise.

The lower court held that the escrow companies should be enjoined from preparing (including the filling in of printed forms) the following: “real and personal property contracts, mortgages, deeds, conveyances, satisfactions, releases, assignments, leases, bulk sales affidavits, and similar documents affecting legal rights.”

The Supreme Court modified the lower court’s decision by providing that the injunction should remain against the preparation of the documents named in the lower court’s decision, but permitted the filling in of blanks under the direction of a customer upon a form or forms selected by the customer.

The decision ends with this language:

“If the customer does not know what forms to use or how to direct their completion, then he needs legal advice. If the customer does know what he wants and how he wants it done, he needs only a scrivener.”

There are two words used in the opinion that require careful analysis and interpretation. Emphasis is given to the word “scrivener” and to the average person this may lead to confusion in light of the definition of that word in both Webster’s and Black’s Law Dictionary. Both specify that in addition to being a writer or scribe, that a “scrivener” is one whose occupation is to draw

contracts. Black’s also describes a “scrivener” as one who writes deeds and mortgages and prepares other species of written instruments.

It is clear in reading the decision, that the court’s use of this word was not intended to be in as broad a sense as the definitions thereof referred to above. The decision narrowed the use of the word to the mere filling in, under direction by the customer, of blanks in printed forms. It would appear that the word “scrivener” as used in the decision should be interpreted in the narrow sense, as that of a “scribe.”

The other word used in the decision, which may cause some concern among realtors, is the word “customer.” Escrow agents dealing with persons who are buying, selling or loaning money on real estate, deal with the principals involved, who are also customers. The first contact of an escrow agent is usually with a realtor. He sets up the preliminary instructions covering the transaction, and in this sense he is a “customer” of the escrow agent. The seller, buyer, or the person loaning money, is a “principal” as well as a “customer.” It is in this sense that the decision must be interpreted, and in acting as a scrivener the escrow agent can only follow the instructions of the “principal.”

A question that the Court declined to answer was whether the Supreme Court or the Legislature has the exclusive power to define the practice of law. The recent Arizona case held that only the Supreme Court had this power. Our court, in declining to answer, had this to say: “(I) The question has not been briefed and argued with the thoroughness it deserves when and if it needs to be decided. (2) It is not necessary to decide the question because the Legislature has not, since 1937, undertaken to define the practice of law.”

Emphasis should be placed upon the fact that this was not a majority decision of the Court. Of the seven justices participating, three dissented to the majority decision. One strong statement in the dissenting opinion of Justice O’Connell, which is purely dictum, is that the Legislature has the right to define the practice of law.

There is a note of warning in the decision that should not be passed over lightly. We quote as follows: “We are justified in taking judicial notice of the fact that badly drawn instruments create not only needless litigation but needless loss and liability. A little of this mischief may flow from the carelessness of lawyers, but by far the most of it is the work product of laymen. In either case the injured party may have a cause of action for his damages, but it is in the public interest to keep these difficulties to a minimum.”

The possibility of civil liability for errors or bad advice was pointed out to the Realtors of Arizona in a recent speech by Chief Justice Charles C. Bernstein, of the Arizona Supreme Court. In his talk he asks this question: “Will the realtor who drafts a deed without charge be held to the standards of skill shown by attorneys under like circumstances if he is sued for copying into the deed an incomplete description of the land?” He then says, “For their sake (clients), and certainly for your own, be hesitant to expose them to great financial loss and yourself to equally great legal liability. You may find that the rope leading up to the hayloft is a tiger’s tail!”