

SENDER

Name: Kirk H Grundahl

Email: kgrundahl@qualtim.com

COMMENT:

To whom it may concern: I would like to speak with someone about the Utah code adoption and code development process. I am a registered professional engineer in UT license number - Utah P.E. No. 9040762-2202. Please provide me with the contact name and telephone number of the person I should speak with.

. Thank you in advance for your assistance and am very much looking forward to a conversation. Sincerely, Kirk



Nicole Herrera <nherrera@utah.gov>

Fwd: 2023 NCEES Zone Interim Meeting - Funded Delegate Selection - Due by January 18

Stephen Duncombe <sduncombe@utah.gov>

Mon, Oct 31, 2022 at 2:31 PM

To: Nicole Herrera <nherrera@utah.gov>

Nic,

Probably hang on to this for the, I think, January meeting??

----- Forwarded message -----

From: **NCEES Meetings Department** <meetings@ncees.org>

Date: Mon, Oct 31, 2022 at 11:19 AM

Subject: 2023 NCEES Zone Interim Meeting - Funded Delegate Selection - Due by January 18

To: NCEES Meetings Department <meetings@ncees.org>

You are receiving this email as the current board administrator for an NCEES state licensing board.

Please see the attached memo regarding the eligibility requirements and process to name your three funded delegates for the 2023 NCEES Zone Interim Meeting. The meeting will be held **April 27-29** in **Houston, Texas**. A meeting summary, which includes funding details and a draft schedule of events, is also attached.

The link to the online form to name your three funded delegates is in the memo. Responses must be received by **January 18**. If you need to make changes to a designated funded delegate after January 18, send an email to the Meetings Department at meetings@ncees.org.

Let us know if you have any questions.

Meetings Department

NCEES

ncees.org

2 attachments

 **2023 NCEES Zone Interim Meeting Funded Delegate Notification Memo.pdf**
67K

 **2023 NCEES Zone Interim Meeting Summary for Funded Attendees.pdf**

11/3/22, 4:17 PM

State of Utah Mail - Fwd: 2023 NCEES Zone Interim Meeting - Funded Delegate Selection - Due by January 18

117K

MEMO

DATE: October 31, 2022

TO: Member Board Administrators

FROM: David Cox, Chief Executive Officer

RE: Funded Delegate Notification for the 2023 NCEES Zone Interim Meeting

The 2023 NCEES zone interim meeting will be held April 27–29 in Houston, Texas. A meeting summary, which includes funding details and a draft schedule of events, is attached.

In accordance with NCEES policy, the Council will fund the lodging, travel expenses, and registration fees for the designated member board administrator (MBA) from each member board. The Council will provide the same funding to three eligible delegates.

For the designated attendees to receive this funding, their respective member boards must be in active status as defined in *Bylaws* 10.012. Delegates must attend all business meetings on Friday, April 28 and Saturday, April 29. Additional eligibility requirements for each are described below.

When meeting registration opens in January, NCEES will send an invitation to each funded attendee via email with meeting information and instructions for registering and making travel arrangements. Please include the person's email address, not an assigned board email address.

Member board administrator

NCEES will automatically invite the current eligible board administrator when registration opens in January, so it is not necessary to provide your name and contact information in the online form. When an MBA represents more than one board, the funding is for the designated MBA only and not for the assistant MBA or other member board staff.

Funded delegates

To qualify to be a funded delegate, the individual must be a current board member or an associate member.

[Click here](#) to access the funded delegate form. Responses must be received by **January 18**. If you need to make changes to the designated funded delegates later, send an email to the Meetings Department at meetings@ncees.org.

As required by the NCEES *Bylaws*, member board chairs must notify NCEES in writing on board letterhead by **January 18** if an associate member is designated as an eligible funded delegate. For boards that require authorization from the state, such designation may come from the agency director for that board.

For questions regarding funding, contact the Meetings Department at meetings@ncees.org.

Attachment

2023 NCEES Zone Interim Meeting Summary for Funded Attendees

Meeting dates and location	April 27–29, 2023 Royal Sonesta Houston Galleria 2222 West Loop South Houston, TX 77027
Meeting summary	The NCEES zone interim meetings are held each spring. This year, the four zones will meet together in Houston. The primary purpose of the meeting is for representatives from the member licensing boards to hear and discuss reports from the NCEES board of directors, CEO, standing committees, and task forces. The work of the committees and task forces results in motions that will be presented for Council vote at the annual meeting in August. Zone meeting delegates can ask questions and discuss possible annual meeting motions, and they are encouraged to take information back to their boards for further discussion. Additionally, each zone will hold the following elections: <ul style="list-style-type: none"> • Central Zone—zone secretary-treasurer • Northeast Zone—zone vice president and assistant vice president • Southern Zone—zone vice president and assistant vice president and NCEES president-elect nominee (election to be held at the annual meeting in August) • Western Zone—zone secretary-treasurer
Schedule overview	The business meeting will begin at 8:00 a.m. on Friday, April 28 and conclude at 11:45 a.m. on Saturday, April 29. The awards luncheons will be held after the last business meeting on Saturday. A draft business meeting agenda follows on the next page. A full schedule of events will be posted at www.ncees.org/zones when registration opens.
NCEES funding summary	The Council will fund the following, as applicable, for the member board administrator and three eligible funded delegates from each board: meeting registration, lodging expenses for up to three nights (April 27–29), and travel costs, per the travel policy. NCEES will also pay a one-time stipend to cover incidental expenses accordingly: <ul style="list-style-type: none"> • \$100 plus the approved mileage calculation for those who drive • \$375 for those who fly
Attendance requirements	Funded attendees must attend all business meetings on Friday, April 28 and Saturday, April 29. Plan to arrive on Thursday, April 27 and depart on Saturday, April 29 or Sunday, April 30.
Registration details	Meeting registration includes the business meetings; Thursday’s dinner; Friday’s breakfast, lunch, and dinner; and Saturday’s breakfast and awards luncheon.
Hotel room block rate	\$164/night for standard rooms, plus taxes and fees (currently 17 percent) NCEES will make the hotel reservations for all funded attendees based on information provided during registration and be direct billed for room, taxes, and fees for up to three nights (April 27–29).
Air travel and ground transportation	NCEES will fund round-trip economy-class airfare to Houston. The hotel is 28 miles from George Bush Intercontinental Airport and 16 miles from William P. Hobby Airport. There are several ground transportation options available from each airport, including Uber, Lyft, and taxi service. Instructions to book air travel will be available in individual invitations, and transportation options will be posted at www.ncees.org/zones when registration opens.
Hotel parking costs	NCEES attendees receive a 50% discount on self-parking at the hotel (currently \$30 per night, discounted to \$15). The cost for self-parking will be direct billed to NCEES for funded attendees who are approved to drive to the meeting. Valet parking is \$40 per night.

NCEES Zone Interim Meeting

Houston, Texas

April 27–29, 2023

Schedule of Events (draft October 2022)

Thursday, April 27

3:00–5:00 p.m.	Colonial States Boards of Surveyor Registration meeting
3:00–6:00 p.m.	Registration desk open
6:00–6:30 p.m.	First-time attendee receptions (by zone)
6:30–9:00 p.m.	Welcome dinner buffet

Friday, April 28

6:30–8:00 a.m.	Breakfast buffet
8:00–11:45 a.m.	Business session 1 <ul style="list-style-type: none">▪ Call to order▪ Pledge of Allegiance▪ Welcome and roll call of member boards▪ Introduction of guests and attendees▪ Review of schedule for the day▪ Appointment of Resolutions Committee▪ NCEES officer and CEO reports▪ NCEES committee and task force reports<ul style="list-style-type: none">▪ Advisory Committee on Council Activities (ACCA)▪ Committee on Education▪ Committee on Examination Policy and Procedures (EPP)▪ Committee on Examinations for Professional Engineers (EPE)▪ Committee on Examinations for Professional Surveyors (EPS)▪ Committee on Finances▪ Committee on Law Enforcement▪ Committee on Member Board Administrators (MBA)▪ Committee on Uniform Procedures and Legislative Guidelines (UPLG)▪ Engineering Licensure Model Task Force▪ Special Committee on Bylaws
Noon–1:15 p.m.	Luncheon
1:30–2:30 p.m.	Business session 2 <ul style="list-style-type: none">▪ NCEES committee and task force reports (continued)
2:45–4:30 p.m.	Individual zone meetings <ul style="list-style-type: none">▪ Call to order▪ Approval of zone meeting minutes from NCEES zone annual meeting▪ Call for additional agenda items▪ Zone committee reports<ul style="list-style-type: none">▪ Site-Selection Committee▪ Awards Committee▪ Leadership Development Committee

- Nominating Committee (elections on Saturday morning)
 - Nominations for zone offices (presentation of candidates and additional nominations from floor) and candidate remarks
 - Central Zone: Secretary-treasurer
 - Northeast Zone: Vice president and assistant vice president
 - Southern Zone: NCEES nominee for president-elect; vice president and assistant vice president
 - Western Zone: Secretary-treasurer
 - Zone task force reports (if applicable)
 - Update on state activities
- 5:00 p.m.–Until Off-site event
- Saturday, April 29**
- 6:30–8:00 a.m. Breakfast buffet
- 8:00–9:30 a.m. Breakout forums
 - Engineering
 - Surveying
 - Member board administrators
 - Law enforcement
- 9:45–10:45 a.m. Individual zone meetings
 - Elections
 - Central Zone: Secretary-treasurer
 - Northeast Zone: Vice president and assistant vice president
 - Southern Zone: NCEES nominee for president-elect; vice president and assistant vice president
 - Western Zone: Secretary-treasurer
 - Site-Selection Committee report
 - Update on state activities (continued)
 - Invitations to 2024 zone interim meetings
- 11:00–11:45 a.m. Business session 3
 - Forum reports
 - New business
 - Resolutions Committee report
 - Other
 - Closing comments and adjournment
- Noon–1:15 p.m. Awards luncheons (by zone)
- 2:00–7:00 p.m. Space Center Houston Tour (*optional; paid in advance; meet in hotel lobby at 1:45*)

ENGINEERS ON PROBATION	11/14/2022			
LICENSE TYPE	NAME	PROB START	PROB END	STATUS
Professional Engineer	Gatley, Harry	01/26/2018	Sex registry	Still waiting on April, July & Oct employer reports. Reached out to employer on 10/26. No response.
Professional Engineer	Mackay, Lyle Scott	7/22/2022	Sex registry	Next employer report due in Jan.
Professional Engineer	Platt, David	7/22/2022	7/22/2026	New probationer. No reporting requirements.



STATE OF UTAH
DIVISION OF OCCUPATIONAL AND PROFESSIONAL LICENSING

160 East 300 South, P.O. Box 146741
Salt Lake City, Utah 84114-6741
Telephone (801) 530-6628
www.dopl.utah.gov

APPLICATION FOR FUNDING FROM EDUCATION AND ENFORCEMENT FUND

APPLICATION INSTRUCTIONS AND INFORMATION

- I. All applications for funding must be made by completing and submitting the Division's "Application for Funding from Education and Enforcement Fund" form. The form is included in this packet. Applicants may submit their application via email to: dopl.bureau5@utah.gov, or via regular mail to:

DOPL Bureau 5
PO Box 146741
Salt Lake City UT 84114
- II. Upon receipt of the application, the request for funding will be placed on the agenda for review by the respective Board. Applicants will be notified of the meeting and attendance is encouraged to present the training plan.
- III. If the reviewed application is recommended for approval, the funding request must then be approved by the Bureau Manager, Division Director, and Department Director. *The application is not officially approved until it has been signed by all parties.* A letter of approval will be mailed to you after all signatures have been obtained.
- IV. It is *strongly* recommended that applications be submitted **at least 60 days** in advance of the event. If it is not received **15 days** prior to the next scheduled Board meeting, the request will not be placed on the agenda for consideration. Keep in mind, some Boards only meet a few times a year and may require you to submit your application sooner than recommended. **Any request not considered by the Board and approved prior to the event will not be approved for funding.**

*Professional Licensing Boards meet in the Heber M. Wells Building. Meeting dates, times, and agendas can be accessed at www.dopl.utah.gov.

The following items may be considered by the Board in making a determination for funding:

- a. Previous experience in providing training; including cost per-attendee and current cost estimates.
- b. How the education fits with the Board's education objectives for the applicable year.
- c. How the text relates to the course objectives.
- d. Target audience.
- e. Target region.
- f. The number of students, hours of instruction, and the ratio of students per dollar to be spent for the education.
- g. The percentage of the training being paid for by the student, and by the Education and Enforcement Fund.
- h. Anticipated revenue received.

ITEMS QUALIFYING FOR STATE FUNDING:

Reimbursement will **only** be for educational expenses that qualify for state funding. Note: **Code Books** or any **Referenced Standards do not** qualify for funding. **Sponsors' staffing or personnel costs do not** qualify for funding. Break items **do not** qualify for funding (e.g. food, drink, promotional items, awards, and prizes).

The following is a list of items which may qualify for funding:

- Instructor Fees: Will not be reimbursed for excess of \$3,000 per day, *including* travel and meals. Any Instructor fees in excess of \$150.00 per hour will be subject to further review and approval by the Board, the Division and the Department. *(State or local government employees should be aware of prohibition of*

paying instructor fees if the instructor is also being paid wages for the same time period. Contact DOPL with questions.)

- Instructor Travel and Meals: Meals, mileage, and lodging must not exceed current State of Utah rates. Current maximum rates are: mileage at \$.56 per mile, \$95.00 per day for hotel, and meals at: \$10.00 breakfast, \$13.00 lunch, and \$16.00 dinner.
- Code Analysis and Code Update Books
- Workbooks, Study Guides, or Textbooks
- Meeting Rooms or Facilities
- Audio/Visual Equipment Costs
- Printing Costs (*including copies for workbooks, study guides, or textbooks*)
- Brochures (*for advertising, mailing, etc.*)
- Mailing, Postage & Handling Costs

Please note: Any items that do not qualify for state funding must be included as part of the registration fee paid by the participant, or paid by the sponsor of the program.

V. Applicants will be notified in writing if the application has been approved or denied. Advertising and agenda or training material for the training program shall include the following statement, ***“Partial funding for this educational opportunity has been provided by the Division of Occupational & Professional Licensing and the Education and Enforcement Fund.”***

VI. It is the responsibility of the sponsoring organization to assure that the training is provided by instructors who are qualified to teach the program demonstrated with adequate education and experience. Furthermore, the sponsoring organization is responsible to assure that instructors are prepared to teach the class, including making an appropriate outline of the program, making appropriate audio or visual aids, preparing or arranging for handouts or study guides, arranging for any needed equipment and assuring that the training is held for the time period specified in your request for funding. Please be aware that funding grants are based upon the sponsoring organizations’ assurance that a quality training program will be provided.

If the training is deficient in quality of presentation or preparation as outlined above, it could jeopardize your grant of funding. We recommend the contract you enter into with instructors completely and accurately specify the responsibilities of the instructors and any consequences as a result of failing to hold the training, and/or lack of adequate preparation.

VII. It is the responsibility of the sponsoring organization to engage in good faith negotiations to ensure the best reasonable value for eligible reimbursement costs.

VIII. After completion of each course the sponsoring organization must complete and submit the following to the Division in order to obtain reimbursement for the training provided:

- a. Request for Reimbursement Form
- b. Itemized Invoice: Provided on the sponsoring organization’s letterhead with attached original receipts, invoices, and other documentation to support the requested reimbursement.
- c. Roster of Attendees
- d. Advertising: Copy of the advertising announcement, agenda, and training material, which includes the acknowledgement of funding as specified above.



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APPLICATION FOR FUNDING FROM EDUCATION AND ENFORCEMENT FUND

<input type="checkbox"/> ARCHITECT <input type="checkbox"/> ENGINEER <input checked="" type="checkbox"/> LAND SURVEYOR <input type="checkbox"/> LANDSCAPE ARCHITECT <input type="checkbox"/> GEOLOGIST	<input checked="" type="checkbox"/> New Funding Request - Requests should be submitted 60 days in advance of the program date. <input type="checkbox"/> Additional Funding Request - Requests should be submitted 60 days in advance of the program date.
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(Note: Microsoft Word users can fill in the blanks, print the form and save it for their records)

Requesting Organization: Utah Council of Land Surveyors		Federal I.D. Number: 94-2943794	
Contact Person: Susan Merrill		Phone #: 801-964-6192	
Mailing Address: P.O. Box 1032		Email: srmerrill@ucls.org	
City: Salt Lake City		State: UT	Zip: 84110
Title of Event: UCLS Conference		Amount Requested: \$ 11,437.00	
Dates of Training - From: 2/8/23	To: 2/10/23	Location: Dixie Convention Center, St. George, UT	
Number of Classroom Hours:	Level of Curriculum:	<input type="checkbox"/> Beginner	<input checked="" type="checkbox"/> Professional
Expected Number of Attendees:		<input type="checkbox"/> Novice	<input checked="" type="checkbox"/> Expert
Summary of Training Objectives: Two and a half days of break out sessions focused on the theme of "Being an All-Star Surveyor"; presenters are notable national, regional and local experts in their fields; additional business meetings of the UCLS will be held throughout the conference.			
Please provide information for each course being taught in the training. (Attach additional pages if necessary.)			
Course Description: Being an All-Star Surveyor, ALTA/NSPS Survey Standards, A Study of ALTA/NSPS Surveys, Ethics for Surveyors, Surveying Right-of-Way, FAA UAV Certification, History of Surveying in Utah, A Legal Discussion of Public Roads across Public Lands, Business Aspects of Land Surveying, Surveying Leadership Workshop, GIS for Surveyors.			
Describe how the training relates to the education goals of the Professional Board for the current year: These break out sessions meet the requirements set forth by DOPL to meet the continuing educational requirements for renewal of license.			
Text(s) or other materials to be used: Handouts and reference materials provided by the presenters through an app and available on-line in advance of the conference to allow each participant to download and print if needed or have on their laptop and/or other electronic device.			
Lead Instructor: Jay Seymore		Phone #: 310-251-7040	
Street Address: 1047 E. Fairway Dr.		Email: plcsurveying@msn.com	
City: Orange		State: CA	Zip: 92866

BOARD ACTION		
Date:	<input type="checkbox"/> Favorable <input type="checkbox"/> Unfavorable	Amount Recommended: \$
Reason:		

DEPARTMENT OF COMMERCE ACTION		
Date:	<input type="checkbox"/> Approved <input type="checkbox"/> Not Approved	Amount Approved: \$
Bureau Manager:		Date:
Limited Purchasing Delegate:		Date:
Division Director:		Date:
Department Director:		Date:



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APPLICATION FOR FUNDING WORKSHEET

Title of Event: UCLS Conference	
Dates of Training - From: 2/8/23	To: 2/10/23

PROJECTED TRAINING REVENUE	
Funding Participants (<i>excluding DOPL</i>)	
Jurisdiction:	\$
Organization/Association:	\$
Individual: UCLS Members - 268	\$ 132,660.00
Other: Non-Members - 17	\$ 10,965.00
Other: Utah Students - 15	\$ 2,625.00
Other: Vendors - 15	\$ 16,000.00
Other:	\$
Other:	\$
Registration Fee: \$ 495	Number of Attendees: 300
	Total
	\$
Total Training Revenue Anticipated	
	\$ 148,175.00
Portion of Registration fees for Non-Reimbursable Expenses (<i>Code books, Breaks, etc.</i>)	
	(\$ 49,170.00)
Portion of Registration to be Applied Against Education Costs	
	(\$ 11,900.00)
Balance of Anticipated Revenue	
	\$ 87,105.00

PROJECTED TRAINING EXPENSES	
Meeting Room:	\$ 8,900.00
Instructor Fees:	\$ 5,000.00
Instructor Travel:	\$ 1,400.00
Audio/Visual Equipment:	\$ 6,000.00
Workbooks, Text Books, Study Guides:	\$ 2,500.00
Printing:	\$
Brochures, Advertising:	\$
Postage, Mailing:	\$
Other qualified items:	\$
Total Reimbursable Expenses	
	\$ 23,800.00
Portion of Registration to be Applied to Educational Cost	
	(\$11,900.00)
Total Anticipated Reimbursement Request	
	\$ 11,900.00

I hereby verify under penalty of perjury, that any funds requested from the State of Utah are not being reimbursed from any other source.

Brad T. Mortensen

Name Authorized Representative (*please print*)

Treasurer

Title

Signature

10/19/2022

Date



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REQUEST FOR REIMBURSEMENT FORM

Requesting Organization: Utah Council of Land Surveyors		Federal I.D. Number: 94-2943794		
Contact Person: Susan Merrill		Phone #: 801-964-6192		
Mailing Address: P.O. Box 1032		Email: srmerrill@ucls.org		
City: Salt Lake City		State: UT	Zip: 84110	
Title of Event: UCLS Conference 2023			Amount Requested: \$	
Dates of Training - From: 2/8/23	To: 2/10/23	Location: Dixie Convention Center, St. George, Utah		
I hereby verify that I/we provided the educational program for which we obtained pre-approval from the Division and that we provided the program as outlined in our original submittal except for the following changes: <i>(Please identify below any changes that have been made in subjects, dates, locations or instructors, if applicable.)</i>				
Please identify the information required below. (Attach additional pages if needed.)				
Title/Subject	Date(s)	Location(s)	# Hours of Session	# Attendees

We are requesting reimbursement for the following costs incurred and for which we have attached the original receipts.	
Meeting Room; Name and Location:	\$
Instructor Fees:	\$
Instructor Travel/Meals:	\$
Instructor Name(s):	
Audio Visual Equipment:	\$
Workbooks, Textbooks, Study Guides:	\$
Title(s):	
Printing:	\$
Brochures, Advertising:	\$
Postage, Mailing:	\$
Other – Describe:	\$
Total Educational Expenditures	\$
Deduct the portion of registration fees that have been applied to educational costs	(\$)
Balance/Total Reimbursement Request:	\$



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REMITTANCE FORM

I hereby verify under penalty of perjury, that these expenses have been paid by our organization and that we have received no other reimbursement for these expenses from any other source.

Remit To:

Organization Name

Federal I.D. Number

Date Signed

Authorized Representative *(Please Print)*

Title

Signature

DEPARTMENT OF COMMERCE USE ONLY							
PURPOSE:		DEPT:	670	FUND:		UNIT	
Board Secretary:						Date:	
Bureau Manager:						Date:	
Limited Purchasing Delegate:						Date:	
Division Director:						Date:	
Department Director:						Date:	

2023 Tentative UCLS Conference Schedule

Being an All-Star Surveyor

		Keynote Location: Ballroom CDEF	Breakout #1 Location: Sunbrook	Breakout #2 Location: Ballroom AB
WEDNESDAY FEB 8, 2023	Noon - 1:00 PM	Registration		
	1:00-1:30	Welcome & Opening Ceremonies		
	1:30 PM - 3:00 PM	<i>Being an All-Star Surveyor</i> Kris Kline		<i>Skeet Shoot/Golf Tournament</i> (Offsite)
	3:00-3:30	Break		
	3:30 PM - 5:00 PM	<i>Being an All-Star Surveyor</i> Kris Kline		<i>Skeet Shoot/Golf Tournament</i> (Offsite)

		Keynote Location: Ballroom CDEF	Breakout #1 Location: Sunbrook	Breakout #2 Location: Ballroom AB
THURSDAY FEB 9, 2023	7:00 AM - 8:00 AM	Breakfast & Late Registration		
	8:00 AM - 10:00 AM	<i>ALTA/NSPS Survey Standards</i> Jay Seymour	<i>Surveying Rights-of-Way</i> James Olschewski	<i>Ethics for Surveyors</i>
	10-10:30	Break		
	10:30 AM - Noon	<i>ALTA/NSPS Survey Standards</i> Jay Seymour	<i>GPS Update</i> Brad Mortenson	<i>FAA UAV Certification Training Session</i>
	Noon - 1:30 PM	Lunch & Vendor Break		
	1:30 PM - 3:00 PM	<i>A Study of ALTA/NSPS Surveys</i> Jay Seymour	<i>Private Roads across Public Lands: A Legal Discussion</i> Panel	<i>History of Surveying in Utah</i> Andy Hubbard
	3:00-3:30	Break		
	3:30 PM - 5:00 PM	<i>A Study of ALTA/NSPS Surveys</i> Jay Seymour	<i>Private Roads across Public Lands: A Legal Discussion</i> Panel	<i>Legislative Committee Meeting</i>

		Keynote Location: Ballroom CDEF	Breakout #1 Location: Sunbrook	Breakout #2 Location: Ballroom AB
FRIDAY FEB 10, 2023	7:00 AM - 8:00 AM	Breakfast & Late Registration		
	8:00 AM - 10:00 AM	<i>Business Aspects of Land Surveying</i> Jay Seymour	<i>Surveying Leadership Workshop</i> TBD	<i>Utah Statutes and Standards Related to the Practice of Surveying</i>
	10-10:30	Break		
	10:30 AM - Noon	<i>Business Aspects of Land Surveying</i> Jay Seymour	<i>Surveying Leadership Workshop</i> TBD	<i>Standards & Ethics Committee Meeting</i>
	Noon - 1:30 PM	Lunch & Vendor Break		
	1:30 PM - 3:00 PM	<i>Questions with the All-Stars</i> Jay Seymour/Panel Discussion	<i>GIS for Surveyors</i> UGIC	<i>Education Committee Meeting</i>
	3:00-3:30	Break		
	3:30 PM - 5:00 PM	Closing Ceremonies/Auction/Raffle		



Nicole Herrera <nherrera@utah.gov>

Re: WZ Site Selection Committee

Stephen Duncombe <sduncombe@utah.gov>

Tue, Oct 4, 2022 at 6:49 AM

To: Nicole Herrera <nherrera@utah.gov>

Cc: Ashley Beyer <abeyer@utah.gov>

Nic,

Will you please include this on the November agenda.

Action Items:

- Hosting the 2027 Western Zone Interim Meeting

Also, I've included the outreach manager for obvious reasons. 😊 😊

----- Forwarded message -----

From: **Mohammad Qureshi** <drmoque@gmail.com>

Date: Mon, Oct 3, 2022 at 10:44 PM

Subject: WZ Site Selection Committee

To: <jmiller@reaveley.com>, Stephen Duncombe <sduncombe@utah.gov>

Hello Stephen and Jeffrey,

I am looking to add a representative for the 2027 Western Zone Interim meeting (Ashley). In the alphabetical order for the Western Zone, it would be Utah's turn to host in 2027 if you are willing.

It is a significant commitment on the part of the host state board to work with NCEES staff to identify potential meeting locations and local activities. (Ashley)

So my first question is if the Utah Board is interested in hosting the 2027 meeting? If the answer is yes, **who would you like to serve as the representative on the site selection committee?** It is usually the Member Board Administrator (Executive Officer) **but it could be someone else.** (Ashley)

--

Dr. Q

Planning Overview for a Zone Interim Meeting

This planning overview and suggested planning timeline is a resource to assist zone leadership and host boards in the planning of an interim zone meeting. It is not intended to replace the information contained in the *Zone Meeting and Continuity Guidelines*.

Zone interim meeting—planning overview

Site Selection

- The Zone Site Selection Committees are responsible for recommending a host board/jurisdiction a minimum of 2-5 years in advance of each meeting. Each zone will receive and approve this report at their interim zone meeting.
- Two years in advance of the meeting, the NCEES meetings department will meet with the host board and zone leadership to determine potential locations and hotel properties to host the meeting. NCEES will use this information to initiate the RFP process for booking the hotel/primary meeting venue. The meetings department, host board, and zone leadership will review proposals to select a property.
- NCEES is responsible for negotiating and signing all contracts (including venues, vendors, event orders, etc.) related to the meeting.

Meeting Planning

- The NCEES Meetings Department will
 - Conduct all financial transactions (paying invoices; receiving meeting revenue) related to the meeting.
 - Manage the budget process (begins approximately 18 months in advance)
 - Send templates to the host board to use in preparing the schedule of events, the meeting information form used to build registration system and website, and the meeting specifications.
 - Create and send postcard announcing registration is open
 - Oversee the communication plan with the host board to include reminder emails
 - Develop the online registration system and website
 - Create and send the rooming list for all funded individuals
 - Create and send all meeting invitations
 - Send weekly registration updates
 - Create name badges for registered delegates and guests
 - Provide PowerPoint presentations for officer and committee reports, and the name of the person giving each report
 - Make the final guarantees and special accommodation requests for each meal/event
- The host board will
 - Develop the overall schedule of events to include social activities, guest activities, and any optional events within budget and using the NCEES template as a guide.
 - Assist in developing the meeting budget (approximately 18 months in advance)
 - Send meeting information to NCEES for the development of meeting materials
 - Provide on-site staffing for the registration desk
 - Provide on-site meeting coordination with the hotel
 - Select speakers within budget for lunch(es), welcome, Pledge of Allegiance, etc.

- Work with the zone vice president to host a first-time attendee event
- The Zone vice president will
 - In October, appoint members as appropriate to serve on zone committees (Awards, Leadership Development, Nominating, and Site Selection).
 - In October, provide a draft business meeting agenda to the meetings department to include in the meeting summary for member boards to use for travel authorizations and naming funded delegates.
 - By February 1, work with the NCEES CEO and COO to finalize an agenda for the zone business meeting. This will be presented to the board as an informational agenda item at the third meeting of the NCEES board of directors.
 - By February 1, verify zone committees are completing duties as assigned, organize a first-time attendee function, ask boards to submit reports on state activities, and appoint leaders for the Engineers, Surveyors, MBAs, and Law Enforcement Forums.
 - Prepare slides or materials as needed for the zone business meeting
 - Preside over zone business meetings
 - Assist the host board with developing the overall meeting schedule
 - Assist the host board in hosting a first-time attendee event
 - Notify NCEES of zone award recipients
 - Ensure zone interim meeting minutes are submitted to NCEES within 30 days of the meeting.

Upon the request of the host board or zone vice president, NCEES will also assist with the following

- Initiate site selection processes for tours, off-site event, or other activities
- Create specific printed materials (tickets, programs, fliers, etc.)
- Provide loaner equipment (laptops, projectors, etc.)
- Recommend and order delegate gifts
- Create meeting specifications

Suggested Timeline

NCEES/Zone Leadership / Host Board	Develop a budget based on anticipated expenses. Template from NCEES.	Process begins approximately 18 months before event
Host Board	Provide an invitation to the meeting at the previous year's interim meeting. <i>May wish to include a video. Contact the local CVB for options.</i>	12 months
NCEES/Host Board	Negotiate contracts for all off-site events and needs. This may include guest tours, an off-site dinner event, or transportation.	7–12+ months before event
NCEES/Host Board	Develop schedule of events and program outline.	7–10 months before event
Host Board	Give an invitation at the annual meeting during your zone meeting. <i>May wish to include attendance builders to distribute and/or a video. Contact the local CVB for options.</i>	8–9 months in advance

Host Board	Complete meeting information form provided by NCEES. Provide a preliminary schedule of events. <i>Templates provided by NCEES.</i>	November (as requested)
Host Board	Determine the need for speakers including entertainment or invocations at the direction of the VP.	6+- months before event
NCEES	Develop online registration system	4-5 months before event
NCEES	Develop postcard to announce registration is open to the zone members	4 months before event
NCEES	Online registration goes live; postcard mails; invitations email	3-4 months before event
Host Board	Send request(s) to NCEES for any printed materials needed such as awards, tickets, programs, etc.	3+ months before event
Zone VP	Notify NCEES of award recipients	3+ months before event
Host Board	Make arrangements for loaner equipment needed for the meeting. (projectors, laptops, etc.) <i>This can be provided by NCEES.</i>	3 months before event
NCEES	Provide weekly reports to planning team. Send reminder emails to zone as needed.	Begins 3 months before event
Host Board	Collect, print, and/or order any registration items and gifts that you choose to give away at the meeting. <i>NCEES can help and can directly order and pay for items.</i>	2-4 months before event
Host Board	Determine schedule and staffing for the registration desk.	2 months before event
Zone VP	Provide a business agenda to the host board and NCEES.	45-60 days before event
NCEES/Host Board	Prepare meeting specs for the hotel to include food and beverage, setup requirements, and any audio-visual needs. Send to the venue(s) so that Banquet Event Orders can be created. <i>Template provided by NCEES.</i>	40 days before event
NCEES	Submit a rooming list for the funded attendees.	30-45 days before event
NCEES/Host Board	Review BEOs, make changes as necessary, and send final copies to NCEES for review and signature.	20-30 days before event
NCEES	Provide PowerPoint presentations for officer and committee reports to the host board and VP. This may be provided on a flash drive and/or through Dropbox or Basecamp.	Before event
Zone leadership	Prepare slides or materials as needed for zone business.	10 days before event
NCEES / Host Board	NCEES will make final guarantees and special dietary need requests for each event as required. This includes on-site events at the hotel as well as off-site events such as guest tours.	3-7 days before the event