Tate Jones began the meeting by extending a welcome to and requesting introductions from the attendees.

Benny Walden followed with a brief discussion of issues related to survey database submissions as follows:

a. Survey databases are forwarded to Office of Design Policy and Support staff in the GDOT General Office for review where they are checked for compliance with the InRoads SDE Guidelines. The survey database QA reviews do not take as long as the field checks. Field checks are prioritized by PFPR date and checks analyzed by Mike Lewis RLS.

b. Sometimes primary control data is off significantly. We want tight control in accordance with the InRoads SDE Guidelines and the GDOT Automated Survey Manual.

c. Property corners are expected to be tight and accurate. We check computed points as well as monuments and computed points should be reasonable also. Monitoring wells are located near land fields, gas stations and other locations with similar environmental concerns. Monitoring wells should be picked up along with other survey data.
d. New bridge related requirements have been added to the GDOT Automated Survey Manual recently. Center of bridge column shots are now required. For small bridges shots are required at all columns. For large bridges with numerous columns please contact our office and we will coordinate with the Bridge Office in an effort to determine exactly which columns require shots.

3. David Millen asked if this will vary for bridge widenings and replacements, to which Benny Walden answered “no”.

4. Jon Blanchard asked if drones could be used.

5. Tate Jones mentioned that use of regular drones would introduce problems with accuracy. Though the use of LIDAR drones would mitigate the accuracy issues, these drones are significantly more expensive to the degree that the increased risks arising from operation over water could be problematic.

6. Benny Walden mentioned that the Bridge Office wants surveys to extend for an additional 200’ feet beyond the standard 300’ for pavement only. Additional property research may be required to ensure that the right of way is correct.
   a. A brief discussion with comments from various attendees describing examples of issues with property data collection (especially the lack of right of way monuments) on LIBP Projects followed. Arising from this discussion was the question, “What is the solution?” Responses to this question were as follows:
      i. “Just shoot the road.”
      ii. Interstate centerlines and bridge columns trump right of way markers for accuracy.

7. Benny Walden announced that GDOT will be transitioning into 3D modeling based design and that we are requesting that all non-triangulated shots have elevations that are within three tenths accuracy. The following items regarding 3D modeling were also discussed:
   a. Zero elevations will not work with 3D modeling.
   b. There is a filter that ignores undefined elevations
   c. Specific guidance regarding elevations and 3D modeling will be available in the SDE Guidelines and the GDOT Automated Survey Manual.
   d. Establishment of additional policies may be required.

8. Benny Walden asked the survey consultants how they feel about task orders that expire with outstanding issues that still need to be addressed. Responses were as follows:
   a. If it is only a few months after task order expiration we will fix the outstanding issues.
   b. Survey consultants cannot afford to fix old projects for free
   c. Sometimes resistance comes from corporate rather than the surveyors.

9. Tate Jones mentioned that the purpose of our meetings is to determine what we need. The following items were listed as items needed:
   a. Survey control standards.
   b. Educational resources
   c. For all resources to be disseminated to those who are not in attendance.
10. Benny Walden advised that control should not be set with VRS and continued with the following comments:
   a. If it is correct when submitted to us we do not care how you got it.
   b. Most issues with control appear to involve the use of VRS.

11. Jon Blanchard asked if all of the surveyors are receiving R.O.A.D.S Notifications.

12. Jarrod Black asked if a Facebook Page could be used to disseminate information to survey consultants.

13. Benny Walden asked if the R.O.A.D.S. Notifications are submitted to individual email addresses.

14. Jewell Stone mentioned that signing up for R.O.A.D.S. Notifications is required and that R.O.A.D.S. Notifications are submitted to individual email addresses.

15. David Millen stated that he thought the best way is to require sign up as a part of prequalification.

16. Benny Walden responded by saying “let us look into it.”

17. The question of whether or not the problem was companies that are already prequalified and yet are not following the manual was raised.

18. Benny Walden responded by making the observation that it appears that some are not using the manual.

19. Jon Blanchard discussed the fact that he is working on a revamped checklist, guide and filters that when followed will show users how to QA and minimize comments.
   a. The filters will filter out items that are not required.
   b. Training can be provided on the use of the check list, guide and filters

20. Tate Jones stated that if we are going to have training it would be good to allow input from the survey consultants.

21. Benny responded by mentioning that we can set up training in a central location like Macon.

22. Tate Jones introduced the topic of locating septic tanks by stating “we can do whatever you need as long as we get the hrs.”

23. Benny Walden discussed the fact that the decision to locate septic tanks comes from upper management and one strategy that could be used to aid in the location of septic tanks involves mailing a self-addressed envelope to the residence with a request for a sketch of septic tank locations. Other strategies discussed are as follows:
   a. Gaining access to documents on file in local health departments
      i. Though septic tank records are available in local health departments they are not as accessible as courthouse documents.
   b. It is recommended that one man hour be allocated for the location of each septic tank.
   c. GPR generates inconclusive results for septic tank locations.
   d. A probe can be used to locate septic tanks.
   e. SUE engineers may be useful resources.
   f. Maps from the health department records do not go into databases.
   g. The only items included in the databases are those located by the survey consultant.
   h. Soil type can have an effect on the accuracy of GPR.
   i. Survey consultants may not be able to locate some septic tanks.
j. If survey limits are to the front of the house and the septic tank is in the back no further investigation is necessary.

k. Only one shot is required for locating a septic tank.

24. David Millen mentioned that when a home is occupied by a renter the letter may be sent to the home owner.

25. A question arose about what should be done in the event that the home owner is not at home to which Benny Walden responded that all survey work was covered by the letter sent to the property owners.

26. Additional ideas from various attendees regarding the location of septic tanks were discussed as follows:
   a. A plumber can usually find a septic tank quickly.
   b. This is more of a SUE issue.
   c. Is there anything that can be done by right of way staff?
   d. A 2 phase investigation should be considered with phase 2 involving a plumber as needed.

27. Benny Walden stated “we agree that the best approach would be to make this a SUE issue” and that there needs to be a septic tank location report.
   a. A standard report is to be developed.
   b. It can be added to the GDOT Website with the check list.
   c. Health Department documents should be scanned to a PDF file and submitted with the database.

28. The subject of database ownership was briefly visited at the end of the meeting only to be rescheduled for future discussion.
Please attach to the Meeting minutes for meeting on 8.29.2017

Purpose to Review Discuss and Update the GDOT Automated Survey Manual

The committee will be made up of GDOT Staff that Review and Check Consultant databases and Professionals from the private sector that produce and submit finished GDOT databases to the department. The group will endeavor the meet bi-monthly and discuss and agree on changes to the manual that will be beneficial to the Georgia Department of Transportation in their work and the consultant surveyors who produce the work. The committee will work on a list of initiatives that will be discussed and reviewed that should lead to an increase the effectiveness of both parties. The main goal being that both groups benefit and understand the needs of the other and that the group consensus will raise the quality of the final product.

Proposed Initiatives

New Septic Tank Locations General discussion of the needs, process, expectations and effort required to property locate septic fields. Letters to homeowners, Research, Field Work,

- This was the only initiative that was discussed in the meeting.
- This initiative was discuss and a comprehensive check list of items for completion was organized. These items included, Health department contact and subsequent research, approaching the owner of the property and asking if he knew where the septic tank was located, physically probing where the tank was thought to be but the collective information gathered. If it was not located the data base would not show a field.. It was determined that a report on each property would be created to show the research and results of the location.
- Benny Walden said his staff would create the report template and update the Manuel with the new requirements.

The following initiates will be discussed at future meetings


Overall Database preparation. Including Meetings, Control, Aerial topography, obscured areas.

Survey Control standards Best Practices, Common errors, GPS

Standardized Database check list and database review. Field work and Cad work

Right of way and property resolution. Thorough location of existing property corners. Mirror R/W?, Hold pins or both? Location of back corners?
Bridge Asbuilt Standards Consistency and completeness.

Other initiatives not on this list?