

Water-Related Permits Process Improvement Team (WRPPIT)

Making clear whether and how a project gets to YES & transitioning to a consolidated state permit system.

MEETING RECORD

October 2, 1-4 p.m., Director's Conference Room , L&I Building, Salem

Members Present:

Gary Lynch, DOGAMI (by phone)
Christine Svetkovich, DEQ (by phone)
Laura Leshner, Project Manager, Office of
Regulatory Streamlining (RSL)
Patty Snow, ODFW
Kim Grigsby, Water Resources

Members Absent:

Pat Allen, Office of Regulatory
Streamlining (RSL)
Kevin Moynahan, DSL
Jas Adams, DOJ
Kirk Jarvie, DSL

Intermittent Members Not Present:

Ken Franklin, ODOT
Tony Stein, OPRD
Susan White, SHPO

<u>TIME</u>	<u>AGENDA ITEM</u>	<u>LED BY</u>
1:00	Approve Sept 29 meeting record Reminder assignments Updates <u>Note: Agenda adjustment. The team focused on the communication plan, PMT planning and review of the project effort for recommendations to other agencies or state undertaking a multi-agency effort</u> <u>The following topics were mainly addressed at the last meeting with final report drafts not yet prepared.</u>	Laura
1:10	Finalize Executive Summary	Laura
1:30	Finalize Project Summary	Laura
2:00	BREAK	
2:15	Complete Final Report feedback	Jenny
3:30	Update on MOA progress	Laura
3:55	Next Meeting: Monday, October 13, 2006 9 to noon	Laura

*Current MOA Finalization Schedule

<i>September 25</i>	<i>WRPPIT Team members finalize MOA. Jas reviews MOA for legal sufficiency; note to all agencies</i>
<i>October 15</i>	<i>Agency review and approvals as needed:</i> <i>- Division Head</i> <i>- Agency Administrative Division</i> <i>- Director</i>

1. **Prior Meeting Record.** The September 29th meeting notes were not reviewed.
2. **Updates.** Aggregate-mining-sub-group: The group discussed and decided that the Coordinated Comments Pilot will include local government distributing materials to the lead coordinated agency early. Gary wants to discuss implementation in the 1st or 2nd quarter of 2007 for the Coordinated Comments Pilot. Patty requested a meeting time adjustment for 10/23 11a.m. to 12 noon @ a WRD conference room reservation.
3. **Project Recommendations** were developed by the Team to assist other agencies and states in multi-agency efforts. This will be included in the memo in the Final report
4. **Communications Planning** was discussed. When the Executive Summary and Final Reports are done the messages will be crafted. The team discussed the audiences and who will be delivering the information to the various audiences. More discussion will be needed for the means of communication efforts and if any sequencing will be important. It is expected more discussion will be needed with Kirk and Kevin since some aspects of communication/outreach will be DSL's.
5. **PMT Workshop Planning** – The PMT workshop was discussed. This included the needed elements and process design aspects of the workshop. The discussion included identifying the tools/work products PMT members should receive in preparation for the workshop.

6. Next Meetings

Friday, October 13, 2006 – 9 to noon, in the L&I 2nd Floor Conference Room.

See Appendix A below for additional meeting schedule and discussion topics

Water Related Permits Process Improvement Team Meeting Schedule October 4 , 2006

September 15	Friday	9-noon	Finalize MOA (WRPPIT)
September 18	Monday	1-4	Communications planning
September 29	Friday	9-noon	Complete Final Report, debrief Advisory Committee meetings
October 2	Monday	1-4	Planning for First meeting of the Pilot Management Team (PMT) Next phase Communications planning Debrief WRPPIT effort for project report
October 9	Monday	1-4	WRPPIT Contingency Planning Workshop
October 13	Friday	9-noon	Finalize reports and project summary Complete Communications Plan – Feds, JLAC, Others? (after MOU and statutory changes are known) - present changes in legislative districts?
October 16	Monday	1-4	Draft LC review Implementation Plan discussion
October 27	Friday	9-noon	CANCELED
October 30	Monday	1-4	User Guide Launch
November 8	Monday	8-4	First meeting of the Pilot Management Team (PMT) Team Purpose/Values session Operating documents: Work plan/schedule/ roles
November 14	Tuesday	1-4	MOA implementation,/contingency plan work
November 20	Monday	1-4	
November 28	Tuesday	1-4	
December 4	Monday	1-4	
December 12	Tuesday	1-4	
December 18	Monday	1-4	

Subsequent Work:

MOA Implementation work

- Continue communications/outreach plan
- Pilot implementation planning
- Users Guide ongoing maintenance
- Wizard implementation
- Training
- Rule changes
- Project impact measurement/evaluation plan development
- Implement application package concept
- Other items identified for future work from 32 Recommendations
- DSL - Implement NS4