

# 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 30, 1:00 p.m.-3:00 p.m., Director's Conference Room , L&I Building, Salem

### Members Present:

Patty Snow, ODFW  
 Kim Grigsby, Water Resources  
 Kirk Jarvie, DSL  
 Laura Leshar, Project Manager, Office of  
 Regulatory Streamlining (RSL)  
 Gary Lynch, DOGAMI

### Members Absent:

Kevin Moynahan, DSL  
 Jas Adams, DOJ  
 Christine Svetkovich, DEQ  
 Pat Allen, Office of Regulatory  
 Streamlining (RSL)

### 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 October 13th & 16th meeting records<br>Complete Reminder assignments<br>Updates  | All           |
| 1:45        | User's Guide launch and testing  | Kirk/All      |
| 2:00        | Update on Wizard and DSL electronic application progress   | Kevin         |
| 2:15        | Implementation planning<br>Implementation plan review, additions<br>Training materials and appointments with Kirk<br>Other participating agencies response to training needs<br>Timelines and sequencing | Laura/All     |
| 2:30        | <b>BREAK</b>   | All           |
| 2:40        | Implementation planning continued  | All           |
| 3:15        | PMT transition & work planning session, location, participants and topics  | Laura/Kevin   |
| 3:25        | Celebration and Acknowledgments  | All           |

### \*Current MOA Finalization Schedule

|                   |  |
|-------------------|--|
| <i>October 15</i> | <ul style="list-style-type: none"> <li>- Division Head</li> <li>- Agency Administrative Division</li> <li>- Directors' signatures</li> </ul> |
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**1. Prior Meeting Record.** The October 13th and October 16<sup>th</sup> meeting notes were reviewed and approved with minor edits.

**2. Updates.** The Aggregate-Mining subgroup will meet in Room B at the L&I building on 11/13 from 11:30 to 12:30 the anticipated agenda topics include: review of the schematic and the MOA and discussion with Pat regarding the JLAC presentation on 11/16/06  
The MOA is being signed by the Participating Agency Directors and all signatures will be copied and distributed to each agency.  
The ERT response to the Pilot project was generally favorable, although regional team members want to understand the implications in greater detail.

**3. Reminder assignments.** Were reviewed many were agenda topics as noted below.

**4. User's Guide launch and testing**

The DCBS editor has completed the first hard edit of the User's Guide. The edited version with questions will be sent to the agency authors for clarification and to ensure no changes in meaning. The group will return to Kirk by 11/24. The final edit will be completed and sent for incorporating graphics and to be turned into a searchable pdf file. The target is to have a linked version up for display by the 11/16 JLAC meeting. New common project types in section III will be added over the next several months to fulfill the vision for the User's Guide.

**5. Update on Wizard and DSL electronic application progress** Two meetings have taken place regarding electronic tools. DSL, Jones and Stokes and staff from DCBS and ODFW participated. "Smart" permit approaches and interactive guides were the subjects. Notice based permitting is also being explored along with how to provide the customer the requirements of other agencies. Work will continue on these efforts and be lead by Eric Metz at DSL. DCBS and J&S are in conversation about using software that can successfully link to the License Directory site. A 3/07 launch of electronic tools is anticipated.

Kirk will check on the NRI proposal for GIS information being layered for electronic use.

**6. Implementation Planning.**

The PMT meeting will be at the Archives Building, Large Conference Room on November 8th from 8 to 4 p.m. WRPPIT completed the final edits to the Implementation Plan (see Appendix A), this will be redistributed to the PMT participants. It is expected that primary and secondary agencies will have different roles but setting the groundwork for the team will have participation by all participating agencies.

The final edits and additions to the Executive Summary and Project Report will be made and these will be posted to the website and sent to the appropriate stakeholders as requested/required

The last WRPPIT meeting closed at 3:00 p.m.

# WRPPIT Implementation Plan

## October 2006

### Implementation Purpose

To identify alternatives and plans for moving forward with the WRPPIT Pilot Project Management.

### Implementation Outcomes

- ✓ Implement WRPPIT Pilot.
- ✓ Provide coordinated permitting of water-related state permits, regulations and authorizations.
- ✓ Respond to budget note direction.
- ✓ Improve knowledge of state permitting requirements.
- ✓ Define scope for 'no new funding' option.

### Principles

1. Maintain the standards of protections for natural resources
2. Improved customer service
  - a) Provide applicants information early in and prior to the application process
  - b) Continue to improve the processes of state requirements through concurrent and coordinated processes.

### Evaluation

Options were evaluated in terms of the degree of difficulty and the degree of impact each would have in achieving the three principles above.

### Implementation Plan

The following combination was defined as the method to begin working on and to continue the WRPPIT implementation without additional funding or resources.

The elements of the WRPPIT Pilot that are the most important to the stakeholders are key to the success of the implementation plan. These elements include providing early information concerning the requirements and options for each specific Pilot project, providing an inter-agency pre-application meeting and conducting an interagency technical review resulting in consistent permit conditions. The implementation plan provides these elements for achieving greater stakeholder satisfaction and process improvement.

1. ***Reduce the scope by reducing the number of project applications*** taken into the pilot up to twelve per year and lead by the DSL Economic Revitalization Team (ERT) Liaison. Begin to use the Pilot process on ERT related projects. Work to get one to two applications through the Pilot process prior to the proposed legislation being presented at the initial legislative committee hearing. This will allow the legislature to hear responses to the Pilot from an applicant.
2. ***Review and simplify the task elements of the MOA*** to deliver the most leveraged aspects of the Pilot approach
  - This includes:
    - ✓ Provide detailed project-specific information early in the process as a result of participating agency training of the DSL ERT Liaison.
    - ✓ Provide detailed project-specific requirements through use of the Users Guide.

- ✓ Participation in a mandatory project-specific inter-agency pre-application meeting and will be responsible for a written pre-application summary of options and natural resource issues to project proponent and involved agencies.
- ✓ Participation in a mandatory project-specific interagency technical review meeting to develop consistent permit conditions.

Also including:

- ✓ Applicant being responsible for the logistics and scheduling of the project-specific pre-application conference.
- ✓ Participating agencies issuing permits in a concurrent timeframe for Pilot project permits and authorizations.

3. ***Complete the Users Guide*** effort so applicants will have access to water-related state agency regulatory requirements, reviews and authorizations.
4. ***Begin the development work of the electronic interactive ‘wizard’ guide*** with the participating agencies lead by DSL and with the support of the DCBS technical staff.
5. ***Develop the framework of wetland consultant certification*** concerning water-related permitting, by conducting research of effective certification approaches. The first phase will include consultant history reports; including application volume, timelines and returns due to incomplete application submittals. The second phase may result in a wetland consultant certification program proposal.
6. ***Assess grant fund availability*** to determine if alternative funding for the NRS4 WRPPIT PPM can be accomplished apart from using general fund dollars.
7. ***Add general authorizations*** beginning with the types of activities involving temporary impact/minimum disturbance activities.