MEETING RECORD

July 27, 2005
9 – 11 A.M., DCBS, Salem, Conference Room A – basement

Members Present:	Members Absent:	Intermittent Members
Jim Brick, ODFW	Jas Adams, Attorney General's Office	**Not Present:**
Debbie Colbert, Water Resources	Pat Allen, RSL	Dale Blanton, DLCD
Kirk Jarvie, DSL	Jenny Carmichael, Project	Jon Germond, ODFW
Laura Lesher, Project Manager, RSL	Facilitator/Consultant	Jim Johnson, ODA
Jim MacCauley, DEQ	John Lilly, DSL	Gary Lynch, DOGAMI
Christine Svetkovich, DEQ		Vicki McConnell,
	Intermittent Members Present:	DOGAMI
		Mike Morales, DSL
	Guest:	Bill Ryan, ODOT
	Eric Metz, DSL	

1. **Approval of Prior Meeting Record**. The record of the July 20 meeting was approved.

2. **Deliverable B – Stakeholder Involvement**
   - Who is involved from each group?
        WR: Association heads/director. Top 2 combo.
        ODFW: Invite everyone/all members
        DSL: Association heads/ road show all over
        DEQ: Association heads/ directors. Top 2

   - Purpose- Inform, input, work with for Legislative support later.

   - Approaches- Integrate to SPGP rollout

   1st
   Directors: 2 hour intense round the state road show. Geographic dist. & 1-5 Corridor piggy back onto SPGP (1,2,4) agencies- do outreach w/ other outreach. WRPPIT as context to improvements.
   Direct input to reps and inform directors this will occur.

   Location: Asso/Lobby
   Salem
   Portland

   Members/tech people: Pre-schedule- SPGP

   Meeting:
   Who represents WRPPIT?
   Al, Pat A, John L.

Q's- all agency reps? Policy people?
DCBS- Logistics, rooms, supplies, etc.

Need dates:
Invite in August
September meetings
Compile lists
Determine who's there, roles of members, facilitation help, logistics

Other input, questions, concerns:
"What abouts?" send to Jenny and Laura

3.   **Deliverable F – SPGP Road Map**
     See Attachment A – Draft Road Map
     Discuss – DEQ/DSL partnering needs
     Bring back work plan

4.   **Deliverable D – Customer Service Training**
     Will raise numbers; may extend past October 31, in sessions. Complete by 11/18/05
     Dates for session by 8/3 or 8/10
     Audience – Staff and Managers
     CS – Work letter again

5.   **Deliverable F – Multi-Agency Requirements Pamphlet.**
     Missing 404 & 401 DEQ
     ODFW – input public during public comment.

6.   **Next Meeting**
     - August 3, 2005, 9 – noon, DEQ, Portland, Conference Room 6A
     - Assignments for Next Meeting – Please see Active Assignments List

SPGP Road Map
As of July 27, 2005

Assignment	Priority	Who is assigned?
I Deliverables - Screening (?) tool staff/ appl - Conditions tool		EM
II A) -Notification form Slopes III -Project complete report form -Template for site restoration (CWM) *Standard for reg by Slopes III B) For Corp -Outline program report -Standard agenda to annual meeting C) SPGP report- could combine outline. What/how/ issues ID program audit	3	A- Staff appl consultant B, C- Consultant
III *Reuse permit application & attachments for applicants	2	Consultant
IV Internal/coordination/ communication Reuse internal forms		EM or OR?
V External forms—new forms and letters		EM or OR?
VI Training plan. All stakeholders- applicants/ potential applicants, local government, customers. Training & info sharing: what and how to use.		JL, EM, MT
Staff training- what & expectations --Resourcing plan- all deliverables		IA

VII Outreach for customers/stake holders Materials, electronic, media stuff		MT
VIII Update database- Stakeholders and policy makers -Acct, reporting, record-keeping -Record storage/archival: policy, practical		EM & EA
IX Rule review		IB
Appropriate OARs -Review, write, public hearing management, legal consultation		JL
X Process flowcharts -what happens	1	DSL Team
XI Protocol SOP for jurisdictional determinations. DSL/Corp what decisions and how of.		Janet M.