

# MEETING RECORD

August 24, 2005

9 – Noon, DCBS, Salem, Conference Room A – basement

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**Members Present:**

Pat Allen, RSL  
Jim Brick, ODFW  
Jenny Carmichael, Carmichael Consulting  
Kirk Jarvie, DSL  
Laura Leshar, Project Manager, RSL  
John Lilly, DSL  
Jim McCauley, DEQ  
Christine Svetkovich, DEQ

**Members Absent:**

Jas Adams, Attorney General's Office  
Debbie Colbert, Water Resources

**Intermittent Members Present:**

None

**Guests:**

None

**Intermittent Members****Not Present:**

Dale Blanton, DLCD  
Jon Germond, ODFW  
Jim Johnson, ODA  
Gary Lynch, DOGAMI  
Vicki McConnell,  
DOGAMI  
Mike Morales, DSL  
Bill Ryan, ODOT

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## 1. Updates.

- a. Pacific Northwest Regional Technical Information Exchange Workshop. DEQ is sponsoring a Pacific Northwest Regional Technical Information Exchange Workshop on September 21 and 22. Various agencies will be sharing website customer interfaces that could be useful examples for WRPPIT. Laura is arranging for Wayne Herli from her office and perhaps others to be invited. Christine will check the specifics on this workshop and let Laura know.
- b. DOGAMI and ODA participation in WRPPIT. Christine described an application to do flood plain mining that she is currently reviewing for 401 water quality certification. This is project where ODA can impact DEQ's certification requirements because of ODA's responsibility to protect water quality for agricultural uses. ODA has review authority for projects in the riparian area that are also agricultural lands.

John Lilly added that mine land reclamation permits from DOGAMI currently result in multiple permits on the same project.

The team generally agreed that it may not be necessary to have DOGAMI and ODA be present at every WRPPIT meeting, however, the role of these two agencies relative to the budget note should be clarified before the stakeholder meetings. Pat Allen will be asked to provide this information.

## 2. Approval of Prior Meeting Record. The record of the August 17th meeting was approved.

## 3. Check-in: Assignments for Today's Meeting

Assignments were reviewed for completion. Any assignment from the active assignments list that should be addressed soon should be included on the assignment reminder list.

John Lilly will be checking to see if another update is needed for the Land Use Board.

#### **4. Deliverable B – Involve Stakeholders: August 18 Removal-Fill TAC Advisory Committee Meeting**

Kirk and Laura gave a 20 minute presentation regarding WRPPIT to the Removal-Fill TAC Advisory Committee meeting on August 18. Kirk and Laura reported on their “take-aways” from the meeting:

- Should the Department of Forestry have a member on WRPPIT?
- Should the Department of Parks and Recreation have a member on WRPPIT?
- It is important the ODFW continue to be a strong participant in WRPPIT.
- Find a way for consultants to participate in the redesign.
- Some participants asked that the public input window not be shortened in the redesign. (WRPPIT Note – multiple opportunities for public input were a concern in the RFPIT work.)
- Some applicants would prefer not to apply electronically.
- Change the presentation focus to an applicant viewpoint, instead of how the project will impact agencies. Focus on applicant outcomes.
- The TAC has asked for a project update in 3 months.
- The DEQ stormwater guidelines document handed out at the TAC meeting is a good example of providing applicants the information they need to successfully obtain a permit.

The team agreed that it will be appropriate for some agencies to be a weekly participant in WRPPIT and for other to be asked to attend to address a specific issue. The team needs to address what kind of participation is needed from: ODF, Parks, SHPO, DOGAMI, ODA, and DLCD.

A next step that does need to be taken is to provide ODF, Parks, and SHPO the same kind of orientation that was provided to DOGAMI and ODA.

#### **5. Deliverable E – Multi-Agency Requirements Pamphlet**

Final changes were made to the pamphlet.

Laura will add the mine land reclamation permit from DOGAMI – a project to conduct commercial mining operations – and will check in with Gary Lynch. Christine will provide final contact information for USFW and NMFS. John Lilly will contact the Corps, USFW, and NMFS to obtain their approval of the portions of the pamphlet that identify their role. Laura will obtain AOC/LOC approval. Laura will also ask Dale and Bill Ryan to review.

The pamphlet will be distributed in hard copy as well as on all agency websites. Arrangements will be made in early 2006 to provide website links to the various agencies from the pamphlet.

The team discussed the value of DSL creating a technical assistance brochure for applicants to identify ORNHIC and other resources.

#### **6. What is Our Name?**

The team affirmed that this project should be known as the Water Related Permits Process Improvement Team or WRPPIT. Christine did register a concern that most of the staff in DEQ that work on water related permits are not on WRPPIT and will not understand from the name what this project is about. Jenny will modify project documents and Laura will update the website.

The team also approved the following changes to the project plan:

- a. Add “by making it clear whether and how a project gets to YES”to the project purpose.
- b. Revise the consensus model to read:
  - 1 = My agency supports, wholeheartedly.
  - 2 = My agency supports in general and would like to see modifications.  
If the modifications are made, we would support wholeheartedly.  
If the modifications are not made, we would still support.
  - 3 = My agency cannot support as is and would block consensus.

**7. Deliverable F – SPGP Roadmap**

The team discussed whether the SPGP Roadmap deliverable in the project workplan was complete? Jenny will draft the section of the November report to the directors reflecting the team’s discussion.

**8. Deliverable B – Stakeholder Involvement**

The following dates have been set for the Stakeholder Meetings

Date	Cluster	Time	Location
Monday, September 26	Development or Environmental	10-12 am	Wilsonville Library
Monday, September 26	Development or Environmental	1:30 – 3:30	Wilsonville Library
Friday, September 30	Agriculture or Public Entitites	10-12 am	State Lands
Friday, September 30	Agriculture or Public Entitites	1:30 – 3:30	State Lands

The meeting rooms will be set up in classroom style. Team members will need to help set up and take down tables and chairs at Wilsonville.

Laura was asked to send a copy of the final stakeholder invitation to the team.

**9. Deliverable D – Customer Service Trainings**

Christine, Nina, and Laura will be holding the planning meeting with agency representatives on August 25.

Laura was asked to send a copy of the final invitation letter from Mike Carrier to the team.

**10. Deliverable A – Project Management**

Laura will schedule a 30 minute meeting with the Directors for early November. A report will be sent in advance of the meeting addressing:

- what we’ve done
  - customer service training
  - stakeholder meetings
  - SPGP roadmap
  - pamphlet
  - inter-agency training plan
  - redesign approach – preliminary thinking

- super-application – research and plan
- what we're going to do
  - The report should address all 32 recommendations from RFPIT.
- what we need their guidance on
  - conduct additional customer service trainings?
  - stakeholder involvement plan
  - issues to be aware of resulting from the 404 assumption sunset and other legislative actions
  - measurement requests (if ready)
  - how do they want to be involved in legislative concepts?

We should hold on reporting on measuring project impact until we have a specific request for measurements.

March will likely be the time for the 2<sup>nd</sup> directors update.

### **11. Deliverable C – Measure Project Impact**

DCBS will not be managing this research but will review the research plan and provide project advice. Jenny is reviewing materials provided by DCBS and is preparing a research plan for the team to review. Pat Allen suggested that DSL could be asked to include questions in their applicant survey to assess all removal-fill related permits and authorizations, not just the removal-fill permit.

### **12. Deliverable G – Inter-Agency Training**

Due to lack of time this item will be scheduled for a future meeting.

### **13. Meeting Wrap Up**

- Parting Comments from Jim McCauley. Today was Jim's last day on the team since he is taking a job with the Oregon Homebuilders Association. Jim felt the pamphlet and the customer service training are important team products and encouraged the team to not wait for legislative changes in 2007, but to find things that can be done to improve the process without legislative changes to meet the expectations of customers. The team should achieve process improvements in 2006.
- Parting Comments from Jim Brick. Today was Jim's last day on the team since Patti Snow will be returning for the September 7 meeting. Jim has enjoyed the experience of being on the team, felt it had taken some time to accomplish the work to date, and will miss the experience of the redesign aspects of the team's work.
- Next Meeting: September 7, 9 – noon, DEQ, Portland, Conference Room 6A
- Assignments for the next meeting will be circulated by e-mail.