

MEETING RECORD

September 7, 2005

9 – Noon, DEQ, Portland, Conference Room 6A
811 SW Sixth Avenue, Portland

Members Present:

Jenny Carmichael, Carmichael Consulting
Debbie Colbert, Water Resources
Laura Leshner, Project Manager, RSL
John Lilly, DSL
Patty Snow, ODFW
Christine Svetkovich, DEQ

Members Absent:

Jas Adams, Attorney General's Office
Pat Allen, RSL
Kirk Jarvie, DSL

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

1. **Approval of Prior Meeting Record.** The record of the August 24th meeting was approved.
2. **Updates.**
 - a. DSL's reorganization has been implemented.
 - b. DSL is going to the e-board in October to request approval of 5 new positions associated with a new EPA grant. These positions will be involved in implementing SPGP.
 - c. Wayne Herrli on rotation from HRD to RSL will be attending the September Pacific Northwest Regional Technical Information Exchange Workshop that DEQ is sponsoring. The focus of the workshop is on website customer interfaces. John Lilly will coordinate with Christine about the possibility of sending someone from DSL. The developer of Washington State's environmental permit website will be presenting at the workshop. He is also willing to present Washington's experience and methodology with WRPPIT.

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

Assignments were reviewed for completion.

The project check-in meeting with the Directors will be October 26, from 8:30 – 9:30, at the Labor and Industries Building, Room A, basement.

The team wants to examine how they will link to the agendas of the various agency Commissions at a December meeting.

4. Project Impact Measurement Plan.

- a. A way to think about the redesign. Debbie Colbert suggested that what we are trying to do is **redesign the on-ramp** for removal-fill and related permits. Instead of entering on multiple ramps, we want one on-ramp. A key aspect WRPPIT’s work is to design the process that is the single on-ramp. We want to eliminate **fragmentation** and remove unnecessary **hurdles**. WRPPIT is about development projects that involve in-water work and thus conditions from a variety of agencies who regulate the waters of Oregon.
- b. Measurement Population. The team decided it needs to run a query of 2004-2005 removal-fill **individual** permits to determine which permits to measure. The query report will look something like the following:

Applicant	Activity Type	Wetland Delineation	401 Certification	Coastal Zone Concurrence	Fish Passage Waiver	Water Right for Wetland Mitigation

Team members will review the query report at the next meeting to answer the following questions:

- When you look at this, what are the implications?
- Is the data we need available?
- Which authorizations relate to each other?
- Which permits should we measure?

- c. Questions to Answer. The questions offered seemed appropriate to the team.
- d. Customer Service Survey. The survey questions seemed appropriate to the team. The team will use DSL’s individual permit query for 04-05 to determine which applicants should be asked these questions and when.

5. Deliverable D. Customer Service Training.

- a. Examples to NINA. Team members were reminded that Nina needs the agency examples by this Friday.
- b. November 17 training in Salem. Christine will be adding one additional training on November 17 in Salem due to the demand for Salem-based trainings.
- c. Who will attend which training. Christine will be sending out a roster of attendees for each training by Friday to agency leads. Additional names can be offered for open slots in the non-Salem trainings, especially the Roseburg training.
- d. Team attendance at trainings. Pat will attend the first training, Laura all others. Patty Snow will

attend all trainings where an ODFW person will attend. Water Resources will give preference to staff to attend vs. managers. Each WRPPIT member is expected to attend one of the trainings.

e. WRPPIT agenda item. Time will be scheduled at next week's meeting to determine how the WRPPIT agenda item will be covered at the customer service trainings.

6. **Deliverable E – Multi-Agency Requirements Pamphlet.** Team members offered final edits. Physical addresses of the agencies will be removed. Each team member is to inform Laura how many copies of the pamphlet should be sent where. Laura will also be sending the pamphlet to each team member in PDF format for posting on agency websites.
7. **Deliverable A – Manage Project.** Laura reported on a conversation between Pat Allen and Rich Angstrom regarding the WRPPIT budget note. Rich Angstrom, representing OCAPA, is very pleased with the two focuses of WRPPIT: what gets a project to yes, and consolidating into a single state system. He believes it is important that applicants experience one state permit system vs. a fragmented system. He also supports that the land use policy issues related to aggregate mining will not be the focus of WRPPIT, but rather of the Portland group.
8. **Deliverable B – Involve External Stakeholders.** The invitation has been mailed. Pat, John, Laura, Jenny, Christine and Bob Baumgartner will attend all of the meetings. Other team members are welcome to attend if they wish. Jenny and Laura will coordinate regarding meeting process and logistics.
9. **Deliverable G. Inter-Agency Training for Consultants.**

Options considered:

- invite all consultants September 28
- deeper training in November
- focus group of consultants on WRPPIT
- meeting just for consultants in October

Plan: A meeting for all consultants on October 14, 9:30 – noon at the Wilsonville library. The purposes of this meeting will be:

- to share the RFPIT report
- to validate the 3 directions of
 - i. making it clearer whether and how to get to YES
 - ii. moving to a consolidated state permit system, and'
 - iii. improving applicant's experience with the process.
- To obtain input regarding the team's deliverables and objectives
- To find out how consultants want to be involved, e.g. focus group, beta testers

The team decided to not share the data base resulting from the query of 04-05 individual permits at this meeting or to test June 8 ideas.

Patty Snow will not be able to attend the October 14 meeting. She will ask John Germond to.

The team agreed that the stakeholder meetings in September are largely to seek input and involvement regarding the potential legislative package. The meeting of consultants in October will largely be for input to the WRPPIT directly regarding technical ideas for the process redesign.

Laura and Jenny will prepare a draft agenda, letter of invitation. John Lilly will send a list of potential invitees to WRPPIT members.

10. Deliverable J – Web and Hardcopy Roadmap.

Laura displayed the Oregon Forest Practices Manual and asked the team to be thinking about its vision for both the Web and Hardcopy Roadmap. John Lilly will bring a copy of OWEB’s Oregon Plan for Restorative Projects.

11. Meeting Wrap Up

- Next Meeting: September 14, 9 – noon, DCBS, Salem, Conference Room A - basement
- Please keep the September 28 meeting on you schedule for now. DSL is holding an SPGP orientation that day also.
- Assignments for the next meeting will be circulated by e-mail.

Parking Lot Ideas (from John Lilly)



As part of the super-application, consider requiring an initial package of information regarding the project site that meets the needs of all agencies. Today, information required by DSL isn’t necessarily provided in a way that meets the needs of the other agencies. When DSL forwards applications for comment to other agencies, the applicant’s information can be considered deficient by the reviewing agency. As a result, applicants can be required to submit additional information, creating additional work and causing delays in the project review.



Provide a link to ORNHIC which provides good resources to help applicants describe their project site.