

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

September 15, 9-noon, Conference Room A, L&I Building, Salem

Members Present:

Jas Adams, DOJ
Kirk Jarvie, DSL
Laura Leshar, Project Manager, Office of
Regulatory Streamlining (RSL)
Patty Snow, ODFW
Dale Blanton, DLCD

Members Absent:

Pat Allen, Office of Regulatory
Streamlining (RSL)
Kim Grigsby, Water Resources
Gary Lynch, DOGAMI
Kevin Moynahan, DSL
Christine Svetkovich, DEQ

Intermittent Members Not Present:

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

<u>TIME</u>	<u>AGENDA ITEM</u>	<u>LED BY</u>
9:00	Approve prior meeting records Reminder assignments Updates	Laura
9:10	Check-In – Advisory Committee Meetings	Laura
9:30	Develop Upcoming Work Plan and Schedule - Identify: <ul style="list-style-type: none">- Work WRPPIT Needs to Complete- Work WRPPIT Needs to Transition to PMT- Work PMT Needs to Start	Laura
10:00	Review Additional Feedback to MOA	Laura
10:50	BREAK	
11:00	Complete Feedback, Finalize MOA	Laura
11:55	Next Meeting: September 18, 1-4, 2 nd Floor Conference Room, L&I	Laura

1. Prior Meeting Record. The August 18 and August 21 meeting records were approved with minor modifications.

2. **Reminder Assignments and Updates.**

a) **Update on stakeholder outreach** meetings with Jon Chandler and Rich Angstrom and reviewed meeting schedule for outreach. JLAC final report is scheduled for November 16th.

b) **User Guide.** Kirk Jarvie reported on the status of the User Guide.

The User Guide contains 3 sections:

Section 1 - Introduction/Background (this is written)

Section 2 - Individual Agency Requirements (this is written)

Section 3 - Projects examples from a customer perspective (integrating all agency requirements).

Four major tasks remain:

- Kirk is activating hyper links in the User's Guide. Kirk will be writing Section 3 with Patty. The section will be limited to stream bank stabilization.
- Edits, graphics and Web Work will be provided by DCBS staff
- Beta Testing this expected to be complete mid November
- PMT will provide ongoing Maintenance

The User Guide should be operational by the November, 2006 JLAC meeting. Part of the JLAC presentation will be to display the User Guide on a full screen to JLAC

c) **Wizard Update.** Kevin Moynahan is the sponsor for the Wizard sup-team. DCBS will provide the technical expertise, and has written an draft charter/scope. DSL will assign staff to provide project management of the effort.

3. **Develop Upcoming Work Plan and Schedule**

Team discussed work items to be completed by WRPPIT and those to be transitioned and begun by the Pilot Management Team. See appendix A for schedule and agenda topics

WRPPIT work items to be completed:

- MOA delivered to the directors
- Executive Summary
- Final Report
- Project Summary
- Advisory Committee Updates/Outreach
- Launch User's Guide

PMT work items to be transitioned or begun

- Contingency planning
- Pilot implementation planning
- User guide ongoing maintenance
- MOA implementation
- Any OAR work needed
- Implement application Package concept
- Training
- Wizard implementation
- Continued stakeholder outreach
- Any remaining 32 recommendations not yet addressed

4. **MOA** – Editing continued after review of items received not being included due to changing meanings. Additional edits were incorporated into the MOA. Laura will send the MOA out by mid-afternoon today, WRPPIT members will review and return edits prior to 10:30 a.m. on Monday. The MOA is expected to be completed at the September 18 meeting with the exception of gathering feedback from the wildlife administrator at ODFW Administrator and Christine upon her return on Tuesday.

5. **MOA signing schedule** was discussed. It is expected to take approximately 2 weeks after the team completes the final edits, anticipate signing of the MOA to be completed by mid-October.

6. **Next Meetings**

Monday, September 18, 2006 – noon to 4, in the L&I 2nd Floor Conference Room.

Friday, September 29, 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

September 15 , 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	Finalize reports and project summary
October 13	Friday	9-noon	Complete & signed MOA
October 16	Monday	1-4	Finalize User Guide Review Proposed Rule Modifications, Discuss Implementation Communications Plan – Feds, JLAC, Others? (after MOU and statutory changes are known) - present changes in legislative districts?
October 27	Friday	9-noon	Final review User’s Guide
October 30	Monday	1-4	User Guide Launch
November 6	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	Begin 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 (list)
- DSL - Implement SRE