Sep 16, 2014

**Title V Fee Committee**

**Management Review Working Group, Third Planning Meeting**

**Date/Time/Location:** The special working group of the Title V Fee Committee met at the DNREC, Grantham Lane Office, Sep 16, 2014, 09:00 - 11:00 AM.

**Attendees:**

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| **Name** | **Company** |
| Paul Foster | DAQ |
| Joe Martini | DAQ |
| Tony Manson | DAQ |
| Michelle Jacobs | OTS/Ombudsman |
| Tom Webster | DuPont  |
| John Deemer | DCRC |
| James Dechene | DSCC |
| Stu Widom | Calpine |

**Purpose:**

This was the third meeting and continued development of a proposal to conduct the Management Review/Study proposed in the 2015 – 2017 Fee Legislation.

**Discussion:**

1. Michelle Jacobs, the Department’s Small Business Ombudsman, was introduced to the committee and will participate in the Management Review/Study working group.
2. The group reviewed the meeting notes for the Sep 5, 2014 meeting.
3. The group reviewed the complete list of potential elements for inclusion in the management review. Many of the elements were consolidated, clarified or eliminated from the list. The revised list will be posted on the website and sent electronically to the members of the working group.
4. During the element review process several relevant topics were discussed requiring further documentation, explanation or action:
* When available, DAQ will provide a clean copy of the 2015-2017 Title V Legislation.
* DAQ indicated that the Value Stream Mapping (VSM) project for Title V permitting would not be possible prior to the management review.
* The group agreed that a preliminary assessment of a Title V, VSM project could be considered in management review. Limited to renewals and significant modifications permits, the management review would determine the feasibility, resources required and potential benefits of a Title V VSM improvement project. If selected as a management review element, the decision to conduct an actual VSM project would consider the recommendation included in the management review report.
* To support the RFP process, the group wanted to determine which components of the Minor Source VSM project were incorporated into the TV permit process (quick improvements initiatives).
* Regarding the elements described as Legal Review, the committee requested clarification on the Cost Recovery process for legal actions.
* The committee suggested the potential need for additional legislation for the public hearing process. Specifically, related to members of public requesting public hearings and then failing to participate in the process. This current provision in the public hearing process may result in the state and facility expending significant time, money and effort for hearings that are unattended and unnecessary.
* The Emissions Inventory element was modified to reflect “Emissions Inventory, Collection, and Validation.”
* Joe Martini briefed the group on the current project for Source Testing (RATA) electronic data reporting and collection. This project is funded by a grant from the EPA.
* The committee requested clarification on how much TV program supports the Inspection and Maintenance program.
* Regarding the Timekeeping element, DAQ will provide a list of program codes and definitions associated with the Title V program.
* The committee requested a list of Title V Federal program requirements versus actual activities performed by the state.
* The committee suggested developing a summary chart/graph indicating the specific program elements Title V funds support. This particular report will require significant time to extract the data from the Time Keeping System (TKS).

**Agreements/Action Items:**

1. Based on the Oct 13, 2014, RFP targeted completion date, Paul Foster will schedule follow-up meetings. We will continue the two-week interval for follow-up meetings. Specific dates and times TBD.
2. The working group will review the revised list of critical Title V Program Elements for final selection consideration at the next meeting.
3. DAQ will post relevant background information on the Title V Committee website.
4. DAQ will pursue the information and material mentioned in the discussion above items as soon as possible.

The meeting concluded at 11:00 AM.

Next meeting, TBD.