

Sep 5, 2014

Title V Fee Committee

Management Review Working Group, Second Planning Meeting

Date/Time/Location: The special working group of the Title V Fee Committee met at the DNREC, Grantham Lane Office, Sep 5, 2014, 10:00 AM - 12:00 PM.

Attendees:

Name	Company
Paul Foster	DAQ
Joe Martini	DNREC
Tony Manson	DAQ
Tom Webster	DuPont
John Deemer	DCRC
James Dechene	DSCC
Stu Windom	Calpine
David Bacher	NRC

Purpose:

Continued discussion and development of a proposal to conduct the Management Review/Study proposed in the 2015 – 2017 Fee legislation.

Discussion:

1. As recommended in the last meeting, the group reviewed the EPA guidance related to the TV program funding and authorized expenditures (posted on the internet as a reference tool).
2. Paul Foster highlighted the specific legislative guidance (purpose, objectives, timelines, and limitations) for the conduct of the management review initiative (provided in email).
 - o Based on the actions of this sub-committee, the group considers the Sep 1, 2014, management review start requirement as achieved.
3. Paul reiterated that the benefits of past Value Stream Mapping initiatives implemented across the Division were limited to Minor Source permitting activities and did not include Title V sources/facilities.
4. Joe Martini provided an overview of the Request for Proposal (RFP) process. DAQ provided an example of an approved RFP (posted on internet).
 - o Given a completed draft RFP, we estimate 4-5 months before actual work with an approved vendor could start.
 - o Based on the RFP timeline and Dec 31, 2015, targeted completion date, the group agreed not to conduct Request for Qualifications (RFQ).
 - o To accelerate the RFP development process, the group agreed to coordinate the Draft RFP through email.

- If desired, the committee should provide a list of vendors they would like to receive direct notification of the RFP announcement.
 - The group set a target date of Oct 13, 2014, to complete the **Draft** RFP.
 - DAQ proposed two additional sub-committee meetings necessary to achieve the Oct 13, 2014, completion date.
5. As requested in the July 24th meeting, DAQ presented a list of TV program elements for consideration in the management review.
 - DAQ and the chamber committee will review the list and provide a prioritized list of recommended elements for consideration.
 - The sub-committee will review, compare and decide on the final elements at the next meeting (TBD).
 - The group also discussed recommended methods of analysis (bench-marking, metrics, interviews, comparison, etc.) for inclusion in the RFP. The sub-committee should be prepared to provide feedback and recommendations at the next meeting (TBD).
 6. The committee members requested DAQ change the Title V Committee, Point of Contact (POC), from Amy Mann to Paul Foster.
 7. The committee recommended that the Small Business Ombudsman (Michelle Jacobs) participate in the management review RFP development process.

Agreements/Action Items:

1. Based on the Oct 13, 2014, RFP targeted completion date, Paul Foster will schedule two follow-up meetings. We proposed two-week interval between meetings. Specific dates and times TBD.
2. DAQ will provide a proposed list of critical Title V Program Elements for consideration at the next meeting (TBD).
3. The chamber committee will provide a list of critical Title V Program Elements for consideration at the next meeting.
4. DAQ will post relevant background information on the Title V Committee website.
5. The Group should be prepared to discuss and decide on the elements, methods of analysis and specific study outcomes at the next meeting.
6. DAQ will coordinate with Michelle Jacobs to include the ombudsman in future planning meetings.

The meeting concluded at 12:00PM.

Next meeting TBD.