July 24, 2014

**Title V Fee Committee**

**Management Review Working Group Initial Meeting**

**Date/Time/Location:** A special working group of the Title V Fee Committee met at the DNREC, Grantham Lane Office, July 24, 2014, 1:00 - 2:00 PM.

**Attendees:**

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| **Name** | **Company** |
| Paul Foster | DAQ |
| Joe Martini | DNREC |
| Amy Mann | DAQ |
| Tony Manson | DAQ |
| Tom Webster | DuPont  |
| John Deemer | DCRC |
| James DeChene | DSCC (Representing Rich Heffron) |

**Purpose:**

To collectively discuss and recommend a course of action necessary to conduct the Management Review/Study proposed in the 2015 – 2017 Fee legislation.

**Discussion:**

1. The group reviewed and discussed the benefits of past Value Stream Mapping initiatives implemented across the Division. However, these initiatives were limited to Minor Source permitting activities and did not include Title V sources/facilities.
2. Based on the limited funding ($100K) and rapid timeline for the study, DAQ recommended identifying/listing the key elements of the Title V program for prioritization and potential inclusion in the management review/study.
3. Amy Mann suggested reviewing past Title V EPA guidance and Needs Assessment reports to help identify other elements for the management review.
4. The process for developing a Request for Proposals (RFP) was discussed, and DAQ will provide examples and necessary support for submission.

**Agreements/Action Items:**

1. DAQ will provide a list of critical Title V Program Elements for consideration.
2. DAQ will post relevant background information on the Title V Committee website.
3. Paul Foster will schedule a follow-up meeting (late August) to review program elements, RFP process and the path forward.

The meeting concluded at 2:00PM.