

From: [Shekter Smith, Liane \(DEQ\)](#)
 To: [Benzie, Richard \(DEQ\)](#); [Lachance, Amy \(DEQ\)](#)
 Cc: [Devereaux, Tracy Jo \(DEQ\)](#)
 Subject: RE: Manager Meeting Bullets
 Date: Thursday, July 23, 2015 3:38:00 PM
 Attachments: [ODWMA Management Meeting Minutes July 2015 final.docx](#)

I think I have incorporated all comments.

Tracy Jo – please final and send out on Monday to ODWMA-all. I can't seem to make the track changes nonsense disappear and keep it disappeared!

Thanks.

From: Benzie, Richard (DEQ)
 Sent: Thursday, July 23, 2015 11:06 AM
 To: Shekter Smith, Liane (DEQ); Lachance, Amy (DEQ)
 Cc: Devereaux, Tracy Jo (DEQ)
 Subject: RE: Manager Meeting Bullets

I would add a couple of bullets:

- I thought I "rang the bell" to encourage staff to not wait too long to work with systems participating in the 2015 Needs Survey and that we are supposed to have one-third of them submitted by the end of August.
- I also mentioned the training opportunities and that we were sending 2 staff to EPA's Small System Training. I also asked that we make employees aware that they should return from this type of training prepared to provide highlights to other staff, at least managers and if appropriate, to other employees that would have benefited from attending the training.
- I don't know if this level of detail is necessary, but the "other" modifications to the classification policy potentially involved clarifying what constitutes a living unit vs. simply relying upon the number of beds, which is the current method for nursing homes, dormitories, jails, adult foster care homes, etc. This issue also bleeds over into one of the issues Dana was updating – not assuming a system that is under the population to be classified as a Type 1 system is automatically a Type III, as the combination of residents and workers could and often does result in the facility meeting the Type II classification.

From: Shekter Smith, Liane (DEQ)
 Sent: Wednesday, July 22, 2015 3:33 PM
 To: Lachance, Amy (DEQ)
 Cc: Devereaux, Tracy Jo (DEQ); Benzie, Richard (DEQ)
 Subject: RE: Manager Meeting Bullets

Amy – I'm hoping to use what you drafted as the basis for this month's meeting summary. I'll tweak it to be more generic. Any objections?

From: Lachance, Amy (DEQ)
 Sent: Wednesday, July 15, 2015 3:31 PM
 To: Bishop, Heather (DEQ); Chooi, Wood (DEQ); Dehtiar, Luke (DEQ); Einhardt, Nancy (DEQ); Esparsa, Brian (DEQ); Klein, Jeremy (DEQ); Ostrander, Debbie (DEQ); Reyes, Katelyn (DEQ); Sarkipato, Ernest (DEQ); Walstrom, Kimberly (DEQ); Wozniak, Gary (DEQ)
 Cc: Devereaux, Tracy Jo (DEQ); Kreiger, Carolyn (DEQ); Weaver, Cynthia (DEQ)
 Subject: Manager Meeting Bullets

A couple things from my meeting on Monday:

-EPA has proposed the next round draft targets (metrics) for things like percentage of systems in compliance with drinking water standards, percentage of surveys completed within three years, etc. These are the same metrics we have had before, with some slight adjustments to the target numbers. Reports will be run soon to check our compliance with these targets. One target that we are close on is the percentage of systems with source water protection – keep cranking out those source water assessments as you are completing surveys, please! Also, engineers please run your permit database report and check your average days to issuance numbers – there are some outliers in there that maybe just need to be cleaned up. And some empty entries that may need to be deleted.

-Field Operations Section needs to produce a ~40 minute presentation for the In-Service day in August. Any ideas? We are going to try to keep it light and interesting, as well as informative. It should portray all state-wide functionality, but still be fun. Kind of like “News from the Field” but not just about engineering projects. Anyone want to work on this with me?

-The Classification of Public Water Supplies Policy is being revised to fine-tune the definition of seasonal systems in anticipation of the RTRC. It may also contain some clarifications. A draft will be sent out to all for review.

-RRD has some training sessions coming up in October that will include their new approach to institutional controls involving county ordinances. Liane is going to try to make sure that the local health departments are aware of these changes ahead of time.

-Lansing will be drafting a letter to all MHC’s regarding their upcoming requirements for cross connection programs. Drafts will be due to us in October/November so that the plans can be approved and in place by 1/1/16. They will include a box where we can just sign, date and approve, then send back the original to them rather than writing an approval letter. These letters will likely be prepared centrally with Debbie’s signature, although we will see the draft.

-Along those lines, we may ask for stamps that say “Reviewed and Approved By: & Date: ” so that we can do more of that with submittals instead of approval letters. This saves confusion later when the approval letter gets separated from the original plan in the file and you aren’t sure which version was approved. **Do we have one of these already in either office?** (If I bold it, you might read this part!)