

From: [Benzie, Richard \(DEQ\)](#)
To: [Busch, Stephen \(DEQ\)](#); [Donaldson, Kristina \(DEQ\)](#); [Lachance, Amy \(DEQ\)](#); [Maul, Sue \(DEQ\)](#)
Cc: [Devereaux, Tracy Jo \(DEQ\)](#)
Subject: FW: ODWMA Management Meeting Minutes 2015-March 10-Draft
Date: Thursday, March 26, 2015 6:15:59 PM
Attachments: [ODWMA Management Meeting Minutes 2015-March 10-Draft.docx](#)

Do one of you have any notes on what I talked about in the FOS Update portion on the afternoon of the last Managers Meeting? The only note I have is that I discussed the upcoming Needs Survey training to be held the following week.

Did I mention the status of the CDWU Chief and Rule manager positions? Did I share potential Op cert workload issue? Any help on recollecting what I talked about would be appreciated. I had a list of possible subjects for the FOS Update when I was in the meeting, but I haven't been able to locate it since then, and I didn't take notes while I was doing the talking.

Also, Sue, do you have a list of the systems for which there was some discussion on the status of enforcement? If we could at least provide a list of those systems and say the status was discussed, I think that would be enough unless something unusual about one of the cases also merits mentioning or if you want to provide more details about any of the enforcement cases. Thanks

From: Devereaux, Tracy Jo (DEQ)
Sent: Tuesday, March 24, 2015 7:59 AM
To: Benzie, Richard (DEQ)
Subject: ODWMA Management Meeting Minutes 2015-March 10-Draft

Final draft for your review – I inserted your summary under #3 on the agenda...did you not have any items for #1 or #2?

From: Monosmith, Carrie (DEQ)
To: Deveraux, Tracy Jo (DEQ); Shekter Smith, Jane (DEQ)
Subject: FW: ORD Small Systems Workshop Travel Approval
Date: Thursday, July 16, 2015 8:51:17 AM
Attachments: 2015 DW Workshop Draft Agenda -- July 1 Version.docx
 ORD Reimbursement Aug 2015.pdf
 Monosmith_Ostrander_001.pdf

fyi

From: Maves, Tom [mailto:tmaves@asdwa.org]
Sent: Thursday, July 9, 2015 2:13 PM
To: Monosmith, Carrie (DEQ); Ostrander, Debbie (DEQ)
Cc: Benzie, Richard (DEQ)
Subject: ORD Small Systems Workshop Travel Approval

Congratulations Carrie and Deb -- we are able to approve your travel to the ORD Small Systems Workshop being held in Cincinnati, Ohio August 25-27, 2015.

You have been recommended as a possible facilitator for one of the small group discussion topics. The development of these sessions is still underway. You will be notified by Darrell Osterhoudt if your assistance is needed there. EPA could ultimately pay travel expenses for the discussion facilitators but you should still proceed with arranging your travel plans including air flights and hotel reservations.

Your approved pre-travel form is attached as well as a reimbursement form for your use after travel has been completed. Please read the instructions carefully on the back of the attached forms. We require a receipt for any expense over \$10.00. Also, please note that expenses for alcoholic beverages will not be reimbursed. For any credit card receipt ASDWA requires both the **itemized receipt in addition to the signature copy**. Without the itemized receipt the maximum reimbursement may not exceed \$10.00.

Our Approach to Reimbursement: We do not book or pay for any of your travel expenses in advance; instead, we ask that you pay for these expenses up front and we will reimburse you promptly afterwards, in accordance with the travel policy for this conference on the reverse side of the attached Travel Expense Reimbursement Form.

Airline Reservations: Delta Airlines has something of a monopoly on Cincinnati's airport (located in Covington, KY and called "CVG") **so please make your reservations as soon as possible** to get the best possible rates. ASDWA asks that you not purchase refundable tickets, their cost is too prohibitive. Please book the lowest possible economy class fare that's convenient with your travel times. You do not need to rent a car. A taxi to downtown Cincinnati costs about \$30 and shared shuttle arrangements would be less. Please note that ASDWA will not reimburse you for optional airline fees such as seat preferences/upgrades or more than one checked bag.