TRC Conference Call Meeting Notes

February 1, 2016

Attending

Area I:
Area II: Willie Woode, Claire Hilsen
Area III: Brandon Dillistin, Leslie Anne Hinton, Etta Lucas
Area IV:
Area V:
Area VI: Cole Charnock
DCR: Barbara McGarry, Scott Ambler, Roland Owens
Others:

- Module: new plan features-
Enhanced mapping functionality is now available in the Module. This functionality allows developers to digitize plan features besides BMPs. A table of features and symbols will print in the report and the TRC will be able to see these features for review.
There was a reminder that the Module (and entire Tracking Program) will be offline Wednesday February 3 at 4:30 PM – Monday, February 8 at 6:00 AM to allow for the installation of new functionality. Please prepare for this event if you have any critical deadlines that could be affected.

- Documenting an Incomplete Plan Submittal-
Staff were encouraged to carefully document the rejection of plans or the "return" of plans as the reason for sending the plan back to the development phase affects the review timeline for a resubmittal.
There are several reasons that a plan may be sent back to the development phase:
- After plan submittal, the plan developer realizes that the plan needs edits and requests staff to move the plan back to development for revision. Review and response of to the resubmittal is required within 90 days of receipt of the plan.
- A completeness check of the plan conducted by staff prior to TRC review found the plan to be incomplete. Upon informing the plan developer, the plan developer requested that staff move the plan back to the development phase for revision. Review and response of to the resubmittal is required within 90 days of receipt of the plan.
- The TRC reviews the plan and finds the plan to be incomplete or deficient. A

representative of the TRC notifies the plan developer of the TRC review. The plan developer requests that staff move the plan back to development for revision. Review and response of to the resubmittal is required within 90 days of receipt of the plan.
- The plan is reviewed by the TRC and then submitted to the District Board. The District Board found the plan to be incomplete or deficient. Staff reject the plan in the module which moves the plan back to the development phase. Review and response to the resubmittal is required within 45 days of receipt of the plan.

In any case, in order to move the plan back to the development phase in the module (whether by request of the plan developer or because the plan was actually rejected by the District Board), a District staff person must click the "reject" button.
Thus, it can be difficult to determine whether the plans was sent back at the developer's request or because it was formally rejected by the Board. It is necessary to differentiate to determine which review timeline must be followed. It is suggested that District staff carefully document the situation in the plan event log in the module. For example: "Plan writer requested plan returned for revision.", "TRC review comments attached. Following receipt of these comments, plan writer requested plan returned for revision."

- TRC Training Needs
  As an update regarding previously-discussed Stream School, it seems that the timing is more likely to be late summer or fall.

  The conference room in DCR's Verona regional office is now WIFI connected. If there are requests for small group module user training, this location can be used.

- Questions/Comments
  Willie Woode suggested that topics such as the module enhancements discussed today be handled via a webinar. Further, can this be demonstrated at the next conference call.