

**Title V Fee Committee**

**Management Review Working Group, Third Planning Meeting**

**Date/Time/Location:** The special working group of the Title V Fee Committee met at the DNREC, Grantham Lane Office, October 15, 2014, 09:00 - 11:00 AM.

**Attendees:**

Name	Company
Paul Foster	DAQ
Joe Martini	DAQ
Tony Manson	DAQ
Michelle Jacobs	OTS/Ombudsman
Tom Webster	DuPont
Gary Patterson	Delaware Petroleum Council
David Bacher	NRG
Stu Widom	Calpine

**Purpose:**

This was the fourth meeting and continued development of a proposal to conduct the Management Review/Study proposed in the 2015 – 2017 Fee Legislation.

**Discussion:**

1. The following elements were determined for independent review:
  - o Performance Metrics
  - o Annual on-site inspections
  - o Document flow
  - o Emissions inventory: Collection & Validation, Frequency
  - o Source Testing
  - o Ambient Monitoring
  - o Base fee determination – Total Emissions
  - o Permit Application Fee
  - o Permit Writing Process (VSM)
  - o SIP/Reg. Development
  - o Elements combined with others, moved or optional
    - Administrative Support (If time and budget permit)
    - Routine Source Reporting (covered by e-permitting)
    - Title V Fee Development (moved to TV Committee below)
2. The following elements were determined for internal review:
  - o User fee determination – Hours Spent On / Offsite
  - o Public Hearing/Notifications
  - o Ombudsman Program
  - o Enforcement
  - o Billing & Late fees
  - o Education & Outreach – Business
  - o Inspection & Maintenance Program

- Legal Review
  - Training – Internal
  - Education & Outreach - General
3. The following elements were determined for committee review:
- TV fee determination

**Agreements/Action Items:**

1. Paul Foster will schedule one remaining follow-up meeting. Specific date and time TBD.
2. The working group will begin working on the Scope-of-Work for this project.
3. DAQ will post relevant background information on the Title V Committee website.
4. DAQ will pursue the information and material mentioned in the discussion above items as soon as possible.

The meeting concluded at 11:00 AM.

Next meeting, TBD.