

**NEU & Hydraulics Meeting
June 20, 2008**

Agenda

- 1) NEU Process for generating .wet files and permit applications NEU
 - a) JD shelf life
 - b) To Hydro letter
 - c) CFI / FDFI – NEU’s question template
 - d) Plan Reading Class template

- 2) Hydro Process for generating hydraulic design and permit drawings Hydraulics

- 3) Current process for coordinating between NEU and Hydro NEU & Hydraulics
 - a) Previous initiatives
 - i) Hydro’s reconnaissance site visit
 - ii) Draft PD review (NEU to Cent. Ctr.)

 - b) Roles & Responsibilities NEU & Hydraulics

- 4) General stuff:
 - a) Buffer Rules – impact types & mitigation NEU

 - b) Bank Stabilization – impact breakouts & Detail NEU

 - c) Internal Review
 - i) Hydro drawing review Hydraulics
 - ii) NEU application review NEU

- 5) State Stormwater Permits

- 6) Comments and Suggestions

NEU & Hydraulics Meeting

June 20, 2008

Minutes

(Action items are italicized)

Attendees:

Phil Harris

Elizabeth Lusk

Chris Rivenbark

Carla Dagnino

Rachelle Beauregard

David Chang

Randy Heneger

Jay Twisdale

Andrew Nottingham

Marshall Clawson

Galen Cail

NC State Stormwater Permits

The current process is for Hydro to fill out the application and for NEU to add a transmittal memo and submit the package to the DWQ Stormwater section. Since subsequent questions from DWQ about the design are addressed by Hydro, it was suggested that the permit application process will be streamlined by removing NEU from the process and allowing Hydro to deal directly with DWQ. It was agreed that the new process would be as follows: Hydro will submit the permit application, receive the SSP, and distribute the permit to Contracts. *Elizabeth & Chris will contact the DWQ Stormwater representatives statewide to inform them of the process change. NEU will continue to process SSP applications that are in the NEU office as of June 20th and send a status report to David Chang for projects that have SSPs pending or received.*

JD shelf life

NEU reviewed their process for generating and maintaining a Jurisdictional Determination. JDs are issued by the USACE for the study area (not per stream or wetland). JDs are valid for 5 years. Hydro will continue to send any field observations that may affect the JD. However, the NEU will determine whether to change a JD or proceed with a current JD, based on project status and environmental significance of the feature. NEU will follow up with Hydro to advise of whether the current JD is valid or whether a revised JD will be sent.

“To Hydro” letter

When the NEU receives a copy of the “To Hydro” letter, they will ensure that the JD is current and that it will not expire before the Let date, so that design can proceed. It was noted by NEU, that there have been occasions when no To Hydro letter was received at NEU. In this case, when NEU receives notification from Hydro that Concurrence Point 4B has been scheduled, they will ensure that a JD will be procured (or reverified) in time for CP4B. If schedules prevent a JD before CP4B, NEU will notify Hydro. For non-merger projects where no To Hydro letter is received, NEU will ensure that the JD is

current before permit drawings are requested. NEU will coordinate with Hydro and other design units to ensure that the correct “wet” file is incorporated into design.

Hydro suggested that a similar agreement be worked out with DWQ for buffer calls.

Elizabeth will pursue this with DWQ.

Note: According to Scott McLendon, in conversation with Elizabeth on June 23rd, the USACE should not be changing a valid JD, unless requested by the applicant (NCDOT).

CFI/FDFI

NEU presented their list of standard questions NEU asks at the field inspections. If NEU will not be at the field inspection, the PM will notify Hydro before the meeting. Hydro suggested that the NEU questions be incorporated into the list of questions on Roadway’s field inspection checklist. *David Chang will set up a meeting with Roadway and NEU to discuss incorporating NEU’s checklist into the existing Roadway checklist.*

Plan Reading Template

Hydro will take a more critical look and anticipate the need for enlargements on the permit drawings, where the drawing is too complex to discern. NEU agrees that after this critical look, any further enlargements will be handled within NEU and will be reported back to Hydro for future reference. For merger projects, the agencies will request enlargements, as needed, at the CP4C meeting. If the agencies do not request enlargements at the CP4C meeting, NEU will submit the permit application without enlargements.

Hydro’s process for generating design and permit drawings

Hydro reviews 25% Rdwy plans

“To Hydro” – Hydro conducts a field reconnaissance

“From Hydro” – hydraulic plans sent back to Rdwy

Bridge & non-merger projects – Field Inspection is held and permit drawings are drafted

Merger projects – CP4B & CP4C are scheduled

Permit Drawing request received –

Hydro finalizes Permit Drawings

Sends PD to Rdwy for Consistency review

Rdwy sends PD back to Hydro with set of Rdwy plans

Hydro sends PD & Rdwy plans to NEU

Previous and New Initiatives

Hydro Field Reconnaissance - Hydro will notify NEU of their reconnaissance site visit to give the NEU PM a chance to attend. This could be 2 days or 1 week head notice.

Draft PD review – NEU will discuss the PDs with Hydro or the Hydraulic consultant at the field inspection and CP4C (merger projects).

For Merger projects, if NEU has not received CP4C PDs 2 weeks prior to the CP4C, NEU will contact Hydro to procure a set in order to review them before the CP4C meeting. All of the NEU PD questions will be asked at the CP4C meeting. The PDs generated after the meeting will be considered final and NEU will submit them, as is, in the permit application, with no further revisions or comments.

For Nationwide Permits, the following protocol was agreed to by NEU and Hydro:

12 months before Let:

NEU submits permit drawing request (with 60-day turn-in date for Final PDs)

Hydro will begin their Consistency Review with Rdwy

11 months before Let:

After Hydro QA/QC's the draft PDs, Hydro will send a hard copy of the draft PDs and Roadway Plans to NEU

10 ½ months before Let:

NEU will review the PDs and, if needed, NEU Proj. Mgr. and Reg. Mgr. will schedule a meeting with Hydro to work through revisions

10 months before Let:

Hydro will send Final PDs and Rdwy plans over to NEU to be included, as is, in the permit application. (NEU will have previously reviewed the PDs and will have no more comments from this point forward.)

Hydro and NEU will reconvene in 4-6 months to gauge the success of this new protocol.

Note: This was presented to all Permit Drawing Request recipients (Utilities, Structures, Rdwy, and REU), in the June 24th Let Review meeting. At the July 22nd Let Review meeting, they will receive requests for June 2009 NWs with a 30-day turn-in, as well as July 2009 NWs with a 60-day turn-in.

Bank Stabilization Impacts

Impacts for bank stabilization consist of rip rap on the stream banks below normal water elevation, but not extending across the stream bed. This is considered a permanent impact; however, the USACE does not require mitigation for bank stabilization and the impact does not count towards USACE mitigation or permitting thresholds. Hydro will break out the impact and list it separately as "bank stabilization" on the summary sheet. Also, a detail showing that the rip rap does not extend across the stream will be included on the permit plan sheet.