



Washington's Hydraulic Project Approval Program
Hydraulic Code Implementation Citizen Advisory Group
5/31/23 Meeting Notes

Wednesday, May 31, 2023

9:30 a.m. – 11:30 a.m.

Online meeting via Teams

WDFW Staff

Theresa Nation

Matt Curtis

Deirdre Bissonnette

Triangle Associates

Joy Juelson – *Facilitator*

Peter Walters – *Tech and documentation support*

Meeting Purpose: Introduction of the new Community Advisory Group members. Presentation on the new HPA database and request for questions and input.

Action Item	Lead
Share APP Presentation Slides with CAG	<i>Matt Curtis - WDFW</i>
Send notes from meeting to WDFW and CAG	<i>Triangle</i>
Send invite for August 4 th In-person Meeting	<i>Triangle</i>
Opportunity for Public Comment	

Meeting Kick-off:

Joy Juelson, Facilitator with Triangle Associates opened the meeting by reviewing the agenda and introducing the attendees. Joy reviewed the meeting's purpose to introduce the new Community Advisory Group members and provide a presentation on the new Hydraulic Code Project database and conduct a third-party review of the APPs system. The agenda was confirmed. Theresa provided an overview of the information that would be discussed during the meeting. She highlighted key points and set the context for the discussions.

Introductions:

Theresa introduced the WDFW staff members, including Matt, Hannah, and Deidra. She also introduced the ISG staff member, Elisabeth G. P. CAG Intro and Ice breaker: A brief



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introduction and ice breaker activity took place to foster a positive and collaborative atmosphere among the participants.

Review of Agenda and Input/Additions:

Joy reviewed the agenda again and invited the participants to provide their input or suggest any additional topics to be discussed.

Hydraulic Permit Application (HPA) - Aquatic Protection Permitting System (APPS)

Application Presentation:

APP Presentation by Matt: Matt began his presentation on the APP (Application) process. He shared slides that would be attached to the notes sent out to the CAG (Community Advisory Group). The presentation included details about the timeline for CAG and public input on the APPs, and Matt mentioned that there were approximately four weeks remaining for this process. He also mentioned that any future comments or thoughts could be directed to him or Theresa. Matt emphasized that the CAG and the public had a defined period to provide input on the APPs process. He encouraged the participants to take this opportunity to share their feedback and thoughts.

Future Comments/Thoughts: Participants were informed that they could send any future comments or thoughts regarding the APPs process to Matt or Theresa by the end of July but would take comments at any time.

Summary of Comments on the APPs Presentation:

Note: The comments summarized here reflect the opinions and suggestions shared by the participants during the meeting.

- Jenny, CAG liked that the APPs allowed for continuous updates throughout the process and showed the last reviewer's touchpoint. She found it functional and timesaving, especially with the creation of the Joint Aquatic Resources Permit Application (JARPA)
- John, CAG raised a concern about modifying the timeline and whether it was easy to do so. Matt, WDFW clarified that minor modifications like time extensions required attaching a specific form to the application. Theresa, WDFW explained that minor timing changes could be submitted via letter, while anything over approximately three weeks would trigger a modification process.
- Traci, CAG appreciated the navigation of the APPs, and tabs at the top of the page, both on the homepage and within the application itself. She expressed hope that the user interface functions would be retained in future versions.
- Edrie, CAG suggested reducing redundancies in the APPs questions, structuring them to capture information in a single question or box. She also mentioned the need for a map feature to locate project areas. Clayton, CAG agreed with Edrie about the redundancies in the questions.



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- The JARPA permitting application question of "who have you talked to already" prompted a suggestion to include a space to list agency contacts and those already spoken or worked with.
- Traci, CAG found it challenging to update the APPs with new regulatory processes, citing the example of habitat restoration, which involves multiple boxes without a clear selection path.
- Steve, CAC expressed dissatisfaction with the search function/query within the APPs, stating that it was difficult to find information or get relevant responses.
- Suggestions to enhance the reviewer experience included the ability to navigate to different sections without completing the current one, a save button to work on the application in multiple sessions, the option to fill in sections individually, and a final review step before approval. Additionally, a mapping feature showing active and in-process permits was suggested. Theresa, WDFW mentioned that the map function in the APPs was clunky and required multiple clicks. She suggested improving map functionality for easier geographic searches. Kimbal, CAG highlighted the importance of map improvements, citing a study on permit compliance that found high noncompliance rates. He emphasized the need for people to be able to check permits and report any noncompliant projects they come across.
- Jenny requested an area for notes for side visits/project FAQs for reviewer.

Remaining Time for CAG/Public Input on APPs Process:

Matt, WDFW encouraged the participants to take this opportunity to share their feedback and thoughts by the end of July but noted WDFW would like to hear from the CAG at any point. Please send comments to Matt Curtis or Triangle.

Public Comment:

No members of the public attended the meeting, and therefore, no public comments were received.

Summer In-person Meeting Doodle Poll:

A Doodle poll was shared to gather input from the CAG regarding in-person tour sites and issues they would like to be covered. The current proposed dates are July 18 and August 4. Triangle reshared the doodle poll and will decide and send a meeting hold by the end of the week. Theresa asked the CAG for input on their preferences for in-person tour sites and the issues they would like to be covered. The Capital Lake Culvert replacement was mentioned as a potential site of interest. There will be a virtual Component for the first part of the In-person Meeting:

Fall Meeting Dates:

Discussion took place regarding the fall meeting dates. WDFW plans to have a December meeting, with the possibility of ad-hoc meetings in between. The December meeting would be a morning virtual session like the current one. It was also mentioned that scheduling should be started sooner to accommodate everyone's calendars.



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The meeting was adjourned early at 10:55