Office of Water Meeting Request Form

Date Received in OW: _____

OFFICE OF WATER MEETING REQUEST FORM

FOR: David Ross ____X_____ Lee Forsgren ___X_____ Benita Best-Wong ___X_____

Subject: ___State/Tribal efforts to Assume dredged and fill permitting program (CWA §404(g))_

Meeting Requested By: Cathy Libertz **Date: _____**

Office Director Approval: John Goodin **Date: _____**

Date Staff will be ready for this meeting by: _1/18/18_____

Latest date meeting can happen by: _2/2/18_____

Time Needed for meeting: 20 Minutes _____ 45 Minutes _____ 1 Hour _X____ Other _____

Purpose of the meeting: Provide AA with first of two briefings on status and key issues regarding the State/Tribal efforts to Assume dredged and fill permitting program including moving forward on Assumable Waters FACA recommendations.

AA decision **ProvideProvide AA with information? AA with information?**
Yes ___ No _X__ **Yes _X___ No ___**

What specifically is to be decided or presented? Why is a meeting needed?
State/Tribal assumption of the CWA 404 dredged or fill permitting program is a high priority action for the Administration. AA will receive information on current state/tribal efforts, background on the requirements, key process steps and upcoming milestones for individual states/tribes as well as, policy direction on removing barriers to assumption (e.g., providing clarity on which waters are assumable).

Who will attend the meeting?
Mandatory Attendees (Give Full Names as listed in Outlook and Identify Office):
OWOW: John Goodin, Mindy Eisenberg, Michael McDavit, Catherine Libertz, Kathy Hurld

Optional Attendees (Give Full Names as listed in Outlook and Identify Office – please copy your own office's Special Assistant):
OWOW: Katherine Weiler, Hazel Groman, Sandra Connors
OGC: Simma Kupchan, Carrie Wehling
OECA: Jeffrey Speir,

AA/DAA Conference Technology - Please check all that apply:

- **Presentation** (e.g., PowerPoint or video file(s) uploaded to computer) _____
- **Conference Call Line** _____
- **VTC** _____ *[**VTC location(s)** (i.e., Region and room number) and a **VTC contact person(s)** must be provided to the OW-IO Schedulers no later than **24 hours in advance** of the meeting. If known at the time the meeting request form is submitted, please provide this information below.]*

Conference line to use for phone-in attendees:

_____

(NOTE: If your meeting will require a conference call line, please request that a conference call number be added to your meeting request form. It is recommended that you request that the OW IO scheduler use the conference call number for the appropriate OW manager being briefed, (i.e., Joel, Mike, or Ellen). If the program office chooses to use different conference call number for the meeting, the meeting POC will be responsible for opening the conference line with the appropriate PIN number.)

Person Providing Agenda for the Meeting:

Name: Kathy Hurld_____ Phone: 566-1269__

Person Providing Briefing Material (if any) for the Meeting:
Name: Kathy Hurld_____ Phone: 566-1269__

All meeting materials are due in BOTH hard copy and electronic copy no later than 3:00 p.m. the day before the meeting, unless the meeting is scheduled too late to allow this. Please provide one hard copy per OW principal attending.

- **Your office's scheduler or SA will email all electronic copies to Crystal Penman and Ann Campbell (for Mike Shapiro) or Crystal Edwards and Ann Campbell (for Benita Best-Wong).**

- **Deliver hard copies to**:
    - **Crystal Penman**: (3219 WJC East) **for Mike Shapiro and Lee Forsgren**
    - **Crystal Edwards**: (3223 WJC for) for **Benita Best-Wong**

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