

**COMMERCE/WOWRA POWTS PROGRAM TELECONFERENCE**  
**Friday March 31, 2006 3:00 – 3:55 p.m.**

Participants:

Commerce – Brad Johnson, Harold Stanlick, Roman Kaminski  
WOWRA – Bill Baudhuin, Bill Bergh, Sherri Guyse, Todd Stair

Discussion Items:

- Bill Baudhuin reported that he had asked WOWRA members for issues to present at the teleconference but none were submitted. He stated his only concern at this time was to seek a way to minimize potential delays for review of large Individual Design Submittals (ISD). The group discussed a process where a submitter would be notified when an ISD project is scheduled to be reviewed by the ISD team. The submitter could be on “stand-by” so that a phone call could be placed to add the submitter to the discussion if clarification is needed.

- Sherri reported she also had no issues to bring to the conference. She mentioned plans have been processed very quickly so far this season.

- Todd indicated the WOWRA Board wanted to know what Commerce had done to address the issues raised at the last teleconference. Brad reviewed each item that had been raised and reported on how the issue was addressed and resolved. He indicated that due to heavy workload he had not been able to audit the POWTS Plan Reviewers as he had hoped to do this winter. Brad also reported how plan review workloads will be distributed this year and how the Wastewater Specialists will be utilized to help balance the workload while keeping turn-around times short.

*Roman apologized for an apparent oversight of not distributing the notes from the last teleconference. A copy of the notes will be included when the current notes are distributed.*

- Todd described a consistency of plan review issue that was of concern to a WOWRA member. Similar plans previously submitted were approved but for this plan new information was requested by the reviewer. This led to a discussion of how changes in plan review policy are made and whether individual reviewers change what information they are looking for with the passage of time. Brad stated that he; Harold and Roman have had a long standing agreement that significant changes in policy must be announced well in advance of implementation. An example of this was the recent linear loading rate policy which was announced in the WI Construction Codes Report publication and printed in the WOWRA monthly newsletter. Brad also asked that he be notified by the submitting party when he/she can not come to a resolution on an application of the code to a specific project.

- A concern was raised about the growing number of designated POWTS plan review County Agents. Specifically, how plan review consistency will be addressed. Brad reported that all County Agents are trained by the same department staff to help with the consistency issue. The Agents are audited after the first year to assess plan review capability. If necessary, additional training is done and another audit conducted the following year. If quality is acceptable, the audits are conducted less frequently. County Agents are sent copies of POWTS program teleconference notes. A request was made for access to these notes. Roman indicated he would see whether the notes could be posted on the Commerce website.

*POWTS program teleconference notes can and will be posted on the Commerce website in the future.*

- Bill Bergh reported that there appears to be a discrepancy between POWTS plan scheduling that appears on the Commerce website and when a plan is actually scheduled and reviewed. He cited an example where he saw that an office was only scheduled a couple days out yet when he submitted a plan to that office found that the turn-a-round time would be much longer. Brad explained that he monitors the scheduling activities and tries to be conservative estimating available time. If extended absences such as training or vacation are known those are taken into account. However, it must be noted that the department cannot predict plan submittal volume for any given period of time. Quite often the daily mail may include a high number of plan submittals that will alter the schedule significantly.

- Bill Bergh also asked how revisions to previously approved plans are handled. Brad and Roman reminded the group of the code requirements regarding revisions. They also reminded the group about the discussion during the last teleconference when Roman asked that the WOWRA representatives develop a list of what they consider minor revisions. Counties had been given latitude in the past to review certain minor revisions. But they had and continue to have the option to require that revisions be submitted to the department. This may be an issue for the Comm 83 Advisory Code Council to consider when that group is reconvened.

*The WOWRA group agreed to develop a list of what they would consider minor revisions for Commerce staff to evaluate.*

- The group agreed to participate in another conference call in three months.