

Engineering Design Review Panel Meeting
DRAFT Minutes
November 7, 2008

Members Present: John Aulbach, Rick Blackwell, John Schofield, Joel Pinnix, Ray Freeland, Marcia Degen

Visitors Present: Bob Mayer

Meeting called to order at 2:00 PM

Administration

The Engineering Design Review Panel (EDRP) appointed Marcia Degen as the Chairperson.

The EDRP discussed the definition of a public body under the Administrative Process Act (APA). Open meeting requirements of the Freedom of Information Act (FOIA) were discussed such as notice, meeting location and minutes.

The EDRP discussed what should be included in their findings of fact, such as, all pertinent facts, analysis of the facts and the recommendation to the Virginia Department of Health (VDH).

The EDRP discussed what should be in their recommendation, such as, what documents were used in making the decision and why the decision was made. The findings would conclude to recommend approval, recommend approval with conditions or recommend affirming the denial.

The EDRP decided to schedule the second Tuesday of every month, as needed, for Informal Fact Finding Conferences (IFFCs).

The EDRP decided that the owner or their engineer must submit eight copies of the engineered plan to the Office of Environmental Health Services (OEHS) so the plans can be distributed to the EDRP prior to an IFFC. The engineered plans could be submitted by hard copy or digital (PDF).

The EDRP discussed creating letters to send to the owners that would confirm the date, location and time of an IFFC.

Meeting adjourned at 3:10 PM.