

Small Forest Landowner Office Advisory Committee Meeting
Notes
October 11, 2022
Teams Meeting

Present: John Henrikson, Tami Miketa, Phil Hess, Rich Weiss, Brandon Austin, Jeffrey Thomas, Karen Zirkle, Marc Engel, Darric Lowery

Additional attendees:

DNR: Dan Pomerenk, Hollis Crapo, Brent Haverkamp, Holly Haley, Todd Olson, Noah Nequette, Roslyn Henricks, Donelle Mahan, Betsy Norton, Carla Fosberg,

DNR FP Online Contractor: Johanna Holland

Small Forest Landowner: Ken Miller

Review July 12, 2022 SFLAC Meeting Notes

Accepted as written.

FREP Update

Dan Pomerenk, DNR Conservation Easement Program Manager, gave the Committee and update on the status of FREP easements purchased. Staff are working on a FREP Welcome Packet to send to all landowners currently on the waiting list and those that sign up for the program. The packet will contain a welcome letter, FREP FAQ's, a sample FREP contract, and a timeline for purchase of their easement.

FP Online Update

fpOnline is the replacement for the outdated Forest Practices Application Report System (FPARS) database with limited functionality. This solution will provide a cloud-based solution for online forest practices applications (FPAs), mapping, electronic signature, online payment, and mobile capabilities, as well as online Water Type Modification Forms (WTMFs) and Enforcement Tracking. This will provide forest landowners with the capability to monitor their FPA(s) and WTMF(s) in progress and improve DNR's customer service due to the improvements in FPA and WTMF distribution to DNR's Timber, Fish, and Wildlife (TFW) partner reviewers.

fpOnline will provide the following improvements:

1. A complete online submittal for forest landowners, including signature and payment, will support continuity of business by allowing processing to take place from any location with an internet connection.
2. Improved reliability and streamlined processes using a cloud platform and mobile capabilities to review/approve/disapprove/withdraw FPAs within the statutory thirty-calendar-days from the date DNR receives the application as required in RCW 76.09.050.
3. Improved customer service due to the improvements in FPAs and WTMFs distribution to TFW reviewers, ability of required TFW partners to submit comments, and enhanced legibility of the information (verbiage and maps) provided by applicants, TFW partners, and DNR forest practices program staff.

4. Improved data integrity due to standardization of data and updated metadata.
5. DNR field staff will be able to review current information in the field as they work to review, approve/disapprove, and comply FPAs and concur/non-concur with WTMFs, and work through enforcement documents including Notice to Comply Amendments on FPAs.
6. Landowner field staff and consultants will get information in real time and will be able to track and/or provide information and receive information on FPAs or WTMFs they have submitted.

Project Status:

Achieved this period:

1. QA issued Readiness Assessment and Baseline Risk Assessment.
2. Tech Budget APPROVED!!!
3. RFP has been primary focus with dedicated intensity on requirement refinement and inclusion of stakeholders.
4. OCIO Investment Plan Started in progress
5. Project Charter distributed for approval.

Next Period Planned:

1. Complete requirements for RFP
2. Stakeholder Advisory Committee KickOff
3. Solicit Feedback from Stakeholders on Requirements for RFP
4. Submit RFP to Contracts for Review

FP Online High-Level Project Schedule:

Next 30-60 days from

Project Charter Sign off 9/30

1. OCIO Investment Plan Draft Complete 10/31
2. Project Management Plan Draft 10/31
3. Plan for Mitigating items identified in Readiness Report 10/15
4. Estimate for additional resources recommended in QA Assessment 10/13.
5. Survey for Stakeholder participation 10/15
6. Project Kickoff Requirement Review 9/29-10/31
7. RFP Draft submitted to Contracts for review 11/1

Roles and responsibilities of the SFLAC

Did not cover. Will discuss at next SFLAC meeting

10:55 Set meeting dates for 2023

Did not cover. Will discuss at next SFLAC meeting

The next SFLAC meeting will be a Zoom meeting on January 17, 2023 from 9:00 AM-12:00 PM

Meeting Adjourned