



RICK SNYDER
GOVERNOR

STATE OF MICHIGAN
DEPARTMENT OF ENVIRONMENTAL QUALITY
LANSING



DAN WYANT
DIRECTOR

January 12, 2015

Ms. Margaret Barondess
Michigan Department of Transportation
Environmental Services Section
Bureau of Development
P.O. Box 30050
Lansing, Michigan 48909

Dear Ms. Barondess:

**SUBJECT: Fiscal Year Ending September 30, 2014
Michigan Department of Transportation (MDOT) Contract Number 2014-0048**

In accordance with the provisions of the most recent Memorandum of Understanding (MOU) between the MDOT and the Michigan Department of Environmental Quality (MDEQ), please find attached our yearly report for the FY 2014. This documentation is intended to support the MDEQ expenditure of transportation funds.

A total of \$1,272,467.78 of the allocated MOU funds of \$1,285,700 was spent during FY 14. The remaining balance of \$13,232.22 will be returned to MDOT. Permit fees in the amount of \$252,100 and estimated preliminary review fees of \$ 94,700 for FY 2014 were covered by the MOU. In addition, \$8,090.65 was spent on aeronautics projects. Appendix D as required by the MOU will be provided separately by the MDEQ.

If you have any questions, please contact me at 517-284-5504, fulcherg@michigan.gov; or MDEQ, P. O. Box 30458, Lansing, Michigan 48909-7958.

Sincerely,

Gerald W. Fulcher, Jr., P.E., Chief
Transportation and Flood Hazard Unit
Water Resources Division
517-284-5504

cc: Ms. Laura J. Hirst, Office of Auditor General
Mr. David B. Behen, MDTMB
Mr. Dylan Smythe, MDOT
Mr. Steve Houtteman, MDOT
Mr. Michael O'Malley, MDOT
Mr. Edward A. Timpf, MDOT
Mr. Dave Wearsch, MDOT
Ms. Andrea Mowry, MDOT
Mr. Jim Kasprzak, MDEQ
Ms. Lois Marinangeli, MDEQ
Mr. Michael Masterson, MDEQ

**TRANSPORTATION REVIEW-WATER RESOURCES DIVISION, DEQ
ANNUAL REPORT
10/01/2013 – 09/30/2014**

	MDOT	COUNTY	MUNICIPALITIES	TOTAL
Applications Received	92	391	43	526
Incomplete Applications	17	109	13	139
Applications Processed	94	387	50	531
Applications (PNs) Processed	40	212	21	273
Applications (PNs) Red Processed	0	4	1	5
Applications (MPs) Processed	43	168	22	233
Applications (GP's) Processed	11	7	7	25
Aeronautics Applications Received	0	1	1	2
Preliminary Reviews	101	491	33	625
Complaints	6	11	3	20
Hydraulic Reviews	73	365	33	471
Flood Discharges Provided	94	175	21	290

Summary of Activities

Meetings Attended	172
Field Inspections	833
CRC Council Meetings Attended	17
Presentations Made	7

Processing Time (days) (based on old part 13 time frames)

	Minor/General Projects Permits Approved/Denied			Public Notices Permits Approved/Denied			Red Files
	MDOT	COUNTY	Municipalities	MDOT	COUNTY	Municipalities	
30 and under	49	163	29	32	162	15	0
31-45	2	5	0	3	21	2	0
46-60	0	7	0	4	18	3	0
61-90	1	0	0	1	6	1	2
Over 90	2	0	0	0	5	0	3
TOTAL	54	175	29	40	212	21	5

Average processing time:

From Initial Received DATE

General Permits	18 days
Minor projects	28 days
PN's	48 days
Combined	38 days

From Application Period Action Due Date as defined in Part 13 (based on new part 13 time frames)

General Permits	13 days
Minor Projects	23 days
PN's-	42 days
Combined	32 days

		Expenditures	
MDOT	\$ 444,182.43	Aero	\$ 8,090.65
County	\$ 623,082.90		
Municipal	\$ 108,872.92		
General	\$ 15,211.75		
DIT	\$ 63,267.78		
Civil Service	\$ 17,850.00		
TOTAL	\$ 1,272,467.78		\$ 8,090.65

MICHIGAN ENVIRONMENTAL QUALITY

INTEROFFICE COMMUNICATION

November 17, 2014

TO: Files
FROM: Jerry Fulcher
SUBJECT: Aeronautics Projects FY 14

Listed below are the airport projects that staff worked on during FY 14.

Alpena Airport	
Battle Creek Airport	
Clare Municipal Airport	14-18-0002-P
Jackson County Airport	14-38-0011-P
Roscommon Airport	
Tulip City Airport	14-03-5007
Willow Run Airport	13-82-5003

WATER RESOURCES DIVISION
MDOT IDG FY14 Expenditures 10/1/13 through 9/30/14

Location	Project	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
FLOOD HAZARD	CO RD COMM	98,713.77	139,100.69	100,525.24	138,693.03	477,032.73
CADILLAC	CO RD COMM	0.00	0.00	0.00	0.00	0.00
GAYLORD	CO RD COMM	0.00	3,318.38	0.00	0.00	3,318.38
HYDRO STUDIES	CO RD COMM	16,452.97	21,563.56	19,639.10	6,981.04	64,636.67
UPPER PENINSULA	CO RD COMM	7,674.13	13,482.14	18,831.89	38,106.96	78,095.12
		<u>122,840.87</u>	<u>177,464.77</u>	<u>138,996.23</u>	<u>183,781.03</u>	<u>623,082.90</u>
		0.00	4,456.52	5,973.71	0.00	10,430.23
TERMINAL LEAVE	GENERAL	0.00	0.00	0.00	4,781.52	4,781.52
OVERHEAD COSTS Division	GENERAL	0.00	0.00	0.00	0.00	0.00
DIT (01150)	GENERAL	19,125.00	19,125.00	19,125.00	5,892.78	63,267.78
		<u>19,125.00</u>	<u>23,581.52</u>	<u>25,098.71</u>	<u>10,674.30</u>	<u>78,479.53</u>
ADMINISTRATION	MDOT	0.00	0.00	525.00	1,991.52	2,516.52
FLOOD HAZARD	MDOT	76,625.83	154,228.39	18,237.37	112,426.07	361,517.66
CADILLAC	MDOT	0.00	0.00	0.00	0.00	0.00
GAYLORD	MDOT	31.00	46.50	61.50	59.77	198.77
HYDRO STUDIES	MDOT	8,034.92	11,132.48	12,091.89	11,067.37	42,326.66
UPPER PENINSULA	MDOT	6,684.57	4,652.89	10,142.95	16,142.41	37,622.82
		<u>91,376.32</u>	<u>170,060.26</u>	<u>41,058.71</u>	<u>141,687.14</u>	<u>444,182.43</u>
FLOOD HAZARD	MUNICIP	22,038.70	34,220.34	23,272.78	29,065.07	108,596.89
CADILLAC	MUNICIP	0.00	0.00	0.00	0.00	0.00
GAYLORD	MUNICIP	0.00	0.00	0.00	0.00	0.00
HYDRO STUDIES	MUNICIP	0.00	0.00	466.93	(466.93)	0.00
UPPER PENINSULA	MUNICIP	0.00	0.00	276.03	0.00	276.03
		<u>22,038.70</u>	<u>34,220.34</u>	<u>24,015.74</u>	<u>28,598.14</u>	<u>108,872.92</u>
TOTAL MDOT EXPENDITURES:		<u>255,380.89</u>	<u>405,326.89</u>	<u>229,169.39</u>	<u>364,740.61</u>	<u>1,254,617.78</u>
CIVIL SERVICE	GENERAL					17,850.00
					Expenditures plus Civil Service charges	1,272,467.78
					MDOT Approp	1,209,200.00
					DIT Approp	76,500.00
					Expenditures	1,272,467.78
					Unspent DIT Balance	13,232.22
TRAVEL EXPENSES		Travel 1st qtr	Travel 2nd qtr	Travel 3rd qtr	Travel 4th qtr	Total Travel
		2,549.41	2,618.42	7,104.04	8,463.71	20,735.58

**Water Resources Division
Aeronautics FY14 Expenditures
Expenditures October 1, 2013 through September 30, 2014**

Location	1st Qtr	2nd Qtr	3rd Qtr	4th Qtr	Total
FLOOD HAZARD	1,389.39	2,417.74	1,549.53	2,733.99	8,090.65
GAYLORD	0.00	0.00	0.00	0.00	0.00
CADILLAC	0.00	0.00	0.00	0.00	0.00
HYDRO STUDIES	0.00	0.00	0.00	0.00	0.00
UPPER PENINSULA	0.00	0.00	0.00	0.00	0.00
	<u>1,389.39</u>	<u>2,417.74</u>	<u>1,549.53</u>	<u>2,733.99</u>	<u>8,090.65</u>
TRAVEL	0.00	0.00	0.00	28.08	Total 28.08



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LANSING



DAN WYANT
DIRECTOR

January 14, 2015

TO: Joint Agency Transportation Committee Members

FROM: Jerry Fulcher, P. E., Chief
Transportation and Flood Hazard Unit
Water Resources Division

SUBJECT: Year-End Report- FY 2014

In accordance with Attachments A and B of the Memorandum of Understanding (MOU) between the Michigan Department of Transportation (MDOT) and the Michigan Department of Environmental Quality (MDEQ), I have prepared this report for fiscal year 2014. I have also attached a comparison of pertinent data for FY 2011, FY 2012, FY 13 and FY 2014. \$1,272,467.78 of the allocated MOU amount of \$1,285,700 was spent during FY 14. The remaining balance of \$13,232.22 was returned to MDOT. In addition, \$8,090.65 was spent on Aeronautics projects in FY 2014. Permit fees in the amount of \$252,100 were covered by the MOU. In addition, Part 301 and Part 303 both allow the MDEQ to charge for pre-application meetings. These fees range from \$150 for in office meetings to \$1,000 for large projects with on-site meetings. There were 471 preliminary reviews for Part 301/Part 303 in FY 2014. Assuming an average cost of \$200 each, this would have represented another \$94,700 in fees toward the MOU.

Permit Applications Received

We received 526 permit applications in FY 2014 compared to the 420 applications that were received in FY 2013 representing an increase of approximately 25%.

A break down on the percentages of applications that were received in different areas of the state is as follows:

Applications Received in the State

SE Michigan	25%
SW Michigan	26%
Northern Lower	25%
Upper Michigan	24%

Processing Times

We processed 531 applications in FY 2014. The following represent the percentages broken down by permit type. The time frames are based on the application period due date as currently defined in Part 13.

<u>Processing Time (days)</u>	<u>General & Minor</u>	<u>Public Notice</u>	<u>Red Files</u>	<u>Overall</u>
30 & Under	77%	39%	0%	56%
45 & Under	88%	65%	0%	75%
60 & Under	95%	79%	0%	86%
90 & Under	99%	98%	40%	98%

A comparison was also made on the processing times based the initial received date and the Part 13 time requirements. Eleven files did not meet the Part 13 deadlines in FY 2014.

Processing time based on days from the Initial Received Date

General	18 days
Minors	28 days
Public Notices	48 days
Combined	38 days

Processing time based on days from the Application Period Action Due Date (defined in Part 13)

General	13 days
Minors	23 days
Public Notices	42 days
Combined	32 days

Other Measures

A process improvement evaluation and write-up was completed on December 1, 2004. Through the process improvement effort the MDEQ was asked to track the following measures.

- 1) The number of formal /informal preliminary reviews conducted

Water Resources Division (WRD) transportation staff conducted 625 preliminary reviews in FY 2014. 471 of these were preliminary environmental reviews and 154 were preliminary hydraulic reviews. The majority of the preliminary reviews were informal with 125 logged into a database.

- 2) The number of expedited permit applications and processing times.

In FY 2014, 29 projects were identified as meeting the expedited process criteria. This represents approximately 6% of all applications that were processed. The processing time ranged from 1 to 55 days from the date of receipt. The average processing time was 25 days from a complete application. Forty-one percent (41%) were processed within 14 days and fifty-two percent (52%) were processed within 21 days. The intent is that permits for these types of projects could be issued within 2-3 weeks provided the required information is submitted.

In addition there were 31 other permits issued in FY 2014 for emergency conditions that did not have a preliminary review. Sixty-eight percent (68%) were issued in 21 days or less.

3) The number of incomplete applications and the reasons why.

Of the 526 applications that were received in FY 2014, 139 (26%) of them were determined to be incomplete and required additional information during the initial 30 day review period. This is similar to the 26% rate experienced in FY 2013. This compares to a 42% request rate for the 3715 non-transportation files that the WRD received during FY 2014. Approximately fifty-one percent (51%) of the transportation files were public notices versus twenty-five percent (25%) of the non-transportation files for the rest of WRD.

The additional information requests for the 139 transportation files are broken down as follows:

MDOT	18% (17 out of 92 files)
CRC	28% (109 out of 391 files)
Municipal	30% (13 out of 43 files)

A break-down of the reasons for the incomplete files is not provided. See reports from past years for the types of missing information.

4) The processing time for permit decision for projects that used a preliminary review versus those that did not.

Of the 531 applications that were processed in FY 2014, 195 files (37%) had a preliminary review conducted as identified in the WRD CIWPIS database or that had site inspections identified before the application was received. A breakdown of the average processing time for those files that had a preliminary review was not computed. Fifty-eight percent (58%) of the files in the Upper Peninsula, thirty-three percent (33%) in northern lower Michigan, twenty-one percent (21%) in southeast Michigan and thirty-five percent (35%) in southwest lower Michigan had some type of preliminary review conducted. WRD transportation staff believes that the preliminary review process does cut down on the review time and cite the following advantages:

- a) Only 18 of the 195 files (9%) required an additional site inspection after the application was submitted.
- b) Combining multiple site visits with a county during the preliminary review stage cuts down on having to make separate trips to that county each time an application comes in.
- c) Preliminary reviews during the spring, summer and fall months allows applications to be submitted during the winter when site inspections would be difficult leading to delays in the permit review.

- d) The preliminary review does cut down on some of the questions the reviewer may have when an application does come in as they are already familiar with the site.
- 5) Overall MOU Goals
- a) Determine if applications are administratively complete within 5 working days. **Based on a sample review of the files (139), this goal is being met 84% of the time within 7 calendar days (see #2).**
 - b) Provide email to PTA within 7 working days of file being determined to be incomplete. **84% of the correction requests were sent within 7 calendar days, 80% of these were returned by the applicant within 7 calendar days.**
 - c) If staff determine that an application is incomplete after site visit then contact applicant within 7 working days of site visit. **Staff rarely determined that an application was incomplete after a site visit.**
 - d) DEQ to submit suggestions in writing if there are minor modifications that could lead to granting a permit. **Only one transportation application was denied in FY 14.**
 - e) Make General Permit application decisions within 14 calendar days- **The average decision time was 18 days from the initial received date.**
 - f) Make Minor Permit application decisions within 30 calendar days-**The average decision time was 28 days from the initial received date.**
 - g) Make Public Notice Permit application decisions within 60 days-**The average decision time was 48 days from the initial received.**
 - h) Make Red File Permit application decisions within 90 days.- **There were 6 red files, one was withdrawn. The average processing time for the other 5 was 126 days from the initial received date.**

**TRANSPORTATION REVIEW
WATER RESOURCES DIVISION, DEQ
4 YEAR COMPARISON**

	10/11	11/12	12/13	13/14
APPLICATIONS RECEIVED	454	416	420	626
APPLICATIONS PROCESSED	444	414	408	631
PRELIMINARY REVIEWS	379	354	397	625
HYDRAULIC REVIEWS	475	415	396	471
FLOOD DISCHARGES PROVIDED	284	256	353	290
INCOMPLETE APPLICATIONS	26%	25%	26%	26%

SUMMARY OF ACTIVITIES

	10/11	11/12	12/13	13/14
MEETINGS/FIELD INSPECTIONS	1048	935	983	1005
CRC MEETINGS ATTENDED	12	12	13	17
PRESENTATIONS MADE	16	16	17	7

PROCESSING TIME (PERCENTAGE) APPLICATIONS PROCESSED

	10/11*	11/12*	12/13*	13/14**
UNDER 30	70%	78%	80%	56%
30-60	26%	21%	8%	30%
60-90	4%	1%	11%	12%
OVER 90	<1%	0%	1%	2%

AVERAGE PROCESSING TIME (DAYS)

	10/11	11/12	12/13	13/14
FROM INITIAL RECEIVED DATE				
GENERAL		19	26	18
MINORS	33	30	31	28
PUBLIC NOTICES	59	52	55	48
COMBINED	48	43	44	38
FROM APPLICATION PERIOD	*	*	*	**
GENERAL		11	-6	13
MINORS	2	-2	1	23
PUBLIC NOTICES	26	19	22	42
COMBINED	16	10	12	32

* BASED ON OLD PART 13 PROCESSING TIME DEADLINES WHERE THE APPLICATION PERIOD DUE DATE WAS A MINIMUM 30 DAYS AFTER THE APPLICATION IS RECEIVED.

** BASED ON NEW PART 13 PROCESSING TIME DEADLINES WHERE THE APPLICATION PERIOD DUE DATE STARTS WHEN THE FILE IS DETERMINED TO BE COMPLETE.

JOINT AGENCY TRANSPORTATION COMMITTEE MEMBERS

County Road Association of Michigan Representative	County Road Association of Michigan John Niemela jniemela@localroads.net	517-482-1189 ext 413	County Road Association of Michigan 417 Seymour, Suite One Lansing, Michigan 48933 FAX 517-482-1253
	Ed Noyola enoyola@localroads.net	517-482-1189 ext 416 517-230-7217 (cell)	
County Road Commission Representatives 	Chippewa County Road Commission Robert Laitinen surveyor@sault.com	906-635-5295	Chippewa County Road Commission 3949 S. Mackinac Trail Sault Ste. Marie 49783 FAX 906-635-5297
	Allegan County Road Commission Craig Atwood rcraig@alleganroads.org	269-673-2184 ext 225	Allegan County Road Commission 1308 Lincoln Road Allegan, Michigan 49010-9762 FAX 269-673-5922
	Wexford County Road Commission Karl Hanson karlfhanson@yahoo.com	231-775-9731	Wexford County Road Commission 85 West M-115 Boon, Michigan 49618 FAX 231-775-9732
	Road Commission for Oakland County Brad Knight bknight@rcoc.org	248-645-2000 ext 2254	Road Commission for Oakland County 2420 Pontiac Lake Road Waterford, Michigan 48328 FAX 248-645-1349
Michigan Department of Transportation Representatives 	Bureau of Development Environmental Services Section Kristin Schuster schusterk@michigan.gov	517-373-8258	Michigan Department of Transportation 425 West Ottawa Street P.O. Box 30050 Lansing, Michigan 48909 FAX 517-373-9255
	Margaret Barondess Barondessm@michigan.gov	517-335-2621	
	Michael O'Malley omalleym@michigan.gov	517-335-2634	
	Chris Potvin potvinc@michigan.gov	517-335-1919	
	Grand Rapids TSC Manager Erick Kind kinde@michigan.gov	616-464-7713	Grand Rapids Transportation Service Center 2660 Leonard Street NE Grand Rapids, Michigan 49525 FAX 616-464-1189
	Aeronautics Steve Houtteman Houttemans@michigan.gov	517-335-9866	Office of Aeronautics 2700 Port Lansing Drive Aeronautics Building Lansing, Michigan 48906-2160 FAX 517-886-0366
	Michigan Municipal League Representative 	John LaMacchia Michigan Municipal League jlamacchia@mml.org	517-908-0306
Michigan Department of Environmental Quality Representatives 	Jerry Fulcher fulcherg@michigan.gov	517-284-5504	Department of Environmental Quality Water Resources Division 525 West Allegan 3 rd Floor North Tower P.O. Box 30458 Lansing, Michigan 48909-7958 FAX 517-241-9003
	Alex Sanchez sancheza@michigan.gov	517-284-5505	
	Sarah Ehinger ehingers1@michigan.gov	269-567-3515	Department of Environmental Quality Water Resources Division 7953 Adobe Road Kalamazoo, MI 49009-5026 FAX 269-567-9440

