

**Silent Inspector Board of Directors
In Process Review Minutes
24 September 2007**

An In Process Review (IPR) conference call was held on 24 September 2007 to review the Silent Inspector (SI) Board of Directors progress on Action Items identified during the 7 August 2007 board meeting held in Washington DC. The next IPR is scheduled for 5 November 2007. A list of the conference call participants is provided on page 6.

The following documents discussions prior to the review of the Action Items:

1. The SI data release policy PDT has an OC member on the PDT for review of guidance. The board could consider having an OC representative in an advisory capacity to the board.

2. Regarding the revised Regulatory Guidance Letter (RGL), we need to have legal representation review the RGL. RGL does not have to undergo public review, but we should consider a notice to the public that we are changing the procedures. Contact Chris Godfrey on how to approach a public notification or communication strategy for revising a RGL.

3. The DCA would prefer upfront partnering before SI guidance documents and specifications go out on the street. Essentially had guidance before SI was implementable on the dredges, and punitive damages were in specifications which were rescinded.

The Action Items from the 22-23 February 2007 (BoD-1) and 9 August 2007 (BoD-2) meetings are listed in descending order, beginning with the latest meeting. The following provides the reported status of each Action Item:

9 August 2007 (BoD-2)

36-2. Next SI Board Meeting to be scheduled in approximately 6 months (Jan/Feb 2008).

Status: The next IPR is scheduled for 5 November 2007.

35-2. Next SI In-Progress-Review, conference call scheduled for September 24, 2007, 1pm eastern time.

Completed

34-2. Districts add FY08 dredging schedules in DIS. POC: District dredging POCs

STATUS: Ginny Pankow will provide instructions to view DIS summary data.

33-2. Review procedures and provide recommendations for Naval Architect or Marine Surveyor to certify Ullage Table. POCs: Jay Rosati, Eddie Culpepper, Vinton Bossert

STATUS: Ongoing effort. Issue with contractors in getting a licensed marine surveyor to certify. Discussing with MDC the level of criteria which meets Corps standards.

32-2. Get SI on agenda at regional dredging meetings (WEDA, NDT, Regulatory, etc). Purpose is to provide a general understanding about SI - Introductory. POCs: Jim Walker, Barry Holiday, Eddie Culpepper

STATUS: Introduction to SI briefing not necessary for WEDA meetings.

31-2. Revise Regulatory Guidance Letter based on PDT recommendations. Provide status report at next SI Board meeting. POCs: Katherine Trott, Chris Godfrey and Linda Lillycrop
STATUS: Revised RGL under review by Regulatory Chiefs and SI Board.

30-2. Develop new contract clause for liquidated damages. Provide status report at next SI Board meeting. POC: Carl Dyess

STATUS: Developed method for calculating liquidated damages. Since all jobs are different, can not have one standard for all jobs. Provided clause to center for inclusion in specifications.

29-2. Develop summary report of Folly beach pipeline demonstration through coordination and participation by all involved (SI Center, SAD, SAC, Great Lakes D&D, DOER, etc). Report is to discuss funding issues, policy, specifications, proper SI application, lessons learned, etc.

Provide summary of document at next SI Board meeting. POCs: Jay Rosati, Eddie Culpepper
STATUS: A short report on the SI pipeline demo will be completed in FY07. A technical note on the business process and lessons learned from the SI pipeline demo will be coordinated with SAC and GLD&D, and completed in FY08. GLD&D will provide lessons learned to the Board.

28-2. Address process and procedure for FOIA requests for SI data. Identify procedures by next SI Board meeting. POC: Angie Premo

STATUS: Ongoing effort. SAD OC member on PDT, an OC member may be considered as an advisor to the SI Board.

27-2. Establish PDT of SI Users to 1) be proactive to improve information available about implementing SI (i.e. define various roles and responsibilities regarding SI implementation), and 2) identify enhancements to the SI program to assist users with use of the data. Establish PDT by 31 Oct and report progress next SI Board meeting. POCs: Angie Premo and Linda Lillycrop

STATUS: The SI Users PDT will be established by mid October, and a meeting will be scheduled in Nov 2007.

26-2. Further review the scow definition and requirements for contract and regulatory dredging projects. Provide recommendation next SI Board meeting. POCs: Chad Linna and Angie Premo

STATUS: Ongoing effort. It was suggested that the definition be expanded to include more information and details.

25-2. Include new variables for reporting and need to improve methods for Operations Managers and the field to access dredging information and data from various databases and reduce duplication. Contact David Licky to learn how OMBIL accesses various relational databases.

Provide status report at next SI Board meeting. POC Linda Lillycrop and Carl Dyess

STATUS: A meeting will be scheduled with Ginny Pankow to begin coordination and implementation of this effort.

24-2. The SI specifications will be modified to state the SI will be turned on upon Notice To Proceed. Need to determine the point at which the SI will be turned off, with the SI specifications modified to state when the SI will be turned off. Complete by 31 October and provide status/results at next SI Board meeting. POC: Gary Howell

STATUS: Ongoing effort. It was suggested that the SI be turned off once final surveys have been accepted. Although the SI is turned off, all equipment associated with SI is to be left on the dredge or scow.

23-2. Draft letter for MG Riley signature for FY08 implementation of new payment strategy.
POC: Eddie Culpepper

STATUS: Jim Walker will meet with MG Riley the week of 1 Oct for review and signature of the payment strategy letter.

22-2. Establish PDT to address the details and process for payment of funds for SI Center. Define process by 15 September and prepare to implement for FY08. PDT: Eddie Culpepper (lead), KC Clark, Cheryl Carrubba, Linda Monte

STATUS: Effort awaiting completion of input to the DIS from Districts to determine estimated dredging days.

21-2. Discuss with HQ RM the possibility to change the type of facility account to allow carry over of funds. Make decision by 7 September and implement by 1 October 2007. POCs: Jim Walker and Wynne Fuller

STATUS: Discussions with RM underway but not implementable for 1st quarter of FY08.

20-2. Provide documentation on-line regarding dredge certification status and date of certification. Complete by 30 September 2007. POC Jay Rosati

STATUS: The dredge certification status will be posted, by 30 September, on the SI website: <http://si.usace.army.mil/DredgeStatus.asp>

19-2. Maintain records of dredge certifications. Capture trends in deficiencies and lessons learned in certifications to assist Corps and contractors with information on common deficiencies and trends. Provide summary by 31 October and summarize at next SI Board meeting.

POCs Jay Rosati

STATUS: A summary will be provided by 31 October.

22-23 February 2007 (BoD-1)

18-1. Establish PDT to develop SI data release policy. Evaluate level of and availability of SI data to regulatory/environmental agencies and public access. Develop recommendations for data release and incorporate into appropriate ERs, write policy statement for SI data release. Report to SI BoD at June 2007 meeting. PDT: Angie Premo (lead), Barry Holiday, Chris Godfrey, Linda Lillycrop

STATUS: *Not addressed 24 Sept IPR.* Getting pushback from contractors. Barry is working with contractors. Regulatory has much more concern than Federal. Working to better understand what happens to the data. Biggest concern with Industry is production data and regardless of who collects the data (contract or regulatory), the data should not be released outside the Corps unless it is through FOIA. Proprietary data should never be FOIAed. Held conference calls and meeting with contractors at WODCON in Orlando. Draft policy provided at 7 August 2007 meeting. *Action Item 28-2: Develop FOIA Process and Procedures.*

17-1. Develop PDT to evaluate data communications technology updates. SI Center investigates District needs/limitations with all coasts and makes recommendations to SI BoD at June 2007 meeting. POC: Jay Rosati, ID PDT

STATUS: *Not addressed 24 Sept IPR.* Pursued with instrumentation contacts in Industry. Conducting preliminary test of different technology on pipeline dredge Illinois contract. Status reported at 7 August 2007. The best solution so far is to use a cellular service router, which is cost comparable with the satellite communications. A problem is that the cellular carriers change across different locations. The PDT will continue to work to identify solutions and technology improves and will report at next board meeting.

16-1. Modifying SI guide specifications - Monitoring a) turtle deflector approach angle and b) water temperature at draghead. Obtain feedback from Hopper QAR COP and turtle group, Daniel Small, and Phil Bates. Report recommendations back to SI BoD at June 2007 meeting. POCs: Angie Premo, Linda Lillycrop

STATUS: SI User's group will be established to assist with identifying field needs for SI Implementation and additional enhancements to SI. *Action Item 27-2: Establish SI Users PDT.*

15-1. Recommendations for SI implementation on mechanical dredges. Gary Howell provide written statement of implementation recommendations to SI BoD Representatives to obtain feedback from regional contacts. BoD provides comments to Gary Howell by 23 March 2007. Report recommendations back to SI BoD at June 2007 meeting. POC: Gary Howell

STATUS: *Not addressed 24 Sept IPR.* Recommend that Mechanical Dredge SI implementation be voluntary at the discretion of the District. Comments received by the board endorse this recommendation. Gary Howell provided comments at 7 August 2007 meeting. Continued effort.

14-1. Develop thresholds for scow monitoring. Definition of a scow. Gary Howell provide written statement of potential thresholds to SI BoD Representatives and BoD provide recommendations to Gary by 7 March, information forwarded to HQ by 16 March 2007. POC: Gary Howell

STATUS: Proposed scow definition sent to board and comments received; however there is no consensus. Comments provided to Jim Walker and Wynne Fuller. Scow definition discussed at 7 August 2007 meeting. *Action Item 26-2: Continue effort to define scow, POC Chad Linna.*

13-1. HQ requires that all hopper dredges, including government dredges, be equipped for SI and implement SI. Develop schedule with hard milestones. Establish list of government plant POCs. Call to District POCs to identify status of hopper dredges equipped with SI. Develop strategy for getting hoppers on-board. Report back to SI BoD by 30 March 2007. POC: Sheryl Carrubba

STATUS: *Not addressed 24 Sept IPR.* Yaquina SI installation winter 2007. The Yaquina needs to be put on the certification schedule and training is required. NAP has conditional certification, SI Center waiting to receive and review data before moving forward with final certification. The Wheeler will be equipped with SI for an estimated \$90,000 during the upcoming overhaul. All government hopper dredges will be ready for SI implementation in FY08.

12-1. HQ will notify/contact Districts (Navigation and Operations Chiefs) for opportunity to fund prior to bringing forward to DCW at SI IPR. POC: Jim Walker

Completed: Briefed MG Riley in March which increased his awareness of the issue. MG Riley will be updated on data and funding issues.

11-1. Financial report to DCW. SI center develop list of FY07 contracts and SI funds received from Districts against contracts and provide to HQ by 9 March 2007. POC: Eddie Culpepper

Completed

10-1. Establish PDT to develop SI data collection standards for different types of contracts, with an emphasis on consistency to ensure data accuracy. QA processes for accuracy. Standardize to capture data for all districts needs, customize to meet district specific needs. Emphasis on additional automated and human data collection. Report to SI BoD at June 2007 meeting.

PDT: Carl Dyess (lead), Nate Lovelace, Tom Fredette, East Coast, West Coast, Southeast, and Environmental

Ongoing: Established team to review draft proposals developed in SAM for changes to hopper and scow data elements. Revised proposals based on comments and reported at 7 August 2007 meeting. *Action Item 25-2: include additional reporting variables and means to improve data access.*

9-1. Modify SI guide specification concerning Ullage table: The SI Center will send the contractor an SI Dredge Plant Instrumentation Plan (DPIP) approval cover sheet or stamped copy to be attached to the contractor's copy of the submitted ullage table, which remains on-board the dredge. This will ensure that the contractor's ullage table on-board the dredge and the ullage table submitted for SI certification is the same document. The SI guide specifications will be modified by 23 March 2007. POC : Jay Rosati, Linda Lillycrop

Completed: The guide specification was modified specifying that the center will certify the submitted and approved Ullage table (signed by a licensed marine surveyor) by affixing a "certification stamp" on the Ullage table. The stamp affixed certified Ullage table will be provided to the contractor to be posted on-board the dredge. This will ensure the contractor's current Ullage table posted on-board the dredge is the same document that was submitted for SI certification.

8-1. Pipeline Implementation – Test and Evaluation demonstrations to collect and observe data on a number of project types prior to full pipeline implementation. Any further recommendations for implementation will be brought before the SI BOD as a result of the test and evaluation demonstrations. POC: Jay Rosati, Carl Dyess, Gary Howell

STATUS: SAC Folly Beach pipeline demo completed, need to document. Demos continue on Goetz, Potter, and Oregon. Status reported at 7 August 2007 meeting. *Action Item 29-2: Document Folly Beach pipeline demonstration.*

7-1. Date for next SI BoD meeting, June 12-13, 2007 in conjunction with mini-ICHDMG and National Dredging meeting in Washington DC. Rescheduled to 7 August 2007.

Completed

6-1. Provide itemized SI Center budget to SI BoD by 16 March 2007. POC: Eddie Culpepper
Completed

5-1. Report on SI success stories, SI benefits, and how SI has been implemented successfully. Report to SI BoD at June 2007 meeting. Enclosure 6 is an example of SI success stories provided by the Mobile District. PDT: Angie Premo (lead), Carl Dyess, Gary Howell

Ongoing: Existing success stories were provided in minutes from 22 February Board meeting. PDT will continue to document and provide success stories to the board and other avenues for outreach.

4-1. Revise SI specifications and permit conditions to state that SI will be turned on “upon notice to proceed”. Otherwise, dredge location reporting will follow current procedures (Don Pommer weekly report, contact contractor). SI Center to address and provide recommendation to SI BoD by 27 April 2007. POC: Gary Howell

Completed: SI specifications for hopper dredges will be modified. *Action Item 24-2: Need to determine when to turn-off SI.*

3-1. Establish Regulatory PDT to coordinate with regulatory community to address regulatory issues (scow thresholds, implementation requirements, funding, etc). Develop scope of work and report back to board by 23 March 2007

PDT: Kathy Trott-HQ (lead), Chris Godfrey-NAD, Irene Sadowski-SAD, Linda Lillycrop, Representative from West Coast

Ongoing: Established Regulatory PDT, recommendations presented at 7 August 2007 board meeting. *Action Item 31-2: Revise RGL*

2-1. Establish PDT to review SI funding strategies such as CY vs. contract cost and make recommendations to the SI BoD. The PDT will report on findings by 23 March 2007. The 0.875% in the guidance letter from MG Riley remains in effect until further notice.

PDT: Linda Monte, KC Clark, Eddie Culpepper

Completed. Board agreed to funding strategy based on estimated number of dredging days per year. Estimate will be reviewed and adjusted quarterly. *Action Item 22-2: Identify Process.*

1-1. The SI BoD Charter will be emailed to Board for review with comments brought forward to HQ by 14 March 2007. Comments should be provided to Gary Howell by 7 March 2007 for consolidation. POC: Gary Howell

Completed

Participants:

Jim Walker, HQ
Wynne Fuller, SAM
Barry Holliday, DCA
Angie Premo, SAD
Carl Dyess, SAM
George Domurant, SPD
Sheryl Carrubba, NWP

Edmond Russo, ERDC-CHL
Ginny Pankow, IWR
Dave Licky, IWR
Tom Verna, IWR
Vinton Bossert, MDC
Henry Schorr, Manson
Bill Hanson, GLD&D

Jeff Lillycrop, SI Center
Eddie Culpepper, SI Center
Jay Rosati, SI Center
Rhonda Lenoir, SI Center
Brenda Allen, SI Center
Linda Lillycrop, SI Center