

MEMORANDUM

DATE: October 24, 2000

TO: Gordon White; Jeannie Summerhays; Ray Hellwig; Seatac File

FROM: Paula Ehlers, Section Manager

RE: Refocusing work priorities for Tom Luster

The purpose of this memo is to inform you of my decision to shift some of Tom Luster's work responsibilities to be more reflective of his role as Senior Policy Lead for federal permitting.

Tom's main job as reflected in his Classification Questionnaire (CQ) is to serve as the senior expert on technical and policy issues related to Section 401 of the Clean Water Act, for the entire program and agency. The intent with regionalization over 2 years ago was to phase him out of project specific work, and turn his focus more toward policy and guidance for our 401 operations, statewide. This phasing out has not occurred. Due to his involvement in SeaTac Third Runway he has been unable address many of the policy issues that we have in this state. He has also been unable to focus on leading and guiding junior staff, and insuring that issues such as shepherding upgrades to the 401 database are completed to enable us to better track our performance. These and many other initiatives are just not getting done, due to the seemingly endless workload on the runway. In preparation for our Quarterly Program Update last week it became increasingly clear to me that I needed to make a change and work with others to reestablish Tom's priorities.

I talked with Jeannie Summerhays and asked her if she had staff available to finish 401 work on the runway project, and she got back to me and said that Ann Kenny had the time and was willing to take it on. Ann is a very experienced 401 reviewer, trained by Tom over 2 years ago. She has worked on several 401 projects and has good project management skills. After finding that other staff was available, I asked Tom in our 1 on 1 meeting on Monday, October 16, how he felt about transitioning out of SeaTac Third Runway review. He had mixed feelings, but agreed that there were numerous work tasks that were not getting addressed with the time he has remaining after SeaTac. He seemed very interested in moving on to new challenges.

Tom and I will be working on refining his workplan for the coming year. Although the details have yet to be worked out, it is anticipated that Tom will be available for a limited amount of time as an advisor to the SeaTac 401 team.

I am looking forward to Tom *having the time* to perform his statewide duties well.

Cc: Tom Luster
Ann Kenny

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