What: SEEP Monthly Meeting

Where: Panhandle Area Council, 11100 Airport Drive, Hayden

Date: Wednesday April 20, 2011

Time: 9:00 a.m. – 12:00 p.m.

Directions: From I-90: North on Hwy 95 to Wyoming Ave in Hayden (north of Rustler’s Roost about one mile) turn west (left) on Wyoming. Go a little over 1 mile to Airport Rd. turn south (left) then take another quick left and you will be at Panhandle Area Council.

Attendees: Tom Freeman, Tricia Lotton, Terry Leigh, Tyson Clyne, Kenny Hicks, Denna Grangaard, Brent Leonard, Greg Limandri, Annette Duerock (Great to See You Again!), Doug Chase w/T-2.

Agenda

9:00 a.m. – 9:10 a.m.

• Call to order
• Adopt minutes-(3-24-11) Motion to adopt Terry Leigh; Second, Greg.
• Treasurer’s report - Tricia, as of March 31st balance is $26,450.87. Registration fees from Avista and County needed. Paid for manuals $2,800.

9:10 a.m. – 11:15 a.m.

Old business -

• T-2 Visitor, Doug Chase. Background: ITD 33 years, U of I civil engineering, started T-2 Center on 4th of April. At ITD involved with stormwater, HQ construction, consent decree, CWA insert for specifications, environmental specs, numerous. SW management classes at ITD. Worked with Brown and Caldwell teachers, certified for 3rd party inspections.
- Revised Licensing Agreement MOA with T-2: A license to teach the Basic Class is offered to T-2, a training company, for Idaho all but for the 5 northern counties, for jurisdictions in the transportation profession. All sections need work. **Tom and Bruce will revise. Tricia will get back with cost. T2 and SEEP will reconvene after T-2 redraft is back to SEEP. Tom will ask SEEP to review and comment.**

  Highlights: The Board will still make decisions for the T-2 subset. SEEP board will manage certification. SEEP is interested in providing a class that ITD contracts for. The Basic and Advanced would be helpful, and could adjust to meet ITD requirements, less cost, more locations, more hands-on. T2 would grade the exams and send them to Board for certification. Needs protocols for handling Master Test, Keys, and mailing. Needs protocol for reporting each class results and observations back to the board.

- Web Site updates – none

- CEU’s – database updates, and update to website. **Jamie is the lead on this, but Brent will assist Jamie during maternity leave.**

- Resource Manual: update needed. Needs re-assessed for needs and plan to modify established. **Denna will review, and propose a plan.**

- Kootenai County Site Disturbance Ordinance: no update.

- Business Plan: Needs re-assessed and **needs a lead.**

- Trainer Video: Terry Leigh lead. AVI files are available. The video is available on CD.

- Appreciation: Items are on their way. Tyson is the lead. **Kenny and Annette will look for an original raw file of the Logo and send to Tricia.**

- Trainer Admin Protocol: next meeting if not addressed under Committee Reports

- Avista Utility questions from Kootenai: Regarding liability under CGP, if they were liable for releases or observed, alleged violations by another subcontractor. Molly is working on it with Avista and Board. Tyson assisting.

- EPA Grant, Update on Webinar: Jim @ PAC attended. Listened and called an EPA contact: minimum 15,000, max 100,000, 25% match, used for education only. Does it fit to go after it, who is going to do it. Due date May 1st. Let’s look at the next grants and see what we need to do to be ready for it.
11:15 a.m. – 11:45 a.m.

Committee reports and assignments --

- Bonner Class report: BMP2 prior to excessive went well. Regulatory needs spruced up. Housekeeping request from Tricia: when done with class put items back in cupboards in PAC, and do it neatly. Perishable foods can not be brought back to PAC.

- Administrative streamlining: Denna and Molly are looking at Trainer Packets and checklists needed for SEEP admin and putting on a training. **Board will look at checklist and return comment to Denna.** PAC forms are being revised and Tricia will send to board for comment.

- Marketing:
  - Master email list: done.
  - Master Ad: 30 second PSA to be developed. Terry Leigh will work with his media person. **Needs: Pictures and Speaker for 30 sec PSA.**
  - Facebook: Board needs the FB to have a Monitor, Class dates, meeting dates, objectives, tie to website. **Denna will ask Sandra if she would suggest a setup for us.**
  - Presentations/Outreach: Eco Build CDA Chamber: Tyson attended booth for SEEP. 40 brochures to developers real estate, 25 booths. Worth doing.

- T cadre: no news

- Advanced: no news

-Regs: CGP slated to expire, EPA proposes to extend existing permit, and set out a public comment period for effluent and other items in the new proposed permit. More specific requirements with erosion and sediment ctrl measures, with non-numeric criteria.

11:45 a.m. – 12:00 p.m.

New business

- Annual Tasks: Milestones needed. **Tom will provide monthly milestone suggestions at the next meeting.**

- Training Cadre Recruitment: evaluate contacts lists, solicit trainers on the Class Evaluation. Use PSA.

- Teleconferencing option: **Tricia will look at teleconferencing abilities available with current equipment, seek options, determine needs, propose to Board.** If conferencing is available, we could revise agenda to have New Business in formal procedures with phone participants. **Reach out to training cadre about this idea (Someone Assigned?).**
**Other business**

- Terry has a sample for CEU protocols and logistics. Motion to proceed with department of occupational licensing for a CEU license. Motion: (KH), Second: (GL)

- Next meeting: May meeting moved to Thursday to accommodate Board members. **Thursday, May 19th** 9:00 AM.

**Adjourn meeting** Motion to adjourn KH, second GL

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