What: SEEP Monthly  
Where: Idaho DEQ  
2110 Ironwood Parkway  
To join the meeting via conference call (208)373-0101 - Bridge #4

Date: Thursday August 28th, 2011  
Time: 9:00 a.m. – 12:00 p.m.

Minutes

Attendees: Tricia Lotton, Terry Leigh, Brent Leonard, Allen Isaacson, Molly McCahon, Greg Limandri

- Call to order: 9:10
- **Adopt minutes- 7/20/2011** – Brent moved to accept minutes as amended. Molly seconded. Motion passed.
- **Treasurer report** - $22,654.54. No revenues in July. $306.00 in expenses. Terry moved to accept treasurers report, Allen seconded.

Old business -

- **T-2** – Contract signed by all. When and what electronic materials to send to T2? Tricia recommended changing contract start date from June 1st thru May 31st to October 1st thru Sept 30th, in order to be on same fiscal year as PAC. Brent moved to change contract start date and invoice starting October 1st. Greg seconds. Motion passed.
- **Web Site updates**
- **Continuing Education and Recertification** – Rebecca Stevens and Melissa Cleveland. Worksheet should say “application.” What is PDU? Suggested it say CEU. Needs to be signed by 2 instructors. Suggested two board members. Tom needs to sign. On the job experience is already listed on current CEU.
- **Resource Manual** – Tricia, Denna, Allen update. Meeting again this Friday. They will have revised manual by next meeting. Suggested by Resource Manual update committee that worksheet and evaluation sheet be part of the resource manual.
- **Business Plan** – Tyson. Tabled, Tyson not present.
- **Administration** – Teleconferencing to be announced. Suggested we have it at DEQ
- **Training Cadre Recruitment**

Committee reports and assignments –

- **Annual Tasks** – Tabled
- **Student Manuals** – need to schedule update date
- **Marketing**
- **Training Cadre**
- **Advanced class** – Suggested classes be in January/February
- **Regulatory**
Presentations/Outreach

Purchase of more outreach display materials. Suggestions included: Bigger display board/black, digital picture frame/rechargeable, banner for top, table skirt, 18 gallon tote. Allen moves to delegate Tricia to purchase digital picture frame, tri-fold display board, and tote, Terry seconded. Motion passed unanimously. Terry moved to purchase advertising/giveaway materials for up to $250, Allen seconded. Motion passed.

National Lakes Association – Spokane first week in October. Molly will call and find out about outreach event opportunities.

City of Coeur d’Alene Environmental Open House (September 27th) – Terry confirmed that SEEP is signed up. Terry and Allen will be in and out to man booth. Terry will set booth up and break it down. Committee will test out display set up at the next meeting.

New business

New Class Inquires –
Lakes Highway District – Kootenai County Class for Lakes Highway District. Allen will get a hold of Kenny as lead and Allen as assistant. Greg for Field day. Brent for Hydroseed. Early to mid September.
City of Sandpoint/Bonner – Molly will contact Bruce with T2 about what date works best for Doug
DEQ/Shoshone class – Tabled

Protocol for SEEP Committee member discount for classes. What is the definition of SEEP committee member? Case by case/ year by year. DEQ will get one person discount.

Purchase of additional field equipment – Greg had not purchased rakes, but will purchase by the next class (Sept). Greg will also purchase straw bales.

Other business -

Confirm next meeting date and time – Sept 22 @ PAC / no teleconferencing
Adjourn meeting 10:45 - Terry moves to adjourn, Allen seconded.

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