What: SEEP Monthly

Where: Panhandle Area Council, 11100 Airport Drive, Hayden

Conference calling now available – (208) 772-0584 ext 3100

Date: Thursday October 27, 2011

Time: 9:00 a.m. – 12:00 p.m.

Attendees: Tricia Lotton, Tom Freeman, Allen Isaacson, Brent Leonard, Tyson Clyne, Jim Desmet, Greg Limandri, Terry Leigh;

Doug Chase (T-2), Molly McCahon, and Jamie Brunner via telephone

Green = To Do
Red = Motions

Minutes

- Call to order – 9:06
- Adopt minutes- 9/22/2011, Terry Leigh moved to adopt the minutes as emailed, Tyson Clyne seconded, motion passed
- Treasurer report – as of September 30, $400 in registration fees were received. $2,195.34 in direct expenses (500 pens, 250 can holders, picture frame, presentation board, other supplies/classroom supplies). Net interim balance was $20,504.08. Tom noted it was good we have money in the bank, but bad that it is diminishing. Tricia noted the registration fees for October class are not yet accounted for. Those should show up in next month’s report.

Old business -

- T-2 – How did meeting with Doug go? What is left to do?
  - Tricia reported the contract dates were amended from June 1 thru May 31st to Oct 1 thru Sept 30 to match PAC’s budget year. The class manual was sent electronically to Doug. Tricia still needs to do the annual invoice. Doug replied to Tricia that no dates or locations have been scheduled yet; he needs to get a trailer set up first. Molly inquired as the geographic area T-2 intends to cover. It is expected they will train statewide through the highway districts eventually but will start in the southern portion of the state. Tom clarified the goal is they will take over training and the board will remain as the lead. The current agreement is they can teach our class throughout the state. We will continue as is until we get closer to a transition. T-2 has a lot to offer that we don’t have. They have resources to accommodate more demand. We will not relinquish control over materials taught. We administer certification.
  - Doug will let us know if he needs anything. He will need a Resource Manual once we get it updated. Greg gave him a list of trailer supplies. There was discussion regarding supplies borrowed from IDL (ie. year-round training will require acquisition of supplies instead of borrowing). Tom suggested Doug utilize suppliers in the local areas for field supplies.
• **Web Site updates** – Tricia reported the certificate holders and Jamie’s contact info updates were emailed to Kathy Dingman yesterday.

• **Continuing Education and Recertification** – Tricia sent an email to the Idaho Bureau of Licensing inquiring about CEU requirements - our original CEU guidelines were never submitted to the State Board of Licensing, so Tricia is in the process of making sure they are approved for Drinking Water and Wastewater. Jim Desmet brought some rules for engineers’ professional development hours (PDH) and discussed some requirements. A discussion took place on how SEEP could meet CEU requirements for other relevant professions; geology, engineering, architecture, etc…

• **Resource Manual** –
  - Tricia – everything has been reformatted. All pages have been updated and emailed to DG. They have not been able to meet to develop Table of Contents yet…almost there. Did the board vote on the length of time somebody can turn in a reimbursement receipt?
  - TF - There was discussion, but it hasn’t made it to the manual. We need to review past minutes for bylaw motions and add to February agenda. Add to our operations/schedule to have a review of motions affecting bylaws in February every year. SOP – different font for motions and keep a log of motions as we go. **Tricia agreed to take on this task.**

• **Business Plan** – Tyson contacted UI – in the works. His contact will talk to somebody in the business program. Spring semester is a likely goal. TF – they will likely charge. Plan B would be similar to Resource Manual and assign tasks to committee members. Allen mentioned a class at LCSC that requires developing a B Plan as an assignment.

• **Administration** – certification signatures; TL asked about a pre-signed, scanned template already signed? Board discussed. **Terry moved for PAC to store current Chair and VC E-signatures for use on certificates. GL seconded.** How does that work with T-2? Same. It will streamline the process – PAC will send to T-2, and T-2 will distribute. **Motion passed.**

### Committee reports and assignments –

• **Annual Tasks/Housekeeping** – Possibility of setting up an inventory sheet that can easily be filled out after each class. It appears “to go” cups are getting low. Schedule annual inventory process. MM
  - **TF developed one in Excel.** When a lead picks up supplies, there should be a place to flag items we are low on. We could streamline – committee should review and provide comments on format. Tricia will send out. When do we do inventory? Prior to February. We had discussed doing that in Nov-Dec to allow poss. printing time. We may need an inventory subcommittee. Allen – maybe we could fill out a list of item taken for each class. He and Molly did this for manuals and field guides for the October class. Clipboard and check-out sheet (TL)? MM-have a checkout sheet in storage area and an agenda item each month to remind us to keep it up – placeholder in Old Business. MM – may be good to have class review and inventory update after class. Nelle used to compile at year end for review. She would look at problem test questions, evaluations and provide a synopsis. Instructors could review “red flags” from classes with next instructor via email. Need to add to SOP – review and report on evaluations and problems test questions. There was discussion on excess handouts. Tom explained that the point is to let folks know there are free resources out there they can access. We need to simplify what’s in Stanley. Provide comment on the items while reviewing the inventory spreadsheet.

• **Class update** – Bonner class update by Allen and Molly – MM reported there was good attendance from all around – 3 from Sandpoint. City of Priest River was there. Lots of CGP questions. No Q’s during regulatory section, but lots during break. Need for more info on regs. Allen thought there were good discussions and questions. Northern Lights conference room was used for testing. She said it was really nice and thought it would be
good for classes. In Sagle near Mays Honda. Screen, tables, nice chairs, sink, coffee, etc. Greg – silt fence plow didn’t show up and had straw blower problems. He heard Arrow has a plow, and TF mentioned Tom Mackay has a blower. TF heard some exams left the room, and that cannot happen. Now we need to review and alter. Jamie will get a copy of the exam next month and convene the committee. MM mentioned we need to have 2 proctors for exams. Allen and Kenny assigned seats to spread out the students. TF suggested we don’t grade exam until all exams are in. If they want follow-up, they should email us. Jamie moved we have 2 proctors if feasible. If there’s only 1, we mandate exams will not be graded until all exams are in (JLB; TC 2nd motion passed). TC volunteered to help on Exam Committee.

- **Marketing** – Can holders and pens. Do we have Spring marketing plans? No. Terry will keep an eye out for opportunities. Tyson suggested marketing to homeowners/landowners and developers. TF – we have saturated the contractor market. Ad in the paper was good for the last classes. CDA Press. Home and Garden Show? There’s one early November in Worley/Plummer. TC – can we get a newspaper article about the program? **Marketing Committee will meet post-SEEP next month.**

- **Training Cadre** – BL – need to update trainers on website. **New trainers need to get bios to Tricia (Molly, Jim, Allen, Tom Trulock, Doug – any others?).** We need to recruit from classes.

- **Advanced class** – Tom and Jamie will be meeting tomorrow, October 28th and will report back next month.

- **Regulatory** –
  - TF - Effluent Limitation Guidelines have been 86d. There will be no update to the CGP related to this subject.
  - TC – integrated report approved by EPA – 5 categories, lists stats of every waterbody in the state (supporting, not supporting, not assessed). This is the basis for TMDLs, and has replaced the 303(d) list – 303(d) is now category 5 of the IR. It is available online. There is an interactive map you can search by as well, to find waterbody status.

### New business

- **Administration** – Streamlining class purchases in Bonner and other counties if necessary.
  - TF – how to acquire necessary consumable for classes, how to get effectively reimbursed for or pay for them. We need to determine how much is appropriate to avoid excess. In the past, we have purchased and gotten reimbursed. This can be a burden. Setting up some sort of draw or credit card should be discussed. This all relates back to PACs bylaws and procedures, so we need to figure out how to make it work for both PAC and SEEP.
  - TL – This is something we would have to set up with Kay, similar to petty cash. That would leave TL in charge of reviewing every item to determine appropriateness.
  - TL – Verbiage on invoices can be problematic. Ex – “2 coffee pots” was actually 2 pots of coffee. There is an issue of auditing and what PAC has to account for. We need to help them do that. PAC has a Super One account in Hayden and will not set up another one elsewhere. Upper limit of $10-15/person/class is in SOP. This is for coffee, snacks, and lunch.
  - TF - Plan lunches ahead of time and get checks cut ahead of time. Issue is the grocery bill for coffee, etc. We need a list of what we need per person as far as quantity.
  - Discussion followed regarding what we actually need regarding snacks.
  - Can we establish a petty cash account in January for the season’s needs? SEEP will need to keep track of that for PAC? Tricia would have to clear this through PAC. Lead instructors have the money advanced from their instructor fee? Tabled until Tricia can get information on what our parameters are.

- **New Class Inquires** –
DEQ/Shoshone class – no longer on the table due to budget issues. Scott Peterson, Shoshone IDEQ, took Bonner Class. There may be some CDA DEQ people interested in our next class.

Inquiries:
Greg Peck (Peck and Peck)
2 from Sandpoint
Ken Nichols had to cancel and wants to take a class later.

Other business –

Condo association questions – TF responded to the inquiry via email. Inquirer was a member of the condo association and had issues with the way things were being handled. He copied the BOD.

IECA awards nominations are open again – educational achievement. If we still have packet, we should submit it again. TL will look and will send to nomination committee if it’s easy. Will update BOD if not.

10:20 – 11:20
Presentations/Outreach

How did City booth go? Terry and Allen
At the CDA Library. There were about 30 attendees, not including booths. The new presentation materials went over well. The event was not very well marketed. Many attendees were college students.

TC and TF will explore Science on Tap for outreach.

Confirm next meeting date and time – Tuesday November 15, 2011; 9-11

Adjourn meeting; TC, Terry seconded

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