Minutes

Attendees: Kenny Hicks by phone; Brent Leonard, Tyson Clyne, Tom Freeman, Jamie Brunner, Allen Isaacson, Denna Grangaard, Tricia Lotton, Terry Leigh, Greg Limandri, Laura Laumatia

The meeting was called to order at 9:06 A.M. (Tricia ran the meeting as administrator in the absence of an appointed chair)

Minutes – Jamie moved to adopt the minutes for 01/18/2011 as presented. Tyson seconded the motion. The motion passed.

Treasurer’s report – Tricia explained the $1.68 difference between December and January balances was due to postage and copies. She reported she hasn’t closed January yet, but the balance is $21,731.82. January will include payment to PAC for administration (this hasn’t been billed monthly, so the $1,200 will be 4 months worth of admin). Other payments will include $1,517 in miscellaneous for GoDaddy domain, and $0.16 in copies.

Tricia reminded the committee the $3,600 per year for administration by PAC has not been approved yet for 2012. Jamie moved to approve $3,600 for PAC administration of SEEP for 2012. Terry seconded; the motion passed.

Old business -

- **T-2** – No classes scheduled yet. Terry reported that he believed T-2 plans to focus their classes primarily in southern Idaho for now.

- **Web Site updates** – Tom has not yet connected with IECA for permission to link to their website for technology updates.

  Tricia indicated she received a bio from Doug Chase and still needs Allen’s Tom Trulock’s, and Kenny’s update.

  Tom Freeman suggested we add an announcement about the new EPA Construction General Permit to the website. Jamie will draft some wording about the new CGP, as well as an update on the Advanced Class status, and email to Tricia for the website.

- **Continuing Education and Recertification** – No recertification requests received. Tricia sent out reminders to 2009 certificate holders for their recertification. Included in this group are Denna, Tyson, Tom Trulock, Molly, Terry, and Allen. Discussion followed regarding use of class instruction for CEUs. It was clarified that instruction can be counted as “presentations,” but cannot be considered as retaking the class. In order to receive the 10 points for retaking
the Basic SEEP class, the person would need to be enrolled as a student and attend the class as a student.

- **Resource Manual** – Tricia completed the log of past committee motions. She will go through the updated resource manual to be sure the motions are reflected. Doug Chase has inquired about the train the trainer materials. Jamie will send them to Tricia to forward to Doug.

  Allen moved to approve the Resource Manual, with the changes from the log of motions incorporated. Greg seconded the motion. The motion passed.

- **Business Plan** – Tyson distributed a proposal from Vandal Solutions, which is a student-run entity at the UI business school. Tricia pointed out if there is a cost, we will need to obtain at least three bids. She also indicated Jim Deffenbaugh with PAC writes business plans and would be happy to give the SEEP committee a quote. Laura explained she used to teach business planning and would be happy to help. Tyson will touch bases with Jim and Laura prior to the next meeting and report back.

- **Administration** –
  - Lead trainer fee – Allen has not had time to look at costs for classes. He will get to it prior to the next meeting and report back.

- **Inventory** – Jamie reviewed the edited spreadsheet with the committee. Denna volunteered to be the “keeper” of the inventory, which will reside on the SEEP laptop. The keeper will be responsible for updating the spreadsheet monthly.

  Some discussion followed on the inventory itself. There are items in Stanley that don’t belong there. Tricia will provide a box for master forms and other items that don’t need to travel to classes. She will also provide a box for items that are intended for the Advanced Class. The instructors for upcoming classes need to pull out the items they don’t need and place in the boxes. The Advanced Class will eventually need a “Stanley” of its own.

**Committee reports and assignments** –

- **Class update** – Jamie passed around the latest version of the class spreadsheet for final review on locations. It was confirmed the Benewah Class was moved to March 27 and 28 (formerly 28-29). Norm Suenkel with Benewah County will be utilizing the “contractor special” for this class.

  The locations for the classes are as follows:

  - **Kootenai Co**: March 14-15 Classroom and Exam; Panhandle Health District, Hayden Field Class; ITD pit, Meyer Rd. and Highway 53, Rathdrum
  - **Benewah Co**: March 27-28 Classroom and Exam St. Maries Fire Station, St. Maries Field Class; ITD pit, Highway 3 1 mile east of St. Maries
  - **Boundary Co**: April 11-12 Classroom and Exam; Boundary Co. Extension, Bonners Ferry Field Class; ITD pit Highway 2 and Split Rock Rd. NE of Bonners
  - **Bonner Co**: April 25-26 Classroom and Exam; Northern Lights conference room, Sagle Field Class; Bonner County pit, Ivy Way, Sagle
  - **Shoshone Co**: May 9-10 Classroom and Exam; Veterans Memorial Building, Kellogg Field Class; ITD Pine Point pit, Pinehurst
  - **Kootenai Co**: May 23-24 Classroom and Exam; Panhandle Area Council, Hayden Field Class; ITD pit, Meyer Rd. and Highway 53, Rathdrum

  The Lead Instructors and assistants for the classes are as follows:

  - **March 14**: Lead, Allen; Assistant, Kenny
  - **March 15**: Lead, Greg; Assistant, Brent; **Exam, Allen and Kenny**
  - **March 27**: Lead, Kenny; Assistant, Tyson; Shadow, Laura
March 28:  Lead, Greg; Assistant, Brent; Exam, Kenny and Tyson
April 11:  Lead, Tom Trulock; Assistant, Jamie; Shadow, Bill Cleveland
April 12:  Lead, Greg; Assistants, Tom T. and Jamie; Exam, Tom T. and Jamie
April 25:  Lead, Tom T.: Assistants, Allen, Bill, Jamie
April 26:  Lead, Greg; Assistants, Tom T. and Jamie; Exam, Tom T. and Jamie
May 9:  Lead, Kenny; Assistants, Allen, Denna, and Laura
May 10:  Lead, Greg; Assistant, Kenny; Exam, Kenny, Allen, and Denna
May 23:  Lead, Allen; Assistant, Kenny
May 24:  Lead, Greg; Assistant, Brent; Exam, Allen and Kenny

Tricia will get the updated class spreadsheet out to the steering committee and instructors. She will also touch bases with Kathy Dingman to see if the SEEP website can have a members only section with password protection. If so, this can be used to post the powerpoint and resource manual for access by the committee and instructors.

Spring Class Enrollment – Tricia reported there is one student enrolled in the March 14-15 class, one carry-over from last year that has not specified which class he would like to attend, and at least 10 students for the Benewah County class have committed.

Request from CDA Tribe – Rebecca Stevens has requested Laura Laumatia’s registration fee be waived for the March 14-15 be waived in exchange for her assistance in two other classes following. Terry moved to approve the request. Jamie seconded the motion. The motion passed.

- Marketing – Tricia summarized her email distribution lists with the committee, including those up for recertification (by year), SEEP membership, and a master email list that will include all contacts. She asked Bruce Drewes for his T-2 list. He indicated he would be willing to forward emails to his distribution list on behalf of the committee. Kenny mentioned the list for Institutional Controls Program (ICP) certification would be good to have. He will contact Jerry Cobb at Panhandle Health District in Kellogg and ask for the list.

- Training Cadre – no updates

- Advanced class – The issuance of the new Construction General Permit will delay the Advanced Class pilot class. It will likely occur over the summer. See CGP update below. It was clarified Basic SEEP certification will be a prerequisite for enrollment in the Advanced class, with the exception of the pilot class. The pilot class will be utilized for marketing in addition to refinement of the class, so people that can help with both objectives will be invited.

- Regulatory – Tom reported EPA issued the new Construction General Permit February 16th. He indicated the biggest changes are:
  - the effluent limitations; water quality/TMDL limitations; reference to Tier 1, 2, and 3 waters (related to anti-degradation)
  - a new section on buffers
  - more information about “qualified person”
  - numerous notes that are significant and numerous references to other parts of the CGP, Clean Water Act, and federal code. These make it time-consuming to read.
  - The new CGP will not be in effect for Idaho until IDEQ has completed CWA Section 401 certification.

EPA expects to offer a webcast covering the new CGP components in approximately four weeks.

Tricia offered to download and have 100 copies of the new CGP printed for the 100 existing student manuals. The committee determined if it is not yet available for Idaho, instructors will need to notify students the CGP in their manual is not the latest. We can send cds with the new CGP to students once the 401 certification is complete.

- Exam Review – Jamie reviewed her proposed change to the problem exam question related to CGP coverage/eligibility. The committee concurred with the proposed revision. Jamie will
make the change and rearrange the order of test questions. She will get the revised exam to Tricia prior to the March 14-15 class.

New business
Selection of Committee positions - Tricia’s review of past motions uncovered some issues with member terms and officer appointments. There was discussion on whose terms end when. After lengthy discussion and review of past minutes, Jamie moved to correct the Steering Committee member record in the Resource Manual and on the website to reflect the following:

Committee members whose term is 2011-2012 – Brent, Jamie, Molly, Tricia
Committee members whose term is 2012-2013 – Greg, Denna, Terry, Allen, Tyson, and Tom as Alternate

Jamie moved officer positions be one year terms. Allen seconded the motion. The motion passed.

Tyson nominated Jamie for Chair. Brent seconded.
Terry nominated Denna for Chair. Tyson seconded. Denna declined the nomination after some discussion.

Tyson nominated Brent for Vice-Chair. Greg seconded.

Jamie nominated Tricia for Treasurer. Tyson seconded.

Tyson nominated Allen for Secretary. Terry seconded. Allen declined the nomination after some discussion.

Tricia nominated Molly for Secretary. Jamie seconded.

Brent moved to accept the nominations for Vice-Chair (Brent), Treasurer (Tricia), and Secretary (Molly). Tyson seconded the motion. The motion passed.

Terry moved to accept the nomination for Chair (Jamie). Brent seconded the motion. The motion passed.

2012 meeting schedule – After discussion regarding SEEP meeting dates and other conflicting events, Terry moved the 2012 SEEP meetings dates be scheduled as outlined below at PAC from 9-11 A.M. Allen seconded the motion. The motion passed.

March 21
April 18
May 15
June 20
July 18
August 14
September 19
October 17
November 14
December 12

CEUs for AICP – Jamie reported some planners in the Bonner County area inquired whether SEEP would be willing to sponsor or partially sponsor CEUs for AICP certification for one SEEP class this spring. The cost to sponsor a class for credit under AICP is $50/class hour, which would equal $600 for a SEEP class. Jamie had not yet received information from those inquiring as to what requirements SEEP would have to meet. It was determined the committee needs this information to make a decision. Jamie will report back when she receives this information.
New Class Inquires – Tricia had a call from a woman in Oregon interested in SEEP classes for her area. She may attend the Shoshone class.

Other Business
Jamie inquired if Tricia needed to get the signatures of the new Chair and Vice-Chair to store in electronic format. Tricia answered she would bring the certificates to the next meeting for signatures.

Presentations/Outreach
Jamie announced a workshop being held by the US Army Corps of Engineers and Idaho Department of Lands March 7th. She also mentioned SEEP was now linked from the City of Sandpoint website, and she will be talking about SEEP and the upcoming classes March 2 at 10 A.M. on KRFY 88.5 (Sandpoint Public Radio).

Laura announced the Coeur d’Alene Lake Management Plan is on Facebook and asked everyone to “like” it. It can be found at [www.facebook.com/cdalmp](http://www.facebook.com/cdalmp).

Brent mentioned Hayden and Rathdrum Parades are on July 21st and may be an opportunity for outreach. He also reported he researched advertising rates for emailing distribution lists of 500 names (similar size to the SEEP newsletter distribution) to evaluate potential advertising in the SEEP newsletter. He said the going rate is about $25-30/ issue, or $300/year in our scenario. The committee discussed this potential and whether or not this matches SEEP’s mission. There was also some question on what the profit/nonprofit status of SEEP is and whether this would work with that. Tricia indicated PAC is 501c(4) and will check into this.

Confirm next meeting date and time – March 21, 9-11 A.M at PAC

Terry moved to adjourn the meeting at 12:35 P.M. Denna seconded. The motion passed.

The marketing subcommittee did not meet due to time constraints.

Contact Information: Kay Kitchel or Tricia Lotton
Panhandle Area Council
11100 N. Airport Dr.
Hayden, ID 83835-9798
208-772-0584 ex. 3010
kkitchel@pacni.org
tlotton@pacni.org

Minutes Recap:
- Jamie moved to adopt the minutes for 01/18/2011 as presented. Tyson seconded the motion. The motion passed.
- Jamie moved to approve $3,600 for PAC administration of SEEP for 2012. Terry seconded; the motion passed.
- Allen moved to approve the Resource Manual, with the changes from the log of motions incorporated. Greg seconded the motion. The motion passed.
- Terry moved to approve the request for Laura Laumatia’s registration fee to be waived for the March 14-15 class in exchange for her assistance in two other classes following. Jamie seconded the motion. The motion passed.
• Jamie moved officer positions be one year terms. Allen seconded the motion. The motion passed.
• Brent moved to accept the nominations for Vice-Chair (Brent), Treasurer (Tricia), and Secretary (Molly). Tyson seconded the motion. The motion passed.
• Terry moved to accept the nomination for Chair (Jamie). Brent seconded the motion. The motion passed.
• Terry moved the 2012 SEEP meetings dates be scheduled as follows at PAC from 9-11 A.M. Allen seconded the motion. The motion passed.

March 21
April 18
May 15
June 20
July 18
August 14
September 19
October 17
November 14
December 12

• Terry moved to adjourn the meeting at 12:35 P.M. Denna seconded. The motion passed.