Attendees: Allen Isaacson, Brent Leonard, Jamie Brunner, Tricia Lotton, Laura Laumatia, Katie Humphries, Greg Limandri, Terry Leigh, Denna Grangaard, Kristin (Keith) Larson

Introductions: Katie Humphries is a KEA staff member working on a project to inventory industrial facilities that should have stormwater permits. There are currently only 9 active permits. She is mapping those, as well as ones that might need permits but don’t have them. She will then attempt direct contact with those businesses, or she may invite them to workshops. Right now she is focused on Coeur d’Alene and Post Falls city limits. She is looking for good contacts and other suggestions. Terry suggested getting industrial zoning information city/county. Allen mentioned that some of his former students conducted a similar project for Spokane County, and that might be a good source of information/methodology. Jamie invited Katie to return to share her findings in the future.

Treasurers Report: There is $30,955.18 in our account as of June 30th, 2012.

Minutes from last meeting
T-2 Technology Transfer – Federal local highway training.
T2 trainer qualifications – Tricia read requirements for stormwater component of the training. They must meet SEEP certification requirements. The question was asked if SEEP can waive requirement to take train the trainer class. They must shadow and assist at a SEEP training. SEEP can also audit Chief Instructor. Tricia made the motion that instructor should still shadow and assist SEEP training, but they can waive the train the trainer course. It was seconded by Greg. Motion passed.

Web Site Update
- Tricia asked if we want Steering Committee cell phone numbers on Web. It was agree upon not to post cell phone numbers unless it is your only number.
- Certified Contractors – the number they gave Tricia is what is on the Web.
- Reminder to bring recent pictures of SEEP trainings to Tricia
- QR code – Tricia has QR code for flyers and other outreach materials.
Continuing Education and Recertification

- Certification cards are designed, but Tricia is waiting to get additional CEU credit for the course through IBOL. Once this is approved, she needs to update the card.
- Spring 2013 is Tricia’s goal to get these cards made.
- Tricia is looking into adding the following CEUs and will get back to the group next meeting:
  Architectural Examiners CEUs
  Realtestate Examiners – they require $50 fee for CEU credits
- The questions was asked whether CEU from each section are equal. Course name and course reference number as well as the CEU hours are required by IBOL on each certificate. Renewal certificates do not count to IBOL, just to SEEP.

Business Plan

- No progress

Administration

- Printing manuals. Still looking into whether T2 can do it at cost. This will be one of the required minimum 3 bids to print the manual. Jamie asked whether Tricia can ask Mary to request bids. This was tabled until Tricia gets back from vacation.
- Denna asked how many we should print. Tricia mentioned the number of classes and participants has increased since the last printing in 2010. 87 students went through the training in 2011. Terry asked whether when ask for the bid will they guarantee the price for future printing within the same year. This would be nice so we can print in increments.
- Denna said we should look at manual and copies of slides and make revisions before the printing. Jamie suggested Denna lead a subcommittee for manual edits to be put together before the next meeting – bids will go out after the next meeting. Denna sent out an email where she compiled a list of edits. She’ll relocate that email. Jamie will send out an email to committee with a few dates to meet before the next Steering Committee meeting.
- Only 7 manuals left at PAC – we need at least 12 manuals for the Fall classes.
- Copyright – put it on every page.
- UI Extension Water Center – no update from Tom. Laura suggested we talk with Ashley McFarland. Jamie agreed to have Laura ask her if she knows anything more.

Steering Committee

- Molly resigned, so there is an opening for another member. Jamie stated we don’t have to have 9, but it is good to have all filled. We also have an alternate position open.
- Allen nominated Laura to replace Molly. Laura stated she would be willing. Jamie said a notification on Web site needs to be posted to be sure there are no other nominations. Tricia
will post the notification on the Web site. Jamie will also email everyone to give the opportunity to nominate additional people.

- Denna – it was raised as to whether she is on the steering committee. Denna stressed she can’t always make meetings, so she asked as to whether she still should be part of the Committee. Denna’s term is 2012 – 2014. Jamie and others in the room had no objections.
- Steering Subcommittee member list. There are list of people who are also on sub committees, who we need to be asked to confirm their commitment on the subcommittee. The list was compiled a while ago and it needs to be updated. Jamie will email everyone on subcommittee list requesting confirmation of continued participation on their respective subcommittee. There will also be an open sign-up for subcommittees in this email.

Committee Reports and Assignments

- Marketing
  - Advertising Rates and Policy - Greg motioned to approve. Tricia Seconded. Motion passed.
  - Mugs
    - Transcanada –will pay for mugs. We need to coordinate with Verlin Baily. The bid we have is from Staples.

- Training Cadre
  - Intro to class – need to add an intro to class to include trainer recruitment. – tabled until we revise the resource manual. Keep this on the agenda as a reminder until we revise the resource manual.
  - June 26-27 class. Well attended and it went well. People don’t love regulatory section. Jamie requested any changes to the section to make it more tolerable. Need to add how this would affect those on the ground. Jamie brought a microphone because there is often a lot of background noise in the field training. There wasn’t a lot of background noise, so Greg felt it was necessary.
  - Suggested class improvements –
    - there was a question in the last class about concrete washout. It needs to be pumped or contained. Solids can be incorporated onsite. This is part of the CGP, but questions were raised on who enforces it or whether it is enforced. It was brought up that the Bonner transfer station would not accept the solid concrete. Jamie said she’d talk with Interstate in Sandpoint to see if they will accept solids. Denna said DEQ has a repository in the Silver Valley. People should contact Kellog office to see if the solid can be sent to the repository. Laura requested we get exact regulations on this, so instructors are giving accurate information.

- Advanced Class – no update
- Regulatory – no update. eNOI difficulties - need to hear from John.
- Exam – this is a monthly milestone.
Laura asked if they get partial points to a multiple answer questions. This was the difference between passing or not in Benewah course. It was agreed that if it says they need to answer “all that apply”, it should be graded that way.

Tricia stated that she questions security of test and cheating and whether we should rework the exam. This is an open-book test, so others stated it may not be an issue. The exam is really an exercise in where to look up information in the SEEP manual. Jamie reworked the exam before the last round of classes. No motion to change the exam.

- Powerpoint review. The review is in the SOP and it is a monthly milestone – Tricia looked it up it’s the subcommittee until Sept, then it is reviewed by the Steering Committee. Last full revision was done 4-5 years ago. Previous subcommittee meetings weren’t very productive. Notes are made during instruction of class. Need an effective way of getting everyone in a room and make necessary changes. Regulations need to be updated and a few slides need to be improved. Kootenai County Land Use Code – need to put a placeholder there. Brent motioned to give authority to the instructor when there is incorrect information on a slide. The manual should be updated too. Motion failed for lack of second. Jamie suggested in the meantime we ask everyone in August to review the slides from the ftp site and in September do the review suggested changes after Steering Committee meeting with pizza. These changes will be put in manual before it goes out for bid. Then after Spring classes we do a more in-depth review.

**SOP Updates**

- Training cadre related items. See above. Keep this on the agenda as a reminder until we revise the resource manual.

- Steering committee member attendance. Last time it was discussed if person misses more than 2 in a row, they would be asked to step down. A call in counts as attendance. Terry motioned a person can miss no more than 2 consecutive meetings before being asked to step down. In which case the person can appeal the resignation. Denna seconded the motion. Motion passed.

- Denna suggested correction needed under class exercise. Allen and Denna have made their own notes to their own SOP. She questioned the effectiveness of the process of gathering SOP items. Can this get applied to agenda to track it? Jamie thought we could try it.

**New Class Inquiries**

- Currently, there are 9 people who want to take the course, but we don’t have enough manuals. The minimum attendance requirement was set to 10 to make it profitable. Allen stated WA has theirs in early Fall. Last year – Bonner and Kootenai were taught. Allen said there were some people from Shoshone County road department who expressed interest after the training. Terry said he’d ask Lori to see when the first date available for Doug shadow class. This is important for him to get up to speed for T2. To get bids and print manuals is about 3 weeks, so Tricia state to continue course and speed with the process discussed earlier.
Other business

Inventory - Jamie will send Denna what she has to Tricia and Denna. She asked if there was any to add to it, please send it to her. Denna stated she had planned to do the inventory at the end of all classes. There are a few items we need now. She asked if we have to have Steering committee approval – for example: highlighter, lazer printer doesn’t work, sticker name badges. Tricia said she already has some items and gets good deals at PAC. Jamie stated Steering Committee doesn’t need to approve purchase of the items; Denna just needs to work with Tricia for most items. But it will have to wait until Tricia gets back from vacation.

Next meeting date
Tues August 14th 9:00 – 11:00

Meeting adjourned.