What: SEEP Monthly Steering Committee
Where: Panhandle Area Council, 11100 airport Drive, Hayden
Date: August 14, 2012

Minutes

Attendees: Allen Isaacson, Brent Leonard, Tricia Lotton, Tom Freeman, Denna Grangaard (by phone), Greg Limandri, Terry Leigh

Minutes – Allen moved to approve the Minutes from July 18, 2012. Tricia seconded the motion. Motion passed.

Instructor training: Nothing new

Trailer supply list – looks good

Web Site updates
Drop box is a work in progress.

Continuing Education and Recertification
Tricia won’t issue until Spring class. Cards and format all set up. Tricia still needs to get on list for real estate and Landscaper (will be done in Jan). CEU for drinking water and wastewater will expire, so Tricia’s goal is to get all of the above listed done through IBOL all at once in January. Tricia asked for Board approval for the $50 processing fee for CEUs. Tom motioned that we approve the $50 processing fee for CEU in an amount not to exceed $150. Brent second the motion. Motion passed.

Business Plan
- Jim Deffenbaugh started and is working on the Plan. He should be able to give a presentation at the next meeting.

Administration
- Lead trainer fee – placeholder until September or October
- Manual update – several responded to Jamie’s request to get a group together to update the manual. This is a busy season for people. Denna will send out another email to Jamie asking people who have done the training asking whether the afternoon of the 29th will work for people.

Manual printing –
- Tricia will print manual as it is now, then in Spring we’ll print the revised manual. Terry talked to T2 for quote. T2 was allowed to update the manual with their information, so they want to know the total page count to give a quote. As part of the SOP we are required to have their section notes. New manual printing for Fall class will include new CGP.
- Securing Instructional materials – no update
UI Extension –
Laura talked to Ashley McFarland and Tom talked to Charles Buck with the U of I. It looks like the U of I Water Center is on the U of I radar, but there were no details beyond it being in its infancy stage. The Water Center will be an educational outreach facility in conjunction with Tribe, and it would be a good potential relationship with SEEP. Denna mentioned they would have video conferencing, which we could tap into to expand our trainings. Ashley will try to attend the Sept SEEP meeting to understand the program better. Denna will mention SEEP in any discussion with Ashley when she is discussing Superfund issues with her.

Standard Operating Procedures
- Rewording approved last month. Tricia needs to go in and add the language about Board members missing 3 meetings in a row.
- Denna mentioned there were some changes to SOP for class exercise portion of the SOP. Denna will email those revisions to Tricia.
- Jamie and Tricia want to put in SOP a standardization of minutes procedure.

Power Point Review
- Concrete washout – fluids are the issue, not the solids. Under the Clean Water Act, the washout needs to be addressed in the Construction General Permit. The liquids are alkaline and have additives in the free state that are toxic. They need to be contained and evaporate off or be trucked off and taken to sanitary facility. We need to update the BMPs 2 section with this information.

Questions from previous classes
- Denna did not call the Corp of Engineers. The question was asked at a Bonner County training whether they will put a benchmark on your property to determine whether someone is in the floodplain.

Committee Reports and Assignments
- Subcommittee list in the resource manual - Jamie sent out an email requesting people to look at subcommittee lists and verify whether they still want to be on the subcommittee – need update from Jamie
- Marketing - Mugs – Tricia will send a reminder to Jamie to remind the people to move forward on this.
- Training Cadre – this is brought up in the Course Intro and in closing on the first day. When they take their exam, there could be a form someone could fill out providing information on what section they have interest in teaching. Allen will work on such a form.
- Advanced Class - No update. EPA was going to have a ½ day course and an actual date was set, but it wasn’t clear whether it will happen or not.
- Regulatory – eNOI difficulties – resolved? No update here. Industrial general permit - Allen will check with Katie Humphries with KEA to understand better the industrial stormwater general permit. Katie was looking into this as part of her work with KEA.
- Exam – remove placeholder. This is not an issue, per last meeting
- Power Point review – *monthly milestone. This needs to be done as part of the manual update.

New Business
- Steering Committee vacancies – Nominations: Laura Laumatia, John Marshall, Jim De Smet. One committee seat and one alternate position are vacant. Allen motioned the committee vote to replace Molly for the permanent position (2011- 2013 term); Tricia seconded the motion. Laura was
unanimously voted in for the permanent position. Brent motioned the committee vote for the alternate. Allen seconded the motion. John Marshall was unanimously voted in as the alternate (2012 – 2014).

SOP Updates
- Advertising policy was approved and needs to be put in the SOP.

New Class Inquiries
- Shoshone County – certification doesn’t expire until the end of March 2013.
- Tricia has 14 people on the list
- Benewah Workforce Investment Act – Tricia will contact them to inquire on their interest
- Fall Class? Doug does need to be trained to become a trainer, and he’s waiting for a date

Next Basic Course dates:
- Sept 19 and 20, 2012 in Kootenai County. Allen will be lead Trainer.

Inventory
- Denna will send Tricia a list of items that need to be purchased before the next class. Allen will donate laser pointer.
- Greg was supposed to do an inventory for the trailer, but did not. This is not a big issue until T2 uses it in their trainings.

New Business
- Denna gave a presentation on SEEP at National Association of Flood and Stormwater Management (NAFSMA) conference on 8/13/12. It was a good opportunity to get the SEEP name out, to list sponsors, and solicit trainers and grant opportunities. It was very well received.

Next Steering Committee meeting – Tuesday Sept 18th, 9-11 at PAC

Meeting Adjourned

MOTIONS RECAP:
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