What: SEEP Monthly
Where: Panhandle Area Council, 11100 Airport Drive, Hayden
Date: Wednesday October 17, 2012
Time: 9:00 a.m. – 11:00 a.m.

Present: Jamie Brunner, Tricia Lotton, Brent Leonard, Terry Leigh, Kristin Larson, John Marshall, Laura Laumatia (by phone), Molly McCahon (by phone), Greg Limandri, Allen Isaacson

*indicates Monthly Milestones

Minutes

9:00 – 9:10
Call to order

Introductions

Adopt minutes - 9/18/2012 Terry motioned to adopt 9/18/2012 minutes, Tricia seconded the motion, motion passed

Treasurer’s report – from Tricia: beginning balance $22,722.34, YDT unapplied $7,634.73, total balance as of 9/30/2012: 30,357.07.

9:10 – 9:45
Old business -

T-2 – Instructor training – Any word from Doug? No word. He did register for CGP workshop.

Web Site updates –
  o Steering Committee – Added Laura, and corrected Kristin’s email
  o Need to add Allen and Laura – They will provide pictures and a biography.
  o Pictures – Pictures on Web are from 2007. Send Tricia pictures from recent classes and captions would be nice if description is necessary. Jamie will provide captions for the pictures she gave to Tricia.
  o ESC Technology updates – link to IECA – T. Freeman tabled

Continuing Education and Recertification –
  Molly asked the question of how can we make recertification easier for those that have taught a certain amount of classes. She gave Tom Trullock as an example. There are a number of opportunities to get points toward recertification which makes it easy. But there is a maximum number of points you can get just for teaching classes. The point of continuing education is to keep yourself apprised of the latest information on stormwater control. Tom just needs to submit a recertification request with points, even though his certification has expired. Jamie will send Tom an email and let him know.

*Business Plan – Discussion on New Business for Incorporation and 501(c)(3) potential. Tom Freeman comments via email (paraphrased): business plan weak in goals, objectives, and on finances. How much money should we keep in the bank vs. stocks, bonds, and interest bearing accounts? How much money does it take to stay afloat? How does SEEP close down if things go bad? How do we get to a point where we can hire an administrator? Who should we partner with? Incorporation should be put on hold until we have ansered these and other questions.

Jamie asked whether Jim can advise us on these issues, or do we need to hire someone to help come up with more specifics on these. Tricia will ask Jim. The Business
Plan is a draft – Jim doesn’t know a lot about the organization, so we need to add a lot of information. Right now SEEP operates as program under PAC, so they have to operate under PAC rules and regulations. If SEEP incorporates, then it is separate business entity who will hire PAC to administer. We will have a lot more outgoing expenses if we incorporate – i.e. insurance, business license, administrative fees to PAC(?) . By putting the business plan in place, we will then know if we will move forward to incorporate. The business plan is a roadmap. There was discussion as to what the current obligations and agreement with PAC. Tricia will email this to the Steering Committee.

The decision was made not to vote on incorporation in this meeting until we get details in the Business Plan, perhaps through a committee. SEEP has a number of diverse directions to which we can go. The business Plan will help with that. An important goal would be sustainability. Terry motioned we have a workshop of interested people to develop draft of Business Plan. Laura has guides and example plans. Allen has experience. Laura and Allen will help facilitate the workshop. Laura said she would put out a survey to members to help her and Allen facilitate the workshop. Before we set a date, we need to find out Tom Freeman’s availability. Kristin Seconded the motion. Motion passed.

Administration –
- Lead trainer fee – Is fee structure working for instructors and for SEEP both?
- Allen presented information in March. Max cost per registrant was $135 (doesn’t include registration) Tyson has presented info previously: mileage from PAC to each location – max mileage for round trip was $160 at $0.555/mile. Allen has been lead instructor a lot and he is happy but he would add mileage if there is travel outside of instructor home area (this includes if instructor needs to get mileage to pick up equipment). Discussion went forth that determined we have enough buffer to cover mileage. Terry made a motion to cover mileage at the current government rate for up to 2 round trips for the lead instructor from home base to PAC if trip is more than 20 miles one way. Motion passed.

UI Extension – Water Center – Ashley is gone, but working remotely.

SOP Updates – the items below will stay on agenda until we make changes
- Steering Committee Member attendance – approved – just need to add
- Agenda and Minutes procedures – T. Lotton/J. Brunner
- Class Exercise revision – 4.3.4.1 Item 2 should be 409.5 finished grade

Questions from previous classes – USACE perform benchmarks on private land? – D. Grangaard tabled, Denna not at meeting.

9:45 – 10:15
Committee reports and assignments –
Committee signup and update participants
Marketing –
- MS4 Open House October 24th at CDA community Center– SEEP representation will be done by Allen using board and rolling slide show. We can update pictures from Bonner training. Jamie will try to put pictures in the SEEP drop box or buy a thumb drive to get it to Allen and Greg. Pens and Cozys can be given out to those that engage in conversation.
- It is also time for the Gear-Up career fair at Tribal school in Plummer on Nov 8th. Greg has application and will volunteer to represent SEEP using board and rolling slide show. Pens and Cozys can be given out to those that engage in conversation. Laura will be down there too. Greg will forward application to Committee.
- Priest River wants to submit grant to provide discount on contractor permits if they have taken SEEP class. Also under the grant there will be 5 SEEP trainings that will be marketed to the community via Bonner Bee.

Training Cadre –
o Trainer recruitment – Sign-up sheet/form – Allen stated there were no takers at the Sept training.

**Advanced class** – Waiting until after CGP workshop and EPA review of revised materials

**Regulatory** –
- Fish and Game sportsman’s access: hillslope needs stabilization, gully erosion is occurring. Greg will forward information to John and Kristin. In the future, any concerns send to Committee so they can contact necessary regulatory people.
- Tom emailed Jamie stating Kootenai County has convened a committee to review the site disturbance ordinance. Allen said there will be a hearing – he will forward to the notice to the Committee when it comes around.

**Exam** – nothing

**Powerpoint – Report from Subcommittee** – They got through 2 sections in the last meeting – intro and BMPs I. The next date is Tues Nov 13th at CDA Tribe office.

**10:15 – 10:45**

**New business**

**SEEP Incorporation as LLC** tabled until Business Plan is done

**Applying for 501(c)(3) status with the IRS** tabled until Business Plan is done

**SOP Updates** –
- Add the mileage language that was passed above.

**New Class Inquiries** – none

**EPA CGP Workshop** – November 28 9-2, UI Post Falls Research Park, $20
- SEEP Committee attendance: Terry motioned that SEEP cover the cost of SEEP committee members to attend training. Tricia seconded. Motion passed.
- Mexican Food Factory can provide taco bar for $5.70/person which includes taco shells, beef, beans and rice, lettuce, cheese, tomatoes, chips and salsa. We provide plates, crock pots, and drinks. He will deliver food. Tricia has 2 roasters (20 quarts). Those with 12 quart crock pots: Allen, Kristin, Terry, Tricia. We need a few more crock pots. Kristin will get crock pots to the Food Factory.

**Use of SEEP Basic Class slides** – John Marshall has a presentation for Nez Pierce Tribe NPDES, 402 stormwater and 404 unpermitted stormwater. He wants permission to use the SEEP slides in his presentation. Terry motioned that John could use SEEP slides and slide information in his presentation as long as the SEEP copyright or an acknowledgement of SEEP is on the slides. Allen seconded the motion. Motion passed.

**10:45 – 11:00**

**Other business** –

☐ *Inventory – Denna* PAC did receive highlighters Denna ordered.

☐ **Confirm next meeting date and time** – **Wednesday, November 14th, 9-11 A.M. at PAC**

☐ Adjourn meeting

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