What: SEEP Monthly  
Where: Panhandle Area Council, 11100 Airport Drive, Hayden  
Date: Tuesday May 28, 2013  
Time: 9:00 a.m. – 11:00 am  

Minutes  

Meeting attendees: Jamie Brunner, Kristin Larson, Tricia Lotton, Laura Laumatia, Terry Leigh, Greg Limandri, Becky Gauthier, Tom Freeman, Terry Leigh  

*indicates Monthly Milestones  
9:00 – 9:10  
Call to order  
Introductions  
Adopt minutes- 1/16/12 Tricia moved to approve, Laura Seconded, motion passed  
Treasurer's report $38,397.92 as of April 30, 2013. More money came in in May ($4,030.00 from T2 and Kootenai registration fees). Large future expense is notebooks.  

9:10 – 9:45  
Old business -  
*Business Plan –  
 o Workshop, Part 2, got through a lot of marketing and audiences and then there was the discussion about what we want to do about hiring someone and moving. Therefore we can’t go forward because the next subject to cover is cash flow.  
 o Need to appoint a subcommittee to move forward to develop financial and administrative goals. Jamie appointed Tom Freeman. Laura, Denna and Allen volunteered. Jamie will also be part.  
Administration –  
 o Student manual update – We did some revisions already. Jamie would like to look at it one more time and make revisions before it goes to print. Allen will look at the introduction section. Kristin and Denna will look at site assessment and planning section and soil loss. Becky will go through BMP section (mulching). Jamie will look at the regulatory section. Terry will look at grass infiltration and dry well BMPs. Need to have edits in by the beginning of August so it can go to print in mid-August. Tricia will put the manual on drop box. We need to get a copy of the new manual to each committee member.  
 o Field Guides – we have 2 ½ boxes left. T2 has plenty and they have the electronic file.  
 o Travel expense form – the updated form still needs to go into the resource manual.  
 o Reimbursement requests – please be sure you know the process before you fill this out. Also, next training season there will be a mini-training session from Tricia so this is done properly.  
 o SOP/Resource manual updates – the full manual is not on the web site, so it needs to be put up.  

Survey Results for CGP workshop participants
- Laura brought a copy of responses to meeting. If you want a copy, please email Laura.

**Meeting Schedule for 2013** –
Kristin motioned Meetings will be the third Tuesday of every month. Laura seconded. Motion passed.

**Newsletter** –
We lost Jeanna. Becky said she would be willing to put newsletter together, but not do the content. Jamie had written 3 articles for the last one that didn’t go through. Jamie will email topics we have covered in the past.

**Copy of mapping exercise handout (training):**
Jamie will send out an email looking for it.

**SEEP Brochures** –
We need to reprint these. Tricia has some changes she’d like to make to the brochure. Denna would like the picture on the front to be changed. Terry suggested we send out the brochure to everyone and ask for change requests.

**SEEP laptop replacement**
Laptop replaced on an insurance claim from a break-in at the Tribe office. At the next meeting the laptop will be out to give a little tutorial.

**Alternate steering committee member vacancy replacement**
Tom nominated Becky, Tricia seconded. Motion passed.

**Committee reports and assignments** –

**Marketing** –
Washington equivalent of SEEP (CESCL) would like to take the class without paying for it. Tom stated if their instructor wanted to audit the class at no charge, maybe we could audit theirs. Allen will talk to them. New student base: Tricia said we lost a lot of registrations due to the denial of drinking water CEU credit.

**Regulatory** –
Kootenai County site disturbance ordinance updates? – There is a Web site that notifies people on upcoming meetings on the Unified Landuse Code (ULC). There is supposed to be a workshop at the Kroc center on June 4 at 7:30am. A public hearing is on the June 17th at Kootenai County Admin Bldg room 1, 6-8 pm. Tom Freeman and Allen were part of a subcommittee that submitted some comments to the planning commission, but they weren’t well received. Jamie asked that Tom send the comments to the committee and perhaps the comments need to go into the public record at the public hearing.

**New business**

**2013 basic classes** –
**Overview of classes** - Allen said the classes went well except maybe the Sandpoint class, because many of the attendees were there because they had to be there and they weren’t interested. The class was very large. Kootenai was very large, but the students were interested. Greg said the field class at Kootenai went ok because they broke them up in groups and there were 4 instructors. There was discussion as to what the top student number should be. Allen suggested 15 is the optimum size. Tom asked if we could get the class sizes and test scores for the last 3 years, then we could make a better decision on where to limit class size. Tricia said we cannot see test scores.

Also, it is much easier to hold classes at PAC which is a 16-17 maximum. We have to streamline setting up and preparation for the class, then it isn’t such a burden on the lead instructor. Teaching at another facility adds another amount of work to move materials from PAC to another site. If we could find a permanent class location where we could have storage too, then we could have bigger classes. Jamie and Laura can
look at U of I. This solves the Kootenai County issue, but Tom suggested we work on logistics of class set up for all the classes:

Phase one is gathering demographic data. Then people who have instructed classes and set up the classes, then need to write down what works and what doesn’t work. We also need to determine class location well ahead of time. Tom also suggested we create another set of materials (Stanley, etc) and have manuals stored at another site for the Bonner/Boundary classes so we aren’t running materials back and forth. We need to simplify the field class element as well.

Jamie suggested Tom and Allen (lead instructors for the classes) and Greg and (?) to write down the pros and cons of setup and how they could streamline this process.

Next meeting we should sit down and discuss this in front of poster board. Someone from DEQ will bring some poster board for this.

There was some discussion about trainers who should come to a steering committee meeting before they teach their class. It was also stated the trainers need to read the resource manual and SOP available so they are updated on all the latest information. It was questioned whether trainers need to attend the mini-training or would just an email that reminds them of financial procedure and important points in resource manual work?

**Feedback on revised powerpoint.** Kristin said there was some repetitive content. Allen and Kristin stated the wrap-up section is weak. These comments will be addressed before the manuals are printed.

**Financial Review** – Tricia handed out summary of financial breakout of classes. Cost for Bonner and Boundary lunch and snacks were very high. They did have to have the coffee made, which is more expensive. Tom did some math and stated we still made $68 per person. Jamie suggested in the mini training that we also remind trainers they must stay within the $15 per person maximum expenditure.

Tom stated we need to keep in mind what we make per student in the classes, because we do not make money in the 9 student classes. Kristin suggested Tricia provide with the demographics what we made per student in this-year’s class.

There was some suggestion that we lower the pay for lead and assist instructor for the first 10 people, then add more pay per student. Tom stated we had this discussion before, and it is an accounting nightmare. We have to make $50/head to stay ahead. We did do very well this year. We got there by having the larger class sizes.

Expenses for first class of year – this is high because we are loading up the supplies for the whole season.

There was an assistant for the field class in Shoshone County that requested reimbursement for being the assistant. Tricia stressed that the person is not SEEP Certified and resource manual restrictions prohibit her from paying the person unless it is in the minutes. Laura motioned we pay the person as an emergency extenuating circumstance. Allen seconded the motion. Motion passed.

**Website**

Kathy Dingman resigned from RC&D and will not be doing our Web site. PAC has a new Executive Director and Chief Financial Officer. Tricia is installing new accounting software and she is very busy with this as her number one priority. Kathy is still at
NRCS and is willing to keep up our Web site, but there are some issues. Tricia thinks the new Executive Director will want SEEP to be on the PAC Web site and we would have to pay Kathy. Tricia will work this out.

Allen stated there are some things on the Web site that are out of date. Tricia stated it was last updated at the end of April Classes (the certificate holder list and the instructor list was purposely left).

Until this gets worked out, Denna offered to set up a facebook page. Kristin will put meeting dates and times on the site. The fb page needs to be added to the brochure and a few other marketing actions need to happen to get the word out. Laura will help Denna on administrative issues so posting is limited to a few people.

**SOP**

There is nothing stated in the SOP regarding getting reimbursement for mileage hauling the straw-blower or any other trailer. It mentions the SEEP trailer, but nothing else. Kristin motioned that we change the SOP to state there will be reimbursement for hauling SEEP trailer, straw blower, or any other equipment necessary for instruction. Greg seconded the motion. Motion passed.

Allen suggested we pay for a second assistant instructor. Greg said this was relevant also when we split the field class. Greg’s situation was technically 2 classes. However, if there is a big class, Greg said it is much better when we split the field class. This situation is only one class, therefore he suggested we have 2 assistants and they should be reimbursed.

Mileage – there was confusion as how many miles are reimbursed if you travel more than 20 miles - whether you get paid for the whole amount of mileage or you deduct the first 20 miles. It was agreed the language in the SOP states you get paid for the whole mileage. There was also discussion as to whether we pay for mileage for the assistant.

This was tabled and it needs to be worked out before the next season.

**Certification update**

We were denied for a second time for drinking water and waste water professional CEU credits. Tricia wants to know if there is a way we could change the class so we tailor the class for drinking water and wastewater professionals. Terry gave some information, but it was still denied. Jamie asked if we could get review criteria. The denial letter states the items why it was denied. Tricia will send out a copy of denial letter to everyone. Jamie asked Tricia to request a copy of their review criteria. Terry emphasized we really work at getting the CEU re-certification as SEEP is relevant to what they do.

**Resource Manual update** –

Already discussed.

**Powerpoint Review** –

Tabled

**Next Meeting**  June 18 9-11 am at PAC (Later changed to July 16, 2013)

**Adjourn meeting**