What: SEEP Monthly  
Where: Panhandle Area Council, 11100 Airport Drive, Hayden  
Date: Tuesday July 16, 2013  
Time: 9:00 a.m. – 11:00 am

Minutes

Meeting attendees: Jamie Brunner, Allen Isaacson, Denna Grangaard, Kristin Larson, Laura Laumatai, Becky Gauthier, Greg Limandri, Tricia Lotton, Cynthia Rayburn (PAC CFO)

*indicates Monthly Milestones

9:00 – 9:10  
Call to order  
Introductions

Adopt minutes- 05/28/12  Jamie moved to approve, Laura Seconded, motion passed

Treasurer’s report:  May cash totals are $39,872.05.  Tricia is working up June.

9:10 – 10:10  
Old business -

Business Plan – Update from subcommittee  
Looking for options of hiring staff to conduct administrative, curriculum development, I & E duties.  We need to figure out what FTE it would take.  U of I Community Water Resources may be a partner.  Charles Buck was at the previous subcommittee meeting.  He was working up some numbers for us.

Cynthia – there is an evaluation being done of PAC’s global purpose.  SEEP is part of that.  Renting the facility, there are lots of changes/upgrades that have been made.  The board room has been upgraded so it can also be used as a classroom.  PAC is still interested in servicing SEEP.  PAC can still administer on a basic level, but funds are large enough now, that SEEP needs a separate checking account and should not operate under PACs general account.  PAC is updating computers, so reporting will be much better.  PAC is looking at how to best grow PAC.  SEEP may be able to share support staff and/or resource space, or whatever else we may share a need before.  SEEP Steering Committee needs to meet Greg Cook, the new Executive Director.  Tricia will email contact information for Cynthia and Greg to the Steering Committee.

Administration –

- Student manual update: Student manual has not been put on Dropbox yet.  Tricia will put it on Dropbox and email us when it is done.
- SOP – the updated version is on the SEEP website.  The Web site is still up, but it is not up-to-date.  We are still in the same holding pattern.  The SEEP Web site is currently housed with Panhandle RC&D.  Kathy Dingman is available to administer it, but for a fee.  PAC has plans to update their Web site.  Denna will start a Facebook page to provide current information; however, it drops off people’s pages if it doesn’t stay active.

SOP Updates –

- Mapping Exercise handout: Jamie found it.  Jamie will send it to Tricia for the master file.
Class Size Discussion: Tabled for next meeting. We will sit in front of a flip chart to work out classroom size. Field course: Greg said it is no big deal to split the course. However, we need to pay for an additional assistant. This has not been approved by the Steering Committee, and it will be discussed next month.

- Mileage reimbursement – Tricia needs to put into the SOP the changes for mileage reimbursement.
  - Add for Assistant? Tabled

Meeting schedule for 2013
3rd Tuesday of every month. Location open for discussion.

Newsletter
Terry emailed Jamie articles for a newsletter, but now they are outdated. Nobody has time right now to really put one together, so it was tabled.

SEEP Brochures
Tricia will email brochure to everyone so they can look at it and make note of changes.

Certification Update
Tricia has not had a chance to contact Drinking water and waste water CEU personnel to get a copy of their CEU certification requirements.

10:10 – 10:20
Committee reports and assignments
- Marketing – SEEP / CESCL audit – Allen Nothing to report; he hasn’t had a chance to talk to them.. There is interest on both sides to audit each other.
- Regulatory
  - Kootenai County
  - Unified Land Use Code: hearings postponed indefinitely.

10:20 – 10:50
New business
- SEEP Laptop tutorial – Tricia We will have to wait until closer to next classes.
- Next Classes – Montana - there has been some communication about 10 people coming here for our class. We have 4-5 interested from Idaho. If Montana wants to come here, we may have a full class in the Fall. There was some discussion about getting reimbursed and working out the logistics of having the training in MT. Allen will talk further with them about going there, but they would have to work out a regulatory section. We would also have to print out manuals.

10:50 – 11:00
Other business –
- Set next meeting date and time August 20th 9:00 – 11:00 at PAC
- Adjourn meeting