What: SEEP Monthly Committee Meeting
Where: University of Idaho Coeur d'Alene
Harbor Center Room 240 B
1031 N Academic Way
Date: Tuesday July 15, 2014
Time: 9:00 a.m. – 11:00 a.m.

Minutes

Attendees: Greg Limandri, Brent Leonard, Marie Pengilly, Terry Leigh, Laura Laumatia, Brittnay Salinas, Amy Navickis-Brasch, Jim Ekins, Kristin Larson

Call to order
Introductions
Adopt minutes-06/17/14 Greg motioned to accept the minutes, Marie second – motion passed.
Treasurer’s report – No expenses since last balance. Did get the $600 from one of the attendees from the May 21-22 class. Terry motioned to accept treasurer’s report, Laura seconded – motion passed.

Old business -

- Coeur d’Alene Stormwater Working Group
  - LID Training – Marie talked with someone from WA LID program. It is a 4-week LID certification. Classes are on BMPs and regulatory. Field trips are part of the class too. It is run through WSU in Puyallup. There is a training in September. Marie got on their mailing list to learn more. Amy knows people who have gone through the training, so she will check with them to see if it is worth it.
  - Gonzaga Walking Tour July 30- On the July 30th at 10:30 the City of Spokane will be doing a presentation on the LID walking tour of multiple test sections for permeable pavement on 2-full blocks of Sharp Avenue. There are some who were at the meeting today that will be going, including Jim Ekins. Jim offered to take 4 people if anyone is interested in riding over. He is leaving U of I CDA at 9:30; call him if you want a ride. For more information go to: http://www.spokanewastewater.org/SURGE.aspx. There was a lot of discussion about this project and the feasibility of permeable pavers. There was some skepticism due to the freeze-thaw in Coeur d’Alene. Amy confirmed the skepticism has been expressed by many. She explained a lot about the research and from her experience, and there will be monitoring in place with this demonstration project to address the limitations that may present themselves in this climate.
  - Gathering Garden status
    - No update

- Class costs vs expenses for spring classes – Allen was supposed to report on this. Bigger classes that subsidize the small classes will help offset these smaller classes once in a while. We do reach out to those people that have been certified, but aren’t now. We also market quite a bit to the outlying counties (Boundary, Benewah). We may need to combine Boundary and Bonner. Fall Kootenai class – there are 4 people on the waiting list. If we have one, it will need to be in October.

- Alternate vacancy – Laura
  - Amy is willing to serve as an alternate. Laura moved to have her serve. Terry seconded. Motion passed.
• **SOP Revisions**
  Marie went through the SOP. The biggest change is to replace PAC with U of I. Most changes are small. The current SOP states the trainer can get ½ their expenses up front. Marie will use her U of I credit card to cover the up-front expenses. The U of I does have an account with some of the local vendors that we use, so this is an option too, but Marie’s credit card is the preferred method.

  The e-newsletter is in there. Right now we don’t have a volunteer to take this on.

  The Steering Committee meeting procedures does not say what makes up a quorum. We have 7 committee members and 2 alternates. A quorum is 5 people, which includes the alternates. Marie will make sure this gets into the SOP.

  Marie will check with Denna to see if there are any other changes that need to be made to the SOP.

  There was discussion as to whether it was in the SOP at what cost Marie needs to come to the committee to get approval for the purchase. Marie couldn’t see it in the SOP. Marie will ask Jamie.

**New Business**

• **Recertifications**
  Marie - we still need info from Tom so he can recertify. Marie is working on sending out certificates and cards for the people who have recertified.

  Certifications and recertifications: Right now Marie is handing out the certificates (paper and certification card) with Jamie and Brent’s signatures after the attendee passes. We are out of cards, but people really like them. It was agreed to buy new cards. It was agreed that we keep this process. There was discussion as to whether it is ok to have instructors sign the certificate. Kristin motioned add to the SOP that the Chair, Vice-Chair, or instructor can sign the certificate. Brent seconded the motion. It was agreed that the instructors should sign the certificate, if possible. Motion passed.

• **Website Update – Trainer Profiles**
  Marie received Trainer Profiles from Jamie, Allen, and Denna. Brent and Greg told her to use their existing. Marie will post the old Trainer Profiles then request from those who didn’t submit one.

**Subcommittee Updates**

• **Marketing (placeholder)**
  We will still advertise, but not go out of our way to get people in Boundary and Benewah counties. All of the classes had re-certifications, but many of the people were new. We may need to place the fliers in strategic places, such as where they go to apply for permits. We need to be sure we are doing this again. Allen, Laura, Denna, Jamie, and Marie have volunteered to be on the Marketing Committee. T2 – this is not a partnership anymore; the contract expired. Moscow? It makes sense to have a training there – then we could pick up Lewiston and Benewah County. Marketing strategy – county buildings where people pull permits, go to companies that sell the BMP materials. Marie will look into where the training would be at U of I.

• **Powerpoint Review (placeholder)**
  There was a review last fall, but we need to do it again. Perhaps a day or two in the fall.

**Other business**

• Set next meeting date and time
  Aug 19th 9:00 – 12:00
• Adjourn meeting