



**Panhandle Area Council**  
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**SEEP Committee Meeting**  
**Panhandle Area Council, 11100 Airport Drive, Hayden**  
**February 18, 2009**  
**9:00 a.m. – 12:00 p.m.**

Jamie Davis – Board Member

Nelle Coler – Board Member

Glen Rothrock – Board Member

Carrie Holtan – Board Member

Kate Wilson – Committee Member

Terry Leigh – City of Coeur d'Alene, Street/Stormwater Department

Greg Limandri – Board Member

Kenny Hicks – Board Member

Brent Leonard – Board Member

Kathy Dingman – Committee Member

Denna Grangaard – Committee Member

Items in blue indicate task to be completed.

**Call to order** – Jamie Davis, Acting Chair, called meeting to order at 9:15 a.m. and began with brief introductions.

**Adopt Minutes** – 1/21/2009 – **Motion to adopt, seconded: Motion passed.**

**Treasurer's Report** – Nelle Coler indicated that the current balance in the SEEP account is approximately \$13,000.00. An additional \$226.00 is needed for trailer upgrades/repairs (see Trailer and Signage notes below).

## **Old Business**

**Dimensions Articles** – Kate Wilson provided an update on the status of *Dimensions* articles. The publication's new Public Relations and Editor has questioned the propriety of SEEP contributing articles. Kate Wilson revamped the most recent article to include background on SEEP and will be working with the new Editor to make a case for why SEEP is a meaningful column for *Dimensions'* readership (*Dimensions* is the newsletter for the North Idaho Building Contractor's Association). She will keep the group updated on the status of her work with the new Editor, and [also would like the group to consider getting more SEEP articles out in larger venues.](#)

**Trailer and Signage** – Greg Limandri updated the group on the trailer renovations he is completing (free of labor charge). More parts are needed for shelving within the trailer, and padlocks will need to be purchased unless PAC has some available to donate to SEEP. Insurance information will be placed in the trailer. Limandri has picked up the tags and plates, and will complete the shelving assembly now that the weather is beginning to improve. Terry Leigh then began a discussion of the cost and capability of the City of Coeur d'Alene to assist with decal printing for the new trailer. The cost of making the banners are \$154 for 3 foot x 5 foot and \$246.00 for 4 foot x 6 foot. The cost to install the signs \$65 hour. It should take about an hour. These prices are from Benchmark here in Coeur d'Alene.

The city can do the lettering “in-house,” but will not be able to do the graphics, as vinyl printing will be necessary for the graphics. [Nelle Coler will send him the appropriate images in JPEG form.](#)

**Construction Field Guide** – Nelle Coler prepared a draft Construction Field Guide for use as a starting point for SEEP preparing its own guide. The group applauded Coler’s monumental effort on this front. Coler sent each SEEP member a copy on CD, and the draft followed the general Fred Wright set-up and format. BMPs focused northern Idaho-appropriate angle, and concentrated on scenarios likely to arise here in the five northern counties. The group briefly discussed the formatting and lay-out. Terry Leigh recommended looking into the Kootenai County print shop, REPO Graphics, for a feasible cost structure for mass-printing a final product. Additional review of the check-lists and inspection sheets are necessary, which the group members will work on. Terry Leigh also recommended waterproof paper. [The timeframe for comments back to Nelle Coler would be late February, 2009, and Nelle Coler will explore the possibility of working with REPO Graphics for printing.](#)

**General Brochure/Sign-Sheet** – Nelle Coler completed a revised General Brochure, and Kathy Dingman will post for printing in PDF on the web site. [Carrie Holtan will call Norm Suenkel for distribution opportunities in St. Maries.](#) Group members committed to printing the brochures and distributing them to various panhandle locales. The group then focused on signing up for class instruction commitments for this teaching season, and [Jamie Davis will be finalizing the list after reviewing with Tom Freeman, who was unable to attend this meeting.](#)

**PSA** – Nelle Coler sent members the draft scripts for the two minute spots. Kenny Hicks discussed audience presentation and channel 3 broadcasting in Shoshone County. Filming outside shots is on temporary hold until the snow clears up and the weather warms to allow for proper camera battery operation.

**Center for Watershed Protection (CWA) Grant/Advanced Class** – Tom Freeman will have Denna Grangaard send out revised conceptual site plan prepared as a teaching tool for the Advanced Class. Jamie Davis and Tom Freeman will further work on preparation of the curriculum and PowerPoint.

**Web Site Update and Resource Directory** – [Kenny Hicks volunteered to track down contacts for Shoshone County for the Resource Directory.](#) Kathy Dingman wants this mini-project completed and the web site accordingly updated prior to the PSA broadcasting.

**Database for ESC Technology** - Carrie Holtan posed the question of whether the database/spreadsheet concept, as currently contemplated by the group, will be a worthwhile, useful endeavor? After designing a spreadsheet and entering a few “test” entries, Holtan believes this idea may need some re-vamping to make it a truly accessible and useful tool for the group, and the public at large. The group discussed various options for SEEP web page ESC technology information. [Further discussion will be tabled until the next meeting when the Chair will be present to provide further input and guidance.](#)

**Lakes Highway District Presentation to Road-Builders Clinic in March** - [Jamie Davis and Carrie Holtan will film Joe Wuest’s presentation at the Road-Builders Clinic on March 4<sup>th</sup> at the Coeur d’Alene Resort Conference Center.](#)

## **Committee reports and assignments**

**Training Cadre** – Carrie Holtan asked the group for further information about the key points for the Training agreement. She will be working on a draft for an upcoming meeting.

**Marketing Committee** – See PSA notes above.

**Advanced Class** – See notes above.

**Regulatory Update** – Denna Grangaard will provide an update at a future meeting.

**ESC Technology** – See notes above.

**Power Point Review** – With sign-up for classes occupying substantial timeframe, a supplemental meeting for completion of this task was scheduled for [March 4, 2009 at 1:00 p.m. at Panhandle Area Council](#).

## **Presentations/Outreach**

Jamie Davis discussed her outreach work through the One-Call Breakfasts. Nelle Coler discussed her networking for SEEP at the Chamber of Commerce After Hours event, and printed up advertising business cards for distribution to interested parties. Coler and Davis also ensured that SEEP would have a short agenda item time on the Panhandle RC&D meeting agenda on March 12, 2009 at 1:00 p.m. at the PH&D facilities.

## **Report of Fines**

No report of fines at this time.

## **New Business**

**Basic Course, Trainers and Cadre** - Substantial meeting time was devoted to sign-up and scheduling for Leads, Assistants, and “Shadows” for this year’s field season, which was coordinated by Jamie Davis.

**Training Dates and location confirmation: Advanced Class** - Jamie Davis is aiming for an Advanced Class trial run for the SEEP membership sometime in late March. Further scheduling details will be forthcoming.

## **Other Business**

The next meeting will be a supplemental meeting on **Wednesday, March 4, 2009 at 1:00 p.m.** at Panhandle Area Council to complete the PowerPoint review.

The next regular membership meeting will be on **Wednesday, March 18, 2009 from 10:00 a.m. to 12:00 p.m.** at Panhandle Area Council.

With no further business, the Acting Chair adjourned the meeting at 12:00 p.m.

