



SEEP Board Meeting Minutes
March 19, 2008
Panhandle Area Council

Attendees:

Chairman- Tom Freeman	Committee Member-Jamie Davis
Secretary/ Treasurer- Rebecca Stevens	Committee Member- Greg Limandri
Board Member- Nelle Coler	Committee Member- Tricia Lotton
Board Member- Annette Duerock	Committee Member- Tim Martin
Board Member- Kenny Hicks	Committee Member- Kate Wilson
Board Member-Brent Leonard	Committee Member- Carrie Holtan
Board Member-John Saffeels	Committee Member- Dennis Wilson

Minutes recorded by Jamie Davis. ***Please note:** Anything in [blue](#) text is a task that needs to be completed.

Business:

Meeting was called to order by Chairman Tom Freeman at 10:10 a.m. The group reviewed the minutes that were sent via email (12/19 and 2/4 email vote) Annette Deurock moved to approve the minutes as emailed, Greg seconded the motion, **motion carried.**

The group welcomed new committee member, Carrie Holtan, who filled Rebecca's vacancy as Environmental Specialist with the Coeur d'Alene Tribe's Lake Management Department (Rebecca is now Restoration Coordinator in the same department). Carrie will be participating on the committee in place of Rebecca from this point forward. [Rebecca stated that she will provide a letter of resignation to the SEEP Board of Directors for her position on the Board \(see attached letter\).](#)

Nelle Coler provided a verbal Treasurer's report and informed the group that the remaining balance in the bank is \$19,000.

Old Business:

- **Trailer signage** - John Saffeels has been out of town – no update.
- **“Dimensions” article** - Kate Wilson submitted a rather large article for the latest issue of “Dimensions.” Future articles will be smaller, but the publication will allow us to submit an article every month. [Kate will submit these articles](#), using the existing ‘BMP of the week’ articles. She may occasionally ask for assistance from the committee on this.

- **NIBCA presentation** - Brent reported that Rebecca provided a 15 minute presentation and did a great job. There were 80-100 in attendance. Brent speculated that most were there interested in the Comprehensive Plan and were not aware of SEEP. There was also a display set up at the back of the room with SEEP info.
- **Realtor CEU's**- Real Estate Commission Continuing Education Units were reviewed. The group feels SEEP fits the requirements, although there is some uncertainty about whether the instructors would all need to register in order for the course to qualify. John Saffeels made a motion to move forward with the process, Nelle Coler seconded the motion, **motion carried.** Chairman Freeman suggested we contact some folks more familiar with the process to give us some guidance in pursuing Realtor CEUs for SEEP. [John Saffeels agreed to contact Jennifer Keif, Tom Torgesson, and Rick Vernon.](#) [Nelle Coler agreed to contact Chris Schnepf with UI Extension.](#) John and Nelle will report back at the next meeting.
- **Registration Update** –
 The March 18th Kootenai field class was cancelled due to snow. Nelle informed the group that she has had 3 new registrants for the **Boundary class** in the last 2 days, for a running total of 6 (this includes 1 of the 2 students that were planning on attending the cancelled Kootenai class). There are 7 registrants for the next **Kootenai Class**. In addition, Carrie will be attending this class, for a running total of 8. Nelle stated that the 7 registrants from Lakes and Post Falls Highway Districts have a conflict with the field day on April 25th and wondered if we could schedule a 2nd option for them.
 Discussion followed on the possibility of scheduling a field day without the associated classroom and allowing additional people to attend the field day without offering certification in order to compensate for the cost of putting on the class. The group was unsure if they wanted to open up this sort of option. Nelle moved to offer a **one-time pilot** promotional field class in Kootenai County on April 29th, John Saffeels seconded, **motion carried.** [Annette Deurock will confirm field site availability, and Nelle Coler will confirm exam site availability for the Highway District attendees as well as market the field day to other potential participants.](#)
 Discussion followed on what to charge for the class. Annette Deurock moved to set a range of \$75-125 for the class fee and allow Nelle to set the final fee based on the number of registrants that turn up in order for the class to pay for itself. Kenny Hicks seconded the motion, **motion carried.** Discussion continued on an appropriate evaluation form for the pilot field class. Chairman Freeman suggested the committee look at our current form, compare it to the evaluation form for the Realtor CEUs. [Nelle will get these to the committee.](#) [Kate Wilson agreed to mention the pilot field class in her next "Dimensions" article as well as the next River Journal article she submits.](#)
- **Hauser Lake*A*Syst** – Jamie Davis reported that there is currently no set date or format for the Hauser Lake*A*Syst/SEEP workshop. [Chairman Freeman](#) appointed Jamie to lead a committee to develop the workshop idea with John Wallis (Hauser Lake Watershed Coalition), [and agreed to participate in the committee.](#) [Kate Wilson volunteered for the committee, as did Annette \(as available\).](#) Jamie also extended an invitation from the HLWC

for SEEP to have an informational booth set up at the roll-out of the Hauser Lake*A*Syst Project, tentatively set for July 19th, 2008, at the Hauser Lake public boat launch and wash station.

- **Website** – Nelle reported that Kathy Dingman is awesome, updating the website as requested.
- **Kootenai Field Class – cancelled**
- **eNOI Assistance** – Annette contacted Julie Condon with USEPA. She's willing to participate in an Advanced SEEP class to develop a presentation/walk through for the eNOI program. She is also willing to review the course materials the SEEP committee comes up with. In addition, SBDC has a SWPPP development guidance, as does EPA. Given this, Annette feels the committee should develop the course without securing a consultant for assistance. [Annette will tack together all of the relevant information pertaining to the advanced course and get it out to the Advanced Class committee in the next 3-4 weeks so they can begin to pare it back.](#) Kenny Hicks volunteered to join the Advanced Class committee.

Committee reports and assignments:

- **Training Cadre** – Carrie Holtan will replace Rebecca on the cadre, and Dennis Wilson will join the team as well. There was some discussion regarding getting the word out on SEEP in all communities so we can recruit more trainers. Chairman Freeman asked the cadre to develop some recommendations on SEEP class discount incentives for potential trainers and an associated agreement these potential trainers can sign to commit to a specified amount of training assistance.
- **Marketing** – This committee will begin meeting one hour prior to regularly scheduled SEEP meetings. Nelle gave an update on the presentation provided to the committee by Sprout Media Works that led to a “push” marketing approach rather than “pull,” where we will begin to educate to the general public on, and therefore develop a demand for, SEEP certification. She mentioned the resulting conceptual TV commercial the committee had come up with and would like all committee members to think about 5 priority points they would like to see included in such a commercial. The commercial will cost \$2,500-3,000 for 60 seconds. We also discussed developing a 30 minute training video in the future, which would run \$20,000+. Nelle is looking into funding through the Mountaineers Foundation to assist with public education and associated marketing. Nelle also provided an update from the Home Show, passed around some folding SEEP business cards, and informed the group that an ad will be run in the Nickel's Worth for \$60, as was approved via email vote prior to the meeting.
- **Advanced Class** – See eNOI update above.
- **Regulatory** – Glen was not present – no update.
- **ESC Technology** – Chairman Freeman as well as Greg Limandri volunteered to keep the group updated on new technologies, as Colby Weathers is not in the immediate vicinity to provide updates.
- **Resource Manual**- [Dennis will update the manual with the new committee members and Board Members from today's meeting.](#)
- **Signs/Decals** – John and Brian Crumb are currently on the committee. Rebecca is no longer on the committee. Brent Leonard volunteered to join.

- **Statewide Expansion** – IDEQ in McCall contacted Chairman Freeman to request his assistance to put on another class in McCall. They will need an updated Powerpoint. [Tom will email the information out to the group.](#)
- **Company Training**- No update.

New Business:

- **Elections for new Board Members** – Nelle Coler moved to elect Jamie Davis as a new board member to replace Colby Weathers, Rebecca seconded, **motion carried.** Tom Freeman made a motion to elect Greg Limandri as a new board member to replace Rebecca, Nelle seconded, **motion carried.**
- **Election for Vice-President** – Tom moved to appoint Annette as the new Vice-President, Brent seconded, **motion carried.**
- **Elections for Secretary** – Chairman Freeman asked for a volunteer to take the Secretary position. Carrie Holtan volunteered to take minutes for whomever filled the position. Jamie volunteered to take the position of Secretary, given this gracious offer of assistance from Carrie. Rebecca moved to appoint Jamie as the new Secretary, John Saffeels seconded, **motion carried.**

Other Business:

- **Upcoming dates** – Jamie announced the Inland Northwest chapter of the Soil and Water Conservation Society requested a presentation on SEEP at their **April 25th** meeting in Coeur d’Alene. [Kenny Hicks volunteered to present SEEP at 2 PM using photos fresh from that morning’s field class, with Jamie assisting on the computer/projector details.](#)
Jamie also announced that she will be taking SEEP information and displaying the poster at 2 upcoming “call before you dig” breakfasts. One is in Sandpoint at the Beachhouse 7 AM on **March 26th**. The second is in Bonners Ferry at the Kootenai River Inn 7 AM on **April 3rd**.
The Bonners Ferry class is scheduled for **April 8-9**, and the Kootenai County Class is scheduled for **April 24-25**. The Pilot promotional field class is tentatively scheduled for **April 29th** in Kootenai County.
- **Training Manuals** - John Saffeels moved to put updated class materials on flash drives for instructors to update manuals, Jamie seconded, **motion carried.** Annette mentioned the need for more flash drives. [Chairman Freeman asked that committee members in possession of the drives bring them to the next meeting so the group can determine how many to purchase.](#)
- Annette mentioned that Task Busters landscaping in Bonner Co. may be interested in another class in Bonner Co. Annette will follow up.

Next meeting date was set for April 16th, 2008 10:00-12:00 at PAC. There was an overall consensus to schedule the SEEP meetings for the 3rd Wednesday of the month for ease of scheduling.

With no further business, Nelle moved to adjourn meeting at 12:55 no second necessary, **motion carried.**

Motions re-capped

- Annette Deurock moved to approve the minutes as emailed, Greg seconded the motion, **motion carried.**
- John Saffeels made a motion to move forward with the Realtor CEU process, Nelle Coler seconded the motion, **motion carried.**
- Nelle moved to offer a **one-time pilot** promotional field class in Kootenai County on April 29th, John Saffeels seconded, **motion carried.**
- Annette Deurock moved to set a range of \$75-125 for the pilot field class fee and allow Nelle to set the final fee based on the number of registrants that turn up. Kenny Hicks seconded the motion, **motion carried.**
- Nelle Coler moved to elect Jamie Davis as a new board member to replace Colby Weathers, Rebecca seconded, **motion carried.**
- Tom Freeman made a motion to elect Greg Limandri as a new board member to replace Rebecca, Nelle seconded, **motion carried.**
- Tom moved to appoint Annette as the new Vice-President, Brent seconded, **motion carried.**
- Rebecca moved to appoint Jamie as the new Secretary, John Saffeels seconded, **motion carried.**
- John Saffeels moved to put updated class materials on flash drives for instructors to update manuals, Jamie seconded, **motion carried.**
- Adjournment

If any committee members recorded more detailed information that was not captured in these informal minutes, please contact Jamie Davis, jldavis@agri.idaho.gov.