



SEEP Board Meeting Minutes
May 21, 2008
Panhandle Area Council

Attendees:

Chairman/Board Member – Tom Freeman	Committee Member – Glen Rothrock
Board Member- Greg Limandri	Committee Member- Tricia Lotton
Board Member- Nelle Coler	Committee Member – Kenny Hicks
Board Member-Brent Leonard	Committee Member- Carrie Holtan
	Secretary – Jamie Davis

Minutes recorded by Carrie Holtan. ***Please note:** Anything in blue text is a task that needs to be completed.

Business:

Meeting was called to order by Chairperson Tom Freeman at 10:13 a.m.

The group voted to accept the March 19, 2008 meeting minutes. The group voted to accept the April 16, 2008 meeting minutes.

Nelle Coler's Treasurer's Report - There is approximately \$25,000 in the account to work with (which includes a \$2,000 debit for the anticipated expenses from the last training class in Kootenai County). Nelle Coler's application to TransCanada for a \$2,150 grant to be used for the "push marketing" commercial was awarded, and she will prepare a press release once the grant agreement is memorialized in writing. The classes are still breaking even, bringing in and costing somewhere around \$1500 per class.

Old Business:

- **Trailer signage** – Brent Leonard began update, and mentioned that the best thing to do is probably to have SEEP obtain its own trailer. Discussion ensued about the long-term prospects of a more rugged trailer, including needing appropriate funds for purchase, insurance, and registration costs. Tom Freeman discussed the titling paperwork for the trailer. **Nelle Coler will research the title issue.** With its own trailer, SEEP's signage could then be customized for SEEP's precise needs (i.e. size, vinyl lettering). Nelle Coler mentioned that she had keys made for the existing trailer and successfully tested them already. A new trailer would likely cost somewhere between \$5000 to \$8,000 depending on quality and size. The group agreed that shooting for the \$6,000 price range would balance quality of product and versatility with avoiding dipping into the working capitol of the group. Discussion ensued about best size trailer to purchase. Annette Duerock

already did some preliminary research, which Nelle Coler will update. There will be a report and further discussion at the next meeting. Votes will not be taken until the additional research has been completed.

- **“Dimensions” articles** – Kate has used all article ideas submitted to date, and will need more ideas. Jamie Davis suggested coming up with an idea for June’s article at this time. John Freeman suggested “why a no-wake zone ordinance is applied to whole lake.” Glen Rothrock and Jamie Davis added that discussing set-back requirements (riparian buffer zones) and property damage components would also fit in with the no-wake zone topic. A possible idea for July is dust control.
- **Website Update** – Nelle Coler requested that the group take a look at the website and forward comments, revisions, etc., to the Board via e-mail and/or at the next meeting.
- **April 24th/25th Kootenai Class Review** – Tom Freeman offered the critique that having multiple instructors facilitating the field day would be a better planning. Nelle Coler reported that all applicants passed the examination, but that she noticed a few exam error trends: (1) there was a problem with the students understanding when the contractor’s general permit was required; and (2) the students were confused about applicability of hydro-seeding in a particular circumstance (due to intense class discussion). Glen Rothrock discussed the comprehensive class critique by June Bergquist forwarded to the Board and Committee by e-mail (see copy included in accompanying PDF file). This winter, the Board and Committee will review Ms. Bergquist’s comments at length and will revise the class materials and lecture accordingly. Tom Freeman then discussed the need for an advanced class to guide permit applicants on preparing a technically sound SWPPP based on his review of client SWPPPs. Nelle Coler showed the group the EPA’s document, entitled “Developing Your Stormwater Pollution Prevention Plan,” EPA Document EPA-833-R-06-004, dated May, 2007. An outline of the SWPP process would be very helpful for the existing class, and for an advanced class, and Glen Rothrock suggested that the entire EPA document should be included with existing class materials. Tom Freeman discussed the reality of whether students actually read the Comprehensive General Permit requirements, or just sign the certification. Tom Freeman inquired whether everyone has the updated power-point.
- **Advance Class** – Although listed later in the Agenda, the Advanced Class discussion proceeded at this point in the meeting. SEEP will be “building the advanced class in-house,” rather than retaining a contractor. EPA is willing to assist, given that its EPA’s permit regime that is the focus of the class. Tom Freeman listed some salient points to be included in the advanced class: (1) the CGP’s ESC Plan should match the SWPP to be enforceable; (2) the historical site requirements require further explanation; (3) instruction on how to file an electronic NOI; (4) instruction on how to ensure that the final SWPP document complies with regulatory requirements; (5) understanding the inspection report.
- **Future Class/Registration Waiting List** – Nelle Coler has identified a total of about 20 students for another class this field season. The group agreed that given the potential student composition, class location would likely be best if locally sited. Dates were discussed next, with **Wednesday/Thursday June 18th/June 19th** selected as the tentative class and field dates. Kenny Hicks

agreed to make a presentation at the class to continue with his certification for “train the trainer.” The group agreed to the following general plan strategy: (1) by Friday, May 23rd, Nelle will contact potential students and determine attendance level; (2) she will then (based on student response level) nail down a location and determine whether to secure an e-mail vote to cancel the June 18th SEEP regular Board Meeting. **Motion** to make Tom Freeman the Lead Trainer for class, seconded. **Motion amended** that Tom Freeman will be the Lead Trainer, with Jamie Davis apprenticing for Lead Trainer status. Motion voted, seconded, and **motion carried**. The group discussed possibility of finding property where BMPs could be installed and remain installed all season or even over multiple seasons, to show efficacy or failure of different BMP and control measures.

Committee reports and assignments:

- **Training Cadre** – Carrie Holtan will assume Rebecca Stevens’ role on this Committee. Tom Freeman requested the Training Cadre’s input on how stimulate recruitment of trainers as well as operating procedures or incentives for recruiting instructors for the classes. It was suggested that sign-up sheets could be made available after classes for people interested in teaching. Glen Rothrock mentioned a similar class offered by a private consultant named Shelley Gilmore, out of Moscow, Idaho, who may be a possibility for a Lead Trainer. Jamie Davis will call Shelley Gilmore to discuss possibility of her attending the next class in June. **Motion**, Glen Rothrock moved to invite Shelly Gilmore to sit in at the next meeting as a potential instructor, free of charge, as a possible contractor candidate for SEEP. Motion seconded, no discussion, **motion carried**.
- **Marketing** – Nelle Coler provided a Marketing Committee update. Nelle Coler provided everyone an idea sheet for the push advertising (see PDF file) to be completed ASAP (please fax completed form back to her at fax no. (208)-772-6196). An RFP for a marketing firm will be sent. TransCanada’s grant money comes with slight caveat that the final commercial include a “plug” for the Call before You Dig program. Nelle Coler also introduced the new SEEP advertising materials available, including: (1) static window adhesives with SEEP logo; (2) do-it-yourself stickers; and (3) bumper sticker blanks (repositionable and weather-proof). SEEP also really needs a general class schedule hand-out with stickers. Jamie Davis discussed with whether IDEQ through its out-reach department would be able to help with brochures and whether NRCS has same possibility. Nelle Coler discussed business card format for SEEP information disbursal. Nelle Coler reported Jamie Davis’ well-received idea that each training class start with handing students a SEEP mug, which students take home, and which has sponsor names on back (assisting, therefore, to defray purchase costs). The mug would save disposable drinking supply costs and rubbish, provide another mechanism for SEEP advertising as well as advertising space for class “sponsors.” Nelle Coler ended her report by requesting clever ideas for a bumper sticker.
- **Regulatory** – This matter was tabled until the next meeting.
- **ESC Technology** – Tom Freeman discussed idea of catalog for electronic information on BMPs. Carrie Holtan discussed possibility of Access database, and Jamie Davis discussed coordination with Kathy Dingman on getting such

a database of information on the web page. Kenny Hicks inquired whether SEEP should create a boiler-plate white-paper language to allow SEEP to contribute to calls for white papers. The group discussed having a link on the website to white paper requests or other calls for papers, or an “up-coming opportunities” link, which led to a discussion on getting recognition for SEEP’s projects. [Jamie Davis will contact Annette Duerock to determine the status of her work on a general SEEP progress report.](#)

- **Resource Manual** – No updates at the moment, [except new SEEP member needs to take over recent vacancy.](#)
- **Signs and Decals** – Discussion was covered previously in the meeting in Nelle Coler’s Marketing Committee Report.
- **Statewide Expansion** – Tom Freeman has no updates to report on this point, and speculates that the diminished urgency of this matter may be due to slow-down in economy.
- **Company Training** – Nelle Coler continues to do person-to-person networking on this point. The group suggested additional companies to contact: Bouden; Knife River; Zanetti, DGNS, Panco, and Murphy’s.

New Business:

- **Meeting with Local City/County Government** – Nelle Coler discussed status on presentation before Coeur d’Alene City Council. [She is waiting for word back from Council’s staff on coordinating date and time for power-point presentation.](#)
- **County Planner Discussion, Tom Freeman** – Tom Freeman offered that Committee on Site Disturbance for Kootenai County Ordinance riparian buffer zone (among other topics) really needs to be resurrected. Glen Rothrock agreed. A general discussion of TMDLs ensued.

Other Business:

- **Upcoming dates** – Greg Doerke of the Twin Lakes Homeowners Association speaker requested. [Jamie Davis volunteered but needs alternate in case another commitment materializes.](#) Glen Rothrock explained that this group is part of the IDEQ’s CVMP (Citizen’s Voluntary Monitoring Program), and for them the SEEP message would be trying to have homeowners follow SEEP concepts during construction (either do-it-yourself projects or hired contractors), and that homeowners request SEEP-Certified contractors. It was noted that the Lake*A*Syst Program would be applicable here. Jamie Davis will send out e-mail to group if she needs alternate to speak in her place and mentioned that Mr. Doerke specifically requested the speaker to provide an overview of the SEEP program and what SEEP is doing for the area, generally.
- **Training Manuals** - [Discussion tabled until next meeting.](#)
- **Idaho Construction Site Erosion and Sediment Control Field Guide (prepared by the Small Business Development Center and AGC)** – Tom Freeman inquired whether group had any comments on this document, [and requested comments for next meeting \(see accompanying PDF for copy\).](#)

- Rebecca Stevens forwarded the group, “FYI,” a conference catalog and copies of the Stormwater journal and Storm Water Solutions journal (covers in accompanying scanned PDF file).

Next definite meeting date was set for **July 16, 2008 10:00-12:00 at PAC** (with [June meeting scheduling dependent upon scheduling for June 18th/19th class](#)). The Marketing Committee will meet on July 16, 2008 from 9:00-10:00 a.m. at PAC.

With no further business, Glen Rothrock moved to adjourn meeting at 12:22 p.m., no second necessary, **motion carried.**

If any committee members recorded more detailed information that was not captured in these informal minutes, please contact Carrie Holtan, choltan@cdatribe-nsn.gov.