



SEEP Board Meeting Minutes  
July 16, 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
Board Member-John Saffeels	Committee Member – Kate Wilson
Committee Member/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 10:08 a.m.

The group voted to accept the May 21, 2008 meeting minutes.

Nelle Coler's Treasurer's Report: SEEP began the year with \$24,387.75. SEEP earned \$10,900.00 from class tuitions. \$2,125.00 was also received from the TransCanada Grant, totaling \$37,412.75. Expenses for classes and insurance over this past year amounted to approximately \$10,000.00, leaving a total remaining balance of \$24,094.79. Although listed later in the Agenda, PAC fees were then discussed by the Chairman and Nelle Coler. The PAC fee will be \$3,100.00 for administrative services and overhead.

NOTE: John Saffeels is not getting e-mails unless it is sent directly from Nelle Coler.

**Old Business:**

- **Trailer signage** – Tom Freeman recommended a resolution to allow quick and more timely action on a new trailer purchase, since past opportunities have been missed due to internal discussion lag time. Tom Freeman then discussed the two trailers currently seen by Nelle Coler and the past trailer research done by Annette Doerock. The group confirmed the past agreement that SEEP needs a new trailer, and the discussion moved to minimal specifications and a price range. Size, axle capacity, and price cap should be established, suggested Glen Rothrock. Tom Freeman asked Greg Limandri to call retailers. Nelle Coler also suggested soliciting a donation (with accompanying tax write off), which group agreed was worth her pursuing. The general price range discussed included a cap at \$8,000 for a new trailer,

and \$5,000 cap for a used trailer. The group decided the maximum cargo length would be 18 feet and the minimum cargo length would be 14 feet; and 10,000 cargo weight (2 axles). **Motion** to allow purchase of a trailer amounting to no greater than \$5,000 in short order, and **Motion carried**. Kenny Hicks expressed concern about getting sufficient votes if a suitable trailer is found that ends up being more expensive. Jamie Davis said Nelle Coler should have everyone's cell phone, and Board Members could be contacted more quickly via the cell phone route if necessary.

- **“Dimensions” articles** – Kate Wilson prepared a tentative article list for group's review, as follows:
  - August: dust control;
  - September: seeding revegetation;
  - October: covering and buttoning up sites for winter;
  - November: planning for snow storage;
  - December: low water work;
  - January: equipment maintenance;
  - February: permit writing and regulations;
  - March: site planning assessment;
  - April: inlet protection;
  - May: national wetland month;
  - June: new technology;
  - July: spill prevention and control.

The group will review this list further via e-mail and volunteer to be Kate Wilson's technical contact for each topic.

- **PAC Fee Update** – this matter covered earlier in the meeting (see above).
- **Registration Update:** Group discussed Jack Gunderman's (student in most recent SEEP Kootenai County Class) request for expedited certification. The group decided this student needed to attend the field class before taking the certification examination. He could be in the next field class, he could attend the next classroom portion as a refresher if he wanted, both at no extra charge, and he will be notified of the next class. It will be up to him to further coordinate and confirm attendance and examination administration with Nelle Coler.
- **Hauser Lake\*A\*Syst:** SEEP Workshop (powerpoint with site location for practice installation) will be planned for 1-3pm on August 9<sup>th</sup>, 2008. Jamie Davis will get back in touch with Mr. Wallace about coordinating a date and time, and will work with Tom Freeman to get together. The Lake\*A\*Syst program is just getting started at Hauser Lake, and the kick-off barbeque will take place from 11-2pm on July 26<sup>th</sup>, 2008.
- **Website Update** – Kathy Dingman couldn't make it. Jamie Davis asked if there was a list of SEEP certified contractors on the web page. Carrie Holtan will send finalized Minutes and Agenda to Kathy Dingman regularly.
- **April 24<sup>th</sup>/25<sup>th</sup> Kootenai Class Review** – Tom Freeman applauded the instructor's work on the last class, particularly Kenny Hicks' excellent performance as a first-time instructor. Tom Freeman discussed the photos in the current classroom curriculum (involving BMP scheduling and sequencing), and maybe another photo of this topic may be more appropriate. Nelle Coler discussed written comments, and reported all students passed and there were three perfect scores. Kenny Hicks has some photos of permanent stormwater measures, and will provide them for updating the presentation.

The group also agreed that providing photos local to that particular class area that the current instructors are familiar with is critical. Nelle Coler also indicated photos of instructors vehicles be posted on the web page. Nelle Coler discussed question #3, regarding hydroseeding, and possibly re-drafting the question to make it more clear and “in-sync” with the classroom portion. There is a Committee on this topic, which has not been as active to date. Brent Leonard will review the hydroseeding component of the class to refine this particular point. Tom Freeman praised Nelle Coler (echoed by the group) for her seamless planning and coordination for these classes.

- **Trailer** – see above discussion RE Trailer Signage.
- **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.
- **Spill Kit** – **Motion** to authorize PAC to obtain and purchase spill kit components from Blue Ribbon, and **Motion carried.**

#### **Committee reports and assignments:**

- **Training Cadre** – Jamie Davis recommended a mailing to the SEEP graduates about teaching classes. Total number of people certified amounts to 200. A direct mail would be appropriate. Glen Rothrock suggested a “tag team” effort for Shoshone County between Kenny Hicks and Jeff Legg. John Saffeels inquired how many e-mails we have – what kind of e-mail response would we get, and using that information to justify a direct mailer. The group agreed that an e-mail would be best, and Kate Wilson suggested a picture on the e-mail. **Jamie Davis will prepare a first draft and send it to Carrie Holtan and Kenny Hicks,** and then the rest of the Board/Members will have the opportunity to review and comment.
- **Sidewalks to Schools Bid Specs Discussion** - Nelle Coler provided comments on bid review of a local proposed project. As a direct result of her comments, a concrete washout was added. She also noted that erosion control and dust control are considered “incidental costs.”
- **Advanced Class** – Tom Freeman brought a SWPPP articles by way of background for preparing the Advanced Class (see PDF File, attached). Misha Vacock, from the EPA, has a new contact person. **Group agreed that SEEP needs to re-establish this contact.**
- **Marketing** – Nelle Coler provided a Marketing Committee update. Nelle Coler is making connections with City of Coeur d’Alene to film proper inlet protection BMP. Item will go to Coeur d’Alene City Council on August 5<sup>th</sup>, and then the videographer will be able to film a real site. Nelle Coler toured a Spokane wood pellet facility, and is looking for a way to find productive uses for slash (that will otherwise just be burned) in Idaho (i.e., Bonner County), and Kurt Pablet is a good contact. Glen Rothrock mentioned a UOI rainmaker

machine, and Mr. Eliot is his contact. Kenny Hicks emphasized the need for a market for secondary products.

- **Regulatory** – Glen Rothrock discussed the new Appendix in the 2008 Draft Coeur d’Alene Lake Management Plan titled “Table of Authorities,” and has a collection of regulations that could be added to the SEEP library. Shoshone County has a number of new items that could be added. [Glenn Rothrock, with Rebecca Stevens’ assistance, will fold this information into SEEP.](#)
- **ESC Technology** – Tom Freeman discussed brochure and literature manual provided by Rebecca Stevens (given to Jamie Davis), which [Jamie Davis will bring to the next meeting to keep with SEEP Library \(“Stanley”\).](#) Group tasked to collect photos that the instructors understand from local sites. [After these photos are collected, the SEEP examination review will take place.](#)
- **Course Power Point Review:** On the drawing (classroom exercise) – [Tom Freeman will update drawing with a new legend and key sheet, and perhaps more emphasis on existing conditions for Group to review.](#)
- **Resource Manual** – [Carrie Holtan volunteered to update the Resource Manual every six months.](#) Dennis Wilson had updated it in April, 2008, just before he moved on to other work-related obligations.
- **Signs and Decals** – John Saffeels has tabled this discussion given the pending trailer replacement work. Group members did place prototype decals in the office. [Nelle Coler again asked for bumper sticker ideas.](#)
- **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. The item will be removed from future agendas as a specific item.
- **Company Training** – Nelle Coler continues to do person-to-person networking on this point, and incorporates SEEP marketing into her other on-going PAC projects (i.e., see slash discussion above).

### New Business:

- **Revised Construction General Permit:** Tom Freeman noted that the real updates will happen for 2010, and current new permit just extension of the existing permit structure. The next round of updates will actually contain loading restrictions and other substantive changes. The Current revision does not affect existing NOI.
- **Latest Fines:** Tom Freeman reviewed the latest fine list.
- **When It Rains It Drains – Seminar Preparation by Kirsten Pomerance** – group agreed her work product was excellent.
- **Regulatory Enforcement Discussion** – John Saffeels relayed a personal experience to the group with a local county Planning Department which involved the issue of lack of consistency in implementation and enforcement of local regulations. Discussion ensued involving SEEP’s nature and its role in regulatory enforcement matters, and appropriateness of written correspondence to local governments on this topic. Group agreed that a general letter including the following would be appropriate: (1) emphasis on educational and outreach nature of SEEP; (2) Board and Committee Members’ current yearly evaluation of past coursework and advanced coursework had generated interest in possibility for educational collaboration with local counties; (3) inconsistent enforcement of local regulations is an

issue of utmost concern to the regulators and regulated community; and (4) since SEEP focuses on education on implementation of regulatory provisions in, among other things, local ordinances, can SEEP and local governments work together on this? The Group discussed that SEEP functions as a resource, assisting diverse entities such as cities, counties, and contractors. The Group agreed that SEEP has a duty to examine issues surfacing within the regulatory and development community. Local governments and SEEP have many common goals, and SEEP is a resource for implementing that common goal. **Motion**, Carrie Holtan will prepare a first draft of a letter for review by committee to be sent to all five county commissioners with “cc” to planning departments, as well as local municipalities, inviting the opportunity for educational collaboration, as stated above, **Motion carried**. Discussion then turned to idea of educating local municipalities on what SEEP is. Kate Wilson discussed also including a list of the certified contractors, or reference to such a list online, within the letter referenced above.

- **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.

#### **Other Business:**

- **Upcoming dates** – August 9<sup>th</sup>, 2008 – Athol Days. See above information for other dates. Bonner County Fair – assisting with TransCanada Booth during third full week of August. Kootenai County fair may have space available.
- **Hauser Steering Committee** – looking for a meeting date and time.
- Next definite meeting date was set for **August 20, 2008 10:00-12:00 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](mailto:choltan@cdatribe-nsn.gov).