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**SEEP Committee Meeting
Panhandle Health District – Sandpoint
322 Marion Ave.
Sandpoint, ID 83864
September 16, 2009
10:00 a.m. – 12:00 p.m.**

Attendees: Tom Freeman, Glen Rothrock, Annette Duerock, Greg Limandri, Jamie Davis, Nelle Coler, Dave Newcombe (UI), Kate Wilson, Molly McCahon

Items in blue indicate task to be completed.

Call to order – Meeting called to order at 10:20 a.m.

Adopt Minutes – No minutes to adopt

Treasurer’s Report – Nelle was delayed due to a meeting, so there was no treasurer’s report. It was noted by Chairman Freeman that the account had not changed since the August meeting, and there is roughly \$21,000 remaining.

Old Business

“Dimensions” Articles Update – Kate Wilson reported that the SEEP articles in “Dimensions” has been changed to quarterly. Many of the NIBCA members expressed that they didn’t see the direct link between NIBCA and SEEP. The publication has gone to an electronic version, which allows a larger layout and broader distribution. Kate provided an article for the July issue, which was a summary of SEEP activities to date (how many classes, how many certified, etc.). [She will submit another article for October, which, based on input from the committee, will cover buttoning up a site for winter.](#) The group agreed that it wouldn’t hurt to run an article on this topic every year.

Trailer – “billboard” locations – Greg Limandri inquired from the fairgrounds how much they would charge for parking the trailer at the fairgrounds. Unfortunately, since he called during the fair, they quoted him the price for that timeframe, which is \$250 for the week. He has asked what the fee would be for times *other than* the week of the fair. The representative was busy at the time and indicated she would get back to him with that information.

Construction Field Guide – City of CDA update – The City previously expressed interest in printing the guides that Nelle Coler has put together. Gordon Dobler, the engineer with the City of CDA, was provided a copy for review, and Nelle indicated he was pleased with it. Nelle will get printing price quotes for 500, 1000, and 1500 guides for Gordon to consider. Chairman Tom Freeman suggested that we should shoot for 1,000 or more, as we would use up 500 pretty

quickly. Glen Rothrock suggested that Grassed Infiltration Areas should be added to the guide before printing, as they are a frequently-used BMP for the City of CDA. Tom also suggested that the panel for this BMP include language on the requirement for shallow injection well permits. [Nelle will add one panel \(2 pages\) to include this information before getting printing quotes.](#)

General brochure – Jamie Davis reminded the group that the general brochure (without specific class dates) had been developed by Nelle and herself last year, but a budget for printing had not been allocated. The idea for the brochure was to have an area, which directs the reader to the website for class dates, where the committee could place stickers with class dates as we establish them every year. ***Glen R. made a motion to approve an expenditure of up to \$1,000 from the SEEP account for printing these brochures and the stickers with this year's class dates. Jamie seconded the motion – Motion Passed.***

PSA – Review to follow meeting

Website updates – Tom requested a number of updates to the website in an email to Nelle prior to the meeting. In addition, Jamie suggested that an updated list of SEEP-certified individuals be sent to Kim Golden for addition to the website. Jamie and Kate would also like a copy of the updated list for addition to other websites. [Nelle indicated that she would ask Mary to send this list out.](#)

Computer – There was some discussion on the purchase of a laptop computer and projector for use by the SEEP committee in class delivery and note-taking. The group decided that we should have the Microsoft Office package installed that includes Publisher. Annette Duerock volunteered to get recommendations on these items from the IT specialist at Panhandle Health. Glen R. agreed to be the designee in charge of obtaining the equipment. ***Jamie moved to allow a budget of up to \$2,000 to be spent from the SEEP account to allow Glen to purchase the laptop, projector, program purchase/installation based on the recommendations from Annette's IT contact. Greg Limandri seconded – Motion Passed.***

Spring Class schedule – The Basic SEEP class schedule for 2010 is as follows:

<i>Kootenai County</i>	<i>March 16 – 17</i>
<i>Benewah County</i>	<i>March 30-31</i>
<i>Bonner County</i>	<i>April 13-14</i>
<i>Shoshone County</i>	<i>April 27-28</i>
<i>Kootenai County</i>	<i>May 11-12</i>

The committee agreed to *reserve April 20-21 for a Boundary County class* if the Bonner County class has enough students enrolling. The Bonner/Boundary classes have been combined for the last couple of years due to the number of students signed up. Last year was a large class in Boundary County, with a number of Bonner County students. If the class this year has any more students than last year, we will split it into two classes.

SEEP certificates – As of the last time he had spoke with Tom, a gentleman with the City of Post Falls had not gotten his certificate from completion of a Basic SEEP class in early 2009. Since then, the issue was figured out, (some paperwork was received late, so the certificate was an outlier), and the certificate should be on its way.

Committee Reports and Assignments

Training Cadre – no one from the cadre present

Marketing – This committee will meet one hour prior to the next SEEP committee meeting; 9 a.m. October 21, at PAC. The committee has not met in a couple of months while waiting to review the draft PSA (to follow this meeting).

Kate mentioned that her schedule has settled down somewhat this fall, and she would like to get an article in an erosion control magazine. She presented a copy of *The River Journal*, a publication in the Pend Oreille watershed, that contained an article she wrote this summer, entitled “Blazing Trails.” Kate explained that there were several employees from Schweitzer Mountain Resort in the Boundary SEEP class she attended in 2009. The folks were in the process of extending the trail system on Schweitzer, and Kate’s article covered some of the BMPs they utilized and included some quotes from the supervisor expressing how the concepts he learned in SEEP had helped in performing this work. Tom suggested that this kind of article would be good for the erosion control magazine.

Advanced Class – Tom passed out packets containing draft Speaker Notes, Other Notes that need a place in the presentation, and the Plan Slides he has developed for the “Developing a SWPPP” portion of the Advanced Class. [He would like the members of the committee to review and critique this material and bring comments to the next committee meeting October 21 for Jamie to compile.](#) The next steps would include further revision by Tom and Jamie, an internal review of the final product (a scheduled meeting prior to December 1st, ideally), and a practice class in December. The hope is that the practice class will be presented by a contractor or CWP staff, and the attendees will include EPA stormwater staff, SEEP committee members, and others with experience on this subject.

Regulatory – Tom mentioned that there was an interesting article in the Spokeman Review that morning regarding phosphorus limits that have been set in the Spokane River.

ESC Technology – No update

Powerpoint Review - Nelle pointed out that we have several sets of student materials printed from last year. The committee feels that the review and update for the 2009 classes was adequate for 2010, and we will revisit the Powerpoint in June 2010.

Resource Manual – Committee information needs to be updated. No assignment was made.

Presentations/Outreach

Highway District meeting MS4 – 9/2/09 at Bakery by the Lake 8 a.m. – Glen R. and Tom attended this meeting and discussed the City of CDA needs for outreach and education under the MS4. They are interested in putting our PSA on their TV channel.

CDA Chamber – they were planning an economic expo for October, but has been postponed. The idea is that SEEP needs to be pulled into the Chamber. There was discussion on becoming members of other Chambers (Sandpoint, etc.). [Glen will see if there’s any such thing as a Council of Chambers or anything area-wide.](#)

NIBCA Golf – SEEP was asked if we would like to sponsor a hole. The Committee felt it wouldn’t be efficient, as it is a one-time advertisement.

Dave Newcombe, University of Idaho Coeur d'Alene Campus, Environmental Science Program – Hayden Lake Project & One Backyard at a Time;

Mr. Newcombe explained the webinar (One Backyard...) that Washington State had hosted. Although we were past the live broadcast, we can view the video. Dave will send the link to Tom and/or Nelle for the committee to access. Dave feels there is a need to provide this information in such a way that does not make it seem like it's too expensive. The video presented case studies on Low Impact Development. They also offer LID classes, and he is hoping he can convince them to offer some of those in Spokane.

Dave also mentioned that he is requiring service learning from his Environmental Science students. He currently has one student, Codie, who needs a project and would like to send her to the SEEP committee or individual members. [Jamie agreed to talk to Codie and will help match her with an appropriate project based on their conversation.](#)

Dave is looking at implementing NEMO (Nonpoint Education for Municipal Officials) in three watersheds in the North Idaho area as demonstration watersheds. The projects will involve some GIS work and engaging stakeholders. He is looking Hauser and Hayden Lakes and potentially Cocolalla. He said they would be good, as they have mixed management (development, forestry, agriculture, etc). They are shooting for a grant through EPA for 3 years, and they could be extended from there.

New Business

Next Meeting – October 21; 10:00 a.m. – 12:00 p.m., at PAC

****Marketing Committee will meet one hour prior**

There was some discussion on the need for a Secretary. Tom indicated that Denna Grangaard is willing to take notes when she can attend the meetings. No Secretary was appointed.

Meeting Adjourned at 12:35 p.m.

PSA Meeting

Heather and Jason from Sprout Media Werks presented the rough 7-minute PSA they have developed for SEEP. The committee provided feedback on a few items. Suggested changes included clarifying that TransCanada was a sponsor of the PSA - not that 811 is their program, adding photo credit to Randy Buck for the Sand Creek sediment plume photos, updating the website to www.panhandleseep.org, adding a picture of aquatic invasive species (which Kate will get to them), changing the picture of the steep stream channel to a flatter, more sediment-laden stream to illustrate the effects of sedimentation on bottom substrate, and adding titles to the headshots of Tom and Jamie. Heather and Jason will make changes within the next week and get a copy to Nelle for another review by the committee.