



SEEP Board Meeting Minutes
September 17, 2008
Panhandle Area Council

Attendees:

Chairman – Tom Freeman

Secretary – Jamie Davis

Board Member – Nelle Coler

Board Member – Brent Leonard

Board Member – John Saffeels

Board Member – Brent Leonard

Board Member – Greg Limandri

Committee Member – Carrie Holtan

Committee Member – Jack Gunderman

Committee Member – Kathy Dingman

Minutes recorded by Carrie Holtan, Environmental Specialist, Coeur d'Alene Tribe.
***Please note:** Anything in **blue** text is a task that needs to be completed.

The meeting was called to order at 10: 10 AM by Chairman Tom Freeman.

Motion to adopt the Minutes from August 20, 2008, voted, seconded, and accepted.

Treasurer's Report: \$35.00 spent for advertising trailer purchase interest, balance is roughly \$25,000.00.

Old Business

- Dimensions Articles Update – Kate did receive volunteers to provide technical assistance on upcoming articles. **Kate will provide update on any needed technical liaisons at the next meeting.**
- Trailer Update – Greg Limandri reported that the trailer fender arrived, it will be repaired, and purchase is expected to close the deal within the next few weeks.
- Spill Kit - Update – No update at this time.
- Letter to County Commissioners – The letter to the County Commissioners was signed/mailed, yet no response has been received to date according to Nelle Coler. John Saffeels reported that he did hand deliver and discuss the letter with some Commissioners, and his comments regarding need for training proper inspections

necessary were well-received. Nelle Coler discussed taking pictures of construction site with ESC issues, and other site issues. Does SEEP have a role in providing further input/guidance on issues spotted in the field? Tom Freeman agreed, and believed that SEEP should report issues to enforcement issues. Greg Limandri had made enforcement calls to IDT regarding I95 construction issues he reviewed. A group discussion ensued about various regulatory matters and associated political overlays. Discussion continued about how to handle witnessed ESC problems at sites. [Tom Freeman and Jamie Davis suggested meeting with local elected officials, and Nelle Coler recommended that an invitation be extended to such officials for the SEEP Annual Meeting in November.](#)

- Construction Field Guide – John Saffeels obtained a quote for a budget reference, in the amount of \$6.26/book (500 copies); \$4.68/book (1000 copies); \$3.20 (2000 copies). Joan Meitl is willing to add an appendix or work with SEEP on revisions, and work on distribution and printing generally. Comments and changes should be delivered to her asap, giving upcoming printing deadlines. Tom Freeman agreed that there is merit to developing our own field guide, but believes the current resources should be spent on developing an advanced class. Instead, SEEP members should deliver comments to Ms. Meitl. Jamie Davis will tell Ms. Meitl to list the panhandle recipients, and delay forwarding manuals at this time. [The dates of October 1st \(after 1:30PM\) and 2nd \(to be done by 3pm\) at Tribe's Coeur d'Alene Office](#) were tentatively selected for a Board/Committee review session. Carrie Holtan will confirm conference room availability and send out directions and parking information, and will work with Kathy Dingman to get the manual document converted from a TIFF to a PDF.
- General Brochure – Jamie Davis revised the brochure, and circulated the current version. Nelle Coler recommended particular class advertising with current format, and Jamie Davis mentioned that there is no printing budget right now. The group found brochure and minor revisions acceptable.
- PSA Proposals – Nelle Coler reviewed terms of RFP (evaluation criteria; estimate of cost; etc.) for the group. ComCast provided a CD of information, with the following: 1 60-second - \$2200; and 2 30-seconds – \$2,143. Sprout Media provided: 5-10 minute educational video (for presentations with distribution); compressed video – Utube; 2-30 second commercials. Cost: \$4,960. Max budget is \$5,000. The Marketing Committee recommended retaining Sprout Media. **Motion, and second:** Retain Sprout Media for proposed advertising work, as itemized in its Response to RFP, with contract documents to be negotiated and drafted by and through PAC. **Discussion on Motion:** Nelle Coler (in response to John Saffeel's question) discussed funding options for commercial air time. Tom Freeman discussed ability to use for presentations, and merit generally. Budget was established for creating video media, not air time. **Motion carried.** Nelle Coler recalls it being about \$750 for week of air time. John Saffeels recommended, as an aside, advertisement in the Business Journal publication.
- Web Site Updates – [Kathy Dingman is still waiting for some responses from this year's instructors \(send picture and bio to Kathy if you haven't already\).](#) Kathy Dingman will be

putting the General Brochure online. Jamie Davis indicated that Kate Wilson will be sending [Dimensions Articles](#) to Kathy Dingman for posting on web site.

- [IDL Aquifer Survey Grant](#) – no update at this time.
- [Database Technology](#) - Carrie Holtan went over ideas for proposed database design, and group agreed that an excel spreadsheet format would actually be best for the purposes contemplated. Tom Freeman had considered some topic category organization ideas, and he will forward that spreadsheet information to the group. Tom Freeman would like to have the membership take a look at publications, magazines, and personal preference to begin reviewing existing data and technology. What would be the easiest way to organize and research information? What are the best? What are the criteria? From that, the group can then provide comments on overall organization structure. Carrie Holtan will then put together a draft spreadsheet for further review and discussion.

Committee Reports Assignments

- [Training](#) – Carrie Holtan went over responsive information and status on train the trainers. Jamie Davis requested the group to begin thinking about an agreement for trainers to commit to class teaching. Nelle Coler discussed a grant application for training opportunities (see attached PDF document entitled “Technical Capacity Mini-Grants”). Main questions posed and “To Do” List: (1) how much does it cost to retain Sue Welsh (Nelle Coler will contact Annette Deurock regarding terms of prior deal); (2) how many new “trainers” are necessary to justify time/effort/expense of a new train the trainer course; and (3) “agreement to teach” terms will be established as the project develops.
- [Marketing](#) –Bumper sticker ideas from Brent: Instant Sodisfaction; Complete Grassification (for hydro-seeding). Still need more erosion control recommendations. See PSA Discussion above.
- [Advance Class](#) – no update at this time.
- [Regulatory](#) – no update at this time.
- [ESC Technology](#) - see database discussion above.
- [Exam Review](#) – Brent discussed hydroseeding timing issue (also pertains to Resource Manual), and will draft some language to clarify the specific information to be targeted by this exam question.
- [Power Point Review](#) – Members have been taking photos for presentation.
- [Resource Manual](#) – Carrie Holtan received further guidance as to the tasks involved in the biannual revision of the Resource Manual: (1) personnel updates; (2) train the trainer

“agreement to teach” terms; and (3) double-check past motions. [She will complete the update in draft for next meeting.](#)

Presentations/Outreach

- IASCD Conference – November 17, 2008. Jamie Davis described the intent of the conference, and target audience involved, and why Tom Freeman was invited to speak.
- Other – Jamie Davis invited Tom Freeman to the PanHandle Lake*A*Syst Steering Committee meeting, and he accepted. Jamie Davis presented the Lake*A*Syst program to Lake Hauser. Jamie Davis found face painting at the Bonner County Fair useful in attracting people to the SEEP booth, and Kathy Dingman handed out pamphlets at a recent county fair as well.

Report of Fines – no further report at this time.

New Business

- Training dates – Tom Freeman recommended against the winter class sessions with early spring field sessions. The group agreed that March and April are likely the best times for the classes. Tom Freeman recommended establishing dates and general locations. John Saffeels recommended: 2 Kootenai County; 1 Shoshone; 1 Bonner/Boundary County; and 1 Benewah/Lewiston-Moscow-Area. Potential dates: Wednesday/Thursday March 25-26th; Wednesday/Thursday April 8th/9^h; Wednesday/Thursday April 22nd/23rd; May 6th/7th; Wednesday/Thursday May 20th/21st. Tentative assignment of dates and locations:
March 25th/26th: Kootenai County
April 8th/9th: Benewah (possibly Plummer, since there is a pit off Route 5)
April 22nd/23rd: Bonner/Boundary
May 6th/7th: Shoshone County
May 20th/21st: Kootenai County
Nelle Coler will contact Norm Suenkel about his availability for the Benewah course. Committee members should review dates to confirm availability. The locations are tentative and will be confirmed/finalized at a future meeting.
- Tom will not be at the October meeting. Jamie Davis will not be at the October Meeting either.
- Upcoming dates (training, NIBCA, etc.) – see Training Date schedule above.
- The next meeting will be **November 19, 2008**, and will be the annual General Membership meeting. Bylaws shall be consulted to determine Board Members up for re-election. The general membership meeting should be more heavily advertised, to generate interest.
- Motion to adjourn meeting at 11:59AM.