



SEEP Minutes
November 15, 2007
Panhandle Area Council

Attendees: Annette Duerock, Kay Kitchel, Tricia Lotton, John Saffeels, Tom Freeman, Rebecca Stevens, Glen Rothrock, Jamie Davis, Ben Tarbutton, Nelle Coler, Greg Limandri, Kim Golden, and Dennis Wilson.

Minutes/notes taken by Rebecca Stevens and Jamie Davis.

Business: Meeting was called to order by Chairman Tom Freeman at 10:05 a.m.

- **Minutes:** There was an overall acceptance of the minutes as they were emailed out.
- **Treasurer's report:** Nelle handed out the Treasurer's report and notified the group that as of 11/15 PAC has only received 2 registrations for classes.

Updates:

- 1) Glen and Rebecca gave an update on the Inland NW Land, Water, and Fire conference. The turn out was only 8 students however, there was a good representation of entities (including IDL, County Planners, private consultants, etc.) so the instructors asked the students to take brochures back to their constituents (Kim Golden said he will be in St. Maries in 2 weeks and would be happy to take some brochures down there.) Tom also pointed out that he made a contact with someone from U of I and will get that info to the group.
- 2) Tricia and Kay are working diligently at finding an insurance company that will meet the needs of the SEEP Steering committee but are hitting some road blocks. Kay suggested that they go back to the insurance companies and request specimens of policies for claims only. SEEP has general liability in place but it needs to be revisited. Chairman Freeman suggested that the group table the issue until the next meeting or if something comes up before then, he will call a special meeting or conference call. Kay will try to get the committee information by 11/30/07.
- 3) Brochures: Nelle reported that 547 brochures were mailed out using her master contractor, developer, design professional, etc. list.
- 4) Class promotion: NIBCA presentation will be on February 20, 2008. Discussion followed regarding putting an 8 ½ x 11" insert on SEEP in the NIBCA Dimensions newsletter. Nelle and Annette will look at possibly using the flyer that was designed for SEEP last year. Nelle had the PAC receptionist call for

quotes for one-sided color copies, the company that produced our most recent brochure estimated approximately \$179.99. At this point the group felt the need to make an advanced decision. Annette moved that they look into generating 1,000 copies of the flyer through PHD if it will be under \$200.00 and if it is greater, an email will be sent to the group requesting additional funds to generate the flyer, Rebecca seconded the motion, **motion carried**. John said that he would need any articles for Dimensions by Monday 11/19/07. Dennis suggested that the group look into putting news releases into local newspapers and he agreed he would look into it. Nelle mentioned possibly doing 3-5 minute public service announcements on local TV as well.

- 5) Brochure Distribution: Jamie and Dennis agreed to help distribute brochures in Bonner and Boundary Counties. Ben and John committed to getting them to city centers in Coeur d'Alene, Hayden, and Post Falls. Greg will drop some off at the Coeur d'Alene Chamber of Commerce as well as Worley City Hall. Rebecca will take some down to Benewah County.
- 6) Resource Manual: Annette and Dennis are in the process of putting together a resource manual. Dennis conducted a SEEP inventory of classroom and field supplies and handed out copies. He asked that folks look at handouts on the side table and identify which handouts the committee would like to see continued.
- 7) Exam Review: Colby was asked to look at the exam as it was last updated from the Exam Sub-committee. Rebecca will get his revisions and get them back to the exam committee for a final approval. Rebecca sent around 2 disclaimers for the group to look at. John moved to adopt the following Disclaimer (adding sediment in the last sentence, see bold) to be put in the classroom manual (Nelle and PAC staff will assist in adding it to the manuals), Nelle seconded the motion, **motion carried**.

Disclaimer: This guide discusses measures which can help you minimize erosion and control sediment. The guide is intended as general information only and is not a substitute for the assistance of an engineer or other erosion control professionals. While the drafters of this guide have used current information, the specific requirements of government agencies may differ from those shown in this guide. In the end, you are legally responsible for the results of your erosion and **sediment** control measures.

- 8) Website update: Trainer bios will be updated after the Train the Trainer with Kate Wilson reviewing the bios and Nelle assisting in honing them down.
- 9) Train the Trainer: Class will be held in Bonner County at PHD December 13, 2007 8:00am-3:30 or 4:00 pm. Susan Welch will be teaching the class and Tom and Greg Williams will get ConTech to conduct an afternoon session on BMP materials. Greg was not available for today's meeting but would send Sig Fransen to the Train the Trainer on 12/13. The following was inserted from an email sent from Greg Williams on November 9th to Tom. Sig has requested an hour for his presentation and will cover hydrodynamic, catch basin and vault filter treatment, and also touch briefly on stormwater detention/retention. Currently, the following people are scheduled to attend: John Saffeels, Tom Freeman, Glen Rothrock, Jamie Davis, Kenny Hicks, Brent Leonard, David

Dodge (RS will look into), Greg Limandri, Rebecca Stevens (tentative), Karl Harmon, and Steve Meglich.

10) Classrooms:

Bonner County January 8, 2008. Lead: Colby Weathers, Assistant: Glen Rothrock and Jamie Davis. To be held at Northern Lights Power Company in Sagle.

Shoshone County January 15, 2008. Lead: Tom Freeman, Assistant: Rebecca Stevens and Kenny Hicks. (Silver Valley Worship Center-tentative)

Kootenai County February 5, 2008: Lead: Colby Weathers, Assistant: Glen Rothrock. *This class would be a great opportunity for newly trained trainers to attend and assist in teaching a section of the PowerPoint. To be held at PHD (lobby conference room) in Hayden.

Benewah County February 6, 2008. Lead: Rebecca Stevens, Assistant: Colby Weathers (Glen Rothrock as backup) and Jamie Davis assist if needed. To be held at the AVISTA Conference Room, St. Maries, ID.

Boundary County April 8-9th, 2008. Lead: Tom Freeman, Assistant: Jamie Davis. Class will be held at the new Visitor's Center in Bonners Ferry, ID.

11) PowerPoint review committee: Glen will chair the committee to edit the current class PowerPoint presentation (for ex: change background color, shorten verbiage, reduce number of repetitive slides, etc) Ben, Rebecca, and Annette will sit on the committee. Annette mentioned that the flash drives need to be scanned for viruses.

12) Company Training: Nelle and John will work on putting together outline guidance for how to deal with company trainings. John suggested that if we solicit companies to offer training then we need to commit special sessions for instruction.

13) Other "new" committees: 1) ESC Tech committee- Colby (if available) 2) Stormwater Tech committee- Annette suggested that this committee planning discussion be tabled for now. 3) Regulation Watch- Glen offered to Chair this committee, Ben would participate on behalf of Kootenai and Shoshone Counties and Jamie would participate representing Bonner and Boundary Counties. Glen is hoping to bring June Bergquist into the SEEP process at some point. 4) Marketing committee-work with current committee. 5) Company Training- John, Greg, and Nelle.

Next meeting is set for 12/19/07 Panhandle Area Council (PAC) 10-12a.m.

Other business and tasks to be completed by next SEEP meeting December 19, 2007

- Elaine from PAC introduced an EPA grant that is available for environmental education for \$15-20K. The due date is 12/20/07 and Elaine said that if we apply for \$10K or less are chances are better. Elaine would be available to assist in the application process if the committee is interested, funds would be available July

2008. Annette suggested that Elaine sit in on advanced class committee with herself and Jamie. The group needs to compile a sub-committee list for the next meeting.
- Annette suggested that a person from each County sit on the Regulatory Watch committee. For example Jeff Legg (Shoshone), Clare Marley (Bonner), and Ben Tarbutton (Kootenai).
 - NIBCA Feb. 20, 2008- Need volunteer to give presentation.
 - John Saffeels is working on signs for the trailer and gave an estimate of the cost of production and hours to create them. Nelle passed around an example of the sign 18x24". Tom suggested 2 for the trailers and John will continue to look into attachment options. He will bring written cost quotes to the next meeting. Annette reminded the committee that the signs should not be permanent therefore she will look into attachment brackets from PHD.
 - Dennis will get a press release to Nelle and will cc: Jamie. The committee needs to form a sub-committee to review and edit the PowerPoint before the January 8, 2008 class.

With no further business, Rebecca moved to adjourn meeting at 12:35pm (via Jamie Davis), John seconded the motion, **motion carried.**

Motions re-capped

- Annette moved that they look into generating 1,000 copies of the flyer if it will be under \$200.00 and if it is greater, an email will be sent to the group requesting additional funds to generate the flyer, Rebecca seconded the motion, **motion carried.**
- John moved to adopt the following Disclaimer (adding sediment in the last sentence, see bold) to be put in the classroom manual (Nelle and PAC staff will assist in adding it to the manuals), Nelle seconded the motion, **motion carried.**
- With no further business, Rebecca moved to adjourn meeting at 12:35pm (via Jamie Davis), John seconded the motion, **motion carried.**

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