



SEEP Board Meeting Minutes
November 19, 2008
Panhandle Area Council

Attendees:

Brent Leonard, Herb Heisel, Nelle Coler, Jack Gunderman, Ashley McFarland, Kathy Dingman, Greg Limandri, Tom Freeman, Terry Leigh, Tricia Lotton, Jamie Davis, Joe Wuest

Minutes recorded by Jamie Davis. ***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 10:10 a.m.

Nelle moved to accept the September 17, 2008 meeting minutes, Brent seconded, MOTION PASSED.

Nelle Coler's Treasurer's Report - There is approximately \$20,000 in the SEEP account. We have spent \$5,300 on the trailer and will be needing to reimburse Tom for license/insurance costs. We will owe Sprout Media Werks approximately \$2,300 upon completion of the PSA products. We have applied for \$12,250 from the Center for Watershed Protection. Were told we'd hear back after 10-31, but haven't heard yet.

Old business

- **Dimensions" articles** – Kate Wilson was not in attendance to provide an update. Chairman Freeman brought the new committee members up to speed on the articles.
- **Trailer** – Greg was notified this morning that he can pick the trailer up. Greg will take it home and figure out shelves. Nelle noted that NIHC needs to be the lienholder, and SEEP needs an agreement with NIHC. Nelle passed out a draft resolution to cover licensing, ownership, etc., and also added that we need to revise bylaws to cover what happens to SEEP property if the program dissolves. Nelle moved to accept resolution, Greg seconded. MOTION PASSED (see resolution). Terry Leigh, with the City of Coeur d'Alene, offered that the City may be able to help with trailer signage. They have the capability (vinyl

lettering). [John Saffeels needs to contact Terry. Nelle has submitted graphics and trailer dimensions to Terry, and offered a free class for one City employee.](#)

- **Construction Field Guide** - – Jamie forwarded Carrie’s suggested comments to the committee and has received to response. Jamie will redistribute email and accept feedback until November 26th. Then she will send response to Joan. We will eventually create our own, but our current priority is the advanced class. Kathy suggested putting something on the website for now and worry about print later. [We will ask for volunteers to create a construction field guide subcommittee. Please contact Nelle, Tom or Jamie if you would be willing.](#)
- **General brochure** – the updated brochure does not have dates. Nelle suggested making stickers for dates in the future once we have some printing budget. Chairman Freeman noted that we need to think about the budget soon in order to print some brochures and distribute for the spring classes
- **PSA proposals** – a few committee members have met with Sprout Media Werks 3 times since the last SEEP meeting. The products we will be getting include a 5-10 minute educational presentation (that we can use for meetings, displays, and to post on the internet) and 2 – 30 second commercials. We have gone through storyboard text. The PSAs will include a combination of still and moving shots as well as “talking heads.” The PSA will be addressing homeowners and their responsibility in decisionmaking. We need a list of frequently-asked questions for the PSA as well as the website. [Nelle has started a list but needs a volunteer to review the draft.](#) (Joe Wuest and Tom took paper copies, and received electronic copies for review.)
We will be adding the 811 – Call Before you Dig information. We need TransCanada’s stamp of approval and more photos. Herb mentioned that there are still some problems with the 811 system. In some cases, the calls don’t get directed to the right location (it’s a national number). The issue is slowly getting resolved. In the meantime, if you call and get directed back East, hang up and call again. 811 was adopted to minimize confusion (multiple numbers for a small area prior). The Western states have largely moved to 811 – Eastern states are still flailing a bit.
- **Web Site updates** – Kathy reported that trainer pictures have been updated. Frequently-asked questions and list of contacts need to be added prior to PSA. Kathy’s position is changing March 1, but she’s hoping to continue with the website. She’ll continue on her own time – it just may take a little longer.

Committee reports and assignments

- **Training Cadre** - Ashley (Benewah County Extension) said she would be potentially interested in becoming a trainer. [Carrie/Kenny can add her to the list.](#)
- **Marketing** - need to nail down locations for next classes and finalize dates to print brochures. (Timing will depend in part of the details of the CWP grant.)
- **Advanced class**- Chairman Freeman, Jamie, and Annette Duerock met and looked through EPA information and their slideshow. We will work on developing a friendlier version once we know what assistance we can expect from the CWP proposal. The bulk of the class will consist of how to develop a SWPPP and file necessary documents. [Bill Johnson, Bonner County Planning & Zoning is interested in attending when we get the class going.](#)

- **ESC Technology – Database** - articles, brochures, info on BMPs ...cataloging system. Have made some progress, but not a lot yet (Carrie's been busy).
- **Power Point Review** – We need to go through Basic Powerpoint – mainly to update photos. [This will require a special session, possibly some time this winter.](#)
- **Resource Manual** - will need to be updated in the near future to update Board members.

Presentations/Outreach

Chairman Freeman presented stormwater issues at the annual Idaho Association of Soil Conservation Districts conference in Coeur d'Alene, and plugged SEEP. The presentation was well-accepted.

Lakes Highway District was fined in March last year following an EPA inspection. Joe Wuest and his counterpart, Melissa Cleveland, are giving presentations on lessons learned (ex: timing with erodible soils is crucial. Costs going up really highlight the timing component). They want to share the lessons with other agencies/entities. They plan on presenting at a road-builders clinic coming up in CDA in March. He doesn't have any SEEP brochures, but they are plugging SEEP as they go. They would like some SEEP info to incorporate into their presentation. [Joe will send his presentation to Nelle.](#) They'd be willing to do an abbreviated presentation for us. Brent suggested to present to NIBCA. Joe noted that essentially all right-of-way workers (utilities) are unaware of SEEP. We need to target them. Herb followed up with the law re: Call Before You Dig. He has dropped off brochures at Kootenai County's office for distribution.

Report of Fines

Joe said the majority of the fines the Lakes Highway District received were on the paperwork end. EPA says they focus more on the ground, but Joe says you should definitely pay attention to paperwork. EX – they were fined because they didn't write down that they were working from a paved road and didn't have a construction entrance. They ended up with an expedited settlement agreement, and total fines were divided amongst the Hwy District, the contractor, and utility folks - \$14,950. Brent inquired why were they looking at that project specifically? Joe thought it may have been because it looked kind of bad due to the timing of the project. They had let contractor go at will. He disturbed ground he shouldn't have at the wrong time of year.

New business

Brent moved to accept Annette Duerock's resignation, Nelle seconded, MOTION CARRIED.

5 positions are open on the SEEP Board (2-year terms).

Of the current Board, the highlighted people are up for re-election and all but Annette indicated they would be willing to continue as board members:

Current Board

Chair – Ton Freeman, Vice Chair – Annette, Secretary - Jamie Davis, Nelle Coler, Kenny Hicks, Brent Leonard, Glen Rothrock, John Saffeels, Greg Limandri

Carrie Holtan was nominated for the Board by email.
Nelle nominated the current other 4.

Nelle moved to accept by decree the nomination, Greg seconded, MOTION CARRIED

Next Meeting

December 17, 2008 - 10-1200 hours at PAC

We will solidify class dates for spring and select Vice Chair. We will also discuss looking at a different meeting day potential.

The Marketing Committee will meet from 9-10 AM prior to the SEEP committee meeting at PAC

With no further business, Herb moved to adjourn at 11:30 AM, no second necessary, MOTION CARRIED.

If any committee members recorded more detailed information that was not captured in these informal minutes, please contact Jamie Davis, jldavis@agri.idaho.gov.