



SEEP Board Meeting Minutes
December 17, 2008
Panhandle Area Council

Attendees:

Chairman/Board Member - Tom Freeman	Board Member - Glen Rothrock
Board Member - Greg Limandri	Board Member - Carrie Holtan
Board Member - Nelle Coler	Board Member - Brent Leonard
Board Member - Jamie Davis	Committee Member- Tricia Lotton
Committee Member - Kate Wilson	Committee Member - Norm Suenkel
Joe Wuest, Lakes Highway Department	Denna Grangaard, Consultant
Kathy Dingman, Panhandle Lakes RC&D	

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 10:07 a.m.

The group voted to accept the November meeting minutes.

Nelle Coler's Treasurer's Report – Balance in SEEP account is \$17,000.00. Center for Watershed Protection (“CWP”) grant awarded, including \$5,867.00 cash, and \$5,000.00 in-kind services. Further information will be forthcoming about the specifics of the “in-kind” portion (i.e., monies to support hiring trainer for advance class/train the trainer).

Introductions were made for new attendees.

Old Business:

- **“Dimensions” articles: Update** – Kate Wilson continues her excellent work on preparing and writing the *Dimensions* articles. Most recent article is about winter equipment maintenance, and the next article will be about low water-work with technical point-person Greg Limandri. Articles are due the last Tuesday of every month. **The upcoming inlet protection and storm and sediment control article still needs a contact person.** Terry Leigh of Post Falls, Idaho is a possible contact for this topic. **Kate Wilson reminded the group of needing new ideas for future topics beyond July, 2009.**
- **Trailer and Signage Update** – The new trailer is in SEEP's possession, and is insured. City of Coeur d'Alene (Terry Leigh) can do the signage for the outside of the trailer. Nelle Coler sent along the graphics specifications to Terry Leigh. **Motion:** **allow Nelle Coler to negotiate with City of Coeur**

d'Alene to obtain laminate lettering on SEEP trailer in accordance with proposed specs in exchange for up to two free SEEP course tuitions, as Nelle Coler sees fit. **Motion seconded**, and **Motion carried** unanimously. Greg Limandri will follow-up on making some interior modifications to the trailer.

- **Construction Field Guide – SBDC revision and reprinting.** Jamie Davis provided update on the status of Joan Meitl's Field Guide. There is sufficient need for our own field guide, but time and resources are an issue. Glen Rothrock mentioned that the T2 field guide regarding road-specific practices in Shoshone County is extremely valuable. A lead is needed to take this task on. Greg Limandri's contact has put together a field guide proposal, at a total cost of \$400.00, for graphic design of a field guide. A discussion ensued about revisions needed and recommended on the Meitl Field Guide. A subcommittee chaired by Nelle Coler was formed to prepare SEEP's own field guide. Glen Rothrock inquired about copyrighting issues, and Nelle Coler responded most graphics are public domain, and a discussion ensued as to whether Hoffman Horticultural Research could prepare graphics as well. [Hoffman Horticultural Research will provide samples of work and revisions \(more specifics\) to the Cost Proposal for the next meeting.](#)
- **General Brochure –** \$800 for printing about 2,500 brochures. [Nelle Coler will check on sticker with dates printing costs.](#)
- **PSA –** Nelle Coler received an update from Sprout Media. Heather (Sprout Media) is almost done filling in photos on the story-boarding, and will be setting up a filming schedule. Tom Freeman provided Nelle Coler with edits/revisions to the FAQ sheet. Nelle Coler will make revisions and send to Kathy Dingman for posting. Glenn Rothrock committed to filling many of the remaining FAQ sheet answers.
- **CWP Grant Proposal –** See Treasurer's Report above.
- **Web Site Updates –** Kathy Dingman wants as much information as possible for the PSA inquiries on the web site. A list of resources is necessary. The best single advertisement for SEEP is the web site. County contacts need to be on the web site, generally, and for the PSA purpose. Nelle Coler is also doing the FAQs. [Jamie Davis will send her Bonner County information and general informational repository data to Glen Rothrock; Glen Rothrock will do Kootenai County.](#) Norm Suenkel will be the contact for Benewah County. [Then, Glenn Rothrock will send out an e-mail to the Committee to review and supplement.](#)
- **Database – ESC Technology.** Group discussed comments and input. [Carrie Holtan will take comments and prepare a draft excel spreadsheet for the group to review for the next meeting. She will also use the set of brochures and industry information files submitted by Tom Freeman.](#)
- **Lakes Highway District Presentation –** Joe Wuest was present to talk about his presentation at the Idaho Association of County Engineers and Road Supervisors, 26th Annual Conference, November 11, 2008, entitled "It Could

Happen to You: Lessons Learned from an EPA Inspection.” Tom Freeman would like to see SEEP assist or participate with this venue on common goals. Utility companies could likely use additional education and outreach on storm water processes. Jamie Davis recommended a Continuing Education course based on this material. Joe Wuest is willing to make his presentation to the SEEP group. Joe Wuest is making the presentation to a group in March, 2009 (group of engineers meeting at the Coeur d’Alene Resort) which Carrie Holtan and Jamie Davis will try to attend and film. Glen Rothrock could come up with lists of potential audiences.

Committee reports and assignments:

- **Training Cadre** – Necessary steps:
 - Agreement for Train the Trainer – Carrie Holtan will prepare a draft Agreement for the next meeting.
- **Marketing** – The Marketing Subcommittee needs to finalize the training session dates and locations. Tom Freeman would like to do some targeted advertising work for educating/outreach to utility companies.
- **Advanced Class** – Tom Freeman and Jamie Davis had put together a good outline for an advanced class format. Jamie Davis and Tom Freeman will meet to continue working on a draft for the Advance Class.
- **Regulatory** – Nelle Coler discussed the City of Coeur d’Alene storm water drain regulation revisions. Not a lot of substantive changes, but language revised. Carrie Holtan will provide an update on the Avista settlement for the next meeting.
- **ESC Technology** – See ESC Technology Database update above.
- **Power Point Review** – Tom Freeman recommended that the Board and Committee review the power point at the next meeting. The photographs need to be updated, and some of the verbiage. Carrie Holtan will bring the Tribe’s projector for next meeting to review the power point as a group, and people will bring photographs with them to the next meeting.
- **Resource Manual** - Carrie Holtan has the word document, and will e-mail questions about the update to the Committee and Board.
- **Spill Kit** – Greg Limandri inquired about whether there is a general roster for spill kit contents.

Presentations/Outreach

See update above from Joe Wuest, Lakes Highway District.

Lead Testing workshop will be held on February 24, 2008 by the City of Coeur d’Alene.

Denna Grangaard asked whether IDT field staff could take the SEEP course. Tom Freeman responded that IDT’s class doesn’t have a field component. Denna Grangaard will look into receptivity of IDT staff for a follow-up invitation to take the class.

Report of Fines

Tom Freeman reported a potential fine at Schweitzer.

New Business:

- **Election of Offices – Vice Chair.**
 - **Motion:** Carrie Holtan nominated Jamie Davis for the Vice Chair. Brent Leonard **seconded** the nomination, Nelle Coler moved to close nominations, **Motion seconded**, **Motion carried** unanimously.
 - **Motion:** Jamie Davis nominated Carrie Holtan for Secretary, **Motion seconded**, nominations closed and seconded, **Motion carried**, unanimously.
- **Training Dates**
 - **March 25 and 26, 2009** - Kootenai County – Panhandle Health District Facility.
 - **April 8 and 9, 2009** – Benewah County – Federal Building. [Norm Suenkel will check on Benewah County class and field locations.](#)
 - Pit Site needed for St. Maries (ITD Pit or County Pit)
 - Slopes that SEEP class can use to install silt fences and other (temporary) BMPs; ditch; angular rock; hydroseeding. 15-20 feet in length.
 - **April 22 and 23, 2009** – Bonner/Boundary County; [Jamie Davis will check into Boundary County classroom locations.](#)
 - **May 6 and 7, 2009** – Shoshone County – Church facility. [Glenn Rothrock will follow-up here.](#)
 - **May 20 and 21, 2009** – Kootenai County – Panhandle Health District Facility.

Other Business:

- **Confirm next meeting date and time – January 21, 2008: 9-12:00 p.m. , PAC. PLEASE NOTE: meeting will begin at 9:00 a.m.**
- **Motion** made to adjourn the meeting at 12:05 p.m., **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.