

**MINUTES**  
**STAKEHOLDER ADVISORY BOARD**  
**MARCH 16, 2005**  
**ATLANTA, GEORGIA**

Present were Stakeholder Advisory Board members Mark Byrd, Alice Champagne, Doug Easter, Jim Hamilton (Chair), James Magnus, Robert Ringer, Karim Shahlaee and Greg Teague, Burns Wetherington. Members Jo Ann Macrina, Ben Thompson, Aaron Varner and Connie Wiggins were unable to attend. Also present were Soil and Water Conservation Commission employees Richard King, Michaelyn Rozar, Bill Bunney, Kathy Galbreath and Lauren Zdunczyk. Interested parties in attendance included Michael Barnhart (environmental consultant), Doug Sherrill (land surveyor), Dwight Kilby (land surveyor), Keith Kilby (land surveyor), and Scott Brumbelow (GUCA).

Mr. Hamilton welcomed members and guests to the meeting. He thanked Board members for their commitment and reminded everyone in attendance that there is still work for the Board to finish.

**Agenda Items**

**1. Approve March 2, 2005 Full Board Meeting and March 9, 2005 Subcommittee Meeting Minutes.**

On a motion by Dr. Shahlaee and seconded by Mr. Magnus the minutes from the March 2, 2005 full board meeting and March 9, 2005 Subcommittee meeting were approved.

**2. Schedule of upcoming meetings.**

The next meeting of the Stakeholder Advisory Board Subcommittee will be held March 23, 2005 and will be hosted by Mr. Teague in Marietta. The April 30, 2005 full board meeting will be at EPD-Tradeport.

**3. Update on New Commission Staff**

At the request of Mr. Hamilton, Mrs. Rozar introduced new Conservation Commission staff in attendance. New staff members in attendance were Bill Bunney (IT Coordinator), Lauren Zdunczyk (Workshop Coordinator) and Kathy Galbreath (Administrative Assistant). Mrs. Rozar stated that two more employees, a Data Entry Specialist E&SC Specialist/Translator, and would be joining the certification program on April 1, 2005 to complete the team. Ms. Rozar updated the Board on recent program activities including scheduled Scantron training and equipment purchases. Mr. Hamilton welcomed the new staff members.

**4. Review of Level IA Course**

Mr. Hamilton thanked Board members for their efforts on the Level IA presentations and course material. He added that it would be an ongoing process to refine the material. He asked Dr. Shahlaee for an update.

Dr. Shahlaee stated that minor changes had been incorporated into the Level IA material and the exam had been revised based on recommendations from the Board.

**5. Update on April 13, 2005 Pilot Course**

Ms. Rozar updated the Board on plans for the April 13, 2005 Level IA pilot course. She stated that individuals left on the waiting list from a December NPDES course had been invited to participate in the event. She asked that if the Board members would like to attend or nominate someone to attend that they contact her by email. Mr. Hamilton stated that the regularly scheduled SAB meeting for April 13, 2005 would be suspended so members could attend the pilot course.

Mr. Ringer asked who would be instructing at the course. Dr. Shahlaee replied that Larry Hedges (EPD) would provide instruction on the Georgia Erosion and Sediment Control Act. James Magnus (DOT and SAB) will instruct on Structural Measures and James Dean (NRCS-Retired) would present material relating to vegetative measures. He also stated that he himself would be instructing as well as Mr. King.

Mr. Easter asked if an exam would be offered at the course and Ms. Rozar confirmed that it would be a full certification course including examinations to evaluate course material and testing procedures.

## **6. Frequently Asked Questions**

Mr. Hamilton referred the group to questions submitted by Mr. Easter to be included in a FAQ document. Ms. Rozar stated that Conservation Commission staff is working on a tri-fold brochure for statewide distribution and if any Board members have additional FAQs to be included, they should be sent to her attention.

## **7. Timeline/SAB Progress/Process for Level IB/Level II**

Mr. Hamilton stated that he had spoken with Director Bennett and that after the Rules and Regulations were approved, many thought that courses would be ready by May 2005. He stated that the Board had gone through Level IA material in a lot of detail with input from the outside as well. He recommended that the Board focus on a good outline to hand to Conservation Commission staff to create presentations to bring back to the Board for review. He stated that Director Bennett is ready to move forward with the process and that people are asking on a daily basis for opportunities to attend courses.

Mr. Teague agreed and stated that in the essence of time it would be better to prepare a detailed timeline. He suggested that the Board focus more on content and timeframes than presentation details. Mr. Wetherington agreed with Mr. Teague's suggestion.

Ms. Champagne stated that time spent on reviewing Level IA material was too intense and that she had not been able to come to Subcommittee meetings for that reason. She stated that she appreciates the time that members have put into the course thus far but agreed that the Board needed to move forward.

Mr. Hamilton summarized an email sent to Board members from Ms. Macrina.

Dr. Shahlaee stated that the bulk of individuals in need of certification would be included in Level IA training. He stated that the Trainer courses were needed as soon as possible and that the Board must focus on the Level I Trainer course. To do so, Dr. Shahlaee commented that Level IA and Level IB agendas and notebooks must be completed. He added that he is very proud of the Level IA material.

Dr. Shahlaee continued by stating that he had completed an initial draft of Level IB training. The agenda would include law presentations and material associated with BMPs on the first day followed by instruction on inspections and enforcement on the second day of the seminar. He

again advocated that the Level IB course be completed so that the Level I Trainer course can be offered. He stated that the Trainer course would not be starting at the basics but would include general instructions on how to conduct a course. He recommended finishing Level IB and then proceeding to the Level II material. He stated that the two could be worked on concurrently and distributed an agenda for Level IB and Level II training.

Mr. Hamilton again recommended that the Board work on approving agendas for the Level IB and Level II courses and not go any further than outline the agendas.

Mr. Teague suggested voting on Level IB, level II and Level I Trainer material at the next full Board meeting. He advocated the Board adopt an aggressive schedule to deliver courses as soon as possible and recommended that the next subcommittee meeting be spent reviewing detailed outlines to present at the next full Board meeting.

Dr. Shahlaee emphasized that everyone is invited to give input and feedback and that the Conservation Commission is open to constructive suggestions. He advocated that the Conservation Commission make an initial proposal and let the Board vote on it. He stated that he hoped the Board would not be telling the Conservation Commission what to do but rather that a process similar to that used with the Rules be followed.

Mr. Easter stated that the Board shouldn't be a rubber stamp and that members needed to discuss the material.

Mr. Wetherington advocated that all courses be developed by May 2005 and asked Dr. Shahlaee if the Commission could meet such a timeline.

Dr. Shahlaee responded that would not be possible.

Mr. Teague recommended that the Board get its part done and not make Conservation Commission staff waste half a day each week at meeting. He again advocated that the Board just needed to decide what topics need to be covered under each heading on the agenda.

Mr. Hamilton stated that the program can't afford to drag on and that there are too many people to certify to wait until fall or winter to begin courses. He stated that the process had become too confusing and bogged down.

Dr. Shahlaee again expressed gratitude for the input given on presentations and stated that the time spent reviewing the Level IA material had not been wasted.

Mr. Hamilton recommended the Board adopt a definitive timeline for approving outlines for Level IB, Level II and Trainer courses.

Mr. Byrd asked how long it would take the Commission after approval to develop the courses.

Mr. King stated that the Conservation Commission is waiting on another individual to develop materials and that time already spent on GESA and NPDES presentations would be useful during the Level IB and Level II course development.

Mr. Byrd asked if the courses could be developed by June 1, 2005.

Dr. Shahlaee responded that it could be done tomorrow but quality would suffer.

Mr. Byrd asked that a timeline be established for course development.

The Board discussed developing outlines and how the process of outline development would work.

Mr. Hamilton recommended the Board focus on the objective and have the Level IB and Level II outlines and agendas ready to be voted on at the next full Board meeting.

Mr. Teague stated that it would be important for Board members to email comments in advance and not wait until the Subcommittee meeting to offer recommendations.

Dr. Shahlaee stated that it would take significant time to develop PowerPoint presentations. Mr. Ringer agreed stating that he spent 3 days revising the GESA presentation for Level IA to include changes from HB460. Dr. Shahlaee added that the Board needs to be involved but understand the time it takes.

Mr. Teague stated that by having a detailed outline the development process would not be as tedious. He added that nobody expected staff to turn around presentations in 24-hours but that it would be easier if everyone was working off the same outline with the same goal in mind.

Ms. Champagne recommended the Board divide topics up according to areas of expertise.

Mr. Wetherington agreed that the Board should come up with agendas and outlines but that it wasn't the Board job to develop PowerPoint presentations.

Mr. Magnus asked if the Board would review presentations again after they were developed by the Conservation Commission. Mr. Wetherington agreed that the Board would in its oversight capacity.

Mr. Hamilton recommended that the Board stay at a high altitude and not go through every detail of each slide.

The Board discussed the issue further.

Mr. Hamilton stated that the Board would give their thoughts and hand the ball to the Conservation Commission staff at the March 30 meeting. He recommended the formation of a SWAT team to get material done and asked that definitive dates be set for completing.

Dr. Shahlaee stated reservations to the recommended process adding that everyone would not be happy with what was developed.

Ms. Champagne stated that the Conservation Commission needed to take the approved outlines and fill in the presentations. She advocated that the Board be given one opportunity for changes but stated it would not be the Board holding up the process.

Dr. Shahlaee stated that the Design Course would not be ready before September 1, 2005. Ms. Champagne asked that he discuss that date with Director Bennett. Dr. Shahlaee stated that he would be out beginning the next Monday on leave for two weeks.

The Board agreed that they would set a goal to agree on agendas and outlines for Level IB and level II by the end of the March 30 meeting.

## **8. Level IA – Vote on course materials.**

Dr. Shahlaee asked that the Board discuss the examination and vote on the test and material associated with Level IA.

Mr. Hamilton made a motion to approve the Level IA course material and examination as it currently stands with the understanding that it is a work in progress. Ms. Champagne seconded the motion and the Board agreed unanimously.

## **9. Level II Course**

Mr. Hamilton referred to an article in the Atlanta Journal Constitution featuring Ms. Champagne and stated that the article illustrated poor design. He stated that the Level II course needs to be offered as soon as possible and informed the Board that the would be an engineers would be gathering at Callaway Gardens in June to discuss environmental issues. David Word (EPD) will be featured and the group is honored to have Governor Purdue as the keynote speaker. Mr. Hamilton advocated presenting a pilot course at the event and stated that the course would be opened up to land surveyors and other design professionals. He stated that Mr. Bennett was committed to making the event happen with the understanding that the Commission would be offering the course.

Mr. Teague agreed with the plan stating that the sooner design courses are offered the sooner everyone would see good plans be submitted. He also stated that he would like to be involved in the Design course discussion. He also expressed reservations to teaching detailed information about hydrology and recommended that time be spent on teaching what is expected on a good plan.

Mr. Ringer stated that the Board should not lay down an edict and that the Conservation Commission would have to decide what is doable.

Mr. Hamilton asked that staff discuss the issue with Director Bennett and talk about how long it will take to finish the course development.

Mr. Magnus recommended that exam-only sessions be offered as soon as possible. Ms. Rozar stated that the Conservation Commission would be offering exam-only sessions as quickly as possible around the State and that the sessions would be hosted by different regions.

Mr. Hamilton adjourned the meeting and reminded members that the next Subcommittee meeting will be held in Marietta and that the next full Board meeting will be held at EPD-Tradeport.

Submitted by

Michaelyn Rozar

