

**MINUTES**  
**STAKEHOLDER ADVISORY BOARD**  
ATLANTA, GA  
AUGUST 17, 2004

Present were Stakeholder Advisory Board members Mark Byrd, Alice Champagne, Doug Easter, Jim Hamilton, JoAnn Macrina, James Magnus Robert Ringer, Karim Shahlaee, Gregory Teague, Ben Thompson, Aaron Varner and Burns Wetherington. Connie Wiggins was unable to attend with regrets. Also present were Soil and Water Commission employees David Bennett, Brent Dykes, Michaelyn Rozar, John Carden and Richard King. Interested parties in attendance included Raymond J. Wilke (American Society of Civil Engineers), Bettee Sleeth (Home Builders Association of Georgia) and Scott Brumbelow (Georgia Utilities Contractors Association). David Hays (Georgia Soil and Water Conservation Commission Member) also joined the meeting.

Mr. Bennett opened the meeting with organizational matters. He suggested that the Board elect a chairperson and the Commission would step back to its advisory role. Mr. Bennett also asked for comments on the Meeting Notes from the July 13, 2004 meeting. There were no comments and the Meeting Notes were approved. Information concerning the "Sunshine Law" was distributed. Comments from JoAnna Macrina, Doug Easter and Robert Ringer were also distributed.

Mr. Easter nominated Mr. Hamilton for chairperson of the Stakeholder Advisory Board and James Magnus seconded the motion. On a motion by Mr. Thompson and seconded by Mr. Wetherington nominations were closed. By unanimous decision, Jim Hamilton was elected Chairman.

Mr. Bennett thanked Mr. Hamilton for his willingness to serve and explained that the Commission would return to its advisory role.

On suggestion from Mr. Hamilton, meeting attendees introduced themselves.

**Agenda Items**

**1. Determine regular meeting dates.**

Mr. Hamilton suggested that the Board meeting a bi-weekly basis. After discussion, the Board agreed to meet every other Wednesday and that meeting locations would rotate with each Board member hosting a meeting. The following meeting dates and locations were set:

- September 1: SWCC Office, Conyers (Host: Dr. Karim Shahlaee)
- September 15: GA Power offices, Atlanta (Host: Burns Wetherington)
- September 29: The Center, Covington (Host: Aaron Varner)

Ms. Rozar will circulate proper meeting notices and directions to Board members for each meeting.

**2. Discussion on the mission of the Board. Possible development of a Stakeholder Advisory Board mission statement.**

Mr. Hamilton suggested that the Board consider its mission. Comments in the discussion included Dr. Shahlaee commenting that the mission should be put in general terms. Mr. Varner stated that in his experience the Board might spend too much time discussing a mission statement and that it should be simple and quick.

Ms. Champagne expressed concern that the mission be examined further than the law stated in response to the interest of vendors. She stated that Board members had received correspondence from Roger Singleton (Silt Saver, Inc). Ms. Champagne continued that the Green Book is a part of education and the Board cannot avoid BMPs and the Green Book.

Mr. Bennett stated the Board was not given statutory authority over the Green Book but would have input on how the material was dispensed. Mr. Bennett also commented that Dr. Carol Couch (Director, Environmental Protection Division) would be appointing a group to oversee technical issues.

Discussion concerning the Board's involvement in the development of the "Green Book" continued. Mr. Hamilton recommended that in the future vendors be referred to the new technical group or to the Commission. It was agreed that the Board would send a letter in response to Mr. Singleton directing him to the proper organizations.

**3. Review Rules and Regulations previously submitted and set timeline for Board endorsement**

**a. Consider testing criteria for inclusion into the Rules**

Mr. Hamilton presented a tentative timeline for approving the previously presented Rules and Regulations. He reviewed the amount of time that would be necessary for the Board to properly review the Rules and Regulations and give their recommendation to the Soil and Water Conservation Commission for review, public comment and approval.

Mr. Hamilton suggested that the Board review the Rules and asked that Robert Ringer go through the comments he had previously emailed to Board members.

Mr. Ringer began reviewing his comments.

1. *Page 7, item 2. 2.; An individual may not be able to meet this one year practical work experience criteria if a new hire or recently hired employee, particularly if enrolling in the Fundamentals course for the first time.*

Members discussed the merits of requiring attendees to have practical work experience before enrolling for the one-day Fundamentals seminar. The group agreed that there would be no experience requirement for the one-day Fundamentals workshop but there would be pre-qualifications including experience for the upper level workshop. Members also discussed the burden that additional pre-qualifications involving work experience would place on local and city governments when hiring inspectors.

Mr. Ringer continued his comments.

2. *Page 8, item (C); Does the reference to the 'Board' in this paragraph pertain to the Stakeholder Advisory Board? The definitions section of the Rules does not define 'Board'.*

The Board agreed that the reference referred to the Stakeholder Advisory Board. During discussion of Mr. Ringer's comments it was determined that HB285 included no "sunset provision" and that the Board would continue to meet at the call of the chairperson.

Mr. Magnus continued discussion by asking if the applications for the one-day Fundamentals seminar would be reviewed. Mr. Bennett agreed that applications would be reviewed but not for work experience.

After lengthy discussion involving the relationship between third-party instructors and the Commission, Mr. Hamilton suggested that one Board meeting be dedicated to examining the organizational relationship. Mr. Bennett emphasized that the Commission seeks to have an orderly process but not one that is overly burdensome.

Mr. Varner requested clarification on testing procedures. Mr. Bennett clarified that tests would be proctored by Commission employees and suggested the possibility of testing centers across Georgia but repeated that tests would be administered by the Commission or a third-party contractor. Mr. Varner suggested that the Commission refer to the Association of County Commissioners of Georgia and how that organization handles testing.

Discussion then moved to the importance of having a "level playing field" when dealing with testing issues. Mr. Easter commented that it would be burdensome to take people out of the field twice for the course and testing and suggested that ethical instructors would have no problem presenting the course and administering an exam. Issues surrounding testing were examined by the group. Mr. Hamilton suggested that time be devoted to the relationship between administering the course and testing at a future meeting. He also recommended that the remainder of the meeting be devoted to Mr. Ringer's comments and Ms. Macrina's as time allowed.

Mr. Ringer continued reviewing his comments.

3. *Page 8, item 4.; What fees or cost are associated with these courses and will these be specified?*

Dr. Shahlaee started discussion by stating that courses will be offered and fees will be determined on a supply and demand basis. Mr. Magnus asked who would provide training materials including course notebooks. Mr. Bennett commented that approved instructors would be given a set of materials to be reproduced as needed. Mr. Teague asked if the Commission would charge a fee to cover administrative costs and Mr. Bennett clarified that money would be coming from the \$80/acre permit fee. Discussion turned to whether the Rules and Regulations should address a maximum fee for courses.

Mr. Ringer continued his comments.

4. *Page 9, under 600-8-1-.05, item (ii); Ten years of field experience as instruction criteria for the Introduction to Design course may be adequate, but that amount of experience seems excessive for instruction of Awareness, Fundamentals and Advanced Fundamentals courses. This is related to comment #4 in the PowerPoint section.*

Dr. Shahlaee commented that these qualifications were spelled out in HB285.

At this time, the Board adjourned to a swearing-in ceremony with Governor Sonny Perdue.

Upon returning to discussion, the Board again addressed Mr. Ringer's comments regarding instructor qualifications and whether the requirements in the Rules and Regulations agreed with those in HB285. Mr. Thompson clarified that the Rules agree with the statute.

Mr. Ringer continued his comments.

5. *Page 10, item B.; What are the instructor requirements for Introduction to Design and Train the Trainer Seminars?*

Dr. Shahlaee commented that the requirements were the same as the Level I requirements.

Mr. Bennett suggested that the Commission is looking to the Board for additional guidance. He commented on the number of poorly designed plans that are reviewed on a monthly basis. He challenged the Board to craft strong rules for the "Train-the-Trainer" program that would raise the bar on current conditions. He emphasized that feedback showed that the engineering community is interested in quality plans, a good "Green Book". In addition, those poor plans equated to poor results with the same individuals developing poor plans repeatedly.

Mr. Hamilton commented that he had discussed this issue with other engineers, the Secretary of State's office oversees Professional Engineers and other designations operate under licensing boards. He suggested that the Board communicate to licensing boards regarding those who are out of compliance.

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Mr. Ringer continued his comments.

6. *Page 11, item 4.B.; Will the Stakeholder Advisory Board remain in existence after the training/education rules are in place?*

Mr. Ringer stated that this question had previously been asked and answered and thanked the Board for considering his comments.

Ms. Macrina asked for clarification regarding Level I and Level II trainer criteria and whether the criteria were identical except for the last requirement under Level II qualifications. The Board agreed that the Level Level II criteria and I is identical except for the last requirement for Level II.

Dr. Shahlaee and Mr. Bennett commented that the Board might add requirements to trainer qualifications but that the criteria must be as stringent as what was prescribed in HB285.

During discussion of trainer requirements, Ms. Macrina suggested that Level II trainers meet a more stringent criterion.

Mr. Hamilton suggested that it may be necessary to do a line-by-line review of the Rules and Regulations and asked that Ms. Rozar distribute the minutes of the meeting.

Ms. Sleeth asked that interested parties be added to any correspondence sent to Board members by Ms. Rozar.

It was agreed that approved documents would be posted on the Commission's website ([www.gaswcc.org](http://www.gaswcc.org)) and the in-progress work product would not be distributed to avoid confusion.

Mr. Hamilton re-iterated the timeline for having the Rules and Regulations approved in a timely manner and suggested that the group holdfast to the September 30 deadline. There being no further discussion, the meeting was adjourned.

Submitted by

Michaelyn Rozar

