

**Stakeholder Advisory Board Meeting Minutes  
July 12, 2007  
Teleconference**

**I. Roll Call**

Mr. Hamilton called the meeting to order and called roll. Present were Stakeholder Advisory Board members, Mark Byrd, Alice Champagne, Doug Easter, James Hamilton, JoAnn Macrina, Robert Ringer and Aaron Varner. Also present from the Georgia Soil and Water Conservation Commission were Brent Dykes, Jason Ulseth and Lauren Zdunczyk.

**II. Review/approve/amend minutes from May 23, 2007 and June 8,2007 meeting**

There being no discussion on the minutes Ms. Hamilton made a motion to approve the minutes with a second from Ms. Champagne. The minutes were approved unanimously.

**III. Certification Program Update**

Ms. Zdunczyk gave the certification update as follows:

1. To date the Commission has issued approximately 44,000 certifications.
2. The Commission hosted the Subcontractor Awareness Seminar on July 10, 2007 at the Georgia Center in Athens. Approximately 20 people had attended. Attendees completed course evaluations and those comments would be considered as the Commission finalized the Subcontractor Awareness Seminar. The course is expected to be rolled out in early August.
3. Addressed the concern of subcontractors that have already taken the IA course. It was agreed that if you are working in a subcontractor capacity and possess a Level IA certification you are not required to take the Subcontractor Awareness Seminar.

If you are working in a subcontractor capacity and have attended a Level IA course but do not possess a Level IA certification, you will not be required to take the Subcontractor Awareness Seminar. However, you must complete a Subcontractor Awareness application and submit that along with a Proof of Attendance form to receive a Subcontractor card.

4. The Government Awareness Seminar was sent to Gordon Maner at the Carl Vinson Institute of Government, to see if it can be incorporated their local government trainings.
5. New checklist training will be held July 18, 2007 at the Georgia Center in Athens. This is a free training that will take place from 10 am to noon. The Commission sent an email invitation to every individual with a Level II certification.

#### **IV. Review new EPD Fact Sheet**

Mr. Ringer informed the SAB that the Fact Sheet was revised to address the certification and training requirements set forth by HB463, he specifically cited paragraph 2, 3 and 4 as well as the list of individuals that may need to attend the Subcontractors Awareness Seminar. He also stated that language has been added to clarify what is required for individuals that have already attended the Level IA course.

Ms. Champagne asked if it was made clear to those attending the Subcontractor Awareness Seminar, that a subcontractor certification could not be used to perform the duties of a Certified Person.

Mr. Dykes assured Ms. Champagne that Mr. Ulseth made it very clear at the beginning and at the end of the Subcontractor Pilot course that a subcontractor certification could not be used to perform Level IA duties.

Mr. Varner asked, what would happen if a subcontractor, such as a landscaper, was in violation? Mr. Ringer responded that the LIA should look at the enforcement strategy for guidance. The enforcement strategy recommends that inspectors look at the entire site first then look for certifications.

Mr. Varner asked how this information would be distributed to the LIAs. Mr. Ringer stated it could be email to ACCG and GMA. Mr. Ulseth suggested an email be sent to all Level IB certified individuals.

Mr. Varner stated that it was fine with him as long as it gets to the right people.

Mr. Hamilton asked Mr. Dykes if the SAB needed to vote to endorse the revised fact sheet and Mr. Dykes stated yes. At such time Mr. Easter made a motion to endorse the revised fact sheet with a second from Mr. Varner. Ms. Champagne had not yet received the fact sheet and would email her vote. The other SAB members voted with Ms. Champagne's email vote the fact sheet was endorsed unanimously.

#### **V. Vote to Approve Trainers**

The SAB was presented a list of 3 Level I trainers for approval. Before a vote was taken, Ms. Zdunczyk informed the SAB the Commission reviews each trainer application to ensure that they meet the requirements set forth in the Rules. Once it is determined that an individual meets such requirement they are permitted to attend the Train the Trainer course. Only those individuals that obtain a passing score (85%) on the trainer exam are eligible for Stakeholder and Commission Board approval.

With there being no further discussion, Ms. Champagne made a motion to approve the trainers with a second from Mr. Ringer. The trainers were approved unanimously.

## **VI. Update Course Material Revisions**

Mr. Ulseth informed the SAB that he was still working on Level II. He stated that the checklist, NPDES and GESA Level II presentations were done.

Mr. Ulseth also thanked Mr. Hamilton and his staff for helping the Commission put together the Level II sample plans.

Ms. Macrina informed the SAB that she was working on the Hydrology presentation.

## **VII. Recertification**

Ms. Zdunczyk presented the SAB with the Commission's recommendations for recertification.

Ms. Champagne stated that the recommendations were on the right track. Mr. Hamilton also agreed that the recommendations were well thought out and should be further explored.

The SAB took an unofficial consensus vote to further explore the Commission's recommendations. Ms. Zdunczyk informed the SAB that the Commission will present more detailed information at the next board meeting.

Mr. Hamilton asked Ms. Zdunczyk to email the entire Board with possible dates for the August meeting.

With no other business to discuss the meeting was adjourned.

## **VIII. Adjourned**