

**MINUTES**  
**STAKEHOLDER ADVISORY BOARD**  
FEBRUARY 16, 2005  
FOREST PARK, GEORGIA

Present were Stakeholder Advisory Board members Mark Byrd, Alice Champagne, Doug Easter, Jim Hamilton (chair), Jo Ann Macrina, James Magnus, Robert Ringer, Karim Shahlaee and Greg Teague. Members Ben Thompson, Aaron Varner, Burns Wetherington and Connie Wiggins were not in attendance. Also, present were Soil and Water Conservation Commission employees Richard King and Michaelyn Rozar. Interested parties in attendance included Bettie Sleeth (Homebuilders Association of Georgia, Seth Yurman (Georgia Water and Pollution Control Association), Scott Brumbelow (Georgia Utility Contractors Association), Michael Barnhart (Clarke Design Group) and Terry Scarborough (Scarborough Land Surveys, Inc).

Mr. Hamilton welcomed members and guests to the meeting.

**Agenda Items**

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

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

**2. Schedule of upcoming meetings.**

The next meeting of the Stakeholder Advisory Board Subcommittee will be held February 23, 2005 at EPD-Tradeport in Atlanta. The March 2, 2005 full board meeting will be held in the same location.

**3. Review of Public Hearing**

Mr. Hamilton reminded the Board that a public hearing concerning the Rules and Regulations for Certification had been held February 10, 2005. He stated that the hearing had gone smoothly with only Bettie Sleeth making comments. He asked Ms. Sleeth to summarize her comments for the Board.

Ms. Sleeth summarized her oral comments stating that they were also reflected in written comments submitted to the Conservation Commission. She stated that the HBAG is appreciative of the work done by the SAB and Commission staff in developing the Rules. She recommended that a few clarifications concerning application timing be clarified not in the Rules but in a guidance document. She

also recommended that the chart used by the SAB to determine the target audience for each course be included in a guidance document. Ms. Sleeth stated that while proctoring is controversial, she would continue to work with the Commission to draft language for associations.

Mr. Hamilton thanked Ms. Sleeth and reminded the Board that the Commission Board would vote on the Rules tomorrow, February 17, 2005 at the Fanning Institute for Leadership in Athens. He stated that he expected the Rules to be adopted at that time.'

#### **4. Subcommittee Report**

Mr. Hamilton stated that some members of the Board had met the previous Wednesday to continue work on the Level IA agenda and these members would be meeting again the next week to continue discussions.

He expressed concern that the Board is discussing the course material in too much detail and stated that he understood that such detailed discussions were a benefit during the Rules process.

Upon Mr. Hamilton's request, Dr. Shahlaee summarized the work performed by the Subcommittee at the last meeting. He stated that presentations had been prepared based on research in other states and person experience. Dr. Shahlaee stated that he is just voice on the Board and that he appreciated feedback so consensus could be built especially with the Level IA course. He added that these discussions could prevent problems later on in the process. Dr. Shahlaee also commented that while it might be easy for some to criticize or complain, he requested that members come up with suggestions and alternatives to be constructive.

Mr. Hamilton stated that the Subcommittee had reviewed material and a presentation related to "E&S Processes" and work had begun on the "E&S Act" portion of the training. He summarized that the Board and Subcommittee had touched on approximately 1½ hours of the course.

Dr. Shahlaee stated that he did not anticipate much discussion on sections relating to BMPs.

Mr. Hamilton stated that if progress is made on the course that he will support the work of the subcommittee but added that he wants to avoid members from spinning wheels.

Mr. Byrd agreed stating that in reveling the minutes he sees too much micro-management of the process and he stated that this method of review was a very labor-intensive process for a room full of people.

Mr. Teague recommended concentrating more on an outline for the course and take a vote and that members would have to live with the vote. He recommended that the Board rely on those with expertise to prepare presentations based on time allotted.

Dr. Shahlaee stated that some additional time built into the agenda could be used for additional information such as information relating to local government and DOT requirements as well as regionally specific data.

Mr. Hamilton asked the Board if there were any concerns relating to the timeline for the Level IA course.

Mr. Teague and Mr. Magnus recommended building 30 minutes back into the BMP presentations.

The Board discussed time allotted for vegetative BMPs in the Level IA course.

Mr. Hamilton asked if the subcommittee could finalize the Act and review some presentations for Level IA and IB simultaneously. He asked about the emphasis of the Level IB course.

Dr. Shahlaee agreed and stated that the IB course would include detailed presentations on inspection and enforcement procedures. The course will also address how to inspect BMPs and discuss the criteria of effect local programs and documenting complaints and permits.

Ms. Champagne stated that she appreciated the addition of material associated with an effective local program.

Mr. Hamilton asked the Board if they could come to a consensus about the Level IA course with a footnote of adding more time to structural and vegetative practices.

The Board agreed.

Mr. Ringer suggested cutting time from the E&S Act presentations. The Board discussed where time would be allotted.

Mr. Hamilton asked if the Commission would continue to use different instructors for each presentation. Dr. Shahlaee agreed stating that he thinks it is good to have EPD give presentations relating to the Law and NPDES permit whenever possible. Mr. Hamilton agreed but reminded the Board that most third-party

trainers would teach the entire course themselves. Ms. Sleeth agreed with Mr. Hamilton and stated that HBAG would like to have videotaped presentations to use when possible so that individuals could hear experts on each subject.

Mr. Hamilton asked if the subcommittee could finish the Act, processes and permits at their next meeting.

Mr. Magnus distributed hard copies of a presentation he had prepared stating that it was a mix of Dr. Shahlaee's presentation and one used by DOT. Regarding structural BMPs, he stated that slides that are more generic needed to be included of good BMP installation. He asked if anyone could provide pictures.

The Board discussed if speaker notes should be prepared for the presentations.

Mr. Teague asked if the Commission would be publishing a new edition of the Design Manual. Dr. Shahlaee stated that the Commission is in the process of having the Manual digitized so updated may be done easily. Mr. Teague asked if this would include any major changes that would effect the BMP presentations. Dr. Shahlaee stated that he expected the use of compost and some other BMPs be added. He stated that a technical committee would be invited to review BMPs.

Mr. Hamilton asked when the Commission would begin hiring additional staff. Mr. Rozar stated that the Commission would begin interviewing at the end of the week and that she anticipated all positions would be filled by March 15. She also informed the Board that a Scantron machine had been purchased with associated software and a new document retention system had been installed.

Mr. Hamilton asked if any members had more input on the Level IA and IB courses. He suggested that members take presentations back to the office and said that he hoped Level IA could be done in 2 weeks time.

Mr. Byrd asked when there would be detailed discussion on tests and test questions. Dr. Shahlaee stated that the Commission would prepare a sample exam for the Board and Commission staff to review.

Dr. Shahlaee continued stating that he was grateful for the input of the Board members and visitors.

Ms. Sleeth stated that Mr. David Bennett gave a presentation to the Homebuilders Association of Georgia. She commented that individuals from South Georgia were very concerned over the number of slides in presentations reflecting steel hill and highway projects in North Georgia. Mr. Bennett had assured these individuals that staff would work on a way to incorporate regional information.

Ms. Beall asked if the Commission would train trainers for all courses in just one session.

Dr. Shahlaee stated that he expected to have separate Train the Trainer courses for Level I courses to include IA, IB and awareness.

Mr. Magnus asked how often the trainer course would be offered and who would teach trainers. Dr. Shahlaee replied that it would be offered depending on demand and that experts in the field would teach the course.

Mr. Easter asked members if he would need to resign from the Board in order to continue teaching courses. Mr. Hamilton suggested that Mr. Easter abstain from any votes relating to trainers. Ms. Champagne recommended Mr. Easter review state ethics rules. Mr. Hamilton asked Commission staff to discuss the issue with legal counsel.

Mr. Hamilton thanked members and guests for the input and adjourned the meeting.