



Standards Oversight Council (SOC)

Supporting Technical Standards for Urban and Rural Soil and Water Conservation

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Meeting Minutes

February 3, 2012

9:00 am – Noon

DATCP - Madison, WI

Attendees: Richard Castelnovo, Perry Lindquist, Mary Anne Lowndes, Pat Murphy, Chris Schlutt, Jerry Thompson, Gretchen Wheat

On Phone: Bruce Olson

Review of September 21, 2011 Action Register

- **Action Item: Chris to contact team leaders to obtain notes for web site.** New coordinator will work on site and determine best place for team notes.
- **Action Item: Perry and Pat put something in the beginning of the handbook regarding identifying needs.** This is already covered when the Needs Assessment is done. Concerns mainly come from the private sector. Look into determining a way to bring this up at the WALCE conference and encourage people to join the SOC list serve.
- **Action Item: SOC list serve.** Chris or new coordinator to look into splitting list serve into urban and ag. Would require a note to entire list serve with links to sign up for either or both. Chris will check with Kirsten to see if Dane Net will continue to host the list serve(s),
- **Action Item: Residue management and RUSLE 2 training sessions needed.** Keep as a future item. Counties and NRCS hold training, but it is currently not advertised to the private sector. Pat will call JR.

Review of November 22, 2011 Action Register and Minutes

No changes to the minutes. Chris to finalize and post on web site.

- **Action Item: Richard to contact Ken Genskow at UWEX.** Richard spoke with Ken and will keep communications open and best determine what SOC's needs and interests are.

WI Dept. of Agriculture, Trade and Consumer Protection • WI Dept. of Safety & Prof. Services • WI Department of Natural Resources • University of WI Extension
Natural Resources Conservation Service • WI Assoc. of Land Conservation Employees • WI Land and Water Conservation Assoc.

DATCP

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SOC Coordinator – Hiring Committee Update

Richard discussed candidates that were interviewed and what skills the committee focused on. The top candidate has good communication skills and presence. One more interview is scheduled for February 6. Questions for the references have been drafted.

Priorities for New Coordinator

A formal training plan is needed. Email the council with your ideas. The person would not wrap-up existing standards, but would attend the meetings and learn how to work with existing teams. 629 is still holding meetings and it is a small, focused team. In notes to new coordinator, remember to put the title of the practice with the standard number. The first new team would likely be 590. Pat is currently having informal discussions. Listening sessions will take place this summer, with a team created in late summer.

Coordinator should review the handbook and team processes and receive facilitator training. Council will assess their needs. Coordinator should get out and see some urban and ag practices and read the standards. Have both field and partner agency orientations. Visit Perry to learn about SOC and urban practices. Pat can do ag orientation, including a meeting with the three that deal with ag standards and practices.

There is a Power Point presentation that the coordinator gives to new teams that help learn the process. It may need updating, which the new coordinator could do. Richard to see if Mike has it; Chris to see if it's at WLWCA – email to council.

Action Item: Council members email ideas about training. Chris to create a draft with ideas and send out for comments.

Action Item: Richard and Chris to look for Power Point presentation and email it to council.

WLWCA Executive Director Search Update

Chris reported that applications for the ED position are due on February 15. The hiring committee, which consists of both WLWCA and WALCE board members, will meet on February 22 to review applications. Interviews will take place in mid-March.

SOC Budget Update and Discussion of Funding Beyond 2012

The budget through current agreement period is fine. WLWCA to work through timing issues with DNR. Pat works with Kirsten on billing. DATCP funding can now be carried over. NRCS does not foresee problem through end of 2013. Keep discussing. SOC is priority for agencies.

Chris to help with the transition of the new coordinator. Additionally, there are many things left to do with SOC that Chris can do once the coordinator is hired, e.g. help organize files, archive, train new coordinator.

Update on UWEX Replacement

What does the council want – web work, publications? How can Extension help SOC? Standards training, technical writing, facilitator training, a subject matter person? This will be an ongoing discussion and the council will keep Ken in the loop. Maybe Kevin Erb? It would be helpful to have an Extension person on the council that has connections throughout, especially training, as currently there is no training system in place for counties.

Team Updates

Standard 313: The team is making good progress on broad review comments. The last team meeting is scheduled for March, with a target issue date in April. Guidance documents will be needed, but this is not the team's charge.

Standard 634: The team work has been completed except for a final read through. The 313 criteria for bedrock and soil water will be included. The target issue date is April. Guidance documents have been developed.

Standard 629: The team is addressing the broad comments received. Once the team's work is complete, some of the criteria in other sections will be moved to other standards. For example, the criteria for VTA should be moved to the standard with that same name. Wetlands for treatment of milkhouse water should be moved to constructed wetland standard. The new coordinator could possibly work on this. The next meeting is February 7.

Action Item: Regarding the 629 update, are those standards going to be opened up to update the language?

Discussion of Suggestions to Improve Team Processes

Richard will update and enter new columns and delete some of the verbiage based on today's discussion. This will be shared with the new coordinator. Table 1 will need to be constantly updated and posted on web site. Keep focus on the target audience, as this is the key document the council wants people to see.

Posting Standards up for Review on Web Site

- Should all draft standards for broad review be posted? Yes.
- How long should the draft remain posted? However long the team sets as the review period; the coordinator should check team minutes to determine status. Keep posted as long as the standard is open for comments.
- Where should the draft standards be posted? Needs to be more prominent. Restructure site; new coordinator to make pertinent items more prominent.

- Can drafts be posted as a scanned PDF to avoid format errors? Yes. Gretchen discussed a problem with the 629 table format. The drafts should be physically scanned to avoid potential errors. This would not need to be done in those standards without tables.

Action Item: Coordinator to review site and make simpler to navigate and determine best place to put team minutes. Post only the approved minutes unless team leader specifies otherwise.

Next Steps for 2012 Work Plan Implementation and Team Development

The next scheduled project is 590. Filtration Devices (3rd quarter, possibly sooner). Critical Planting – potentially. Critical Area Seeding – possibly - small team in early spring. Many EZ processes scheduled.

Infiltration Trench – legislative changes, Mary Anne started to rewrite as DNR standard. It's a revision that DNR cannot support; should DSPS be the custodian? Target date for completion – Jerry to call Tim to wrap up. It is a minor revision; no team needed and the agencies need to work out issues. Will be posted by next meeting.

Action Item: Jerry to call Tim to wrap up Infiltration Trench standard issues. Post finalized standard.

Training on Standards Adopted by SOC

Determine the role for SOC and WLWCA (also see notes on UWEX update). They could have key role and agencies might have funding for this. SOC Coordinator could work with UWEX, NRCS and council to identify needs, make sure training occurs. Training should be a priority. The standard custodian should be responsible for training. SITCOM not in place anymore.

Other Business: Chris to send Perry PD and Performance Evaluation Form.

Future Meeting Dates: mid to late March; poll to be sent out by Chris

Meeting adjourned at 11:50 am.

Action Register

Review remaining action items from September and November meetings.

Action Item: Council members email ideas about training. Chris to create a draft with ideas and send out for comments.

Action Item: Richard and Chris to look for Power Point presentation and email it to council.

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