



Standards Oversight Council (SOC)

Supporting Technical Standards for Urban and Rural Soil and Water Conservation

702 E. Johnson Street, Madison, Wisconsin 53703
(608) 441-2677 || Fax (608) 441-2676 || soc@wlwca.org || socwisconsin.org

DRAFT MEETING NOTES

Tuesday, March 5, 2013 || 9:00 am – 12:00pm || DATCP, Madison, WI, Room 266

Attendees: Jim, Pat, Gini, Richard, Gretchen, Mary Anne. On phone: Bruce, Perry, Todd.

Action Items:

- Gini to remove DSPTS from SOC letterhead.
- Once drafted, Jim will bring WLWCA policy on using SOC reserve funds back to Council.
- Gini to suggest categories (with tasks) of recording how staff time is spent.
- Richard to redraft SOC policy paper to Jimmy Bramblett.
- Pat to invite Jimmy Bramblett to May Council meeting.
- Gini to include additional planned standards to be revised to current Work Plan.
- Gini to take feedback on TSA and redraft shorter survey. Contact Ken Genskow about survey options/suggestions if needed.
- Richard to help develop list of standardized questions for meeting with groups/stakeholders to get feedback on Work Plan. Also to help develop list of who to contact.
- Gini to update Contact Us form on website to encourage feedback on standards.
- Pat and Mary Anne, as custodians, to request summaries of changes to draft standards when releasing drafts for comment.
- Gini to update and post 2012 Accomplishment report.
- Gini to send out [Doodle Poll](#) for scheduling May, Aug, and Nov meetings.

1. Review of Dec 19th Action Items

- All action items have been followed up and many will be addressed at this meeting.
- Discussed request from WLWCA for Council to provide input into policy for use of SOC reserve funds. SOC reserve is a 'rainy day' fund for SOC, in case agencies are no longer able to contribute at their current capacity. Council requests to be consulted before funds are used.

2. Staff Reporting

Due to agency reporting requirements and for clarity in expense reporting, Gini is recording approximate time spent in various categories of work. After discussion, here are the suggested categories:

- **Administration:** Funding/Grant applications and reporting, WLWCA staff mtgs, timesheet, recordkeeping, office-related work
- **Process Development:** Council/strategy meeting prep, facilitation and follow-up, evaluation (TSA), handbook/process development and updates, professional development towards process
- **Standards Development:** Standard teams development, meeting prep, facilitation and follow-up, refining process, team member evaluations, facilitating comments on drafts, professional development to increase knowledge and stay up-to-date with research and standard practices

WI Department of Agriculture, Trade and Consumer Protection • WI Department of Natural Resources •
Natural Resources Conservation Service • University of WI Extension • WI Land & Water Conservation Association

DATCP
Richard
Castelnuovo
(608) 224-4608

WDNR
Gretchen Wheat
& Mary Anne
Lowndes
(608) 264-6273

NRCS
Pat Murphy &
John Ramsden
(608) 662-4422

UWEX
Ken Genskow
(608) 262-8756

WLWCA Reps
Perry Lindquist
(262) 548-7867
& Bruce Olson
(608) 785-9867

WLWCA Staff
Jim
VandenBrook
(608) 441-2677

- **Outreach & Communications:** Website & list-serve maintenance, communications, annual report, updates in newsletters, events, networking, developing partnerships, WLWCA conference, Board meetings
- **Training:** Working with WLWCA staff on training, creating short audios for standards progress or revisions, supporting distribution of custodian-developed training materials and offerings

3. Next Steps on Policy Paper to NRCS/Check in about new State Conservationist

In three to five years, it seems that NRCS will start to experiment with developing national practice standards that are more detailed than current national standards. States will have the authority to provide job sheets and technical notes to offer state-specific guidance. Wisconsin NRCS is in a state of rebalancing with the new State Conservationist, Jimmy Bramblett. He will be attending State Tech Committee meeting in March.

- Council decided to redraft policy paper to also explain value and importance of SOC to Wisconsin's conservation programs.
- Council plans to invite Jimmy Bramblett to our next SOC meeting in May to introduce him to the Council. Possibly have the next meeting at NRCS state office.

4. Team Updates

- **Permeable Pavement** – next meetings: Mar 29, May 15, Jun 25
 - Team is progressing, although still a challenge to maintain progress outside of team meetings. Discussed potential reasons why, and potential solutions to encourage team members to continue working outside of meetings.
- **Nutrient Management** – next meetings: Mar 20, Apr 18, Jun 11
 - Team held its first meeting on Feb 1, mainly to get team acquainted with each other and start formulating strategy for revising standard.
 - NRCS heard concerns regarding limited private sector representation on selected 590 team. Council is okay with NRCS State Conservationist making final decision including additional team members if needed.
 - NRCS is engaging other interested groups, like Central Sands working group, to hear concerns/suggestions on 590 revision.
- **313 Update**
 - JR will be making a minor addition to Standard 313 and Spec 4, Concrete to clarify our requirement for continuous inspection of waterstops in concrete liners.
- **Other planned standards in current Work Plan**
 - NRCS
 - Filter Strip (393) – EZ process
 - Fishpond Mgmt (399) – Minor process
 - Wetland Enhancement (659) – Minor process
 - Wetland Restoration (657) – Minor process
 - Hedgerow Planting (422) – Minor process
 - DNR
 - Filtration Devices – Full process
 - Toxicity of Land-applied Erosion Control Products – EZ process (Gretchen and Kate)
 - Storm Inlet Protection – EZ process (Laura Bub)
 - Bioretention (1004) – Minor process

WI Department of Agriculture, Trade and Consumer Protection • WI Department of Natural Resources •
Natural Resources Conservation Service • University of WI Extension • WI Land & Water Conservation Association

DATCP Richard Castelnuovo (608) 224-4608	WDNR Gretchen Wheat & Mary Anne Lowndes (608) 264-6273	NRCS Pat Murphy & John Ramsden (608) 662-4422	UWEX Ken Genskow (608) 262-8756	WLWCA Reps Perry Lindquist (262) 548-7867 & Bruce Olson (608) 785-9867	WLWCA Jim VandenBrook (608) 441-2677
--	---	---	--	---	--

5. Improving Participation in Process

Recently, responses to Technical Standards Needs Survey and comments on draft standards have been quite low. Increasing participation and involvement in commenting on draft standards and standards to be revised was identified as an area of improvement in the SOC process. Reasons may include 1) stakeholders having more trust in the SOC process and feel that we're staying on top of standards updates, 2) too busy to give feedback, 3) survey is too long, 4) don't know about survey or commenting process, to name a few.

Brainstorm of other options for how to improve feedback that will inform 2014-2015 Work Plan.

- Go to stakeholders and ask for feedback instead of them coming to us. Suggestion to request time at meetings for explaining SOC and asking for feedback into upcoming work plan. Develop set of standardized questions to ask stakeholders to have ability to compare. Develop list of potential stakeholders.
- "Standards Forum" – Comment form on website as a place for standard users to provide standard specific feedback.
- Update/revise/shorten current Technical Standards Needs survey
 - Suggestion to not ask for what needs guidance materials or training, since SOC doesn't currently have capacity to do anything about that data.
 - Possibly ask for top five priorities in revisions
 - List standards that are being planned for revision first in survey.
 - Still provide online on website. Gini will explore options and see if we need to use Survey Monkey, some other survey software, and check in with Ken Genskow about survey.

Refining Draft Standard Comment process

We have had requests to summarize changes in draft standards to speed up the process of comparing standards and giving feedback. We could trial 'Compare Documents' to see what has changed, although experience says that it may not be a viable solution. Council decided to trial:

- Requesting custodians to provide a summary of revisions when draft standards go out for comment. They already do this when releasing new standards.
- Consider highlighting sections of old standard that have changed in new draft standard.

6. Conservation Professionals Training Summit Review (Jim, Todd, or Mary Anne)

Shared Training Summit (1/31) update and plan for next steps.

7. Accomplishment Report Review

Approved 2012 Accomplishment Report to be announced and posted on website with suggested changes to graphs.

8. Next Meetings

Council decided to set quarterly Council meeting schedule (typically Feb, May, Aug, Nov). If more meetings are needed they can be added to schedule. Gini will send out Doodle Poll for scheduling.

Future Meeting Topics

- SOC introduction to Jimmy Bramblett
- Team Updates
- 1-year staff review?

WI Department of Agriculture, Trade and Consumer Protection • WI Department of Natural Resources •
Natural Resources Conservation Service • University of WI Extension • WI Land & Water Conservation Association

DATCP
Richard
Castelnuovo
(608) 224-4608

WDNR
Gretchen Wheat
& Mary Anne
Lowndes
(608) 264-6273

NRCS
Pat Murphy &
John Ramsden
(608) 662-4422

UWEX
Ken Genskow
(608) 262-8756

WLWCA Reps
Perry Lindquist
(262) 548-7867
& Bruce Olson
(608) 785-9867

WLWCA
Jim
VandenBrook
(608) 441-2677