



# Standards Oversight Council (SOC)

Supporting Technical Standards for Urban and Rural Soil and Water Conservation

Gini Knight, SOC Coordinator

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## DRAFT MEETING MINUTES

Wednesday, May 30, 2012 || 9:00 am – 2:00pm || DATCP, Madison, WI, Room 172

Conference Call Number: (877) 826-6967 & Conference ID: 1458130 (dial this number when prompted)

In Attendance: Richard Castelnuovo, Mary Anne Lowndes, Pat Murphy, Gini Knight, Jerry Thompson, Bruce Webendorfer, Gretchen Wheat, Ken Genskow, Jim VandenBrook. On phone: Bruce Olson, Perry Lindquist.

### Welcome

### Review of March Action Items.

Pat will follow up with JR regarding 313 standard. We will revisit the topic of companion documents at a future meeting.

### 2012 Mid-year SOC Budget vs. Actual

We reviewed document. The professional development fees are for an 80-hr facilitation workshop for Gini. Consider including professional development funds in our annual budget. Two thirds of the professional fees category went to the WLWCA annual audit. WLWCA has conducted an annual audit for several years to provide transparency with finances. We discussed having the audit less frequently than every year if the three funding agencies approve. We will continue with the audit next year with the new formation of WLWCA, and discuss less expensive options for finance oversight after hearing requirements from agencies and discussing needs of WLWCA.

**Action Item:** All agencies to figure out if they are required to have an annual audit for their grants.

### 2011 Accomplishments Report

Council approved the report. **Action Item:** Gini will post the 2011 Accomplishment Report to the website.

### 2011/2012 Plan of Work Review

We reviewed and updated the document. We discussed if SOC coordinator's contact information was sufficient for a contact, or if adding the team sponsor name and email to each of the standards would hold us more accountable to our work. We will look into having this document as a page on the website, instead of a static document. **Action Item:** Pat to check on several standards that were completed and a few to be added. Gini will update the Work Plan with changes and send out for review.

### Training of Standards

Technical training is returning as a priority for some agencies, specifically related to job approval. Wisconsin's trainings are typically offered by area and are not well coordinated statewide. Other states provide much stronger and compelling training programs to their conservation technicians. SOC does not

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have specific responsibilities or current staff capacity to coordinate technician trainings, although does have the right players at the table. WLWCA has an interest in coordinating training, and may have staff and funding resources. This topic needs further discussion.

**Action Items:** Jim/WLWCA will coordinate an “initial discussion / scoping session” with a representative from each of the Council partners and others by early July. Representatives are to bring an inventory of the currently offered trainings and potential needs to this meeting. Richard, Pat, and JR take the information from this session and explore the idea of a “training summit” for late summer. We will need to know the potential commitments from the agencies by the time of the summit.

### UW-Extension contributions to SOC

Ken Genskow will now be representing Extension on the Council, as Bruce Webendorfer is retiring this summer. Currently, our highest priority is to have a UW-Extension representative that can connect us with all of the various branches and resources that extension can offer. Ken is able to do that for us. In the past, UW Extension has provided various resources to SOC including serving on teams, coordinating training opportunities, and providing graphics and publications expertise.

### Council Representation

The new WLWCA Board appoints representatives to the SOC Council. Jim will include this on the July 9 Board meeting agenda. We will make the recommendation for Perry and Bruce to continue serving on the Council. Council partners typically have at least one representative to serve on the Council, and often have two, each with expertise in either agriculture practices or urban practices.

### County contributions to SOC

Ten counties gave contributions to SOC in 2011. In June, Gini, Perry, and Bruce will create and send out a letter requesting for 2012 county contributions and providing a notice for 2013 budgets. Next year, we will consider adding the SOC contribution notice into the WLWCA dues invoice.

### Ongoing Work Teams Updates

- **313 Waste Storage Facility** – Team leaders are updating final edits and plan to send out the standard to entire team for last review. Portions of this standard have been given out in draft forms as new jobs are being designed. Companion documents are planned to be completed by late July. Anticipated release of standard in summer 2012 and trainings occurring in late summer. **Action Item:** Pat to follow up with JR on the drawings, specifications, other updates, etc.
- **634 Waste Transfer** – Standard and guidance documents are completed. This standard will be released with 313.
- **629 Waste Treatment** – Final draft has included comments and is with team leader. Team members are separately working on guidance documents. **Action Item:** Pat to follow up with JR on status.
- **1007 Infiltration Trench** – Completed standard provided by Jerry. DSPS and DNR are working on posting new standard to their websites.

**New Work Team Updates** – See work plan update for full notes.

**Action Item:** Gini to send subscribers of listserve to the council to make sure we have an accurate, thorough list of subscribers that are receiving our updates. Discussions regarding the EZ Process may undermine our larger Full Process. The Council should be attentive to the processes used. Consider asking for comments on goals of revisions to a standard for EZ process, as a way to get feedback from stakeholders before the revisions are started.

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- **Pervious Pavement** – Full Process for new DNR standard. Tim Ryan is team leader and Mary Anne Lowndes is team sponsor. Team members will be solicited in June.
- **590 Nutrient Management** – Full Process. Revisions to existing standard based on new national NRCS standard and requests from DNR to update the standard. Pat Murphy will be the team sponsor. A scoping session will be initiated in early July to set clear goals for revisions. Anticipated formation of team by late October.
- **Filtration Devices** – Full Process. DNR/DSPS joint custodians.
- **Inlet Protection** – EZ Process. DNR custodian.
- Other EZ process standards to be revised through NRCS.

### Next Meeting Dates

Gini to send a Doodle Poll to Council to schedule next meeting for mid to late July.

### Technical Standards Process Handbook (TSPH or Handbook) Review

Council will review the Handbook before the next meeting in hopes of having a final update before late September when teams start ramping up.

### SOC website

Council provided input to support website restructure, including descriptors, audience, purpose, and most important topics on site. Gini will continue to work on planning for site and request bids. Council to offer feedback on website structure.

### Action Items

- **All agencies** to figure out if they are required to have an annual audit for their grants.
- ✓ **Gini** will post the 2011 Accomplishment Report to the website.
- ✓ **Pat** to check on completed and potentially new NRCS EZ standards. **Gini** to update Work Plan with changes and send out to Council.
- ✓ **Jim** to bring Council representation to WLWCA board meeting on July 9.
- ✓ **Gini, Perry, and Bruce** will create and send out a letter requesting for 2012 county contributions and providing a notice for 2013 budgets.
- ✓ **Gini** to send subscribers of listserve to the council. Council members to review list to make sure we have an accurate, thorough list of subscribers that are receiving our updates and notices to standards.
- **Pat** to follow up with JR on the drawings, specifications, and overall update on 313 and 629.
- ✓ **Gini** to send out doodle for next meeting in mid to late July.
- ✓ **Jim** will coordinate an “initial discussion / scoping session” with a representative from each of the Council partners and others by early July. Representatives are to bring an inventory of the currently offered trainings and potential needs to this meeting.
- **Richard, Pat, and JR** will take the information from this session and explore the idea of a “training summit” for late summer.
- **All** to review Handbook with current edits and provide Gini with feedback before next meeting. Gini to compile before the next meeting.
- **Gini** to continue planning processes for updating website and request bids. **All** will provide feedback on site structure and website plan.
- ✓ **Gini** to explore the option of a specific, hidden Council page on website to post information, meeting materials, agenda, etc.

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## Future Meeting Topics:

### At Next Meeting:

1. Team Updates
2. Companion Documents – document on website, who is in charge, when do they get released, updated...
3. Website update / input on structure
4. WLWCA Board appointees to SOC
5. Report back on agency requirements for annual audit
6. Trainings discussion/summit update
7. Handbook Review, including team evaluations and possibly needs assessment survey
8. SOC list serve subscribers

### At Future Meeting:

- 1.