



# Standards Oversight Council (SOC)

Developing effective technical standards that protect Wisconsin's natural resources

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## 1072 Horizontal Directional Drilling Standard Team

### MEETING NOTES

Friday, October 11, 2019 ▲ 9:30am – 3:00pm ▲

Dane County UW Extension, 5201 Fen Oak Drive, Room 121, Madison, WI 53718

#### 9:30 Welcome & Introductions (Kate, Team)

Goal: Familiarize team with other members and their experience related to this standard.

Each team member introduces themselves including their employer and experience with HDD.

- Attendance (in person): C. Kim Gonzalez (Team Leader), WDNR; John Edwardsen, M.J. Electric, LLC; Brad Eifert, Michels Directional Drilling; Mike Hackel, Homburg Contractors Inc.; Dana Halverson, Alliant Energy; Susan Knabe, Stantec Consulting Services; Elliott Mergen, Dane Co. Land & Water Resources Dept.; Lance Newman, Kapur & Associates; Ann Nye, GAI Consultants; Geri Rademacher, WDNR; and Abby Williamson, WisDOT.
- Attendance (in person, morning only): Mary Anne Lowndes, WDNR (Sponsor)
- Attendance (via phone, morning only): Matt Fehler, We Energies

#### SOC Process, Team Responsibilities (Kate, Kim)

Goal: Establish understanding of SOC process & member expectations

- SOC Handbook has details on responsibilities of all participants, including Team Members. Handbook is posted on SOC website. The link (<https://socwisconsin.org/wp-content/uploads/2019/04/SOC-Tech-Std-Process-Handbook-04-2019.pdf>) was previously sent to team via email.
- Creating a technical standard is truly a team process and we want to hear from each of you. There will be homework assignments sometimes. Often the team does research and you will present to the team in one of these meetings.
- Team also helps identify who can do research both on the team and outside experts—make recommendations and help find presenters.
- There is a Technical Standard template that we will follow for the written product—see handout. “Criteria” and “Operation & Maintenance” sections are the more regulatory specifics. “Considerations” section is for recommendations, often for things that there isn’t yet full data to support including in “Criteria” section. “Glossary” is to define lingo and other terms.
- Team has a Google Group email address we can use to reach everyone on the team and no one else. Each team member should have privileges to send emails to this group at [1072-hdd@wisconsinlandwater.org](mailto:1072-hdd@wisconsinlandwater.org).
- Team has a section of the SOC website for agenda, meeting notes, and team resources. In the future, we may also decide to create a password-protected area of this website to share proprietary information or draft documents.

Kate's responsibilities:

- Not a team member, but facilitator;
- Coordinate and facilitate standard teams – meeting logistics, draft the agenda, facilitation, recording & distributing meeting notes, maintaining communication via listserv & website, food, drink. Tell Kate what you need to help you make these meetings work!
- Monitor team progress, follow up on action items, ensure multiple perspectives are represented;
- Facilitate to keep meetings on-topic. She may shut down a tangent conversation and move topic to a “parking lot”--a list maintained for future topics.
- Facilitate the initial & broad review periods, including distributing comments to team;
- Assist Team Leader with tracked changes documents as needed;
- Draft Meeting Notes for Team Leader review;
- Distribute final standard to tech standard users;
- Lead team evaluation process and implement changes as needed; and
- Finally, outreach and training upon final publication.

Kim's responsibilities:

- A team member and team leader;
- Assist in clarification of goals, provide background materials;
- Assist SOC Program Manager with team discussions, meeting mgmt., agenda development;
- Call out when group is on a tangent OR when topic needs focus offline;
- Help identify and assign tasks to appropriate team members;
- Serve as main editor of draft standard and revisions;
- Review & edit meeting notes prior to sharing with full team; and
- Communicate team progress with her DNR colleagues, including Mary Anne.

**Current Resources, Goals & Sideboards** (Kim, Mary Anne)

Goal: Provide an overview of the objective of this new standard, how it will be used and by whom, and why it is being created. Define mission & set sideboards.

Mary Anne's responsibilities:

- In SOC terms, she is Sponsor and agent of the Custodian agency;
- Authorize staff time & resources to commit to standard projects;
- Assist today with identifying broad goals and sideboards;
- Oversee training & education associated w/ proper implementation of the urban technical standards;
- She may also work with Kim to clarify our work if the scope of the standard appears to be growing or heading down another path.

Horizontal Directional Drilling is a new standard. The permittee is typically using HDD to avoid impact to wetlands and waterways, so this is the BMP.

This Technical Standard will set up procedures for HDD.

This standard assumes that the permittee/engineer is already recommending HDD for their project. This isn't a tool to see if HDD is appropriate or not, though Considerations section could be used to provide advice.

Team discussed whether trenchless technology would be included. This isn't used as frequently as HDD and doesn't have the same fluid issues, though we could revisit this later in team process. Sometimes HDD goes as planned, but sometimes there is refusal or other issues. Team will consider:

- Inadvertent releases – prevent from happening and minimize impacts;
- Cleanup – if release occurs, what should people do (e.g., take into account the spill quantity, quality of waterway and wetland).

Sideboards:

- Protective of water quality;
- Best and safest way for HDD to **not** effect wetlands and waterways;
- Keep generic (e.g., not a specific utility type, specific product or site concern);
- Standard shouldn't contradict existing rules or programs;
- Where possible, use existing definitions.

DNR Overall Goal: Identify means of avoiding, minimizing, mitigating water quality impacts of inadvertent releases associated with HDD.

Team identifies some other general goals. The standard should:

- Account for state or local permitting requirements if work is on public land/ROW;
- Apply to industry-specific HDD [i.e. distribution (typ depths); transmission (extended depths); pneumatic (rock drilling); or mud motor (fractured rock)];
- Be flexible for different utility types and sizes;
- Have enough latitude for special circumstances;
- Be practical, able to be implemented (incl. smaller municipalities or small utility companies);
- Account for seasonal changes;
- Be appropriate to site-specific conditions (soil type, rock, groundwater, planned duration/timing of work);
- Cover from start to finish (design to fluid disposal);
- Be appropriate to wetland/waterway quality;
- Incorporate complementary erosion and sediment control practices.

**Group Agreements and Decision-Making (Kate)**

Goal: Allow group to develop a common understanding of how we'll operate as a group and have an opportunity to further define member expectations.

**Team agreements:**

- Be on time;

- Complete assignments;
- Speak up, speak clearly;
- Review all opinions;
- Cell phone ringers off for meetings;
- Laptops quiet – if you want to type notes, please be discreet;
- No side conversations; and
- Meeting documents to be sent out 1 week prior to meeting, digital only unless Kate mentions it will be a handout.

**Decision making:**

- Disagreements are valuable, but try to maintain a respectful discussion (“constructive conflicts”).
- We try to reach consensus. If not full consensus, then substantial agreement or a majority. Consider there may be a situation where there may be 1 or 2 of you disagree with the team, or there are evenly represented opposing positions.
- In some situations, Kim or DNR management makes the call.
- We may just do a thumbs up or thumbs down vote, or we may do ranking or other technique depending on the decision.

**Quorums:**

- Make all attempts for in-person attendance, email Kate directly if can't attend.
- If can't attend in person, phone/webinar or partial participation is preferred.
- Team agrees that meeting should only be held if 8 of 12 team members are in attendance.
- Decisions should be made if 10 of 12 team members are in attendance. This topic will be revisited and confirmed at next meeting.

In the event of bad weather, the meeting would be cancelled the afternoon before. Kate would email the team the night before and request confirmation, then follow up with phone calls to anyone who didn't respond.

**Substitutes:**

- Substitutes are discouraged, but team will allow if truly needed.
- Team member to be absent would designate a person and make sure they are prepared for the meeting. Substitute is responsible for relaying information back to absent team member.
- Team agrees that substitutes are not allowed to vote

**Key Issues for Standard (Kim, Kate)**

Goal: Gather input from team on issues with HDD and strategies to avoid, minimize, and remediate inadvertent releases.

Each team member has opportunity to record what issues they want to see discussed for inclusion in this technical standard.

The list is consolidated and organized. We'll continue to refer to this list and work through these topics as we meet.

There is a FERC HDD draft guidance on the team website as a resource. It's expected to be finalized later this year and team will be looking this over before the next meeting.

The team identifies some additional resources to be shared with the team on our website:

- The WI Water and Sewer standards has an HDD section. **Brad** will share this with Kate.
- NSF60 has a list of approved drilling fluids. **Susan** will share this list with Kate.
- There is an ASWM webinar series that included portions on HDD. **Kim** will share this with Kate for team review before the next meeting.

**Prioritize Issues (Kate)**

Goal: Agree on the order in which standard sections will be addressed, and identify steps to tackle the first item(s).

Team discusses the groupings of key issues. Team agrees that it would be beneficial to discuss HDD generally in chronological order:

- a. Introduction – how HDD is used and variations
- b. Design engineering (pre-planning) – design and permitting
- c. Field planning – coordination with contractor, in smaller projects the engineering may be rolled into field planning
- d. Field implementation
- e. Inadvertent release (aka “frac out”)
  1. contingency planning
  2. clean-up

**Team Timeline and Meetings (Kim, Kate)**

Goal: Set timeline for drafting, reviewing, and completing the standard. Set future dates & location.

General timeline:

- Typically the development process takes about a year, but this depends on how our discussions go, and later the complexity and number of public comments.
- Team meetings will occur approximately monthly from now through next August.
- Initial Review of the preliminary draft by a small group of experts picked by the team would occur approximately next August. We will respond to each comment individually.
- Broad Review of the draft by the public, announced via SOC and DNR listservs and any other networks we think appropriate. This would occur after addressing comments from the Initial Review and making adjustments to the standard as needed. We will respond to each comment individually.
- DNR formal approval will be necessary before the standard is published as final.

- Trainings will occur within 6 months to a year after publication (typically at least two trainings, at least one of which will be recorded and posted online). Trainings may include webinars or in-person presentations by DNR staff and members of this team.

Future meetings:

- Team agrees that 9:30 to 3:00 is good timing for those who travel. Longer would not likely be productive.
- Team members come from all over the state. We'll rotate to different locations, likely stick with Steven Point, Oshkosh, and east side Madison. Kate will let the team know the location for each meeting as soon as she has found and reserved venues.
- Team members should mark their calendars for the following meeting dates selected from poll results:
  - Dec. 9
  - Jan 16
  - Feb 13
  - Mar 17 [*subsequently changed to 3/31*]
  - Apr 22
  - May 14
  - June 18
  - July 16
  - Aug 13

**Plan of Action (Kate, Kim)**

Goal: Review Action Items and agenda items for next meeting.

Next agenda:

- Introduction to HDD and basic procedures (Brad)
- Design Engineering (Colleague of Susan)

Action Items:

- **Brad** - share with Kate the WI Water and Sewer standards HDD section to add as team resource.
- **Brad** - prepare presentation on the basics of HDD (for Dec. 9 meeting).
- **Susan** - share with Kate the NSF list of approved drilling fluids for drilling to add as a team resource.
- **Susan** - coordinate with her Stantec colleague(s) to present on HDD engineering at either Dec. or Jan team meeting. **Kate** and **Kim** will confirm presentation date and time approximately 2 weeks before Dec. 9 meeting.
- **Kim** - share with Kate ASWM webinar series on HDD for **full team** review before the next meeting.

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- **Kate** - confirm venue and logistics for subsequent meeting schedule, notify team of meeting location details, and set up calendar entries for each meeting.
  - **Full Team** – mark your calendar and accept Kate’s meeting invitations for the following dates (9:30 am to 3:00 pm):
    - Dec. 9, 2019 (Alliant Energy, 4902 N. Biltmore Ln, Madison, WI 53718)
    - Jan 16, 2020
    - Feb 13, 2020
    - Mar 17, 2020 *[subsequently changed to 3/31]*
    - Apr 22, 2020
    - May 14, 2020
    - June 18, 2020
    - July 16, 2020
    - Aug 13, 2020
  - **Kate** - prepare draft meeting notes with **Kim**, then send to **full team** for review and comment. Notes will be approved by the team at the next meeting.
  - **Kate** and **Kim** - prepare next meeting agenda and share with team by Dec. 2, 2019.
  - **Full Team** – before the next meeting (Dec. 9, 2019), review:
    - FERC HDD Guidance (15 pages)  
<https://www.ferc.gov/industries/gas/enviro/guidelines/hdd-final/guidance.pdf> [PDF]
    - 2018 ASWM Pipeline Permitting Project Webinar Series, **Webinar #3: HDD: Understanding Context when Reviewing Oil and Gas Pipeline Permit Applications** (Approx. 2 hours in four parts). <https://www.aswm.org/aswm/aswm-webinarscalls/4142-past-energy-project-webinars-series#hdd1029> (scroll down to Webinar #3).

**3:00 End**