



Standards Oversight Council (SOC)

Developing effective technical standards that protect Wisconsin's natural resources

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NRCS 380 Windbreak Shelterbelt Establishment Standard Update Team

MEETING NOTES

Wednesday, January 26, 2022 ▲ 1:00pm – 3:30pm ▲

Online meeting at <https://us02web.zoom.us/j/87099157414>

Audio will be via computer but you may also call in at 312 626 6799; Meeting ID: 870 9915 7414

1:00 Welcome & Introductions (Kate, Team)

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

Welcome everyone. Thanks for joining this team!

Confirm Attendance: Eric Hurley (Sponsor) – NRCS

Allan Braun (Team Leader) – NRCS

Mic Armstrong, NRCS

Jeremiah Auer, NRCS

Michael Demchik, UW Stevens Point

Roy Diver, NRCS

Tony Johnson, UW Madison Division Extension

Shannon Rohde, Portage Co., Central WI Windshed Partnership Group

Mike Stanek, NRCS

Matt Wilson, Savanna Institute

Peter Wisniewski, WisDOT

Drew Zelle, DATCP

Absent: None

Guests: None

- This is a team conversation. Please unmute yourself and speak up or if you'd like you can use the Chat Box and Kate will call on you.
- The agenda was emailed around to the team and posted on the team website one week in advance. This is our standard process for meeting preparation.
- Meetings may be recorded to support notetaking. I delete the recordings after notes are complete since they are large filesize but if you miss a meeting and would like the file, please let Kate know right away and we can work out a file transfer. No concerns about recording were raised in the meeting. You can also talk to Kate in private if you have concerns about this.

- Overall Meeting Goal Today: Introductions... to the SOC process, to each other and to the issues to be addressed in revising this standard.
- Each team member offers a brief introduction.

SOC Process, Team Responsibilities (Kate)

Goal: Establish understanding of SOC process & member expectations.

The [SOC Technical Process Handbook](#) has details on the SOC history, process, and the responsibilities of all participants, including Team Members. Kate goes through PowerPoint presentation summarizing SOC's origin, process for standard creation, and what to expect. Some key points:

- Technical standards are to support the existing water quality standards and performance standards. They do not create rules or policy. They are science-based, technical documents.
- The guiding principles are: quality, uniformity and accountability.
- The standards are revised periodically and if something isn't working, there are ways for users to let us know and get the changes made.
- This standard will be following the Full Process, which will include team discussions and collaborative editing, plus 2 rounds of outside review—the Initial Review by small group of invited experts and the Broad Review which is announced widely to the public.

Kate is the SOC Program Manager and her role is to:

- Coordinate and facilitate standard teams – meeting logistics, agenda, facilitation, recording & distributing meeting notes, maintaining communication via listserv & website, food, drink.
- Monitor team progress, follow up on action items, ensure multiple perspectives are represented.
- 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 user.
- Lead team evaluation process and implement changes as needed.
- Finally, outreach and training upon final publication.

Eric is the NRCS Sponsor and Custodian rep. He expects to attend most of these team meetings but he doesn't **have** to. His responsibilities include:

- Authorize staff time to commit to standard projects.
- Provide resources as needed for standard completion.
- Assist with identifying and clarifying broad goals and sideboards.

- Provide background materials.
- Oversee training & education associated w/ proper implementation of the standard.

Allan is the Team Leader who will act like the chairperson during team meetings. His role is to:

- 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 [Kate will keep a parking lot to track things to be discussed at another time].
- 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.
- Communicate team progress and getting input from others at NRCS.
- Support training and education.

Team Member role is to:

- Attend and participate in team meetings
- Respect the decision-making process - try to maintain a respectful discussion with “constructive conflicts”. We will strive for full consensus, though sometimes we may need to move forward with only substantial agreement.
- Assist with the workload (research, present, summarize).
- Accept comments from initial and broad review and address with text revisions.
- If team members have any resources to share, please send them! This could be webinar or conference materials, research articles and other data, including resources from other states or programs. This whole team can be reached through the private email group just for this team at windbreaks@wisconsinlandwater.org. You can also send information to Kate and Allan and we can disseminate to the team.

Decision making:

- Disagreements are valuable. Try to maintain a respectful discussion.
- Creating consensus: We will strive for full consensus, though sometimes we may need to move forward with only substantial agreement. The team will work to make language adjustments or get to greater consensus. We may vote on issues or we may identify ranking or have team identify “must have” and “can’t have” items.
- In some situations, Allan, Eric, or others at NRCS make the call.

This is a team effort. Some group agreements are established:

- Attend all meetings on time. If you must be absent or late, let Allan and Kate know.
- Complete assignments on time; respect time constraints.
- Disagreements are valuable but remain respectful.
- Actively participate and share.
- Be open to collaboration and commit to the work – review research, reach out to researchers and private sector for presentations
- Be open to opinions different from your own, listening and learning from others.
- Retain drafts and details of team conversations within the team. Draft documents are only to be shared when out for review.

Team Timeline and Meetings (Kate)

Goal: Set timeline for drafting, reviewing, and completing the revised standard.

Confirm meeting frequency, future dates & location.

Current monthly meetings schedule:

- Feb. 23, 2022
- March 30, 2022
- April 27, 2022
- May 25, 2022
- June 29, 2022
- July 27, 2022
- Aug. 31, 2022
- Sept. 28, 2022
- Oct. 26, 2022
- Nov. 30, 2022
- We'll meet online for now but may switch to in-person meetings. Locations will be agreed upon by the team, centrally located or shifting locations.
- Meeting attendance is important. We don't want to discuss issues multiple times.
 - Please let Kate and Allan know in advance if you can't make it to a meeting.
 - You can talk to Allan in advance about the agenda specifics and after the meeting, review meeting notes.
- Team does **not** want to allow substitutes. This breaks team knowledge base and flow of the work from one meeting to next.
- Team decides on the quorum:
 - We have 11 people on our team. Kate and Eric do not count toward quorum or voting.
 - Team agrees to require 7 people as a quorum to hold a meeting and make decisions.

Target dates for Milestone Events:

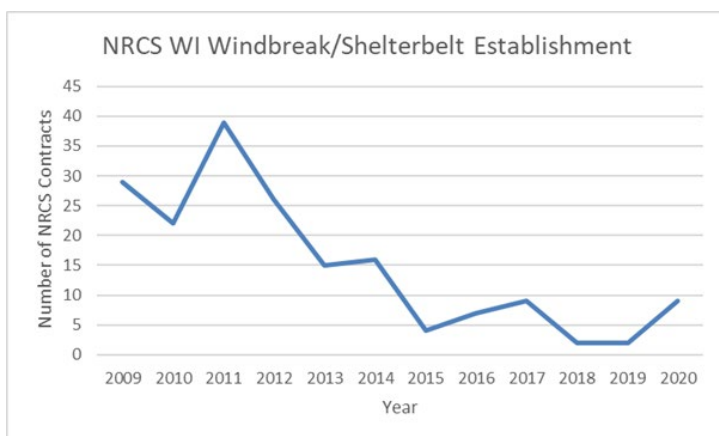
- July-August 2022 - Initial Review (invited experts only) around – Note that the standard goes out for review but the companion documents do not necessarily.
- Aug-Sept 2022 - Broad Review (open to public) around
- Late 2022 – Publication, then outreach and training

Current Resources, Goals & Sideboards (Allan, Eric)

Goal: Provide an overview of the standard, including NRCS requirements and how it is used and by whom. Define team mission & set sideboards.

NRCS leads a presentation. Some key points below:

- Why now?
 - Problem has gotten better but still room for improvement. In the 90s there were ditches in Portage area that filled in with sand, issues with sediment getting washed into waterways and crop damage.
 - New national standard combined CPS 380 and 650 into one known as CPS 380 dated July 2021. This is the starting point, though team can use the existing WI standards as a reference. The current WI Guidance Document (Forestry Technical Note 4, Tree and Shrub Species for Windbreaks, Nov. 2011) also needs updating. Team could also look at the current WI Jobsheet (now known as Implementation Requirements), Oct. 2016.
- What are **goals** for this standard? Team should consider:



- Practice is to control wind erosion, and protect crops and water quality.
- Is it working in WI? What, if anything, needs to change?
- What other guidance documents to change? Should reflect new science and consistent with updated information in CPS.
- These standards 380 and 650 are underutilized and have been decreasing in usage (see chart). NRCS would like to improve that, especially in renovations since older windbreaks could use revitalization. Can we help make it better standard and more used?
- Concrete work products: revise new national CPS for WI adoption, revise guidance document, review Iowa NRCS Excel planning tool for windbreak establishment and Wisconsin-ize.

- Sideboard - Some parts of the federal standard can change and some cannot. For example, can delete purposes that are NA and can add purposes with a variance. Team can make criteria more restrictive. Allan and Eric will advise as we work.

Key Issues (Allan)

Goal: Summarize why the standard is being updated now. Gather input from team on criteria or themes expected to be important in the revisions.

Kate emailed a list of issues compiled from the team applications, summarized below.

- Multiple species within rows – several applications mentioned this issue though it is not prohibited?
- WEPS (NRCS Wind erosion tool) – not required to use WEPS but NRCS needs some tool to measure soil loss.
- Stock types – basic info covered in tree/shrub establishment (612) guidance docs
- Wildlife habitat – incorporated into CPS and guidance doc – presentation by wildlife biologist?
- O&M – incorporated in CPS

We will use this list to track topics for future meeting discussions. If there are knowledge gaps on this team, we can bring in outside expertise to present.

Next Meeting Topics and Plan of Action (Kate, Allan)

Goal: Identify priority topics and goals for next meeting. Review Action Items.

Some next steps identified:

- Homework assignment for the next meeting – **Team** should read over these current documents and be prepared to discuss at February meeting. Note information from old standards to carry over into the new standard, missing information that should be included, or information in new national standard that may cause issues.
 - National CPS 380, July 2021;
 - Current WI CPS 380 dated Oct. 2016; and
 - Current WI CPS 650 dated Jan. 2013;
- Discuss the mixed species issue specifically at the next meeting. Shannon Rohde will present and may draw in others to assist.
- Roy Diver has some history on where guidance came from, how it evolved, and how cost sharing approach changed over time.
- Third meeting (March) and beyond - presentations on other key issues ID'ed during the second meeting. Some possible ideas: Mike Stanek on WEPS, Jeremiah Auer (and Mic Armstrong?) on stock types.

- Team will then look at specifics for document revision then pivot to some guidance documents and a tool like Excel spreadsheet tool that Iowa uses.
- Team would like a field trip later in spring (April or May?) to see the windbreaks in person together to see firsthand what is “good” and “bad” and what rehabilitation and better O&M could look like. Shannon could host at Hancock Research Station, which also has meeting space. We would see old, run-down windbreaks as well as good, high quality windbreaks.
- Team may look at resources from NRCS in other states – MN has done some innovative things many years ago, but not sure of outcome. Mike D may be able to find contacts to track down the results of these MN projects.

Next meeting will be online, on February 23, scheduled 1:00 -4:00 pm.

Action Items developed today:

1. **Full Team:** read over the new national CPS 380 standard, current WI CPS 380 and current WI CPS 650. Be prepared to discuss at Feb. 23 team meeting.
2. **Full Team:** let Kate and Allan know if you have research and resources to share, ideas for non-team members to present to the team.
3. **Shannon:** prepare to present 2/23 on multi species windbreaks – benefits, specifications, successes, photos.
4. **Roy:** prepare to present 2/23 on windbreak history (standard, cost sharing and implementation).
5. **Mike D** may be able to identify contacts in MN to track down the results of previous windbreak research projects.
6. **Kate:** email team a group contact list.
7. **Kate:** prepare draft meeting notes, reviewed by **Allan**, then reviewed by full **Team**
8. **Allan and Kate:** prepare agenda for 2/23 meeting and send to team one week prior to meeting.

3:00 *End*