

## Standards Oversight Council

Meeting Minutes

March 17, 2006

DATCP, Madison

Present: Gordon Stevenson, Ed Odgers, Pat Murphy, Gail Lisse, Mark Jenks,  
Rebecca Baumann, Bruce Olson, Mike Murray  
Absent: Lynita Docken, Bruce Webendorfer  
Guest: Perry Lindquist Waukesha County LRD

**The next meeting is scheduled for April 25<sup>th</sup>, 9:00-12:00 at the DATCP office, Room 172.**

### WLWCA Grant Administration Fee

History – Agency contracts with WLWCA have changed over the past 10 years. For the years 1996-98 DATCP had a 15% grant administration fee in their contract with WLWCA. This requirement was dropped in 1999. DNR and NRCS did not specify a percentage. In 2004 the WLWCA accountant advised the organization to increase the percentage taken for grant administration to better reflect costs. The suggested amount was implemented – 40% to cover grant administration, rent, photocopier, and postage meter.

County contributions have been entirely directed towards SOC, and have never had any dollars taken out for administration.

WLWCA performs all the accounting and grant administration work for SOC. This includes covering SOC expenses when Agency funding is not provided in a timely manner. An audit of WLWCA's books was prepared last year and no errors were noted, copies are available.

- The grant administration costs have increased over the last 10 years, however Agency contributions have remained stagnant, and no adjustments for inflation or increased costs of doing business have been made.
- Mike contacted Boris Frank Associates and inquired about typical grant administration fees (He teaches UW continuing education courses for nonprofit development and grant writing, plus consulting work with nonprofits). A few common methods to determine an administration fee include: → line item for all charges (i.e. % of heating, salary of administrator(s), rent etc), → combination of line item and straight %, → straight % (i.e. % of total costs of program, % of salaries of all involved in grant administration). Charges can set by the granting entity or negotiations between the administrator and granting body. As a rule of thumb 10-15% is typical, but the number can be significantly higher. For example the United Way charges 15% of total costs, UW charges 40% of salaries (clerks up to Dean's office), Harvard charges 100-120% of the salaries for those involved.
- **Parking Lot:** More funding for SOC – can Agencies increase funding levels?  
**AR: Mike** Write a formal letter requesting Comm funding for 2006.

The need for the Council to become more involved at budgetary matters is apparent. Oversight and appropriate financial management procedures need to be institutionalized into SOC operations. The technical aspects of SOC's work are effective and budgetary

matters must be held to the same high standard. This is essential if financial support from the counties is requested. The group is starting to think an agreement for administration costs of the SOC grants should be located somewhere, not necessarily within the grant. **AR: SOC** be more engaged in the financial management of SOC.

The original decision to locate the SOC Coordinator in WLWCA was discussed. The majority still feel that WLWCA is an appropriate entity to house SOC. It is unclear who else could do this without undue political influences, or that the agencies could agree on another entity. If the grant administrator were to change the agencies would be required to have a public announcement and bidding process. The initial assessment by NRCS does not show grant administration costs charged by WLWCA to be out of line. Reporting for the NRCS grant expenditures should be done in a line item format.

SOC asked WLWCA to prepare a response to the following financial management questions. **AR: Rebecca** provide budget information a couple weeks in advance of the next SOC meeting.

Questions to be answered by WLWCA

1. Provide an explanation for the differences in 2004-05 budget and actual expenses - admin fee and overall budget
2. Resolve differences between work plan budget and actual budget for 2003/04/05
3. Provide listing of what is covered by the administration support line item (qualitative list)
4. WLWCA's recommendations to SOC on budgetary information needs: e.g. format, categories, structure, etc.

#### **Parking Lot:**

1. SOC policy for information request
2. WLWCA policy for information request
3. SOC policy on grant administration fees
4. SOC policy on budget oversight

The 2006/07 budgets will be decided after the grant administration question is answered.

#### Project Request - Stormwater credits for BMPs

Perry requested that DNR develop a simple method to determine efficiencies of stormwater BMPs. The tool would be helpful for measuring compliance with state codes. This idea was discussed during the creation of the Blue Book Standards but no action was taken by the Work Teams as it seemed to be more of a code related issue, and the time commitment required for development of this tool (it will be complicated). Perry is willing to lead this effort. The group talked about how this type of project fits into the scope of SOC activities and if SOC should pursue performance determination tools. **AR: Gordon, Perry** meet with Kevin Kirsch and possibly others from the counties to discuss development of a stormwater bmp efficiency tool. Report back to SOC.

#### SOC Listserv

A listserv was established for SOC communications. 482 members are signed up to the listserv (69% of SOC distribution list). They will receive drafts for review, notifications of new teams and standards, plus other SOC communications. Members of the SOC distribution list not signed up for the listserv include those that do not want to receive all SOC communications. They include those that only want notifications of new/ revised standards and those wanting notices only related to a specific subset of standards (ag

only, urban only); of these 123 members receive notifications via email (18%) and 95 members receive hardcopies (13%).

In total there are 700 members on the SOC distribution list. 78% receive ag and urban standards notifications, 5% ag only, 9% urban only, and 8% only want notifications.

Mike's email problems have not been resolved.

SOC Flyer – UWEX updated the SOC Flyer, good work.

Chair of SOC – Pat agreed to remain the Chair of SOC.

### Work Team Update

#### DNR Work Teams

Channel/Sediment Team – The Sediment Basin Standard (1064) was published. The last standard remaining to be finished is Dewatering. Three standards underwent minor modifications by DNR. Commerce expressed concern regarding this. The old Blue Book is practically dead and will finally disappear soon. **AR: Gordon** call **Lynita** for details about Comm adopting modified DNR erosion control standard for their use.

Stormwater Infiltration – The Infiltration Swale Standard will be finalized by DNR before the Dewatering standard is finished.

Turf Nutrient Management – The Team will respond to broad review comments on their March 21<sup>st</sup> meeting. The group has functioned well together and it is expected a final version will be sent to DNR early next month. Training, notably for the certification of turf nutrient management planners seems to be needed, but falls beyond the scope of this Team. There may be an opportunity for the UW to nationally promote turf nutrient management for water quality objectives.

#### Joint DNR Comm Team

Proprietary Devices – Device manufacturers individually presented material to the Team on Feb. 8<sup>th</sup> and a joint session with all the vendors and the Work Team was held on Feb. 9<sup>th</sup>. Industry is willing to contribute and appreciates being asked to participate. The Team plans on developing a modeling approach first, and then working on a full scale lab test protocol. A national ASTM standard for the test protocol is actually what is needed and this option will be pursued.

#### NRCS Work Teams

Milking Center Wastewater – A 55 page draft of the companion document (plus detailed drawings) is being edited by UWEX. The Team will review the draft shortly.

Feed Storage Leachate – The Team is debating leachate collection options and the amount of contaminated runoff to collect. It was suggested to send the draft to experts located in other states during the review period.

Tillage – The following standards will be revised: **329A** Residue Mgmt No Till & Strip Till, **329B** Residue Mgmt, Mulch Till, **344** Residue Mgmt Seasonal, National **346** Ridge Till. Nationally mandated changes include altering the practice numbers and including STIR ratings. The Team is small – 2 NRCS, 2 County LCD (Jefferson, Dodge), 1 Operator (Koepeke Farm).

580 – Three specifications are ready for publication. The remaining EFH companion documents are being finished.

#### Future Work Teams

Buffer Standards – The WBI presented its final recommendations to the DNR. The DNR is considering the information and relationship to NR 151. The DNR board will take up the issue in May. Agreement was reached that the technical standard Team can be formed now. **AR: Mike, Pat** discuss forming a Buffer Team

Manure Management – The task force is currently determining how to implement their recommendations. The NRCS will do what it can to support the recommendations (CNMP and 590 guidance). At this point it is unclear what SOC can do. **AR: Ed** ask VandenBrook to attend the next SOC meeting to clarify how the taskforce will implement it's recommendations.

#### Agency Reports

DNR – DBA requested the Green Tier system be established for farms. The issue is being researched.

DATCP – Siting will become law May 1<sup>st</sup>, implementation is another issue. This spring farms will be selected to receive conservation innovation grants to study air emissions and odors. A cleanup of the cost share issues in ATCP 50 is anticipated but a date is not set (next winter?). This would include more non-ag practices (lakeshore stabilization etc).

NRCS – Their budget is three million behind. CSP is gaining momentum. Unfortunately funding is short for the anticipated financial incentive for those enrolled in the program to establish more conservation practices and receive higher payments.

WALCE – ATCP 51 training/guidance is need. Many ordinances may need to be rewritten. New officers were elected:

Dale Hanson Barron County – President  
Joe Van Berkel – Secretary

Curt Calkins - VP  
Ed Hernandez - Treasurer

Next meeting – Response/reaction to budget info, ask Gina to attend. Is the current grant administration through WLWCA a fair and equitable arrangement?  
What constitutes a minor revision?

#### **Action Items**

**Ed** ask VandenBrook to attend the next SOC meeting to clarify how the taskforce will implement it's recommendations.

**Gordon** call **Lynita** for details about Comm adopting modified DNR erosion control standard for their use.

**Gordon, Perry** meet with Kevin Kirsch and possibly others from the counties to discuss development of a stormwater bmp efficiency tool. Report back to SOC.

**Mike** Write a formal letter requesting Comm funding for 2006.

**Mike, Pat** discuss forming a Buffer Team

**Rebecca** provide budget information a couple weeks in advance of the next SOC meeting.

### **Parking Lot**

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