

Standards Oversight Council

Meeting Minutes

August 22, 2006

DATCP, Madison

Present: Bruce Webendorfer UWEX, Pat Murphy NRCS, Ed Odgers DATCP, Bruce Olson WALCE, Mike Murray SOC, Perry Lindquist WALCE, Gordon Stevenson DNR, Gail Lisse DNR, Gina Kaminski WLWCA, Lynita Docken Comm
Guest: Richard Castelnovo DATCP

The next meeting is scheduled for Sept. 28th from 1:00-4:00 at DATCP, Room 411.

The WALCE Board approved Perry to be one of their representatives on SOC.

The July meeting minutes were reviewed and approved with the edits as discussed.

Grant administration costs

Information provided by the WLWCA accountant regarding the increase in administration costs in 2004 was relayed. Costs are based on the needs of a grant. The coordination of multiple grants is a valid reason for increased administration costs because of the staff time required.

The NRCS evaluates overhead for individual grants. Cost typically range from 30-40%. RC&D's charges 15% of the grant plus 15% of the cost of benefits. NRCS agrees that when multiple grants are administered associated record keeping and administration becomes more complex and higher cost are incurred. For the SOC grant NRCS requires that cost be accounted for (i.e. taking a percentage of the grant without breaking down expenses is unacceptable).

Richard briefly explained the DATCP grant requirements. DATCP treats the SOC grant equivalent to grants provided to the counties. DATCP funding will return to \$25,000 next year.

The agreement between Commerce and WLWCA has yet to be signed. Comm's financial contribution will be added to the 2007 budget.

2006 Budget

A handout illustrating total rental costs was distributed. The rental expenses (postage meter, copier machine, office space) comprise the Operational line item in the 6-19 version of the proposed budget. WLWCA will begin charging office space rent based on square footage. Previously SOC was charged 25% of the cost; the resulting change will reduce SOC expenses. The operational line item will be renamed rental expenses. A footnote will explain the rental expenses.

The grant administration line item will remain, and a footnote will be added to clarify that the amount is based on 25% of the agency grants that is used by WLWCA to cover the staff time necessary to administer the grants. Beginning with the 2007 budget the grant administration line item may be dropped and the WLWCA costs associated with grant administration will be placed under the salary category, which will be subdivided into SOC Coordinator and WLWCA salary related to grant administration.

Payroll and Benefits. The Council approves the line items in the budget while the final payroll and benefit decision is determined by negotiations between the Coordinator and WLWCA. Mike had discussed this issue with the WLWCA executive director prior to her departure and the issue was placed on hold until the SOC budget issues discussed at the previous meetings were resolved. Adjusting the coordinators payroll and benefits was approved.

How to display the budget was discussed at length. The grant carryover line reflects grant dollars needing to be spent. The fund reserve is dollars (county dues) that do not need to be spent within a given timeframe. It was suggested to formalize which items the grant administrator can transfer dollars between without SOC involvement. **AR: Gina** provide suggestions for budget categories suitable for transfer of dollars.

The 2006 SOC budget was approved with the alterations discussed today (rental expenses, payroll, retirement, footnote to explain the administration line item, state the fund reserve). The budget responsibilities (SOC Budget Responsibilities 8-1-06.doc) were clarified for inclusion in the policy manual. **AR: Gina**, revise 2006 budget, **Mike** email final 2006 budget to SOC.

County Dues

No WLWCA administration costs have been charged to avoid the perception that WLWCA is charging the counties twice, once for WLWCA due and secondly for SOC. The county dollars can be carried in the reserve unlike grant dollars. The fund reserve is intended for complications with grants, publications or other initiatives. **Parking Lot:** How to manage and utilize the fund balance for maximum benefit.

Grant Contingency Plan

A backup plan for SOC grant administration and housing the Coordinator is valid yet this is something that if developed would go out of date quickly. SOC must remain independent. Options for alternatives were briefly discussed. SOC likely cannot become a nonprofit and administer the grants because of potential conflict of interest concerns between the funding agencies. Perry checked with Dane County about housing the SOC Coordinator and it did not look possible at present. Complications with DATCP funding would arise if a county were to house the Coordinator. **AR: Bruce W** check on UWEX as potential grant administrator. **Parking Lot:** Contingency plan for SOC grant administration and housing of the Coordinator.

NRCS Work Teams

Feed Storage Leachate – Evaluating initial review comments and clarifying the criteria with tables.

Tillage Revision – The project is complete. All four standards and a new companion document will be published in the near future. Seven months to complete, including preliminary work prior to the Team formation.

580 – The three new Specifications developed by this Team were published. One new Specification is almost complete. Team members are finishing the numerous companion documents contained in the Engineering Field Handbook.

Milking Center Wastewater – A draft of the companion document will be distributed to the work group for comment in the near future. It is close completion. The slow progress in developing this document should be used as a learning opportunity to avoid such problems in the future. The process of integrating Extension into work team activities must be improved.

DNR Work Teams

Turf Nutrient Management – The Standard was completed and published within 14 months.

Channel/Sediment – The Dewatering Standard will be finalized in Sept. An erosion control planning companion document developed by a team member will be released as well. The project will then be complete.

DNR-Comm Work Team

Proprietary Stormwater Devices – This Team is struggling due to the complexity of the issue. Difficulties regarding the development of a lab testing protocol abound with major obstacles relating to the stormwater sediment's particle size distribution, scaling devices and scour.

Developing a lab test that will supply information necessary for site specific designs utilizing a computer model is the goal; however this may require that the SLAMM model be updated in some unspecified capacity. Vendors are assisting the group as well as nationally known stormwater scientists yet the answers are not forthcoming. **AR: Gordon, Lynita** talk to Proprietary Stormwater Devices co-team leaders about how to move the project along.

New and Potential Teams

Buffers – Murphy reviewed the scoping session held to evaluate needs for revising the NRCS Standards 393 and 391. It would be helpful to design according to the WBI methodology using actual locations from throughout the state. A group could form to accomplish this prior to beginning a standards revision team. Input from the DNR about the direction their performance standard is going, and how the technical standards and WBI process fit is needed before a SOC team is formed. **AR: Gordon** advise SOC when the DNR has developed a strategy for the buffer performance standard, and how SOC can assist with the technical standard revisions.

Wet Detention Basin – A call for volunteers to revise DNR Standard 1001 was made. About half of the original Team members are able to participate. New members will be included. The DNR expects this to be a fairly quick revision.

NRCS Standard 382 Fence – It is expected that this will be a smaller revision focusing on criteria for the different types of fencing. The Team will need an engineer to address fences utilized for safety (i.e manure storage) as well as grazing experts. **AR: Mike, Pat** Begin Team to revise NRCS Standard 382, Fence.

AR: SOC review the work plan priorities for new Teams.

Next meeting approve 2007 budget. Future agenda item – How to best manage and utilize the fund balance.

Action Register

SOC review the work plan priorities for new Teams.

Bruce W check on UWEX as potential grant administrator.

Gina provide suggestions for budget categories suitable for transfer of dollars.

Gina, revise 2006 budget, **Mike** email final 2006 budget to SOC.

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Parking Lot

Parking Lot: How to manage and utilize the fund balance for maximum benefit.

Parking Lot: Contingency plan for SOC grant administration and housing of the Coordinator.