

**LAND AND WATER CONSERVATION BOARD
ADVISORY COMMITTEE ON RESEARCH
MEETING MINUTES**

**November 1, 2022
Microsoft Teams Meeting**

**Item #1 Call to Order – Roll call, open meeting notice, approval of agenda, approval of
September 6, 2022 Committee meeting minutes.**

Call to Order

The Advisory Committee on Research (Committee) to the Land and Water Conservation Board (LWCB or Board) met via videoconference on November 1, 2022. The meeting was preceded by public notice as required by Wis. Stat. § 19.84. The meeting was called to order by Ron Grasshoff at **3:11 pm**.

Members Present

Members: Ron Grasshoff, Bobbie Webster, and Brian Weigel. A quorum was present.

Advisors Present

Advisors: John Exo and Dr. Francisco Arriaga.

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On November 9, 2022, Department legal counsel advised that advisors to the Committee should not make motions or vote on matters of the Committee, based on the governance of the LWCB pursuant to ch. 15 and 92, Wis. Stats. Henceforth, actions of advisors will comply with ch. 15 and 92, Wis. Stats.

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Approval of Agenda

Motion

Exo motioned to approve the agenda as presented, seconded by Arriaga, and the motion carried unanimously.

Approval of Minutes

Motion

Arriaga motioned to approve the draft minutes of the September 6, 2022 meeting minutes as presented, seconded by Exo, and the motion carried unanimously. The approved minutes shall be posted as the official meeting record for publication on the LWCB website.

Item #2 Discussion and Possible Election of Advisory Committee Officers

Ron Grasshoff, LWCB, opened a discussion on whether the Committee should elect members at the first meeting of each year to serve as committee officers. Department staff advised that the Committee is not required under s. 15.07(2), stat., to elect officers, but has the discretion to do so. Should the Committee elect officers, they also have discretion to accept or omit each type of officer (i.e. chair, vice chair, and secretary). Department staff also advised the Committee that the task of minute recording may be delegated to Department staff. After additional discussion, the following motions were made:

Motion

Exo motioned to create the positions of chair and vice chair for the Advisory Committee on Research, seconded by Arriaga, and the motion carried unanimously.

After the Committee adopted a structure of officers, Grasshoff opened the floor for nominations to fill the position of Committee Chair.

Nomination for Chair

Exo nominated Grasshoff as Chair, seconded by Arriaga. Exo motioned to close nominations and nominate Grasshoff for Chair, seconded by Arriaga.

Grasshoff closed nominations. Grasshoff was elected to serve as 2022 Committee Chair by a unanimous voice vote.

Nomination for Vice Chair

Arriaga nominated Webster as Vice Chair, seconded by Exo. Exo motioned to close nominations and nominate Webster for Vice Chair, seconded by Grasshoff.

Grasshoff closed nominations. Webster was elected to serve as 2022 Committee Vice Chair by a unanimous voice vote.

Item #3 Update on Open Meeting and Public Record Requirements

Zach Zopp, DATCP, gave a brief update regarding activities the Department is taking for the Committee to adhere to public meeting notice in accordance with s. 19.84, stat., and meeting records in accordance with s. 19.88(3), stat. Department staff advised that the committee hold officer elections at the first meeting of each year. The Committee also discussed the roles of advisors to the Committee. After a brief discussion, the Committee requested that department staff clarify the roles of advisors and present the findings at the next committee meeting.

Item #4 Discussion and Vote on Stakeholder Outreach Letter & Electronic Survey

John Exo, UW-Extension Advisor to the LWCB, presented a draft copy of a letter and electronic survey the Committee intends to send, on behalf of the Board, to stakeholders and partners. Together the letter and survey will inform stakeholders of the LWCB's intention to advise the UW-System on soil and water conservation needs and offer stakeholders a platform to submit feedback. The committee discussed the scope of the survey questions and the balance of data analysis verses constraining participant responses. A working group consisting of Webster, Weigel and Exo will meet to refine the survey and report to the Committee in January 2023. After additional discussion, the following motion was made:

Motion

Arriaga motioned to table the vote on the survey letter and electronic survey for further development, seconded by Grasshoff, and the motion carried unanimously.

Item #5 Member Updates with Possible Discussion

No updates were provided.

Item #6 Discuss Actions Necessary to Implement Stakeholder Outreach

Chair Grasshoff, opened the floor for a general discussion regarding the Committees next steps to gather stakeholder feedback regarding research and outreach needs related to agricultural soil & water resources. The committee discussed the survey data analysis procedure, responsibilities, and the final work product of the Committee. The Committee also discussed the need to prepare a brief report on the survey results for internal use and public distribution.

Item #7 Planning for the next Advisory Committee meeting

Chair Grasshoff, opened the floor for a general discussion regarding agenda items for the January 3, 2023 Committee meeting. Department staff advised that the Committee should hold an election for 2023 Committee Officers at the January 3 meeting. This would align the Committee’s election cycle with the current procedure detailed within the LWCB Bylaws. Chair Grasshoff called for a special committee meeting in December 2022 to approve the survey and questionnaire.

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On November 11, 2022, Chair Grasshoff canceled the special committee meeting in December due to scheduling conflicts that could potentially prevent a quorum.

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Item #8 Adjourn

Motion

Exo motioned to adjourn, seconded by Arriaga. Chair Grasshoff adjourned the meeting at 4:14pm.

Respectfully submitted by,

Zach Zopp, Bureau of Land and Water Resources
Division of Agricultural Resource Management
WI Department of Agriculture, Trade and Consumer Protection