

**Wisconsin Recreation Best Management Practices for Invasive Species
Advisory Committee**
Marathon County – UW-Extension Office, Wausau
December 18, 2007

EXECUTIVE MINUTES

Meeting Participants

Participant	Organization
Amy Staffen	WDNR-Forestry
Bill Duncanson	WI Park & Recreation Association
Dave Newman	Association of WI Snowmobile Clubs
Evan Miller	Chequamegon-Nicolet National Forest
Gary Severson	WI Conservation Congress
Gary Werner	Sierra Club – John Muir Chapter
Hank Wozniel	WI ATV Association
John Jones	WI Donkey & Mule Society
John Schnorr	WI Off-Highway Vehicle Association
Kelly Kearns	WDNR-Endangered Resources
Kevin Thusius	Ice Age Park and Trail Foundation
Kimberly Currie	WDNR-Parks & Recreation
Kris Tiles	UW-Extension
Mindy Krolick	WI State Horse Council
Rob McConnell	WI ORV Council
Rolf Uttegaard	Invasive Plants Association of Wisconsin
Sherry Klosiewski	WDNR-Parks & Recreation
Tim Krueger	Wisconsin 4-Wheel Drive Association
Tom Boos	WDNR-Forestry
Will Christianson	WI Department of Tourism

I. ADMINISTRATION

Introductions

Tom Boos now had funding to participate in the meetings of all four advisory committees form BMP development (Forestry, Recreation, Urban Forestry and Rights-of-Way). He will provide “consistency control” in ensuring that the products developed by all four tracks is consistent, compatible and harmonious.

Project Lead Update

There was a problem in DNR Human Resources with this position’s classification. The position will be announced soon, however, and the closing date for application is planned for January 21, 2008. It is hoped that the new hiree will begin work in early February 2008.

- √ **Assignment:** Kimberly Currie will send the position description by email to all members of the Advisory Committee, who are encouraged to distribute to individuals that may be interested and qualified.

Scheduling:

- √ **Decision:** Upcoming Advisory Committee meetings will be:
- Tuesday, February 19, 2008
 - Tuesday, April 8, 2008
 - Tuesday, June 17, 2008

II. OLD BUSINESS

Approval of October 22nd meeting minutes

- √ **Decision:** Minutes approved.

- √ **Assignment:** Amy Staffen ensure that website is updated so that all past meeting minutes are posted. Investigate possibility of shifting webmaster duties to IT person in WDNR Parks & Recreation (talk to Kimberly Currie).

III. NEW BUSINESS

Spokes Reports

Kris reviewed what was expected of the Spokes Groups following the October meeting:

- 1) Fill out BMP development guide
- 2) Convert information from development guide to the BMP template format.
- 3) Spoke leader share the template with stakeholders

Pedestrian Recreation (Kevin Thusius)

This spoke has completed the development guide. Sherry transcribed the notes and drafted the BMP using the template format. Kevin shared template with representatives of 10 organizations, and heard from two, one of which had substantive comments. He has set a mid-January deadline for responses. Following are a list of follow-up needs/questions for this spoke:

- 1) Needs better contact for handicapped accessibility stakeholders. He had sent template to Antoinette Gilpaltrick. Kimberly informs that Antoinette is no longer in that position. Recommends that Kevin contact Access for Independence.
- 2) Needs better contact for WIAA Cross Country runners.
- 3) Needs better contact for Leave No Trace.

- √ **Assignment:** Kimberly Currie will provide contact information to Kevin for Access for Independence.

Motor Vehicles (Will Christianson and Hank Wozniel)

Will informs us that an increased workload with Department of Tourism will prevent him from coming to future Advisory Committee meetings, but he will still continue to monitor proceedings and provide feedback whenever possible. Hank Wozniel will take over as Spoke Leader. The BMP development guide was completed, and this was shared with stakeholders. Rob McConnell reports that although many stakeholders are interested in reviewing and commenting on the materials as monitors, few or none want to participate at a higher level. Their next step will be to create the BMP text following the template format.

√ **Assignment:** Hank Wozniel will convert the motor vehicle text to template format.

Animals (Mindy Krolick)

Mindy has accepted the position as Spoke Leader. She started the process of sharing information with stakeholders. Needs to establish contacts with other stakeholders. This should include the four individuals who initiated filling out the BMP Development Guide at the October Advisory Committee meeting, as well as those from the list at the bottom of page one in the development guide. Rolf has contact info for many of the groups listed. Gary Sorenson informs that the Wisconsin Trail Blazers have a web site, easily located through a Google search, where Mindy can find appropriate contact information.

Hunting/Trapping/Fishing (Kimberly Currie)

She has tried to communicate with George Meyer to be the Spoke leader, with no luck thus far in getting a response. She feels that George's group, Wisconsin Wildlife Federation, should play a key role in developing these BMPs.

Bicycling (Kimberly Currie)

Kimberly reports that Brigit Brown, Bicycling Spoke Leader, was unexpectedly detained from attending the meeting today. No report available.

√ **Assignment:** Brigit Brown should send a full report of this Spoke's activities to the Advisory Committee via email as soon as possible.

Camping (Kimberly Currie)

Will Christianson and Kimberly Currie have been actively looking for a Spoke Leader. They have been sending inquiries to WACO, with no luck thus far in getting a response. They hope to find a leader from private industry.

Land Management/Facilities (Kimberly Currie)

Kimberly Currie met independently with Darrell Zastrow and Fred Clark to discuss the concept of developing BMPs for recreational land managers. She learned that a lot of groundwork has already been laid by the Forestry Track. This discussion was further elaborated and shared with a group of stakeholders through a conference call on November 30, 2007. The Forestry Track will begin to share their materials with the Recreation Track, to an extent that remains to be determined at the next Forestry Advisory Committee meeting on February 14, 2008. Tom Boos clarified that Amy

Staffen and he will conduct a 'gap analysis' once draft BMP text is completed by this track, *i.e.*, they will compare the BMPs for the Forestry and Recreation tracks to determine if there are gaps or inconsistencies. Results of this analysis will be communicated to the Spoke Leader and/or the Spoke group. Tom anticipates that although the BMPs will probably be similar if not identical, the considerations will probably not overlap much.

Bill Duncanson took the initiative of developing an outline for this Spoke, which he presented to the Advisory Committee today (see attached). He developed this with the mindset that the BMPs we develop need to consider a diverse array of stakeholders with variable acreages for which they are responsible, often with limited resources. His vision is of a document that will serve as a 'cafeteria plan' of sorts, from which managers of recreational lands can pick and choose those that best apply to their situation.

Gary Werner suggests that for the Information and Education section, the messages that are disseminated must be standardized to ensure consistency. If done well, this may help address the issue of diverse scales for stakeholders. These messages must be developed by consensus by a broad spectrum of stakeholders, including all levels of government and private organizations that manage recreational lands. Gary also stresses the importance of encouraging collaboration among adjoining landowners, and the development of regional invasive species strategies.

Mindy Krolick invites Bill to present this excellent framework of ideas to her stakeholder groups. For example, the National Trails Symposium in Arkansas, November 15-18, 2008. Gary Werner agrees that this would be an appropriate forum, and volunteers to help plan for a presentation at that conference, which he will attend.

√ **Decision:** Bill Duncanson will be Spoke Leader for Land Management & Facilities.

√ **Decision:** The Land Management/Facilities Spoke will hold a face-to-face meeting on February 7, 2008 from 9:00 to noon in Steven's Point. Bill Duncanson will develop a draft agenda, and email it to spoke members. The first (and perhaps only) agenda item will be to fill out the BMP development guide.

√ **Assignment:** **Current spoke members** will brainstorm agencies and organizations that need to be represented in the Land Management/Facilities discussion, and will send ideas to Amy for consolidation in the contact spreadsheet.

√ **Assignment:** **Amy Staffen** will provide Bill Duncanson with all new and consolidated contact info for the Land Management/Facilities spoke, and invite all stakeholders to the February 7 meeting.

Review of BMP Development and Review Process

Tom Boos and Amy Staffen developed a draft flow chart showing a possible progression by which BMPs are developed, reviewed and finalized. After discussion, a final chart, with revisions, was produced.

√ **Decision:** A formalized process for reviewing BMPs was approved by the Advisory Committee, and is conveyed in the following diagram.

Recreation Invasives BMP Review Process

DRAFTING

1. Spoke Group (Active Members and Group Monitors)
 - a. Complete BMP Development Guide
 - b. Create BMP text following template format
 - c. Share BMP text developed in 1b with stakeholders and monitors
 - d. Revise draft as appropriate based on feedback derived from 1c
 - e. Compile questions for technical and/or scientific review



REVIEW

2. Advisory Committee
 - a. Review independently, and share comments and questions with Spoke Leader
 - b. Compile questions for technical and/or scientific review
 - c. Approve conceptually those BMPs that do not require technical or scientific review
3. Technical/Scientific (if necessary – see 1a and 2b above)



FINALIZATION

4. Spoke Group (Active Members and Group Monitors)
5. Advisory Committee
 - a. Approve BMPs conceptually
 - b. When all Spoke's BMPs are approved conceptually, finalize and refine all BMPs, considerations, and supporting text through 'wordsmithing.'
6. FILT^a
7. External Stakeholders^b

^a Forestry Invasives Leadership Team

^b Group and process remain to be defined. May be general public, or merely a broader audience of specific stakeholders.

General Comments: The Review Process

- Kevin Thusius wonders if it will be a problem to send BMP text from several different spokes to same reviewer. Kimberly Currie feels that this isn't a problem, and that each Spoke has a unique set of BMPs and considerations that should all be reviewed separately.
- It was agreed that many stakeholders who were sent BMP text for review since the last meeting were confused due to the lack of explanation, context and perhaps inconsistency of products shared. Hopefully, this will be rectified now that the process has been more precisely defined (see flow chart above). In addition, Spoke Leaders must preface all communications to stakeholders and monitors with an overview of the process, as well as what is expected of them (see assignments below).
- Gary Severson wonders if the Spring Hearing of the Wisconsin Conservation Congress would be an appropriate venue for sharing BMPs with external stakeholders (see flow chart above, item 7).
- Gary Werner hopes that we will be able recommend new technological initiatives that will make BMP implementation more feasible and likely. Amy Staffen reminds him that FILT (Darrell Zastrow) has specifically instructed this committee to develop BMPs that are reasonable and practical given the current state of technology and knowledge, and suggests that we could include innovative ideas or suggestions in considerations or some other part of the final document. John Schnorr predicts that as stakeholders undertake the implementation of BMPs, a market change will occur that will drive new technological innovations.
- Tom Boos feels that as technical and scientific questions surface during the review stage, we will have to evaluate the importance of each of them, and focus on seeking further technical and scientific review for those questions that hold the greatest pertinence and implications. We will need to work together at that point to identify appropriate advisors and/or reviewers for these questions.

General Comments: "Best" Management Practices, Scientific and Technical Review, Future Implementation

- We need to clearly state the following in our final BMP document: our Committee Mission Statement, a clear statement that the BMPs are voluntary, and that their implementation may vary depending upon available resources, size of lands under consideration, and the nature and scope of recreational activities.
- Tim Krueger reminds us that we agreed early on that revision of the BMPs will be allowed in the future. This is certainly likely, given the evolving state of knowledge on invasive species, changeable status of invasive species, and evolving technical approaches to slowing their spread.

√ **Assignment:** Amy Staffen will use publicity materials to develop a standardized preface for Spoke Leaders to use. This preface will also include a list of the different spokes, Spoke Leaders and their contact info.

√ **Assignment:** Advisory Committee Members will work together to develop review questions and guidelines.

√ **Assignment:** Amy Staffen will create a bibliography (annotated when possible), perhaps with the help of Kelly Kearns' Work Study, of all references collected thus far by Todd Miller, Tim Krueger and others. She will then share this with the Advisory Committee.

Review Universal BMPs

A draft list of universal BMPs was created by Amy Staffen, who reviewed and consolidated all BMPs from the Animals, Motor Vehicles and Pedestrian Recreation Spokes that overlapped. The Committee agreed that 'wobble words' ("When possible, "to the extent practical") should be deleted. Tom Boos and Amy Staffen explained that the Forestry Track has tabled the usage of these terms until the entire document is in place and they enter the 'wordsmithing' stage.

√ **Decision:** Instead of adding 'wobble words,' the Advisory Committee (or a volunteer yet to be determined) will carefully craft an introductory disclaimer at the beginning of the BMP document that clearly explains how the BMPs are voluntary, and that their implementation may not be feasible or practical under all circumstances. The Advisory Committee did not feel that the disclaimer in the Forestry Track document, which Tom Boos shared, was comprehensive enough.

√ **Decision:** All Universal BMPs, as revised at this meeting, were approved conceptually. Current revision is attached to minutes.

Progress Check-Out

Kris Tiles shared a progress tracking chart developed in an Excel spreadsheet. This will be populated with BMP development and review tasks, responsible parties, and check-offs as tasks are completed. The chart will be updated at the end of every Advisory Committee meeting.

Agenda for next meeting

1. Review Pedestrian Recreation BMPs in template format.
2. Review Motor Vehicle BMPs in template format.
3. Progress report from Animal Spoke on their initiatives to populate the BMP Development Guide.
4. Progress reports of other spokes, if available.
5. Review Universal BMPs with considerations.

√ **Assignment:** Amy Staffen will send out meeting materials and agenda two weeks before meeting (this will have to be February 6th, or 13 days).

√ **Assignment:** Kevin Thusius (Pedestrian Recreation) and Hank Wozniel (Motor Vehicles) will email Amy their BMP text in template format by February 6th.