CALIFORNIA WATER QUALITY MONITORING COUNCIL
Data Management Steering Committee Meeting Notes
Friday, April 14, 2017 – 1:00 PM to 2:30 PM

California Environmental Protection Agency, Room 230
1001 I St, Sacramento, CA 95812

Invited Steering Committee Members in attendance or (on the phone):

(Ilya Zaslavsky, University of California San Diego)
Greg Gearheart, State Water Resources Control Board
(Dennis Grossman, Strategic Growth Council)
Christina McCready, Department of Water Resources
Karen Miner, Department of Fish and Wildlife

Others in attendance or (on the phone):
Gary Darling, Department of Water Resources
Tony Hale, San Francisco Estuary Institute
Rainer Hoenicke, Delta Science Program
George Isaac, Delta Science Program
Kris Jones, Water Quality Monitoring Council, Department of Water Resources
Jon Marshack, Water Quality Monitoring Council, State Water Resources Control Board
Dorothy Takahashi, Delta Stewardship Council

ITEM:	1	
Title of Topic:	**INTRODUCTIONS, ANNOUNCEMENTS, AND AGENDA REVIEW**	
Purpose:	1) Introductions (in the room and on the phone) 2) Review agenda for today's meeting	
Desired Outcome:	a) Preview what was covered and overall meeting expectations b) Adjust today's agenda, as needed	
Contact Person:	Tony Hale	tonyh@sfei.org; 510-599-9492
Notes:	No adjustments were made to the agenda.	

ITEM:	2
Title of Topic:	**REVIEW NOTES AND ACTION ITEMS**
Purpose:	To address questions and/or concerns regarding the notes and any other action items from the previous meeting.
Desired Outcome:	Information and comment
Attachment Link:	Meeting notes from December 16, 2016 Steering Committee meeting

Contact Person:	Tony Hale	tonyh@sfei.org; 510-599-9492
Notes:	Notes were approved without revision.	

ITEM:	3	
Title of Topic:	**SHARE PROGRESS ON AB 1755 MANDATE FULFILLMENT**	
Purpose:	Address questions about the ambiguities of the legislation, share different viewpoints from the Steering Committee about the potential outcomes of the implemented product.	
Desired Outcome:	Information and comment	
Background:	AB 1755 was one of the bills targeted by the Monitoring Council's legislative priorities for 2016. In the final version of the legislation, signed by the Governor on September 23, the Department of Water Resources is designated to create, operate, and maintain a statewide integrated water data platform and to develop standardized data sharing and documentation protocols. The legislation calls for those actions to be carried out in consultation with the Monitoring Council, the State Water Board, and the Department of Fish and Wildlife.	
Attachment Link:	• Assembly Bill 1755, chaptered September 23, 2016 • Legislative Priorities Spring 2016 fact sheet	
Contact Persons:	Tony Hale	tonyh@sfei.org; 510-599-9492
Notes:	Tony Hale introduced discussion about the legislation, and highlighted some general observations regarding efforts that could help guide the implementation of AB 1755. He mentioned Open Data Handbooks, and suggested that they could be used to document data sharing best practices. Greg Gearheart mentioned that California Health and Human Services has an Open Data Handbook, which provides "*guidelines to identify, review, prioritize and prepare publishable…data for access by the public via... [an] Open Data Portal – with a foundational emphasis on value, quality, data and metadata standards, and governance.*" Greg suggested that the DMWG could work with representatives from DWR, State Water Resources Control Board, and Department of Fish and Wildlife to determine whether each organization has such a document, and if so, assess their compatibility. If these documents do not already exist, each organization could work together to develop their own Data Handbooks, highlight their similarities and differences, and discuss ways for coordination, where possible. All agreed that this was a valid goal and approach. Tony Hale indicated that Zachary Townsend (Chief Data Officer, California Government Operations Agency) had suggested developing a Memorandum of Understanding (MOU) for this type of effort. Tony added that GovOps could potentially serve as a mediator for these efforts, to help negotiate and develop agreed upon best practices. Following this discussion, Chris McCready provided an update on DWR's efforts relating to AB 1755, and described the workshop hosted by the California Council on Science and Technology (CCST), Department of Water Resources (DWR), and UC Water (on February 9, 2017). The goal of the all-day meeting was to assess 1) who needs; 2) what data; 3) in what form; 4) to make what	

| | decisions for California water and related environmental management. The meeting also attempted to define key attributes of a comprehensive water data and information system that is capable of supporting a range of water-management decisions, as well as develop a process that identifies broader water-data needs of all potential users. Chris indicated that the next workshop will be held on May 8th, and would have a similar format to the workshop held in February. Chris also provided an update on the funding request for the AB 1755 effort, and indicated that no money or new positions had been granted, thus far. She indicated that DWR had been instructed to create and use the water administration fund that was called for in the legislation, which would rely on donations to fund these efforts.

Following this discussion, Tony Hale asked regarding the near-term deliverables (e.g., the strategy and protocols due January 1, 2017), and how the Data Management Workgroup (DMWG) could support these efforts. Chris suggested that the DMWG could help develop concepts for the protocols required by the legislation. |
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| **Action Item:** | • Tony Hale will work with Greg Gearheart (SWRCB), Chris McCready (DFW) and Karen Minor (DFW) to further discuss their approach and next steps for developing their organization-specific data handbooks.

• Tony Hale will work with the Data Management Workgroup to develop concepts for the protocols identified in AB 1755, engaging representatives from organizations called out in the legislation. |

ITEM:	**4**
Title of Topic:	**REVIEW AND REVISE THE WORKGROUP CHARTER**
Purpose:	Provide suggestions regarding updates to the current DMWG charter—to reflect the group's updated goals and objectives and to document the roles and responsibilities of the workgroup relative to its newly formed Steering Committee.
Attachment Link:	[Data Management Workgroup Charter](#) (from 12/5/12)
Desired Outcome:	Information and comment
Contact Person:	Tony Hale	tonyh@sfei.org; 510-599-9492
Notes:	The initial conversation focused on clarifying the role of the Steering Committee, relative to the Data Management Workgroup. For example, Greg Gearheart wondered who the Steering Committee reported to and who they advise. Does the Steering Committee advise the other workgroups, for example? Jon clarified that the Steering Committee was created to convene high level data managers from within CalEPA and the Natural Resources Agency—to better engage these high level decision makers through the Steering Committee, while involving their staff through the Data Management Workgroup. Jon added that the Steering Committee advises the DMWG, and that the Monitoring Council relies on the guidance and direction of the Steering Committee for how best to move efforts forward (e.g., AB 1755 implementation). They also advise and support the Council's workgroups, as needed. Though the Steering Committee was formed prior to the governor's approval of AB 1755, the goal was to better coordinate data management and data sharing amongst agencies. Since the Council was identified in AB 1755, the legislation has now provided an opportunity for the

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<td>Steering Committee to serve as a venue for high level discussions regarding how to better coordinate and support improved data management and data sharing across organizational boundaries—working together to achieve the goals of AB 1755. The DMWG's role is to take the Steering Committee's recommendations and carry out the work needed at the staff level, such as developing protocols, resources (e.g., fact sheets) etc. that are intended to better enable agency staff to support the implementation of AB 1755 and further the goal of open data.

Greg suggested that the Steering Committee could make a recommendation to have the DMWG assess the "data readiness" of the various organizations identified in AB 1755. He indicated that assessing the current state of these organizations—identifying what they need to reach the goal of open data—would be of great use to the AB 1755 effort. Others agreed that this was a worthwhile goal for the Council's Data Management Workgroup. Greg also suggested that assessing agency specific "data literacy" could be of use. Jon added that the fact sheets developed by the DMWG are working to try and elevate organizations data literacy, and to develop a common language and understanding. Tony Hale also suggested that Data Management Plans could be an area the DMWG could help support. Rainer Hoenicke supported this suggestion, indicating that providing guidance and templates for developing data management plans could enable Prop 1 agencies to include them as a requirement in their contracts (e.g., as a deliverable).

Another recommendation made during the meeting focused on leadership for the Steering Committee. Greg Gearheart suggested having co-chairs representing the organizations identified in AB 1755. The co-chairs that were nominated were Greg Gearheart (State Water Resources Control Board), Chris McCready (Department of Water Resources), and Karen Minor (Department of Fish and Wildlife). All agreed and supported these individuals as co-chairs. In terms of the Charter, Chris McCready suggested that rather than having one charter for both the DMWG and the Steering Committee, that they should be separate documents. She indicated that that would help to clarify the groups' relative roles and responsibilities. Other's agreed.</td>
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<td>Action Item:</td>
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- Tony Hale will work the DMWG members to assess both the data readiness and data literacy of organizations identified in AB 1755. Tony will also work with the DMWG to develop templates for data management plans, and supporting documentation, as needed.
- Tony Hale will work with the DMWG to develop separate charters for both the DMWG and its Steering Committee.</td>
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<td>ITEM:</td>
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<td>Title of Topic:</td>
<td colspan="2">REVIEW AND COMMENT ON THE IMPLEMENTATION PLAN OUTLINE</td>
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<td>Purpose:</td>
<td colspan="2">Provide feedback regarding the draft Implementation Plan Outline for the recommendations of the Data Summit vision document.</td>
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<td>Attachment Link:</td>
<td colspan="2">Data Summit vision document, "Enhancing the Vision for Managing California's Environmental Information"</td>
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<td>Contact Person:</td>
<td>Tony Hale</td>
<td>tonyh@sfei.org; 510-599-9492</td>
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Notes:	Due to time constraints, discussions regarding this item were postponed to a later date.

ITEM:	6	
Title of Topic:	**PLAN NEXT STEPS**	
Purpose:	Plan for next meeting	
Contact Person:	Tony Hale	tonyh@sfei.org; 510-599-9492
Notes:	Moving forward, Tony Hale suggested having meetings 1.5 hrs. in length, every other month. All agreed to this schedule.	
Action Items:	Tony Hale will schedule reoccurring meetings through 2017.	

June 16, 2017