

California Water Quality Monitoring Council
Data Management Workgroup (DMWG) Meeting Notes
April 27, 2012 — 10:30am to 3:00pm

Room 350 (3rd Floor)
 Joe Serna Jr. Cal/EPA Headquarters Building
 1001 I Street, Sacramento, CA



Attendees (in person or *on WebEx*):

Paul Collins, Dept of Public Health
 Mike Gardner, Dept of Water Resources
 Tony Hale, California Ocean Science Trust,
 MPA Monitoring Enterprise
 David Harris, California Environmental
 Resources Evaluation System, California
 Natural Resources Agency
 Lisa Hazard, Southern California Coastal
 Ocean Observing System

Roger Kunkel, California Environmental
 Resources Evaluation System, California
 Natural Resources Agency
 Jeff Kapellas, State Water Board
 Jon Marshack, Monitoring Council
 Greg Smith, Dept of Water Resources
 Steve Steinberg, Southern California Coastal
 Water Research Project
 Meredith Williams, San Francisco Estuary
 Institute / Aquatic Science Center

ITEM:	1	
Title of Topic:	Introductions & Announcements	
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260

ITEM:	2	
Title of Topic:	Review and Refinement of Draft Charter	
Purpose:	Reach consensus on a charter for this workgroup to better define our role relative to the Monitoring Council and other Council workgroups	
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260
Attachments:	Draft Data Management Workgroup Charter	
Notes:	<p>Strategy (<i>what we should tackle first</i>)</p> <ul style="list-style-type: none"> • Linkages are needed between the theme-specific workgroups and the Data Management Workgroups <ul style="list-style-type: none"> ○ Meredith Williams and Cristina Grosso can provide linkage with Wetland Monitoring Workgroup and Bioaccumulation Oversight Group (Safe to Eat) ○ Jeff Kapellas can provide linkage with Safe to Swim Workgroup(s) • Develop a methodology to develop systems for information exchange and 	

	<p>steps to make data needs known</p> <ul style="list-style-type: none">• The new West Coast Governors' Alliance (Steve Steinberg is a member) is a network group that provides a bridge between scientists and data• Need to survey efforts of theme-specific workgroups to develop list of data needs and formats<ul style="list-style-type: none">○ A gap analysis would provide informant on what data are needed to meet identified needs○ What data are available?• DMWG should recommend Best Practices ("standard" data formats)<ul style="list-style-type: none">○ Base on review of existing standards – don't need to reinvent<ul style="list-style-type: none">▪ Federal Geographic Coordinating Committee of California (FGC3) has developed Data Delivery Standards And Specifications Template<ul style="list-style-type: none">• http://fgc3.wr.usgs.gov/interagency/index.html• To serve interagency and contractor community• Source of inspiration and guidance for DMWG?▪ California Mapping Coordinating Committee (CMC2)▪ California geospatial effort at California Technology Agency○ Make standards more accessible (digest) for theme-specific workgroups to understand○ Determine how Best Practices would affect existing systems○ Ensure compatibility and interoperability○ Be pragmatic without making end product suffer○ Don't hold back innovation and evolution○ Accept data that follow Best Practices○ Data must be in digital format (not scanned PDF)○ Geo-reference, annotate○ Structured and unstructured data (photos, maps, old documents)• The value of the data to the end product should guide acceptance of data<ul style="list-style-type: none">○ Are the data close enough to crosswalk?○ Develop hierarchy<ul style="list-style-type: none">▪ How important is each data set?▪ Is it worth conversion to structured format?• DMWG should develop a set of consistent data, GIS and web tools• DMWG could help guide Drinking Water Workgroup in development of new portal – currently undetermined data standards and locations
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Charter – topics to be included:

- Who we are – voting membership includes
 - Natural Resources Agency
 - California Environmental Protection Agency
 - California Technology Agency
 - Department of Public Health
 - Non-governmental organizations
- What we do and Scope
 - Advisory - consultant with expertise in data/GIS/web to Monitoring Council and theme-specific workgroups
 - Develop technical appendix to workgroup and portal guidance
 - Library of resources
 - Translate technical documents for use by other workgroups
 - Seek funding opportunities
 - Develop metadata
 - Data to web services
 - Not included – production
 - Programming for individual tools and applications
 - Telling theme-specific workgroups how to do tools and applications
- How decisions are made
 - Consensus for most decisions
 - Voting if necessary
 - One vote per member organization
 - Minority opinions could be voiced
- Reporting relationships with Monitoring Council and theme-specific workgroups
- Who has authority to make changes happen
 - Recommend vs. drive?
 - Use Best Practices to create the “norm”
 - If needed, bring issues to the Monitoring Council on a case-by-case basis for more forceful action

ITEM:	3	
Title of Topic:	Workgroup structure and function	
Purpose:	Explore opportunities to organize ourselves more effectively (consistent meeting time, co-chairs, subcommittees, other ideas?)	
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260
Notes:	<ul style="list-style-type: none"> • Future meetings – first Wednesdays, every other month, 1 to 4 p.m. <ul style="list-style-type: none"> ○ June 6 ○ August 1 ○ October 3 ○ December 5 <p>May move to quarterly in the future, once subgroups are up and running Extra meetings as needed (ad hoc)</p> • Tag team with coworkers in each organization to cover all meetings • Co-Chairs = Steve Steinberg and David Harris • Work with Safe to Drink workgroup to develop best practices as new portal is developed • Liaisons to Theme-specific Workgroups Subcommittee (Cristina Grosso-chair, Meredith Williams, Jeff Kapellas, Steve Steinberg, Jon Marshack) <ul style="list-style-type: none"> ○ What data are they currently using? ○ What data do they need? ○ What standards (e.g., APIs, data exchanges) are they currently using? • Greg Smith will set up Wiki or web location for DMWG working documents <ul style="list-style-type: none"> ○ Steve Steinberg will send list of people • Final documents will appear on Monitoring Council, DMWG web page • Data Standards Subcommittee – best practices (Roger Kunkel-chair, Mike Gardner, Jeff Kapellas, Tony Hale, David Harris) <ul style="list-style-type: none"> ○ FGS3 – how mesh with existing Resources Agency metadata standards? ○ Minimum spatial data needs ○ Data delivery systems for scientific information ○ State IT standards 	

ITEM:	4	
Title of Topic:	Workgroup effectiveness/Who else should we be reaching out to?	
Purpose:	Improving our interaction with Council workgroups and/or others with related missions? Who do we need to be in contact with that's not here? Prioritize needs (within and across workgroups) Where Do we need to hear from other entities, which ones?	
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260
Notes:	<ul style="list-style-type: none"> • Need representative from Dept of Fish and Game – David Harris will call Tom Lupo to identify person • Need federal agency representatives – NOAA, USGS • Send Jon Marshack names and email addresses of other potential members 	

ITEM:	5	
Title of Topic:	Next meeting and items for discussion	
Purpose:	Select date and topics to be included in our next workgroup meeting. Assignments for our next meeting, who will take the lead for any outstanding tasks.	
Contact Person:	Steve Steinberg	steves@sccwrp.org, (714) 755-3260
Notes:	<ul style="list-style-type: none"> • Subcommittee reports • Charter • Wiki 	