

**California Water Quality Monitoring Council**  
**Data Management Workgroup Meeting Notes**  
**September 7, 2016 — 1:00pm to 4:00pm**

Conference Room 240  
 Joe Serna Jr. Cal/EPA Headquarters Building  
 1001 I Street, Sacramento, CA



For information and resources concerning this meeting, we welcome you to visit the Data Management Workgroup collaboration site: <http://sfei.li/dmwg>

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| <b>ITEM: #</b>                                 | <b>1</b>   |   |
| <b>Title of Topic:</b>                         | <b>Introductions, announcements, agenda review, and minutes approval</b>   |   |
| <b>Purpose:</b>                                | Decision: Share information and review materials.  |   |
| <b>Attachment Link:</b>                        | July 7 meeting notes – not yet available   |   |
| <b>Contact Person:</b>                         | Gary Darling<br>Tony Hale  | <a href="mailto:gary.darling@water.ca.gov">gary.darling@water.ca.gov</a><br><a href="mailto:tonyh@sfei.org">tonyh@sfei.org</a> , (510) 746-7381 |
| <b>Attendees</b> in person and (on the phone): | Jarma Bennett, State Water Board, OIMA<br>Gary Darling, Department of Water Resources (Co-Chair)<br>Tony Hale, San Francisco Estuary Institute/Aquatic Science Center (Co-Chair)<br>(Cristina Grosso, San Francisco Estuary Institute/Aquatic Science Center)<br>Jon Marshack, Water Quality Monitoring Council<br>(Oliver Pacifico, State Water Board, Division of Drinking Water)<br>Tad Slawecki, LimnoTech<br>(Carly Wagner, 34 North) |   |
| <b>Notes:</b>                                  | Tony reviewed meeting notes from the July 6 meeting. No approval was sought due to late posting of the notes.  |   |

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| <b>ITEM: #</b>         | <b>2</b>   |  |
| <b>Title of Topic:</b> | <b>Subcommittee Factsheets and Appendices</b>  |  |
| <b>Purpose:</b>        | Information: Review final drafts of Fact Sheets before they are delivered to the Steering Committee  |  |
| <b>Background:</b>     | <p>For the past year, three Data Management Workgroup subcommittees have been preparing informational products designed to fill information gaps left by the "Vision Document" that is seeking to advance data sharing by and among the state agencies. Those subcommittees were charged with defining and describing the value of the following instruments/technologies:</p> <ol style="list-style-type: none"> <li>a. Data management plans</li> <li>b. Web services</li> </ol> |  |

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|                                | <p>c. Data federation</p> <p>The work generated a number of materials and drafts, with each culminating in a brief Fact Sheet:<br/> <a href="https://drive.google.com/open?id=0B50RAGKbBDBCbkRidmxqLWo1REU">https://drive.google.com/open?id=0B50RAGKbBDBCbkRidmxqLWo1REU</a></p> <p>During this year, these concepts have been presented to the Interagency Ecological Program’s Data Utilization Workgroup, California Estuaries Monitoring Workgroup, the Delta Stewardship Council, and the California Water Quality Monitoring Council who each expressed considerable interest in fostering further advancement of the concepts.</p>   |
| <p><b>Desired Outcome:</b></p> | <p>Work on the subcommittee products has had opportunity for review. We will hear from each committee and work on refinements to each fact sheet.</p> <p>After this meeting, we should ideally have three products that are presentable to the Steering Committee.</p> <p>Each subcommittee will have 20 minutes to present its updates, questions, and any other material.</p>  |
| <p><b>Attachment Link:</b></p> | <p><a href="#">Delta Stewardship Council, Environmental Data Summit white paper, Enhancing the Vision for Managing California’s Environmental Information</a></p>  |
| <p><b>Contact Person:</b></p>  | <p>Tony Hale      <a href="mailto:tonyh@sfei.org">tonyh@sfei.org</a>, (510) 746-7381</p>   |
| <p><b>Attachments:</b></p>     | <div style="display: flex; justify-content: space-around; align-items: flex-start;"> <div style="text-align: center;"> <br/>             Fact Sheet Web Services v6.docx         </div> <div style="text-align: center;"> <br/>             Appendix Web Services v3.docx         </div> <div style="text-align: center;"> <br/>             Fact Sheet Federation v4 201606         </div> <div style="text-align: center;"> <br/>             Fact Sheet Data Management Plans v4         </div> </div>  |
| <p><b>Notes:</b></p>           | <p>Cristina Grosso presented the draft Web Services factsheet and appendix. The appendix was created to house additional information that would not fit on a 2-page fact sheet. On page 2 of the appendix are placeholders for web services diagrams for Bay Delta Live, CEDEN, and the Water Quality Portal, which will be supplied by Carly Wagner, Jarma Bennett, and Jim Kreft (USGS), respectively. Gary Darling raised the issue of 3<sup>rd</sup> party authentication and security issues for interagency sharing data that has restricted fields; complex permission structures would be needed.</p> <p>Tad Slawecki presented the draft Data Federation factsheet. He made changes to formatting that could be used for the other factsheets, including separating introductory text in italics and with horizontal rules. Once again, Gary raised issues with authentication and security as it would apply to data federation.</p> <p>Tony Hale presented the draft Data Management Plans factsheet. He indicated that the Interagency Ecological Program (IEP) is interested in developing data management plans for their data. It was recommended that a “benefits” section be added to the factsheet.</p> <p>Tony also showed links on the workgroup’s collaboration site regarding definitions of open data.</p> <p>The factsheets will be presented to the Steering Committee at their meeting</p> |

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|                      | on Friday.   |
| <b>Decisions:</b>    | <ul style="list-style-type: none"> <li>• A new factsheet on open data should be developed.</li> <li>• Issues of restricted fields, data security, and 3<sup>rd</sup> party authentication should be a subject for further discussion at a future meeting.</li> </ul>                                       |
| <b>Action Items:</b> | <ul style="list-style-type: none"> <li>• Cristina will obtain web services diagrams from Carly Wagner, Jarma Bennett, and Jim Kreft for the Web Services appendix.</li> <li>• Tony and Jarma will develop an Open Data factsheet.</li> <li>• A DRAFT watermark will be added to all factsheets.</li> </ul> |

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| <b>ITEM: #</b>          | <b>3</b>   |
| <b>Title of Topic:</b>  | <b>Flash Round! 5-minute updates on topics related to the workgroup</b>  |
| <b>Purpose:</b>         | Informational: What is happening in the community? Examples might include progress updates on portal development efforts, potential connections to related projects, upcoming presentations and conferences, and new innovations we should assess.   |
| <b>Desired Outcome:</b> | Information and planning: This item allows for anyone to contribute news about developments that haven't been covered earlier in the meeting. We are looking for news related to water quality, ecosystem health, and data management. Please confine your update to 5 minutes.  |
| <b>Contact Person:</b>  | Tony Hale <a href="mailto:tonyh@sfei.org">tonyh@sfei.org</a> , (510) 746-7381  |
| <b>Notes:</b>           | <p>Tony mentioned that he presented an update on the Data Management Workgroup and Steering Committee formation at the August 23 Monitoring Council meeting.</p> <p>Jon announced that a new <a href="#">My Water Quality</a> portal on harmful algal blooms was recently released.</p> <p>Jarma mentioned that the Government Operations <a href="#">California Open Data Portal</a> had recently been enhanced with a new service provider. The Water Boards will be updating previously posted data sets and adding new ones.</p> <p>Carly announced that the Sacramento River Watershed Portal will go live soon, with a release meeting in late September or early October.</p> |

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| <b>ITEM: #</b>         | <b>4</b>  |
| <b>Title of Topic:</b> | <b>Planning for Steering Committee Meeting</b>  |
| <b>Purpose:</b>        | Decision: We would like to share proposed materials related to the Steering Committee agenda as well as the near-term plan for its continuity   |
| <b>Background:</b>     | In February 2016, the DMWG made a request to the California Water Quality Monitoring Council to authorize the formation of a Steering Committee to help advance the work of the DMWG in ways that align with agency goals. Most |

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|                                | <p>significantly, the Steering Committee would:</p> <ul style="list-style-type: none"> <li>• provide authoritative guidance on workgroup activities in support of the Vision Document recommendations and related goals</li> <li>• comprise mid- and high-level decision makers within Natural Resources, DWR, DFW, SWRCB, Delta Conservancy, and Delta Stewardship Council</li> <li>• help promote resources for interagency coordination (and communication) regarding new and ongoing technology initiatives</li> <li>• ensure consistent and broadly representative meeting attendance and initiative support</li> </ul> <p>Since February, a solicitation was composed, members selected, and a meeting scheduled. The Sept 9<sup>th</sup> meeting will be the first of several upcoming meetings, likely convened on a quarterly frequency.</p> <p>As part of the review by the DMWG, we will provide an opportunity to discuss a glossary, data initiative survey, and the Steering Committee agenda itself.</p>  |
| <p><b>Desired Outcome:</b></p> | <ol style="list-style-type: none"> <li>1) Information and planning: We should all share in the approach to managing the Steering Committee’s trajectory.</li> <li>2) Review materials: The workgroup should have an opportunity to review the materials prior to broader circulation with the Steering Committee</li> <li>3) Meeting proceedings: We must approve a finalized agenda for the inaugural meeting and agreement on the development of a draft charter.</li> </ol>   |
| <p><b>Contact Person:</b></p>  | <p>Tony Hale      <a href="mailto:tonyh@sfei.org">tonyh@sfei.org</a>, (510) 746-7381</p>   |
| <p><b>Attachment:</b></p>      | <p><br/>AB 1755 Enrolled.pdf</p>  |
| <p><b>Notes:</b></p>           | <p>Tony presented information on the Steering Committee, which will hold its first meeting on Friday afternoon. He presented a draft agenda and a definitions document and received workgroup feedback.</p> <p>AB 1755, The Open and Transparent Water Data Act, will be mentioned but not discussed in detail, since it has not yet been signed by the Governor. Tasks in the proposed legislation could enhance the relevance of the Steering Committee and the Data Management Workgroup, as it calls for development of interagency “protocols for data sharing, documentation, quality control, public access, and promotion of open-source platforms and decision support tools related to water data.”</p> <p>Tony will ask each member so spend 5 minutes discussing personal or departmental data initiatives, as a means of demonstrating relevance of the forum to addressing each organization’s needs.</p> <p>Tony mentioned that the Steering Committee would likely meet quarterly. Jon stressed the need for a second and longer meeting to occur sooner, in order that specific recommendations could be developed. Should AB 1755 become law, deadlines for specific actions begin January 1, 2018. For the Steering Committee and workgroup to be relevant in implementing legislative tasks, early direction to the Data Management Workgroup would be needed.</p> |

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| <b>ITEM: #</b>          | <b>5</b>   |  | <b>Approx. Time:</b> |
| <b>Title of Topic:</b>  | <b>Next meeting and items to agendize</b>  |  | 10 minutes           |
| <b>Purpose:</b>         | Identify topics and responsibilities for inclusion in our next workgroup meeting.  |  |                      |
| <b>Background:</b>      | Previously the DMWG selected the 1 <sup>st</sup> Wednesday of odd months for its meeting time.   |  |                      |
| <b>Desired Outcome:</b> | Agendize topics for next meeting as appropriate.   |  |                      |
| <b>Contact Person:</b>  | Tony Hale<br>Gary Darling  | <a href="mailto:tonyh@sfei.org">tonyh@sfei.org</a> , (510) 746-7381<br><a href="mailto:gary.darling@water.ca.gov">gary.darling@water.ca.gov</a> , (916) 651-9207 |                      |
| <b>Notes:</b>           |  |  |                      |
| <b>Decisions:</b>       | <p>Items for the next workgroup meeting will include:</p> <ul style="list-style-type: none"> <li>• Review of the Steering Committee meeting</li> <li>• Value of legacy data – USEPA and USGS are developing a paper that will monetize the value of data salvage efforts; may be relevant to current data sets that are not in accessible forms; highlights the need for durable data management standards</li> <li>• Finalize versions of the four factsheets – Steering Committee will be asked to provide feedback on the draft versions via email</li> <li>• AB 1755 – is it still alive?</li> </ul> |  |                      |
| <b>Action Items:</b>    | Tony will ask the Steering Committee members to provide feedback on the draft factsheets within a few weeks of their Friday meeting.   |  |                      |