

Conserve Florida Clearinghouse December Monthly Report

Title	Assigned To	Due Date	% Complete	Comments
0.1 Project Management Oversight	Riley, Kristen J	4/13/2008	64.00%	The UF Clearinghouse team is meeting monthly to give updates on the status of each active task. The meeting high-lights are then posted in the Shared Documents section of SharePoint for all to review. During the off weeks, the task leaders are meeting to address issues and complete the long term plan. The budget under run previously reported is beginning to correct itself. Funding commitments project all funds spent by the end of the contract.
0.2 Current and Future Plans	Riley, Kristen J	12/14/2007	95.00%	Members of the Conserve Florida Team met with the Clearinghouse on December 13th to finalize the Long Term Plan and select those tasks to be worked during the next contract. An associated budget was also finalized to support the task work. The final document will be submitted to DEP by the end of the month.
0.3 Meeting and Conference Attendance	Riley, Kristen J	4/13/2008	64.00%	Clearinghouse team members attended the November 13th Conserve Florida meeting in Orlando and presented an update on our current and projected tasks assignments. We also hosted a meeting with Conserve Florida Team members on December 13th to discuss finalization of the Long Term Plan and priorities of tasks for the next contract year.
0.4 Maintain Guide Software and Host Site	Switt,Randal S	4/13/2008	67.00%	Website performance is still satisfactory. Our rate charges were reformulated when I realized that we were still paying for ColdFusion support. An RSS feed was incorporated to keep the front page dynamic and topical. A page to a prototype dynamic library page will be added.
1.1 Implement High Priority Software Modifications	Switt,Randal S	4/13/2008	67.00%	Current development is being focused on improved management capabilities, while still keeping abreast of operational issues. Most issues are still related to login and password issues, other than ongoing interface complexities that will be addressed as time permits. A management interface has been developed to allow manipulation of user information, reset passwords and manipulate access to utility profiles.

Conserve Florida Clearinghouse December Monthly Report

1.2 Develop Guide BMP Quick Reference	Heaney,James	7/14/2007	85.00%	<p>Fact sheets for Urinal, Landscape and Irrigation Sensors, and ULF Toilets have sent to the technical editor and graphics design group in IFAS for further refinement. All fact sheets will have a similar look and voice. Fact Sheets for Water Loss Audits, Cooling Towers, and Water Conservation Rate Structures are in work. Also attended the Irrigation Association Conference where new irrigation products were showcased including ones that are geared toward increasing irrigation efficiency.</p>
1.3 Develop Performance Benchmarks	Heaney,James	10/15/2007	30.00%	<p>Investigators have begun reviewing the methodologies presented in the Guide, specifically for water loss calculation and water rate structures, to assess if these methodologies are consistent with the best implementation strategies and to determine the effectiveness of these metric as a tool for water conservation. Alternate methods are being explored. Additional benchmarks, metrics, and methodologies are being explored for BMPs such as the efficiency of water reuse systems in terms of water rates, distribution systems, and loading rates for residential irrigation. Technical reports are being developed for individual BMPs and measures, although water loss engages several (8) operational water conservation measures. Exploration of directly linking benchmark technical reports to the corresponding pages of the Guide have commenced. Determination has been made to have all technical documents and features function as stand-alone documents and features as well as work directly integrated with the Guide. We are collaborating with Norm Davis of Hillsborough County Utilities to evaluate a test site with about 250 customers and a master meter that records the input to the system. This case study will be used to evaluate water loss, the nature of water demand by the customers, and</p>

Conserve Florida Clearinghouse December Monthly Report

<p>1.4 Improve Supporting Information for Measures and BMPs in the Guide</p>	<p>Heaney,James</p>	<p>1/16/2008</p>	<p>30.00%</p>	<p>The technical team has identified conservation rate structure, service connection metering, and retrofit kit giveaways as the three unquantified water conservation measures to be investigate. These measure were selected after reviewing available material on all measures and selecting the three that would yield the most information and have the highest level of being accepted by technical experts. Specific developments have been made in the area of water rate structures including the identification of software designed to provide results on water savings from rate structures on a case-by-case basis. The development of a module that will be stand-alone and an integrated Guide element has begun, with initial work in evaluating existing approaches and models developed by Bill Maddaus and the approach used by Seattle, WA. A draft model for swimming pool water use is also in work.</p>
<p>1.5 Develop a BMP Development and Approval Process</p>	<p>Heaney,James</p>	<p>1/16/2008</p>	<p>15.00%</p>	<p>Reviewed California Urban Water Conservation Council's process for developing BMPs. Engaged in discussions with national and State leaders on the subject. Draft preliminary review process for discussion within the Clearinghouse domain expert team.</p>
<p>1.6 Develop and Implement Improved Methods for Doing Cost-Effectiveness Evaluations</p>	<p>Heaney,James</p>	<p>4/13/2008</p>	<p>20.00%</p>	<p>Completed detailed review of methods used to evaluate the cost-effectiveness of toilet retrofits including the expected impact of retrofit programs. A T-5 toilet flow meter is being donated to the Clearinghouse to evaluate the actual flow rate for toilets.</p>
<p>1.7 Modify the Guide to Distinguish Level of Detail Needed for Small, Medium, and Large Users</p>	<p>Heaney,James</p>	<p>4/13/2008</p>	<p>10.00%</p>	<p>Completed assessment of level of effort for the Guide. The Guide is not unnecessarily onerous for any user. The Guide will remain at this level of complexity for users who do not wish to engage in more detailed analysis of water conservation. The Guide will be enhanced with additional features and, potentially, be customized for more specific detail related to geographical area. Methods for reducing the requirement for data entry have been explored including directly linking the Guide Historical Water Use page with the FDEP database of monthly reports from the public water supply utilities.</p>

Conserve Florida Clearinghouse December Monthly Report

				Visiting Brooksville and in contact with other wmd's to survey their libraries and acquire relevant publications
2.1 Assess SWFWMD Library and Evaluate Materials for Inclusion in Clearinghouse Library	Beck, Howard W	4/13/2008	60.00%	Populate library with water conservation publications from SJRWMD (150) provided by Susie Holloway (librarian), continue downloading publications from SWFWMD (50) for inclusion in library.
2.2 Select and Customize Database Technologies to Efficiently Collect, Store, and Disseminate Information	Beck, Howard W	4/13/2008	80.00%	Optimized performance of database under load from simultaneous users.
				Continuing to scan relevant publications into digital format with help from the UF Digital Library Center.
2.3 Add High Priority Reports to the Library	Beck, Howard W	4/13/2008	40.00%	Ten publications were downloaded from AWWA to be OCR'd, these will be used to demonstrate software capabilities to AWWA/AWE
2.4 Convert Key Documents to Searchable Format	Beck, Howard W	4/13/2008	1.00%	Working with UF Digital Library group. They began scanning first set of documents that are available only in paper form, converting them to electronic form.
2.5 Establish a Glossary of Technical Terms	Beck, Howard W	4/13/2008	90.00%	Incorporate terms from the AWWA general water glossary into database
2.6 Establish Links to Other Water Conservation Libraries	Beck, Howard W	4/13/2008	60.00%	Investigate about possibilities to export metadata from SWFWMD and SJRWMD libraries to avoid manual entry of data: Meeting with librarians and UF Digital Library group on Dec. 12, we agreed on purchasing software extension for SWFWMD; we'll also help SJRWMD set up a system to export their metadata.
3.1 Guide Users Database	Beck, Howard W	4/13/2008	70.00%	Evaluating integration of guides database with other library functions.
				Created on-line linkage between library glossary and a sample database on water usage. The link enables database files to be cataloged within the glossary (keyword system). Selecting a database displays the data in an HTML tables with options to download and save the data. The database is described using relevant metadata.
3.7 Link Library and Database Files	Beck, Howard W	4/13/2008	30.00%	
3.8 Data Infrastructure Design	Beck, Howard W	4/13/2008	70.00%	Began prototype for automatically generating publications from database content.

Conserve Florida Clearinghouse December Monthly Report

4.1 Help Desk	Switt,Randal S	4/13/2008	64.00%	The team continues to respond to requests for information and assistance on Guide transactions. These are noted in the assistance tracking log. We are modifying the job description for the person who will triage the inquiries, as an expansion of duties is under consideration.
4.3 Individual Assistance for Utilities	Switt,Randal S	4/13/2008	64.00%	Met with Collier county Utilities on November 21 regarding collaboration on a water conservation study. Responded to Guide inquiries.
5.1 Prepare a Water Conservation Research Agenda/Program	Graham, Wendy D.	2/14/2008	70.00%	Held workshop with 35 participants. Identified key issues and potential research priorities for consideration. Drafting workshop report.
6.1 Develop an Outreach Plan	Graham, Wendy D.	2/14/2008	70.00%	Updated draft of plan based on team meeting and presented findings at CFW meeting November 13. Revised outreach plan and reviewed with TREEO. Draft plan to be shared with CFW outreach task group in next phone meeting in early January. 1/08 completed draft Outreach Plan and emailed to the Outreach team.
6.2 Develop promotional and Educational Materials	Graham, Wendy D.	4/13/2008	64.00%	Having a flyer printed for insertion in the AWWA directory which will be mailed to 3300 AWWA members. Researched and compiled a spreadsheet with the large Utilities and water management districts in the state indicating what if any conservation links appeared on their websites.
6.4 Publicize Clearinghouse at Professional Meetings	Graham, Wendy D.	4/13/2008	65.00%	Attended the Water Conservation Summit on December 4 in West Palm Beach and provided Conserve Florida Water flyers. 1/17/08 attending the Water Smart Workshop in Jacksonville and putting up the display.
6.5 Coordinate Outreach Activities and Demonstrations	Graham, Wendy D.	4/13/2008	40.00%	Presented both outreach and research topics at the CF meeting. Established working groups for both and linking activities to the Long term plan. Met to discuss Long term plan, reviewing and providing input for updating the plan.