

November Monthly Report

Title	Assigned To	Due Date	% Complete	Comments
0.1 Project Management Oversight	Riley,Kristen J	4/13/2008	56.00%	The UF Clearinghouse team is meeting bi-weekly to give updates on the status of each active task. The meeting high-lights are then posted in the Shared Documents section of SharePoint and on the ConserveFloridaWater.org website for all to review. During the off weeks, the task leaders are meeting to address issues and further develop 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	56.00%	Members of the Conserve Florida Team met with the Clearinghouse on October 24th to provide guidance on the next version of the Long Term Plan. A draft plan has been developed and distributed to the entire Conserve Florida Team for review. Discussions on the plan will take place at the November 13th meeting. A final Plan is due mid December.
0.3 Meeting and Conference Attendance	Riley,Kristen J	4/13/2008	56.00%	Clearinghouse team members hosted a meeting with Conserve Florida Team members on October 24th to discuss revisions to the Long Term Plan.
0.4 Maintain Guide Software and Host Site	Switt,Randal S	4/13/2008	54.00%	<p>There have been no further reports of hosting performance issues, but we will continue to keep an eye on it.</p> <p>The site has been restructured into 2 separate websites, www.conservefloridawater.org and guide.conservefloridawater.org. By separating these 2 portions, it enables us to better manage the organization and maintenance of the sections, as they are maintained by different teams.</p>

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<p>1.1 Implement High Priority Software Modifications</p>	<p>Switt,Randal S</p>	<p>4/13/2008</p>	<p>54.00%</p>	<p>Significant progress has been made and we are preparing to release version 1.2 soon. We are testing the fixes we have implemented prior to release, once we are confident that all is working as expected we will publish the release to the web. We have addressed all of the high-priority bugs, and are tackling mostly medium-level items at this point.</p> <p>As users are beginning to use other portions (planning, reporting) of the Guide, more issues are being reported. These will be recorded and tracked in our Mantis bug tracking software as well.</p>
<p>1.2 Develop Guide BMP Quick Reference</p>	<p>Heaney,James</p>	<p>7/14/2007</p>	<p>80.00%</p>	<p>Format and content of the Fact Sheets has been concretized. BMPs for Urinal Rebates and Retrofits, Landscape and Irrigation Evaluation Rebates, and ULF Toilets have been finalized from a technical content perspective. The graphic design of the BMP Fact Sheets has been finalized and the three write ups are being providing to IFAS, who is providing graphical design services. A technical editor has been engaged to provide editorial services as a further quality control measure. BMP Fact Sheets for high-efficiency clothes washers and water cooling towers in the ICI sector have commenced.</p>

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<p>1.3 Develop Performance Benchmarks</p>	<p>Heaney,James</p>	<p>10/15/2007</p>	<p>25.00%</p>	<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.</p>
<p>1.4 Improve Supporting Information for Measures and BMPs in the Guide</p>	<p>Heaney,James</p>	<p>1/16/2008</p>	<p>20.00%</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 a stand-alone and an integrated Guide element has begun on the conceptual level.</p>

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1.5 Develop a BMP Development and Approval Process	Heaney,James	1/16/2008	15.00%	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.
1.6 Develop and Implement Improved Methods for Doing Cost-Effectiveness Evaluations	Heaney,James	4/13/2008		
1.7 Modify the Guide to Distinguish Level of Detail Needed for Small, Medium, and Large Users	Heaney,James	4/13/2008	5.00%	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 directing linking the Guide Historical Water Use page with the FDEP database of monthly reports from the public water supply utilities.
2.1 Assess SWFWMD Library and Evaluate Materials for Inclusion in Clearinghouse Library	Beck,Howard W	4/13/2008	40.00%	<p>July 11 Developed list of librarians/contact in each relevant organization (mostly WMDs), defined scope of potential collaboration, discussed problems (legal issues) accessing and sharing information resources.</p> <p>Oct 19. Letters were sent to the Water Management Districts to obtain copyright permits. North Florida WMD sent six reports on water conservation to be included in the library.</p> <p>Nov 7. Visiting Brooksville and in contact with other wmd's to survey their libraries and acquire relevant publications</p>

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<p>2.2 Select and Customize Database Technologies to Efficiently Collect, Store, and Disseminate Information</p>	<p>Beck,Howard W</p>	<p>4/13/2008</p>	<p>70.00%</p>	<p>August 17. Held several meetings with the UF Digital Library Group (Stephanie Haas), identified several areas of collaboration. Identified metadata standards (OAI) and software (Green Stone, Fedora) that can be incorporated in WCC in order to make the clearinghouse fully compatible with the state university library system.</p> <p>Began implementation of WCC library interface using database backend, and which will include the glossary, keyword browsing (over glossary terms), links from keywords to information resources, and full text search over electronic versions of documents.</p> <p>September 16. Conducted thorough review of VIVO, Greenstone, and Fedora library automation software for possible inclusion as part of our database software library.</p> <p>October 19. Implement a feature that allows the user to search items by publication type, and author.</p>
<p>2.3 Add High Priority Reports to the Library</p>	<p>Beck,Howard W</p>	<p>4/13/2008</p>	<p>30.00%</p>	<p>Jul 13. Continued to evaluate the BMP documents being created, designing database structures for capturing BMP information.</p> <p>August 17. Implemented a prototype of a BMP (Low Flush Toilets) using the library database technology. Created a concept map containing all elements in the BMP, including glossary terms, case studies, mathematical calculations, conclusions, and references.</p> <p>October 19. We started populating the digital library, as of today we have 59 publications. A list of authors is also being populated. More items have been digitized and stored by the Digital Library group. Other documents were submitted for digitizing.</p> <p>November 7. Continuing to scan relevant publications into digital format with help from the UF Digital Library Center.</p>

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2.4 Convert Key Documents to Searchable Format	Beck,Howard W	4/13/2008	1.00%	September 16. 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%	<p>Jul 11. Approximately 150 glossary terms have been added to the database, including definition and link to source materials (bibliographic references) on which the definition is based. Created taxonomy interrelating glossary terms. Provided some initial multilingual support (terms also in Spanish).</p> <p>August 17. Began implementing on-line access to glossary.</p> <p>September 16. Continue to expand glossary with additional terms.</p> <p>October 19. New sources on water terminology were identified, but it was found that the terminology in those sources largely duplicated what we already have. The current glossary is thus concluded to be 90% complete. We will continue to add additional terms as needed, but that will be a on-going process.</p>
2.6 Establish Links to Other Water Conservation Libraries	Beck,Howard W	4/13/2008	40.00%	<p>July 11. Identified several important water-related sites and organizations (i.e. AWWA), currently identifying standards for collaborating with these groups both to access their existing resources and contribute new resources form the Florida water conservation clearinghouse.</p> <p>October 19. Letters were sent to the Water Management Districts to obtain copyright permits.</p>
3.1 Guide Users Database	Beck,Howard W	4/13/2008	70.00%	Evaluating integration of guides database with other library functions.

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3.7 Link Library and Database Files	Beck,Howard W	4/13/2008	30.00%	<p>September 16. Located additional data tables for inclusion in the library. Working with a team of students conducting data mining of these datasets.</p> <p>October 19. Researching data mining techniques applicable for the analysis of water utility customer data</p> <p>November 7. 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.</p>
3.8 Data Infrastructure Design	Beck,Howard W	4/13/2008	60.00%	<p>July 11. Continued to build on the infrastructure using the glossary developed on water conservation terms. We demonstrated how text, bibliographic data, and relational data tables (i.e. FDEP utility data) can be integrated within this organizational structure.</p> <p>October 19. Continue to develop web interface for the digital library, a beta version with basic functionality released for internal review.</p>
4.1 Help Desk	Switt,Randal S	4/13/2008	48.00%	<p>We are still in the process of finding a replacement for Mary Williams. The team continues to respond to requests for information and assistance on Guide transactions. These are noted in the assistance tracking log.</p>

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4.3 Individual Assistance for Utilities	Switt,Randal S	4/13/2008	40.00%	<p>Set up meeting with utilities in the SJRWMD for September 28, 2007 from 10 am to 12 pm to discuss the functions of the Guide, what information is required for input, and what the benefits of the Guide are. Spoke with Jim Guida of Peace River Manasota Regional Water Supply to meet with his group of utilities in Charlotte, DeSoto, Manatee and Sarasota counties in October. Communication with Tiffany Wilson of Malcolm Pirnie who is representing Broward County Utilities. Working with Scott O'Donnell of OMI representing City of Venice. Communication with Kris Esterson of PBS&J representing Palm Beach Co. Provided contact information to all 15 retail water supplier for Miami-Dade County. Communication with AWWAFS regarding announcement of the Guide for use by the general public.</p>
5.1 Prepare a Water Conservation Research Agenda/Program	Graham, Wendy D.	2/14/2008	50.00%	<p>October 17. Shared progress at CF meeting. Established CF planning team for Research Agenda and Workshop planning. Holding weekly meetings to draft general research areas, topics, and questions and outline/plan workshop set for November 30. Linking CF and UF faculty for collaboration.</p> <p>November 5. CF task force has drafted agenda, identified facilitator/presenters for workshop, tentative list of participants, identified key topic areas. Will present to CFW group at meeting on Nov 13.</p>

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<p>6.1 Develop an Outreach Plan</p>	<p>Graham, Wendy D.</p>	<p>2/14/2008</p>	<p>50.00%</p>	<p>July 12. Participated in Conserve Florida meeting. Initiated internal management discussion on identifying advisory committee.</p> <p>August 14. Pursued initiating discussion of an advisory committee. On agenda for August 24 meeting.</p> <p>Sept. 14. Report of outreach discussion with CF Subcommittee shared. Updated Draft plan with CF comments. Planned next steps to share with CF for articulating plan.</p> <p>October 17. Shared draft plan and issues at CF meeting. Established a CF team to help define the message and audience, and inform plan. Initial communications with team established.</p> <p>November 5 - Email discussion and conference call with CF Outreach Task group. Have articulated Audience, message, ways to reach audience and what is success. Will present findings at CFW meeting Nov 13. Nov 20: Reviewed and made edits to the Outreach plan</p>
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<p>6.2 Develop promotional and Educational Materials</p>	<p>Graham, Wendy D.</p>	<p>4/13/2008</p>	<p>45.00%</p>	<p>July 12. Initiated contacts with WMDs for linking to their websites. Continued with exhibit materials development</p> <p>Aug 14. Reviewed the District wide utility list from Jim for prospective contacts. Updated database with names from Kristen. Updated Conserve FL Water brochure</p> <p>Sept. 14. Working on revising brochure with management</p> <p>October 17. Continued work on brochure incorporating contractor comments and forwarded to management for review.</p> <p>November 7. Received comments on brochure and have sent it in for printing to support upcoming FS/AWWA Conference.</p>
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<p>6.4 Publicize Clearinghouse at Professional Meetings</p>	<p>Graham, Wendy D.</p>	<p>4/13/2008</p>	<p>65.00%</p> <p>July 12. Participation in Various meetings, conferences. Orlando-Green Trends/SEBC- 1/12-7/14</p> <p>Aug 14. Booths at two meetings, 21st Annual Environmental Permitting Summer School - July 18 - 20, and FLERA-Florida Local Environmental Resource Agencies- August 1-3</p> <p>Sept 14. FLERA - Florida Local Environmental Resource Agencies, FRW – Florida Rural Water Conference, Florida League of Cities</p> <p>October 17. had a display and handed out materials at the Florida Water Futures meeting on Sept 25-26. Attended the Conserve Florida meeting on Sept. 18. Laurie and Paul went to St. Johns Water Management District on an outreach education call on Sept 28.</p> <p>November 7. Supporting a booth at the FS/AWWA Conference in Orlando Nov 11-15. Will be distributing the new brochures.</p> <p>Dec 4: Carol and I attended the Water Conservation Summit on December 4, in West Palm Beach. Conserve Florida Water was talked about by many and given in-depth coverage by Rob Teegarden and Janet G. Llewellyn. There were several slides from Janet’s presentation that can be utilized in our Outreach efforts. All the presentations from the Summit are available for downloading at: https://my.sfwmd.gov/portal/page?_pageid=3034,20240111,3034_20194636&_dad=portal&_schema=PORTAL I have already saved a copy of Janet’s presentation for future use, it may be appropriate to</p>
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<p>6.5 Coordinate Outreach Activities and Demonstrations</p>	<p>Graham, Wendy D.</p>	<p>4/13/2008</p>	<p>40.00%</p>	<p>July 12. Coordination and communication maintained through emails, phone, meetings, etc.</p> <p>Aug 14. Established Access Database of potential research as well as existing UF programs focused on water conservation. These will help coordinate and link outreach and research agenda efforts. Anticipate meeting of August 24 to gain insights from CF.</p> <p>Sept 14. Incorporated results of CF meeting into outreach plan draft and research agenda workshop planning.</p> <p>October 17. 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.</p> <p>Dec. 6: Sent an email to all 37 utilities requesting the Conserve Florida Water website be linked to their pages, I did not receive any responses.</p> <p>Dec 7: Contacted Cyndy Mondelus of the Orange County Extension Service, regarding setting up a display at their Expo in Feb.</p> <p>Dec. 10: Having a flyer printed for insertion in the AWWA directory which will be mailed to 3300 AWWA members</p> <p>Dec. 11: Reviewing all the utility websites to determine what, if any links they have regarding conservation activities or resources and to see if a conservation manager is named, and compiling that</p>
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