

Conserve Florida Water Clearinghouse
October 2008 Monthly Report

Title	Assigned To	Status	Due Date	% Complete	Comments
0.1 Project Management Oversight	Riley,Kristen J	In Progress	6/9/2009	36.00%	Sub-teams have been created to address software tasks and simplifying the Guide for all users. These teams are meeting weekly. In addition, monthly meetings are taking place with all Clearinghouse team members to ensure tasks are kept on schedule.
0.2 Long Term Plan Update	Riley,Kristen J	Not Started	2/9/2009		
0.3 Meeting and Conference Attendance	Riley,Kristen J	In Progress	6/9/2009	36.00%	The team presented the first quarterly report/presentation for this contract period at the September 24th Conserve Florida Water meeting. Highlights included the following: <ul style="list-style-type: none"> • Staff is expanding • The website is being updated. The new website will be presented at the next Conserve Florida meeting • Software issues are being resolved • The simplified (spreadsheet) Guide continues to be developed • Gainesville Regional Utility and Marion County are going to develop conservation plans using the original database Guide • The research agenda is being updated and the Clearinghouse will make a presentation at the next meeting.
0.4 Maintain Website	Switt,Randal S	In Progress	6/9/2009	36.00%	The website is in the process of being updated with a new look and more user friendly features. A website designer has been hired to assist in the structural format for this effort. Team members are updating and/or developing content for the site, and including recommendations from the website review committee.

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<p>1.1 Implement and Test Priority Software Modifications</p>	<p>Switt,Randal S</p>	<p>In Progress</p>	<p>6/9/2009</p>	<p>45.00%</p>	<p>The previously identified problems with the BMP calculations were actually found to be more systemic than we had originally thought. There turned out to be issues with the present worth calculations as well, specifically with the method that the identified "current year" amount was determined. This calculation was altered to treat the "current" year in the same manner as other years.</p> <p>To deal with the original "current" year problem that affected profiles that started later than the current year, we have altered the program logic to always designate the first year of a profile as the "current" year. This means that the Present Worth Value is always calculated to the first year of the profile. We felt that this made the most sense in the context of the Guide's calculations.</p> <p>We are attempting to develop a method to connect the BMP calculations and logic back to the library so the Guide can be modified and updated from the library without needing Software development abilities.</p>
<p>1.2 Develop Guide BMP Quick Reference</p>	<p>Heaney,James</p>	<p>In Progress</p>	<p>5/10/2009</p>	<p>10.00%</p>	<p>The team is in the process of putting together a preliminary list of 5 BMPs/Measures for DEP and Conserve Florida Water approval. Informational documents will then be developed for each.</p>

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1.3 Implement Performance Benchmarks	Heaney,James	In Progress	5/10/2009	36.00%	The Conserve Florida Water team has developed a review and approval process for all Technical Reports/documents that were delivered as part of the 2007-2008 contract. Teams have been established to review and approve recommendations for those reports related to performance benchmarks. A final report is expected from the team at the next Conserve Florida Water meeting scheduled for November 6th.
1.4 Improve Supporting Information for Measures and BMPs in the Guide	Heaney,James	In Progress	4/10/2009	10.00%	The team is in the process of putting together a preliminary list of 3 Measures for DEP and Conserve Florida Water approval. Informational documents will then be developed for each.
1.7 Modify the Guide to Distinguish Level of Detail Needed for Small, Medium, and Large Users	Heaney,James	In Progress	5/10/2009	36.00%	The team has developed a preliminary spreadsheet model that simplifies the process for developing a goal-based plan for all levels of users. This model was presented at the September 24 Conserve Florida Water meeting. A workshop is being planned for October 30 at the UF TREEO Center with a goal of evaluating the model first-hand with potential users.
1.8 Develop Links to Related Topics in the Digital Library	Switt,Randal S	In Progress	6/9/2009	8.00%	The Library has now instituted a workable full-text search. This will be integrated into the glossary of the Guide, which already has links to the library. Further links will be added.
1.9 Maintain Guide Software and Host Site	Switt,Randal S	In Progress	6/9/2009	45.00%	The SharePoint site for Conserve Florida has been setup, and seeded with usernames. We are looking into using this site to publish documents for review, as well as publishing form and surveys.
2.1 Assess all Water Management District Libraries for Inclusion in the Clearinghouse Library	Beck,Howard W	In Progress	6/9/2009	40.00%	Prepared information necessary to better organize the Library keyword system (identify disconnected elements). Added "missing" keywords to all publications in the library.

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2.2 Add High Priority Reports to the Library	Beck,Howard W	In Progress	6/9/2009	40.00%	Added documents submitted by the group to the library. Worked on database infrastructure for internal Clearinghouse use, design metadata structure, QA/QC procedures, and access issues.
2.3 UF Digital Library to Facilitate Metadata Creation and Convert Key Documents into Searchable Format	Beck,Howard W	Not Started	6/9/2009	10.00%	Using web interface to improve publication cataloging.
2.4 Establish Links to Other Water Conservation Libraries	Beck,Howard W	In Progress	6/9/2009	5.00%	Modifying displayed content depending on the user rights.
3.1 Guide Users Database	Beck,Howard W	In Progress	6/9/2009	60.00%	Developed the agenda, handouts, and presentation for the Simple Aggregate Guide Workshop scheduled for Oct. 30th. Helped with developing of web interface for the Simple Aggregate Guide to utilize dynamic content creation from XML documents.
3.2 Spatial Databases	Beck,Howard W	In Progress	6/9/2009	5.00%	Implementing GIS database to support the Guides.
3.5 Consumptive Use Permits Databases	Beck,Howard W	Not Started	6/9/2009		
4.1 Help Desk	Switt,Randal S	In Progress	6/9/2009	32.00%	<p>We have been in contract with Gainesville Regional Utilities (GRU) who is starting to evaluate the Guide. Jennifer Apell (a UF student) is spearheading this effort.</p> <p>We have also been in contact with Jennifer Bolling who is working with various small Utilities. She has indicated that small Utilities may have difficulties obtaining the data required for even the simplified Guide. We will discuss this at the next Conserve Florida meeting.</p>

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4.2 Individual Assistance for Utilities	Switt,Randal S	In Progress	6/9/2009	45.00%	On October 30, 2008 we will be hosting a workshop to familiarize and instruct a panel of Conserve Florida members and other interested parties in the initial release of the Simplified Guide Model. The workshop will discuss data sources and analysis as well as the functions of the model.
5.1 Maintain/update Applied Research Agenda	Staal,Lisette M	In Progress	6/9/2009	15.00%	Work progressing to conceptualize/build a survey process to inform updates. Planning contact with Conserve Florida research agenda task group.
5.2 Conduct Synthesis and Assessment for Priority Research Area	Staal,Lisette M	In Progress	6/9/2009	30.00%	Literature review progressing. Several meetings held with internal UF group.
6.2 Develop Promotional Materials	Hinton,Carol	Not Started	6/9/2009		
6.3 Publicize Clearinghouse at Professional Meetings	Hinton,Carol	In Progress	6/9/2009	20.00%	Attended the September Water Congress meeting and set-up the clearinghouse banner.
6.4 Recruit New Guide Users	Hinton,Carol	In Progress	6/9/2009	10.00%	Started the development of the Recruiting Strategy
6.5 Develop Educational Materials for Utilities	Hinton,Carol	Not Started	6/9/2009		
6.6 Provide In-Depth Workshops/Training	Hinton,Carol	In Progress	6/9/2009	8.00%	Set the date for the Simplified Guide Training Workshop (10/30) as well as created online registration for invitees.