

Conserve Florida Water Clearinghouse
May 09 Monthly Report

Title	Assigned To	Status	Due Date	% Complete	Comments
0.1 Project Management Oversight	Riley,Kristen J	In Progress	6/9/2009	92.00%	Teams continue to meet weekly to provide updates on tasks and assignments. Work on final contract deliverables continues.
0.2 Long Term Plan Update	Riley,Kristen J	In Progress	2/9/2009	100.00%	The final version of the Long Term Plan was submitted to the FDEP on April 24th. A draft Scope of Work was developed and submitted to the FDEP on May 12th for review and comment.
0.3 Meeting and Conference Attendance	Riley,Kristen J	In Progress	6/9/2009	92.00%	The next Conserve Florida meeting will be held on May 19th. An update on monthly activities will be presented, and the scope of work for next year's effort will be discussed.
0.4 Maintain Website	Switt,Randal S	In Progress	6/9/2009	92.00%	No major issues were encountered with our webhost during the latest monthly period. A Tampa Bay Water employee notified us that the review documents (that were under restricted access) from last year were no longer available on the redesigned web site. After being made aware of the missing documents, we migrated the necessary directory from the old website to the new one, and modified the page to fit the new template.
1.1 Implement and Test Priority Software Modifications	Switt,Randal S	In Progress	6/9/2009	92.00%	<p>Miami-Dade has been very helpful in comparing the EZ Guide functionality to the Online Guide. They have pointed out several inconsistent calculations between the two applications. These seem to be largely unit display errors that exist in the Online guide, which will be corrected.</p> <p>We continue to review many of the validation rules in the EZ Guide, as we receive feedback from early EZ Guide users, and are modifying as needed. For example, it seems that Irrigation Audit water savings rates may be very large when applied to large commercial applications such as HOA common areas and Golf Courses.</p>

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1.2 Develop Guide BMP Quick Reference	Heaney,James	In Progress	5/10/2009	90.00%	In order to accommodate the training Workshops in South Florida, contract resources had to be reallocated. The number of BMP Quick References has been reduced from 5 to 2. The team is in the process of developing those references covering Water Loss, and Reuse & Off-set Credit.
1.3 Implement Performance Benchmarks	Heaney,James	In Progress	5/10/2009	80.00%	Written comments with suggested changes have been received from the Conserve Florida teams and are being incorporated into the existing reports. These reports will then be placed in the library for public access.
1.4 Improve Supporting Information for Measures and BMPs in the Guide	Heaney,James	In Progress	4/10/2009	80.00%	In order to accommodate the training Workshops in South Florida, contract resources had to be reallocated. The number of Measure references has been reduced from 3 to 1. The team is in the process of developing this document.
1.7 Modify the Guide to Distinguish Level of Detail Needed for Small, Medium, and Large Users	Heaney,James	In Progress	5/10/2009	92.00%	The team has developed an "EZ Guide" spreadsheet model that simplifies the process for developing a goal-based plan for all levels of users. Version 1.1 has now been released and training workshops have been given in South Florida.
1.8 Develop Links to Related Topics in the Digital Library	Cornejo,Camilo	In Progress	6/9/2009	80.00%	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	92.00%	<p>No new issues were encountered on the Guide host or with the server. Some minor issues are ongoing with respect to the Library host and Guide beta site regarding automatic restart of the virtual host after installation of security patches.</p> <p>As we haven't seen much use of the Conserve Florida Sharepoint site, we may need to review the need to continue the hosting of this service after this project year.</p>

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2.1 Assess all Water Management District Libraries for Inclusion in the Clearinghouse Library	Beck,Howard W	In Progress	6/9/2009	70.00%	Prepared information necessary to better organize the Library keyword system (identify disconnected elements). Added "missing" keywords to all publications in the library.
2.2 Add High Priority Reports to the Library	Beck,Howard W	In Progress	6/9/2009	90.00%	<p>Performed the following activities during the past month:</p> <ul style="list-style-type: none"> - added full Monthly Operational Reports and Basic Facility Reports tables from FDEP to the library - developed dynamic database querying functionality in the library interface, applied for the Monthly Operational Reports table - identified data errors, unit inconsistencies in FDEP data, and continued work on computer-assisted data QA/QC - developed daily water usage capacity percentage analysis - continued to assist the Water Institute in editing of research and extension information in the library - Updated website: changed navigation, and updated research page for the Water Institute
2.3 UF Digital Library to Facilitate Metadata Creation and Convert Key Documents into Searchable Format	Beck,Howard W	In Progress	6/9/2009	80.00%	Scanned documents from UF Library were added to the collection.
2.4 Establish Links to Other Water Conservation Libraries	Beck,Howard W	In Progress	6/9/2009	90.00%	Continued working on user rights management and data entry forms in the library that are currently used for research projects and extension programs.

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3.1 Guide Users Database	Beck,Howard W	In Progress	6/9/2009	100.00%	<p>The following activities took place this month:</p> <ul style="list-style-type: none"> - Planned meeting and EZ Guide workshop for SFWMD - Supported SFWMD and Miami-Dade on working with the EZ Guide - Made changes to the Profile, and BMP sections of the EZ Guide - Updated EZ Guide user's manual - Created EZ Guide blog to inform of EZ Guide changes/fixes: conservefloridawater.org/blog - Started work on EZ Guide Socio-Economic module
3.2 Spatial Databases	Beck,Howard W	In Progress	6/9/2009	5.00%	Continuing to implement the 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	92.00%	<p>Miami-Dade and SFWMD have contacted us several times with regard to some entry clarifications. It was pointed out that the Online Guide's Plan report was reporting some values with incorrect units.</p> <p>We are accepting feedback as to EZ guide data entry units and acceptable validation measures.</p> <p>Some of our members are working with GRU and GIS Associates in using the EZ Guide as well.</p>

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					<p>We continue to assist Miami-Dade in the reporting phase of their conservation plan. In addition we conducted a workshop in WPB (which Miami-Dade was invited to, but was unfortunately unable to attend), at which we discussed the EZ Guide in detail, and used Lake Worth as a case study to demonstrate how to gather the necessary data to complete the plan.</p> <p>Feedback and discussion was extremely helpful to both groups at the workshop, and we took back information that we will be incorporating into the EZ Guide as we move forward.</p>
4.2 Individual Assistance for Utilities	Switt,Randal S	In Progress	6/9/2009	92.00%	
5.1 Maintain/update Applied Research Agenda	Staal,Lisette M	In Progress	6/9/2009	85.00%	The Survey is ready to be sent to CFW members, and includes research priorities for consideration as well as asks for input on potential topics for review/synthesis.
5.2 Conduct Synthesis and Assessment for Priority Research Area	Staal,Lisette M	In Progress	6/9/2009	100.00%	Final documents have been posted in the CFW digital library and will be presented at CFW meeting on Tuesday, May 19. A brief summary has been prepared to be shared in advance.
6.2 Develop Promotional Materials	Hinton,Carol	In Progress	6/9/2009	5.00%	No activity to report at this time
6.3 Publicize Clearinghouse at Professional Meetings	Hinton,Carol	In Progress	6/9/2009	20.00%	No activity to report at this time
6.4 Recruit New Guide Users	Hinton,Carol	In Progress	6/9/2009	10.00%	Participated in Guide training at SFWMD.
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	10.00%	Provided Guide training materials and participated in Guide training at SFWMD.