****bold italicized text is used to indicate items requiring attention before next meeting***

Florida Water Resources Monitoring Council (FWRMC)
Planning Meeting –October 26, 2016

Attendees (X indicates present, * indicates guest attending as a representative for a Council member):

Agency	Primary Members	In Person	Webinar
Department of Agriculture & Consumer Services (DACS)	Jill Fleiger		X
Department of Health (DOH)	David Polk		
Fish & Wildlife Conservation Commission (FWC)	Amber Whittle		X
Department of Environmental Protection (DEP)	Kate Muldoon		
Northwest FL Water Management District (NWFWMD)	Ed Chelette		X
Suwannee River Water Management District (SRWMD)	Darlene Saindon Velez	X	
St Johns River Water Management District (SJRWMD)	Christine Mundy	X	
Southwest FL Water Management District (SWFWMD)	Roberta Starks		X
South FL Water Management District (SFWMD)	Linda Crean	X	
US Environmental Protection Agency (USEPA)	David Melgaard		
National Oceanic & Atmospheric Administration (NOAA)	Chris Sinigalliano		
US Geological Survey (USGS)	Scott McBride		
FLERA – Northwest; Escambia County (Co.)	Chips Kirschenfield		
FLERA - Suwannee River; Alachua Co.	Gus Olmos		
FLERA - St Johns River; City of Jacksonville	Tom Carey		
FLERA – Southwest; Manatee Co.	Rob Brown	X	
FLERA – South; Miami–Dade Co.	Lisa Spadafina		
Volunteer Monitoring Programs; FL LAKEWATCH	Mark Hoyer	X	
FL Lakes Management Society (FLMS)	Sean McGlynn		
Coastal Ocean Observing System (COOS Consortium)	Patrick Welsh		
Agency	**Alternate Members**	**In Person**	**Webinar**
DOH	Bob Vincent		
FWC	Paul Carlson		
DEP	Rick Copeland	X	
NWFWMD	Tony Countryman		
SRWMD	Tom Mirti	X	
SWFWMD	Granville Kinsman		
SFWMD	Julianne LaRock		X
USEPA	Simona Platukyte		
USGS	David Sumner		
FLERA – Northwest; Escambia County (Co.)	*Alternate needed*		
FLERA - Suwannee River; Alachua Co.	Chris Bird		
FLERA - St Johns River; Volusia Co.	Michelle Leigh		
FLERA – Southwest; Pinellas Co.	Kelli Levy		
FLERA – South; Palm Beach Co.	Rob Robbins		
Agency	**Interim Facilitator**	**In Person**	**Webinar**
DEP	Kate Muldoon	X	
Agency	**Interim Liaison**	**In Person**	**Webinar**
DEP	Carolyn Voyles	X	

Morning Session - 9:00-11:30 am Council Business & Planning Meeting

Introduction

Kate Muldoon (KM) welcomed everyone to the meeting, introduced Carolyn Voyles as the Interim Council Liaison, and summarized the salient points of the 2014 planning meeting. She discussed the need for re-grouping due to the long hiatus since the last Council meeting in September 2015.

Need for Monitoring Council

Council members responded to their comments from the October 2014 planning meeting. Chris Mundy (CM) noted that with the continuation of reduced resources, it's critical to keep the Council going so that we don't duplicate efforts.

Update on Council Chair

The new Council Chair will be representatives from the Balmoral Group. The consultant's proposal was selected in early Sept. from a total of 5 submitted. Kate shared the proposal with Council members in mid-September 2016. The draft contract is in process and is expected to be executed by February 15, 2017. The Chair will be responsible for a blend of Chair & Liaison duties, including:

- Meeting with members to develop agendas & meetings, including contacting speakers
- Addressing meeting logistics
- Facilitating meetings, bringing members to consensus, summarizing, identifying action items
- Providing draft and final meeting minutes
- Attending workgroup meetings and quarterly workgroup reports to Council, providing meeting summaries
- Developing Council annual plan
- Briefing DEP Division on Council activities 2x/year

Discussion on current Council/workgroup relationship

Roberta Starks (RS) indicated that she believes the workgroups suffer from mission creep, and requested that the Council evaluate its relationship with its workgroups. She believes that the purpose of the Council is embedded in its vision statement, and should not be involved in assessment & reporting activities. If the Council is to pursue assessment & reporting activities, then the mission/vision statement should be modified to address this[1]. Tom Mirti (TM) also stated that the Council rather than its workgroups should get credit for its products. Linda Crean (LC) recommended that the workgroups provide their meeting summaries to the Council ASAP after meetings. Rob Brown (RB) indicated that the workgroups should provide their quarterly reports/presentations to the Council in advance of the quarterly meetings.
The following items were voted on and approved:
When workgroups are formed, the workgroups will:

- Develop a charter that clearly describes the intent of the workgroup, potential products(s), and timeline for deliverables.
- Council must approve charter.
- The charter is intended to be a living document. However, the Council must approve and major changes made to the anticipated timeline, deliverables, or any additional products.

Action Items: Roberta Starks will send a charter template for consideration.
The Council will develop/ approve the charter template (no timeline set at the meeting).

Workgroup Meetings:

[1] Due to time constraints, the Council Vision could not be discussed and amended. The general consensus was to table this item. Considering the time needed to explore this topic, the next Council meeting should be focused on Council Business.

- A summary of each workgroup meeting should be distributed to primary and alternate Council members for approval within two (2) weeks after meeting.
- Council members should have ten (10) days to review the summary and provide any comments or objections to action items.

Quarterly Updates:

- The workgroups will continue to provide a quarterly progress report via Webinar.
- Workgroups will provide slides, and/or summary of progress report to Council members one (1) week in advance of the Quarterly update meeting

Action Item: Kate Muldoon will send the 2015 Council Vision to the current Council for understanding and consideration.

Establishing membership for Council 2016-2017

Amber Whittle (AW) recommended that we consider adding the Gulf Coast Ocean Observing System (GCOOS), and Mark Hoyer (MH) recommended the addition of the Fl. Lake Mgmt Society (FLMS). KM indicated that FLMS is already a member of the Council, but may want to appoint a new person as the primary member. The Council wants to pursue additional members, but voted to table invitations to new members until after the new Chair begins working with the Council (anticipated February 2017).

Adverse Events Response Map Viewer

RS and KM requested that the Council revisit the issue of the Spreadsheet and Map Viewer. Several of the water management districts felt that they wouldn't be able to provide the level of detail required. RS indicated that the spreadsheet had been simplified to address the concerns. The Council voted to review Adverse Event Response Plan and Spreadsheet for consensus via email.
Action Item: Kate Muldoon will re-distribute the Template for Adverse Event Response Plan and Spreadsheet to Council members for consensus via e-mail (no timeline set at the meeting).

Discussion on keeping the Council relevant (brainstorming)

Outreach: RS inquired whether the consultant could assist us with rebranding & outreach. KM indicated that this wasn't in the contract, but we have the ability to add tasks, and the funding to do so. Rick Copeland (RC) also wondered about the consultant's level of knowledge about the Council, KM indicated that the proposal contained some incorrect information, but that the consultant had worked with government entities, councils and committees before. **Focus:** Chris Mundy (CM) asked whether we're working on Vision statement before the consultant takes the helm; KM indicated that it was revised in 2014 but can be revised again when needed. TM wondered whether the Council is focused solely on products; KM responded that the Council has held themed meetings to explore potential projects and products, but that monitoring and water quality issues are the overall focus. CM agrees with these data quality objectives, and noted that perhaps we should continue to focus on the three areas in which we're already working (Water-CAT, Salinity Network, Continuous Monitoring).

Service: RB indicated that we need to find out what the Council can do for its members and others who conduct water resource monitoring. In addition, with the advent of WIN, we need a pathway for small organizations to get our (*RB, should this be submit their?*) data. TM noted that the WMDs need assistance for the STORET →WIN transition, and inquired whether additional software will be needed for this transition; the WMDs need this information now, as they're currently budgeting for 2017-18. LC said that other WMDs are looking for guidance on this issue. RB proposed that the Council sponsor WIN workshops for data managers. KM responded that WIN workshops would be a way for the Council to demonstrate its relevance, and agreed to check with the WIN folks about potential Council/WIN-sponsored workshops. RS wanted to know whether such workshops are planned, and KM responded that she believes they are, but doesn't know the dates/locations. The Council voted in support of assisting DEP to facilitate WIN workshops around the state. The workshops should provide training for data providers to use the new interface, ask questions, etc.

Action Items: Kate Muldoon will contact both Procurement and the contractor to ask about the possibility of adding outreach activities to the contract, and provide an update to the Council.
Kate Muldoon will address potential Council/WIN-sponsored workshops with WIN and the Division, and provide an update to the Council.

Afternoon Session - 1:00-3:00 pm

Reviewing previously identified topics: has relevancy changed?

Meeting participants reviewed the planning meeting summary from October 2014, observed the posters from the 2014 meeting, and began the discussion. MH declared that he is working with UF grad students to complete the topic *Using Lakewatch data to identify statewide trends*, so this one can be taken off the list. CM asked about monitoring non-native vegetation, since this issue is important to the WMDs, but may not be priority for other agencies or entities. RB stated that the Council needs to focus on doing a couple of things well before jumping into other topics. He feels that the Council can be used as a clearinghouse for Emerging Contaminants /ESOCS. MH mentioned that WIN should contain a component to allow smaller labs to upload to WIN. TM noted that the number of coastal events last summer, such as algae blooms, tropical storms, increased king tides, all point to greater relevancy of climate change and sea level rise. RS and CM both commented that data sharing at the national level is more important than ever. The Council voted to re-confirm the following as priority themes:

a. *Emerging technologies in water resource monitoring*
b. *Climate change/sea level rise/coastal events*
c. *Emerging contaminants*
d. *Adverse event response*
e. *Monitoring coordination between freshwater and marine systems*
f. *Laboratory certifications*
g. *Data sharing*

Addressing new items of business (possible products/initiatives) suggested by members

The Council discussed the possible addition of algae blooms, SB 552, WIN and issues of water quantity per the 2016 Water Bill, the new adverse events notification rule. According to several WMDs and FFWCC, statewide algal bloom monitoring coordination is already in place. None needs more coordination. At this point, the Council did not vote, but agreed to limit the priority themes to those listed above.

Quick update on the Council Continuous Monitoring workgroup progress

KM gave a brief update on the Council Continuous Monitoring workgroup, including its current review of the general CM SOP developed by the DEAR CM workgroup, its response to a DEAR CM survey, and the task of developing a public website presence to distribute the information.

Action Items: KM or CV will send out an e-mail to determine whether the Council wants to hold a meeting in January 2017 or defer until the new Chair is in place.

The meeting adjourned at 2:45 pm.