

Draft Charters for the Workgroups

Florida Water Resources Monitoring Council

Guana-Tolomato-Matanzas NERR

January 31, 2017

History & Rationale

- First proposed during October 2016 Council Planning meeting
- Intended to define workgroup
 - purpose
 - expectations
 - goals
 - timeline
- Signed agreement functions as an understanding between Council & workgroup

Questions

- Do these drafts contain all necessary information to fulfill function?
- If not, what else is needed?
- If agreed upon by Council & workgroup, who should sign the final charters?

Catalog Workgroup

Catalog Workgroup Charter

Catalog Workgroup Work Group Charter Florida Water Resources Monitoring Council

Document History			
Author	Date	Revision	Comment
Kate Muldoon	11/22/2016		draft

PROJECT DESCRIPTION / PURPOSE: to facilitate the development of an interactive, online, searchable Catalog of Florida monitoring programs

PROJECT LEADS: Kate Muldoon, DEP, Chair
Shawn Landry, USF Water Institute

PROJECT STAKEHOLDERS:

Name	Role
Council	Approves developed materials
Catalog workgroup members	Develop materials, select contractor, provide guidance and feedback to contractor
Contractor (USF Water Institute)	Works with workgroup and contract manager to develop the product
DEP Contract Manager and workgroup Chair	Facilitates contract development, reviews work, pays invoices, leads workgroup
Water resource managers, policymakers, public	Provides data to the Water-CAT; uses its search features
STORET/WIN	Provides data to the Water-CAT

MEASUREABLE PROJECT GOALS:

Goal	Success Measure
Reviews existing catalogs, atlases, and data portals to ID	List of catalogs, atlases, and data portals @ http://dep.state.fl.us/water/monitoring/council/monitoring_resources.htm Summaries of reviews @ http://publicfiles.dep.state.fl.us/dear/watershed%20monitoring/monitoring-council/meetings/ ; list of potential websites for consideration
Selects contractor based on reviews & statement of work	Contract executed in May 2013
develops list of metadata elements for Catalog	Council-approved list of metadata elements for use in Catalog, March 2014
Develops biological parameter approach based	List of themes, keywords, and theme descriptions provided to Council.

on themes & keywords	
Provides guidance to develop online Catalog of Florida Monitoring Programs	Catalog is online, and works as designed

BENEFITS

- Monitoring metadata will be in one place

RISKS

- Project will never be ~~completely finished~~

PROJECT ASSUMPTIONS

The following assumptions are made for this project:

- The contractor, workgroup, and contract manager will play together nicely in the sandbox.
- Staff time is donated to this worthy cause

SCHEDULE

The anticipated completion date of this project is 2

Project Start Date: 8/2011	Project End Date:
Significant Milestones	
Milestone	Date
Water-CAT online	May 2014
Water-CAT migrated to non-flash spatial application	March 2016
Water-CAT biological parameter issue resolved	April 2016

STAFF RESOURCES:

The staff resource estimates are based on the following assumptions:

- Staff will need only spend 1-2 hrs./quarter
- No excessive homework

Resource Type	Estimated Hours
Project Leads	20-400 hrs./quarter
Sponsors	30 hrs./quarter
TOTAL HOURS:	

* Estimated hours includes support from other staff, as needed.

PROJECT APPROVAL

Continuous Monitoring Workgroup

Continuous Monitoring Workgroup Charter

Continuous Monitoring Workgroup

Work Group Charter
Florida Water Resources Monitoring Council

Document History			
Author	Date	Revision	Comment
Carolyn Voyles	01/11/17		draft
Kate Muldoon	1/20/17	1	

PROJECT DESCRIPTION / PURPOSE: Share and assimilate experiences, lessons learned, new technology, and promising new designs in the arena of remote and continuous water quality monitoring around the state.

PROJECT LEADS: David Hornsby, SJRWMD, Chair

PROJECT STAKEHOLDERS:

Name	Role
Council	Approves developed materials
CM workgroup members	Develop goals, objectives, materials
DEP Continuous Monitoring Workgroup	Provides information on DEP's CM efforts
Water resource managers, policymakers, public	Use collected continuous monitoring information
Hydstra/Aquarius/WIN	Data storage/web info

MEASUREABLE PROJECT GOALS:

Goal	Success Measure
Develop a spreadsheet to detail CM efforts around the state	Completion of populated spreadsheet (note: this was completed by the DEAR CM workgroup)
Post CM spreadsheet with links on a public website	CM spreadsheet is posted on public website, linked to other websites, can be downloaded, and is maintained.

BENEFITS

- State will coordinate its efforts, thereby reducing its learning curve in using CM technology. Cost savings
- Provides resources for new CM initiatives for current and future CM data collectors/publishers.

RISKS

- Technology development will outpace the state's ability to address CM issues in a timely manner.

PROJECT ASSUMPTIONS

The following assumptions are made for this project:

- Staff time is donated to this worthy cause
- This project benefits all monitoring efforts that use CM in FL

SCHEDULE

The anticipated completion date of this project is 2017.

Project Start Date: 1/20/2016	Project End Date: April 2017
Significant Milestones	
Milestone	Date
Council CM Workgroup assists DEAR in completing CM spreadsheet	January 2017
CM spreadsheet is posted online, with links from other websites to it, and is properly maintained	March 2017

STAFF RESOURCES:

The staff resource estimates are based on the following assumptions:

- While all agencies have priorities, this workgroup takes priority in moving all agencies toward efficient use of CM
- Information and documents are warehoused in an accessible location for defined staff to maintain.

Resource Type	Estimated Hours
Project Leads	10 hrs./quarter
Sponsors	
Stakeholders	Up to 5 hrs./quarter
TOTAL HOURS:	

* Estimated hours includes support from other staff, as needed.

PROJECT APPROVAL

Date

Date

Date

Salinity Network Workgroup

Salinity Network Workgroup Charter

Work Group Title: Salinity Network Workgroup

Work Group Charter

Florida Water Resources Monitoring Council

Document History			
Author	Date	Revision	Comment
Rick Copeland	01/23/2017		Draft

PROJECT DESCRIPTION / PURPOSE: Coordinates efforts of its members to monitor saline encroachment in Florida's groundwater and surface water resources.

The Salinity Monitoring Network is a network of existing monitoring networks covering the entire state. It emphasizes groundwater but works closely with surface water monitoring programs. The Salinity Network Workgroup (SNW) coordinates efforts of its membership. The SNW is made up of members of over 20 monitoring entities of the state, including DEP, the five water management districts, the US Geological Survey, Florida LakeWatch, and several counties.

The goals of the SNW are: (1) to provide scientifically defensible data and information on the chemical, physical, and biological characteristics of water that can be used by the state's water policy makers, the scientific community and the public, and (2) to better understand the status and trends regarding the encroachment of saline water into Florida's freshwater resources. The SNW emphasizes groundwater but works closely with surface water monitoring programs.

PROJECT LEADS: Rick Copeland, DEP, Chair

PROJECT STAKEHOLDERS:

Name	Role
Council	Approves efforts of the workgroup
Salinity Network Workgroup members	Work with SNW to improve efforts to monitor saltwater encroachment throughout Florida.

MEASUREABLE PROJECT GOALS:

Goal	Success Measure
Periodic production of May and September groundwater level percentile ranking maps,	Produce maps twice per year.
Development of a Coastal Salinity Monitoring Network	Commence monitoring of selected wells by end of 2017
Development of a Salinity Groundwater Quality Index	Commence effort in 2017
Development of special saltwater sampling protocols for wells which are completed close to the freshwater/saltwater interface.	Develop a plan by end of 2017

BENEFITS

- Coordinated Statewide Saltwater Monitoring efforts

RISKS

- Project will never be ~~completely finished~~.

PROJECT ASSUMPTIONS

The following assumptions are made for this project.

- Members will cooperate to the extent possible.
- Appropriate staff time to be donated by SNW members.

SCHEDULE

The anticipated completion date of this project is ongoing.

Project Start Date:	Project End Date:
Significant Milestones	
Milestone	Date
Groundwater level percentile ranking maps for 2015 and 2016 completed by	Dec. 2017
Coastal Salinity Monitoring Network operational by	July 2017
Commence development of Salinity Groundwater Quality Index by	July 2017
Development of plan to sample wells completed close to saltwater/freshwater interface by	Dec. 2017

STAFF RESOURCES:

The staff resource estimates are based on the following assumptions:

- DEP staff to donate labor for designated homework assignments
- SNW members to donate staff to complete homework assignments

Resource Type	Estimated Hours
Project Leads: DEP staff	50-400 hrs./quarter
SNW Member staff	10-40 hrs./quarter
Stakeholders	
TOTAL HOURS:	120-680 hrs./quarter

* Estimated hours includes support from other staff, as needed.

Charter Signature Page

PROJECT APPROVAL

Date

Date

Date

Next steps . . .