



DSN Minutes
February 17th, 1:30-4:00 pm
1697 Cole Blvd, Suite 200, Golden
Call in 866-821-9867, 3058130#

Present: Sarah, Barb, Arnie, Karl, Katie, Jennifer and Jim

Non-active TAC members: Please consider attending meetings again, we need your perspective and the time commitment is not that much.

Note: Lots of updates below since we have not met for six plus months. Note next meeting time and place and action items. Look for action items please, **Yellow Highlights are TAC members, Green highlights Lynn/Jeff.**

Administrative Items:

1. Budget and Work Plan Updates

Lynn started week of February 2nd, her first set of priorities included:

- Getting the timesheet/billing/reporting process figured out (Status: in progress, has a draft timesheet/recording process to correlate to the various work plans, will be approved by CWA, SPCURE and WQCD-Lucia Machado, Jim D offered to review invoices from CWA to SPCURE for the Council).
- Renewing the GS hosting contract (status we have a signed contract now, starting March \$1000/month, 2 hours/month support and frequent refreshes, payment due monthly, if this does not work need to amend)
- Getting SPCURE and Barr Milton needs met to upload their data (Barr Milton received password, needed to clarify among themselves if correct dataset ready and then will try and upload themselves, Lynn is working with SPCURE contact who only works 2 days per week so they are coordinating)
- Getting the administrative end of our website all under the correct names, address, etc (in progress)
- She also made her office CWQMC mailing address and created a generic DSN email that will go directly to her. LT also approved for 10 hours of Sarah S time to be used at Lynn's discretion to help train on database uploads.

Barb met with her for three hours, Thursday 2/12. They reviewed her work plan and next set of priorities:

- Update the current budget, what we have, what we need in both match/cash this year and next.
- Designing a plan to update CWQMC webpage content that includes Sarah Saunters' recommendations and input from LT, TAC and membership needs.
- Updating the DSN participant database and figuring out how the SWAP invitee database, data generators information and entities that use/log on the database all interact so we can use the lists strategically. This includes trying to get names for entities we don't have names for, missing organizations, updating contacts and identifiers such as data generator/user.
- Getting a bid from GS on the funded map improvements so that work plan can be completed and sent to Dan Beley. The TAC will be sent this work plan when complete and assist in implementation.

- Compiling a list of data sets we desire to be in the map or database and designing a plan to get them in there (Tier 1-3, training needs, etc.).
- She will send out and compile results for the opportunity for us (collective monitoring community) to provide feedback to the local and national program committee for training, session, workshop, field trip ideas for the April 2010 National Water Quality Monitoring Council meeting (see more on this later). In this communication she will introduce herself to the masses, provide the DSN physical and email addresses.

She has many ideas and is eager to learn, start working and share ideas. We will figure out venues for sharing ideas. We are also trying to coordinate opportunities for her to meet folks in person. This last election she was elected county commissioner and has discovered that commitment is taking more time than she expected. She also has a commitment for her position to be the face of the Council and be responsive to phone calls and emails. Her proposal is to have her husband, a qualified experienced person in his own right, assist her in this position. He has worked in the water quality, hydrology and monitoring fields in Colorado and Kentucky the past 20 years. She provided his resume and it is attached. Barb will ask them to provide a paragraph on their strategy to handle the work and be accountable to billing and pass that along. Lynn also has free mileage to help with travel to Denver for awhile. We can provide the LT our needs or if we feel this model is not adequate. Lynn will be providing monthly updates to the LT, thus minutes of her work will be available to all members on the web. Barb also plans to meet with her anytime she is in the area.

There was a question if CWA is contracting with Lynn the person or her business, Barb will clarify with Lynn. Lynn was also having her contract reviewed with her lawyer and doesn't think there will need to be any changes but might – and Barb thinks that is around the concept of the contract is w/ the LLC, not her the person (couldn't find notes on that will clarify).

Barb explained the two differences between Lynn's position and Sarah Sauter's old position. First Lynn will be "the" only person tracking the budget and performing the fiscal agent tasks for CWA and all our grants. In the past Jacob served this role and Sarah did only the 'work. Lynn will also be an administrative assistance to the LT, in the past no one served this role. The strategy there is to make the Co-chair positions less work and allow the volunteers for that to provide their area of expertise first and foremost and to have consistent administrative records for the LT.

2. SPCURE Update

Reviewed status of data upload (in progress). Made sure that invoice/reporting process between CWA/SPCURE will run smooth for all entities (in progress). Sarah mentioned that a recommendation of the SPCURE Monitoring subcommittee maybe to modify their data management model and if do, entities may need training from DSN. This is exactly the kind of training we proposed for this phase, one-on-one as the need develops or we created it by working with data sets.

3. Next meeting – Date/Time/Location

It was determined based on need to meet when Lynn could to get acquainted, her here ideas directly and discuss TAC items of her work plan, the NPS and Map grants.

Location at Brown and Caldwell, 1697 Cole Blvd, Suite 200, Golden, Call in 866-821-9867, 3058130#

Time, April 7th 1:30-2:30 is the first choice, March 30th 1:30-2:30 is the second choice, will send an email once we know Lynn's availability. We will need to meet more often as we start planning for an August data call effort and the fall SWAP in the SJ/Gunnison/Dolores Basins.

Work Plan Items: Sustainability

4. Grant/Support Strategy

Two WQCD efforts may produce support in the long term, one is requesting SEP funds or funds from discharge violation fees, and the other is working with the section that manages discharge monthly reports. Barb has on her list to explore these with Vic.

Karl mentioned as the stimulus package trickles down he will be looking for DSN opportunities.

Karl and Barb met with the USGS Chief in Denver. That resulted in a strategy to work with Project Chiefs around the state that is building USGS retrospective databases. Tami explained the general process for these; the end result is one large USGS database of all these smaller retro's. At first this seems like duplication of DSN database/map, and as a central database it is. But a closer look reveals more. First the USGS is providing services and products beyond DSN capacity such as station clean up, data standardizing so can be used, sometimes a variety of analyses and GIS products. These databases are as "Static or live" as the effort to update them which is usually of function of funding. The existing efforts basically cover the entire state except the South Platte and each is in a different state of progress, from been around a few years to just gathering data.

It will be the responsibility of the TAC to meet with each of these project chiefs and design the DSN partnership for new/legacy data over the next year. If a TAC member would like to adopt an area that would be very helpful. DSN approach will be to offer to do the "data gathering/storage" and help fund a routine data clean up analyses on a rotating basis by USGS for the entire state. Sort of a 'we want to do your lower level work so we can support you doing higher level task at a predictable frequency" approach, but we need your support now. This may result in DSN needing a small financial share but providing funding for higher tasks.

5. Webpage

Lynn will be proposing a process and timeline to update the content and structure of the website. If you are interested or have feedback and are not on the LT, let me or Lynn know so that she involves you. She will also incorporate Sarah Sauter's recommendations.

6. WQX Update

Karl reported they are on task and timeline to have this transition figured out by summer. In addition the Tribes are also producing a transition set of products. We will benefit from both of these and at that time will know what is left for us to build. This will be a summer agenda item. Jim is still following this effort. Lynn may have an opportunity to meet with GS about this in Denver when GS will be in Denver week of March 16th. Karl will keep Lynn informed once she contacts him.

7. Council LT – no needs were mentioned, but we do need to have the LT keep TAC in the loop re: resources and we need to put forth our resource needs as "managers" of the DSN system, things like upgrades, new wish lists, etc.

Outreach

8. Membership, SWAP database update – See Lynn's priorities above to update these and align the various databases and information. Lynn has many ideas what this data base needs and how we might use this information to benefit this effort. Barb asked her to write a brief proposal on her idea (a paragraph) so we can see where her ideas deviate from our idea of what is part of the position already (keeping database up to date). Barb sent the newsletter to all entities on in the SWAP invitation database and got about 40 kickbacks to update. About 20% of entities in that database have no contact name, address, etc. so there is some work to be done there.

9. SWAPs, next one in fall in SJ/Gunn/Dolores. Need to organize a WS team and plan this about six months out, will start in July. This is really an outreach committee function but we have not yet separated the two and really should not until there are more people willing to help.
10. Data Calls – need to conduct our first call to update information on the map/database. We need to figure out how to do this (not complicated) and track effort since we have not. We can do around the same time, August, as the WQCD does their call.
11. Document how groups are participating in DSN – this was left over from Sarah S, the goal was to provide examples on the website to help other groups figure out which basic model to use to get information on the map/database. Central model is when an individual or entity gathers data from others and submit to DSN. Decentralized model is when individual entities submit data directly to DSN and we create a project for them to organize outputs for that group. Will place this on Lynn's to do list.
12. Outreach plan needs updating to include approaches to SWAPs, Data calls, membership needs assessments – as documentation and guide for informing new members and for Lynn's position/transition. Barb will update and then turn over to Lynn to add smaller updates as they happen.
13. Outreach opportunities? We all still need to get the word out that we are here, we have something to offer and communicate what we need. As a TAC member please know what we need and be aware of opportunities to present or communicate that in your circle. This is critical to our success and a good time to do it since we are not doing anything else right now. Opportunities:
 - Arkansas Forum in April (Barb will try and attend, still have no Ark representation)
 - Fall Watershed meeting (ideas?)
 - None others mentioned

It was suggested that we identify several opportunities over the year for when Council members can meet face to face, even if only to socialized. The Fall Watershed conference may be one event. No others were identified, but we need to think of some. This is a good topic to forward to the LT.

Barb mentioned the possible opportunity to provide a SWAP for data generators on Clear Creek. She will offer to the group what we can do and see if the meet us half way and go from there.

Map-Database

14. GS hosting contract – signed and renewed see details above in Lynn's priority tasks.
15. Support for four active database upload requests – SPCURE, Barr Milton, in progress, false alarm, only two not four. Discussion with Arnie and when we can get WQCD WQ stations on map and then biological stations on map. Arnie ready to work with Lynn on WQ stations first.
16. Database tracking – figure out how to get that information in database for support and outreach efforts. In Lynn's to-do-list.
17. Jim described a problem with the database we need to fix. On the websim tool out there for DSN, there is a tool or function that allows you to correct data already in the system. The function should achieve the task of deleting that record and uploading a replacement record via a template. However when you try and run the "tool" it produces error messages and blanks. Will have Lynn work w/ Jim to fix and test. We also need a tutorial for this task.
18. ArchIMS map update – Lynn needs to get GS cost and task timeline, add to our task timeline as a simple work plan, and give to Dan Beley in next week or so. Then Dan will start the process and work. Karl will be testing the system, likely with Lynn and let us know where to help. In the end will we have another wish list of features and functions we want and that will define our Phase two. If we cannot afford all items on our current list, we will prioritize first by WQCD and DSN common needs.

Please think of others that might be of added value to the TAC and invite them to help us in that way! Thanks for all you each do.