**Spring StreamNet Steering Committee Meeting**

**Agenda & Meeting Notes (4/24/14)**

**April 2, 2014**

**PSMFC, Portland, OR**

<https://global.gotomeeting.com/join/811014661>

The call-in number is 866-246-2573; the PIN is 2573.

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| **Time** | **Topic** | **Lead** | **Desired Outcome** |
| 8:30 | Welcome  Introductions  Adjustments to Agenda? | Chris |  |

Attendees: Chris, Tom, Phil, Bob, Cedric, Steve, Bart, Evan, Brodie, John, Donna, Russell, Bill, Stan, Greg, Mike, Van, Dawn (phone), Jen (phone)

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| 8:45 | Coordinated Assessments   * Continue phased approach for Phase VI Work Plan * Additional DES Development; Juveniles, Resident fish, Habitat? * Implementing the EPA Grant | Tom, Jen, Brodie, Chris | Determine indicators and populations to prioritize for flow  Discuss further needs and assure successful implementation |

Tom:

Objectives for the CA workshop on Thursday April 3 in Portland, OR include:

* getting approval for Phase VI Workplan that began last November and lay out work through March 2015
* providing update on CA project
* reviewing initial draft flow configuration document
* reviewing draft data sharing agreement

Completed initial DES tables and now need approval to make modifications to first 3 tables and approval for an additional 5 tables for hatchery indicators

Primary Recommendations identified that are now underway- invest in internal infrastructure, create data stewards, on-going coordination

EPA Grant focused on developing CA Data Exchange to promote data flow (create virtual node, flow configuration document, appendices to flow configuration document to get data into CAX, tribal data needs assessment and build tribal app)

Goal is automated data flow from first 3 tables of DES by June 2015 (a functioning Data Exchange Network)

Chris:

Mike is currently developing the hatchery DES, working out needs for Juvenile Abundance (need to figure out exactly what BPA is looking for JMX and SARs components such as carrying capacity, survival, estimates of outmigrants, etc.). - would be good to base it off JMX from WDFW since it is already in EPA exchange format

Need to start discussion for Resident Fish, Habitat DES- what is the desired output for each? How should/ can they be narrowed down?

Most info available for Bull Trout & Sturgeon for Resident Fish DES

For Habitat DES- BPA/ USFS have agreement to exchange CHaMP data and core metrics (55-60 specific metrics they have to build an exchange for)

Tom/ Chris:

Data Exchange Workgroup (made up of technical staff from the data providers) will review the flow documents and provide input. Need to coordinate this with the policy side to make sure the final product is relevant to informed decision-making and meets expectations. There is an agenda item on the CA Workshop agenda to discuss what CAX success will look like.

Baseline benchmark for success may be meeting NOAA’s Annual Status Assessment needs for priority populations. Is that what’s available from the SN partners and what they are targeting as well?

* It may be an even lower benchmark of simply building the tool/ blueprints for an exchange network.
* However, expectations are high that data flow is real and relevant to decision-makers. Suggest benchmark be both proof of concept and actual data flow for key indicators in priority populations.

Demonstrating success will be key- need to pick something that will fill the architecture, then figure out how to make other areas work

Would like to close out current project by June 2015 in order to be eligible to apply for new EPA grant in November 2015

ODFW:

* May not be able to meet the closeout timeline- trying to find out how long their process to retain a subcontractor to work on the Salmon Recovery Tracker will take.
* It may be worth investigating if the grant can be amended so that the subcontractor portion of the money comes through PSMFC to help ODFW in order to speed things up.

CRITFC:

* Umatilla tribe has a nicely designed open-source system and is willing to share it with any of the other tribes that are interested. Will be a complete shared data management system including metadata management.
* Still working on bringing data inventory up to speed and streamlining the data capture/ collection process.
* Warm Spring have developed a Lamprey data system and will be sharing with other tribes.
* Have not started discussions regarding DES production amongst the tribes- each tribe will have their own internal data system with web sharing services, but the features of each will be implemented differently from tribe to tribe.
* All tribes are working on data security
* Bill has current DES scripted and can provide to anyone that wants it

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| 9:45 | StreamNet Strategic Plan Revision   * Review proposal | Chris | Adopt Proposed Draft |

Chris provided PowerPoint slides of the 2009 version of the Strategic Plan and emailed the doc prior to the meeting; any specific comments/ edits should be made one-on-one with Chris via email in the next week or so.

Reviewed the mission:

* Should StreamNet’s mission continue to focus on the Columbia River Basin? Should it expand beyond?
* Propose continuing to serve broadly as a coordination body and secure data repository (data store, CA, existing data sets).
* Should a reference to wildlife/ habitat/ hydrography data be included in addition to fisheries data?
* Could include a high-level comment regarding geo-referencing or a spatial component to the data in the strategic plan

Reviewed the 9 goals of the strategic plan:

* Identify fish data for standardization & DES
* Make comprehensive key indicator data regionally available & standardized
* Provide efficient QA/QC and timely data flow (define what timely means; when data is needed to inform management decisions)
* Support staff & technologies to improve data collection
* Develop data management systems
* Assure security of data
* Promote public accessibility
* Seek partnerships
* Maintain data store

Reviewed StreamNet Organization:

* ***Executive Committee*** (new)- policy level representatives of partners, regional management agencies, funders, & data users to provide policy direction and try to ensure alignment with agency priorities- provided proposed committee list of names; names could change depending on the topic/ shifting priorities
* ***Steering Committee*** (existing)- data management professionals from each partner and similar organizations to provide program management and implementation- provided proposed committee list of names; names could change depending on the topic/ shifting priorities
* Need to make sure the right people are at the table and may need to adjust the language so that there is flexibility for those people to be there (‘managing’ committee rather than ‘executive’ committee?)
* Need to address travel expenses/ costs for committee members

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| 10:00 | Break |  |  |

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| 10:15 | Technical Committee Report   * Automating Data Flow for selected indicators & populations | Bill, Mike, Greg | Review, discuss and resolve a number of technical issues |

Meeting notes were sent out to committee via email in advance

ODFW will have a 4th qtr. hydro submission

Van intends to have a hydro status agenda topic at all future tech meetings.

Is anyone working on populations beyond the TRT populations? ODFW expects to have 3 spring Chinook John Day populations population for exchange in the future. SN can add populations as needed- need guidance from CA workgroup on how they’d like this done. Phil would like to see the redundancy corrected and the list of names reduced.

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| 11:00 | State and Tribal Recommended Data Repositories | Russell, Chris | Review |

Provided PowerPoint presentation (in advance and for review at the meeting) summarizing the repositories that have been identified as holding data from BPA projects

Resulted in 1100 work statement id’s tied to data collection. Only half of them had identified repositories;

How are they going to address those issues to avoid having to work backwards in the future?

* MMX elements for protocols and data repositories
* StreamNet takes on both a coordination and repository role to advise biologists
* Use PNAMP list of Environmental Repositories
* Develop list of recommended repositories by metric/ indicator fish categories subcategories and focus
* PISCES & CBFISH contracts indicate data type which reference recommendations?

StreamNet needs to come up with a list (by data type) of suggested repositories, list of approved databases, etc. by June 1 contract renewal date. Chris/ Russell will send out a template list of fish metrics and draft proposed repositories to partners for their review and for them to use in completing development of their own agency lists by fish metrics prior to the June contract renewal date. This list can then be used as a reference for assisting others in documenting their location data.

StreamNet partner assistance is needed for documenting location data, identifying repositories, etc. - Partner ability to assist is a workload prioritization issue at this point. Assistance and discussions with the PNAMP group will be completed as time permits.

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| 11:15 | Data Sharing Agreement | Chris | Adopt Proposed Draft |

Have been working to fine-tune the agreement for CA datasets only

“Coordinated Assessments Data Sharing Framework”

* Applies only to CA datasets posted on SN or the EPA node
* Basic data sharing guidelines/ conditions of use will apply to all contributors and users
* Two basic access levels

For level one data, should there be open access without acknowledgement or sign in, or access that requires acknowledgement and/or sign in?

For level two data, are there data fields (if any) in each DES that need restriction, and if so, what level of access is required for restricted data fields? If ‘YES’, then each partner needs to provide their own end-user agreement language for access to any DES fields that are to be restricted. The ultimate control is, don’t send data in that you don’t want shared.

At CA workshop, they will decide on the process going forward- Tom drafted a StreamNet proposal slide and sent to Chris for review prior to the CA Workshop:

* Access to CAX database- users must check box acknowledging end user agreement
* Open access for INDICATOR data and all metadata to all users
* CAX Login (Name & Email Address) required for access to METRIC level data

SOW states, and Russell mentioned, that a draft DSA is also needed for the Data Store. Chris will start to work on this next.

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| 12:00 | Lunch |  |  |

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| 1:15 | Budget Update, Reports, New SOW Development   * Track spending, allocate savings to priorities * Go over proposed new SOW process | Chris | Discuss & resolve budget issues  Review & decide new SOW process |

Chris provided a PowerPoint presentation for reviewing the current state of the budget, reporting, and any proposed revisions

**Budgets:**

Typically not spent at a steady rate- most partners will have a better idea of their budget status by July 1. Partners will keep an eye on their spending to see if they will have extra or need additional funds

Priorities for any extra funds are for seasonal staff to assist WDFW & IDFW, and additional funding for current ODFW application developer position.

Pay raises for IDFG would go into effect July 1.

BPA budget proposals for new funding due from Russell on April 11- if there are future needs now would be the time to ask for additional funding from BPA

Future needs include (need a cost estimate for each):

* Fund gaps for WDFW & ODFW from last year; Russell needs to know if they have changed at all, and a dollar amount to do it
* Resident Fish; at a minimum a coordination body; priority for IDFG
* Coordinated Assessment Implementation- support for the analysis piece
* Device Trial Expansion & Implementation- this is the year for analysis and assessment rather than acquiring more gear and growing the program; current $10,000 budget should suffice
* Pay increases- IDFG, others- not covered by this process, MFWP 5% in November
* Maintaining Hydrography- ODFW (2-3 months of a GIS staff person)
* Coordination for Exec Committee (participation costs probably would not be covered)
* Additional Support for existing ODFW staff; migrate Access database to SQL
* Update infrastructure (ODFW servers, software licenses)
* Additional WDFW staff to compile and do analysis for CA data

Chris put together a list with costs for review and gave it to Russell Friday 4/4/14. Russell will seek consideration and get back to us with budget guidance after June 1st.

**Reports:**

Quarterly report for Jan 1-March 31 is now due (red, yellow, and green); narrative sections are not required for quarterly reports unless the work element is in the red

The web service reporting tool has been updated so that narrative/ detail can be captured quarterly and then used for the annual report- new link and password will be sent out via email

**SOW:**

Chris is proposing a simpler statement of work going forward- partners approve of change

Work Element IDs would be consolidated, but each can still have detailed milestones with due dates under them as needed

Would like to see a change from ‘Tier’ terminology to ‘Priority’ ranking. Partners can ID their own priorities under “Compile Data” – the tiers go away and get labeled as priorities.

Next step is to get partner feedback on which WEIDs need milestones/ changes/ etc. - Chris will establish a process for developing the draft SOW and communicate that process to the partners

New SOW will be available to start working on by June. New SOW will need to finalized and to BPA contracting by July 1. Russell would like to see location support added.

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| 2:15 | Roundtable: Reports from Partners | Group |  |

**IDFG:**

* Progress on CA to standardize/ complete source workbooks
* CA for Steelhead were more complicated and problematic (Lower Granite Dam) than Sockeye or Chinook
* Tested web service for submitting draft NOSA data- working so far
* Spawning Ground Survey database is now linked to both the Aging and Genetics databases
* Reviewing 24K Hydro; being done on non-StreamNet funds (funding source may be cut)
* Worked with FPC to develop Recovery Efforts website- not a live link to IFWIS; it’s a static dataset for greater flexibility in the way the data gets displayed
* Helped manage and supply the data for Fishes of Idaho book

**MFWP:**

* Migrating map services to ArcGIS 10.1 server –April 26 deadline
* Data move from failing SQL server to oracle server is primarily done and being tested. User front ends need to be re-pointed
* Going to submit Adult Resident Fish data under the Trends DES in September. Had been submitted as an independent data set in the past.
* Not much done with 1:24K move due to other priorities; lots of QC with our existing mixed scale hydro layer due to centralized hatchery system coming online.
* Lots of QC and distribution validation; due to Hatchery system, much of the data had been in stand-alone systems but now is centralized
* Will submit hydro edits to Van in September
* Internal data inventory for Columbia Basin requested by Fish Division to highlight historic data that hadn’t been entered into the centralized database
* Hiring to fill a vacant position (current SN position may fill it), pay increases in November

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| 3:00 | Break |  |  |

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| 3:15 | Roundtable (Continued) | Group |  |

**ODFW:**

* Have a working copy of stream route layer
* Working with WDFW on EPA grant
* Hired an application developer (more funding is needed- only 3 weeks’ worth of funding is available for him from StreamNet)
* CA- compiled indicator and metric data for Scappoose Creek Coho
* Put together plan for CA data flow based on existing data management schema- going to figure out what pieces of the process can be automated
* Helped 3 compilers get their data into StreamNet
* Developing full metadata for CA data as it comes in
* Got agency to agree to and support agency-wide ‘simple’ metadata standard and provided due dates for initial work.

**WDFW:**

* Main focus on storing data and making it accessible; currently using Traps/ Weir database for this
* Working on 2nd version of traps/weir survey database; each region should now be able to use it
* Working on field capture- implemented on Chum project, just started with juvenile data at traps (issues with new PIT tag readers working with the tablets/ bluetooths)
* CA- producing outputs for natural resource scientists to run their models
* Rolling out new NHD hydro
* Creating a statewide age database
* Launched new SalmonScape website, will be used as the geonav component of the SCORE database
* Hiring new staff to help with the compilation of CA indicators
* Got funding for an adult migrant exchange

**USFWS:**

* Updated from Windows XP

**Colville:**

* Hired a data steward through CA (Donna T.)
* Working on a contract between StreamNet and Sitka Technologies to automate data
* Wrapping up RFP for data management

**PSMFC:**

* Taken over HEP (Habitat Evaluation Project) in Spokane
* In discussion with Council to take over Fish Data Product project for them that would replace the State of the Resource Report
* 2012 Fin Clip Report
* Talking about updates to Protected Areas List

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| 4:15 | Electronic data capture device field trials   * Project status and planning * Evaluation criteria | Mike, Greg | Project Update |

Should now be able to get people up and running with devices within 24 hours

Current users:

* Ethan Crawford- WDFW- steelhead weir
* Lance Clark- ODFW- creel survey
* Todd Miller- WDFW- hatchery steelhead spawning
* Plus 31 others on the list still to contact

Sharing w/ CRITFC the people that want to use the digital pens

Working to get the devices to sync with the end user databases (Access, SQL Server, etc.)

IDFG snorkel surveys will be a big test this summer- lots of tablets, forms, maps, and GPS to deal with- will have 8 units for most of the summer

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| 4:30 | Adjourn |  |  |