

**WESTERN MANAGEMENT AREA
CITIZEN ADVISORY GROUP
MEMORANDUM**

DATE: October 23, 2019

TO: WMA GSA Committee

FROM: WMA Citizen Advisory Group

SUBJECT: Draft Data Management Plan for the WMA

Western Management Area (WMA) Citizens Advisory Group (CAG) Members:

Jose Baer, Kari Campbell-Bohard, Ken Domako, Mark Dubose, Karen Kistler, Derek McLeish, Patrick Vowell, Scott Williams, and Charles Witt

Purpose

The WMA Groundwater Sustainability Agency (GSA) Committee requested staff for the WMA GSA agencies to coordinate meetings of the WMA CAG. Through a coordinated effort, the CAG held a meeting on October 16, 2019. The purpose of the meeting was for the CAG to review the Draft Data Management Plan (DMP) prepared by Consultants on the Stetson Team, Dudek and GeoSyntec. A copy of the DMP was available prior to the meeting for CAG members to review.

The DMP has been released for review and comment by the CAG and the public at large. The DMP is available on the Santa Ynez River Water Conservation District (SYRWCD) and the Santa Barbara County Water Agency's websites.

Comments

Below is a summary of the CAG's comments and recommendations regarding the Draft DMP for the WMA:

- A thorough technical edit should be done of the entire document to assist with the technical edits.
 - Acronyms should be defined when they are first encountered in the document. Currently, some acronyms are defined multiple times, some not at all, and some mid-document.

- There are several run-on sentences throughout the document. Breaking run-on sentences into smaller segments would aid in clarity and enable the general public to better comprehend the complex processes presented within the document.
- Section 1: the CAG requested a more detailed description of why the DMP is necessary. The additional clarification is suggested to be added to Section 1 of the document. A similar comment was made on the Outreach and Engagement Plan.
- Section 1: As with the Outreach and Engagement Plan, the CAG requests adding an additional WMA-specific figure showing WMA features.
- Section 2: the CAG requests clarification about the current status of the DMS. There is text that indicates it is already constructed in Section 3, which should also be reflected in Section 2.
- Section 2.2: the CAG requests defining Monitoring Network and providing an explanation of how it will be managed.
- Section 3.5: remove where the Data Management System backup is stored on the shelf and add that “nightly backups will occur by the hosting provider”.
- Section 3.6: revise the last sentence of the first paragraph, which has awkward phrasing and in the last paragraph of the section, remove that last word "through".
- Section 4.1.1: CAG requests some clarification text to define the meaning of "necessary measurement information". In the second paragraph, the CAG suggests removing the underline under the word “monthly”.
- Section 4.2: Suggest revising the last paragraph of this section which is a run-on sentence.
- Section 5: The CAG discussed and suggested adding text that clarified that access to and use of the information within the DMS is limited by the WMA GSA Committee. Also add that Best Management Practices (BMPs) would be followed if the GSA makes the DMS available to the public. The CAG suggests and supports various levels of access and permissions which limit what data can be seen by whom and read/write capabilities.
- Section 5.2: In the second paragraph, the CAG recommends additional descriptions regarding the various sources of data. The CAG also recommends outlining a process to de-identify some sensitive data.
- Section 6.2. The CAG suggests adding who has access and why, like text suggested for Section 5, be added to this section. The CAG also discussed the need for protecting private well owner data and asked for clarifying language on how that data would be managed and protected.