

**Water Data Exchange (WaDE)/Exchange Network  
January Webinar with Grant Partner States**

**Proposed Agenda  
January 8, 2014 – 3pm MST (2pm PST, 4pm CST)**

**Call-in number: 1-800-920-7487**

**Conference code: 253 359 68#**

**Webinar: <http://westgov.webex.com>**

**Password: spring2014**

**WaDE/EN FY2013 Grant Partners (Texas, Oklahoma, Idaho, Washington, and Oregon):**

<b>Name</b>	<b>Affiliation</b>	<b>Phone</b>	<b>Email</b>
Jurgen Koch (State Partners Lead)	Texas Commission on Environmental Quality	512-239-2309	<a href="mailto:jurgen.koch@tceq.texas.gov">jurgen.koch@tceq.texas.gov</a>
Sara Larsen (WSWC)	Western States Water Council	801-685-2555	<a href="mailto:saralarsen@wswc.utah.gov">saralarsen@wswc.utah.gov</a>
Kent Wilkins	Oklahoma Water Resources Board	405-530-8800	<a href="mailto:khwilkins@owrb.ok.gov">khwilkins@owrb.ok.gov</a>
Mark Goree	Oklahoma Water Resources Board	405-530-8800	<a href="mailto:dmgoree@owrb.ok.gov">dmgoree@owrb.ok.gov</a>
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Ken Stahr	Oregon Water Resources Dept.	503-986-0838	<a href="mailto:kenneth.l.stahr@wrđ.state.or.us">kenneth.l.stahr@wrđ.state.or.us</a>
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**Welcome and Roll Call:** (Sara – 5 minutes) Take roll and approve minutes from last meeting, with review of action items.

**Steering Committee Formation:** (Sara – 15 minutes) Discuss roles for steering committee and list members. Review draft Steering Committee charter and a list of likely tasks for the steering committee members and time commitment estimates.

**TCEQ Legal:** (Jurgen – 20 minutes) Review TCEQ’s draft grant pass-through reimbursement contract and associated documents:

- Application for Texas Identification Number (TIN)
- Draft Contract
- Proposed Grant Activity (PGA) --> Grant Activity Description (GAD) --> Notice To Commence (NTC)--> monthly Financial Status Report (FSR)

**Discuss Whether to Allocate Some Funding to Utah for Pilot Effort:** (Sara – 10 minutes) Utah DWRe and DWR have allocated significant staff time to implement WaDE, but have identified an IT infrastructure related cost (~\$9K) challenge. They have requested assistance with purchasing a SQL Server license. Can we allocate some of our contract funds to help them get

started and provide us with lessons learned? Will they become an official grant partner / member of Steering Committee?

**EN 2014 Conference:** (Sara / Jurgen – 5 minutes) Discuss WaDE presentation that will be made at EN Conference in February.

**Recap and Next Call:** (Sara – 5 minutes) Wrap-up and timeframe for next call.

### Action Items

#	Description	Assignee(s)
1	Finalize internal review of draft contracts and distribute to grant partner agencies	TCEQ
2	Identify/confirm staff for participation on Steering Committee	all partner agencies
3	Identify/confirm legal, contracting and accounts receivable staff for administrative tasks identified in grant workplan	all partner agencies
4	Identify/confirm technical staff (tech lead) and programmatic staff (water SMEs) that will perform more technical tasks identified in grant workplan	all partner agencies
5	Draft steering Committee Charter and distribute to partner agencies	TCEQ and WSWC