

**FY2013 Water Data Exchange (WaDE)
Project/EN Grant Steering Committee Conference Call**

Minutes – July 29, 2015, 10am Mountain (9am PT, 11am CT)

Attendees:

WSWC - Sara Larsen

Texas CEQ – Gayle Stewart, Gloria Castillo, Pat Robards, Sandra Mota

Idaho DWR – Linda Davis, Michael Ciscell, Greg McNeil

Oklahoma WRB – Lindy Clay, Kent Wilkins, David Hamilton

Washington DEQ – Ann-Marie Sweeten

Roll Call, Minutes: Sara took roll and welcomed the steering committee. The group approved the May meeting minutes. Michael recommended adoption with Lindy seconding.

Updates from Partners: Lindy from Oklahoma provided an update for their contract completion. They indicated they would prefer to use the newly formatted Grant Activities Document delivered to the group earlier in July. They also explained how the IT group that would be performing much of the work involved was in a different department that usually had indirect costs as part of their billing rate, and that they did not know how this should be accounted for in the new GAD. Pat explained that OWRB could add a line item to the GAD that could explain what their IT group was doing. She suggested adding a line such as, “Internal IT Dept. Actual Costs,” and including a footnote referencing the work that that group would be performing. She asked that any personnel that would be performing the work for OWRB be added to the Personnel Eligibility List (PEL) section of the GAD. Lindy indicated that their timeline would be a short turnaround on the contract document once they had the GAD/PEL finalized.

Ann-Marie gave an update for Washington. She said that their staff is currently working on other projects and she wasn't sure when they would have time to work on the main agreement/GAD development. She said that she would be able to review some of the documentation in late August. Gloria made the point that the Agreement and the GAD had to be addressed around the same timeframe so that a Notice to Proceed could be issued.

Michael gave an update for Idaho. He said that they were preparing data for 1/3 to 1/4th of the tables in the WaDE database. They were working on getting the data-mapped and the web feature services that were related to the data (the points of diversion and places of use) stood up. Greg asked about the database version and expressed a desire to test pushing data to the WSWC-hosted WaDE database as soon as possible. He asked about the HTML that converts the XML to a human-readable format. Sara explained what those were and how to find them in the deployment documentation and the downloadable .zip file.

Sara talked about visiting IDWR for a jumpstart visit and asked other partners if they would be interested in that. Oklahoma said they would appreciate a visit like that when they were ready to get started.

Greg asked about access to the deployment site. Sara said she would send him the password and indicated that they would be able to set up a test application on their local machines if they wished to. Sara said that she intended to re-write some of the documentation based on comments from her in-person visit with IDWR.

WaDE Server and Licensing Updates: Sara gave an update on the server purchase and on the status of the WaDE Ownership Transfer Agreement, that was delivered to WGA earlier in July. She hoped that this transfer agreement would be executed soon, then the states could proceed with agreeing to their own licensing agreement. Pat asked if the WSWC's license was based on the NetDMR license. Sara said yes, it was.

Technical Diagrams for Task 2.1: Sara pulled up the Technical Diagrams document and showed the states where to enter in their information to complete this task. She asked that they submit as soon as they had their Notice to Proceed so that the partners could show more progress on the grant tasks.

Wrap-Up: Sara thanked the partners for their continued participation and indicated that they would meet again in late August or beginning of September.

The call was then adjourned.

Action Items:

	Description	Assignee
1	Execute contracts and GADs	OK, WA, OR?
2	Configure WSWC servers for VPN connections	WSWC
3	Work on WaDE transfer agreement with WGA	WSWC
4	Fill out technical diagrams for TCEQ	State Partners