

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

Minutes – Apr 20, 2013, 11am MST (10am PST, 12pm CST)

Attendees:

WSWC - Sara Larsen

Texas CEQ - Jurgen Koch (Grant Manager/Project Manager), and TCEQ Legal/Contract Team

Idaho DWR – Michael Ciscell

Oklahoma WRB - Lindy Clay

Utah DWRe – Dave Cole

Oregon WRD – Ken Smith

Washington ECY – Ann-Marie Sweeten

Roll Call, Minutes and Action Items: Sara took roll for the attendees on the phone and welcomed everyone. As there was a quorum of the Steering Committee in attendance. The minutes from the January and February meetings were both approved, as well as the Steering Committee Charter document.

Action Item/Documentation Spreadsheet: Jurgen went over a spreadsheet that highlighted what information was still missing from the partners for completion of the legal documentation. He asked the partners to submit their legal contacts, billing contacts, and Texas Identification Number (TIN) applications. Several states and WSWC provided information to fill out their spots on the spreadsheet. The TIN will be redistributed to the partners. Sara showed where documents could be found on the WaDE-EN Grant Partners' website.

TCEQ Legal Documentation Questions: Jurgen invited the states to relate any questions that they would like him to ask the EPA. The group went over the structure of the document. Jurgen thought that the EPA was phasing out the QARF forms and he would check to see if those would be required. Similarly, Jurgen would check on whether "indirect costs" would be allowed. Fringe benefits are considered part of a salary line item, so those are allowed. Page 6 of the contract has a table that is lacking headings. TCEQ will check on this. Pat talked about the different sections, which are grouped functionally. Pat also discussed the new regulations that will be coming from the EPA, which will be very similar to the old ones and shouldn't impact the partnership very much. The project manager, Jurgen, has been given a lot of authority, so you can contact him for any issues or arrangements. Their focus is on budget controls and making sure that the partners can receive funds. She warned that the partners would be asked to provide some documentation periodically. She asked about WSWC and their contract arrangement. Michael asked about a section of the contract requiring the reuse of existing node technology, and would re-working existing nodes be a chargeable item. The consensus was that any work done for WaDE, whether it was putting a new node in place or using an existing node, would be billable to this contract. Ken asked whether staff time would be chargeable. Jurgen and Sara answered yes, that that was the bulk of the funds.

PGA Master Tasklist: Sara went over the PGA master tasklist and asked the group for feedback. The intent is that the partners would submit PGA's that used similar terminology. Michaels asked about one item in the list concerning data development. Jurgen asked whether the list mirrored the original list of tasks. Sara said that she used the same numbering system as the grant application.

Wrap up: Jurgen asked about accelerated timelines. He knows Utah and WSWC are interested in getting things moving and asked if there were any other states who wanted to begin work in the next few months. Michael indicated that Idaho would like to begin soon. Jurgen would make Idaho their third priority. Ken asked whether they could get a hold of TCEQ as they started to begin. Jurgen said yes, but be sure to have the contract in place if you'd like to bill that activity to the grant.

Action Items:

	Description	Assignee
1	Provide contact information for legal/contract and billing representatives, etc. – since January 2014	All partner agencies
2	Submit your Texas Identification Number application	All partner agencies
3	Review TCEQ legal contract and modify as needed	All partner agencies
4	Develop a template PGA document	TCEQ
5	Use the PGA template and master tasklist to fill out a PGA	All partner agencies
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