

**FY2013 Water Data Exchange (WaDE)**  
**Project/EN Grant Steering Committee Conference Call**  
**Minutes – February 5<sup>rd</sup>, 2015, 12pm Mountain (11am PT, 1pm CT)**

**Attendees:**

**Texas CEQ** – Gayle Stewart, Pat Robards, Gloria Castillo, Ryan Menefee, Brandon Ostrander

**Idaho DWR** – Linda Davis, Paula Dillon, Lorna Sutcliffe

**Washington DOE** – Ann-Marie Sweeten

**Oklahoma WRB** – Kent Wilkins, Kelsey Whorton, Leslie ?

**Oregon WRD** – Ken Smith

**WSWC** - Sara Larsen

**Roll Call, Minutes:** Sara took roll, welcomed the steering committee, and went over the minutes from the last meeting in October 2015. Gayle Stewart requested a change to Greg Roger's title. With that adjustment included, Kent Wilkins made a motion to approve the minutes and Gayle Stewart seconded the motion. The minutes were approved.

**TCEQ Review on FSRs:** Gayle explained how TCEQ approaches a review of the FSRs that are submitted by state partners. They check to ensure that the numbers for salary and fringe/indirect match what are in the GAD. If there are any significant changes the GAD will need to be amended. Personnel costs also need to be broken down by tasks listed in the GAD. Fringe rates/indirect costs need to have a breakdown included so they know where the salary is coming from. Ken Smith pointed out that there is not a place to put the hours. Gayle explained that they are backing out that calculation based on salary rates and amounts reported. TCEQ will conduct random audits and may request timesheets to ensure that the information can be reconciled. Leslie asked about electronic timesheets and printing out a report. Gayle said that would be fine. She also said that their agency needs to keep the information for seven years after the grant project is closed out.

Ken asked about breaking out his time from other tasks. Gayle said that would not be an issue as long as the numbers made sense. For equipment and supplies, keep all receipts and also have your procurement policy ready. Purchases related to a larger purchase are allowed if the partner gets written approval from TCEQ first. Travel amounts will be audited based on the partner state's per diem or travel/meal policy. Brandon Ostrander will be helping with tracking monthly reports. Kent asked that TCEQ notify the partners if the progress reports were not sufficient. Gayle said the so far the reports have been good. Gayle said to feel free to send any questions or paperwork to any of the TCEQ contacts and they will make sure they go to the right person.

**Updates from Partners:** Paula gave an update for Idaho Water Resources. She is working on automating the scripts that Michael Ciscell created and make them work on linked servers. They are determining how often to update the data in WaDE. Linda said that they have done some clean up with the water right data. Sara said they should update the new information soon. Ken gave an update for Oregon and talked about breaking the information down into smaller geographic units for performance reasons. Too many water rights records in larger regions slow down the application. They switched to a HUC-8 and

have much better performance. They are working on scripts and automating the extraction. Ken is also testing the application to get it put into the WSWC's Central Portal. They will also work on water availability information after water rights are taken care of. Sara said that she can help get the application set up. Ken said they were already done with that part. Kent gave an update for Oklahoma. They are determining the longer-term needs and requirements for the project. They set up a server and figuring out what data they wanted to migrate. All water rights data is ready to migrate, but water use remains to be added. They are also working on the GIS data. Ann-Marie reported for Washington. They are finishing a project roll-out and are working on a contract and GAD. They estimate that that will be finished by March. Gayle reported for Texas. Their data model revamping will require an extension on the WaDE project work. She asked that Sara come for a kickoff visit in the spring. Sara asked whether Gayle would like a visit before or after the retirement of some of their key people. Gayle said it was IT people who were leaving, not programmatic people. Ken asked about travel to an Exchange Network conference. Sara said the next one would be in February 2017, and that that would be a good time for the partners to attend. If the grant deadline is extended, the partner would likely be able to use the funds to travel to that conference. Gayle gave a tentative yes for that, but they also said they were surprised when EPA was less flexible than expected for modifying any grant line items. EPA would need to support any changes. Sara said that EN Conference travel for Ken was already approved in the GAD, so may not need a modification from EPA. Gayle agreed, as long as the presentation would provide value for this kind of effort.

**WaDE licensing and WGA Rollout Update:** Sara gave an update on WGA licensing. Prior contracts dictated that WaDE and its products belong to WGA, but they've experienced significant turnover since that time. WSWC is in the process of executing a transfer agreement with WGA, and hopes to finish that by the partners' March meeting. She gave an update on other states who are working on WaDE.

**Wrap-Up:** Sara thanked the partners and said that another meeting would be scheduled in March.

**Action Items:**

	Description	Assignee
1	Finish final contracts and GADs	WA DOE
2	Finalize WaDE transfer from WGA, plan for demo with SAC in April	WSWC
3	Finish automating data extraction scripts and set up application, connect to Central Portal	OWRB
4	Finish aggregated/summarized data extraction, connect data to WSWC Central Portal	OWRD
5	Review EPA's ENDS registration process	WSWC
6	Fill out technical diagrams for TCEQ and send to Gayle and Susannah	OWRB, OWRD, WA DOE