

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

Minutes – Feb 20, 2013, 1pm MST (12pm PST, 2pm CST)

Attendees:

WSWC - Sara Larsen, Nathan Bracken

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

Idaho DWR – Linda Davis, Michael Ciscell

Oklahoma WRB - Kent Wilkins, Lindy Clay, Sara Gibson

Utah DWRe – Todd Adams, Dave Cole

Roll Call, Minutes and Action Items: Sara took roll for the attendees on the phone and welcomed everyone. As there was not a majority of the Steering Committee in attendance, the approval and finalization of the minutes and the draft Steering Committee Charter were postponed until the March meeting.

EN 2014 Conference: Sara and Jurgen talked about the Exchange Network Conference to be held in Philadelphia, PA the following week. Sara agreed to go over the Powerpoint presentation that Jurgen and Tony Willardson would be presenting. She went through the slides, and there were no questions about what the group would be presenting.

TCEQ Legal Documentation Questions: The group opened the meeting up for questions about the legal documents. Sara discussed the overall feel of the document, suggesting that it be streamlined to reduce or eliminate redundancies and clarify the meaning of the many acronyms. Nathan Bracken asked that the document include a preamble that discussed what the document was intended to convey, that it be broken into sections that reference EPA and TCEQ compliance requirements separately, that a glossary for the acronyms be added, and whether there was a checklist of requirements the states could use as a guide. Patty indicated that TCEQ's requirements were currently in flux and asked which the states would like to use, the "new" or the "old" requirements. Several on the call asked that the older, simpler requirements be used. Jurgen offered to develop a checklist.

Nathan also mentioned that the scope of work for the states needed to be addressed. Patty (TCEQ legal) explained that since the states all had different tasks that they would like to use the money to address, that they would be developing individual scopes of work for specific items. The Proposed Grant Activities would suffice as a scope of work for TCEQ. Jurgen mentioned that in the case of Utah, since they had only one-time purchasing costs, they would simply have to submit a PGA, receive their funds, then provide TCEQ with notification of how the funds were spent in a Financial Status Report (FSR). Patty and Jurgen explained that they would need the monthly FSRs to ensure that all of the funds were allocated appropriately and that, as the states were working on WaDE during different times, no state would be left without their needed funding at the end of the project. Todd also indicated that these reports could be used to inform other partners on progress amongst the states. Jurgen agreed that

these reports would help with the “Lessons Learned” and would ensure that all of the funds were used, but also available to each state when they needed them.

Mike asked what the different was between a PGA and a Grant Activities Description (GAD). Patty indicated that the PGA was a single document that contained all the proposed activities for the state, and that a GAD was likely not necessary. Sara proposed to make the edits to the contract proposed earlier in the meeting as an action item, including stripping out language that referred to any task or item that was not necessary. Jurgen also proposed that TCEQ provide a template PGA document. Sara agreed and said she would develop a master list of PGA items that would simplify the task. Todd indicated that they would like to expedite the edits or use a modified version of the existing contract to proceed. Jurgen agreed and said he would set up a one-on-one meeting with Utah to go over the contract and get the process on the fast-track for them.

Wrap up: Sara indicated that she would send out the “action item” related documents to the group as they became available. The Steering Committee would reconvene in late March.

Action Items:

	Description	Assignee
1	Review the Draft Steering Committee Charter and send any comments/change requests to Sara and Jurgen – January 2014	All partner agencies
2	Provide contact information for legal or contract representatives within each state agency that can interface with TCEQ on customizing the template legal contract. – January 2014	All partner agencies
3	Edit the TCEQ legal contract to include a preamble, a checklist of requirements, clarify the formatting for the EPA (federal) compliance section and TCEQ’s requirements, strip out any language referring to tasks that were not necessary (GAD, etc.), include a glossary of acronyms	TCEQ
4	Develop a template PGA document and a master list of PGA tasks	TCEQ and WSWC
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