WaDE-EN Grant Partner Steering Committee Charter

# Goal

The goal of the WaDE-EN Grant Partner Steering Committee will be to provide a forum to discuss status, technical strategy, lessons learned, staffing, and other topics associated with the implementation of the Water Data Exchange (WaDE) for grant partners. The Committee will also evaluate and approve funding requests associated with the FY 2013 Exchange Network Grant (OS-83546301).

# Membership and Attendance

The Texas Commission on Environmental Quality (TCEQ) EN Grant Manager and WSWC WaDE Project Manager shall Co-Chair Steering Committee meetings. Each organization (e.g. state agency) that has been approved as a FY2013 Exchange Network Grant funding sub-recipient should identify a primary and alternate voting member that will attempt to remain familiar with the WaDE project. Voting members may invite Subject Matter Experts (SMEs) or other relevant / interested parties to attend meetings as a non-voting participant.

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| Texas Commission on Environmental Quality(Grant Management Co-Chair) | Jurgen Kochjurgen.koch@tceq.texas.gov512.239.2309 |
| Western States Water Council (Product / Project Management Co-Chair) | Sara Larsensaralarsen@wswc.utah.gov801.685.2555 |
| Oklahoma Water Resources Board (OWRB) | Primary: Kent Wilkinskent.wilkins@owrb.ok.govSecondary: Lindy Claylindy.clay@owrb.ok.gov |
| Oregon Water Resources Department (OWRD) | Primary: Ken Smithkenneth.l.smith@wrd.state.or.us, Secondary: Ken Stahrkenneth.l.stahr@wrd.state.or.us |
| Idaho Department of Water Resources (IDWR) | Primary: Linda Davislinda.davis@idwr.idaho.govSecondary: Mike Ciscellmichael.ciscell@idwr.idaho.gov |
| Washington Department of Ecology (WaECY) | Primary: Ann-Marie Sweetenaswe461@ecy.wa.govSecondary: Miles Nealemnea461@ecy.wa.gov |
| Utah Division of Water Resources (UTDWRe) | Primary: Dave Coledavecole@utah.govSecondary: Todd Adamstoddadams@utah.gov |

# Meetings and Decisions

* Meetings will be held at least monthly.
* Meetings occur when and a quorum is present. A quorum is defined as presence of at least half the voting members, and is required for financial or other significant decisions to be voted upon.
* An agenda of items requiring a vote, action items, and known issues will be emailed to members and stakeholders prior to the meeting.
* The Members will review, discuss, and vote upon approval and allocation of EN Grant funds.
* Grant partner organizations may request multiple staff from different business areas to the meeting, but a single individual should be identified to officially represent that organization at the beginning of each meeting for any agenda items requiring a vote.
* Votes must be "For", "Against" or "Abstain". A simple majority is required for a motion to pass.
* Due to the grant management obligations placed on TCEQ by EPA per the EN Grant, all financial decisions will need to be evaluated by the appropriate TCEQ staff (Contracts, Legal, Financial, etc. to ensure compliance with the applicable Terms & Conditions of the EN Grant and associated State of Texas operating procedures identified and negotiated in each grant subrecipient contract.
* Minutes will be taken and distributed for each meeting, and approved at the next meeting. Actions items will be documented, assigned, and tracked as necessary.

# Version Control

| Version | Revision Date | Author | Revision |
| --- | --- | --- | --- |
| 01 | January 8, 2014 | Jurgen Koch | Original draft |
| 02 | January 8, 2014 | Sara Larsen | Addition of Steering Committee members |
| 03 | February 20, 2014 | Sara Larsen | Add UT DWRe members |