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| DENR FoxPro Conversion – WaDE Project |
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| **Meeting Title** | South Dakota/WaDE | **Start Time** | 11AM CT |
| **Results Desired** | Information on EPA Grant | **Stop Time** | 12:18PM CT |
| **Date** | 08/21/2015 | **Place** | Webinar |
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| **PERSONS ATTENDING** |
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| **1** | Sara Larsen – WSWC (Western States Water Council) | **2** | Ron Duvall – DENR |
| **3** | Rob Green – DENR | **4** | Wade Douglas – BIT |
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| **ITEMS TO BE DISCUSSED** |
| 1 | Grant Construction |
| 2 | When to Begin |
| 3 | How to Get Reimbursed |
| 4 | On Going Reporting |
| 5 | Documentation Still Needed/Next Steps |
| **MEETING NOTES** |
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| 1 | The Timeline has Transpired as follows:* November - Submitted Grant Application to EPA
* April – Tentatively Granted Approval
* August – Grant Confirmed and Approved
* October 1st, 2015 – Grant Begin Date
* September 30th, 2018 – Grant End Date
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| 2 | California is the LEAD Agency (Department of Water Resources) that will receive the EPA Grant monies. Normally, they would handle managing and supervising the Grant monies of the Subawardees (South Dakota, Nevada, WSWC). However, they don’t want to do that. They want to receive the money from the EPA, Pass on the Subawardee monies to WSWC and then WSWC manages and supervises reimbursements to SD and NV. |
| 3 | California will still, however, be required to submit reports to the EPA every six months until the grant expires. |
| 4 | Work cannot begin on the WaDE project until we get an, “Notice to Proceed”. Sara expects this to be granted on or shortly after 10/1/2015, depending on the contract execution phase. |
| 5 | Sara is following a process that was created in the last grant which had Texas as the LEAD agency. A Main Agreement will need to be reviewed by SD legal counsel and filled out by DENR. Following the Main Agreement, we will also need to fill out a GAD/PEL document. This document basically keeps track of the tasks we’ve accomplished, staff assigned to the project and costs. This document is a living document and can be modified and changed as needed. We will need to report our tasks and hours every quarter. |
| 6 | Reimbursements will be handled by WSWC. We have $41,344 grant monies spread out amongst three separate task areas over the next 3 years. Ron Duvall is checking to see if DENR has the authority to accept and manage these monies. We foresee handling it in the following manner (if they have the authority):1. BIT completes work and bills DENR those WaDE hours though a SERT (could you expand this?)
2. DENR reviews those hours and submits for reimbursement to WSWC
3. WSWC then deposits reimbursements into DENR’s Account.

Sara informed us that Oklahoma manages their state similar to SD (Centralized IT) and they implemented this model. If DENR doesn’t have the authority for the grant monies, we’d need to look at alternatives. |
| 7 | I informed Sara that we would prefer to use a SQL Database. |
| 8 | We can refresh data as often as you like. Many states are thinking on a quarterly or annual basis for data that doesn’t change or is not generated very often. It’s not uncommon, however, for Water Rights data to be refreshed more often than that. |
| 9 | Any data that is to be displayed needs to be geospatially indexed. Which means we need to decide on a geospatial link (e.g. when a user clicks on a map that all the water rights information is tied together by County, HUC, or some other customized watershed unit, etc.).We have other ways to display data, but essentially we need to decide on how to group them together. Ron mentioned that we have a lot of HUC data. We’ll need to ensure the data we push up to WaDE has HUC (or whatever else is needed) is available and clean. |
| 10 | Within the WSWC website a webpage will be dedicated specifically for WaDE Documents (Grant 2015) are kept online at (http://www.westernstateswater.org/wade/fy2015-wade-en-grant-partnership/). |
| 11 | Sara asked if we were OK with WSWC transferring $40K of monies earmarked for consulting to be paid to a University of California San Diego data-hosting facility, with the POC being John Helly of UCSD. The State of California, wants to use UCSD and John to setup their State Node. They asked if they could use the $40K earmarked for consulting to this UCSD consultant be transferred from WSWC to California. Ron and I agreed that it would be OK to do so. |
| 12 | We agreed to meeting once a month.  |
| 13 | Sara is acting as support for our development and even has volunteered to come to SD to assist us in our mapping of data. |
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| **ACTION ITEMS / ASSIGNEE / DUE DATE** |
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| 1 | Ron Duvall to Check on Authority | 08/31/2015 | Ron |
| 2 | Sara Larsen to edit Main Agreement | 09/04/2015 | Sara |
| 3 | Ron/Wade to fill out GAD/PEL Documents | 09/25/2015 | Wade/Ron |
| 4 | Ron to fill out final Main Agreement | 09/25/2015 | Ron |
| 5 | Sara to schedule monthly meetings | 08/31/2015 | Sara |
| 6 | Sara to email the Prezi Presentation to Wade | 08/31/2015 | Sara |

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| **ISSUES** |
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| **ADDITIONAL INFO** |
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| **NEXT MEETING**Next Meeting: End of September |