

**FY2015 Water Data Exchange (WaDE)
Project/EN Grant Kickoff Conference Call**

Minutes – August 24, 2015, 3pm Mountain (2pm PT)

Attendees:

WSWC - Sara Larsen

Nevada Division of Water Resources – Brian McMenemy

Overview of WaDE: Sara gave Brian a brief overview of the status of the states who are working toward WaDE implementation and its general goals. She also described the install steps for WaDE, including types of data that are targeted, different deployment options, and a high-level breakdown of data-mapping groupings. Brian indicated that the easiest approach for them would be to develop an on-site application and that they would be using the MSSQL/IIS components.

Contracts and Administration: Sara explained the general hierarchy of the grant distribution of monies: from EPA to California DWR to WSWC and thence to SD and NV. She also explained the reporting requirements for oversight on the grant. CDWR would be giving EPA semi-annual progress reports, while WSWC and the other partners would be giving quarterly progress reports and reimbursement requests for activities performed for the grant. She said that WSWC was working to amend the contract documents that they'd used in the past so that they could be used as templates with SD and NV. She showed Brian the Main Agreement, the Grant Activities Description/Personnel Eligibility List (GAD/PEL), and the Financial Status Report (FSR) that WSWC used on their first grant. She mentioned the project timeline was three years from the award date (10/1/2015), but that she hoped the work would be completed much sooner and that Brian's staff would only need to submit a couple of progress reports/reimbursement requests. They discussed the next steps: getting contracts in place during September, getting a Notice To Proceed (NTP) toward the beginning of the project award date and possibly starting the work soon after.

Permission to Move Funds: Sara asked Brian if he would be okay with a transfer of the \$40,000 currently allocated to WSWC's "Contractor" line item to CDWR's "Contractor" line item. This would be to assist in payment for hosting/contracting services with the vendor that will support CDWR's WaDE application. In the project narrative, this was proposed to be John Helly from the University of California San Diego (UCSD), but the actual vendor is currently in flux.

Wrap-Up: Sara briefly showed Brian the webpage on the WSWC website that would be tracking the grant partner's progress. She thanked Brian for joining the call and they agreed to have another meeting toward the end of September.

Action Items:

	Description	Assignee
1	WSWC will prepare contract documents	WSWC
2	NDWR will review and amend as needed	NDWR