

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

Minutes – December 22, 2015, 12pm Mountain (11am PT, 1pm CT)

Attendees:

WSWC - Sara Larsen

South Dakota BIT and DNR – Wade Douglas, Ron Duvall, Ryan Ogan

CDWR – Gary Darling, Nikki Wilson

Overview of WaDE: Sara took roll and welcomed everyone. The group postponed approving the minutes of the November meeting until the end, in case more attendees dialed into the call.

Status of Contracts: Sara recapped the discussion about the contract status from the last meeting. At that time the CDWR was finalizing a work agreement with Dr. John Helly at University of California San Diego (UCSD). They had since completed that contract and Dr. Helly was working on implementing the WaDE database at his lab. WSWC had sent a template contract that they'd used with Texas on a prior grant, but CDWR's legal team reviewed this document and said that it would not work for them. They were initially going to use the same service agreement format for the contract with WSWC that they'd used for Dr. Helly's group, but after another review, found that the work was not a typical service contract and would have to be reworked. Nikki, from CDWR's legal team, also said that the person who would need to review the formatting for the contract was out of the office until Jan. 4th, so that was the soonest it could be reviewed. Gary emphasized that he was getting the contract process elevated in the priority list, and requesting that the appropriate level of staffing be used to address the task so that it could be moved forward in a timely fashion. Sara requested that, if possible, the new agreement also contain as simple a format as possible, similar to the service agreement template, but with the EPA's terms and conditions included. Nikki and Gary stated that this was their goal as well. Sara asked if there was anything that anyone in the group could do to help with the process. Nikki said that finding a "resolution" that showed a contractual relationship with the WSWC would help. Sara asked whether the sample contract she had sent over for the WSWC's work on a series of seasonal forecasting workshops was sufficient for that. Nikki said that it was not. Sara said that she would get in touch to find out exactly what CDWR would need to move the contract forward. Nikki said that the staff members who would be working on the document could be invited to the next grant partners' meeting so they could give a status update if the WSWC contract had not been executed by then. Sara concurred and agreed to get the contact information for them.

WaDE Technical Update: Sara talked about the current status of the WaDE beta portal and how interested parties could agree to become beta testers. During the installation process with Oklahoma and Oregon Water Resources, the need for the WaDE components to be workable on newer platforms and with newer drivers became apparent. Since the last meeting Sara had worked with Kansas, Oklahoma and Oregon to update those components. They'd been able to achieve this, but this meant that the old installation documentation was no longer applicable. Sara said that she would post new instructions to the deployment website and send them along with the meeting's "follow-up" email for

the partners' review. Sara asked whether the states intended to host their WaDE database on the same machine as their webserver. Both South Dakota and Nevada indicated that they would be hosting them on separate machines.

Wrap-Up: Wade Douglas explained that they had worked with Ron Duvall to set up the funding arrangement. Once WSWC had received funding from CDWR, it could be dispersed to the South Dakota DENR, and they would in-turn contract with South Dakota BIT for the work involved. Sara quickly recapped the meeting minutes from the prior meeting and Ron proposed adoption with no edits, with Wade providing a second. Sara went over the action items and reiterated the intent to have at least a draft contract from CDWR in the works by the next meeting in late January. She thanked the participants and the meeting adjourned.

Action Items:

	Description	Assignee
1	CDWR will develop the contract for WSWC and email his contact for an update	CDWR
2	After that contract is developed WSWC will retrofit the contracts for SD and NV	WSWC
3	NV and SD to review and amend the contract with WSWC as needed	SD, NV