



DSN Minutes September 10, 2008

Present: Sarah S, Sarah R, Karl, Jim, Barb, Katie

The primary purpose of this TAC meeting is to ensure that the final grant deliverables are on track to be finished by the end of September.

Agenda:

1. Sarah S update on tasks

- a. Minimum data elements
(based on data sheets form variety of groups, STORET available fields and Montana's work, will have for water, fish, bug, lakes, phys hab, fish tissue, gw).
- b. Templates/ Import Configs
Templates for (fish, bug, tissue, phys hab, lakes, pebble count) – can finish configs as well if TAC Approves. GW will be next priority. ANY MORE INPUT NEEDS TO BE TO SARAH BY SEPT 12th.
- c. Formatting Guidance Document
Sarah has created all the Guidance Document. Please visit the website under data sharing project tab, last choice "Storet DB", see tutorials and many more resources. PLEASE REVIEW THESE FOR RELEVANCE AND CONTENT AS WELL BY SEPT 19th.
- d. ArcIMS tutorial
Done, will posted under DSN Map tool, in final stages.
- e. O&M Documentation for the entire system
In progress, will live on computer and back-up copies.
- f. Import priority legacy data sets (as well as a final upload to National STORET end of month)
(Sarah provided a summary). Tier two priority data sets, those entities that were ready and willing, we didn't get to, will be next priority level.
- g. Final Outreach Strategy
Need to add missing items, Barb will send bullet list to Sarah to update, and then really update in October. Fact sheets will go out by end of month. Also need to do a mass membership
 - *We have completed all products and services from first grant round, achieved our milestones, we have a web-based map directory, data base – USE it, provide reference to go data site and main website on how to use.*
 - *A statement on the diversity of data types (media and medium)*
 - *Examples of data sets*
 - *Conducted swaps – general plan to continue, see results*
 - *Here is where we need help, here is how you can contribute*
 - *Goals for next year (populate, upgrading map, doing swaps, mentoring, garnering support)*
 - *Funding status*
 - *Tell us what think*
- h. Final Sustainability Strategy
Add SWAP calendar, WQX \$50,000 cost, Map upgrades \$20,000, 319 system trainings, then done. Sarah will add these.
- i. Final Report

Barb will hand off to Sarah. Waved semi-annual report, will try and complete by end of month. Sarah R will compile and turn into WQCD.

2. Items Sarah S needs from TAC

- a. Review Minimum Data Elements for Bio/Lakes/Phab (*see above*)
- b. Final In-Kind match (July through September) (*Sarah needs this by Sept 12th*)
- c. Review Guidance Documents (*see above*)
- d. Update Outreach Strategy (*see above*)
- e. Finalize Sustainability Strategy (*see above*)
- f. Other needs? (*none identified*)

3. Final report by end of September

- a. Status on Barb's portion of the report (*in progress will deliver by Sept 14th*)
- b. Deadline for Sarah to complete report/sent to TAC & LT to review (*Sarah will send out for review 22nd, TAC can review it by 29th, Sarah S and Sarah R will turn as soon as possible and turn is as soon as possible. All information needs to be in to Sarah regarding match and invoices. Sarah S is staying on top of invoices so that it will be a clean break.*)
- c. Who will review? (*Katie will review, Sarah R, Vic, Alice and Geneva.*)
- d. SPCURE to submit final report to WQCD (*See above*)
- e. Other needs?

4. Draft Hiring process, task/timeline for Sarah's replacement, hiring team?

- a. Status of job announcement (LT item) (*edits there, a few missing pieces (\$, number hours per week, CWA/Council relationship, timeline).*)
- b. Who is responsible for distributing the job (*Sarah will complete announcement and distribute, Vic and LT will take over with criteria and actually hiring process, including Jeff from CWA, applications will be sent to Vic.*)
- c. Timeline to hire new person (*goal is to have announcement out by Friday 12th, out for 7-10 days, have criteria and process in place to hire, hire by Mid Oct if possible, worse case November 1st, align timing with contractual signing of new NPS Grant, see that section.*)
- d. Other needs?

5. New Grant – PIP/State contract process, needs (goal to start Oct 1, takes 2 months+ to get thru process):

- a. Letter from SPCURE to request amendment to existing project (ASAP)(*Request to amend in*)
- b. SPCURE willingness to be FA for grant (*They have agreed*)
- c. New Grant, PIP (*is in WQCD hands after approving all their edits. WQCD will send to EPA, they may have comments we need to address. Vic's name is the contact, Vic will be contacted and ask for help as needed. Vic may need assistance if it is after September 30th and Sarah S is gone. Once EPA has approved, WQCD can sign a contract with SPCURE, then SPCURE with CWA, then CWA with new Sarah. All involved individuals need to be prepared to act when timing is right (Vic, Sarah R, Sarah S until 9/30, Jeff Crane). A copy of the submitted PIP will go to TAC.*)

6. Gold Systems

- a. Need to set up new hosting contract with CWA
 - i. What conditions? (e.g. hosting cost, frequency of data dumps/refresh map stations layer) *We are paid through December on the hosting. Need to set up new contract with GS to transition from CWN to CWA, two contracts, one is a monthly hosting, other would be for work we want done. There is no work planned in new NPS Grant. Sarah recommends national data dumps 2/times per year and for our own system and the as requested. We need GS for this task at this point. We will be adding the map costs later this fall. Refreshing the map costs money as well, 2 hours of work, about \$200 per upload and refresh stations. Include as a line item in GS contract, ask data generate to let coordinator know and work with GS to implement.*

We can address this in **October** and develop a schedule. Go for twice per year guaranteed, work with doing more.

- b. Need to set up new grant deliverables contract
 - i. What are the deliverables? (*uploads, hosting. Map will be separate contract*)
 - c. Status of final deliverables
 - i. RW data dump (*in progress to be completed by Sept 30th*)
 - ii. USGS (Selenium) (*in progress to be completed by Sept 30th*)
 - iii. CSU (*in progress to be completed by Sept 30th*)
 - iv. Final data dump to national (*in progress to be completed by Sept 30th*)
 - v. Final update to map station layer (*in progress to be completed by Sept 30th*)
 - vi. Add more information to organization ID to show on map (*in progress to be completed by Sept 30th*)
 - d. Other needs?
- 7. Website**
- a. Domain name (we have current website cwqmc.coloradowatershed.org until Dec 08, could keep same site for about \$113 per year). *Will address in **October**.*
 - b. Updates *Sarah has updated much of the material*
8. CSDN presence at Fall WS conference, we have a table. If Sarah woman's the table would we cover her hotel costs.
- 9. Next Meeting – Agenda items**

NOVEMBER 3rd, 9-12 pm, Brown and Caldwell.

1. Introduction of new Coordinator
2. Review of roles and responsibilities, DSN work plan
3. Administrative items (new work plan, contracts, insurance payments, etc.)
4. Update and review of New NPS Grant, Old Close out, any remaining issues
5. Action plan on website updating and transition
6. Update on GS Contract transition (hosting and other work)
7. Decision on Uploads/refresh of map and data
8. Update on Outreach efforts (membership update, Fact sheets out, SPCURE presentation (3rd Tuesday in December 9-12 at EXCEL), other plans)
9. Other items
10. Next meeting / agenda