



CUAHSI Board Meeting Minutes

February 4, 2014, Washington, DC

Roll Call

- 13 members are present, needed 10 for quorum
- “X” indicates Director is present

Term expires 12/31/2014

Diogo Bolster, University of Notre Dame X
Peter Troch, University of Arizona
Scott Tyler, University of Nevada, Reno (Chair) X
David White, Murray State University X

Term expires 12/31/2015

Anne Carey, Ohio State University
Robyn Hannigan, University of Massachusetts-Boston (past-Chair) X
Carol Johnston, South Dakota State University X
Witold Krajewski, University of Iowa X
Brian Waldron, University of Memphis X

Term expires 12/31/2016

Michael Gooseff, Colorado State University X
David Hyndman, Michigan State University X
Brian McGlynn, Duke University X
Holly Michael, University of Delaware X
Todd Rasmussen, University of Georgia X
Al Valocchi, University of Illinois Urbana-Champaign X

Officers & Staff Present: Rick Hooper (CUAHSI), Jennifer Arrigo (CUAHSI), Adam Ward (Secretary), Rina Schummer (Treasurer)

Minutes prepared by Adam Ward

Tuesday, February 4, 2014

15:30 EDT Call to Order

1. Approval of minutes from January Board meeting
 - a. Approval of minutes was postponed until the next meeting, to provide sufficient time for review by the Board of Directors from the multi-day meeting.
2. Reports (Informational items; no formal board action required)
 - a. Update on Cooperative Agreement funding
 - i. Hooper reported that Program Terms and Conditions were received from the National Science Foundation on January 30, 2014 and agreed to on January 31, 2014. He noted that current funding ended on 31-Jan-2014, and has requested a start-date of 01-Feb-2014.
 - ii. Hooper has requested synchronizing the reporting of all three Cooperative Agreements, which would be achieved if the requested start-date is granted. This is expected to streamline the process of reporting to the NSF. He clarified that three separate reports are still required, but a single effort to make all reporting would still be optimal for staff time. Tyler clarified that reports are typically due quarterly, in addition to the annual report.
 - iii. Hooper reported that he expects to have full award as requested (no new information).
 - b. Water Data Center Milestones and Activities for 2014
 - i. Hooper reported three basic phases for the Water Data Center, and provided a summary of the major milestones within the three phases of: (1) Ensuring correct operation of existing services, (2) Regularizing management and curation of services, and (3) Regularizing request and change management.
 1. Phase 1 completed by April 1, 2014
 - a. Catalog operation brought up under Azure (completed January 27, 2014)
 - b. Logging downloads moved from San Diego to CUAHSI (requires patch to all HydroServers)
 - c. Establish USGS catalog updates (underway)
 - d. Link to US Water Quality Portal and deprecate direct link to EPA STORET
 - e. Create Open Geospatial Consortium-compliant service end points (to improve compatibility with GEOSS and international services)
 2. Phase 2 (expected to be completed by August 1, 2014)
 - a. Establishing user help mechanism for delegation and triage mechanism
 - b. Systematizing handling of failure of hydroservers

- c. Systematizing handling of controlled vocabularies
 - 3. Phase 3 (ongoing, but mechanisms need to be established)
 - a. User Committee review of software for data publication, data discovery, and data download
 - i. Data uploader alpha release this week (Feb. 15, 2014)
 - ii. Web-based client functionality specifications (March 1, 2014)
 - iii. NSF-request for tracking uploads by grant (March 1, 2014)
 - iv. Logging report format and function
 - b. Standing Committee review of policy and strategic advice on resource allocation
 - i. Data publication agreement update (April 1, 2014)
 - ii. Prioritization of competing development requests
 - iii. Prioritization of data sources (June 1, 2014)
 - 1. New grid-based services (NOAA/NASA/NCAR)
 - 2. State/County data systems
- ii. Gooseff questioned the interest level for pulling in data from additional external sources, such as data being collected by governmental agencies. He reported a network in Colorado that was a data source, and questioned the interest in supporting these data being uploaded into the system. Hooper expressed an interest in supporting member universities and their activities, noting that CUAHSI can support activities of, for example, Gooseff to work on this, and Gooseff could complete the on-the-ground work as it advanced his interests and research program.
- iii. Tyler clarified the best point of contact for such groups would be Jon Pollak. Hooper noted his preference is for CUAHSI staff to adopt a “train-the-trainer” model for this type of support.
- iv. Valocchi noted that the Illinois State Water Survey has a rich database including current and archived data. He questioned how CUAHSI should integrate with this database. Hooper reported that in other situations a university member has served the data. Hooper further suggested that a local member at the University of Illinois would ideally lead this effort and serve out the data. Hooper suggested this process would either include a software stack being hosted for the data on-site, or that existing databases could be “wrapped” into a format that would be compatible with CUAHSI, the latter of which is more programming-intensive.
- v. Tyler questioned the staff time commitment involved in the addition of a large data set, as Valocchi mentioned. Hooper responded that a small data set could be quickly and easily added. He suggested that when there are many data streams (e.g., multiple water quality parameters) at a number of stations, the effort grows since each time series requires metadata and quality control in the

upload process. Hooper reported that generally this is adopted by agencies when it serves a purpose for them, rather than as an effort to serve a data set solely because it exists.

- vi. Hyndman reported on an open-source data service in Colorado, and questioned integration of that effort with the CUAHSI WDC. Gooseff noted that this effort had a GIS-based focus, and that he would check into the catalogue service a bit more. Hyndman noted that there was excitement about this at a recent PI meeting. The system being discussed is eRAMS (www.erams.com).

c. Status of Unpaid Members

- i. Hooper reported that several members who are not active in their payment have been contacted and several cases have committed to payment.
- ii. Hooper requested that everyone to follow through on commitments to contact member universities as they had previously committed. Several Board members reported on their progress in contacting member universities that are currently not active in their payment. Tyler summarized general responses of either “this fell through the cracks” or a need to be convinced of the value of CUAHSI to the member universities.

d. Watershed Science Master Class—2014

- i. Hooper reported that the course well received, and summarized the geographic distribution of attendees. He reported that basic metrics from post-class survey include:
 - 1. 88% of students had their expectations for the course fully met or exceeded.
 - 2. 88% of students felt the structure and content were about right; 12 % felt too much was included.
 - 3. 69% felt their understanding of rainfall-runoff processes was greatly improved; 23% slightly improved.
 - 4. 54% felt their understanding of hydrochemical modeling and isotopic tracers were greatly improved; 46% slightly improved; the same ratio applied to the learning objective of the combined use of hydrometric and tracer approaches to studying watershed processes
 - 5. 61% of students felt their understanding of simulations models was greatly improved and 39% felt their understanding was slightly improved.
- ii. Hooper reported that the Landscape Evolution Observatory provided data for class exercises in soil physics, and several modeling exercises were included. Tyler suggested this venue might be ideal for other short-courses and training sessions.
- iii. Hooper reported a tentative plan to offer course again in 2015. Gooseff questioned if participant costs could sustain the full cost of the workshop. Hooper reported that travel grants were awarded to support student attendance. His discussions with participants suggested that the fee and travel

costs were generally acknowledged as reasonable, though a few reported the travel grant made the difference between attendance and non-attendance.

- e. Let's Talk about Water competition results
 - i. Hooper reported applications were received from Michigan Tech, Oregon State, and Northwestern for the 1 remaining grant. He noted the primary differentiation of the Michigan Tech application was having secured matching funds
 - ii. Applications reviewed by Emily Geosling, Carol Johnston, Brian Waldron, Al Valocchi, and Linda Lilienfeld. All except Linda thought Michigan Tech was the best applicant; Linda preferred Oregon State on the basis of legacy of their graduate student group.
 - iii. Michigan Tech was awarded the challenge grant based on matching funds availability, based on the criteria that were established for the award program.
 - iv. UNH (another 2013 awardee) held their LTAW event on January 28, 2014. Linda attended.
 - v. Hooper reported that another grant to support additional challenge grants is likely for the upcoming year.
 - f. Increase in Office Space to accommodate new staff
 - i. Hooper reported that additional office space was identified to increase rental space from 2,845 sq. ft. to 3,892 sq ft. (gross, including 20.9% common space charge). This expansion would provide 3 additional window offices to accommodate software engineers and communications manager. Interior offices would be used for new training coordinator and student interns. The space also provides additional "bull pen" space for collaboration in WDC.
 - ii. Hooper reported that rent would remain unchanged at \$31.83/sq. ft. The term of the lease would remain unchanged, with 3 years remaining on lease. Rent as proportion of total indirect cost would increase from 28.3% to 35.8%.
 - iii. Hooper reported that the location is relatively expensive for the Boston market, but that the location adjacent to Tufts University is important for current operations.
 - iv. Tyler summarized that the increase in cost represents about \$3000 per month (an increase of 30% over the current rent). He questioned if the overhead rate would be adjusted. Hooper reported that, relative to the total overhead pool, the change is relatively minor.
 - g. Update on Community Modeling Activities
 - i. Arrigo reported that she has meetings scheduling in the coming weeks to begin activity on this front with both Ying-Fan Reinfelder and NCAR.
 - ii. Tyler requested that the Board be briefed on progress at a future meeting.
3. Business items (Formal Action Required)
- a. Hooper summarized the discussion from the last Executive Committee meeting on the subject. He noted specifically that the Board of Directors would still control the

allocation of funds, but this provides an account that remains otherwise unrestricted in its use. Tyler noted this provides some flexibility for the Director.

- b. **Motion to establish a Director's and Officer's fund.**
 - i. **Motion: Valocchi**
 - ii. **Second: Krajewski**
 - iii. **Discussion: None**
 - iv. **Approval: Yes (unanimous)**
4. Discussion Items
- a. Community Service Award (to be given at Biennial Meeting)
 - i. Tyler requested short nomination from the board in advance of the March meeting. Staff will post past awardees more prominently on the web site for reference. Several Board members proposed nominees for whom they will submit letters.
 - b. Repopulation of Standing Committees
 - i. Tyler requested that liasaons for the Instrumentation Committee (Hyndman) and Education & Outreach Committee (Waldron) develop a list of nominees to serve on their committees by the March board meeting.
5. **Motion to Adjourn**
- a. **Motion: McGlynn**
 - b. **Second: Rasmussen**
 - c. **Discussion: None**
 - d. **Approval: Yes (unanimous)**

16:30 EDT Adjourn

Meeting Documents:

- 1. Resolution #1 (Enclosed)

RESOLUTION #1

Establishment of Director's and Officer's Fund

The CUAHSI Board of Directors,

Noting:

1. The need for unrestricted funds for hospitality expenses
2. The desire to designate a special fund for such expenses to encourage donations

Recognizing:

1. The use of grant funds for hospitality is restricted
2. The importance of receptions for many Consortium events

Decides to establish a "Director's and Officer's Fund" as a subaccount of the unrestricted funds.

Requests:

1. The Executive Director to report annually, or as needed, on the balance of this fund.