

**Washington State Department of Natural Resources  
Partnership Meeting Minutes for June 12, 2001**

**Attendees:** Deborah Naslund, DNR; Mike Beaty, US BOR; Stephen Bown, USDA Forest Service; Ken Adey, USDAFS; Preston Wheaton, DNR; Cheri Howe, DNR; Carrie Wolfe, DNR; Joy Denkers, Dept. of Ecology; Sandra Bahr, DNR; Dale Guenther, USDAFS; Byrt Filyaw, DNR

Byrt Filyaw welcomed everyone to the meeting. Introductions were made.

**Review Roles & Responsibility Document:**

Carrie Wolfe presented an overview of the document for everyone. She indicated that the document is still in draft form. The Regional Ecosystem Office (REO) is filling the Clearinghouse Management/Administration role for the Hydrography Framework.

The group had quite a discussion about the roles and responsibility document and agreed that some changes are needed. One confusing issue was having both the Theme Manager and the Theme Management Board combined in Role 2. We agreed these should be two separate roles and responsibilities. The group also decided we needed to have another roles category titled Technical Advisory Group. Carrie Wolfe agreed to revise the document and send it out for everyone to review.

**Assignment of Hydro Data Stewards**

At what level do we want to make Lead Steward assignments, WRIAs, WAUs, or HUCs? The group discussed the options of each.

Joy Denkers offered to have Ecology staff produce an ArcIMS graphic and tabular list of potential nominations for Lead Steward(s) by WAU based on majority ownership. The list would display the dominant owner of each WAU at the top and then in descending order all other owners (and data producers) within the WAU. Deb Naslund indicated that DNR would want to have a Lead Stewardship role or Co-Stewardship role in specific WAUs because of the agencies regulatory responsibilities. She brought a map that indicated these areas. She will provide the list of WAUs to Joy to incorporate in the ArcIMS list. Deb also indicated the DNR would like to contribute as a data producer over the entire state. Joy indicated that Ecology would be willing to step up as a default Lead Stewardship role for any WAUs not covered. Counties that we know would like to participate could be added manually. Joy will provide the information to Dale Guenther who will post it to the Hydro Framework Clearinghouse Internet site so that partners would have the ability to go into the table and Yes/No what WAUs they want to have a stewardship role in. If a partner was not already on the list and they want to have a role for that WAU they could also add their name to any of the tables. Joy indicated that this analysis could be done the last week of June and she would then coordinate with Dale on incorporating it to the Hydro Clearinghouse site.

Steven Bown mentioned that the USFS and BLM would prefer to use 5<sup>th</sup> field HUC designations for assignment of Lead Stewards. It was agreed that if that coverage (of agreed upon 5<sup>th</sup> field boundaries) was available, the analysis could use those boundaries.

It was also suggested that we let the partners know that if they sign up for a role, that this would be a long-term commitment. We need to define what long-term means, and an estimate of the amount of time this commitment would take.

It was agreed upon that an ongoing graphic/list of Lead Stewards and contact information would be needed on the Hydro Clearinghouse Application so that partners or new partners would know whom to contact.

### **Brainstorm List of Issues**

The group came up with a list of outstanding issues and assigned responsibility for each. This list is not inclusive but a start:

1. What are the guidelines for frequency of edits?
  - Versions of clearinghouse data versus constantly updated
  - Do we need limits
  - Version exceptionsAssigned to: Theme Management Board
2. Standards for level of densification  
Assigned to: Theme Management Board
3. Clearly identifying required versus optional attributes.  
Assigned to: OR/WA Technical Team – beta testing
4. Process for adding new attributes.  
Assigned to: Technical Advisory Board
5. How to define the scope of editing responsibility.
  - Check out only by 5<sup>th</sup> field
  - How to deal with irregular polygon updatesAssigned to: Technical Advisory Board & Theme Management Board
6. Procedure for overlapping initial data population
  - Potential toolAssigned to: Ken Adee & Dale Guenther
7. Interaction between framework database and specific agency databases  
Assigned to: Individual Agencies\Coordinate through Technical Advisory Board
8. How will we assign user Ids to the clearinghouse
  - What are the constraints

Assigned to: Individual Agencies – Theme Manager

9. Interorganizational Security Issues
  - FirewallsAssigned to: Dale Guenther – BETA testing
10. Notification of updates to the clearinghouse database
  - To partnersAssigned to: Dale Guenther
11. Length of time an area can be checked out for updates  
Assigned to: Dale Guenther
12. What should be the process for amending protocol issues  
Assigned to: Carrie Wolfe
13. Flush out levels of stewardship responsibilities
  - Data producer
  - Area data integrator level
  - Theme management board levelAssigned to: Carrie Wolfe

**Clearinghouse Update:**

Dale Guenther indicated they are having some security issues. It is an FTP problem; they manually have to send transfer of updates instead of automatically.

DNR is ready to start BETA testing. Byrt will set up a meeting next week with Dale, Tim Young and Travis Butcher.

**Other Issues:**

Byrt will contact Bob Harmon and set up an OR/WA Meeting to discuss some of the issues identified at this meeting. She will target the end of July.