# RHPWG Shared Database Subcommittee

Conference Call October 25, 2018

Notes:

1. Roll Call
	1. *Cindy, Elias, Frank, Sean, Ted, Brandon, Pat, Tina, Ed*
2. Administrative
	1. Current Notes – AZ DEQ
	2. Last month’s notes at <https://www.wrapair2.org/RHP_SharedDB.aspx> (bottom of page)
	3. For information: Monitoring and Glideslope Subcommittee Sharefile link: <https://azdeq.sharefile.com/d-sc6c4f002be1402ca>
	4. Updates from other Work Groups and Subcommittees
		1. *None*
3. Discussion of TSS (v1) documentation (attached) – Coordinate with other subcommittees
	1. Resources populated on Consultation/Coordination Subcommittee web page
		1. *Do we have any overlap with the Coordination and Consultation subcommittee group on this? - Answer appears to be no. Cindy and Rebecca are now coordinating to make sure that work isn't duplicated.*
	2. TSS Website Description
		1. *Cindy: What do people think of this document? Would people rather it be a collection of smaller documents?*
		2. *Pat: Do we even need this document to be updated? We need to think of audience, will states need this information to be updated to cite in their SIP submittals. Want to make sure our deliverables have a purpose.*
		3. *Tina: Can be helpful for new users.*
		4. *Sean - Getting Started stuff was originally created by ARS after CIRA published the TSS v.1.*
		5. *Frank: There will be training session recordings that people can view, maybe that can take the place of a document like this*
		6. *General consensus that this is necessary information and will need to be updated – can be done piecemeal, may include training recordings; much will be done by others, but we still have the responsibility of deciding how this type of information will be presented on the TSS*
	3. Parameter Mapping Guide
		1. *Does this document need to be placed on the TSS website? - The answer was a resounding yes that this is a document that we need to be created and needs to be placed on the website. This will be the job of modelers or the Modeling/EI Subcommittee.*
4. Discussion of DRAFT documentation (attached)
	1. Glossary – currently posted on TSS v2
		1. *Did people notice that the glossary was posted on the TSS V.2? We will need to continue to add definitions and tweak going into the future. Also need to solicit feedback from others if it is missing any definitions that they need included.*
			1. *Maybe label document header as: "Working draft - Contact Person X if you have comments or concerns".*
			2. *Sean: Providing them with a clean document each time with changes would cut down on transcription errors.*
		2. *Cindy will reach out to Tom, Pat, Tina, Julie, and Frank to discuss what the content and audience of the glossary announcement should be.*
	2. Process for Subcommittee to document tool completion
		1. *How do we determine when a tool is complete? Postpone discussion until a later date when Tom is on the call.*
	3. Sky High Overview of RH Planning
		1. *Is this document ready for prime-time? - Almost. Can people please review this document as an action item and send the edits to Cindy by November 2nd?*
	4. FAQs – a start
		1. *Cindy started this document. Can people look at this document as an action item and come up with their own questions and answers? Again, send suggested questions/answers to Cindy.*
5. Other topics?
	1. *None*
6. Action Items (3)
	1. *Action Item 1: Review the "Sky High Overview of RH Planning" document and send any edits to Cindy by 12pm Mountain Time on 11/2/2018.*
	2. *Action Item 2: Take a look at the "FAQs" document and come up more questions and answers. Send them to Cindy by next call, November 8, 2018.*
	3. Action Item 3: Check updates regularly on TSS v2 and send Cindy comments/suggestions.
7. Next call scheduled: November 8, 2018 at 10:00 am (NV scheduled for note-taking)

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| 10.25.2018 | ~~AZ DEQ~~ |
| 11.8.2018 | NV DEP |
| (11.22.2018) | *No meeting* |
| 12.13.2018 | CARB |
| (12.27.2018) | *No meeting* |
| 1.10.2019 | NMED |
| 1.24.2019 | CABQ |
| 2.14.2019 | MT DEQ |
| 2.28.2019 | AZ DEQ |
| 3.14.2019 | NV DEP |
| 3.28.2019 | CARB |