Minutes for CALMAC Website Committee Conference Call

Wednesday, March 10, 2021, 2:00 PM PDT

**Attendees**:

Lauren Garcia – PG&E

Cynthia Rogers – CEC

Dan Hudgins – SDG&E

Kelvin Valenzuela - SDG&E

Kim Sides - SoCalGas

Tim Caulfield – Caulfield Consulting (Website Administrator)

**Absent:**

Reggie Wilkins – SCE

Mona Dzvova – CPUC

##### Executive Summary

The CALMAC Website Committee held a regularly scheduled conference call to review progress on the CALMAC Website Maintenance and Weather File Automation project. Progress was summarized and discussed. The next conference call will be on May 12, 2021 at 2:00 PM PDT.

**Discussion Summary**

This status summary covers progress on the CALMAC Website Maintenance and Weather File Creation Project from project commencement up to March 9th, 2021. The contract authorizing the project was completed on January 14th, 2021. This allowed commencement of work. Since that time, the following has been accomplished.

***Website Operation and Maintenance:***

* Third Strand has commenced work on updating the operating software for the website. The current website has been operating on non-supported versions of Windows server and SQL software for over a year. This is because we were waiting for the newest version to become available on Rackspace so we would have the maximum time span before needing to update the site again. The software became available approximately mid December 2020. As a result, when the contract became active, Third Strand commenced work on creating a parallel version of the website using the updated software. The parallel version of the site is mostly constructed and is undergoing testing. When the updated site is operating to Third Strand’s satisfaction, the CALMAC URL will be transferred to the new site and it will replace the current site.
* Meanwhile, the CALMAC.org website continues to operate as normal. We are entering the period when the majority of reports are typically posted, so there has been an uptick in requests for CALMAC Study IDs and the submission of reports for posting. April and May are the months when the most reports are posted to the CALMAC Searchable Database.

***Weather File Automation***

* White Box Technologies spent most of the last month creating up to date versions of the 2019 and 2020 weather files. These files serve as the baseline against which we will compare files created by the automated software, once the software is developed. The 2019 and 2020 weather files have recently been transferred to Third Strand, and will be posted for download on CALMAC.org shortly.
* The creation of the new website platform also allows the project team to develop the software for automating the weather file on the new operating software, eliminating the need for conversion later. In that light, Third Strand has established the platform on the new website for White Box Technologies to transfer the PC based batch files used to develop the weather files onto the web. White Box anticipates making that transfer by March 12th. Once that transfer has taken place, Third Strand can start analyzing the programs and working with White Box Technologies to make them work in the web atmosphere.

The Website Committee discussed meeting frequency, and agreed to maintain the schedule of meeting by conference call on the second Wednesday of every other month, at 2 PM Pacific Time. If any committee member sees a need to meet between the regularly scheduled calls, they can simply request a meeting by contacting Lauren Garcia or Tim Caulfield.

Tim Caulfield reminded the Committee that it had previously agreed that the Website Committee call minutes will be sent to the committee, then they have one week to comment, and after that time the minutes automatically become final. All Website Committee minutes are posted on the Website Committee page at http://calmac.org/members.asp.

The conference call was ended approximately 2:30 PM PST. The next call is scheduled for May 12th, 2021, at 2 PM PDT.