CW3M Steering Committee

Memorandum of Understanding

# Scope

This memorandum of understanding (MOU) represents an agreement among the members of the CW3M Steering Committee about maintenance of the Community Willamette Whole Watershed Model (CW3M), a computer simulation model of the Willamette River Basin. Consent to this agreement is a prerequisite for membership in the committee. With the initial signing of this MOU, the CW3M Steering Committee will replace the more informal ad hoc CW3M Steering Committee.

# Common Purpose

It is our common purpose to maintain CW3M as an open source simulation tool for public use, and in particular for the use of Willamette River Basin stakeholders. CW3M is derived from a series of three Willamette River Basin models developed by researchers at Oregon’s public universities, principally Oregon State University. The three research projects are known by the acronyms WW2100, OUWIN, and INFEWS; funding for those projects was provided primarily by the National Science Foundation.

# Committee Membership

## Individual Citizens

With two exceptions, committee members participate as individual citizens, and possibly as liaisons with an employer or other organization, but not as representatives of those organizations. The exceptions are the CW3M Steering Committee Facilitator, who represents CW3M’s host institution, and the principal developer, who may be representing an employer engaged in software development.

## Initial Committee Membership

The initial membership of the committee is composed of the people in the ad hoc CW3M steering committee at the time this MOU is first adopted and signed by them. Those people, as of May 4, 2019, prior to adoption, are listed below. Employer affiliations are given, but it is understood that the members, except Kathleen Guillozet and Dave Conklin, participate as liaisons with the employer organizations, rather than as representatives of those organizations.

Kathleen Guillozet, CW3M Steering Committee Facilitator, Bonneville Environmental Foundation

Dave Conklin, principal developer, Oregon Freshwater Simulations, Inc.

Margaret Matter, Oregon Department of Agriculture

Rebecca McCoun, North Santiam Watershed Council

Karl Morgenstern, Eugene Water and Electric Board

David Richey, Lane Council of Governments

Gary Stockhoff, Benton County

Dave Turner, OSU retired

## New Committee Members

The committee may decide to add a new member from time to time, as when an existing member resigns. The committee has no fixed size, but it is advisable to keep the number no larger than 10 in order to facilitate raising a quorum for meetings. New members should share our common purpose and must agree to the MOU.

## Chairperson

The committee will choose a chairperson from among its members, but if possible, in order to avoid conflicts of interest, the chair should not be the Facilitator or the principal developer.

## CW3M Steering Committee Facilitator

The CW3M Steering Committee Facilitator is a staff member of the host institution designated by that institution. The Facilitator will:

- arrange several committee meetings each year, e.g. quarterly meetings, using an agenda provided by the chairperson and keeping records of the notes taken by some other member(s), especially of the actions taken

- arrange for information to be displayed on the host institution’s website about CW3M, and about where to go to get additional information

## Principal Developer

The principal developer is a software developer chosen by the committee who has agreed to maintain a repository of the model’s canonical source code and data, using an archiving repository tool such as Subversion. The principal developer advises the committee on where to locate the repository, and with the committee’s consent, may move the repository from one site to another. The initial repository is a Subversion repository on the freshwater.ceoas.oregonstate.edu server at OSU. During the life of the ad hoc committee, the principal developer was Dave Conklin at Oregon Freshwater Simulations, Inc.

# Canonical Model Versions

The committee’s main job is to curate the model itself, deciding about substantive additions and changes. While anyone can download source code and data from the CW3M repository, only the principal developer and others selected by the committee will be credentialed to make changes or add to the repository. Additions or changes to the model which have been accepted by the committee for inclusion in the repository will be implemented by a developer. Specific versions of the repository will be identified from time to time as “releases” of the canonical model, for example “CW3M 1.0”. The principal developer will be expected to coordinate such changes so as to maintain the operational integrity of the model from one release to the next.

# Intellectual Property Rights

Source code and data in the CW3M repository is, in general, in the public domain. Most of it, at least initially, is the result of research funded by the National Science Foundation. Additions will not be made to the canonical model unless they are placed in the public domain by the developer. Specific exceptions may occur but only if they do not interfere with or restrict public access to and use of CW3M or the files in the CW3M repository.

To the degree that it is practical, CW3M source code files will include this text:

>>> SOURCE LICENSE >>>

This program is free software; you can redistribute it and/or modify

it under the terms of the GNU General Public License as published by

the Free Software Foundation (www.fsf.org); either version 2 of the

License, or (at your option) any later version.

This program is distributed in the hope that it will be useful,

but WITHOUT ANY WARRANTY; without even the implied warranty of

MERCHANTABILITY or FITNESS FOR A PARTICULAR PURPOSE. See the

GNU General Public License for more details.

A copy of the GNU General Public License is available at

http://www.fsf.org/licensing/licenses

>>> END OF LICENSE >>>

# Repository

Initially, CW3M code and data is held in a Subversion repository on the freshwater.ceoas.oregonstate.edu server at OSU. The committee may choose to move the repository to a different location in the future, e.g. GitHub. If possible, in order to minimize potential confusion about who owns the model, the repository should not be located on the principal developer’s own server.

# Users and Developers

CW3M may be freely used by the public. Users are free to, and are in fact encouraged to, use the source code and data in the CW3M repository together with their own code and data, and/or their revisions to the standard code, to develop their own extensions and improvements to the model. Extensions developed by users may be considered by the committee for inclusion in the canonical version, provided that the developer agrees to place the work in the public domain with the same license text as the rest of CW3M.

# Host Institution

The obligations of the host institution are:

- to designate a staff member as the CW3M Steering Committee Facilitator, with duties as described above

- to display information about CW3M on its web site

# Committee Rules

Meetings may be held in person or over the Internet or telephone.

A quorum consists of at least half of the membership; if the number of members is even, a quorum requires one more than half the number of members.

Committee decisions can only be made when a quorum is participating.

Decisions are to be made by consensus whenever possible. If necessary, a decision may be made by a majority vote of those present.

There is no fixed term for membership in the committee, but of course a member may resign whenever he or she chooses. A unanimous vote of all the other members is required to remove a member involuntarily.

The committee does not own property or receive income; expenses incurred by members in the course of committee business will be borne by the individual members (who may be reimbursed by their employers, at the employers’ discretion).

#### **Acronyms**

CW3M = Community Willamette Whole Watershed Model

INFEWS = Innovations at the Nexus of Food, Energy, and Water Systems

MOU = memorandum of understanding

OSU = Oregon State University

OUWIN = Oregon Urban Water Innovations Network

WW2100 = Willamette Water Twenty-one Hundred

Agreed by

Dave Conklin \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Kathleen Guillozet\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Margaret Matter\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Rebecca McKuen \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Karl Morgenstern\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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