

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For July 21, 2017

(This meeting was held at the Solano Water District Office in Vacaville.)

Major Items	<ul style="list-style-type: none">• Elaine Archibald will be retiring as Executive Director at the end of August 2017.• Paul Hutton will be the new Executive Director starting on September 1, 2017.
Action Items	<ul style="list-style-type: none">• Get in touch with the Delta Science Program to get their latest interest in supporting the Natural Flows and Unimpaired Flows workshop – Shyamal• Set up a conference call to scope out the Natural Flows and Unimpaired Flows workshop – Ben, Shyamal, Yuan, Chuching, and Tariq• Coordinate with Jamie Anderson of DWR on a Sea Level Rise – OPC workshop – Shyamal• Send Peter Vorster’s original email regarding CWEMF to Paul Hutton – Elaine• Send the Steering Committee’s final review comments on Paul’s contract to Tetra Tech - Elaine• Put together a schedule for the transition of Executive Director duties - Elaine
Parking Lot Items	<ul style="list-style-type: none">• (Located at end of minutes.)
Motions	<ul style="list-style-type: none">• Elaine’s Executive Director Contract was extended to September 30, 2017.

REFERENCES HANDED OUT:

1. Executive Director’s report.
2. Minutes of the March 3, 2017 Steering Committee meeting.
3. Treasurer’s Trial Balance
4. CWEMF Workshop Status sheet
5. Draft Agreement between CWEMF and Tetra Tech for Executive Director Services, and Exhibits I-III.

1. INTRODUCTIONS/DESIGNATION OF QUORUM – The meeting was opened by Tariq. There were 8 persons in attendance, 2 persons on the phone, and one proxy. There are not enough members for a quorum. A motion was made to proceed with the business, without any voting. This motion was seconded, and passed. (Later on additional people came onto the phone, so a quorum was then declared.)

2. EXECUTIVE DIRECTOR’S REPORT – The Attorney General’s office has determined that CWEMF is a charitable trust. Elaine has submitted all of the required information, including our tax forms, and has paid the fees for the last six years. Going forward, the annual fee will be \$25 to \$50, depending on gross revenue. Other items from the Executive Director are included in the report below.

3. SECRETARY’S REPORT – There is not a quorum so the report cannot be voted on for acceptance. (Later in the meeting a quorum was reached, and a motion was made to accept the

minutes. The motion was seconded and passed.) It was requested that the secretary's report be posted sooner after each meeting.

4. **TREASURER'S REPORT** – The Treasurer was absent today. It was reported there is a total of \$308,000 in our bank accounts.

5. TECHNICAL WORKSHOPS

Workshops Completed:

California Water Plan Update 2018 – This one-day workshop had 16 participants.

Workshops Scheduled:

IDC (Sept. 2017), IWFMM (Oct. 2017)

Workshops in the Planning Stage:

a. MODFLOW OWHM – This workshop may be held at West-Yost. SGMA would like to have this workshop presented.

b. Natural Flows and Unimpaired Flows for the Sacramento and San Joaquin Delta – The time is ripe for this workshop. Many of the Delta Science Program (DSP) personnel who were interested in this workshop have retired. Shyamal will get in touch with the DSP to get their latest interest in supporting this workshop. Let them know we are interested in a fall workshop. MWD and CCWD are interested. The State Water Board (Board) has a new definition of unimpaired flows for the Sacramento Valley. What is it? Ask Diane Riddle of the Board how they are using unimpaired flow. Is the Board interested in supporting the workshop? It was suggested to have a full day workshop, with the morning devoted to presenting known information, and the afternoon devoted to how to move forward. Or, have two workshops, with the first workshop general, seeing where the different interests lie, and what to put into the second workshop. Get the NGOs involved. CCWD wants to be involved. Try for a fall workshop. If CWEMF puts on the workshop Shyamal will need help. Ben said he can help. Expect lots of people for this workshop. A good facilitator will be needed, such as Lisa Butler. Set up a conference call to scope out this workshop, to include Ben, Shyamal, Yuan, Chuching, and Tariq.

c. DWR Flood Management – This will be a repeat of the last workshop. The DWR will fund and provide staff. This will cover the Central Valley's flood plain, hydrology, and data.

d. METRIC – This workshop is being set up for next summer, with Dr. Allen of the University of Idaho.

e. Sea Level Rise – California Ocean Protection Council – Shyamal has talked to Jamie Anderson of DWR, and to the Ocean Protection Council (OPC). What format should this workshop have? What are the assumptions behind their predictions? What are the opposing views? The OPC work includes lots of technical information. What are the OPC Guidelines? Should our workshop be 1 or 2 days? Should we have it in the Bay Area? We could use the EBMUD conference room, which holds 100 plus people. It is close to the BART station. The OPC is writing a new guidance document entitled "Rising Sea Level in California". Should a workshop be held before this guidance report comes out? Perhaps a workshop before the guidance report comes out could provide helpful comments on the guidance report. New guidelines will come out next year. A workshop could be held on how to use this guidance

document. Perhaps several workshops will be needed. Get the guidance report authors as our workshop speakers. Shyamal will coordinate with Jamie Anderson on this potential workshop.

Workshops in the Conceptual Stage –

- a. CalLite & CalSim
- b. Measurement & Data Issues
- c. Coupling Behavioral Modeling and Hydro/WQ Modeling
- d. Communication Workshop – This workshop is anticipated to cover communication at different levels. For example, your presentation of a given topic to your co-workers, your company president, and the Governor would most likely be in different formats and time usage. Mike Anderson of DWR may have more information on this.

Other Workshops we may be interested in:

The Delta Stewardship Council (DSC) is doing the first of a series of brown bag one-hour seminars on Aug. 15. This first seminar is entitled “Integrating Monitoring, Research, and Management”, and will discuss integrated modeling as one part of the talk. Is this something that we can partner on in the future?

6. AGREEMENT AMENDMENTS –

a. Website – We had authorized an additional \$2000 for Xiaojun Li to continue work on the new website and assist with website maintenance. Elaine will send an agreement to Xiaojun. The State Water Board has agreed to pay the \$2500 to be a CWEMF organizational member, so Kevin will no longer be available to help on the CWEMF website as the Board’s contribution. The website has now been expanded to cover the universe. Discuss this more at the next Steering Committee meeting.

b. Executive Director – A motion was made to extend Elaine’s contract to September 30., No additional funds are needed as Elaine has about \$6,000 remaining in her contract for 2016. The motion was seconded and passed unanimously. Paul Hutton will start on September 1 and Elaine will assist with the transition through September 30.

7. DRAFT AGREEMENT WITH TETRA TECH FOR EXECUTIVE DIRECTOR DUTIES –

a. Paul will be the sole point of contact with Tetra Tech. The contract will be on a fiscal year basis running from July 1 through June 30 of each year. Paul will be assisted by Tetra Tech staff, and Paul will later tell us what those staff duties will be. The question arose as to who will handle the upcoming September workshop and the October workshop. Elaine will handle the September workshop, and Paul will handle the October workshop. Elaine is putting together a schedule for the transition.

b. Tetra Tech had proposed some modifications to the draft contract that the Steering Committee had previously reviewed and accepted. These modifications were reviewed by the Steering Committee today and some minor changes were suggested. Elaine will send these suggestions to Tetra Tech for their final review and acceptance.

8. MODEL USER GROUPS – The former DSM2 User Group is now the Delta Modeling User Group. The IWF/IDC User Group meeting is scheduled to meet in December.

9. OTHER BUSINESS

a. NGOs – Ben and Shyamal met with Peter Vorster of the Bay Institute. (Elaine will forward a copy of Peter’s original email to Paul.) It seems like the NGOs as a group have three concerns: (1) the cost of attendance at the annual meeting is too high; (2) how to get more NGOs involved; and (3) the various NGOs viewpoints on issues are sometimes different from CWEMFs. The need for funding opportunities for NGOs were discussed. The possibility of collaborating on some workshops was discussed, such as for the Natural Flows workshop. The possibility of having an annual phone call to the NGOs to spark ideas for workshops and peer reviews was discussed. Can NGOs pursue grants to such entities as Bechtel for funding for special events with CWEMF. CWEMF may be able to support the NGOs in these efforts. CWEMF could write out its role for the NGOs. It was mentioned that CWEMF has its Strategic Plan, and how does this line up with what the NGOs would like to occur. Ben will draft up an email response to Peter Vorster, basically stating that we would like to have their participation, as well as that of other NGOs, in CWEMF activities. Participation in the Natural Flow workshop would be one such activity.

b. System for Award Management (SAM) – Elaine will check on the federal governments SAM requirements for USBR payments.

10. NEXT STEERING COMMITTEE MEETING – Sept. 15 in Vacaville.

11. ADJOURN – 11:45 am.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Tariq Kadir	Convener	DWR
Shyamal Chowdbury	Vice-Convener	Wood-Rogers
George Nichol	Secretary	Retired (Public Member)
Ben Bray		EBMUD
Chuching Wang		MWD
Yuan Liu		CCWD
Paul Hutton		Tetra Tech
Rich Satkowski		Retired (Public Member)
Anne Huber		ICF

On Phone: Elaine Archibald, Tad Slawecki, Jamie Anderson

Proxies: George has Josue’s.

Parking Lot Items	<ul style="list-style-type: none">• Multi-Year Budget – Prepare a draft.• Peer Review Process - Development of peer review administrative process.• Investment Policy - Development of investment policy.• Financial Transparency – Determine how best to show our financial transparency to outsiders.• Operating Reserve – determine how much we should keep in this Reserve.
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