

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For January 19, 2018

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

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| Major Items | <ul style="list-style-type: none"> • Persons to receive the Hugo Fischer Award, Career Achievement Award, and Distinguished Life Achievement Award have been selected. |
| Action Items | <ul style="list-style-type: none"> • Contact the annual meeting moderators to let them know they have a confirmed session – Paul • Contact the moderators to see if they have concerns on having their sessions recorded and posted on the web – Paul • Contact potential keynote speakers – Ben • Send the award’s certificate language to Paul – Josue • Prepare the award certificates – Paul • Notify the winners of the awards so they can prepare their presentations – Paul • Send a letter to Mrs. Fischer inviting her to the awards ceremony – Paul • Contact potential sponsors – several volunteers (see below) • Send an email to the general membership letting them know that sponsorships in the lower hundreds of dollars range exist along with the higher sponsorships of larger companies and what they might cover – Paul • Let Rich know of any potential themes you may have for the annual meeting – All • Work out the logistics of having hot lunches on the second and third days – Paul • If anyone has suggestions on changes to the by-laws or voting procedure get them to Stacy – All • Send an email to all members stating that next year one has to have a paid-up membership to be kept on the membership list - Paul |
| Parking Lot Items | <ul style="list-style-type: none"> • (Located at end of minutes.) |
| Motions | <ul style="list-style-type: none"> • Motions passed to have hot lunches on the second and third days of the annual meeting. • A motion passed to have special member log-ins on our new website. |

REFERENCES HANDED OUT:

1. Executive Director’s report.
2. Minutes of the Nov. 17, 2017 Steering Committee meeting.
3. Treasurer’s Report, FY 2017
4. List of Proposed Sessions

5. List of Proposed Miscellaneous Talks
6. Technical Workshop Status Sheet
7. Recommended Additions to the Existing By-Laws Sheet
8. Potential Sponsors for Annual Meeting

1. INTRODUCTIONS/DESIGNATION OF QUORUM – Introductions were made and a quorum was declared.

2. CONSENT CALENDAR

a. Executive Director's Report – The Executive Director's report was submitted. His comments for this meeting are added to the comments below.

b. Secretary's Report – The minutes for the Sept. 15 and Nov. 17, 2017 Steering Committee meetings were accepted.

c. Treasurer's Report – The Treasurer's Report for the FY2017 was presented. The total amount we funds are \$334,528, which is composed of \$271,319 in the general fund, \$16,122 in the peer review fund, and \$40,284 in the operating reserve.

ACTION ITEMS

3. ANNUAL MEETING –

a. Proposed Sessions – After today's meeting the sessions have pretty much been decided on. Paul can now contact the moderators letting them know they have a session. Paul will also ask the moderators if they have concerns on having their sessions recorded and posted on the web. Say we would like to record but it is optional to the moderators/speakers. We have more requests for sessions than we have room for, so see if we can add those topics to the two grab bag (pop-up) sessions. The pop-up speakers may be given 10 minutes rather than 5 minutes. Or the extra session topics can be presented on posters. Session speakers can also present their topic on posters if desired. The three workhorse models for California are DSM2, CalSim, and C2VSim, so we most always have one session for each in the annual meeting. A question arose as to how far from modeling can the sessions be? This is to be determined, but in past technical workshop session's topics were allowed that related to water science/biological activities without being modeling topics themselves. Some suggestions for future annual meeting sessions were for multi-dimensional modeling, systems modeling, consumptive use, sedimentation modeling, and California Water Fix results.

b. Keynote Speaker – Ben will contact the Delta Water Master and the new Delta Stewardship Council science advisor to see if one is available to speak. If the Delta Water Master can speak put any Delta consumptive use session on that same day.

c. Awards Subcommittee – The awards subcommittee recommended names for the winners of the Hugo Fischer Award and the Career Achievement Award. Several very strong candidates were considered in each category. A motion was made for the winner in each category, seconded, discussed, and passed unanimously for these persons. It was mentioned that persons

who were not selected for the award this year can have their name resubmitted next year. The subcommittee today also selected a person for the Distinguished Life Achievement Award. Josue will send the language to be put into each award certificate to Paul, who will prepare the certificates. Paul will notify the winners of the awards so that they can prepare their talks for the awards ceremony at the annual business meeting. Paul will also send a letter to Mrs. Hugo Fischer notifying her who the winner of the Hugo Fischer Award is, and an invitation to attend the ceremony.

d. Potential Sponsors – The potential sponsors were discussed. The following steering committee members agreed to contact the potential sponsors shown below:

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| HDR | Mike Deas |
| Watercourse Engineers | Mike Deas |
| CBEC | Shyamal Chowdhury |
| CH2M (now Jacobs) | Paul Hutton |
| MBK | Paul Hutton |
| MWH | Shyamal Chowdhury |
| ICF | Anne Huber |
| Larry Walker | |
| Limno Tech | Tad Slawecki |
| RMA | (Paul will ask Marianne) |
| RMC | Tariq Kadir |
| Tetra Tech | Paul Hutton |
| Papadopoulos | Rich Satkowski |

Try and have the sponsor responses by the March 2 steering committee meeting. When contacting the sponsors, let them know what their contributions will be (the cost varies by sponsored activity). A question arose as to whether we might ask for lower level sponsorships in the hundreds of dollars range. Paul will send out an email to the membership stating that lower level sponsorships will also be appreciated. Steering committee members were asked to let Paul know if they know of an entity that wants to sponsor a CWEMF activity at the annual meeting.

e. Business Meeting – The Executive Director should include a verbal yearly review of what we accomplished. Send any further ideas to Paul.

f. Theme – Let Rich know of any suggestions for a theme. Rich will report back at the next Steering Committee meeting.

g. Hot Lunch – Some thought it would be nice to have a hot lunch on one or two days of the annual meeting. It was mentioned that for box lunches the cost is about \$12 each, while for hot lunches the cost is about \$25 each. There is also a set-up fee for the hot lunches. Perhaps we could merge our hot lunch with the keynote speaker. A motion was made, seconded, and passed, with one abstention, to have a hot lunch on the second day, to merge with the keynote speaker. A motion was also made, seconded, and passed to have a hot lunch on the third day. Paul will work out the logistics on these hot lunches.

h. Other – There will be a student session. A moderator needs to be selected for this. For the student session, possible have them discuss their research work.

4. STEERING COMMITTEE VOTING PROCEDURE – For now we will use the current By-Laws as to who can vote. The By-Laws are missing two elements we should include, these being (a) non-discrimination clause for race and sex, and (b) how members are terminated. If anyone has additional comments on this get them to Stacy before the next steering committee meeting. We will propose these changes at the annual business meeting.

5. STRATEGIC PLAN – Tabled for now.

6. CWEMF-DWR CONTRACT FOR FUTURE WORKSHOPS – The issues with General Service have been resolved. The DWR will have a contract to attend future CWEMF workshops. So we can go ahead and advertise the next workshops now.

7. TECHNICAL WORKSHOPS – 20 persons attend the recent Modflow workshop. The next workshop will be in flood management. The DWR Division of Flood Management is helping to get speakers. 21 persons are interested in attending this workshop so far. The workshop will be at McClellan Park. However, after that there will be no further workshops there, as CalFire is needing the conference center. It was mentioned that UCD is a good place for workshops during the summer months when most students are away. The Metric and Sea Level Rise workshops are still being planned. The Natural Flows workshop is on hold for now.

8. WEBSITE UPDATE – The question arose as to whether we want special member log-ins on our new website. It is feasible, and we could have a private room there. Passwords would be required. The cost would be \$1,000 per year. The advantage is that we could have workshops or other information that we don't want outsiders to see. A motions was made, seconded, and discussed, and passed with one abstention.

It was mentioned that in order to record workshops we need a PC or two, software (\$60), and microphone (\$50). We have borrowed such items from DWR in the past, but perhaps we should now buy our own. Josue will write up a proposal for the equipment needed and send it to the steering committee. The decision on purchasing this equipment will be made at the next steering committee meeting. The advantage of taping annual meeting sessions is that it will allow members to see all of the talks in the parallel sessions. It would be nice if we were equipped to record the sessions at the next annual meeting. (Put this topic under the Action Items for the next meeting, rather than the Informational Items.)

9. STEERING COMMITTEE ROSTER – Paul has two lists of names, one with only the paid-up memberships and one without. Paul will send an email to all members stating that next year one has to have a paid-up membership to be kept on the list.

10. MODEL USER GROUPS – The Delta Model User Group has been expanded to include the models DSM2, RMA, TRIM, and SCHISM. The next Delta Model User Group meeting is Feb. 21. The only other current model user group is IWFEM. We need more model user groups. Perhaps flood modeling would like to be a user group.

It was also mentioned that in addition to model user groups perhaps we should start Discussion Groups on different topics. CWEMF could facilitate these discussion groups. For example, have a discussion group on natural flows in the Delta. We could reach out to the Delta Stewardship Council on their need for discussion groups. At the annual meeting ask who would like to participate on these discussion groups.

11. OTHER BUSINESS – It was mentioned that we should put our Steering Committee meeting dates onto the website in case other members want to attend.

12. NEXT STEERING COMMITTEE MEETING – March 2, 2018.

13. ADJOURN – 1:20 pm.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

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| Paul Hutton | Executive Director | Tetra Tech |
| Tariq Kadir | Convener | DWR |
| Shyamal Chowdhury | Vice-Convener | Wood-Rogers |
| Stacy Tanaka | Treasurer | Watercourse Engineers |
| George Nichol | Secretary | Public Member |
| Josue Medellin | Past-Convener | UC Merced |
| Ben Bray | | EBMUD |
| Anne Huber | | ICF |
| Katherine Heidel | | Tetra Tech |
| Nicki Sandu | | DWR |
| Hubert Morel Seytoux | | Hydroprose |
| Chuching Wang | | MWD |
| Mike Deas | | Watercourse Engineers |
| Rich Satkowski | | Public Member |

On Phone: Om Prakash, Tad Slawecki, Samson Haile Salassie

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| 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. • Money Management – Determine how CWEMF should invest its funds. |
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