

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For March 2, 2018

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

Major Items	<ul style="list-style-type: none">•
Action Items	<ul style="list-style-type: none">• Review the power point presentation for the business meeting – CWEMF officers.• Make a map for the meeting packet showing where the business meeting/social will be held – Executive Director• Purchase the screen-casting equipment – Nicki• Set up conference call on steering committee voting procedure – Tariq• Develop proposal for what types of permanent standing subcommittees that CWEMF should have - Executive Director
Parking Lot Items	<ul style="list-style-type: none">• (Located at end of minutes.)
Motions	<ul style="list-style-type: none">• A motion was proposed stating that a membership year is from annual meeting to annual meeting (with annual meetings being typically in March or April), but if a person pays in the first quarter of the year that membership will extend past the upcoming annual meeting and up to the next annual meeting. The motion did not pass.

REFERENCES HANDED OUT:

1. Executive Director’s report.
2. Secretary’s Report
3. Treasurer’s Report
4. Summary of Annual Meeting Sessions
5. List of Sponsors for the annual meeting
6. Strategic Plan Initiatives
7. Technical Workshops

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 – A motion passed to accept the minutes for the Jan. 19, 2018 Steering Committee meeting.

c. Treasurer's Report – A motion passed to accept the Treasurer's report.

ACTION ITEMS

3. ANNUAL MEETING –

a. Summary of Sessions –

(1). Abstracts are still coming in. Have not heard from five moderators yet. We still need a moderator for the student session. Ben described the goal of the student session, which is to provide guidance to students on modeling and to allow the students to build professional modeling connections. Can we get professors to serve as moderators for this session? Students get discounts to the annual meeting. If we do have a Proceedings for the annual meeting this may attract academics, although the Proceedings is not reviewed.

(2). A new element was proposed for the program, and this was to add a photo and biographic sketch of our keynote speaker to the annual meeting packet, along with a description of what his/her office is working on. The Delta Water Master has agreed to be our keynote speaker.

(3). Ben volunteered to be a moderator if needed to help with the USGS session. Paul and Ben will work together if needed to obtain the USGS abstracts.

(4). Ten persons have signed up so far to present posters. Twenty posters are desired. The poster requirements are on the CWEMF website. There is no information yet on the pop-up talks.

(5). Some commitments have been obtained from sponsors. Make sure we put up signs at the annual meeting acknowledging their contributions.

(6). The winners of the awards have been notified, and invitations sent to notable guests. The past convener will hand out the awards. Trophies are being prepared. It was announced that Jay Lund has been selected to the National Academy of Engineers, and we should mention this somewhere in the meeting.

(7). We should review our power point presentation for the business meeting. Make a map for the meeting packet showing where the business meeting/social will be held.

(8). It was decided not to have a hot lunch this year. The problem is logistics. There is no separate eating area, and we do not have the time to rearrange our lecture room over to an eating room in the time we have allotted to lunch.

(9). There was much discussion on the equipment needed for the annual meeting and workshops, and the equipment needed for screen-casting, and what we should purchase. This dealt with audio-visual needs, computer needs, microphones for screen-casting, post-processing, projectors, webcam, etc. Lapel microphones will be needed, as well as microphones that attach to the computer. The question arose as to why we need audio-visual recording, as it is labor-

intensive. We may need two people to run the equipment for each session. We will record the screen and words only. You will not see the speaker. Does anyone view the sessions later? It was felt they do, and it helps people who later want to see the sessions they missed in the parallel format. Try it for one year. Ask our membership later if they find value in the audio-visual recordings. Eventually we may want to hire an audio-visual person to help. The following decisions were made:

- Don't purchase laptops now – use DWR's for now (as usual)
- For screen-casting, purchase one Snag-It software, microphones, recording device, and webcam (approx. \$270). For post-processing, purchase one Camtasia software and on-line storage (approx. \$300). A motion passed on this, with no abstentions. We are purchasing one set of each, total cost to be up to \$500. Nicky will use some of his own equipment for now. If we like, purchase another next year. Install the software on the computer before the annual meeting.

The speakers have been notified of the potential for audio-visual recording and posting on the CWEMF website. No one has opted out yet. Speakers can always opt out later if they don't want audio-visual recording. Paul has set moderator guidelines. The logistics of this is to start the recording and audio in the morning, and run all day. It is the moderator's responsibility to make sure the recorder is turned on. Have a microphone attached to the laptop. (Nicky volunteered to set up in the morning, and to check during the day. Nicky will be the lead on the audio-visual recording. This recording worked good at the last CalSim workshop.)

For the future, there was some talk of eventually purchasing two computers for \$2,000 total and two projectors for \$1,200 total. Buy good projectors, because for the annual meeting the projectors are on all day. Also buy several extra lenses. There was some discussion on who is going to take care of this equipment in the future and have it to the workshops sessions.

(10). McClellan Park is no longer available for workshops, as the federal and state occupants need the conference room for their own use.

4. STEERING COMMITTEE VOTING PROCEDURE – Proposed methods for who can vote are still being discussed. There are four methods being considered. Before proceeding further on this issue it was felt that more members (there are now four members) were needed on the subcommittee, in order to get a larger view of the issue. Six additional persons volunteered today to serve on the subcommittee, these being Anne, Rich, Om, Chuching, Ben, and Hubert. A conference call is being set up to proceed on this issue.

5. WORKING LUNCH –

6. MEMBERSHIP FISCAL YEAR ISSUE – There was much discussion on this. In the membership form make it clear when the membership year is and for what period of time a payment covers. A motion was made, seconded, and discussed stating that a membership year is from annual meeting to annual meeting (with annual meetings being typically in March or April), but if a person pays in the first quarter of the year that membership will extend past the upcoming annual meeting and up to the next annual meeting. The voting was 5 for passing this

motion and 4 against passing this motion, and since our by-laws state that motions must pass by a 2/3 vote, the motion did not pass. Further discussion will be held on this topic.

7. STRATEGIC PLAN – INITIATIVES -

a. For an agenda item in May, discuss what kinds of permanent standing committees that CWEMF should have. Paul will make a proposal on this. This will first focus on the permanent standing committees to have, and later on the action items that each standing committee will focus on. A question to be determined is should there be one permanent standing committee for each important topic, such as the Strategic Plan, or should there be multiple permanent standing subcommittees within the Strategic Plan itself? The final product of this effort might look as follows:

Standing Subcommittee “A” Action Items Chairperson Members

b. The products developed by CWEMF (through its own members or through retained consultants) will most likely be white papers and not models. For example, we could do a paper on gap analysis of what is missing in a given group of models, but not do the model changes needed.

c. An example of why we need permanent standing committees relates to the multi-dimensional modeling topic that CWEMF was interested in exploring about three years ago. No one was permanently linked to this topic to maintain momentum so it just fell by the wayside. With permanent standing subcommittees items would be reviewed on a systematic basis (i.e. possibly status reports at each steering committee meeting). This does not work with ad hoc subcommittees (no permanence).

d. There was some discussion on whether we could get some volunteers to be chairpersons of the permanent standing subcommittees at the annual meeting, but the consensus was that there is not enough time for this since we do not yet know what standing subcommittees we want. At the annual meeting we will discuss our goal of setting up permanent standing subcommittees. We might ask for suggestions at the annual meeting on what our permanent standing subcommittees should be, and on what our main action items should be.

e. It was mentioned that we are missing one of the strengths we had as an organization at the old Asilomar meetings. Since most everyone was available in the evenings or after socials we used to brainstorm (often over drinks) around a white board of what activities CWEMF might participate in and who suggested them. This often produced great ideas for the organization and potential supporters of the topic.

f. Another suggested activity of CWEMF is to use the wiki to put out our best understanding of a current modeling topic, and to invite responses and debate. Since a wiki discussion is not permanent whereas a white paper is, we could first have a Wiki discussion followed by a workshop and panel discussion and then a white paper on that topic.

g. In our above discussions on getting started on activities, we first have to determine how to pay for them.

8. WEBSITE – This is our portal to the general membership. Have a standing subcommittee for the website. The CWEMF Model Protocols document needs to be updated. Bring changes up for this document at the next steering committee meeting. Have this as a specific project. In the meantime Tariq will look at the cosmetics and see if current. This is an Action Plan item. There was some interest in having our website contain a model clearinghouse tab (at least for Delta models). Have a link to the models. Perhaps have funding for a person to help. Think more on this after the strategic plan permanent standing subcommittees are developed. The Delta Science Program is also working on a model clearinghouse, so coordinate with them.

9. TECHNICAL WORKSHOPS – The recent flood modeling workshop had 29 attendees. It covered 4-5 flood models, which was too much. The CalSim3 workshop is coming up on March 22-23. The USGS mercury in reservoirs workshop and sea level rise workshop were discussed. We should start to do audio-visual recording of the workshops more.

10. MODEL USER GROUPS –

a. The Delta Model Users Group had two speakers last month. They covered the HEC-RAS model, water quality, the UnTrim model, and DELFT. It was mentioned to link the Delta models with watershed models.

b. Samson is working on developing a Flood Model Users Group.

c. The IWFMM Model has fewer users (about 45) and occasionally meets as a user group.

d. Other possible user groups might be for CalSim and CalLite.

11. OTHER BUSINESS

a. It was mentioned that CWEMF should make more effort to connect its technical modeling side with its decision-making side.

b. In updating our By-Laws, a motion was passed to include a non-discrimination clause (to be taken from the California Code of Regulations (CCR) (paragraph 11006) and a clause for when membership can be removed from an individual.

12. NEXT STEERING COMMITTEE MEETING – May 18, 2018. It was decided to meet until 2:30 pm again.

13. ADJOURN – 2:30 pm.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Paul Hutton

Tariq Kadir

Shyamal Chowdhury

Stacy Tanaka

George Nichol

Ben Bray

Anne Huber

Executive Director

Convener

Vice-Convener

Treasurer

Secretary

Tetra Tech

DWR

Wood-Rogers

Watercourse Engineers

Public Member

EBMUD

ICF

Katherine Heidel
Nicky Sandu
Hubert Morel Seytoux
Chuching Wang
Rich Satkowski
Om Prakash
Ben Geske
Greg Reis

Tetra Tech
DWR
Hydroprose
MWD
Public Member
West Consultants
Delta Science Program
Bay Institute

On Phone: Tad Slawecki (LimnoTech), Samson Haile-Selassie (DWR)

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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