

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For May 18, 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">• Work with web master so persons signing up for the annual meeting are immediately confirmed by email – Paul• Make a “Guide for Moderators” for the annual meeting – CWEMF• Make a “Supplemental Information” guide for presenters whose screen castings will appear on the web site – CWEMF• Check if the Lake Natoma Inn has speakers which can be used at our annual meeting – Paul• Get cost estimates of hot lunches in the Lake Natoma Inn Pavilion – Paul• Let Shyamal know that UCD Watershed Group (Jay) is interested in helping with the communications workshop – Tariq• Discuss what needs to be done to update the CWEMF Modeling Protocols document – Tariq and Rich Satkowski
Parking Lot Items	<ul style="list-style-type: none">• (Located at end of minutes.)
Motions	<ul style="list-style-type: none">•

REFERENCES HANDED OUT:

1. Executive Director’s report.
2. Secretary’s Report
3. Treasurer’s Report
4. Annual Meeting 2018 Survey Results
5. Proposal to Establish CWEMF Standing Committees
6. Technical Workshops

1. INTRODUCTIONS/DESIGNATION OF QUORUM – Introductions were made. Eleven persons are present, three are on the phone, and there are two proxies. 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 March 2, 2018 Steering Committee meeting. (The draft minutes for the 2018 annual meeting will be reviewed at the next Steering Committee meeting.)

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

ACTION ITEMS

3. ANNUAL MEETING –

a. Attendance/Financial Overview - There were 180 persons registered for the annual meeting, which included: DWR – 58; USBR – 18; UCD – 15; Woodard & Curran – 8. There were 39 single payers, and 67 late registrants. There was some discussion on having immediate confirmation via email when people sign up for the annual meeting. Paul will work with the webmaster on this.

b. Survey Results – There were 85 responses to the Survey Monkey. Some comments were: (1) some could not hear well in the back of the room due to the A/C sounds; (2) the speaker units may not have been positioned properly (there are speaker units for recording, and speaker units for voice transmission to the back of the room); the screen size may not have been large enough; the font is not large enough on some slides; and too much information on some slides.

The session moderators should ask if the attendees can hear. CWEMF will make a “Guide for Moderators” (a short 6-8 bullet page) to remind the moderators what they should look for during their session (see 3 (b) above), and which they can also share with their individual speakers.

c. Presentations and Proceedings – Screen-casting recording was done for the presentations of both sessions (this has also been done for the past few workshops). Each laptop for the speakers had an electronic folder so the presentations (power points) could be saved for CWEMF's website. Most of the power points saved are now on the website. Some speakers did not want their presentation put onto the website. There was much discussion on who should have access to the website speaker presentation power points. Should we have members-only access? Nicky gave a presentation of how well the screen-casting went. The Questions and Answers of each talk will not appear in the screen-casting.

Regarding having a written Proceedings of the annual meeting, the question arose as to whether we should do it. We now post abstracts on the web site, and the audio-visual screen castings will show much of the information presented. Instead of a Proceedings, why not have “Supplemental Information” on each presentation put on by the authors?

Leave it to the discretion of the individual author. This information can be on Wiki and linked to the CWEMF website. Let's develop some general guidelines for the "Supplemental Information".

- d. Steering Committee Comments and Recommendations for 2019 –
- (1) Do better in announcing where the business meeting will be held.
 - (2) Have speakers in the front and back of the rooms. Have lapel mics with the speakers. Check if the hotel has speakers to use. Use laser pointers.
 - (3) Hot lunches – There is lots of interest in having at least one hot lunch. There was talk of using the outside Pavilion tent or the Sierra Room for hot lunches. The Pavilion can only hold 170 persons, and we have 240. We would have to move the tables in the Sierra Room. Or, we could go off-site for some or all lunches. Late registrants don't sign up soon enough to be counted for hot lunches. It was decided to get cost estimates of hot lunches in the Pavilion. Paul to check on this. Make a decision at the next steering committee meeting on the following options:
 - One Box Lunch (no hot lunches; go off-site for other two lunches).
 - One Box Lunch (plus one hot lunch: go off-site for other lunch)
 - Two Box Lunches (plus one hot lunch)

The lunch situation will be decided at the next steering committee meeting.

- (4) Bring a screen for the business meeting. Have a checklist of who will be bringing what to the business meeting, and who will be setting up what.
- (5) The student session had 15 students. A motion was made to increase the student annual meeting registration rate from \$0 to \$40 for 3-days (to approximately cover the cost of the meals). The student membership rate, \$10, did not change. Thus, the total cost for a 3-day student registration, including membership, was increased to \$50 (\$10 for student membership and \$40 for annual meeting registration).
- (6) The panel discussions were great, but the Q & A were not recorded in the screen casting.

4. PROPOSAL FOR STANDING COMMITTEES

Standing committees are proposed with the intent that they will keep the momentum going of items which come before the steering committee. (The underlying goal is to keep things happening behind the scene.) Lots of important items have been dropped by the steering committee over time as new items arise. The steering committee is too busy to follow up on everything. Standing committees could keep the focus on the items over time and keep them active. The standing committees will keep the Action Plan updated (the Action Plan is the implementation of the Strategic Plan). At present the steering committee gets involved in too much minutia. We should tap into the general membership who have resources. There was lots of discussion. It was decided that before defining our standing committees we should make a list of the important things we want to accomplish, and then what standing committees they would fit into.

5. WORKING LUNCH

6. WEBSITE –

Tariq logged in and showed the new website. The website will let people have access to the screen-castings of our workshops, videos of the annual meeting, and our photo gallery. There was much discussion of who would have access to our website, and whether passwords would be needed or not. Also, there was discussion on how to handle presenters who do not want their screen-castings seen by outsiders. It was decided to present all screen castings and let individual people opt out if they do not want their information seen by outsiders. In the future the moderators are to ask their speakers if they want their screen casting available for viewing or not.

7. PROPOSAL FOR NEW ORGANIZATIONAL MEMBERS – Tabled.

8. DSC INTEGRATED MODELING STEERING COMMITTEE

This topic was presented by Ben Geske of DSP. This 25-person steering committee is made up of representatives from many state agencies in a loose structure. They are gathering ideas on how to improve the Delta, and how to fix what may need fixing. They want to improve the lines of communication among groups. What are the Delta decision makers faced with? What are current models being used for? They want model managers, fish scientists, others. They are preparing an inventory of Delta models, and where the data gaps are. They are interested in the fish, biochemical, social, and economic conditions along with other things. What are the needs, what tools exist, what is missing? They have prepared an RFP for integrated modeling support, and are now issuing contracts. CWEMF could help in those things that we do well. CWEMF should let DSP know if something is missing. Perhaps CWEMF could be on the steering committee; they meet every two months, and have produced a 72-page report. We can share Work Plans. If CWEMF could go to the kick-off meeting between the DSP and the contractors then CWEMF could see where it might plug in, say what has been tried already and where we are going, and present lessons learned. The kick-off meeting is in July. If workshops are needed perhaps CWEMF could set those up in a timely manner.

10. CWEMF-IEP COORDINATION – Tabled

11. TECHNICAL WORKSHOPS –

Workshops in the planning stage are METRIC, SEA-LEVEL RISE, IDC, IWFM, and MODFLOW OWHM.

Workshops in the conceptual state are CALLITE and CALSIM, MEASUREMENT and DATA ISSUES, COUPLING BEHAVIORAL MODELING and HYDRO/WQ MODELING, and a COMMUNICATIONS WORKSHOP. Note: The UCD Watershed Group (Jay Lund) is interested and could help on this communications workshop. Tariq will pass this information on to Shyamal.

12. MODEL USERS GROUPS

The Delta Modeling Group will be meeting on June 20; mainly this will cover DSM-2.

13. OTHER BUSINESS

The CWEMF Model Protocols document needs to be updated. To what level should it be updated? Tariq and Rich Satkowski will discuss this and have something to discuss at the next steering committee meeting.

14. NEXT STEERING COMMITTEE MEETING – July 20, 2018.

15. ADJOURN – 2:30 pm.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Paul Hutton	Executive Director	Tetra Tech
Tariq Kadir	Convener	DWR
Shyamal Chowdhury	Vice-Convener	Wood-Rogers
Stacy Tanaka	Treasurer	Watercourse Engineers
Ben Bray		EBMUD
Katherine Heidel		Tetra Tech
Nicky Sandu		DWR
Chuching Wang		MWD
Rich Satkowski		Public Member
Ben Geske		Delta Science Program
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On Phone: Tad Slawecki (LimnoTech), Om Prakash (West Consultants), Greg Reis (The Bay Institute)

Proxies: Stacy has Anne Huber proxy, George Nichol has Josue Medellin proxy.

Parking Lot Items	<ul style="list-style-type: none"> • Multi-Year Budget – Prepare a draft. • Peer Review Process - Development of peer review administrative process. • 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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