

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For Sept. 21, 2018

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

Major Items	<ul style="list-style-type: none"> • Annual meeting set for April 22-24, 2019
Action Items	<ul style="list-style-type: none"> • Make a down-payment for the 2019 annual meeting at Lake Natoma Inn – Paul • Obtain some more logistical information for having a hot lunch at Lake Natoma Inn Paul • Send an email to the CWEMF members and some e-lists asking for ideas for sessions for the annual meeting – Paul • Take a first-cut at the annual meeting sessions being proposed, and then pass that list along to the chairperson of the sessions subcommittee – Paul • Send out an email to the membership asking for feed-back from persons interested In becoming CWEMF officers – Paul • Send an email to the membership stating that the new CWEMF website is available now – Tariq • Prepare a proposal on how CWEMF should invest its funds in CDs – Anne and Stacy
Parking Lot Items	<ul style="list-style-type: none"> • (Located at end of minutes.)
Motions Passed	<ul style="list-style-type: none"> • The chairpersons of the standing subcommittees will be appointed by the Steering Committee. • Activate the new CWEMF website now. • Reimburse Nicky for his wiki costs.

REFERENCES HANDED OUT:

1. Executive Director’s Report.
2. Secretary’s Report
3. Treasurer’s Report FY 2017
4. Workshops Status

 1. INTRODUCTIONS/DESIGNATION OF QUORUM – Introductions were made. Eleven persons are present, six are on the phone, and there is one proxy. A quorum was declared. The Treasurer is absent.

2. CONSENT CALENDAR

- a. Executive Director's Report – The Executive Director's report was submitted. His comments for this meeting are included in the comments below.
- b. Secretary's Report – A motion was made passed to accept the minutes for the July 20, 2018 Steering Committee meeting. There was one abstention. A few typos will be corrected. (The draft minutes for the past 2018 annual meeting will be reviewed at the next Steering Committee meeting.)
- c. Treasurer's Report – The Treasurer was absent. A motion passed to accept the Treasurer's report.

ACTION ITEMS

3. ANNUAL MEETING –

- a. Select Date - The date of April 22-24 was selected for the annual meeting. Paul will contact Lake Natoma Inn and make a down-payment. A hot-lunch decision was tabled for now. Paul will obtain some more logistical information on having a hot lunch and report back.
- b. Volunteers – Awards Subcommittee - The awards sub-committee will consist of Josue (chair), Ben Bray, and Tariq.
- c. Volunteers – Sessions Subcommittee - The session's sub-committee will consist of Anne Huber (chair), Josue Medellin Azuara, Rich Satkowski, Om Prakash, and John DeGeorge. The Executive Director will send out an email to our membership lists and some E-News lists asking for ideas for the sessions. He will take a first-cut of the sessions being proposed, and pass that by the chair. The theme for the annual meeting will be selected later. Some of the responsibilities of the session subcommittee are to select the sessions from all of the ones proposed, select and train moderators for the sessions, arrange for the timing of the sessions, and don't have related sessions together in the same time slot. The Steering Committee and others can solicit for speakers and moderators.
- d. Officer Election – CWEMF has five officers, these being the convener, vice-convener, past convener, secretary, and treasurer. Upon the completion of their two-year terms, the vice-convener automatically becomes the convener, and the convener automatically becomes the past-convener. Paul will send a separate email to the membership asking who would like to run for the offices of vice-convener, treasurer, and secretary. Paul will attach a description of each of the officer duties. The deadline for nominations is before the January 2019 steering committee meeting.
- e. Theme – Ask the steering committee for ideas. Normally the key note speaker will speak toward the theme. Look at what is going on in modeling or related areas in California to determine the theme. The question arose as to why have a theme. One reason is that it helps people to focus. Is there currently a major water issue going on? The question arose as to whether select a theme first, and then select sessions around that theme, or to select salient sessions and then develop a theme around those sessions. A theme has to be broad so as not to discourage sessions. The California Water Fix may have material for a theme and sessions.

4. STANDING COMMITTEES

The purpose of having standing committees, one for each major topic of the Strategic Plan, is to keep our activities in alignment with the Strategic Plan. So far the following persons have volunteered to be chairpersons of the following topics:

- a. Initiatives and Relevance – Ben Geske
- b. Website – Tariq Kadir
- c. Budget/Bylaws – Anne Huber
- d. Education/Peer Reviews – Josue Medellin Azuara. Chuching Wang will help with the peer reviews.

The chairpersons of each topic will provide information for the steering committee agendas. The tenure for the chairpersons will be two years (after this first beginning period of 1 ½ years). A motion was made to approve the above chairpersons, with their duties to start immediately. A motion was made to have the chairpersons be appointed by the steering committee. The motion passed unanimously, with no abstentions. The chairpersons are to keep the Strategic Plan up to date. The chairpersons will report on their activities at steering committee meetings.

5. WEBSITE

Tariq showed the new website today on a wall screen. CWEMF members will be able to access the entire site using a password. They will need to send an email to the webmaster who will then give them access to the site. There will be a public face for some of the items. The webmaster is ready to activate the site now. While some of the content of future workshops will be on the website, people will still have to attend the workshops to get details. We still need to determine what will be free for general viewing and what we will withhold in order to generate revenue for CWEMF. There will be future training videos on how to use the website. A motion was made and passed to activate the website now. Tariq will send an email to the membership stating that this website is available now.

INFORMATION ITEMS

6. DELTA STEWARDSHIP COUNCIL INTEGRATED MODELING –

The Delta Stewardship Council's Delta Science Program (DSP) and CWEMF will be collaborating on the development of the modeling wiki. This will be a platform for model descriptions. This wiki will ultimately reside at CWEMF. Nicky funded this wiki to get it started. The cost is \$10/month for up to 10 people. The question arose as to what is the cost for more people to be able to edit it. A maximum of 1,000 people can be on the wiki, but it was mentioned that you don't want too many people to be able to edit it. It was suggested to keep our emphasis in modeling broad (i.e. hydrodynamic modeling, water quality modeling, biological modeling, water-related economic and social modeling, etc.). The DSP will develop the content of the wiki, and CWEMF will make the wiki. The question arose as to who will pay the monthly fee, but was unanswered. A motion was made to reimburse Nicky for his wiki costs to date. The motion passed with two abstentions. Nicky will continue working on the wiki.

7. DELTA SCIENCE CONFERENCE RECAP

Paul made a presentation at the conference. Paul suggested that in the future CWEMF should consider having a booth at the conference to make CWEMF known to the participants. One beneficial take-away from this conference is their strict emphasis on keeping the talks on

schedule, Another is that if a talk ends early the next talk waits until its own scheduled time to start, so that an incoming audience does not miss out on the opening of any of the presentations. It was suggested to do this for our own annual meeting... Another suggestion was to put up posters at the entrance of rooms on what talks are being offered and at what times. We should pay some attention on how professional meetings are run.

8. TECHNICAL WORKSHOPS

Workshops in the planning stage are Sea-Level Rise (tentative winter 2019), IDC model (fall 2018), IWFM model (fall 2018), and the MODFLOW OWHM model (winter 2019). We should encourage others to bring up additional workshop topics.

9. MODEL USER GROUPS

The Delta Modeling User Group is theme-based. This group will meet again in December 2018.

10. OTHER BUSINESS

a. CWEMF Financial Considerations – Last year at the Nov 17, 2017, steering committee meeting there was a motion to buy a 6-month CD for \$110,000. This motion had passed, but a CD has not yet been purchased. Today we talked about investing a greater amount of money in CDs at 1-year intervals because the 1-year interest rate is substantially larger than the 6-month interest rate. We decided that Anne should confer with Stacy to come up with a specific proposal for the next steering committee meeting.

b. DSP Proposal – It was mentioned that the DSP will be asking for grant proposals to do work to support their modeling efforts (see earlier minutes for details on this DSP effort). The question arose as to whether CWEMF should apply for a grant with DSP to do some of this work. Such a grant might be for developing a white paper on some current topic, or taking wiki to the next higher level. The proposals are due by Oct. 26, 2018. Are we interested? Are we qualified to propose on this? Right now we have our own money, but we have not selected a project to work on. Start thinking about the above for the future. Could we get grants for workshops, for scholarships, etc.?

c. Updating CWEMF Model Protocols – We need to consider updating our modeling protocols document. Tariq will contact Rich to set up a time for them to discuss this. For the first cut just go through and make sure the names, dates, and references are correct After this the new Initiatives standing sub-committee will consider whether a contract should be issued to create a new version 2.0 of this document that will update modeling details. Then they will prepare a recommendation to the steering committee.

d. Delta Stewardship Council's DSP – The DSP is meeting to update their document on relevant stakeholder groups. CWEMF is listed in that document.

11. NEXT STEERING COMMITTEE MEETING – Nov. 16, 2018.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Tariq Kadir	Convener	DRW
Paul Hutton	Executive Director	Tetra Tech
Shyamal Chowdhury	Vice-Convener	USACE
Josue Medellin-Azuara	Past Convener	UC Merced
George Nichol	Secretary	Public Member
Ben Bray		EBMUD
Nicky Sandhu		DWR
Chuching Wang		MWD
Jon Traum		USGS – CAWSC
Anne Huber		ICF
John DeGeorge		RMA

On Phone: Rich Satkowski (Public Member), Erik Reyes (DWR), Katherine Heidel (Tetra Tech), Om Prakash (West Consultants), Greg Reis (The Bay Institute), Tad Slawewski (LimnoTech), Kijin Nam (DWR)

Proxies: Ben Bray has Mike Deas's and Stacy Tanaka's proxies.

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.
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