

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

Corrected Version

MINUTES OF THE STEERING COMMITTEE

For July 19, 2019

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

Major Items	<ul style="list-style-type: none">• A decision was made to have a three-track session at the annual meeting.
Action Items	<ul style="list-style-type: none">• Prepare draft guidelines for the Student Applied Water and Environmental Modeling Research and Best Poster Scholarships - Education/Peer Review Committee• Find the past information on our operating reserve - Paul
Parking Lot Items	<ul style="list-style-type: none">• Located at the end of these minutes. Several completed items have been removed as a result of this meeting.
Motions Passed	<ul style="list-style-type: none">• A motion was made and passed to add an additional \$50,000 to continue work on revising the Modeling Protocols document.

REFERENCES HANDED OUT:

1. Executive Director's Report.
2. Proposal for 2020 AM Session Format
3. Education/Peer Review Committee Report
4. Website Committee Report
5. Initiatives/Relevance Standing Committee Report
6. Budget and Bylaws Standing Committee Report
7. Secretary's Report (Draft Minutes of the May 17, 2019 meeting).
8. Treasurer's Report
9. Student Scholarship and Awards Proposal

1. INTRODUCTIONS/DESIGNATION OF QUORUM – Introductions were made. Ten persons were present, and five were on the phone. A quorum was declared.

2. CONSENT CALENDAR

- a. Executive Director's Report – The annual meeting registration dues are all paid. The Executive Director's other comments for this meeting are included in the items below.
- b. Secretary's Report – A motion passed to accept the minutes as corrected by Ben Bray's comments for the May 17, 2019 Steering Committee meeting.
- c. Treasurer's Report – The FY ended June 30. The tax forms have been completed and submitted.
- d. Education/Peer Review Standing Committee Report – It was suggested that presentations during the annual meeting be limited to 20 minutes, down from 25 minutes. A Student Scholarship and Awards Proposal will be discussed below.
- e. Website Standing Committee Report – Postponed.

- f. Initiatives/Relevance Standing Committee Report – Postponed.
- g. Budget/Bylaws Standing Committee Report – A second amount of \$100,000 has been deposited to a CD at Live Oak Bank. We are thinking of transferring our checking and savings accounts to the Golden One Credit Union, which is more accessible to all officers and the Executive Director.

ACTION ITEMS

3. MODELING PROTOCOLS –

- a. The modeling protocols (MP) subcommittee has met twice, on June 6 and July 11. They have prepared an outline of what should be in the revised MP document. The target for completion of the document is the summer of 2020.
- b. \$10,000 has been approved to date by the Steering Committee to cover the work of the UCD principal investigator (PI) and two grad students (the cost for each grad student is about \$50/hr.) to cover the work to be done during the period of August through October of 2019, which includes the literature review of recent and current modeling work, interview the modelers doing the work as well as other experts in modeling, and write up the results of the interviews to serve as examples of how modeling work is initiated and conducted. (This work is being called Phase 1, and a scope of work and timeline have been developed.)
- c. The intent now is to request an additional \$50,000 to have the grad students do further work to fill in the outline that was developed by the MP subcommittee, between October of 2019 and April of 2020. It was suggested that our MP subcommittee review the Tetra Tech Memo 4 document developed for the Delta Science Program (DSP), to see if there is overlap between the outline and what is in the Memo 4 document so as to eliminate any wasted effort. (The MP subcommittee is currently doing a review of Memo 4, as requested by the DSP, and will submit any comments to the DSP by August 1.) The Tetra Tech work conducted interviews, and the revised MP work will also be based on interviews. Some comment sought to ensure that the levels of detail will be different between the two documents. Memo 4 is high-level and conceptual in what modeling should cover, while the revised MP document will be a hands-on working document for practitioners (to include, for example, many examples of various modeling efforts with different levels of success). (This work is being called Phase 2, and a scope of work (amended) and timeline have been developed.)
- d. More funding may be requested (roughly estimated at \$40,000) to write the formal report during the summer of 2020. (This work is being called Phase 3. It is unknown at this time who will write the final document.) The total cost of the project then may be in the area of \$100,000 (\$10,000 + \$50,000 + \$40,000 = \$100,000). The final document may be both web-based and in hard copy.
- e. A comment was made as to what is our outreach plan to have the revised MP document used by the modeling community? Will the document be used? It was mentioned that a workshop will be held to introduce the document to the modeling community, and it will be advertised at the CWEMF annual meeting and at the Bay-Delta Science Conference. We should prepare a list of who we think should attend the workshop. The document can also be sent to federal and State agency managers and discussed with them if they have questions.
- f. A motion was made and passed unanimously to add an additional \$50,000 to continue this work, as defined in the amended scope of work, as noted in item c.

4. PROPOSAL FOR 2020 ANNUAL MEETING (AM) SESSION FORMAT

a. The annual meeting will be held April 13-15, 2020. The Executive Director had the following proposal for modifying the annual meeting agenda: have a three-track meeting, instead of the typical two-track meetings. The committee agreed on doing this.

b. To assist in having three tracks we will rent the pavilion at Lake Natoma Inn. The poster room will also be available. If the posters are to be left up for the entire conference, we would need to rent the boards and room for the full three days, which would increase the costs associated with the session. We will also need to rent/purchase more audio equipment (e.g., mics), as well as screens, etc. Another person would be needed to help Nicky.

c. The question arose as to would we have to raise our annual meeting fees. The pavilion costs \$900 per day. The Sierra 2 room costs us \$400 per day. So a three-track annual meeting might cost us an additional \$3,000-\$4,000. Discussion was tabled until the next steering committee meeting.

d. A three track annual meeting would consist of 32 sessions, of which 28 would be technical sessions.

e. We may have an open call for speakers, rather than our past way of having the moderators select their speakers. Call for papers on wider topics. Each session is suggested to have four speakers.

5. PROPOSAL FOR CWEMF STUDENT SCHOLARSHIPS

a. To recognize contributions of students or recent graduates and increase student participation in CWEMF events, the Committee on Education and Peer Review proposes the inception of three student awards to be presented during the annual award meeting (see Handout No. 9). In order of importance these are (1) Student Applied Water and Environmental Modeling Research, (2) Best Student Oral Presentation at the Award Meeting, and (3) Best Student Poster Presentation. This will be done instead of the student mentoring session that was done in past years, although the mentoring session may also be done again in the future.

b. There are 7-10 nearby educational institutions where students may be working on modeling.

c. The question arose as to how our proposed scholarships compare to those of other engineering and science organizations. Initial proposed monetary values of the awards are: Student Applied Water and Environmental Modeling Research - \$1,500; Best Student Oral Presentation at the Annual Meeting - \$500, and Best Student Poster Presentation - \$250. These amounts can be revised based on SC feedback. (The proposal included initial monetary values for the awards, but additional information is needed by the steering committee (i.e., what are typical amounts at other similarly sized conferences).

d. We still need to figure out the logistics on this. Ideas included giving these scholarship awards at the same time that the Hugo Fischer award is given, at the end of conference, etc. No decision was made.

e. Suggestions for selecting the winners:

(1) Have volunteer judges. We will need to put together guidelines and grading criteria for the judging.

(2) Have the audience have a hand vote, or send in scores on cell phones, or vote on paper and send them to the front.

f. Try these ideas out and refine them as time goes on. Just try the Research scholarship and perhaps the poster scholarship the first year, then the oral presentation scholarship in the future.

g. Let's make the guidelines for the research and poster scholarships, and revisit the award amounts, and discuss again at the next steering committee meeting. Make the draft guidelines for these events now, before the next steering committee meeting. Let Josue know by email if we have any comments.

6. PROPOSAL TO ESTABLISH STANDING WORKSHOP SUBCOMMITTEE

Postponed.

7. TBD (became review of parking lot items)

a. Multi-year budget – Our budgets do not go more than one year, so drop.

b. Peer Review Process – Keep for now. What documentation do we have on this? Go back and review our old notes to see why we wanted to have this. What does our web site say on the peer review process?

c. Equipment Inventory – Keep this for now, until Tariq and Nicky are here to discuss.

d. Financial Transparency – Drop. Transparency measures are already in place.

e. Operating Reserve – There is nothing in the By-Laws on this. We cover one year plus a small amount. Our Nov. 16, 2012 minutes said the operating reserve should meet our requirements for one year. This information should be posted on our web site. Paul will find the past information on our operating reserve and send this information to Stacy, and they will present this information at the next steering committee meeting.

INFORMATION ITEMS

8. TECHNICAL WORKSHOPS

Workshops that are coming up are:

- Water Budget
- C2VSim
- USGS MODFLOW-OWHM CVHM.

A coordinated operations workshop with Walter Bourez is being considered.

9. WEBSITE UPDATE –

Postponed.

10. MODEL USERS GROUP –

Postponed

11. OTHER BUSINESS –

At the next steering committee meeting considerations will be given to changing the name of the Career Achievement Award.

12. NEXT STEERING COMMITTEE MEETING –

Sept. 20, 2019, at Solano Irrigation District Office in Vacaville. At that time we will start our planning for the annual meeting.

13. ADJOURN – 12 noon.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Abdul Khan	Vice-Convener	DWR
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engineers
George Nichol	Secretary	Public Member
Josue Medellin		UCM
Ben Bray		EBMUD
Anne Huber		ICF
Chuching Wang		MWD
Will Anderson		SWRCB
Rich Satkowski		Public Member

On Phone: Mike Deas (Watercourse Engineering), Kijin Nam (DWR), Tad Slawecki (LimnoTech), Katherine Heidel (Tetra Tech), Greg Reis (The Bay Institute)

Parking Lot Items	<ul style="list-style-type: none">• Peer Review Process - Development of peer review administrative process.• Operating Reserve – determine how much we should keep in this Reserve.• Equipment Inventory – Needs to be updated.
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