CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

#### MINUTES OF THE STEERING COMMITTEE

####  For Sept. 20, 2019

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

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| Major Items | * Planning for the 2020 annual meeting has begun.
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| Action Items | * Annual Meeting - Paul will send out emails in next 2-3 weeks asking for input on the annual meeting sessions, speakers, and awards.
* Keynote speaker – All start to think about possibilities now.
* Annual Meeting Technical Support Subcommittee - Tariq will ask Nicky what help he needs, what knowledge his helpers need to have, and report this at the next steering committee meeting.
* Modeling Protocols Document – Develop a concise scope of work on what will be done by UCD and the consultant during Phase 1 and 2 work. – M.P. subcommittee.
* Contracting Document – Paul will look into the details of this document.
* Workshop Standing Committee – Tariq will contact Abdul on the chairmanship item.
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| Parking Lot Items | * Located at the end of these minutes. The storage of documents has been added.
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| Motions Passed | * Reallocate the $50,000 for the Model Protocols document.
* Accept the changes made to the Operating Reserve document.
* Discontinue the current permanent standing committees, and replace with a few task-related permanent standing committees and ad hoc subcommittees
* Funds can be used to pay for subcommittee working lunches.
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### REFERENCES HANDED OUT:

1. Executive Director’s Report.
2. Secretary’s Report (Draft Minutes of the July 19, 2019 meeting).
3. Treasurer’s Report, FY2019
4. CWEMF Initiatives and Relevance Subcommittee
5. Budget and Bylaws Subcommittee Report
6. Operating Reserve Fund Description
7. CWEMF Workshop Status
8. Proposal for 2020 AM Session Format
9. Education/Peer Review Committee Report

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1. INTRODUCTIONS/DESIGNATION OF QUORUM – Introductions were made.

Eight persons were present, five were on the phone, and three proxies held. A quorum was declared.

2. CONSENT CALENDAR

 a. Executive Director’s Report – Paul is making a series of checklists to help in carrying out the tasks involved with the annual meetings, the steering committee meetings, and general tasks. Other accomplishments are discussed in the following items.

 b. Secretary’s Report – A motion passed to accept the minutes for the July 19, 2019 Steering Committee meeting.

 c. Treasurer’s Report – The Bank of America was chosen as our new checking bank. The Golden One Credit Union does not provide accounts to incorporated non-profits, and River City Bank was too inaccessible. We now have two CDs at Live Oak Bank, with each about $100,000.

 d. Education/Peer Review Standing Committee Report – No report at this time.

 e. Website Standing Committee Report – No report at this time.

 f. Initiatives/Relevance Standing Committee Report – A table was presented showing the 2016 Strategies and Activities, and thoughts and questions pertaining to them.

 g. Budget/Bylaws Standing Committee Report – Details on the new bank account discussed above were presented. Written suggestions for changes to our Operating Reserve Policy were presented (see below).

ACTION ITEMS

3. ANNUAL MEETING

 a. Paul will send out emails in next 2-3 weeks asking for input on the annual meeting sessions, speakers, and awards. There will be an open call for sessions, rather than mostly pre-selected sessions as in the past. Persons who propose sessions will be asked if they can provide moderators and speakers. Paul would like to have moderators and abstracts of the talks by October. The final session’s list will be developed by January. Individual speakers will go into a session or asked to go into the pop-up talks or posters. Will Anderson volunteered to be the chair of a subcommittee to organize the sessions as they are proposed, and his volunteer helpers will be Anne Huber, John DeGeorge, and Ben Geske.

 b. Volunteers are needed for the awards subcommittee. Tariq, Josue, Ben Geske, and George volunteered. (Ben Bray will be asked to participate also.) The winners of the awards should be known by December.

 c. Start thinking about keynote speakers now. Discuss this at the next meeting.

 d. A theme was discussed. Should a theme align with the sessions? Should each session have its own theme? Or should a theme be over-arching for the entire annual meeting? Do we even need a theme? Get ideas for a theme after the sessions are formed. Discuss this at the next meeting.

 e. A formal Annual Meeting Technical Support Subcommittee is needed to prepare for the annual meeting, work at the annual meeting, and do finish-up work after the annual meeting. Nicky was overwhelmed last year. There is lots of behind-the-scene work involved, so a subcommittee is needed. Some of the work includes coming to the site the night before to get the equipment to the site, setting up the audio-visual equipment in several rooms, running it during the sessions, and obtaining and posting the presentations on the website after the meeting. Tariq will ask Nicky what help he needs, what knowledge his helpers need to have, and Tariq will report this at the next steering committee meeting.

4. MODELING PROTOCOLS

 a. Rich gave an update of the meetings the modeling protocols subcommittee have been having at the RMA office in Davis during August and September, and some phone calls.

 b. The goal is to complete a draft by April 2020 and the final document by the end of summer in 2020.

 c. Rich summarized the work done to date, as follows:

 (1) The steering committee allocated 10K in May for UCD to do the Phase 1 work, which was to do a literature review of the latest in modeling efforts and to do interviews of modeling experts who have been doing work in the Delta and central California. Then UCD is to write this work up on a narrative form that will go into the final report.

 (2) In July the steering committee had authorized another 50K for UCD and future consultants to do further work on filling in the document outline which the subcommittee had developed in their meetings at the RMA office.

 (3) In August Dr. Jonathan Herman had called Rich and said that the Phase 2 work would be too much for the UCD crew to do, for the time and expertise that they had available. The funding was not an issue.

 (4) In a phone call last week, it was decided to ask the steering committee today to reallocate the 50K which had been made available, so that 10K would go to UCD and 40K would go to a consultant. The consultant was to oversee and guide the UCD work, fill in the items of our document outline, and polish the final report. The UCD team will work on the report until it is finalized. If the steering committee agrees today to reallocate the funds as above, then the protocols subcommittee will meet on September 26 to discuss how to obtain and use a consultant to help with this work.

 (5) It was mentioned that a Phase 3 may be needed later on to finalize the work. The steering committee asked that we write all of this down, in the form of a scope of work, so that it is clear to them. The details of the work will be determined at the September 26 meeting of the protocols subcommittee, and the scope of work will then be written. A motion was then made and discussed to reallocate the funding as stated above. Discussion led to change the motion to share the 50K between the UCD and consultant, in amounts to be determined by the subcommittee, not to exceed 50K. The motion was seconded and passed unanimously.

5. OPERATING RESERVE POLICY

 Anne and Stacy have updated the O.R. policy. This was presented at today’s meeting. There was some discussion and some minor edits suggested. A motion was made and seconded to accept the policy presented today with the edits. The motion passed unanimously.

The above discussion led to some related issues on where to store all of our CWEMF documents, including the O.R. Policy document. Do we need cloud storage? Should we have this as an agenda item at our next steering committee meeting? Should our documents be part of our web site, like our Minutes? Should we keep the documents private or public? Put this as a parking lot item for now.

Since we are on this topic of updating documents, it was mentioned that there are two other policy documents needing updating, these being our Contracting Procedure and our General Investment Policy. There was some discussion on how our Contracting Procedure has handled federal contracts, such as with the USBR. What was the genesis of this procedure? Let’s discuss this again at our next meeting. Paul will look into this, possibly contacting Elaine and Mike Tansey.

 6. COMMITTEES/SUBCOMMITTEES

 a. Permanent Standing Committees – Paul was of the opinion that the permanent standing committees structured around the Strategic Plan are not working well, for various reasons. The original idea was to have these committees work behind the scenes, giving more time for action at the steering committee meetings. His proposal is to revert back to having ad hoc subcommittees as needed, made up of people who have an interest in the specific topic at hand.

 b. It was mentioned that some permanent standing committees could work well for essential items and other items, such as for the website development and its maintenance and for workshops.

 c. Possibly some people in the general membership would like to serve on some subcommittees. We need to do a survey of the general membership to find out who these people are. We should get better connected with the general membership. We need to find people who have an interest in a topic, and have the time and knowledge to pursue it.

 d. The following motion was made. Discontinue the current permanent standing committees, and replace with a few task-related permanent standing committees (such as website, workshops, and strategic plan) and ad hoc subcommittees. This arrangement will bring the responsibilities back to the steering committee. This is probably the best arrangement for a volunteer organization. The motion was seconded and passed unanimously.

 e. Over the last few years workshops have increased in frequency and in attendance. The logistics of preparing for, and conducting workshops are becoming more complicated and time-consuming; setting up a workshop, finding presenters, locating venues, registration, catering for refreshments, conducting the workshop, recording screencasts, preparing certificates, and preparing and analyzing surveys. Currently the Vice Convener is, by conventions, responsible for the workshops. A proposal was made to set up a separate standing committee on Workshops whose chair and members would serve for a one- or two-year term (maybe coincident with the election of the new Officers every two years?). If a chair could not be found, then responsibility for the workshops would fall back to the Vice Convener. In the current situation, Tariq suggested that Abdul, as current Vice Convener, be the chair. If Abdul declines then Tariq, has volunteered to serve as the chairman. Tariq will contact Abdul to discuss.

INFORMATION ITEMS

7. TECHNICAL WORKSHOPS

 A table was in the meeting packet showing which workshops are in the completed, scheduled, planned, or conceptual phases. Bill Fleenor of UCD has proposed a workshop on 3-D Delta Hydrodynamic Community Modeling.

8. WEBSITE UPDATE –

Nicky is asking for volunteers to help him on this.

9. MODEL USERS GROUP –

Postponed.

10. OTHER BUSINESS –

 a. There was some preliminary talk of a University of Washington professor making a presentation on Bayesian Modeling.

 b. A motion was made, discussed, and seconded for CWEMF to pay for working lunches during subcommittee meetings. The motion passed unanimously.

11. NEXT STEERING COMMITTEE MEETING –

Nov. 15, 2019, at Solano Irrigation District Office in Vacaville.

12. ADJOURN – 12:30 pm

 Respectfully Submitted

 George Nichol, Secretary, CWEMF

## ATTENDANCE

Shyamal Chowdbury Convener Corps of Engineers

Tariq Kadir Past Convener DWR

Paul Hutton Executive Director Tetra Tech

George Nichol Secretary Public Member

Anne Huber ICF

Will Anderson SWRCB

Ben Geske Delta Science Program

John DeGeorge RMA

On Phone: Mike Deas (Watercourse Engineering), Rich Satkowski (Public Member), Tad Slawecki (LimnoTech), Katherine Heidel (Tetra Tech), Jon Traum (USGS)

Proxies: Proxies for Ben Bray, Stacy Tanaka, and Abdul Khan.

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| Parking Lot Items | * Peer Review Process - Development of peer review administrative process.
* Equipment Inventory – Needs to be updated.
* Storage of Documents – What and where needs to be formulated.
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