

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For Nov. 15, 2019

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

Major Items	<ul style="list-style-type: none"> <li>• Annual meeting will now consist of three concurrent sessions.</li> </ul>
Action Items	<ul style="list-style-type: none"> <li>• Write down duties of CWEMF Secretary – George</li> <li>• Send out an email asking for candidates for the secretary position and attach the duty statement – Executive Director.</li> <li>• Contact the DSM2 and CALSIM groups to see if they want annual meeting sessions – Tariq</li> <li>• Find help for Nicky in electronically supporting the annual meeting sessions – Tariq, others.</li> <li>• Develop a policy on using our laptops at the annual meetings, and put into our Guidelines for Moderators – Paul, Josue</li> <li>• See if a projector can be borrowed from EBMUD for use at the annual meeting – Ben Bray</li> <li>• Make an updated list of who is on all subcommittees – George</li> <li>• Check into how the USGS electronically records their presentations – Jon Traum</li> <li>• At next steering committee meeting let us know the cost and specifications for the additional electronic equipment needed for the annual meeting – Nicky</li> <li>• Test the wireless speakers at Lake Natoma Inn - Nicky</li> <li>• Contact potential sponsors for the annual meeting social and meeting events - Paul, Rich, Tariq, Mike, Abdul, Josue, and Anne</li> <li>• Circulate our existing policies to the steering committee for review - Paul.</li> </ul>
Parking Lot Items	<ul style="list-style-type: none"> <li>• Located at the end of these minutes. The storage of documents has been added.</li> </ul>
Motions Passed	<ul style="list-style-type: none"> <li>• A motion was made and passed to add additional funds to complete the revisions to the Modeling Protocols document.</li> <li>• A motion was made and passed to select Tetra Tech to complete the revisions to the Modeling Protocols document.</li> <li>• A motion was made and passed regarding the posting of job announcements by CWEMF.</li> <li>• A motion was made and passed regarding annual meeting fees for students.</li> <li>• A motion was made and passed regarding annual meeting fees for non-profit organizations, non-government organizations, and seniors.</li> </ul>

REFERENCES HANDED OUT:

1. Executive Director’s Report.

2. Secretary's Report (Draft Minutes of the Sept. 20, 2019 meeting).
  3. List of Proposed Sessions for the 2020 Annual Meeting
  4. List of Past Annual Meeting Sponsors
  5. Scope of Work for the Revision of the Modeling Protocols Document
  6. List of Six Tasks for the Revision of the Modeling Protocols Document
  7. Costs for the Modeling Protocols Revision
  8. Proposed Policy for Distributing Modeling Job Postings Through CWEMF E-Mail
  9. Fee Change Proposal
  10. Workshops Status
  11. Treasurer's Report.
  12. CWEMF Operating Policies
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1. **INTRODUCTIONS/DESIGNATION OF QUORUM** – Introductions were made. Nine persons were present, five were on the phone, and one proxy held. A quorum was declared.

## 2. **CONSENT CALENDAR**

a. Executive Director's Report – The Executive Director has been working on the annual meeting tasks of sending emails calling for moderators, asking for award nominations, and assembling session proposals. Other accomplishments are discussed in the following items.

b. Secretary's Report – A motion passed to accept the minutes for the Sept. 20, 2019 Steering Committee meeting.

c. Treasurer's Report – We have re-registered as a charitable trust for another year. Our total funds are now \$428,096, of which \$367,969 is in the General Fund, \$16,158 is in the Peer Review Fund, and \$43,969 is in the Operating Reserve.

## **ACTION ITEMS**

### 3. **ANNUAL MEETING**

a. Officer Election – The steering committees suggestions for officers will be discussed at the next steering committee meeting. George will be retiring as secretary after the annual meeting in April, so candidates for secretary are being sought. George is to write down what the secretary duties are and submit that to the Executive Director. The Executive Director will send out an email asking for candidates for the secretary position and attach the duty statement.

b. Overall Format – For the first time this annual meeting will consist of three concurrent sessions, to accommodate more speakers. There will be two pop-up sessions.

c. Session's Subcommittee – The Executive Director has sent out a call for moderators and speakers. This went to our email list plus the California Water Plan list and the Delta list. There

are 28 session slots to fill. Sixteen tentative sessions have been selected so far. Other potential sessions are from HEC, AGU, CWP, Water Budget, AB1755, Southern California/Colorado River, etc. The proposed sessions will be turned over to Will Anderson and his subcommittee for final selection and time arrangement. If more sessions are needed the Executive Director will send out an email announcement. Tariq will contact the DSM-2 and Cal-Sim groups to see if they want sessions.

d. Awards subcommittee – The due date for nominations is Nov. 22. Do we have any carry-over nominations from last year? We have two nominations so far.

e. Technical Support Subcommittee –

(1). We need to get some help for Nicky. The annual support work has grown substantially in the areas of screen-castings, audio support, more sessions to cover, equipment set-up and operation, etc. Kijin has agreed to help Nicky, and Tariq will check to see if he can find another person.

(2). We should not use DWR laptops due to security. We need laptops now for three sessions (Mike can loan us one PC, so we need two more laptops). We need to develop a policy on using our laptops so that we can have full control over the screen-castings. Swapping laptops during the sessions is time-consuming. Different operating systems can cause a problem. The Executive Director or Josue will put this information into our Guidelines for Moderators.

(3). We need another projector, and can borrow one from DWR. Ben will see if he can borrow one from EBMUD.

(4). Nicky would like to test wireless speakers at Lake Natoma Inn, in about two weeks.

(5). George is to update who is on all subcommittees, for Tariq and Nicky.

(6). Jon Traum will check into how the USGS records their presentations, and get back to Tariq on this.

(7). At our next steering committee meeting, Nicky will let us know the cost and specifications for the additional equipment needed. We will then vote on what to buy.

f. Keynote Speaker – It was decided to check on the following potential speakers in the following order: Mark Arax (author of Dreamt Land, a history of water development in California's Central Valley), Felicia Marcus (retired from SWRCB), Ray Crout (sp) (Natural Resources Director, and Sara Mills (Utah State U.).

g. Theme – Some discussion ensued. Should a theme be tied around the keynote speaker topic, or around issues of the State's water, or something else? Is a theme even necessary? If anyone has theme ideas email them to Will.

h. Potential Paul, Rich, Tariq, Mike, Abdul, Josue, and Anne Sponsors – Now that we have more sessions there will be more expenses. There is an email template that describes what is involved in sponsoring. Paul, Rich, Tariq, Mike, Abdul, Josue, and Anne have agreed to contact potential sponsor companies.

#### 4. MODELING PROTOCOLS

a. Tetra Tech has prepared the scope of work showing the tasks to be performed in completing the Protocols document. Tetra Tech was recommended by our subcommittee to be our consultant

on completing this project because of their knowledge of modeling, we can leverage on the momentum they have from their recent work for the Delta Stewardship Council modeling documents, and their knowledge of model integration. The subcommittee had unanimous agreement on selecting Tetra Tech.

b. Two motions were made regarding this topic. Motion 1 allocated an additional \$35,890 to complete Phase 2, adding to the \$50,000 already allocated, making a total of \$85,890 available. This supersedes all previous Phase 2 allocations. The vote was all ayes, with no abstentions. Motion 2 was to use Tetra Tech as our consultant, as recommended by our subcommittee. The vote was all ayes with no abstentions. Tetra Tech will write up the contract language for CWEMF to review and approve. The Convener will sign the contract.

c. The interviews conducted by UC Davis in Phase 1 will be put into the final Protocols document.

## 5. JOB POSTINGS

We discussed this because we have received a complaint recently on jobs we have posted on emails. Also, we could get flooded with job postings. A motion was made to adopt the following language for future job postings:

*To further CWEMF's mission to increase the usefulness of models for analyzing California's water-related problems, the Executive Director may distribute California job announcements via email to current and past members. The announcement must be for i) a modeling-related position, i i) a position physically located in California, and iii) for an organization that has at least one current member in CWEMF.*

The motion was discussed and passed unanimously. The question came up on where to post the job announcements. No final determination was made on this.

## 6. PROPOSED MODIFICATIONS TO FEE STRUCTURE

a. Student Registration Fee Increase - Previously discussed at the May 2017 and May 2018 SC meetings. A motion was made to increase the fee from no cost to \$30. The total cost would increase to \$40 for the entire meeting when the \$10 membership fee is included. There is no early bird discount for the Student. There was much discussion of what constitutes a student classification. It was decided that for now a student has to be full time to qualify for this discount. The motion passed with all ayes and no abstentions.

b. Introduction of a Non-Profit/Non-Governmental Organization (and Senior) Rate – A motion was made to have this new rate category that would apply to non-profits and non-governmental organizations (NP/NGO). The NP/NGO registration fees would be half of the General fees. The early bird discount and annual membership fees are the same as the General category. A non-profit is defined as a registered 501(c)(3) organization. The motion was amended to include seniors at this same rate. A senior is a person who is 65 years of age as of Jan. 1 of the annual meeting year. This is subject to verification. The motion passed with all ayes and no abstentions.

## INFORMATION ITEMS

### 7. CWEMF POLICY DOCUMENTS

CWEMF currently has three operating policies, these being (1) Operating Reserve Fund, (2) Code of Conduct Governing Award and Administration of Contracts, and (3) Procurement Procedures. The information showing on Federal contracting results from the UBR requirements during the Groundwater Peer Review of several years ago. The question arose as to whether we need a review of our policies. Paul will circulate our existing policies to the steering committee for review. The question remains as to whether we need the job postings requirement as a new policy.

### 8. TECHNICAL WORKSHOPS

Here is the current information on our technical workshops:

- a. Recently Completed Workshops:
  - IDC Model
  - IWFM Model
- b. Workshops in the Conceptual Stage:
  - Water Budget Development
  - C2VSim
  - Leadership and Communication in Water Management
  - California Well Standards
  - Sea Level Rise (Calif. Ocean Protection Council)
  - MODFLOW OWHM (now called ONE WATER)
  - CVHM2
  - CALSIM
  - Callite
  - Measurement and Data Issues in Water Planning
  - Coupling Behavioral Modeling and Hydro/WQ Modeling
  - Community Modeling Effort
  - DSM2
  - Reservoir Coordinated Operations Workshop

### 9. WEBSITE UPDATE

Tariq gave a brief update on this, due to time constraints.

### 10. MODEL USER GROUPS

Tariq mentioned that three user group meetings were coming up. The IWFM group had a recent meeting.

### 11. OTHER BUSINESS

- a. At the next steering committee meeting we will decide on the Lifetime Achievement Award.

b. Be sure to sign in at the Solano Irrigation District counter when coming in to steering committee meetings.

12. NEXT STEERING COMMITTEE MEETING –  
Feb. 7, 2020, at Solano Irrigation District Office in Vacaville.

13. ADJOURN – 12:30 pm

Respectfully Submitted  
George Nichol, Secretary, CWEMF

ATTENDANCE

Shyamal Chowdbury	Convener	Corps of Engineers
Abdul Khan	Vice-Convener	DWR
Tariq Kadir	Past Convener	DWR
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
George Nichol	Secretary	Public Member
Anne Huber		ICF
Rich Satkowski		Public Member
Ben Bray		EBMUD
Josue Medellin		UC Merced

On Phone: Greg Reis (TBI), Kijin Nam (DWR), Mike Deas (Watercourse Engineering), Tad Slawecki (LimnoTech), Jon Traum (USGS)

Proxies: Tariq has for Nicky

Parking Lot Items	<ul style="list-style-type: none"><li>• Peer Review Process - Development of peer review administrative process.</li><li>• Equipment Inventory – Needs to be updated.</li><li>• Storage of Documents – What and where needs to be formulated.</li></ul>
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