

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For Feb. 7, 2020

(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">• Draft up the welcome letter to annual meeting attendees and provide to Paul - Shyamal• Draft up the awards letters for the annual meeting and send to Shyamal for signature - Tariq• Get the final annual meeting schedule on line – Paul• Set audio-visual up at Lake Natoma Inn for the annual meeting – Nicky and helpers• Let Paul know how the contacts with potential sponsors for the annual meeting are coming along – Sponsor contacts• Set up the equipment for the business portion of the annual meeting at the restaurant – Shyamal• Send the draft Power Point for the annual meeting to Shyamal - Paul
Parking Lot Items	<ul style="list-style-type: none">• Located at the end of these minutes.
Motions Passed	<ul style="list-style-type: none">• Nicky is authorized to spend up to \$1,000 on audio-visual equipment needed for the annual meeting.• Having a scholarship for the Executive Director Assistant at the annual meeting was approved.

REFERENCES HANDED OUT:

1. Executive Director’s Report.
2. Secretary’s Report (Draft Minutes of the Nov. 15, 2019 meeting).
3. List of Proposed Sessions for the 2020 Annual Meeting
4. List of 2020 Annual Meeting Sponsors
5. Treasurer’s Report.
6. CWEMF’s Ad Hoc Modeling Protocols Committee Report
7. Modeling Protocols Project Steps/Timeline
8. Website and Media Updates

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

2. CONSENT CALENDAR

a. Executive Director's Report – The Executive Director has been working on the annual meeting tasks, on dues, and on other financial matters. Other accomplishments are discussed in the following items.

b. Secretary's Report – A motion passed to accept the minutes for the Nov. 15, 2019 Steering Committee meeting.

c. Treasurer's Report – We have the following amounts in our three funds:

- General Fund - \$369,592
- Peer Review Fund - \$16,158
- Operating Reserve Fund - \$43,969

ACTION ITEMS

3. ANNUAL MEETING

a. Registration Status – Potential attendees should start talking to their bosses now, as some agencies have different timing rules for approving training and travel. Shyamal will draft up the welcome letter that will be sent to all registrants in the agenda packet, and forward that to Paul for inclusion in the Program..

b. Sessions Subcommittee –

(1). There has been an overwhelming response to our Call for Sessions since we expanded our announcement area. It is more complicated to put together the three parallel sessions compared to before when we had just two parallel sessions. In trying to accommodate all we have tried to merge similar sessions. We have prioritized those sessions which have seem most prepared. Wednesday only has two parallel sessions, so we could put the extra sessions in there. Next year should we plan to have three parallel sessions on all three days? Let's discuss this right after this year's annual meeting. We have tried to make sure that the proposed sessions are topics relevant to CWEMF.

(2). There was discussion of limiting the number of speakers in a session to four. Five speakers per session does not give enough time for questions and answers after each talk, and is also hard for Nicky to record the talks.

(3). Paul had three key points regarding preparing for future annual meetings, as follows:

- Streamline the preparation of the annual agenda
- Limit each session to four speakers, so there is time for Q and A.
- Don't expect to accommodate everyone who wants a session

(4) It is not necessary to have the same sessions every year.

(5). The ASCE lists the topics they would like to cover in their annual meetings, and then afterwards calls for moderators.

(6). Paul needs to get the agenda finalized soon, so the registrants can see what is being offered before registering. A motion was made as follows: *All existing issues with the schedule of sessions for the 2020 annual meeting are delegated to Will Anderson, with the input of the*

Executive Director and Convener, and any subsequent issues are to be determined by the Executive Director. The motion passed with all ayes and no abstentions. This will allow us to get the schedule on line soon. Final abstracts must be in by Feb. 21.

c. Awards Subcommittee – There were two nominations received, one for the Hugo B. Fischer Award and one for the Career Achievement Award. There was one nomination for the Life Time Achievement Award. The language for the awards needs to be written. Tariq will draft up a letter for this and send it to Shyamal for signature. Josue and Paul have examples of such letters of award.

d. Technical Support Subcommittee –

(1). Nicky went to Lake Natoma Inn several times to test the equipment. LNI has built-in audio. All of the rooms there including the pavilion have overhead speakers, which we can link into. We will need 3-4 wireless transmitters, which cost about \$35-\$40 each. Nicky will need to go to the LNI a day before the annual meeting to get things set up. Nicky is recruiting for helpers. The equipment is easy to use, but helpers are still needed as there are three parallel sessions going on. The following is the situation for laptops and projectors:

- The DWR laptops are no longer available for all sessions. Ben Bray will check out one laptop from EBMUD. Watercourse Engineers has one laptop they could bring. DWR can furnish one laptop (Nicky needs to get an OK from DWR on this).
- For projectors, CWEMF has one projector. DWR (Abdul) has one projector. MWD can furnish a projector. Ben Bray will get an EBMUD projector as a backup.

After some discussion and in order not to have to rely so heavily on outside laptops (and their potential loss), it was initially recommended to buy two laptops, with Office 365-A subscriptions. The cost for each laptop would be about \$600. We can use these at the workshops as well as the annual meetings. However, it was decided to wait until March to make a decision on purchasing the laptops. It depends on whether there are enough steering committee member organizations that can loan CWEMF the needed laptops and projectors for the annual meeting. If there are, we do not need to buy the items. If items need to be purchased there would still be enough time.

In summary, at this point in time we have the following equipment situation:

	<u>Need:</u>	<u>CWEMF owns:</u>	<u>Buy:</u>
Projector:	4	1	None
Laptop	4	None	None

(2). There have been complaints in the past of some people in the back of the room not being able to hear the speakers. A motion was made to allow Nicky to spend up to \$1,000 for such equipment as batteries, cables, various media and audio parts, and two more sets of recording equipment. The motion passed with all ayes and no abstentions.

(3). The equipment needs to be inventoried, listed, and stored in a secure location where it is easily available to all.

e. Officer Election – There was some discussion on filling the Secretary’s position. There appeared to be an individual interested in this position from a consulting company, but we were not sure of her availability. Ben Bray announced his interest in filling the position. Paul will check with the individual to determine if her interest is in the actual position or just being a member of the Steering Committee.

f. Potential Sponsors – Let Paul know how the availability of sponsors is coming along. Much of our success at the annual meeting comes from the social interactions we get during the sponsored events.

g. Business Meeting – Paul will send the draft Power Point to Shyamal for his use at the business meeting. Ben Bray will get EBMUD’s screen and projector for use. The restaurant is reserved. Shyamal will make sure the equipment is set up at the restaurant.

h. Keynote Speaker – Mr. Arax will present his talk followed by a panel discussion. Mr. Arax would like to sell some of his books at the meeting, and will this be done between the speech and panel discussion or after the panel discussion and before the next session? Have a table set up for his book selling in Sierra 2. Who will be the moderator and panel members? A moderator possibility is Lois Henry. Some panel possibilities are:

- Jay Lund (UCD)
- Journalist (Lois Henry)
- Social Member (Helen Dalkey)
- DWR Person or Francis Chung (policy level)
- SGMA member
- Local Perspective Person

(At least four persons on the panel would be good)

We will pay for the lodging and travel for Mr. Arax. We discussed to possibly pay lodging and travel for the moderator as well, but no decision was made.

i. Executive Director Assistant Scholarship – This needs authorization from the steering committee. A motion was made and passed to have this scholarship with all ayes and no abstentions. Paul will look for someone.

j. Theme and Program Cover – Rich will determine a theme.

4. MODELING PROTOCOLS

a. UCD finished its literature search and interviews.

b. Invitations have been sent to modeling experts (about 100 persons in all) in five modeling areas to participate in three-hour discussions with the protocols subcommittee. The meetings will be held in Davis at the West-Yost Office. The dates for these meetings need to be selected by Monday, so Tariq can lock in the dates with West-Yost. There will be no audio recordings of these meetings. Notes will be taken by Tetra Tech. This information will be added into the revised protocols document.

INFORMATION ITEMS

Due to time constraints today most information items were postponed. A model user's group report was given today. There will be DSM2 training for three days at the end of summer, and SCHISM training for five days at the end of summer. Interest in these workshops has to be determined now. Would it be possible to have these workshops as CWEMF workshops?

The next steering committee meeting is on March 20.

The meeting was adjourned at 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
Stacy Tanaka	Treasurer	Watercourse Engr.
George Nichol	Secretary	Public Member
Anne Huber		ICF
Rich Satkowski		Public Member
Ben Bray		EBMUD
Josue Medellin		UC Merced
Will Anderson		CCWD
John DeGeorge		RMA
Chuching Wang		MWD
Nicky Sandu		DWR

On Phone: Greg Reis (TBI), Mike Deas (Watercourse Engineering), Jon Traum (USGS), Katherine Heidel (Tetra Tech), Ben Geske (DSP)

Parking Lot Items	<ul style="list-style-type: none">• 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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