CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

#### MINUTES OF THE STEERING COMMITTEE

####  For Jan. 19, 2019

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

|  |  |
| --- | --- |
| Major Items | * Annual Meeting Award winners selected
* CD being purchased
 |
| Action Items | * Discuss the possibility of a peer review with DWR on their new SVSIM model – Josue.
* Turn the initial list of proposed sessions for the annual meeting over to Anne’s selection committee – Paul
* Select the 22 sessions for the annual meeting talks, and their order of presentation, and return to Paul by mid- Feb. – Anne’s committee.
* Send the draft annual meeting agenda sessions list to the Steering Committee for review, by mid-March - Paul
* Contact the potential keynote speaker – Ben.
* Send Will Anderson the document describing what a sponsor’s contribution for the annual meeting goes to – Paul
* Check with Lake Natoma Inn if outside equipment can be used there - Paul
 |
| Parking Lot Items | * (Located at end of minutes.)
 |
| Motions Passed | * A motion was made and passed allowing Nicky to purchase some equipment needed for screen-casting the annual meeting and workshops.
 |

### REFERENCES HANDED OUT:

1. Executive Director’s Report.
2. Initiatives/Relevance Standing Committee Report
3. Budget and Bylaws Standing Committee Report
4. Secretary’s Report (Draft Minutes of the Nov. 16, 2018 meeting).
5. Treasurer’s Report FY 2017, dated Dec. 31, 2018
6. Draft Summary of Sessions for the 2019 Annual Meeting
7. List of the Proposed Sessions from the 2018 Annual Meeting
8. List of the Proposed Miscellaneous Talks from the 2018 Annual Meeting
9. List of 2019 Annual Meeting Sponsors.
10. Workshops Status dated Dec. 4, 2018

------------------------------------------------------------------------------------------------------------------

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

Ten persons are present, five are on the phone, and there is one proxy. A quorum was declared.

2. CONSENT CALENDAR

 a. Executive Director’s Report – A list of the proposed annual meeting sessions was passed around the table. The Executive Director’s comments for this meeting are included in the items below.

 b. Secretary’s Report – A motion passed to accept the minutes for the Nov. 16, 2018 Steering Committee meeting.

 c. Treasurer’s Report – A motion passed to accept the Treasurer’s report.

 d. Education/Peer Review Standing Committee Report –

 At this point it appears that CWEMF will not be involved in any peer review with the 2nd Nature organization on their Reasonable Assurance Analysis and Green Infrastructure Plan for PCBs and Mercury in Solano County. The reason appears to be substantial oversite already being given to this study by the Bay Area Stormwater Management Association (BASMA).

 A new model being developed by DWR is called SVSIM. There is the chance that CWEMF might be involved in a peer review for this model. Josue and DWR will discuss this possibility.

 e. Website Standing Committee Report – So far about 40 people have asked for and received access to the password-controlled portion of the CWEMF website. Paul will work with Tariq to start the annual meeting reservation process on the website.

 f. Initiatives/Relevance Standing Committee Report – The Delta Science Program (DSP) is planning a workshop aimed at convening experts from the modeling world with current decision-makers working in the Delta in order to create a better relationship and understanding of current issues, and how this collaboration can optimize available scientific information for making complex decisions. The DSP will be asking the CWEMF community for help in planning and attending this workshop.

 g. Budget/Bylaws Standing Committee Report – The purchase of a $100,000 certificate of deposit (CD) in February is in progress. This will be followed by the purchase of a similar CD in August.

ACTION ITEMS

3. ANNUAL MEETING –

 a. Proposed Sessions - Asking the general membership for ideas on proposed sessions has worked well. There are now 26 proposed sessions. The agenda allows for 22 sessions to be filled now by Anne’s committee, leaving 5 standard sessions for other use (for a total of 27 sessions). Paul will now turn this initial list over to Anne and her sub-committee to determine the selected sessions and their order of presentation. Anne will let Paul know of the sessions selected. Paul will then put the entire agenda together, have this done by one month from now, and send out a draft to the Steering Committee asking for any feedback. By March the final agenda is to be completed and posted.

 It would be nice in the future if session proposers could furnish abstracts of their speakers, or at least say what their speaker’s talks will be on, as this would help in selecting the sessions. If we have too many speakers consider seeing if they are interested in the pop-up talks or poster session. Another idea is to ask for session proposals and then publish this list, and then potential speakers could contact the session proposer. We should consider going over these ideas in May, and then post our procedure on our website. Consider dividing the sessions fairly between the hot topics of the day. Be transparent in what sessions are being proposed, so proposers know what is already being proposed.

 b. Keynote Speaker – Five potential keynote speakers were considered and prioritized. The first potential speaker is Steve Culberson, the lead scientist for IEP and very knowledgeable of the Delta and modeling. There was discussion on how much costs we could have for any invited keynote speaker. A motion was made to waive the registration cost, cover any cost of travel, meals, and one night at the Lake Natoma Inn., with the total cost not to exceed $1200. The motion passed. Ben will contact Steve to see if he can be the speaker. It was decided to give an invited speaker two weeks to respond before going to the next potential speaker.

 c. Awards – A motion was made and passed to accept the nominees presented by the selection subcommittee. Paul is to determine the length of time each speaker has upon accepting the award. Josue will notify the winners of the awards and draft the language for the awards.

 d. Potential Sponsors - The sponsors have been contacted by CWEMF volunteers, and the funds are starting to come in. Will Anderson will contact Aerodyne Company to see if they are interested in sponsoring. Paul will send Will the document describing what a sponsorship covers. Paul will also send this document to Anne.

 e. Business Meeting – Paul has made the down-payment for the venue. The Convener is the lead is setting the agenda. Ben will bring a screen to use.

 f. Theme – Some suggestions are “Modeling Uncertainty”, “Integrated Modeling”, and “Understanding the Role of Communication in Water Modeling”. Another idea is to follow the lead of the keynote speaker. The theme is undecided for now.

 g. Officer Elections – We need to find a Vice-Convener. Tariq has been reaching out. One DWR person is interested. Shyamal is moving up to be Convener.

4. SCREENCASTING RECORDING EQUIPMENT PROPOSAL

 Nicky presented his information electronically on the room’s screen. He is proposing to buy some new equipment, to include wireless transmitters, mixer, speakers, and a laser presenter. We need to make a decision on this by March, in time for the next annual meeting, and for the future workshops. Last year’s purchase of some similar equipment worked well, and we need additional to have for two concurrent sessions and as back-up. Nicky also would like a microphone that he does not have to hold. A motion was made to purchase two lasers with a cost cap of $200. This motion passed. Nicky will look into getting a professional service for some of this work, or consider renting equipment. Paul will contact Lake Natoma Inn to determine if outside equipment can be used.

INFORMATION ITEMS

5. TECHNICAL WORKSHOPS – The following four workshops are in the planning stages: Sea-Level Rise; IDC; IWFM; and MODFLOW OWHM.

6. WEBSITE UPDATE – This information has been presented in item 2(e) above.

7. MODEL USER GROUPS – The Delta Model User Group had a meeting on open data platforms and CEDEC. A workshop on Lidar and other data issues would be useful.

8. OTHER BUSINESS – Tariq has contacted two UCD professors to see if they would be interested in helping update the CWEMF Model Protocols document. They appeared interested. Tariq also contacted Ben Geske of DSP, and he indicated that the DSP’s Integrated Modeling Steering Committee would be interested also. Tariq also demonstrated apps for two timers that we might consider for using at the annual meeting and workshop talks. More on this later.

9. NEXT STEERING COMMITTEE MEETING – March 15, 2019

10. ADJOURN –

 12:00 noon

 Respectfully Submitted

 George Nichol, Secretary, CWEMF

## ATTENDANCE

Tariq Kadir Convener DRW

Paul Hutton Executive Director Tetra Tech

Shyamal Chowdhury Vice-Convener Corps of Engineers

Stacy Tanaka Treasurer Watercourse Engineering

George Nichol Secretary Public Member

Ben Bray EBMUD

Nicky Sandhu DWR

Anne Huber ICF

Chuching Wang MWD

Will Anderson SWRCB

On Phone: Mike Deas (Watercourse Engineering), Greg Reis (TBI), Rich Satkowski (Public Member), Katherine Heidel (Tetra Tech), Tad Slaweki

Proxies: Nicky for Kijin

|  |  |
| --- | --- |
| Parking Lot Items | * 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.
 |