CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

#### MINUTES OF THE STEERING COMMITTEE

####  For March 15, 2019

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

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| Major Items |  |
| Action Items | * Modify the Moderators Package for use at annual meetings – Steering Committee
* Develop an Annual Meeting Registration Procedure – Executive Director
* Anyone interested in an officer position contact the Executive Director – All
* Send a written list of our CWEMF equipment to the Executive Director – Tariq
* Send a google poll to the Model Protocols subcommittee on a time for the first meeting - Rich
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| Parking Lot Items | * (Located at end of minutes.)
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| Motions Passed | *
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### REFERENCES HANDED OUT:

1. Executive Director’s Report.
2. Initiatives/Relevance Standing Committee Report
3. Budget and Bylaws Standing Committee Report
4. Awards Standing Committee Report
5. Education/Peer Review Standing Committee Report
6. Secretary’s Report (Draft Minutes of the Jan. 19, 2019 meeting).
7. Treasurer’s Report FY 2018, dated Feb. 19, 2019
8. 2019 Annual Meeting Program (Preliminary)
9. Summary of Sessions (Preliminary) 2019 Annual Meeting
10. List of 2019 Annual Meeting Sponsors.
11. Annual Meeting Volunteer Proposal

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

Thirteen persons are present, seven are on the phone, and there are two proxies. A quorum was declared.

2. CONSENT CALENDAR

 a. Executive Director’s Report – The invoices have been sent. Most agencies have now 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 for the Jan. 19, 2019 Steering Committee meeting.

 c. Treasurer’s Report – The Treasurer is absent. The Treasurer’s Report for FY 2018, dated Feb. 19, 2019 was submitted.

 d. Education/Peer Review Standing Committee Report – There was no input for this meeting.

 e. Website Standing Committee Report – There was no input for this meeting.

 f. Initiatives/Relevance Standing Committee Report – There was no input for this meeting.

 g. Budget/Bylaws Standing Committee Report – Stacy has moved $100,000 into a CD at Live Oak online bank.

ACTION ITEMS

3. ANNUAL MEETING –

 a. Summary of Sessions – Put the larger audiences into the larger room. The abstracts are coming in. The session moderators are responsible for getting the abstracts in. We need to modify the Moderator Package for future moderators, outlining the duties and responsibilities involved (such as adhering to time schedule, getting abstracts in, etc.). Most pop-up talk slots have been filled. The DWR contract with CWEMF to allow DWR employees to attend CWEMF workshops and the annual meeting is being renewed. Early registration ends next week. The drop-dead date to get the speaker abstracts is March 29, and to print the program is April 12.

The Executive Director is to put together a proposal on how to handle future registration for the annual meeting, to include early bird registration, agency’s purchase orders (try to get DWR to do as one agency, as other agencies do; the USBR does it with a credit card), how to handle stragglers, late registration, when invoices are to be sent out, what can be automated on-line, and late fees.

 b. Keynote Speaker – The IEP lead scientist, Steve Culberson, will be the keynote speaker. We need to get his bio and photograph. How modelers and decision makers communicate may be his topic.

 c. Awards – The recipients of the three awards have been notified. The statues have been received. Paul has the certificates and will have them framed. Invitations have been sent to Ms. Hugo Fischer and Lyle Hoag.

 d. Sponsors – Some commitments have been received from sponsors that support the lunches and social activities that strengthen our annual meeting.

 e. Business Meeting – Same format and location as last year. The room reservation has been made at the Cliff House in Folsom (next to the Rainbow Bridge).

 f. Theme – Several possible themes were discussed. A motion passed to select “The Role of Communication in Water and Environmental Modeling” as the theme. Anyone with a visual aid to support this theme is asked to contact Paul by the end of next week. One related item discussed was how budgets, politics, and filters affect model results.

 g. Officer Election – In the business meeting Paul or Tariq will ask of those present who is interested in running for the officer positions. We will add any volunteers to the slate of officer volunteers that we currently have. The vote will be taken with a show of hands, unless a secret ballot is called for.

 h. Volunteer Positions Proposal – A written proposal was presented. Two volunteer positions were suggested. For Volunteer Position One, a motion passed to provide a scholarship for someone this year. This proposal will be discussed more in the future.

4. AUDIO/VIDEO RECORDING EQUIPMENT

 Nicky has two Gyro Air Presenters (laser presenter with USB port), one for each room at the annual meeting. Should there be training for the moderators on their use? Nicki and John will be there to help. There have been hard-to-hear complaints from the audience in the back of the rooms, so Nicki has two mics on lanyards for the speakers. The Lake Natoma Inn has said it is OK to bring our equipment into the rooms. Bring this equipment also to the business meeting at the Cliff House. We need to update our equipment inventory. Put as a Parking Lot item. Tariq will send a written list of our equipment to Paul. To the extent possible this list should include the item name, when purchased, the cost, and who has it. In a future discussion we need to determine where to store the equipment.

5. MODELING PROTOCOLS

 Tariq and Rich have been working on this. The CWEMF Modeling Protocols document (on website) was developed in the late 1990s. It should be updated to reflect new models which have been developed, different kinds of new models (biological, algae, statistical, etc.), new uses for models, peer reviews, best management practices (BMPs) for modeling and data, proprietary models, etc. In order to accomplish this updating the following task list is suggested:

* Choose a chairperson(s)
* Develop a plan and get the Steering Committee’s approval
* Create an ad hoc subcommittee
* Have a workshop (to create tasks, list resources needed, and create timeline)
* Get approval and funding from the Steering Committee
* Complete the tasks
* Write up a draft protocols document
* Finalize the protocols document
* Post the document on the web.

This is a CWEMF-directed effort, so CWEMF will fund. The Delta Science Program’s Integrated Model Steering Committee (IMSC) will most likely be involved. The IMSC can bring in the outside community. Get as many contributors as possible. Tariq, Rich, Ben Geske, and Professor Jonathan Herman of UCD will talk more on this. Try to get the bulk of this work done this summer. Volunteers for the subcommittee were determined today and are Tariq Kadir, Rich Satkowski, Ben Geske (DSP), John DeGeorge (RMA), Will Anderson (SWRCB), Mike Deas (Watercourse Engineers), Josue Medellin (UCM), Chuching Wang (MWD), and George Nichol. The joint modeling efforts of CWEMF and the IMSC will be on the CWEMF wiki. The Tetra Tech deliverable related to the DSP and IMSC modeling efforts is due around June. Get all of these efforts (CWEMF, IIMSC, Tetra Tech) coordinated to the extent possible. An in-person meeting of the subcommittee will be set up soon to discuss these tasks and efforts. Rich will send a google poll for the time of this subcommittee meeting.

Further discussion ensued. Who will use the Modeling Protocol document? Should it have more teeth in it? Should it contain a checklist to use? Who is the audience for its results? The USGS has a Ground Water Models Protocols document, which changes with time. Ben Geske will consider being the co-chair of the subcommittee and some members of the IMSC may participate on the subcommittee. Possibly on Tuesday at lunch at the annual meeting the subcommittee may get together for updates. The co-chairs still need to be decided on.

INFORMATION ITEMS

6. TECHNICAL WORKSHOPS – The following two workshops are in the planning stages: IDP; IWFM. Shyamal will send out email announcements on these workshops.

7. WEBSITE UPDATE – We have received contacts from outside the U.S. on our website.

8. MODEL USER GROUPS – The Delta Model User Group will meet in early May.

9. OTHER BUSINESS – Tariq was thanked for his outstanding leadership as convener for the past two years. The model inventory work being done on wiki has about 70 models now. We should take a look at it. We can attend the DSP’s IMSC workshops.

10. NEXT STEERING COMMITTEE MEETING – May 17, 2019

11. ADJOURN –

 12:300 pm

 Respectfully Submitted

 George Nichol, Secretary, CWEMF

## ATTENDANCE

Tariq Kadir Convener DRW

Paul Hutton Executive Director Tetra Tech

Josue Medellin Past Convener UCM

Shyamal Chowdhury Vice-Convener Corps of Engineers

George Nichol Secretary Public Member

Ben Bray EBMUD

Nicky Sandhu DWR

Anne Huber ICF

Chuching Wang MWD

Will Anderson SWRCB

Jon Traum USGS

Ben Geske DSP

John DeGeorge RMA

On Phone: Mike Deas (Watercourse Engineering), Greg Reis (TBI), Rich Satkowski (Public Member), Katherine Heidel (Tetra Tech), Lee Bergfeld (MBK), Om Prakash (West Consultants), Yuan Liu (CCWD)

Proxies: Ben Bray has Stacy’s proxy. Tariq has Hubert’s proxy.

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| 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.
* Equipment Inventory – Needs to be updated.
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