

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For August 14, 2015

(This meeting was held at the UC Davis Watershed Sciences Conference Room)

Decisions	<ul style="list-style-type: none">• Next year's annual meeting will be held on April 11-13, 2016, at the Lake Natoma Inn
Action Items	<ul style="list-style-type: none">• Email the treasurer's report to the Steering Committee – Elaine• Talk to John Doherty and discuss the possibility of another PEST workshop, and report back – Marianne and Tariq• Set up a conference call with the web site subcommittee – Tariq• Contact the Lake Natoma Inn to make a reservation for next year's annual meeting - Elaine.• Contact the Great Lakes modeling group about having our representative at one of their annual meetings, and report back – Ben and Josue.• Set up a conference call with the Steering Committee to discuss items which should be on the Action Plan - Elaine
Parking Lot Items	<ul style="list-style-type: none">• (Located at end of minutes.)
Motions	<ul style="list-style-type: none">• A motion was made to accept the CWEMF annual contract with Archibald Consulting. It was seconded, and passed unanimously.• A motion was made to pay the additional amount of \$250 on inputting annual meeting presentations onto the web site.

REFERENCES HANDED OUT:

1. Executive Director's Report.
2. Minutes of the May 15, 2015 Steering Committee meeting.
3. Treasurer's Trial Balance (as of July 31, 2015)
4. End of Fiscal Year 2014 Treasurer's Report
5. Workshops Completed Since January 1, 2015
6. Draft Action Plan (restructured)
7. Agreement between CWEMF and Archibald Consulting for Executive Director Services.
8. Invoice: Web Site Maintenance and Development Work for 2015 Annual Meeting Speaker Presentations.

1. INTRODUCTIONS/DESIGNATION OF QUORUM – The meeting was opened by Josue with 11 persons in attendance, 5 persons on the phone, and 1 proxy. A quorum was declared.

2. EXECUTIVE DIRECTOR'S REPORT – Past monies are still being collected for registration at the past annual meeting. Our non-profit status annual paper work (due at the end

of July) has been filed with the Secretary of State's Office. Other accomplishments of the Director are included in the Executive Director's Report and in the items below.

3. **SECRETARY'S REPORT** – The Secretary will send the final minutes from the past two Steering Committee meetings to Kevin Long for posting on the web site. The May minutes were passed, with one abstention, after comments by Tariq Kadir are incorporated.

4. **TREASURER'S REPORT** – Stacy has started working on the tax forms. The combined total of money in our accounts is \$238,300, of which \$173,600 is in the general fund, \$16,100 is in the peer review fund, and \$40,110 is in the operating reserve fund. Elaine will email the treasurer's report to the Steering Committee.

5. **EXECUTIVE DIRECTOR'S AGREEMENT** – The only change from last year's agreement is in the date. The Convener's name will be changed to Josue. The time allotted for this contract assumes there will be 3-4 workshops each year, and one annual meeting. The \$35,000 currently allotted for the annual contract seems about the correct amount for the work that has been done to date. If there are more workshops each year the amount may have to be increased. If the Action Plan now being developed requires more effort than currently anticipated, the amount may have to be increased. A motion was made to accept the current contract, it was seconded, and passed unanimously.

6. **TECHNICAL WORKSHOPS** -

a. IWFM – This workshop has been conducted last July. The survey questionnaires were positive, with scores of 4-5 out of 5.

b. METRIC workshop – We received the free software, and UCD has installed it. It is ready to go. The workshop will be in September. There will be 20 computers to be used.

c. Flood Management – This will be a three-day workshop sponsored by DWR and David Ford Engineers, expected to be held in early October. Tariq has a flyer ready to go, awaiting approval from DWR's Division of Flood Management. DWR will finance the workshop. CWEMF will charge nominal fee.

d. MODFLOW OWHM – This will be a 3-day workshop anticipated to be held in late October.

e. National Hydrography Data (NHD) and Watershed Boundary Data Workshop – A three day workshop held by the USGS consultants would be too costly (about \$16,000). So the DWR and USGS staffs will put on a one-day workshop. This will be an introductory workshop.

f. PEST – Let's try to have another workshop with John Doherty next year, coordinated with his U. S. visit. John Doherty had mentioned a future workshop of 4-5 days, and suggested focusing on the applied part of PEST. Marianne and Tariq will talk to John Doherty and discuss this at the next Steering Committee meeting.

g. SGMA – Stanford's Woods Institute for the Environment may hold a series of workshops on the "Sustainable Ground Water Management Act" (SGMA), and on the ground water legislation

for sub-basins that was passed. This will cover water resources planning, monitoring data, and ground water modeling, the purpose of which is to manage California's ground water basins in the future. The Woods Institute will send out a survey to see who is interested. CWEMF's email lists will be made available to them to announce their workshops. We have two email lists: one is of our members and the other has over 800 names on it.

h. Workshop with IEP – The IEP has indicated (at the past Integrated Modeling Workshop held at UCD) to Ben that they would like to coordinate with CWEMF on the linkage between hydrodynamics and water quality. Ben talked to a senior fishery biologist from the USBR at the workshop. Will such a workshop be information or hands-on? Don't know yet. The USGS may have made some runs on this. Ed Gross, NMFS, Peter Vorster, and others may be involved. The San Francisco Estuary Institute (SFEI) may be involved in coordination.

i. Integrated Modeling Workshop – This three day workshop, sponsored by the Delta Science Program, CWEMF, and UCD, was held several months ago at UCD and had about 170 participants on the first day. The second and third days involved small workgroups. The major planners for the workshop were Chris Enright, Peter Goodwin, Jay Lund, Ben Bray, and Josue Medellin. The sub-committees of this workshop are still working on a white paper that will cover technical and political issues involved in this modeling, ideas to follow up on, and potential actions that can be taken toward model integration in the future.

j. Natural Flows – Paul Hutton said he is beginning to think about organizing a workshop on natural flows, possibly next spring.

7. CWEMF WEBSITE UPDATE – There was much discussion here. Only one person can work on the website now. Should we change to a different software where collaborators can together work on it? Is there a better product? Tariq will ask his brother in law about how much it costs to make a web design.

It was felt that a subcommittee should be set up to frame the issues surrounding the website, such as how to do the website collaboratively, how best to input presentations, how people can put photos in. The volunteers for this subcommittee are Tara, Tariq, Josue, Stacy, and Kevin. Do we need to have three licenses in order to collaborate? Tariq will set up a conference call with the subcommittee or follow by email.

8. ANNUAL MEETING –

a. Invoice for Web Work. - There is an understanding with the SWRCB that allows Kevin to work 2 hours/month on the website, in lieu of annual organizational membership dues. Due to the hours of labor involved, Kevin charges \$50 per hour for extra time spent on web work posting annual meeting presentations. Historically job invoices have been about \$600 per annual meeting. Kevin had to put in extra effort this year to post more presentations, such as the additional PEST presentations. A motion was made and passed to pay Kevin an additional \$250 to pay for additional work that he had to do on posting the presentations. Stacy will make an addition to the budget to handle this additional cost in the future.

b. 2016 Annual Meeting – After some discussion on different dates for the next annual meeting, the dates of April 11-13 were selected. Elaine will contact the Lake Natoma Inn to

make a reservation. This was done to give more preparation time after the end of the Christmas and New Year Holidays.

c. In addition to abstracts for the annual meeting presentations, should we post papers of those who want to write a paper and meet our criteria? How long should we allow papers to be? The ASCE allow 5 pages for papers presented at the annual meetings. We would need subcommittees to review the papers. This might prove to be resource-intensive.

9. MODEL USER GROUPS – The DSM2 Newsletter is in progress. The formation of a Multi-Dimensional User Group is still under discussion. The IWFM/IDC User Group normally meets annually, usually in November or December.

10. PROPOSED CWEMF SOCIAL – This is still in the planning phase. Possibly an event will be held in September.

11. INTERNATIONAL ASSOCIATION OF GREAT LAKES RESEARCH – This Association has invited a CWEMF member to attend one of their annual meetings, which are alternately held in the U.S. and Canada. One person from that Association has attended a past CWEMF annual meeting. If a member of CWEMF can attend then perhaps that person can present something like the White Paper currently being developed on Integrated Modeling for the Delta. Ben will set up a phone call with Josue and the Association contact, and they will report on this at a future Steering Committee meeting. At previous Steering Committee meetings CWEMF members have mentioned the benefits that may be derived by learning more about the modeling activities of the Great Lakes agencies and the Chesapeake Bay states.

12. ACTION PLAN – Lot's things were discussed here. Questions arose as to should we have a workshop during the annual meeting? If we do have it on the last day, because of the past lag in attendance that normally occurs then. If a workshop is held then a half-day or full day workshop is to be decided on each year. We don't overlap with IEP anymore on the last day. How can we develop signature products? How should we price workshops? One measure of our success is to be revenue-neutral. Should we charge one-to-three day workshops at \$100, or what? Elaine will set up a conference call to discuss the action plan before the next Steering Committee meeting.

13. OTHER BUSINESS

14. ADJOURN – 12:30 pm

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Josue Medellin	Convener	UCD
Elaine Archibald	Executive Director	CWEMF
Ben Bray	Past Convener	EBMUD
Tariq Kadir	Vice Convener	DWR
Stacy Tanaka	Treasurer	Watercourse Inc.
George Nichol	Secretary	Retired (Corps/SWRCB)
Eleanor Bartolomeo		SWRCB
Holly Canada		David Ford Engineers
Paul Hutton		MWD
Kevin Long		SWRCB
Tara Smith		DWR

Proxies: Josue for Mike Deas

On Phone: Fred Lee (GFLA), Jobaid Kabir (USBR), Chris Bowles (CBEC), Erik Reyes, Marianne Guerin (RMA), Yuan Liu (CCWD)

Parking Lot Items	<ul style="list-style-type: none">• Multi-Year Budget – Prepare a draft.• Peer Review Process - Development of peer review administrative process.• Investment Policy - Development of investment policy.• Financial Transparency – Determine how best to show our financial transparency to outsiders.• Bylaw Changes – Develop a proposal for updating the Bylaws• Determine how much money can be accumulated as a non-profit organization.
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