

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For March 15, 2013

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

Decisions	<ul style="list-style-type: none">• Audit - It was decided that the independent overviews conducted by both the Executive Director, the Treasurer, and the financial sub-committee constitutes sufficient checks and balances to forego any outside audits for the foreseeable future.
Action Items	<ul style="list-style-type: none">• Email a questionnaire to CWEMF Roundtable members on what topics to cover at the Tuesday evening meeting with the Delta Science Program – Elaine• Send \$100 to Sudwerks to reserve the room for the meeting of CWEMF/DSP persons. – Elaine• Coordinate the agenda for the annual business meeting – Marianne and Elaine.• Send a Thank-You letter to Charlie Brush of DWR for his presentation of the C2VSIM groundwater workshop - Elaine
Parking Lot Items	<ul style="list-style-type: none">• 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.• By-Law Changes – Develop a proposal for updating the By-Laws.
Motions	<ul style="list-style-type: none">• A motion passed to allow the Executive Director to spend two days on working on the Delta Science Program involvement.

REFERENCES HANDED OUT:

1. Executive Directors report.
2. Financial Trial Balance
3. Notes of Potential CWEMF Role in the Delta Science Program
4. Draft Annual Meeting Program
5. Potential Annual Meeting Sponsors
6. Annual Meeting Food Options

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

2. **EXECUTIVE DIRECTOR’S REPORT** – Elaine’s comments are included in the appropriate topics discussed below.

3. **SECRETARY’S REPORT** –The minutes for the January 2013 Steering Committee meeting passed unanimously today.

4. TREASURER'S REPORT – There is approximately \$85,000 in the River City Bank CD, and \$16,000 in the River City Bank checking account. Continuing discussion occurred on our need for an audit. We had sent emails to a non-profit resource group asking about the cost for an audit. It turned out such an audit is expensive, relative to the amount of income we have each year. It was decided that the careful independent overviews conducted by both Elaine and Stacy constitutes sufficient checks and balances to forego any audits for now. Also, at each Steering Committee meeting the Treasurer presents the Trial Balance worksheet showing the financial transactions that have been conducted during each preceding period of time. Elaine also mentioned that the way we are keeping our books is consistent with the methods being used by the California Urban Water Agencies (CUWA). CUWA requires an outside audit each year, but has a much larger budget than CWEMF. The advantage of an outside audit is that it shows if there are enough controls on the budget.

We also have a financial sub-committee that makes the budget and presents it to the Steering Committee for approval. At the annual meeting we should ask who wants to be on the financial sub-committee, to show that we welcome an open review by anyone. It was mentioned that if CWEMF ever wants to apply for grants that it will then need an outside audit.

5. DELTA SCIENCE PLAN – The upcoming needs of the modeling effort of the Delta Science Program (DSP) are quite similar to the needs of why CWEMF was formed in the past, so it would make sense to coordinate our efforts. Marianne, Ben, and Elaine talked with Jay to get his ideas, and he suggested that a small CWEMF group meet with Peter Goodwin of the DSP. Then expand to a larger group as needed. A goal of the DSP is to pull together the modeling community, which could include such CWEMF members as Nigel Quinn, Pete Smith, Walter Burau, Mike Deas, Francis Chung, Tara Smith, Mary Johannes, and others. A goal is to determine what models to use in particular situations. Peter Goodwin needs to write his preliminary plan on the use of models in the Delta Science Plan in April 2013. In addition to the modeling community, the data collection/data base and water chemistry community are also needed, along with biological community persons such as Wim Kimmerer and Bruce Herbold. Real time models and planning models both have to be addressed. Nigel Quinn has been active in real time modeling. We need to get prepared for a discussion between CWEMF and the DSP at the annual meeting coming up. Elaine will send out a questionnaire to the Steering Committee on what to present on this meeting.

CWEMF wants to help Peter Goodwin get the ball rolling on their modeling needs. Peter Goodwin does not have funding for CWEMF now, but may have later on during the implementation of the Delta Science Plan. Peter sees the next two years as important. He will be designing a finance plan. There was some discussion on what impact this work will have on the agencies which currently do modeling. What will be the form of this interaction? What can we get from Peter's group to help our current updating of the CWEMF Strategic Plan? A motion was made, seconded, and passed unanimously to get two days of funding to Elaine to get our efforts started with the DSP.

6. ANNUAL MEETING - Ben, Marianne, and Elaine will work on moving sessions around for best fit. Eleanor will set up a grab-bag session, which will be four talks of various topics. We will have a joint session with the IEP on restoration modeling (possibly to include the San

Joaquin River, Yolo Bypass, and Prospect Island), and hopefully these talks will interest the biologists. We might need to have session backups for some moderators and speakers who may not be able to attend due to the economy. If these people want to come for their presentation and then leave there will be no charge. We have a waiting list of people who want to present additional sessions. The poster boards have been reserved.

We will not co-host the IEP poster session, because we will be gone on Wednesday afternoon. We will do the two-tickets each for adult beverages for CWEMF members. Elaine will spend \$100 to reserve Sudwerks for the Tuesday evening session on the Delta Science Program. Because the Sudwerk's room has limited space we need to get a head-count on who will be coming. While coffee will be served at our Monday and Tuesday sessions, it was decided to eliminate the muffins and soft drinks. Elaine and Marianne will coordinate the agenda for the annual Business meeting.

7. AWARDS – The Awards Committee nominated Nigel Quinn for the Hugo Fischer Award and Sushil Aurora for the Career Achievement Award. The Steering Committee vote for Nigel was all ayes with one abstention, and unanimous for Sushil. No names were presented for the Life Membership Award.

8. CHANGES TO THE BY-LAWS – More discussion is needed here. One concern is what it mean to be a Steering Committee member. Who gets to vote at the Steering Committee meetings? Who gets proxies, and what does that mean? Should we mark up the By-Laws and email them out for comment? No, let's discuss more. We need to update our By-Laws to be consistent with the way we have been operating in recent years..

9. GROUNDWATER PEER REVIEW – We have received a draft report and given our comments. Hubert and Thomas are now doing the final touches. We will post this draft soon asking for comment from others. We hope to get comments from model developers. There will be a workshop covering the draft on April 19 in the CalEPA's Klamath Room.

10. TECHNICAL WORKSHOPS –

a. The DWR and WEF have a workshop on April 3-5 on the Integrated Regional Mode Concept at the California Museum in Sacramento. Ben will decide how to piggy-back his workshop on these efforts. A thank-you letter will be sent to Charlie Brush for his presentation of the C2VSIM groundwater model. Charlie posted his presentation on the CWEMF website. A question arose as to whether CWEMF needed to present workshops on topics that other agencies are having workshops on.

b. It was mentioned that a modeling effort needs to be done to address the impacts of diversions of Delta flows (i.e. the tunnels) on existing Delta water quality violations (i.e. pesticides, metals, etc.) and exceedences (i.e. water velocities and depth). There was discussion around whether the effects were short term or long term and what water quality criteria would apply. Clearly there is an interest in holding a workshop on the topic in the coming fall. Perhaps we could get topic ideas from the Delta Science Program's Integrated Science Board for a Delta workshop.

11. MODEL USER GROUPS – Postponed to next meeting.

12. **OTHER BUSINESS** – Brief mentions were made of a model warehouse, and whether CWEMF should bid on projects. There was mention of a need to update our website, and on an idea of developing some sort of annual report that includes some financial information which would include pie charts.

13. **ADJOURN** – 12 noon. Next meeting is scheduled for May 17, 2013.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Marianne Guerin	Convener	RMA
Elaine Archibald	Executive Director	CWEMF
Ben Bray	Vice-Convener	EBMUD
Paul Hutton	Past-Convener	MWD
George Nichol	Secretary	Public Member
Josue Medellin		UCD
Fred Lee		GFL Associates
Mike Deas		Watercourse Engineers, Inc.
Eleanor Bartolomeo		SWRCB
Rob Tull		CH2M-Hill
Eric Reyes		DWR

Phone: Jobaid Kabir (USBR), Lucinda Shiu (CCWD), Peter Vorster (TBI), Tara Smith (DWR),
Hubert Morel-Seytoux (HydroProse)

Proxies: Rich Satkowski SWRCB)