

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For September 15, 2017

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

Major Items	<ul style="list-style-type: none">• Paul Hutton is the new Executive Director.• Annual meeting scheduled for April 2-4, 2018 at Lake Natoma Inn in Folsom.
Action Items	<ul style="list-style-type: none">• Meet and discuss how CWEMF should do its money management and make recommendations at the next Steering Committee meeting – Paul and Stacy.• Develop a preliminary agenda for the Sea Level Rise workshop – Who?• Send an email to the CWEMF mailing list asking for nominations for the HFA and Distinguished Life Membership Award – Paul• Correct the opening Annual Meeting slide to show a contribution by the Fischer family – Ben• Summarize past steering committee discussions on who is on the steering committee and who can vote, and send out in an email - George
Parking Lot Items	<ul style="list-style-type: none">• (Located at end of minutes.)
Motions	<ul style="list-style-type: none">• A motion passed to try out a new agenda format.

REFERENCES HANDED OUT:

1. Executive Director's report.
2. Minutes of the July 21, 2017 Steering Committee meeting.
3. Treasurer's Trial Balance
4. End of Fiscal Year 2016 Treasurer's Report
5. CWEMF Workshop Status sheet

1. INTRODUCTIONS/DESIGNATION OF QUORUM – The meeting was opened by Tariq. There were 12 persons in attendance, 3 persons on the phone, and 2 proxies.

2. EXECUTIVE DIRECTOR'S REPORT – The out-going Executive Director organized her files in preparation for the transition to Paul Hutton. She met with Paul and Stacy last week on this transition. Other items from the Executive Director are included in the report below.

3. SECRETARY'S REPORT – A review showed that there were some minor changes to be made. A motion was made to accept the report with the condition that these changes were made. The motion was seconded and then passed unanimously.

4. TREASURER'S REPORT –

a. There is a total of \$308,500 in the bank, of which \$252,100 is in the general fund, \$40,250 is in the operating reserve fund, and \$16,100 is in the peer review fund.

b. The Treasurer is currently working on the tax forms. This is required by the State for charitable trusts. We did not make as much income as the last fiscal year, but we did end up positive for the year.

c. Do we need a periodic audit? This is rather expensive. Do we need an attorney's input for how we are set up? No decision was made today.

d. A question from the last annual meeting is what do we intend to do with our funds. Our intention is not to keep raising money, but to focus on using it for our mission. We need to make this a top priority.

e. A comment arose as to how CWEMF does money management. This topic should be placed as a parking lot item for future discussion. How big should the operating reserve be? We now have enough money saved for one year. Paul and Stacy agreed to meet and discuss how CWEMF should do its money management and make recommendations at the next Steering Committee meeting.

5. TECHNICAL WORKSHOPS

Workshops Completed:

- California Water Plan Update, held on June 28, 2017
- IDC, held on Sept. 12-13, 2017. 35 attendees, at McClellan Park. Certificates given out.

Workshops Scheduled:

- IWFM, Oct. 10-13, 2017
- MODFLOW OWHM, Dec. 5-8, 2017

Workshops in the Planning Stage:

- Natural Flows and Unimpaired Flows for the Sacramento – San Joaquin Delta. No date yet. The Delta Science Program was contacted but had no urgency for the workshop. What time frame would the NGOs and State Water Board have?
- DWR Flood Management - Winter 2018
- METRIC – Summer 2018. Probably in July.
- Sea Level Rise (Ocean Protection Council) – Fall 2018. The OPC and DWR (Jaime Anderson) are willing to collaborate with CWEMF on this. Possibly have in the Bay Area, at EBMUD (limit on size is 100-115 here), Oakland Museum, or Ed Roberts campus in Oakland. Send out a survey on potential attendance size. Shyamal has talked to Lisa Butler and she has agree to facilitate. Develop a preliminary agenda. Has the OPC report been peer reviewed? What are the Corps of Engineers projections for sea level rise in the Bay and Delta?

Workshops in the Conceptual Stage –

- CalLite and CalSim
- Measurements and Data Issues
- Coupling Behavior Modeling and Hydro/WQ Modeling
- Communications Workshop

It was suggested to have on the website an area where viewers can indicate their potential interest in a given workshop, which would help in the planning.

6. ANNUAL MEETING –

a. **Date for Annual Meeting** - The annual meeting has been set for April 2-4 at Lake Natoma Inn. We signed the contract and paid the down-payment.

b. 2018 Awards - Tariq, Ben, Nigel, Mike, and George volunteered to be on the award committee. Josue, as past-convener, will be the chairman. Call for nominations by mid-October, then vote by January. The award sub-committee will suggest the winners of the HFA and career achievement award to the Steering Committee for their vote, while the nominee and winner of the Distinguished Life Membership Award will be done directly by the general steering committee. See the website for the criteria for each award. Persons making nominations should make sure that their candidate meets the criteria for the award. Paul will send an email to the CWEMF mailing list, with a link to the website, asking for nominations and that they should be sent to Josue.

c. **Fischer Family Contribution** - Ben will make the change to the opening annual meeting slide showing the contribution by the Fischer family, which will say something like “CWEMF was endowed by Lyle Hoag and is supported by the Fischer Family”.

7. IDEAS TO IMPROVE CWEMF -

a. Three ideas were presented for potentially improving CWEMF’s outreach, and these are as described below.

(1). **Post screen-casting videos of our workshops on our website** – A screencast is a movie of the changes over time that a user sees on a computer screen, enhanced with an audio narration. This could allow people on our website to view the presentations made at our workshops. The viewers could move at their own pace since they can pause or review content at anytime and anywhere. The equipment to do this is relatively inexpensive. We may try this and see how it works out. We don’t want to lose attendance at our workshops if people instead wait for the screen casting. Screen casting just shows the computer screen, not the presenter. The technology is moving in this direction.

(2). **Marketing** – Consider adding a social media aspect to our website. For example, our current announcement for nominations for the Hugo Fischer award could be put on social media. Use twitter to announced workshops, meetings, and current affairs. Build a community using social media.

(3). **CWEMF On-Line Information** – Post information on what is currently going on in the various areas of CWEMF, such as the latest research and who is involved. Host message boards (such as questions and answers) with experts. This builds and updates a knowledge base that remains current. The Lawrence Berkeley Lab has such a system, with eight science theme areas summarizing what is going on in each area, and if one wants to find out additional information they can drill down into the topic.

b. A subcommittee was formed to gather additional information on these ideas and their costs. Volunteers for this are Nicky (chair), Nigel, Tariq, Anne, and Stacy.

8. FORMAT OF STEERING COMMITTEE AGENDAS –

a. We have limited time over the year to move things forward. We just have six Steering Committee meetings over the year. Important things have been delayed. Our work on some Strategic Plan topics is slow. We could have more Steering Committee meetings, or longer ones. A proposal was made to be more efficient with our meetings. One idea is to change the agenda format. Paul met with Elaine to get her experience with how other organizations have their agenda format. One organization puts their agenda topics into three groups on the agenda as follows:

(1) Group 1 (called the Consent Calendar) is all of the items that can be reviewed before the meeting (such as our executive director's report, secretary's report, minutes, and treasurer's report). These items are sent out at least one week before the meeting. This saves on time doing the review at the meeting. *(In contrast, we spend about 30 minutes going over these items at our meeting);*

(2) Group 2 is the current action items that we should spend most of our time on at the meeting. This group contains our technical workshops and annual meeting, plus the additional topics that come up. The items of the Strategic Plan would be moved forward here.

(3) Group 3 is the informational items that need to be announced, such as the model users groups. Discuss what was achieved from past work on the Strategic Plan. Decide on the next action items. Vote on the items needed.

b. Doing the above would allow us to spend more of our time on the Strategic Plan. At the start of the year we should say what we want to achieve over the year, such as, say, five items from the Strategic Plan. Then if we can get a couple of them done over the year that would be great. Use the Strategic Plan to keep us focused on what we should be working on.

c. This new agenda would require the Steering Committee to do read over the Group 1 information before the Steering Committee meeting. A motion was made, seconded, and passed to try the above format at the next steering committee meeting. It was decided that the Group 1 information should be sent out at least one week before each Steering Committee meeting.

d. On a topic related to this, it was mentioned that based on the information that we discussed at the last annual meeting the general membership is aware that we have adequate funding now to move forward on some projects. They probably want us to get moving in achieving some of the items from the Strategic Plan. To do this we will have to vote on which of the items to pursue. This reopened the issue of who can vote. We need to revisit the voting rights issue. This is discussed more under item (11) below.

9. CWEMF/DWR CONTRACT FOR WORKSHOPS

The DWR has a limit of \$5,000 for workshops per year. What does this really mean? DWR will meet with Department of General Services (DGS) in the near future to determine this. Can DGS bypass this limit? The concern is that the IDC and IWFM workshops are expensive.

10. MODEL USER GROUPS

The DSM2 User Group is now the Delta Model User Group, so as to be able to encompass other Delta models. The IWFM User Group will meet in December.

11. OTHER BUSINESS

a. The SAM is still good through October. SAM is a federal requirement for receiving grants from the federal government.

b. Voting - We need to revisit our voting rules to determine who can vote. We also need to determine who is officially on the Steering Committee. Let us determine this before the annual meeting, so that the general membership can vote on any changes to the bylaws that the Steering Committee recommends.. We have discussed this several times over the past few years but did not come to a definite resolution. George was asked to review the minutes over the past few years and summarize what was discussed on this issue, and send that to the Steering Committee before the next meeting.

c. Webmaster – We need to determine who is going to be our future webmaster. Kevin may be leaving as the State Water Board will be paying their dues rather than furnishing webmaster services.

12. NEXT STEERING COMMITTEE MEETING – Nov. 17 in Vacaville.

11. ADJOURN – 12 noon.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Elaine Archibald	Out-going Exec. Dir	Archibald Consulting
Paul Hutton	In-coming Exec. Dir.	Tetra Tech
Tariq Kadir	Convener	DWR
Shyamal Chowdbury	Vice-Convener	Wood-Rogers
Stacy Tanaka	Treasurer	Watercourse Engineers
George Nichol	Secretary	Retired (Public Member)
Josue Medellin	Past-Convener	UC Merced
Ben Bray		EBMUD
Chuching Wang		MWD
Anne Huber		ICF
Hubert Morel-Seytoux		Hydroprose
Nicky Sandhu		DWR

On Phone: Tara Smith, Nigel Quinn, Om Prakash

Proxies: Ben has proxies for Yuan Liu and Mike Deas.

<p>Parking Lot Items</p>	<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. • Operating Reserve – determine how much we should keep in this Reserve. • Money Management – Determine how CWEMF should invest its funds.
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