

Feb. 6, 2004

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

**Draft**  
**MINUTES OF THE STEERING COMMITTEE**

For January 16, 2004

(This meeting was held at the CH2M-Hill Office in Sacramento.)

**I. SUMMARY**

**A. ACTION ITEMS**

- **Abstracts** – Session Facilitators should try to get their speaker's abstracts to George by Feb. 16.
- **CDs** – Sessions Facilitators should try to get as many of their speaker's talks on CDs as possible.

**B. MOTIONS PASSED OR TABLED –**

- A motion passed to recommend to the General Membership at Asilomar that the By-Laws be changed to allow for a quorum of 11 at Steering Committee meetings.

**C. REFERENCES HANDED OUT**

1. Executive Directors Report, including
    - Draft CWEMF Executive Director Duties
    - Draft CWEMF Officer Duties
    - Draft CWEMF California Long-Term Water Modeling Planning Process and Timeline
    - 2004 Asilomar Registration Procedures
    - List of Asilomar Sessions and Topics
    - Updated CWEMF Technical Workshops by Date
    - Updated CWEMF Workshops by Subject Area
    - List of Upcoming 2004 workshops
    - Prioritized list of Executive Director Duties for 2004
  2. The New Asilomar Presentation Evaluation Form
  3. The New Asilomar Facilitator Information Form
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## II. MINUTES

1. **INTRODUCTIONS AND WELCOME** – The meeting was opened with 12 persons in attendance, and four proxies held. A quorum was declared.

2. **SECRETARY'S REPORT** – The minutes of the last meeting were unanimously approved.

3. **TREASURER'S REPORT** – Lisa showed her new tabulations. She recommended reconciliation of the funds, and keeping the accounts separate. She asked for the old records from us, for her reconciliation. Annual auditing is required by the bylaws, and this can be internal. Possibly we should consider external auditing every ten years.

4. **EXECUTIVE DIRECTOR'S (ED) REPORT** – The ED handed out most of the references above. He noted that while our last proposal for a CALFED grant did not make it through the final selection process, we can try again during the next RFP for a small grant. CALFED was contacted to see if the Forum can have an oral seminar at their Science Conference. A Yolo County site may be available for our future Steering Committee meetings. The ED has kept in contact with the California Water Project's planning group, and attended their meetings. Much of the ED's discussion related to the annual meeting, and so the notes will be covered below.

### 5. **ADMINISTRATION ITEMS** –

a. **Officers** - A preliminary selection of candidates to run for the Forum's officer positions was made.

b. **Projector** - Some discussion was made on whether a projector should be purchased for Asilomar meetings. However, it seemed that several people could bring projector's and therefore save us the cost. Lloyd, K.T., and Rob mentioned they could probably bring projectors to Asilomar.

c. **Quorum Change** - A change to the By-Laws to allow for a different number of persons required for a quorum was discussed. This was because the original selection of a quorum envisioned more persons from the member sectors attending the meetings, which has not always been the case. Then it becomes necessary to depend on proxies in order to continue the meeting. The ED had prepared six different scenarios for how a new quorum number could be determined. A motion was made and passed to recommend Alternate 3 to the General Membership at Asilomar, which would require 11 members to be present (or proxied) in order to have a quorum.

d. **Hugo Fischer Award** – There were five nominations this time, all of them with very strong qualifications. The winner will be announced at Asilomar.

e. **Career Achievement Award** – There was some discussion of what the award sculpture would be.

### 6. **ANNUAL MEETING**

a. **The Next Ten Years** – Should the Forum develop a goals and time-line sheet for goals for the next ten years? Should we have a structured session at Asilomar to develop

these items? From this we could make a white paper for the long-term. This could possibly interact with DWR's Bulletin 160 (however, Bulletin 160 planning is for a shorter term than ten years). The mix of specialties within the Forum would be good for long-term planning input. The MWDSC also has a team involved in long-term planning.

b. **Sessions** – We will have two concurrent sessions. The session rooms are large.

c. **Dignitaries** - Lyle Hoag will come to Asilomar to speak on why the Forum was formed and other items pertaining to the first years of the Forum. Other Forum originators, such as Greg Gartrell and others, and possibly past Convenors and Fischer Award winners, will be invited.

d. **Poster Session** - Mike Deas is continuing with his preparation for the poster session. Volunteers so far for posters are Walter, Nigel, Lloyd, and George. Mike has volunteered to fund the rental of the tripods/boards that hold the posters.

e. **Abstracts** – Session Facilitators and Poster Facilitator should try to get abstracts to George by Feb. 16, for preparation of an abstract handout at Asilomar.

f. **CDs** – Facilitators should try to get their speaker's talks on CDs if possible.

7. **TECHNICAL WORKSHOPS** – The ED and K.T. have announced that six workshops or sessions have been set up over the next ten months. K.T. described the following tentative workshops:

- Salmon Modeling - John
- TMDLs – Rob, Mike, George
- CALSIM
- Uncertainty in Modeling
- DWR Annual Report
- CEQA/NEPA
- North Coast Streams
- Climate Change - Nigel
- Aquifer Pump Tests – Gordon, K.T.

8. **MODEL USER GROUPS** –

a. **DHI MIKE** - The DHI will have an informal discussion on their MIKE model at Asilomar, and a possible start of the MIKE User's Group may be on April 4.

b. **CALSIM Users Group** – This is being discussed with Sushil.

c. **DSM-2 User's Group** – The first User's Group meeting will be on Jan. 27. This User's Group information will be added to our web site.

9. **PEER REVIEW** – There was some preliminary discussion on a potential review of the new IGSM model. \$17,000 is available in the Forum's peer review fund.

10. **OTHER BUSINESS** –

- Rich went over his newly-formulated list of Executive Officer duties.
- There was discussion of changing the Peer Review Committee to be a standing committee as needed. Similarly, other committees would be activated as needed.

- Regarding Treasurer duties, it was mentioned that the Treasurer does not deposit, invest, and disperse Forum funds, so this duty will be added to the EDs list of duties.
- Regarding having an independent CPA to audit or review the financial records each year, more thought will be given to this.
- Technical workshops will be added to the Vice-Convenor's duties.

11. **NEXT MEETING:** 9:30 – 12 noon, March 19, 2004, possibly at a new place in Davis (To be announced).

Respectfully Submitted  
George Nichol, Secretary, CWEMF

ATTENDANCE

Nigel Quinn  
Rich Satkowski  
K.T. Shum  
Lisa Holm  
George Nichol  
Tara Smith  
Rob Tull  
Lloyd Peterson  
Mike Deas  
Chuching Wang  
Walter Bourez  
Gordon Thrupp (on phone)

Convenor, LBNL/USBR  
Executive Director, SWRCB  
EBMUD, Vice-Convenor  
Treasurer, CCWD  
Secretary, SWRCB  
DWR  
CH2M-Hill  
USBR  
Watercourse Engineers  
MWDSC  
MBK  
S.S. Papadopoulos

Proxies: Headlee, Williams, Lund, Vorster