

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For November 16, 2012

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

Decisions	<ul style="list-style-type: none">•
Action Items	<ul style="list-style-type: none">• Check into the audit services provided by non-profit service centers – Tara• Summarize the results of how we might assist the SWRCB in modeling efforts - Rich
Parking Lot Items	<ul style="list-style-type: none">• Development of peer review administrative process• Development of investment policy
Motions	<ul style="list-style-type: none">• A motion was made and passed to change the CWEMF Mission Statement (to be presented to the general membership)• A motion was made and passed to have the annual meeting theme be “Modeling To Make A Difference”.

REFERENCES HANDED OUT:

1. Executive Directors report.
2. Code of Conduct Governing Award and Administration of Contracts
3. Operating Reserve Fund Description
4. Original CWEMF Mission and Strategies
5. Proposed Annual Meeting Schedule
6. CWEMF Strategic Plan 2013-2014 Draft for Steering Committee Discussion

1. INTRODUCTIONS/DESIGNATION OF QUORUM – The meeting was opened with 11 persons in attendance, four persons on the phone, and two proxies. A quorum was declared.

2. EXECUTIVE DIRECTOR’S REPORT – Elaine had posted her report electronically before the meeting. Her comments are included in the topics discussed below.

3. SECRETARY’S REPORT –The minutes needed amending, and so need to be accepted at the next meeting.

4. TREASURER’S REPORT – There is \$114,028 total in our accounts. We now have three separate accounts: the general account, the peer review account, and the operating reserve account. There is \$65,769 in the general account, \$13,259 is in the peer review account, and \$35,000 is in the operating reserve account. Post our finances on our web site, to show we are financially stable.

5. ORGANIZATIONAL DUES UPDATE - All have paid this year (check with HDR on their payment).

6. CWEMF POLICY DOCUMENTS – Developing an investment policy is on hold until Stacy gets back. We need to put all CWEMF policies into one document. Be transparent with our policies, in case we have a SWRCB role in supporting their modeling efforts. Have Kevin post our policies when ready. The development of the peer review administrative process remains tabled until after Christmas.

7. STRATEGIC PLAN –

a. How often should we conduct an audit of CWEMF’s accounting records? Discuss this when Stacy is back. Contact a non-profit resource center for assistance with the accounting audit. Tara said this assistance is not costly. Tara will check into what services the center provides and report back at the next Steering Committee meeting.

b. Where should the opportunity for participating with the SWRCB in their modeling efforts fit into the Strategic Plan?

c. It was proposed to change the mission statement to “CWEMF is an organization whose mission is to increase the usefulness of models for addressing California’s water and environmental challenges in a collaborative atmosphere”. A motion was made and seconded and voted all ayes to present this change to the general membership. Such a change will require a change to the by-laws.

8. MODEL USERS GROUPS – The DSM2 group met several weeks ago and it went well.

9. TECHNICAL WORKSHOPS –

a. C2VSIM workshop – Charles Brush of DWR will put on this two-day training workshop, on Jan. 23-24, 2013. It will be held in the Klamath Room of the Cal EPA Building. Bring your own laptop.

b. Peter Vorster and Nigel Quinn are planning a session on data management and visualization.

c. There was some discussion on having a session on unimpaired flow modeling, on participating with the California Water Environment Foundation on some model training, and having some web-based training.

10. GROUNDWATER PEER REVIEW – This has been going along well. Mid-point progress reports are due at the end of November. On November 20 a conference call will be held between the peer review committee and the reviewers. Then it will be determined what has been accomplished, and what can the committee do to assist. A workshop will be held in the first quarter of 2013, where the draft report will be presented. We will again try to get the Klamath Room for this workshop. Ben and Kevin have posted the presentations of the first workshop held several months ago. Ben and Kevin have linked the presentations to the agenda in pdf format.

11. STATE WATER BOARD WORKSHOPS – How can modeling assistance to the State Board fit into our Strategic Plan? The State Board is still talking about what their next steps might be toward bringing modeling knowledge into the Board. The Board might ask CWEMF for help on modeling workshops, such as one for unimpaired flows or water temperature predictions. Jay Lund and Walter Bourez have mentioned to the Board how CWEMF might help them. The Board may be working with the Delta Stewardship Council and their Delta Science Program on upcoming modeling efforts. A comment arose as to how adaptive management and

modeling fit together. Also a comment was made that more coordination would be needed if CWEMF got involved in life cycle models or biological operational modeling.

At our 2013 annual meeting perhaps we should address the Delta Science Program Plan. Should we put our next two year effort toward the Board's modeling efforts? Yes, but how? How proactive should we be in getting started. When are we leading, and when are we reacting? How can we interact with the Delta Science Program? Should we meet formally with Peter Goodwin, or what? If CWEMF gets involved with the Board on modeling our Steering Committee may have to meet more frequently.

It was mentioned that CWEMF would be a good fit in supporting the Board's modeling efforts because the Board does not have in-house longevity on modeling. They have to rely on outside consultants. CWEMF could act as an impartial voice here.

Rich Satkowski will write down the topics we just discussed above, and have this as an agenda topic for the next Steering Committee meeting. Rich mentioned that the videos from the three SWRCB workshops series will be posted in a few weeks.

12. ANNUAL MEETING – There was discussion on how best to fit the poster session in to the annual meeting. Possibly have the posters remain up on Tuesday afternoon and evening. Give the posters a prominent position. The possibility of having a Great Lakes modeling person as guest speaker was discussed. Our second “small room” will be larger than the one we had last year.

Send our annual meeting announcement to the Hydropower groups in California, as the SWRCB workshops have shown their interest in how Delta flow requirement and Delta modeling will affect the operation of upland lakes and consequent power generation. Jerry Johns of DWR knows a lot about hydropower operations, so he knows the key contacts. See if the hydropower people can come and present their models at the meeting.

Peter Vorster said he will do a San Joaquin River session if the USBR helps. Chris Bowles will have a session on habitat restoration modeling. The question arose as to having BDCP modeling as a session. It was mentioned that this may be too confidential to present, and such presentations would have to go through approval processes In session planning, make sure to save some of the better talks toward the end of the day, to keep people there. One idea suggested was to have tables of different topics for an evening of Roundtable discussions. Then the outcomes of these Roundtables would be summarized at the end of the evening. The theme “Modeling To Make A Difference” was voted on and passed unanimously.

13. OTHER BUSINESS

a. The Distinguished Life Membership Award will be decided on at the January Steering Committee meeting. The awards committee consists of Paul Hutton, Kijin Nam, Josue Medelin, and George Nichol.

b. Next meeting is Jan. 18, 2013 (since changed to Jan. 25.)

Respectfully Submitted

George Nichol, Secretary, CWEMF

ATTENDANCE

Marianne Guerin	Convener	RMA
Elaine Archibald	Executive Director	CWEMF
Ben Bray	EBMUD	Vice-Convenor
George Nichol	Secretary	Public Member
Paul Hutton		MWD
Josue Medelin		UCD
Kijin Nam		DWR
Fred Lee		GFL Associates
Mike Deas		Watercourse Engineers, Inc.
Eleanor Bartolomeo		SWRCB
Tara Smith		DWR

On Phone: Jobaid Kabir, Rich Satkowski, Lucinda Shiu, Peter Vorster

Proxies: Stacy Tanaka, Jay Lund