

June 27, 2001

BAY-DELTA MODELING FORUM

# MINUTES OF THE STEERING COMMITTEE

For May 17, 2001

(This meeting was held at the U.S. Bureau of Reclamation Office in Sacramento.)

## I. SUMMARY

### A. ACTION ITEMS

1. **Bank Account** – John Williams and Kevin Long will open the new Forum bank account.
2. **New Forum Name** – John Williams will send an email to the Steering Committee members asking for a final vote on the new name.
3. **CALFED Coordination** – The Convenor will send a letter to CALFED reaffirming our interest in working with them.
4. **GIS Workshop** – Rich Satkowski and Nigel Quinn will assemble some ideas on what could be in such a workshop.

### B. MOTIONS PASSED OR TABLED

1. **Bank Account** – A motion was passed allowing the Forum to keep its own books and write its own checks.

### C. REFERENCES HANDED OUT

1. Executive Director's Report
2. California water Modeling Forum 2001 Goals
3. Proposed Forum Bylaws Changes
4. Proposal Regarding Banking and Accounting
5. New Steering Committee Roster
6. Proposal for a Workshop on Instream Flow Modeling

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## II. MINUTES

1. **CALL TO ORDER** – Quorum declared. Proxies held for Tull, Peterson, Hamilton, Lund, Spreck, Deas, and Kimmerer. George Nichol served as time-keeper.

2. SECRETARY'S REPORT – Past minutes accepted unanimously. The minutes for the January meeting, typed by John Headlee, and the Asilomar 2001 minutes, typed by John Williams, will serve as the official minutes (the Secretary being absent) and will be sent out to the Steering Committee for review. Following this they will be posted on the web site with the other minutes.

3. TREASURER'S REPORT – For the past fiscal year the Forum took in \$37,000, and spent about \$33,000. The end of fiscal year general fund balance is approximately \$37,000. The peer review fund balance is about \$16,000. A sum of \$12,000 will be coming from the USBR for the water temperature model review, but some of this will be needed for the Integrated Ground Water and Surface Water Model (IGSM) work. The balance of the combined \$28,000 has also been ear-marked. More money will be needed if more peer reviews are to be done.

An account will be opened at River City Bank. Quicken will be used to keep the books. The Executive Director will maintain possession of the checkbook and do the book keeping, with the Treasurer doing the review. Checks under \$2,500 need to be signed by only one Forum officer. Checks above \$2,500 will need to be signed by two Forum officers. The Forum officers authorized to sign checks are the Convenor, Vice-Convenor, Secretary, and Treasurer (currently Satkowski, Peterson, Nichol, and Long, respectively). A motion was made, seconded, and passed unanimously for accepting the above.

4. EXECUTIVE DIRECTOR'S REPORT – John is working on the 501C3 status. He is getting ready to send in the bylaws, agendas, and list of workshops to the IRS, to show what the Forum does. The IRS want to know about any grants the Forum has received. John will be ready to send in this information by the end of May.

5. FORUM NAME CHANGE – The recent Steering committee voting among many possible names using the “accumulative” method resulted in a tie for the two Forum names of California Bay-Delta Modeling Forum and California Water and Environmental Modeling Forum. In order to get a direct vote from the Steering Committee on just these two names, John Williams will send an email message out listing only the above two names and asking for a final vote. There was some discussion on whether to include in the email message the pros and cons of past discussions on the two names. It was decided to do so, and the Secretary will gather the pros and cons available from his past minutes and forward those to John Williams.

6. MODELLING FORUM VISION/GOALS – A handout was presented which listed six tentative administrative goals, nine tentative technical goals, three tentative stakeholder goals, and three tentative miscellaneous goals, totaling 21 goals. We went down the list one-by-one with the following results:

Goal 1: **501C3 attainment** – do this year.

Goal 2: **in-house accounting** – do this year.

Goal 3: **website enhancement** – do this year.

Goal 4: **domain name** – do this year.

Goal 5: **individual membership growth** – have membership develop a target list of potential contacts (*some discussion ensued; should this be added to the tasks of the Executive Director? ACWA gives a % of time to their staff for membership drives; should we phone so people attend the Steering Committee meetings; get outsiders to participate in workshops so they gain an interest in joining the Forum; do outreach; have Executive Director spend 5-6 hours per month in membership matters; hard to separate time spent on recruiting from other tasks because they are intertwined. It was decided to defer Goal 5 for now*).

Goal 6: **organizational membership growth** – do this year. Try for three new organizations this year, possibly City of Stockton, and Rich has two additional possibilities.

Goal 7: **CALFED meetings** – do this year. Hubert interacts with CALFED now, and John Williams is seeing about getting somebody from CALFED to come to our meetings. The problem is that CALFED is so busy now that they may not have the staff right now.

Goal 8: **Issue Papers** – do this year. The Water and Environmental Federation already does. Do 1-2 issue papers this year to see how it works. Perhaps could do an issue paper on carriage water. Our papers could have a modeling slant, but not necessarily.

Goal 9: **Grey Paper Series**: We need to find out more about what this is.

Goal 10: **Research Needs** – do this year.

Goal 11: **Computer Equipment**: Defer for now.

Goal 12: **Number of Technical Workshops** – Try for five this year.

Goal 13: **Number of Other Workshops** – try for some if opportunity or need arises, but no goals now.

Goal 14: **Use-of-Models Semi-Technical Workshop** – Possibly have DWR and USBR and others tell what they are doing with models. There was some discussion on how much interest this would have to a wide audience. It was decided to have this type of a workshop as part of another workshop.

Goal 15: **Complete peer reviews** – Have the goal to finish Phase I of the hydrodynamic model.

Goal 16: **Increase interaction with stakeholders and decision-makers** – do this year.

Goal 17: **modeling social network** – Defer for now.

Goal 18: **MET involvement** – to be discussed in future.

Goal 19: **Develop models with concurrent peer review** – Is already in our protocols document.

Goal 20: **Anticipate future needs of water community** – Eliminate this goal.

Goal 21: **Subcommittee meetings** – change “meetings” to “activities”. More thought is needed on this. Should we have subject specialists rather than subcommittees?

7. **COORDINATE WITH STAKEHOLDERS** – Rob Tull will report on this at the next meeting, as he was in another meeting at the USBR on this date, and could not attend this meeting until later in the morning. When Rob came in he said he is sending a letter to Sam Luoma of CALFED, because they are getting ready to start in a new round of modeling. The letter to Sam will reinforce our interest in working with CALFED, and continue opening up communications with them. John Williams mentioned that he has received a \$25,000 grant from CALFED for the Instream Workshop.

## 8. PEER REVIEW –

a. **Hydrodynamic Model (Phase I)**- The final report on the Phase I hydrodynamic peer review will be out soon. Because some member agencies may be uncomfortable with the results as they now stand, it was discussed that the Forum's by-laws allow members to submit dissenting comments to the Forum which will be attached to the final report. K.T. Shum of CCWD and Prof. Sobey have had a conference call, but there is still some differences of opinion and some key issues still remain. The DWR and CCWD indicated they may send in dissenting comments. The Phase I problem sets were not close to what CCWD wanted to do. Paul Hutton said that DWR will be documenting their model, and if this had been done before Prof. Sobey's review this probably would have helped in reducing some of the past problems. It was agreed upon that all models should preferably be documented prior to future peer reviews. The Phase I report will probably be done by the end of May. It was suggested that we have 30 days to respond to the report, and this seemed OK with CCWD and DWR unless problems develop.

b. **Hydrodynamic Model (Phase II)** - The current on-going work on Phase I is actually leading us into Phase II. Phase II will be much more applied. Such topics as carriage water, barriers in the Delta, gate operations, and island breaks should be in Phase II. Make sure the tasks and requirements of Phase II are well thought out and listed in detail. Preferably get detailed input from CCWD and DWR on what they think should be in Phase II. Each application will have concerns on modeling accuracy, and each application should be focused on helping the water community. These will affect stage changes in the South Delta. K.T. Shum would like to have Pete Smith and others in charge of the Phase II oversight. Nigel Quinn suggested that CCWD and DWR recommend who should oversee Phase II. Who will lead the Phase II calibration and validation?

c. **Water Temperature Models** – The complete draft is now out for comments. The report will be done by the end of summer, if the comments are received back in a timely manner.

d. **IGSM Model Review** – On May 31 Professor Fogg is coming to the USBR to present the problem set he has devised to test the IGSM Model.

9. **TECHNICAL WORKSHOPS** – We'll relieve supporting agencies of having to do reproduction, furnish binders, etc., in the future. We made \$1,300 for the last workshop (CALSIM II workshop).

- a. Geomorphic Modeling Workshop – Nothing done yet.
- b. Climate Change Workshop – CALFED has spent several million dollars on Deer Creek.
- c. Instream Flow Workshop – Will be 2 ½ days, ending with consensus statement. This will be followed by a ½ day summary for a larger audience. Send any comments you have now to John Williams by the end of next week.

- d. Carriage Water Workshop – DWR put out a preliminary analysis, and is awaiting comments on the results. (DWR has completed the agreed-upon tasks and has been waiting for several months for this process to move forward.)
- e. GIS Workshop – This will have lots of interest. Rich Satkowski to call Nigel to put together ideas for a workshop.

10. FORUM WEBPAGE IDEAS – Nigel reported that it may not be convenient to keep the web page at the Berkeley Lab. It is better to keep it independent, but this costs. We need a stable home page, but perhaps we can keep such items as the minutes on other web servers. Kevin Long said that the CCN publication shows that it costs about \$100 a year to keep a website. We probably should have a short web name for identity recognition.

11. OTHER BUSINESS – None.

12. SCHEDULE NEXT MEETING – July 20, from 9:30-12 noon, at Contra Costa Water District.

Respectfully Submitted;  
George Nichol  
Secretary, BDMF

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ATTENDEES:

Richard Satkowski  
John Williams  
Rob Tull  
Lloyd Peterson  
Kevin Long  
George Nichol  
Nigel Quinn  
Paul Hutton  
Edward Chang  
K.T. Shum  
Lynda Smith

Convenor (SWRCB)  
Executive Director  
Past Convenor (CH2M-Hill)  
Vice Convenor (USBR)  
Treasurer (SWRCB)  
Secretary (CVRWQCB)  
LBL/USBR  
DWR  
EBMUD  
CCWD  
MWDSC

Five proxies held.