

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For November 17, 2017

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

Major Items	<ul style="list-style-type: none">• The official composition of the steering committee and who can officially vote on CWEMF objectives needs to be determined before we can advance toward the Strategic Plan.• All session requests for the annual meeting must be in to Paul by Jan. 12, 2018• A keynote speaker is needed for the annual meeting.
Action Items	<ul style="list-style-type: none">• Compile a list of all session requests for the annual meeting – Paul• Send an email to the current steering committee list to see if they are planning to stay on the steering committee – Paul• Put together the past information related to who is on the Steering Committee, who can vote, set up a conference call and email on this, and have suggestions by the Jan. 2018 Steering Committee meeting – Tariq, Paul, Stacy
Parking Lot Items	<ul style="list-style-type: none">• (Located at end of minutes.)
Motions	<ul style="list-style-type: none">• A motion was made and passed to move \$110,000 from our savings in River City Bank to a six-month CD in an on-line bank.• A motion was made and passed to obtain liability insurance for workshops and other CWEMF meetings for one year.

REFERENCES HANDED OUT:

1. Executive Director's report.
2. Minutes of the Sept. 15, 2017 Steering Committee meeting.
3. Treasurer's Trial Balance
4. CWEMF Workshop Status sheet
5. Summary of CWEMF Subcommittees

1. INTRODUCTIONS/DESIGNATION OF QUORUM – Introductions were made and a quorum was declared.

2. CONSENT CALENDAR

a. Executive Director's Report – The Executive Director's report was submitted. His comments for this meeting are added to the comments below.

b. Secretary's Report – Because several persons commented to the Secretary on the minutes of Sept. 15, 2017, and because the changes were not reflected in the minutes to be voted on today, it

was decided to hold off on approving the minutes until the next steering committee meeting. In the future the Secretary will send out the minutes several weeks prior to the next steering committee meeting, and if comments are received the Secretary will make the corrections and resend the minutes several days prior to the meeting, showing in red what the changes were. Then at the steering committee meeting the minutes can be voted on for approval.

c. Treasurer's Report – The officers have all signed the bank statement on who can sign for checks. All accounts have been updated with the names of the officers.

ACTION ITEMS

3. ANNUAL MEETING –

a. Overall Format - The question arose as to whether we are satisfied with the annual meeting format that we have been using. This was for the business meeting, the social, and the lunches. Most seemed to think so. It was mentioned that we need to add a map on where the social is to be held, and another map showing the locations of some local restaurants. It was decided that Paul would give some general comments for 5 minutes in between the awards and pop-up session to give Stacy time to set up. A discussion arose as how to keep the attendance up for the Wednesday afternoon speakers. Some ideas were to keep some interesting hot topics for then (like the Bay Science group does for their annual meeting), or have a raffle giving out free workshops, annual meeting, or annual dues.

b. Potential Sessions/Talks - Regarding the sessions, we don't have special slots each year for any category. Moderators will be requested to submit one paragraph to Paul on what their session will cover and who the proposed speakers are. A sub-committee will decide which sessions they want after potential moderators send in their sessions. If we don't have enough sessions, then we will announce the need for more. We will encourage moderators to reach out early for their speakers. All session requests must be in to Paul by Jan. 12, 2018, so that he can forward them to the selection subcommittee so they can report the selected sessions to the steering committee at the Jan. 19 steering committee meeting. When the session list is full Paul will compile a list of any additional requests that come in. The selection subcommittee consists of Rich Satkowski (chair), Josue Medellin, Mike Deas, Tariq Kadir, and Ben Bray. This subcommittee will cease to exist after the annual meeting.

c. Keynote Speaker – We need to find one. Possibilities so far are the Delta Water Master (Michael George) and the new DSP Science Advisor.

d. Awards Subcommittee – Josue announced that so far we have two nominees for the Hugo Fischer Award and one nominee for the Career Achievement Award. The deadline for submissions is Dec. 1. In the first week of December, Josue will schedule a meeting of the selection subcommittee. Put this as an agenda item for the January or March steering committee meeting. At that time, we can see if we have a local nomination for the Life Membership Award.

4. STEERING COMMITTEE VOTING PROCEDURE – At this point the discussion deviated somewhat over to items related to subcommittees, who is on the steering committee, who can vote, and related topics as described below.

a. Standing Committees and Subcommittees - There can be formal standing committees each with formal subcommittees, and ad hoc (special task) subcommittees. Put the ad hoc subcommittees under the formal standing committees to the extent possible.

b. Ad-Hoc subcommittees - An ad hoc subcommittee should be created when there is a purpose, and have a start and ending date. Don't leave it perpetually open. The subcommittee can always be renewed if needed. (Some tasks are perpetual, and some have a distinct life.)

c. Align Committees to Strategic Plan - A proposal was made to consider having formal standing committees aligned with the four main areas of the strategic plan, these areas being:

- Finances
- Education (e.g. annual meeting, workshops, awards)
- Outreach (e.g. membership, web page)
- Initiatives (e.g. new things, Bay-Delta Initiative)

Have a standing chair for each of the above. How many people would agree (have time) to be chairs? This will put new demands on the steering committee, but if we want to be earnest in these efforts we need to do so. The main idea here is to relate everything back to the strategic plan, to keep it active. A suggestion was made to ease into this area slowly to see how it might work out. It was decided that we are not ready today to move into these four standing committee areas.

d. Standing Committee Reports – If we have the four standing committees above, at each steering committee meeting ask the four standing committee chairs if they have anything to report. This will keep the tasks within these areas fresh in everyone's mind, even if there has been no activity for a long time. If there has been no activity to report on from a standing committee this can be put into the consent calendar area of the agenda.

e. Cleaning Up Subcommittee List - We reviewed the list of our current ad hoc subcommittees and deleted some. Our remaining ad hoc subcommittees are:

- (1). Website update. Tariq is chair and will confirm his subcommittee. This work is going from phase 1 to phase 2.
- (2). Annual meeting conference proceedings. (Dissolve, and form new subcommittee.)
- (3). Issues with Bay-Delta projects (may be kept or deleted).

f. Items for Next Steering Committee Agenda - Have this issue of standing committees/subcommittees on the next steering committee agenda. Also have issue of who can vote on the next agenda.

g. Voting Problem –

(1) The following has long been a challenge. Who is officially on the steering committee, and who can vote on matters that affect our achievement of the strategic plan. We need to decide on who can be a member of the steering committee.

(2) We need a roster of who is on the steering committee. The first step is to find out who is willing to come to the steering committee meetings. We have an email list but we never see

some of the people on it. We have a problem of sorts. We like to include as many people as possible on the steering committee so as to keep members involved and interested, but at the same time we have to decide who can officially vote. Issues like how many votes an institution can have vs individual members needs to be resolved. When we get our official list of who is on the steering committee we need to post it on the website. This topic should be cleared up before the annual meeting.

(3) Paul will send an email to the current steering committee list to see if they are planning to stay on the steering committee, and if they are leaving, can they recommend a replacement. Better yet is if an organization can say who their key person for the steering committee is and their backup. If we get lots of names on our list perhaps we may need to put an asterisk by the names of those who can vote, once decided. The Executive Direction (Paul) will be the keeper of the steering committee list.

(4) We don't have a mechanism to move forward on our strategic plan. Our voting procedures are still under discussion. What do we want to spend money on? How do we make decisions? If we get started on a project this will justify our building up assets in a non-profit organization. Otherwise why are we building up assets? The general membership may begin to wonder what we are doing.

(5) Solving the above will take more time than the current agenda item at a Steering Committee will allow. A decision was made to put together the past information related to the above questions (most of this information was from two years ago). Tariq, Paul, and Stacy will work on this starting now. Then they will set up a conference call to the Steering Committee by mid-December to relate what they have put together. Then they will send out an email setting up a meeting before the January Steering Committee meeting for those who can attend. The goal then is to have something fairly well defined before the January 2018 Steering Committee meeting, where it can be acted on. This action may require a change to our By-Laws, which will require action by the general membership at the annual meeting. If so this will then give us time to put this topic onto the annual business meeting agenda. (The question arose as to how other organizations handle the problem of who can vote.)

(6) It was emphasized that we delay moving ahead on spending money to achieve our goals in the Strategic Plan until we determine who can vote to spend the money and what it should be spent on.

5. STRATEGIC PLAN – This was tabled until the next steering committee meeting.

6. INVESTMENT AND BANKING OPTIONS – There was a lot of discussion on the River City Bank vs Golden One Credit Union, on the rates on Certificates of Deposit (CD), the duration of CDs, on-line banking, interest rates, etc. Should we have an investment ladder of CDs? What is convenient for officers and the Executive Director in various locations? A motion was made to move \$110,000 from our savings in River City Bank to a six-month CD in an on-line bank. This motion was seconded, discussed, and passed unanimously. Stacy will check on the best CD rates at various banking institutions.

INFORMATION ITEMS

7. CWEMF-DWR CONTRACT FOR FUTURE WORKSHOPS

The California Department of General Services (DGS) says the DWR needs a contract for future workshops. The DWR employees cannot attend any future workshops until a contract is completed. (The DWR employees cannot attend workshops without this insurance even if they pay their own way.) The DGS also says that CWEMF must provide liability insurance (no auto insurance or workman's comp) for DWR workshop attendees.

Today the steering committee decided that we need this liability insurance for all of our workshop attendees. The cost is estimated at approximately \$1,650 per year. A motion was made to obtain this insurance for one year. The motion was seconded, discussed, and passed unanimously. Paul will take the necessary steps to obtain this insurance. There is some haste involved because of two upcoming workshops. Paul may not have enough time.

8. TECHNICAL WORKSHOPS

a. IWFM - The IWFM workshop was very successful. A question arose from an attendee as to how does one review a model that is presented to them. It was mentioned that FEMA has a process for this, which is to see how the model was developed and how it was used. Today it was mentioned that CWEMF does have its model protocols document that addresses a topic such as this, and the EPA also has a document for model QA.

b. MODFLOW - The MODFLOW workshop is coming up. Shyamal will be gone for this workshop, and Tariq agreed to moderate the workshop for him.

c. Flood Workshop - An email was sent out to determine the interest in another DWR flood workshop. Samson said he had 30 attendees at the last flood workshop, and that half were DWR employees.

d. Sea Level Rise – This is in the process of development.

e. METRIC – There is lots of interest in having another workshop. This workshop takes lots of effort, and requires lots of software.

9. WEBSITE UPDATE – The IDC and IWFM workshops were recorded and edited, and are on Youtube (in a restricted mode). We bought the software to do this. The problem with video is that it does not show the interactions that go on at the workshop. We are waiting on feedback from the participants. CWEMF may do this for most workshops in the future, as long as it does not unduly cut down on the number of attendees at the workshops.

10. FISCHER AWARD – We have changed to a local vendor for the statue. This is not a custom fabrication. The cost will be about \$100 for each statue. Paul has purchased two statues for future use.

11. MODEL USER GROUPS – The Delta Model User Group has sent out a newsletter. All Delta models are now represented. The IWFM/IDC user group will meet in December.

12. OTHER BUSINESS –

The question arose as to whether we need another officer position to handle such items as communications, social media, outreach, the web, web screen-casting, Facebook, Twitter, blogs, etc. No decision was made at this time.

Shyamal purchased a gardening book to present to Elaine Archibald (delayed purchase....paid for by attendees to Elaine's retirement back in June). He brought it to today's meeting and we were all able to sign it. Stacy will mail or deliver it to Elaine.

Ben has corrected our annual meeting slide to show contribution from the Fischer Family.

John Williams has sent us an email through Paul Hutton asking how things are going in CWEMF. Subsequently, Tariq communicated with John, and may get to meet with him in February at Humboldt State University.

13. NEXT STEERING COMMITTEE MEETING – January 19, 2018.

14. ADJOURN – 12:30 pm.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Paul Hutton	Executive Director	Tetra Tech
Tariq Kadir	Convener	DWR
Shyamal Chowdbury	Vice-Convener	Wood-Rogers
Stacy Tanaka	Treasurer	Watercourse Engineers
George Nichol	Secretary	Public Member
Josue Medellin	Past-Convener	UC Merced
Ben Bray		EBMUD
Anne Huber		ICF
Katherine Heidel		Tetra Tech
Mike Deas		Watercourse Engineers

On Phone: Rich Satkowski, Fred Lee, Samson Haile-Salassie, Tad Slawecki

Proxies: Tariq has proxy for Hubert.

Parking Lot Items	<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.
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	<ul style="list-style-type: none">• Operating Reserve – determine how much we should keep in this Reserve.• Money Management – Determine how CWEMF should invest its funds.
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