

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

## MINUTES OF THE STEERING COMMITTEE

For September 18, 2015

Decisions	<ul style="list-style-type: none"><li>• None</li></ul>
Action Items	<ul style="list-style-type: none"><li>• Elaine Archibald will contact DWR supervisors about the unpaid invoice for the Annual Meeting.</li><li>• Josue Medellin and Elaine Archibald will review the NHD workshop flyer, Elaine will work with Kevin Long to post on the website, and Elaine will send out an email to the mailing list.</li><li>• Paul Hutton will bring a recommendation back to the Steering Committee on possibly advising Annual Meeting presenters that they have the option for preparing a short paper.</li><li>• Ben Bray will set up a conference call with Josue Medellin and a representative from the International Association for Great Lakes Research about having a CWEMF representative at one of their annual meetings.</li><li>• Elaine Archibald will set up a conference call with the Steering Committee to continue discussion of the Action Plan.</li></ul>
Parking Lot Items	<ul style="list-style-type: none"><li>• (Located at end of minutes.)</li></ul>
Motions	<ul style="list-style-type: none"><li>• To approve the minutes of the August 14, 2015 Steering Committee meeting.</li></ul>

### REFERENCES HANDED OUT:

1. Executive Director's Report.
2. Minutes of the August 14, 2015 Steering Committee meeting.
3. Treasurer's Trial Balance (as of August 31, 2015)
4. End of Fiscal Year 2014 Treasurer's Report
5. Workshop Status Report
6. Annual Meeting Planning Schedule
7. Revised Draft Action Plan

**1. INTRODUCTIONS/DESIGNATION OF QUORUM** – The meeting was opened by Josue with 8 persons in attendance, 5 persons on the phone, and 2 proxies. A quorum was declared.

**2. EXECUTIVE DIRECTOR'S REPORT** – Elaine Archibald is still working with DWR to obtain payment for four people from the Division of Environmental Services who attended the Annual Meeting. The Committee members asked Elaine to contact DWR supervisors since the administrative person is no longer responding to her emails. Other accomplishments of the Director are included in the Executive Director's Report and in the items below.

**3. SECRETARY'S REPORT** – George Nichol could not attend the meeting so several Steering Committee members and the Executive Director agreed to take notes. The August minutes were passed with a correction to the amount of money in the peer review fund and a couple of minor editorial changes. Elaine will send the corrected minutes to George and to Kevin Long, for posting on the website.

**4. TREASURER'S REPORT** – The combined total amount of money in our accounts is \$242,700, of which 186,500 is in the general fund, \$16,100 is in the peer review fund, and \$40,110 is in the operating reserve fund.

**5. TECHNICAL WORKSHOPS** – The Vice-Convener, Tariq Kadir, provided a report on the workshops that were recently held and the upcoming workshops.

- a. **METRIC** – The METRIC Workshop was quite successful with 19 attendees. There was some concern that the pace of the workshop was fast and Tariq Kadir recommended that we have a different format if we have another METRIC workshop next summer. He suggested a pre-workshop on the ERDAS software, followed by a four or five day METRIC workshop.
- b. **Flood Management** – This workshop will be held Oct 7 to 9 and is a collaboration between David Ford Engineering and DWR.
- c. **MODFLOW** – We are collaborating with USGS to put on this three day workshop Oct 27 to 29.
- d. **National Hydrography Data (NHD)** – This workshop will be held at West Yost on Oct 20. Tariq has developed a flyer for Elaine and Josue Medellin to review and post it within the next week. The workshop instructor will be Jeff Simley from USGS. Tariq suggested that the workshop fees be \$25 for members, \$50 for non-members, and \$10 for students since the only cost will be refreshments.
- e. **PEST** – Tariq and Marianne Guerin spoke with John Doherty about having another PEST workshop. Tariq recommends that the next workshop consist of three separate workshops: two to three days on PEST basics, three days on PEST applications to groundwater, and two days on PEST applications to surface water. We will send a survey to CWEMF members to see if there is enough interest in doing this. Jobaid Kabir asked if it would be possible to set up a WebEx for the PEST workshop. Tariq will talk with John Doherty to get his thoughts on this. One potential problem is that the workshops are hands-on, which will make trouble shooting difficult remotely.
- f. **Cal Lite/CalSim** – Jobaid asked if this workshop was still under consideration. USBR is interested in pursuing it. Tariq said that DWR is still interested and may want to separate out the Cal Lite portion from the CalSim portion, but the workshop has not been scheduled.

**6. CWEMF SOCIAL** – Ben Bray reported that the first social was a success with a small group of CWEMF members attending the social at Capitol Bowl. Ben and Holly Canada will organize another social in the spring before the Annual Meeting.

**7. ANNUAL MEETING** – Elaine presented the proposed schedule for planning for the Annual Meeting. Steering Committee members agreed with the approach for planning the 2016 Annual Meeting. Elaine stated that the Committee needed to decide if it wants to advertise that presenters have the option of preparing a short paper to post on the CWEMF website. This is an item in the Action Plan. After considerable discussion the Committee decided that we need more time to determine what our objectives are, what type of format to use for papers, whether papers would be reviewed and edited, etc. Paul Hutton agreed to put some thought into this and bring it back to the Committee in November.

**8. MODEL USER GROUPS** – The DSM2 Newsletter is in progress and will be sent out in a couple of weeks.

**9. INTERNATIONAL ASSOCIATION OF GREAT LAKES RESEARCH** – This Association has invited a CWEMF member to attend one of their annual meetings, which are alternately held in the U.S. and Canada. Ben will set up a conference call with Josue and the Association contact, and they will report on this at a future Steering Committee meeting.

**10. ACTION PLAN** – The Steering Committee made progress on the Action Plan. Elaine will set up a Doodle Poll to schedule a conference call in October to continue discussion on the Action Plan.

**11. OTHER BUSINESS** – Fred Lee mentioned that US EPA is hosting a series of webinars on water quality models that are quite good. The webinars are archived and available for viewing at: <https://www.google.com/webhp?sourceid=chrome-instant&ion=1&espv=2&ie=UTF-8#q=water%20quality%20modeling%20webcasts>

CWEMF sent a letter of support for Laurel Saito at UNR for a NOAA grant she is pursuing to model the Shasta Reservoir-Sacramento River system for drought and extreme climate water management.

**14. ADJOURN** – 12:30 pm

Respectfully Submitted  
Elaine Archibald on behalf of George Nichol, Secretary, CWEMF

### ATTENDANCE

Josue Medellin	Convener	UCD
Elaine Archibald	Executive Director	CWEMF
Ben Bray	Past Convener	EBMUD
Tariq Kadir	Vice Convener	DWR
Stacy Tanaka	Treasurer	Watercourse Inc.
Paul Hutton		MWDSC
Anne Huber		ICF
Fred Lee		G. Fred Lee & Associates

Proxies: Josue for Marianne Guerin (after Marianne left the meeting at 11:00)  
Ben for Yuan Liu and George Nichol

On Phone: Tara Smith (DWR), Jobaid Kabir (USBR), Kevin Long (SWRCB), Holly Canada (David Ford Engineering), Marianne Guerin (RMA),

Parking Lot Items	<ul style="list-style-type: none"><li>• Multi-Year Budget – Prepare a draft.</li><li>• Peer Review Process - Development of peer review administrative process.</li><li>• Investment Policy - Development of investment policy.</li><li>• Financial Transparency – Determine how best to show our financial transparency to outsiders.</li></ul>
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