

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

**MINUTES OF THE STEERING COMMITTEE**

For May 19, 2017

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

Major Items	<ul style="list-style-type: none"> <li>• Elaine Archibald will be retiring as Executive Director at the end of June 2017.</li> </ul>
Action Items	<ul style="list-style-type: none"> <li>• Change Hugo Fischer Award slide to show the support from the Fisher Family – Executive Director</li> <li>• Get in touch with the Delta Stewardship Council and determine their interest in the Natural and Unimpaired Flows workshop - Shyamal</li> <li>• Check on MET’s interest in the Natural and Unimpaired Flows workshop – Chuching</li> <li>• Prepare and distribute a flyer to determine the interest in a Central Valley Flood Control Workshop – Samson</li> <li>• Contact the Ocean Protection Council to determine how their findings on sea level rise might be incorporated into a CWEMF workshop (also contact Jamie Anderson) – Shyamal</li> <li>• Write a 1-page proposal on how CWEMF might do a technical peer review (or workshop) of SB X7-7 - Samson</li> <li>• Send a letter to Xiaojun telling him his web page contract has been extended – Executive Director</li> <li>• Check into the costs of buying a laptop and two projectors – Tariq</li> <li>• Write up the records retention aspects of their office – CWEMF officers</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>•</li> </ul>

REFERENCES HANDED OUT:

1. Executive Director’s report.
2. Minutes of the March 3, 2017 Steering Committee meeting.
3. Treasurer’s Trial Balance
4. CWEMF Workshop Status sheet
5. Annual meeting and expenses

**1. INTRODUCTIONS/DESIGNATION OF QUORUM** – The meeting was opened by Tariq. There were 12 persons in attendance, and 5 persons on the phone. A quorum was declared.

**2. EXECUTIVE DIRECTOR’S REPORT** –

- a. We received a letter from the Attorney General’s office. We needed to file a charitable trust form. We had to send in such things as our By-Laws for them to review. We haven’t heard back.
- b. It was requested that in our annual meeting award ceremony of the Hugo Fischer Award in the future we add that the award is supported by a donation from the Hugo Fischer Family.

3. **SECRETARY'S REPORT** – A motion was made to accept the minutes, and the motion was seconded and passed.

4. **TREASURER'S REPORT** –

a. Most of the annual meeting's registration fees have been received. There is a total of about \$307,000 in our bank funds. We are in good financial shape to start special projects. This is a new experience for us. Non-profit does not mean no profit, it just means that profit is not our goal. Increasing the annual meeting fees helped us move into the black financially over the past few years.

b. Use the term "compensation" rather than "salary" when talking about the Executive Director's payment.

c. A discussion ensued as to how much our Operating Reserve should be. We need money for the Executive Director fees, and for reserving the annual meeting spaces. We eliminated going to Asilomar because it had uncertainty costs, which we often lost money on. We have uncertainty regarding the financial support from Federal and state agencies each year (as their own budgets undergo tightening). We are thankful for the donations from our business partners. On workshops we want to at least break even on costs. Before having workshops we often use the web to see how many might be interested in a workshop, before we put on the workshop. We often provide coffee and refreshments as part of the workshop fee. We do not provide lunches at workshops, although we try to locate workshops near places that serve lunch. We could add another \$20,000 to the operating reserve if needed, to bring it to \$65,000. It was decided to look at our budget plan first before deciding to do this. The amount that should be in our Operating Reserve has been put into the Parking Lot topic list below, for future considerations.

d. It was decided to have coffee and refreshment costs as part of our future workshop costs.

5. **TECHNICAL WORKSHOPS**

a. **Workshops in the Planning Stage** – There are five workshops in the planning phase:

(1) IDC – 2 days, tentative in August 2017. Tariq will help out with this workshop.

(2) IWFMM – 4 days, tentative in Sept. 2017.

(3) MODFLOW OWHM – tentative in the Fall.

(4). Natural Flows and Unimpaired Flows – Paul asked that another person be assigned the lead on this workshop, as he no longer works for MET. A while back Paul had discussed this workshop with the Delta Stewardship Council (DSC). The DSC was interested but was very busy at the time. It is assumed the DSC is still interested. What will be CWEMF's role in this workshop? Paul will give Shyamal the name of his DSP contact. Shyamal will get in touch with DSP. Do they want to have this workshop on their own, or in cooperation with us? Chuching will check on MET's interest in this workshop. This workshop will help in the State Water Board's Planning Process and in the Water Quality Control Plan Update. The definition of the terms natural flows and unimpaired flows should be made. To some the terms are the same, and to others they are different. How do the difference in terms impact the Delta? (Unimpaired flows would be those occurring if man were not here. It would define how much water is available in the system, not how to divide it up.) Possibly start with the definitions, then follow up with a workshop. For regulatory work natural flows may be more representative than impaired flows.

(5). DWR Flood Management Workshop – This workshop will cover DWR's work in Central Valley flood management. Samson said that DWR can collaborate on this workshop. It

will be similar to the last flood workshop. DWR will pay for the consultants to teach this workshop. We need to assess the interest in this workshop on the web site. It will take several months to get ready. The materials are in place. Bring your own laptop. Samson will draft up a flyer to send out. Let NGOs and other agencies know. DWR will be having a conference next week on central valley planning.

(Chuching suggested a workshop on Sea Level Rise. This is based on the new findings of sea level rise as published by the Ocean Protection Council (OPC). Some have said the rise may be 55 inches at the Golden Gate by the year 2100, or perhaps even ten feet. The OPC will be coming up with some guidance. Should we have a workshop on this and invite the professors who did the study to the workshop? Should the OPC be involved? Should this workshop be half day or full day? Present the opposition and alternative views too. Get all of the actors together, to include the California Water Commission, DWR, stakeholders, and OPC. Get different views. Chuching has participated in a recent OPC workshop in Los Angeles on this topic. Ben googled the OPC at today's meeting and saw that they have a series of workshops on this topic coming up this summer: should we reach out to them? Shyamal said he will take the lead and contact the OPC on this. Also ask Jamie Anderson of DWR for her ideas on this.)

**b. Workshops in the Conceptual Stage** – The following four workshops are in the conceptual stage:

- (1) CalLite and CALSIM
- (2) Measurement and Data Issues
- (3) Coupling Behavioral Modeling and Hydro/WQ Modeling.

(4) Communication Workshop – A workshop is proposed to train young (and older) modelers how to write, speak to general audiences, to senior technical people, to politicians, and how to make connections to one's audience. Given the data, what is the best way to present it? Also, turning the topic around, decision makers have to better define what they need to technical people. For example, when decision makers say they are striving to achieve co-equal goals, what does that mean?

**c. Potential Work Shop or Peer Review for Senate Bill SB-X7-7 2009**– This bill pertains to the California Water Conservation Act. The purpose of this Act is to improve water use efficiency and support California's water supply sustainability through commercial, industrial, and institutional Best Management Practices. There was some discussion of whether CWEMF should have a peer review of the technical side of this Senate Bill. Or should we have a workshop on this bill? We have to be careful that we are not advocating for something in it. We can't advocate as a 501c non-profit organization. We don't want to violate any restrictions here. We can't get involved in political activity. The peer review of a technical approach in the Bill is probably OK (what exactly will we be peer reviewing?). We have to be careful how we word any effort here. Samson will write up a one-page suggestion on how we might do a technical peer review. We will discuss this topic at the next Steering Committee meeting, and review it along with our 501c constraints. A CWEMF subcommittee may be formed for this peer review task.

**d. Contracting for Workshops** – The DWR has a recent policy of a limit of \$5,000 being paid for any one workshop, and a limit of \$50,000 total for any one vender per year. If this becomes too limiting as regards DWR employees attendance at crucial workshops, then there is

the possibility that DWR can contract directly with CWEMF for workshops to satisfy these constraints. The State Water Board has this same policy.

e. **Other Information** - There was also some discussion on where to have workshops. It was mentioned that this depends upon what is available at the time, the costs, the parking availability, the computer support available, etc.

**6. CWEMF WEBSITE UPDATE** – Topics have been uploaded to the new website. The next phase is to clean up the website. Our website subcommittee is still functional. We are extending Xiaojun’s contract for six months. We have spent \$3,900 so far for the website. A motion was made and passed unanimously to extend the funding of his contract by another \$2,000. Elaine will send a letter to Xiaojun telling him his contract has been extended. At our next Steering Committee meeting we will discuss how to maintain the website.

## **7. 2017 ANNUAL MEETING –**

a. Net Revenue - Our annual meeting brought in a total income of \$75,230, with our expenses of \$33,404, giving us a net revenue of \$41,826. This is down \$7,000 from last year, due to higher expenses at Lake Natoma Inn.

b. Equipment - The question arose as to whether we should buy our own projector and two laptops, rather than always borrowing them from agencies. Tariq will check into the costs of buying a projector and laptops. There was some problems in seeing the small screen in the back of the small room. The question arose as to the maintenance and storage of our equipment. It was decided that the Vice-Convener would store the equipment. We already have power cords and power strips.

c. Paper Submissions – Only two papers were submitted this year (there is an 8-page limit per paper). Elaine will send out a reminder to the speakers, and at the next Steering Committee meeting we will evaluate the situation. Obtaining papers can be facilitated by moderators.

d. Students – There were 15-20 students and mentors. Next year have a map showing where the students should go to. Should we waive the \$50 fee for students, or reimburse them after they pay it?

e. Professional Development Hours – There were only 1-2 people who wanted credit for PDHs.

**8. EXECUTIVE DIRECTOR POSITION** – Elaine has received one proposal for the position. Several people said they could ask in their professional groups, although our cut-off date is coming soon. We scheduled a search subcommittee phone call for a date in late May, the date to be determined.

**9. MODEL USER GROUPS** – The DSM2 User Group may expand to include all Delta Modeling. The next meeting is May 31. The IWFM User Group meets once per year. The next meeting will be in December 2017. There is some discussion of reviving the CalSim / CalLite User Group.

## **10. OTHER BUSINESS –**

a. Records retention was discussed. The CWEMF officers should write up what they do and how this may relate to records retention.

b. It was mentioned that the State Water Board is re-thinking about how they want to be a member of CWEMF, whether through their current in-kind services to CWEMF or to pay directly for membership.

11. **NEXT STEERING COMMITTEE MEETING** – July 21.

12. **ADJOURN** – 12 noon. Off to Elaine’s retirement luncheon.

Respectfully Submitted  
George Nichol, Secretary, CWEMF

ATTENDANCE

Tariq Kadir	Convener	DWR
Elaine Archibald	Executive Director	CWEMF
Shyamal Chowdbury	Vice-Convener	Wood-Rogers
Stacy Tanaka	Treasurer	Watercourse Engineering
George Nichol	Secretary	Retired (Corps/SWRCB)
Josue Medellin	Past-Convener	UCD
Chuching Wang		MWD
Holly Canada		David Ford Consulting
Yuan Liu		CCWD
Paul Hutton		Tetra Tech
Om Prakash		West Consultants
Rich Satkowski		Retired (Public Member)

On Phone: Ben Bray, Anne Huber, Tad Slawewcki, Samson Haile-Selassie, Mike Deas

<p>Parking Lot Items</p>	<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> <li>• Operating Reserve – determine how much we should keep in this Reserve.</li> </ul>
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