

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

**MINUTES OF THE STEERING COMMITTEE**

For Jan. 20, 2012

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

Decisions	• .
Action Items	<ul style="list-style-type: none"> <li>• Check whether we have to send a 1099 form to Kevin Long - Elaine.</li> <li>• Organize a groundwater peer review workshop for March – groundwater subcommittee</li> <li>• Draft letters to the two groundwater model peer reviewers – Rich</li> <li>• Arrange a lunch meeting at the annual meeting to discuss coordination of the groundwater model peer review- Rich.</li> <li>• Re-draft the annual meeting schedule – Elaine</li> <li>• Contact USFWS to see if we can get the poster boards on Tuesday at the Inn - Elaine</li> <li>• Meet with the staff of the Lake Natoma Inn to finalize all costs, to see if \$375 is sufficient for registration.</li> <li>• Have a conference call in a few weeks to make decisions on program sessions and registration costs – Steering Committee.</li> <li>• Provide Paul Hutton the information on the 2011 award nominees – Elaine</li> <li>• Provide the awards committee the nomination packets – Elaine</li> <li>• Make recommendations on awards to the Steering Committee at the March meeting - Awards committee</li> <li>• Email ideas on the annual theme to Elaine – Steering Committee members</li> <li>• Make the suggested revisions to the Strategic Plan – Elaine</li> <li>• Determine if the revisions to the Strategic Plan should go to the general membership for a vote at the annual meeting – Steering Committee.</li> <li>• Determine if the SID room is available on March 2 for a steering committee meeting – Elaine</li> <li>• Call Mark Bradley of the Delta Stewardship Council to introduce him to CWEMF and see if he would like to participate on the Steering Committee – Elaine.</li> </ul>
Parking Lot Items	•
Motions	• .

REFERENCES HANDED OUT:

1. Executive Directors Report.
2. Treasurer’s Trial Balance, as of Dec. 31, 2011

3. Workshop Status
  4. Possible Annual Meeting Sessions 2012
  5. Draft Outline to Initiate Steering Committee Discussion
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**1. INTRODUCTIONS/DESIGNATION OF QUORUM** – The meeting was opened with ten persons in attendance, four persons on the phone, and one proxy. A quorum was declared.

**2. EXECUTIVE DIRECTOR’S REPORT** –The Executive Director reported on financial matters such as the IRS 1099 and 1096 forms and invoices sent out, on the annual meeting, and on administrative duties carried out. More detailed information is added to the related items below.

**3. SECRETARY’S REPORT** –Passed unanimously.

**4. TREASURER’S REPORT** – There is \$50,600 in the general fund and \$18,300 in the peer review fund, for a total of \$68,900. The Executive Director will check on the new IRS Rule on payments to contractors, such as to Kevin Long for his posting of the annual meeting Power Points.

**5. GROUNDWATER PEER REVIEW** – The three models to be reviewed are the USGS’s ModFlow, DWR’s IWFm, and the USBR’s HGS. The reviewers will be Dr. Hubert Morell-Seytoux of Hydroprose and Dr. Harter of the UCD Engineering Department. It was decided to contract with Dr. Harter of UCD in the same manner as was done for Dr. Lund in the CalSim peer review. This will thus involve a direct contract with Dr. Harter and will not involve going through the UC contracting office. This will mean that CWEMF will not have to pay any overhead costs to UC, allowing for all of the funds to be for the review itself. A payment schedule has been set by the CWEMF peer review subcommittee. The date for the first workshop will be decided in February, and may be held in March. Rich Satkowski reported that he checked with Steve of the USGS and he confirmed that they will be at the workshop. It is anticipated that about 50 people will be in attendance for the workshop. Two possible sites for the workshop are at the city utility department on 35<sup>th</sup> Ave. or the Joint Operations Center on Watt Ave. Other sites have been discussed previously. It was proposed to have a coordination meeting with the three presenters at a dinner meeting at the annual meeting in April. A final report of findings of the peer reviewers will be due in Feb. 2014.

**6. TECHNICAL WORKSHOPS** – The USBR is doing two workshops on the databases used by groundwater models in the Central Valley. Mr. Purky of SEI may do a workshop on the WEAP model. While the WEAP model is proprietary, its code is accessible for review under certain conditions. Jobaid suggested the HEC-5Q water temperature model for a workshop. The HEC-5 model has lots of use. Marianne will check with Don Smith of RMA to see if he is interested in this workshop. Tara mentioned the possibility of a workshop with the IEP on Delta operations. The DWR will be having a workshop (by invitation only) on salmon modeling on Feb. 7, covering Old and Middle River flows.

**7. MODEL USERS GROUPS** – The DSM-2 Model users group will be starting portal use.

## 8. ANNUAL MEETING –

a. **General** - The Executive Director met this week with an IEP person on the annual meeting, and has contacted potential moderators for some sessions. Wednesday will be the interactivity overlap day between the CWEMF and IEP. We need to discuss what interactivity functions we would like to have for the overlap day. While the cost of the meeting rooms at the Inn are reasonable, the food costs are rather high. This affected the schedule of the evening activities related to dinner and after-dinner activities as shown below.

b. **Financial Goal** – We would like to clear \$25,000 for the annual meeting, to help meet our annual expenses.

c. **Meeting Costs** - Charge all members \$375 for registration and evening meals (heavy appetizers). This is the same cost as for last year. Charge \$475 for non-members.

d. **Poster Session** - We will have a joint poster session with IEP on Wednesday, to get everybody together. The posters will be left up longer than in years past. The IEP has the easels for the posters. The poster room is large. Mike Deas volunteered to pay for the poster room for the extra day.

e. **Joint Plenary Session** - There will be a joint plenary session on Wednesday, consisting of Delta Life Cycle Modeling presentations by IEP and a couple of CWEMF talks.

f. **Room Rates** – Unlike Asilomar, we are not required to stay at the Inn overnight in order to have lower meeting room costs. But for those who want to stay over, the rate is \$95 per night for members, and \$105 for non-members.

g. **Monday-Tuesday Dinners** – The dinners at the Inn are a little on the expensive side. If people go offsite for dinner they may not come back for the evening sessions, as most restaurants are not close to the Inn. So it was decided to have heavy appetizers or buffet for dinner on Monday and Tuesday evenings, which will decrease the cost and help keep most in attendance for the evening's activities. The registration fee will cover the heavy appetizers for the two evenings. Breakfast and lunch are on your own for all days.

### h. **Itinerary** –

- Monday – Sessions, Awards, heavy appetizers for dinner. The awards will be given out during dinner.
- Tuesday – Business Meeting, Sessions, Poster Session, Social, heavy appetizers for dinner.
- Wednesday - Joint Plenary Session, Joint Poster Session.

i. **Workshop** – There is consideration of having a WEAP workshop on Monday morning, from 8:15 to 12 noon. It is not known yet if there will be two concurrent sessions on Monday morning, one for the WEAP workshop and the other for normal speaker sessions. Before deciding we are going to see how many sessions we are going to end up with. If a workshop is held, who will get the money paid for it? Is a 3hr 45 minute session long enough to present WEAP, because a normal WEAP workshop covers two days. What we would get is an introduction.

j. **STUDENTS** – If the students help during the meeting or do a poster, then their registration is free. However, the current thinking is that we would not pay any lodging or food for students. Last year at Asilomar we had 12 students. However, Bill Smith will check on motel costs in the area, to see if they would be less costly than the Inn in case students would want to stay there and pay their own motel costs.

k. **AWARDS COMMITTEE** – Paul, Rich, Ben, and George volunteered to serve on the awards committee. Paul is chairman. Nominees from last year are still eligible. Elaine will

furnish the latest awards packet information to Paul. The awards committee work will be by conference call.

**9. STRATEGIC PLAN** – The need for changes to the Strategic Plan was discussed. There is a need to make the plan compatible with what the forum’s current goals are, as compared to the goals of past times when the plan was last reviewed. The items in the Plan were reviewed, and suggestions made for changes, some of which are as follows:

- a. Provide a collaborative atmosphere, vs a consensus-building atmosphere
- b. Remove that CWEMF will provide a modeling clearinghouse
- c. Assist in facilitating a solution for technical questions, rather than assist in mediating technical disputes.

The goals for 2012-2013 were formulated. The suggested changes to the Plan will be presented at the annual meeting and voted on then. After the Plan is changed then the By-Laws and Articles of Incorporation will have to be made compatible with the Plan.

**10. 2012 MEETING DATES** – The suggested meeting dates for the rest of 2012 were presented, which are March 23 (since changed), May 18, July 20, Sep. 21, and Nov. 16.

**11. OTHER BUSINESS** –

- a. It was mentioned that the Delta Stewardship Council has hired an engineer who will have as one of his duties keeping abreast of modeling activities in the Delta.
- b. At the March meeting we need to discuss the awards, the annual meeting sessions, what to do at the annual business meeting, and what the theme will be.
- c. The next meeting may be on March 2, 2012: the room availability at SID is being checked on. Adjourn 12 noon.

Respectfully Submitted  
George Nichol, Secretary, CWEMF

ATTENDANCE

Marianne Guerin	Convener	RMA
Elaine Archibald	Executive Director	CWEMF
Ben Bray	EBMUD	Vice-Convenor
Stacy Tanaka	Treasurer	Watercourse Engr. Inc.
George Nichol	Secretary	Public Member
G. Fred Lee		G. Fred Lee & Assoc.
Mike Deas		Watercourse Engr. Inc.
Paul Hutton		MWD
Bill Smith		MWH
Tara Smith		DWR

On Phone: Peter Vorster, Jobaid Kabir, Rich Satkowski, Nigel Quinn

Proxies: Hubert Morel-Seytoux