

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For November 20, 2015

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

Decisions	
Action Items	<ul style="list-style-type: none">• Send out a survey form to see who would be interested in taking the PEST workshops – Tariq• Starting in January 2016 determine how to handle papers and proceedings from workshops and conferences - Elaine, Paul, Hubert, Josue, Marianne, and George• Start getting the awards nominations procedure going – Ben, Mike, George
Parking Lot Items	<ul style="list-style-type: none">• (Located at end of minutes.)
Motions	<ul style="list-style-type: none">• A motion passed to send one person to the International Association of Great Lakes Research conference in June 2016 in Ontario, Canada

REFERENCES HANDED OUT:

1. Executive Director's report.
2. Minutes of the Sept. 18, 2015 Steering Committee meeting.
3. Treasurer's Trial Balance
4. Workshop Status Report
5. Annual Meeting Summary of Sessions for 2015
6. Draft Action Plan

1. INTRODUCTIONS/DESIGNATION OF QUORUM – The meeting was opened by Josue with 9 persons in attendance, 4 persons on the phone, and 1 proxy. A quorum was declared.

2. EXECUTIVE DIRECTOR'S REPORT – The Executive Director has filed the tax returns and updated the SAM registration with the federal government, has signed the contract with Lake Natoma Inn and paid the deposit for the 2017 annual meeting, and revised the draft Action Plan. Other accomplishments of the Director are included in the Executive Director's Report and in the items below.

3. SECRETARY'S REPORT - The minutes for the September 18, 2015 meeting were accepted with some minor changes to be made.

4. TREASURER'S REPORT – The Treasurer reported that our total fund amount is \$246,300, of which \$190,070 is in the general fund, \$15,100 is in the peer review fund, and \$40,130 is in the operating reserve.

5. TECHNICAL WORKSHOPS –

A. RECENT WORKSHOPS - Three workshops were held in October (a record!), and the results are presented below. A new feature here for CWEMF is that Certificates of Completion were handed out to all attendees. This will be good “signature product” for CWEMF.

a. Flood Management Modeling Tools – Held Oct. 7-9. 25 people were in attendance. Post-class survey results were positive. There were 19 instructors from David Ford Engineers and DWR. In the future perhaps this workshop should be given as two separate workshops.

b. National Hydrologic Data Set – Held Oct. 20. 32 people were in attendance. Jeff Simley from the USGS was the instructor. Post-class survey results were positive.

c. MODFLOW OWHM – Held on Oct. 27-29. 35 people were in attendance. There were three instructors from the USGS. There were some attendees from Mexico and Argentina. A class photograph was taken. There were some comments on the speed of the class, and whether a preparatory class was needed.

B. POTENTIAL FUTURE WORKSHOPS –

a. USBR River Temperature Modeling –

b. MODFLOW – Potentially 2 workshops, one in May and one in July.

c. PEST – Possibly have 3 classes. An introductory class (3 days), and groundwater class (2 days), and a surface water class (1 day), for a total of 6 days. John Doherty gave a cost estimate for this of \$4,000 plus travel and accommodation costs. The timing will have to be worked out, as John comes from Australia. Tariq will send out a survey to see who would be interested in taking this class.

d. General Info. – If we have more workshops than were originally estimated in developing the Executive Director's annual contract we may have to allocate more funds to pay for this additional work. It was decided to award Certificates of Completion for future workshops, using Tariq's format for the recent classes. A question arose as to how can we allocate the maximum attendance at future workshops (where computer space is needed for individuals), and how do we allocate the costs. The West/Yost facility in Davis is good for workshops because Davis has several nearby hotels.

6. ANNUAL MEETING –

a. Papers and Conference Proceedings - There was some discussion on developing papers from the annual meeting sessions, either from individual speakers or from a session itself. Also discussed was developing papers from our workshops. There was some question on whether such papers would have to be peer-reviewed. Perhaps if we call papers "conference proceedings" there would only be a review of format and not a formal peer review. The ASCE conference proceedings has no peer review other than format. We could contact editors of existing periodicals, such as the San Francisco Estuary Science periodical, to see what their requirements are. We need to ask ourselves how the publishing of conference proceedings would be useful to our membership. We could take one session from the annual meeting and see what the

difficulties and benefits would be in making a conference proceedings. The session chair would have to volunteer to take up this responsibility. Perhaps we could use extended abstracts (i.e 6 pages) for a conference proceedings. This would not require peer review, just formatting. A subcommittee was formed to look into these possibilities. The subcommittee members are Elaine, Paul, Hubert, Josue, Marianne, and George This subcommittee will start meeting in January, with a half-hour phone call. There was also some discussion on having the digital version of posters in a conference proceedings.

b. Workshops – Should we have workshops at annual meetings? The PEST workshop was a success at last year’s annual meeting. However, last year we turned away some sessions because of the workshop. There is not much interest in having more than two concurrent sessions in order to fit in more sessions. Whether to have a workshop will be dependent upon what the topic is. Be flexible. If the workshop is included and is a popular workshop then don’t have a concurrent session with the workshop. Some international annual meetings do have workshops along with the sessions: the workshop may be on the adjacent weekend.

c. Hot Topics Sessions – If hot topics come up during the year should we have an evening session at the annual meeting to cover this? Our existing workshops already cover this possibility. Be opportunistic on this.

d. Student Involvement – Give more time to student involvement. Possibly develop a flyer to encourage the students. In addition to the universities send flyer to national labs such as Berkeley and Livermore. Possibly move their time slot. Holly and Mike will help with the students.

e. Keynote Speaker – Consider contacting the lead scientist at the Delta Science Program to give their direction for the next few years, or the leader of the IEP.

f. Awards – The awards subcommittee should start getting nomination together prior to Dec. 18. The awards sub-committee members are Ben (chair), Mike, and George.

g. General Info. – Keep the overall format of last year’s meeting. Have the business meeting at Sudwerks. To improve on the attendees hearing at the business meeting Tara says she may have a portable mike that can be used. Consider using a projector at the meeting.

7. **MODEL USER’S GROUP** – The DSM2 Model User’s Group met last week. The IWFM User Group meeting is coming up on Dec. 1.

8. **INTERNATIONAL ASSOCIATION OF GREAT LAKES RESEARCH (IAGLR) ANNUAL CONFERENCE** – This conference will occur on June 6-10 in Ontario, Canada. They sent one of their members to our annual meeting a while back, and have invited one of our members to attend their conference. If we send someone we would be expected to present a paper. Today we discussed what that paper topic might be, and thought that the recent workshop and resulting white paper on the “Integrated Delta Modeling” topic would be a good possibility. The abstract submission is in December, and we thought we could meet that date and have the paper done by June.

We would task our representative to bring back information about their organization, such as how do they fund it, how do they do their monitoring, how do they involve students, how do they do peer reviews, how do they do workshops, etc. It appears that Josue could be the person to go and represent us.

Regarding cost, it was mentioned that a flight could cost \$300 (seems low?), hotel cost is about \$63-\$92 per day, and a stipend for food would be about \$50 a day. The registration fee is \$600, and we were wondering if this can be waived. Someone mentioned that perhaps we should make our trip contingent upon the IAGLR waiving the fee. So the cost to us could range from \$800 to \$1500. A motion was made and seconded and passed, with no abstentions and with a tentative cap of \$1,000. It was suggested that our representative would attend three of the five days of the conference.

9. **ACTION PLAN** – We ran out of time for this topic. Do at the next Steering Committee meeting in January.

10. **OTHER BUSINESS** –

- a. Ben talked to K.T. recently. K. T. is still in Canada, is doing well, and loving it.
- b. Ben reported that Mike MacWilliams has co-authored a paper on circulation in the lower Sacramento River. The citation is Bever, A. and M.L. MacWilliams. 2015. “Factors influencing the calculation of periodic secondary circulation in a tidal river: numerical modelling of the lower Sacramento River, USA.” *Hydrological Processes* doi: 10.1002/hyp.10690. An abstract is available at <http://onlinelibrary.wiley.com/doi/10.1002/hyp.10690/abstract>
- c. There is a workshop coming up on Dec. 12 at UCD that may be of interest to some of the Steering Committee members. The topic of this workshop is Modernizing Data Management for System Modeling. The goal is to present, obtain feedback and explore consolidation of various data organization and documentation approaches to support modeling. These approaches include the HOBBS (UC Davis) project, WaMDaM (Utah State Logan), and Hydra (University of Manchester and CH2M). Short presentations will be followed by a discussion on opportunities for improvement, commonalities and other aspects. At the end, attendees are welcome to try and install Hydra on a laptop computer and also navigate the HOBBS web-based application with the various development teams.

11. **ADJOURN** – 12:15 pm

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Josue Medellin
Elaine Archibald
Ben Bray
Tariq Kadir

Convener
Executive Director
Past Convener
Vice Convener

UCD
CWEMF
EBMUD
DWR

Stacy Tanaka
George Nichol
Anne Huber
Mike Deas
Paul Hutton

Treasurer
Secretary

Watercourse Inc.
Retired (Corps/SWRCB)
ICF
Watercourse Inc.
MWD

Proxies: Josue for Jay.

On Phone: Marianne Guerin, Holly Canada, Hubert Morel Seytoux, Tara Smith

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.• Bylaw Changes – Develop a proposal for updating the Bylaws• Determine how much money can be accumulated as a non-profit organization.
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