

May 12, 2003

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM
(formerly BAY-DELTA MODELING FORUM)

Draft
MINUTES OF THE STEERING COMMITTEE

For March 21, 2003

(This meeting was held at the Contra Costa Water District office in Concord)

I. SUMMARY

A. ACTION ITEMS

- Dues – Rich Satkowski will write up something on how to collect dues and workshop payments.
- Evaluation Form – Lisa Holm will make up a draft evaluation form to be considered for use at Asilomar.
- Abstracts and Proceedings – All who are interested bring examples of evaluations, abstracts, web reports, and workshop proceedings to the next Steering Committee meeting.

B. MOTIONS PASSED OR TABLED

- Treasurer Duties – A motion passed to have John Williams, Rich Satkowski, and Lisa Holm review how to handle the Treasurer duties and related items.

C. REFERENCES HANDED OUT

- Executive Directors Report
- Updated summary list of all workshops held.
- Executive Director's Vision Statement
- Announcement of the upcoming Uncertainty in Modeling Workshop

II. MINUTES

1. INTRODUCTIONS AND WELCOME – The meeting was opened with 15 persons in attendance, and four proxies held.

2. SECRETARY'S REPORT – The minutes of the last meeting were unanimously approved.

3. EXECUTIVE DIRECTOR'S REPORT –

a. **Funds** - The Peer Review Fund now has \$5,000 from CCWD, so the sum is now \$12,500. There is \$60,000 in the General Fund. The Asilomar registration brought in about \$20,000. Organizational dues brought in \$16,500, and individual dues brought in \$1,800. For the year, there was an income of \$50,273, and an outgo of \$29,758. Lisa Holm has indicated she would like a more active role in Treasurer's oversight, where she will keep receipts, log of expenses, etc. A motion was made, seconded, and passed to have John Williams, Rich Satkowski, and Lisa Holm form a committee to review how to handle the Treasurer duties and related aspects. Signature cards were discussed.

b. **Turnover of Executive Director Files** - Rich has received the Executive Director turnover files (6-7 boxes worth) from John Williams. Rich has set up a P.O Box address for the Forum, a Forum cell phone (Rich's cell number), and a Forum email address.

c. **Possible Longer Asilomar Meeting** - Regarding the potential longer duration of our CWEMF Asilomar session for next year, Nigel Quinn has talked to Chuck Armor of IEP on this. IEP is OK with us having a 3-day session. There were comments that we would need bigger rooms because we would have less concurrent sessions. The Water Transfer and Integrated Modeling lectures had standing-room only. We could start on Tuesday, and overlap with IEP more. On Thursday we could use the speaking rooms, while IEP was having their general meeting.

d. **International Theme** – This topic was mentioned by Nigel for future consideration. Should we have an international theme for our annual meeting, possibly in 2006, where we somehow tie the International System Environmental Modeling System (ISEMS) with our session? The ISEMS meeting draws about 60-200 people, for 3-4 days, from 10-15 countries. Would this be something we would want to jointly sponsor? They are mostly involved in software, but do some modeling too. Integration and system support is a big thing with them. They put out a book, and put their papers into an international journal. We would have our session with them, not just attend their session.

e. **Ten-Year Anniversary** – Next year is our ten-year anniversary. Should we have a theme such as “What has happened in modeling over the past ten years”, or “Implementing a life-time achievement award” along the lines of the Fischer Award.

4. STEERING COMMITTEE/MEMBERSHIP –

a. **Workshops To Attract Biologists** - Peter Vorster reported on this. He has been thinking about potential workshops that will be of interest to biologists and to restoration people. This might include an Integrated Tulare Basin Model workshop. The question arose as to whether CALSIM will encompass the Tulare Basin. Perhaps others besides DWR will be developing public domain models for this area. Another workshop might be for the Tulare Lake Bottom Storage and Habitat Development/Restoration project of DWR, MET, Nature Conservancy, USBR, etc. Another workshop might be the Conjunctive Use and Flood Development project of the ACE.

b. Dues – During the membership discussion there was some discussion on the dues. Should these be due on a regular time basis? Should these be collected during the Asilomar registration? Consider asking for the dues in January, with Asilomar as a backup for collection. Or, should the dues be included in the Asilomar registration? If a fixed dues date for all is set that will require some existing members to pay sooner than 12 months, their dues can be pro-rated. Rich will write up something on how to collect dues and workshop payments, for the next meeting. We need to get our ranks back up in biology.

5. REVIEW OF RECENT ASILOMAR ANNUAL MEETING - During this discussion some suggestions arose for the next annual meeting. After the Moderators select speakers, they should send out a letter saying what the Forum expects of the speaker. This will make the Forum's expectations uniform instead of depending on the session Moderators. Consider having evaluations to be filled out by the audience, the goal being to help the speakers themselves as well as to improve the presentations. Lisa Holm volunteered to make up a draft evaluation form. As the time for Asilomar approaches do a reminder to the speakers two weeks ahead of time, so everybody is on the same page, and also have some practical information such as where the electric cords are, and encourage the speakers to have the presentations of CDs. Try to get abstracts from everybody. Put this abstract requirement on the web, with emails directly to the speakers. Control the pre-meeting abstract length in the agenda to 3-5 sentences or 100 words. Then have longer abstracts to go into a session proceedings. For the next meeting, bring examples of what we would like from evaluations, abstracts, web reports, written results of workshops, and proceedings. Work on issue papers. If we want to document workshops, we need a note taker at the workshops. CALFED has good examples for us, to look more professional. Proceedings will give us visibility. Produce the above guidelines for the next conference. Make a checklist for the session Coordinator, describing the above items that need to be done.

6. WORKSHOPS: UPCOMING OR PLANNED -

a. Trinity River – The Trinity River report will be out in May. Any workshop should wait until after this. So perhaps a workshop could be held in June or later.

b. Statistical Power Analysis of Monitoring Programs – This could be a workshop proposal to CALFED. This workshop could be around the September time frame.

c. CEQA/NEPA Workshop – K.T. Shum mentioned a proposal in to CALFED to co-sponsor this workshop. This workshop could possibly be held in July. This workshop will also cover EIR compliance. Co-sponsoring will help K.T. get speakers.

d. DWR's ANNUAL REPORT Workshop – This will cover the methodology and development used in the report, monitoring under D-1485, and details of modeling used in the report. Possibly CCWD, DWR, USBR, USGS, MET would be interested. The hoped-for outcome would be to get reactions from the Stakeholders.

e. IGSM Users Group Workshop – Have a workshop to look at the codes, and to get future direction and needs from users. Have some presentations from groups that have already used it. Possibly have in the early summer. (Tariq is giving a 2-3 day IGSM Workshop near the end of summer at the USBR, for new users and previous users wanting updates.)

(Some discussion arose on related topics. How should agencies cover staff time for having User's groups? Could CALFED sponsor User's Groups through the Forum? Are there contracting problems? How can we get funds available for the facilitation of model groups? A User's Group is now going for IGSM, and are proposed for DSM-2 and CALSIM. Should there be a workshop to get these User's Groups started? Tara Smith and K.T. Shum are considering this. Jay Lund is working on a peer review for CALSIM, but not for a User's Group for it. The Forum could set up a User's Group for CALSIM. User's Groups should have sessions on problems that still need to be resolved, such as application and flaws in the code. User's Groups need to keep track of version releases, and not have sporadic releases of new versions. The "Natural" progression of a model is normally from development in the public domain then up to development of a User's Group for that model.

f. Uncertainty In Models Workshop – This workshop is still on schedule for April 28.

g. North Coast Water Supply Modeling Workshop – This will not include ecosystem restoration. It will cover water supply in the rivers. There will be information on endangered species in the rivers.

7. **PEER REVIEW** – There is now \$12,500 in this fund. What projects should we now set up for review?

- a. 1-D Hydrodynamic/salinity – Should we do Phase II of the 1-D hydrodynamic/salinity models that was previously reviewed.
- b. CALSIM - Should a peer review be done on CALSIM? There are the rules for critically dry periods. What is doable for \$12,500?
- c. IGSM-2 - Possibly further peer review can be done on IGSM-2 in the future.

8. **WEB SITE** – We should put the list of members on the web site, so all will know who is involved. Let us put on the pdf's of the presentations from the annual meeting. Have the workshops as an up-front link. Have columns down the side of the window. Does Kevin Long know how to do this? What kind of software is Kevin using? Perhaps K.T. has a person at EBMUD who can help design. Put descriptions of all pertinent math models onto the web, under a section called "Model Clearing House". How should we list the Model User's Groups in the web? The officer descriptions are on the web, for review. A Hugo Fischer page and the workshop abstracts have been added to the web site.

9. **OTHER BUSINESS** - Rich is updating the Strategic Plan, and handed out a copy of his proposed Plan. Rich said we should be thinking about such things as (1) What do we have to offer? and (2) What do we want to do? We should be planning on having our

name out in the professional sector as a body that can be contracted for work. It was decided to have our Forum meetings on the third Friday of each odd month. The next meeting will be on May 16 at the Solano Irrigation District Office in Vacaville, starting at 0930.

10. **ADJOURN** – The meeting adjourned at 12:30 PM.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Nigel Quinn

Rich Satkowski

John Williams

Lisa Holm

George Nichol

Tara Smith

Samantha Salvia

K.T. Shum

Paul Hutton

Hubert Morell-Seytoux

Peter Baker

Gordon Thrupp

David Haisten

Peter Vorster

Mike Deas (Phone)

Convenor, LBNL/USBR

Executive Director, SWRCB

Past Executive Director

Treasurer, CCWD

Secretary, SWRCB

DWR

CCWD

EBMUD

MWD

Hydroprose

Stillwater Sciences

Papadopulos & Assoc.

USBR

Bay Institute

Watercourse, Inc.

Proxies: Peterson, Lund, Seytoux, Headlee