

May 10, 2001

BAY-DELTA MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For March 22, 2001

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

I. SUMMARY

A. ACTION ITEMS

1. John Williams and Kevin Long - Will make a written proposal on the use of Quicken for Forum financial transactions, for the next meeting for a vote.
2. John Williams - Will clear up the Asilomar registration forms so that he can better track payments from members and non-members.
3. Hydrodynamic modelers, Pete Smith, Hubert Morel-Seytoux – Have a meeting on 1-D hydrodynamic modeling.
4. Professor Sobey, John Williams, Rob Tull, Peter Smith, and Hubert Morel-Seytoux – Have a follow-up meeting on 1-D hydrodynamic modeling.
5. Nigel Quinn, John Williams, and Hubert Morel-Seytoux – Develop suggested cover page for the “Effects of Water Temperature on Salmonids” Report.
6. Nigel Quinn and John Williams – Develop suggested cover page for all future Forum-sponsored reports.
7. John Williams – Will email out to all membership a voting form for selection of a recommended change to the Forum’s name.
8. John Williams – Will write a funding proposal for CALFED support on the Instream Flow Workshop.
9. Nigel Quinn and Kevin Long – Will check out how best to have the Forum’s website.
10. John Williams and Nigel Quinn – Discuss the pros and cons of having the technical subcommittees vs having a resource list of specialists.

B. MOTIONS PASSED OR TABLED

1. Vote tabled to accept the “Effects of Water Temperature Effects on Salmonids” Report.
2. Motion passed for Nigel Quinn and Kevin Long to check into where and how to have the Forum’s web site, and report back.

C. SPECIAL THANKS - Thanks to Spreck Rosekrans for arranging for the Colorado River speaker at Asilomar.

D. REFERENCES HANDED OUT

1. Executive Director’s Report
 2. Financial Report, January and February, 2001
 3. Steering Committee Roster, March 22, 2001
 4. List of Technical Committees
 5. Article 4 of By-Laws (Membership)
 6. Proposed Forum By-Laws Changes
 7. ACWA 2000 Goals (as example)
 8. Various handouts related to Forum name change.
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II. MINUTES

1. **CALL TO ORDER** – Quorum declared. Proxies held for Headlee, Hamilton, Herbold, Lund. Spreck Rosekrans served as time keeper.

2. **SECRETARY’S REPORT** – Past minutes accepted unanimously. The minutes for Year 2000 – 2001 are on the SFEI web site.

3. **TREASURER’S REPORT** –

a. **Quicken** - Kevin Long gave the Treasurer’s Report. He suggested that the financial software program Quicken be used as the Forum’s accounting software, with him doing the transactions. The current financial transactions by SFEI, using the accrual system, are costing the Forum about \$6,000 for about 100 – 150 transactions a year. If Kevin takes over this function and uses Quicken then this could save the Forum some money.

b. **Audit** - The question arose as to whether Quicken could pass audits given for non-profit organizations. The way to pass an audit is to have copies of receipts. The Forum would have to file a tax form to do its own financial transactions.

c. **Bank** - The Forum would also have to select a bank. The Mechanics Bank was suggested by Margaret Johnston as being helpful to non-profit organizations.

d. **Vote** - John Williams and Kevin Long will make a written presentation on how the Forum could handle its own financial transactions, and present this at the next meeting for a vote.

e. **Continuity** - Some discussion ensued, such as how would the Forum maintain continuity of transactions as Treasurers change over time.

4. EXECUTIVE DIRECTOR'S REPORT

a. **General Fund** - John Williams said the General Fund has increased by about \$10,000 (of which \$7,700 is from Asilomar and \$2,000 from the SWRCB), and this will bring the fund back to about \$40,000. The Fisher Fund and the Peer Review Fund are about down to zero.

b. **501 C3 Status** - Our report for 501 C3 non-profit status will be filed in about one month. The State non-profit status is approved. Now working on the federal non-profit application.

c. **Membership** –

d. **E-mail reflector** – The current reflector is hosted by the USBR. When we send replies to messages the reflector sends them to all. Comments were made on how do we know who our responses are going to, the Forum at large or the individual who originated the message. Some discussion of concern ensued, and more of this will be discussed at upcoming meetings. There is a proposed change of default to make replies to individual only rather than to whole group.

5. ANNUAL MEETING

a. A success. There were 133 Forum members in attendance. Four concurrent sessions were held, instead of three as in the past. The cash bar set up by Asilomar closed earlier than anticipated. Because of the higher cost of the liquid refreshments now that Asilomar management has the con, it was suggested that next year two drink tickets be given during sign-up, and then beyond that people can visit the cash bar. The poster session was good.

b. This year was good in that there was no need to rush off to registration. The Plenary session was more relaxed this year. The IEP helped the Forum with visual and audio. The first session was on Tuesday afternoon. Was this any better than having it on Tuesday mornings, if people are going to miss the first session anyway. Some rooms were too small again. The Fred Farr forum room was a good room for large groups. The Colorado River talk arranged by Spreck Rosekrans was good, to broaden our horizons.

c. The liquid refreshments and chips disappeared too fast between 7-9 PM at the evening social. Next year have for three-four hours.

d. Next year make it clear on the registration forms that the price shown is the members price, and the person will be charged and extra \$30 if he is not a member. Put on the form to call John Williams if he is not sure if he is a member. John said a large problem is that Asilomar handles the registration forms. Should all registration forms be first sent to John, and then he will forward to Asilomar. John will clear up the forms. Also, some people may not know if their organization is a member. Perhaps put the members and the organizational members on the web, and people can check. It may be best to have a members fee, and a non-members fee.

e. So, what we want to probably do for next year is: (1) Cash Bar – Give out two liquid tickets, and then the rest will be cash bar. Have cash bar there for four hours, rather than two hours. Do same for the IEP. On IEP liquid tickets, print “Compliments of the Forum”; (2) Tuesday Morning Session - have a Tuesday morning session, with only one or two sessions, in Fred Farr Forum room.

f. It was discussed on whether to have longer periods between sessions, and shorten the sessions to accommodate.

6. VOTING ACCORDING TO THE BY-LAWS

The voting issue was brought up at the meeting. Section 4.10 of the Bylaws was handed out. The By-Laws are vague on whose vote counts. A straw vote was taken. Three persons thought that only paying individuals and organizations should vote, while 12 persons thought everybody who shows up should be allowed to vote. Rich Satkowski and John Williams will get together to discuss possible by-law changes. There are two different ways to interpret the bylaws, and the issue was not resolved. One salient comment was a concern that if an agency gives a large donation to the Forum, say \$10,000 for a specific use, then the possibility exists that members not really eligible to vote on the use of this money may divert its use to something other than what it was donated for.

7. FORUM NAME CHANGE

a. Some areas that the Forum may want to participate in, such as watersheds or energy generation, don't involve the Bay-Delta, and that is one reason for changing the name. It was suggested to choose some top name choices and email these out to the members for voting. At the annual meeting it was decided that just the word "water" is too narrow in the name. Include broader definition. The word California should be included in the name. See handout.

b. A question arose as to whether the changing of the name would also change the focus of the Forum.

c. John Williams will email out suggested names obtained from the Asilomar meeting, ask for additional suggestions, then rank the names voted for. By-Lines will also be sought. John Williams will ask why they support the first choice name they are voting for.

d. Decide if by-laws need amending for voting. Defer logo until name change occurs.

8. STEERING COMMITTEE MEMBERS – Postponed until a later meeting.

9. PEER REVIEW

a. **Report On The Effects Of Water Temperature On Salmonids –**

(1) We discussed accepting this report. There was some discussion on whether the Forum would get any acknowledgement in the report. The study was funded by the Forum under money donated by DWR. Comments ranged from having a single line acknowledgement to having a Forum title page. There was no attempt to detract from the good efforts of the author in the report, but unless the Forum gets some acknowledgement too it is not going to be able to grow and bring in needed future funding. Discussion ensued on how we should handle future Forum-sponsored reports. Acknowledgement to DWR should also be considered for their support. The Forum

also needs a disclaimer paragraph too to go into studies we sponsor. The IEP has a report series, and perhaps we could model our funded studies similarly. Nigel Quinn and John Williams will work on a suggested cover for future study reports.

(2) Additional related discussions ensued. We now have five reports out, these being (a) Protocols For Modeling, (b) 1-D Modeling Peer Review, (c) Water Temperature, (d) Salmonids, and (e) xxxxxxx. We need distribution rules for these and future ones. The Forum needs to be more careful in the future, and realize that it needs to be recognized. Also, what kind of QC do we need to do on the reports? Our committees should have some input to the QC needed.

(3) A motion was made and seconded to accept the report, have it converted to single space from double space, add a Forum disclaimer in the preface as required by the Forum's by-laws. The motion was tabled until the next meeting so that Nigel Quinn, John Williams, and Hubert Morel-Seytoux can work on a suggested cover page and have a recommendation and examples of covers.

b. **1-D Hydrodynamic Model** – There is some concern with content and tone. Have a meeting with Prof. Sobey, Rob Tull, and John Williams, or perhaps have a pre-meeting without the professor yet. It was decided to do the following: (1) Have the first meeting with the modelers, Peter Smith, and Hubert Morel-Seytoux, then (2) have the second meeting with John Williams, Rob Tull, Professor Sobey, Hubert Morel-Seytoux, and Pete Smith.

c. **Temperature Models** – The report is coming. In draft. Have John Bartholow and others review. Prof. Orlob has reviewed.

d. **IGSM Review** – On April 23 a set of problems will be ready, and these will be sent to the peer review committee. Three weeks later a meeting will be held. UCD is to finalize the problem sets. Then Professor Fogg and the students will solve. Lessons learned from the 1-D hydrodynamic peer review will be used to guide the efforts of this peer review.

10. TECHNICAL WORKSHOPS

a. **Geomorphic Modeling Workshop** – There is an American Geophysics Union workshop in December. Should the Forum coordinate? Phil Williams Associates has a lunch presentation at this workshop. So possibly they could coordinate also.

b. **Carriage Water Workshop** – Spreck Rosekrans has a meeting with DWR on this. The DWR presented some material. Kamiar wants to be involved. What would be our work product? Is a consensus solution desired? Conclude the current discussions with a workshop?

c. **Instream Flow Modeling Workshop** – Can we get funding support from CALFED? It will be a 2 ½ day workshop with observers, followed by a ½ day summary for all. Will produce recommendations on what to do. Our next step should be to present a proposal to

CALFED for funding. John Williams already has a summary in what he sent out (see his handout). John will write the proposal. See home study course on the website.

d. **Climate Change Workshop** – Implications on CALFED activities, and on Delta and Valley operations by all.

e. **GIS Workshop** – GIS applications in Water Resources and Ground Water

f. **Reviving the Technical Committees** - The Forum's technical committees are a place to look for expertise. But should we have a resource list instead? This may be more useful than our present technical committees. See John Williams report. Nigel Quinn and John Williams will talk about this and get back to the Forum.

g. **Potential Workshop** – Hubert suggested a potential workshop covering Lake Merced and the San Francisco aquifer. Items are salt water intrusion, modeling, and ground water pumping.

h. **Potential Workshop** – Have people from several agencies say what they do, and what they are working on.

11. FORUM WEB PAGE IDEAS

a. We're on SFEI's web page now. Make distributed websites, on our own, to link. Store big reports at SFEI, but link to our own agencies. Kevin Long said it costs \$100-200 per year for individual web site. Nigel will check with IEP to see if they will put the Forum's name on their web page. A motion was made, seconded, and passed to have Nigel Quinn and Kevin Long check how where to have the Forum's website. Give the webmaster our suggestions. Put our membership onto our web site.

b. To see a good example for a website, check out www.cheasapeakebay.net.

12. COORDINATE WITH STAKEHOLDERS –

a. Can we get a CALFED person onto our Steering Committee so we can coordinate better? We may have mutual interest peer reviews and workshops with CALFED. CALFED may be too busy for this now. Possibly get Kim Taylor. Also, maybe we should have someone from the Forum attend their meetings to coordinate activities. John Williams said he can tell us at each Steering Committee meeting what the CALFED science process is doing. John said he can attend some CALFED meetings. John Williams will check with Kim Taylor and see if she can come to our meetings. CALFED did something on conceptual modeling that we would have had an interest in. Let's work with CALFED on peer reviews, workshops, papers, etc. CALFED has extensive information on their web site (see www.calfed.org and go to their science program). When we have a future peer review, see if it is aligned with CALFED interest, and if so see about their funding help.

13. FORUM'S VISION & GOALS

a. **ACWA** - See ACWA handout for example of goal-setting. Each year ACWA updates their visions.

b. **Forum's goals:**

- (1) Set up monograph series;
- (2) Set up goals of Forum, and of Executive Director (we talked about the Executive Director's goals a couple of years ago; we're talking about something else now);

c. **Forum's Purposes** (from the By-Laws) are:

- (1) Increase use and usefulness of models to help the operational and regulatory scientific communities. Develop reviews, and put results on web;
- (2) Complete peer reviews (1-D, thermal, ground water). Find other peer reviews needed. Do paper series (like IEP bulletins). Develop list of research needs. Make research proposals. Model development and peer review go hand-in-hand. Lloyd Peterson said the USBR sometimes has money for funding research topics.
- (3) Transfer information (we have interdisciplinary knowledge)
- (4) Put on workshops. Ask agencies for financial support. Get agencies to share their knowledge.
- (5) Be a clearinghouse for models.
- (6) Data management for model input.
- (7) Data sharing, data access.
- (8) Develop templates to gather specific data for models.
- (9) Summarize problem areas (ie carriage water) as Forum goals;
- (10) Seek input from agencies to see what are their modeling needs. IEP does with Department Heads. But perhaps we need to make a list to prompt them.
- (11) Extra Idea: Pick top three water/fishery/environmental/water economics problems in the State dealing with water, and start delving into them. What are their modeling needs. Example might be: (a) uncertainty in delivery; (b) subsidies; (c) drinking water quality; (d) conservation; (e) misuse; and (f) population growth.

14. NEXT MEETING – Thursday, May 17, 0930 – 1200, USBR in Sacramento.

Respectfully Submitted;

George Nichol
Secretary, BDMF

ATTENDEES:

Rich Satkowski
John Williams
Lloyd Peterson
Kevin Long
George Nichol
Peter Baker

Convener (SWRCB)
Executive Director
Vice-Convener (USBR)
Treasurer (SWRCB)
Secretary (CVRWQC)
Stillwater Sciences

Spreck Rosekrans
Chuching Wang
Nigel Quinn
Hubert Morel-Seytoux
Edward Chang
Richard Denton
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