

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

## MINUTES OF THE STEERING COMMITTEE

(Draft)

For July 29, 2011

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

Decisions	<ul style="list-style-type: none"><li>• Awards nomination process –Require all award nomination packets to be in to the Steering Committee by November of each year.</li></ul>
Action Items	<ul style="list-style-type: none"><li>• Elaine and Stacy - put together a schedule of expenses and operating reserves for conducting CWEMF business over the year</li><li>• Peter Vorster – Check into the possibility of NGOs being able to join CWEMF at an NGO rate, and check with some colleagues on potential help for a BDCP workshop.</li><li>• Nigel Quinn and Peter Vorster – Make some contacts on possible Asilomar sessions.</li><li>• Steering Committee members – Review the awards and nominations information handed out today and let Elaine know of any suggested changes.</li></ul>
Parking Lot Items	<ul style="list-style-type: none"><li>• Strategic Plan development</li></ul>
Motions	<ul style="list-style-type: none"><li>• Senior Dues – Set at \$10 per year for persons over 65.</li><li>• Pursue Asilomar as our first choice for the annual meeting</li><li>• Accept the USBR groundwater peer review contract.</li></ul>

### REFERENCES HANDED OUT:

1. Executive Directors Report.
2. Annual Meeting Options List
3. CWEMF Workshop Status
4. End of FY 2010 Treasurer's Report
5. CWEMF Code of Conduct for Handling Grants
6. Requirements for the three CWEMF Awards.
7. Senior membership dues for various professional organizations

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1. **INTRODUCTIONS/DESIGNATION OF QUORUM** – The meeting was opened with eight persons in attendance, seven persons on the phone, and five proxies. A quorum was declared.

2. **EXECUTIVE DIRECTOR'S REPORT** – Elaine and Stacy worked on the financial books and tax forms. Elaine has collected all of the outstanding fees from the annual meeting.

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

4. **TREASURER'S REPORT** –

a. **2011 Revenue** - CWEMF made \$34,470 in net revenue this fiscal year ending June 30 (FY2010). Almost all of this revenue came from the annual meeting at Asilomar (\$46,000

coming in and \$16,000 expenses there). There is now \$52,000 in the general fund, and \$18,300 in the peer review fund. There were no donations this year to the peer review fund.

b. **Asilomar Rooms** - We filled all of the pre-reserved rooms at Asilomar, so we didn't lose any money there.

c. **Operating Reserve Fund** - Stacy will be putting together a schedule of expenses for conducting CWEMF business over the year. We need to build up a financial reserve for paying our bills (it is OK for non-profits to have financial reserves). It was mentioned that it is prudent to have an operating reserve of one-year's expenses, possibly in a separate bank account (this would mean we then have three accounts: a general fund, a peer review fund, and an operating reserve fund.) (A one-year operating reserve is good if the organization only has non-employee expenses, but if it has employees, as CWEMF does, then a two year operating reserve would be better.) (Note: Elaine and Kevin Long should be called consultants, not employees, according to our tax instructions.) A Plan: Let's build up these operating reserves in increments, over several years. Try for \$10,000-\$15,000 this coming year. Let's decide on how much we want in the operating reserve, and how long we want to take to build it up. Elaine and Stacy will start on these expense and operating reserve considerations, and report back at the next Steering Committee meeting. The Sacramento Non-Profit Resource Center may be able to help on this.

5. **SENIOR MEMBERSHIP** – The dues for a senior membership were discussed that would help us to keep valuable experience in the forum. George had done some background checking on the senior dues for various other professional engineering and science organizations, and he presented that. After some discussion a motion was made and passed to have the senior dues to be at the same cost as for students (\$10 per year) for persons over age 65, with no requirement for longevity in the forum. The motion was seconded and passed unanimously.

## 6. **TECHNICAL WORKSHOPS** –

a. Marianne has some monthly workshops coming up, starting in September. These should be called meetings or briefings as they are not typical workshops. The September “briefing” will be on the biological opinions in the Delta, and will bring in biologists and personnel from Non-Government Organizations (NGOs). (A side discussion ensued on the possibility of bringing NGOs into the CWEMF with an annual fee of around \$500, which would be more affordable to them due to their limited finances as compared to civil service organizations. Peter Vorster will check into whether a cost such as this is something that NGOs can afford.)

b. The cost for the monthly briefings was set at \$50 for non-members, and free for members. New people coming to the briefings would be able to sign up for membership on their first briefing, but if they decide not to and come to a second briefing they would not become a member upon payment of their \$50 again. This is because of the paperwork tracking that we do not want to get into because we are trying to conserve costs.

c. The October workshop will be on Nutrient Dynamics in the Delta. The November workshop is potentially on the BDCP story. Peter Vorster will check with some BDCP colleagues of his to see if they can furnish help.

## 7. **2012 ANNUAL MEETING**

a. Lots of alternatives were discussed because of the unknowns from the economy. If we go to Asilomar and DWR can't come, should we have less DSM-2 and CalSim and more new items, or modeling training workshops, or receive information at Asilomar from the internet, or play

videotaped DSM-2 and CalSim tapes sent by DWR. (At the 2011 Asilomar meeting, of the 167 people in attendance, 67 were state people.)

b. The IEP is possibly having their 2012 meeting during March at Folsom. Should we try to meet with them? Even if we don't have our own annual meeting with the IEP, we should still support them with speakers on modeling information.

c. Where is the financial break-even point if we go to Asilomar? Approximately, we would need about 67-91 people in order to pay Asilomar and earn the money for our Executive Director's time there. What sessions could we have? Possibly the HEC could make some presentations, and Mike Mierzwa could set up some flood modeling sessions. Possibly have a one-half day training on WEAP. Possibly we could have 10 sessions instead of 20, and then we could attend all of the sessions. Then we would only need one lecture room.

d. We need to decide a drop-dead date on the Asilomar decision, possibly by the next Steering committee meeting. People like Asilomar because of the networking it provides.

e. If we plan to go to Asilomar and DWR later can come, then we could have more people staying off-site.

f. Should we try to link our annual meeting with another professional association in the area? The CWEA and Water Reuse Association are meeting in Sacramento, and the AWWA is meeting in Santa Clara in April.

g. Would the Nature Conservancy be interested in coming to the Asilomar annual meeting?

h. Peter Vorster suggested the possibility of another San Joaquin River restoration session, or a session on levee stability and seepage on the San Joaquin River. The USBR has consultants on this. Nigel will discuss this possibility with the USBR. Nigel will also contact Lisa on a potential session (on wetlands?).

i. A motion was made and seconded to pursue Asilomar as our first choice for the annual meeting. It passed unanimously.

j. We need volunteers to flesh this out.

## **8. PEER REVIEWS**

### Groundwater Peer Review

a. Jobaid announced that the USBR has approved the groundwater \$20,000 peer review grant.

b. For our CWEMF matching in-kind efforts, we need to keep close track of our hours.

c. Attachment 8-1 of the Executive Director's notes gives the required CWEMF policies for this effort, the Code of Conduct governing award and administration of contracts, and procurement procedure we must follow.

d. We are going to need to develop an operating policy for our efforts here.

e. A motion was made, seconded, and passed unanimously to accept the USBR contract and to follow the Attachment 8-1 rules.

### CalLite Webinar

a. The new version of CalLite is to be released at a joint USBR/DWR in-person workshop in August.

b. Nazrul asked that CWEMF announce the workshop for them.

c. There may be future CWEMF peer reviews on this.

## 9. AWARDS DESCRIPTIONS AND NOMINATION PROCESS

a. Let's start the awards process earlier, so we can get back to sponsors for more information if we need to. So will need all sponsor's nomination packets into the Steering Committee by the November meeting.

b. Previously it was mentioned that the sponsors need to turn in well thought-out and complete nomination packets, preferably including resumes from the person being sponsored. We need to make this clean to sponsors.

c. Possibly CWEMF will develop an example packet to send out of a well-developed nomination.

d. The Steering Committee should review the awards and nominations information that was handed out at today's meeting and let Elaine know if there should be any changes.

10. **MODEL USER GROUPS** – The DSM-2 group is going well. There are no model user groups meeting this month.

## 11. CWEMF STRATEGIC PLAN

a. Let's lay out a 2-year strategic plan.

b. We need a small group to work on this between Steering Committee meetings.

c. Paul volunteered to work on the funding portion of this. Elaine and Nigel were interested. Possibly recruit Jay. Running out of time so table until next time.

12. **OTHER BUSINESS** – Discuss NGO organizational membership at the next meeting.

13. **ADJOURN** – 12:00 noon. Next meeting Sept. 16, from 9:30 – 12:00 noon, location Solano Irrigation District.

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Respectfully Submitted  
George Nichol, Secretary, CWEMF

## ATTENDANCE

Marianne Guerin

Elaine Archibald

Ben Bray

Stacy Tanaka

George Nichol

Convener

Executive Director

Vice Convener

Treasurer

Secretary

RMA

CWEMF

EBMUD

Watercourse Engr. Inc.

Public Member

DWR

G. Fred Lee & Assoc.

USBR

Hydroprose C. I.

G. Fred Lee

Jobaid Kabir

Hubert Morel-Seytoux

On Phone: Rich Satkowski, Nigel Quinn, Lucinda Shih, Mark Gowdy, Nazrul Islam, Peter Vorster, Eric Reyes,

Proxies: Rob Tull, Tara Smith, Paul Hutton, 2 others