

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For March 2, 2012

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

Decisions	<ul style="list-style-type: none">•
Action Items	<ul style="list-style-type: none">• Executive Director - send out the invoices to the organizational members next week.• Executive Director - send letters to the two persons who were selected to be the groundwater model peer reviewers.• Executive Director - let the Delta Stewardship Council (Mark Bradley) know of the upcoming groundwater peer review workshop.• Executive Director - get the poster board details (size, etc.) of the annual meeting and email this information to Watercourse Engineers.• Executive Director – purchase a \$50 gift card for the raffle of the annual meeting.• Executive Director – type up a list of what kind of sponsors we are looking for in the annual meetings.• Rich Satkowski - find a location for the groundwater model peer review workshop by the annual meeting.• Tara Smith - check with Parviz Nader about potential BDCP topics for workshops.• Paul Hutton, Ben Bray, Rich Satkowski, Tara Smith, and Bill Smith - contact your engineering firms to ask about their sponsorship of refreshments or socials at the annual meeting.• George Nichol – Check on the availability and costs of the meeting rooms and auditoriums of the CalEPA building.
Parking Lot Items	<ul style="list-style-type: none">• Steering Committee – review the variability of the monthly hourly demand on the Executive Director’s time over the typical year
Motions	<ul style="list-style-type: none">• Have box lunches on Monday and Tuesday for early registrants at the annual meeting in Folsom.• Present the Hugo Fischer Award to Nancy Parker of the USBR.

REFERENCES HANDED OUT:

1. Executive Directors Report.
2. Treasurer’s Trial Balance, as of Jan. 31, 2012
3. Workshop Status
4. Draft 2012 Annual Meeting Program for Steering Committee Review
5. List of Annual Meeting Sponsors
6. 2011 Fees and Proposed 2012 Fees for Annual Meeting

7. Estimated 2012 Annual Meeting Income and Expenses

1. INTRODUCTIONS/DESIGNATION OF QUORUM – The meeting was opened with 11 persons in attendance, four persons on the phone, and one proxy. A quorum was declared.

2. EXECUTIVE DIRECTOR'S REPORT – The CWEMF is now in compliance with the IRS non-profit organization filing requirements. The Executive Director mailed out the IRS 1099 and 1096 forms, and sent invoices to organizational members who have not paid their 2011 dues. The web site has been updated. Other presented information is added into the topics below.

3. SECRETARY'S REPORT –Passed unanimously.

4. TREASURER'S REPORT – **There** is \$47,000 in the general fund and \$18,300 in the peer review fund, for a total of \$65,300. There was some discussion of how the months leading up to the annual meeting have a big demand on the Executive Directors time. This condition occurs annually. As a parking lot item it was decided to look at the variability of the monthly hourly demand on the Executive Director's time over the typical year, to ensure both that the funding for compensation lasts throughout the fiscal year and is sufficient in amount.

5. ORGANIZATIONAL DUES – The Executive Director will send out the invoices to the organizational members next week.

6. GROUNDWATER PEER REVIEW –

a. The following persons will present the three groundwater models at the introductory workshop (tentatively scheduled for May):

(1) Hydrogeosphere – George Matranga

(2) IWFM – Tariq Kadir

(3) MODFLOW – Andy Hansen

b. Elaine will send letters to the two persons who were selected to be the peer reviewers (Drs. Hubert Morel Seytoux and Tom Harter of UCD) telling them of their selection. It is hoped to have a lunch meeting with the two peer reviewers during the annual meeting in Folsom.

c. Potential locations for the workshop will be the City Hall auditorium or the USBR conference room. The question arose as to how we should advertise the first workshop. Rich will find a location for the workshop by the annual meeting.

d. The Delta Stewardship Council may be getting into groundwater issues. Let them know of the workshop.

e. A USGS person has developed a poster on groundwater quality (isotopes of nitrogen) that may be shown at the annual meeting.

7. TECHNICAL WORKSHOPS -

a. Ben showed the table with the potential future planning and conceptual workshops.

b. See if we can get a workshop(s) in the Fall on BDCP items, such as water quality in the southern Delta. BDCP has other high priority topics. Tara will check with Parviz Nader about potential BDCP topics for workshops.

c. Some people like the morning-only workshops, as they can still get some work done in the afternoon.

d. George is to check to see if the CalEPA meeting rooms and auditoriums have the same \$65 per hours charge for outside groups for workshops.

8. **MODEL USERS GROUPS** – The DSM-2 Model users group had a meeting. Does the EFDC (Environmental Fluids Dynamic Code) have a user's group? The Corps Sacramento District is using this model, and a presentation will be made at the annual meeting. EFDC is a 3-D open source hydrodynamic and water quality model (does water temperature and nutrient modeling). Are enough people using it to form a user's group? The Corps may be having a training session on the use of this model.

9. ANNUAL MEETING –

a. **Abstracts** – Abstracts of the talks will be available in the registration packet to help in selecting which talks to go to. The moderators are getting these from the speakers now.

b. **Theme** – It was decided that the theme this year will be “From Headwaters to the Pacific: Modeling California's Liquid Gold”.

c. **Lunches** – Because of the larger expense of having a regular catered lunch at the Lake Natoma Inn, and because of the small number of restaurants within a reasonable distance, it was decided to have box lunches. A motion was made and passed to have box lunches on Monday and Tuesday for early registrants. There will be no box lunches on Wednesday. Late registrants are not guaranteed a box lunch. Box lunches will be available for one-day registrants who register early.

d. **Fees** – The three-day fee will be \$400, and include the two box lunches, hors d' oeuvres which will be served as Monday and Tuesday's dinner, and two drink tickets per person. One-day fees will be \$150, and include a box lunch. People who come for just a part of a day will pay for the one day. Speakers will not be charged if they just come and give their talk and leave.

e. **Sponsors** – A big boost to our financial resources occurs when we get sponsors for the refreshments and socials. It was mentioned that companies prefer to sponsor a specific event rather than just donate money to be used somewhere. Rob Tull and Bill Smith and Mike Deas are sponsors already. More potential sponsors are to be contacted, as follows:

(1) Paul Hutton, contact Walter Bourez, Joel Herr, and Russ Brown.

(2) Ben Bray, contact SEI, NHD,

(3) Tara Smith, contact Kennedy Jenks.

(4) Rich Satkowski, contact Ali Tegavi of WRIME

(5) Bill Smith contact the company that he suggested.

(6) Mike Deas, contact Larry Walker Associates

Elaine will draft up a list of what kind of sponsors we are looking for. It is planned to have one refreshment session in the morning, and one in the afternoon. There will be a social in each of the evenings of Monday and Tuesday. In order to recognize our sponsors, we will have a table with the company names of the sponsors on it, and they will also be listed in the program document. The Steering Committee agreed on the following sponsorship levels: \$200 for refreshments, \$300 for lunch, \$500 for either food or drinks at an evening social. When we call companies asking for a sponsor, give them the option of these three levels.

f. **Poster Boards** – IEP has the poster boards for us. They will be delivered to the Lake Natoma Inn on Tuesday, April 17. Elaine will get the poster board details (size, etc.) and email this information to Watercourse Engineers who are sponsoring CWEMF's poster session.

g. **Pop-Up Sessions** – The two sessions will be held back-to-back.

h. **Evaluation Survey** – A raffle will be held for those persons who turn in their evaluation survey form. The prize will be a \$50 gift card from a business such as Starbucks, Amazon, or Best Buy. Have the survey forms available to hand out at the business meeting on Tuesday evening. Do the raffle right away after the forms are returned.

i. **Business Meeting** – Topics so far for the business meeting are the groundwater peer review, the strategic plan, and officer nominations and election.

10. **AWARDS** –

a. Hugo Fischer Award – A motion was made and passed to give this award to Nancy Parker of the USBR.

b. Career Achievement Award – No award this year.

c. Distinguished Life Member – Rich Satkowski was selected.

11. **STRATEGIC PLAN** – Ideas will be presented at the annual meeting, and then further discussed at the next Steering Committee meeting in May.

12. **OTHER BUSINESS** – The May meeting location may be held in Concord or Vacaville. The Executive Director will check on the availability of Vacaville first, and if it is not available then we will meet in Concord.

Respectfully Submitted
George Nichol, Secretary, CWEMF

ATTENDANCE

Marianne Guerin
Elaine Archibald
Ben Bray
Stacy Tanaka
George Nichol
G. Fred Lee
Mike Deas
Paul Hutton
Bill Smith
Tara Smith
Rob Tull

Convener
Executive Director
EBMUD
Treasurer
Secretary

RMA
CWEMF
Vice-Convenor
Watercourse Engr. Inc.
Public Member
G. Fred Lee & Assoc.
Watercourse Engr. Inc.
MWD
MWH
DWR
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On Phone: Lucinda Shih, Jobaid Kabir, Rich Satkowski, Nigel Quinn

Proxies: Hubert Morel-Seytoux