

**PDT/Planning Meeting of the USACE Hydrology and Hydraulics Capability
Restoration Executive Advisory Committee
Subject: USACE H&H Community of Practice
Meeting Minutes
(8 & 9 December, 2004)**

The Corps' Hydrology and Hydraulics Capability Restoration Executive Advisory Committee (EAC) met 8 and 9 December, 2004 in Portland, OR. The primary goals were to discuss, review, and revise the Hydrology and Hydraulics Community of Practice's (H&H CoP): Areas and Sub Areas of Expertise for the Technical Excellence Network; "Development and Management of the H&H Technical Excellence Network;" Introduction to the H&H CoP's section of the Technical Excellence Network; and the "Charter for the Engineering, Hydrology, Hydraulics, and Coastal Community of Practice." The EAC continued to discuss their role as it relates to the Corps' H&H community under USACE 2012. The meeting provided an opportunity for the EAC to further discuss the formation of the formal H&H CoP. They continued to define the structure of the H&H CoP and the process by which it will operate. Bill Branch, NWD – H&H Executive Committee and Darryl Davis, Director of the Hydrologic Engineering Center, led the meeting.

Attendance: Darryl Davis, David Buelow, Bruce Ebersole, Chris Dunn, Tim Pangburn, Bill Branch, Ralph LaMoglia, Jerry Webb, Joe Evelyn, Sam Bates, SK Nanda, Mark Lindgren, and Larry Cieslik.

December 8, 2004:

- Reviewed the Agenda (Attachment)
- Briefly discussed the Science and Engineering Technology software inventory effort. Bob Bank (HQ) and Johnnie Shockley (Omaha District) were going to make a presentation later that day on the SET and requesting the services of the EAC and H&H CoP.
- The EAC was formally charged at one time but is it still today?
- We need to get a list together as to what is needed for the EAC and the H&H CoP to be an officially recognized entity within the Corps. It was pointed out that ER 25-1-8, USACE Community of Practice (CoP) Policy, 20 August 2004 was distributed in a draft format that has a 14 point process to stand up a CoP.
- Do we need to expand the roles of some of the National Standing Committees? For example, should the Hydrology Committee be expanded to include hydraulics?
- How are the H&H CoP's and the R&D program going to interact?
- Other items for discussion:
 - Website for the H&H CoP. Where should it be? With TEN or hosted at HEC?
 - First page description for the H&H contribution to the TEN. We need to address Jack Davis' comments.
 - Membership. How are new members of the EAC selected?

- Jerry needs support for upcoming conferences:
 - Federal Interagency Hydrologic Modeling Conference
 - Federal Interagency Sedimentation Conference
 - Infrastructure Conference
 - US Section for Dam Safety Conference
- NWD has an active community Website for the Division's CoP's. It has meeting minutes, a list of participants from their Division, and answers questions as well.
- ER 25-1-8 points out that we do not need to organize MSC's CoP's.
- EAC went through the TEN list. The TEN list has now been reviewed by 3 committees: Water Quality, Tidal Hydraulics, and Hydrology. Their input has been incorporated. The list still needs to be scrubbed as it is getting too long. SME's representatives from each of the Divisions will be identified and included on the TEN list for each sub area of expertise. Division representatives will also be used to help populate the TEN. Darryl Davis is drafting a paper on how the TEN is to be populated "Development and Management of H&H Technical Excellence Network." Once the list is completed, it will be distributed.
- On the TEN list, the labs should be able to list more than 2 people in a given sub area. But for now we are going to stick with 2 names. In the future we may consider more SME's per sub area.
- SK Nanda, Tim Pangburn, Chris Dunn, and Bruce Ebersole volunteered to review and revise the list by the end of next week (12-17-04).
- The list will have to be updated annually as personnel changes frequently.
- We then reviewed and revised Darryl Davis' two strawmans on the "Development and Management of H&H Technical Excellence Network" and the H&H CoP's Introduction to the TEN. Both are expected to be released soon.
- Based on our review and discussion, each subarea of expertise could have as many as 20 SME's identified and listed.
- Given the number of SME's available within the Corps, it became clear that we had to limit the number of sub areas of expertise as we would exceed the manpower capabilities of the Corps very quickly.
- The reviews went well. Darryl will accept comments and then revise the "Development and Management of H&H Technical Excellence Network" as requested and resubmit. Tim Pangburn will revise the Introductory paper for the TEN so that it fits within the TEN and locate the appropriate location for it within the TEN.
- Both papers are included with the minutes.
- SK Nanda discussed his views of the H&H CoP.
 - Division POC's should be catalysts
 - He discussed reorganizing the H&H Standing Committees and placing all the areas of expertise as identified within the TEN into one of the Standing Committees thus giving the committees much more responsibility. The EAC would have less responsibility. The Standing Committees are financially better off than the EAC or CoP to support the Corps. For example if a new ER had to be written, who would be responsible? He suggested the Standing Committees would be asked to perform that task.
 - The Standing Committees need to be more viable.

- How are we going to populate the Standing Committees?
 - Maybe the call for experts (SME's) should go through the District Commander?
- We will need to define what is expected of the SME's and what the SME's are going to provide. Darryl provided a strawman "USACE Hydrology and Hydraulics Community of Practice Planned Structure, Function, and Responsibilities" that included the responsibilities of each level of the TEN including the SME's. Darryl will revise his paper accordingly and it will be distributed with the other material discussed in these minutes.
- What is the role of the POC for each area of expertise? In the future, they would be able to add SME's to each of the sub areas within their area of expertise. They would direct inquiries to the proper resource people. They would review the traffic of their sub areas.
- Tim took us through the TEN "ten.usace.army.mil"
- The group provided additional ideas on how to navigate through the TEN and what information should be available within the TEN.
- Divisions should be able to organize their TEN representatives by Division.
- Jerry Webb stated that we may at some later time have to include additional engineers in the TEN. It may be more than a list of experts. We may have to include journeymen etc. We may have to tabulate all of the CoP members so we will have an H&H directory with position, office, job series etc.
- Don Basham wants a status briefing in mid-January on the organization of the CoP's. The H&H CoP seems to be doing well but we have to make some progress with our draft documents.
- We discussed whether the EAC had the license to change the roles of any of the Standing Committees. Jerry says we can if we can show that the changes fit the needs of the H&H CoP but a major revision would not be possible at this time.
- Jerry Webb is the H&H CoP Chief -> MSC's POC-> District POC for each of the areas of expertise.
- Jerry is looking to identify the POC from each of the districts by the end of December.
- Darryl will also provide an example of the materials that need to be submitted by the SME's to be considered for their nomination.
- We reviewed the draft H&H CoP Charter. Darryl will revise and provide to Jerry Webb.
- How do we work with the Planning Centers of Expertise? Chris Dunn discussed how he operates with the Flood Damage Reduction Planning Center of Expertise (SPD).
- We watched a PowerPoint presentation on SET given virtually by Bob Bank (HQ) and Johnnie Shockley (Omaha). Bob would like the H&H CoP to inventory and evaluate the H&H software used by the Corps and add it to the list of SET 500 that they have already accumulated. He is willing to pay the H&H CoP to perform the inventory and evaluation. The benefits are reduced cost and time to develop and support poor or duplicative software. The funding for software is being reduced. He would like the inventory to be completed as virtually as

possible. If we can say that we endorse certain tools then maybe we can get funding to support those tools.

- We told Bob that he needed to provide us some additional information at another time. We would like some specific information as to what he needs.
- Could we do a survey? Yes.
- Could we do a basic certification of the models? Yes.
- We discussed the experience that the Planning Model Improvement Program had with the inventory of planning models. Chris Dunn will provide some recommendations based on his efforts with PMIP effort.
- We need to show if support and development of our models are costing funds.

12-9-04

- A few members of the Tidal Hydraulics National Standing Committee joined us and Darryl and Jerry provided them with a short summary of yesterday's conversations.
- Jerry discussed how the Tidal Hydraulics Committee could work within the H&H CoP strategy as defined by the EAC.
- We proposed expanding the Tidal Hydraulics Committee responsibilities to Tidal Hydraulics and Coastal Engineering. They said they had already discussed this idea within their group and were open to it. Their membership has the right people to support both areas. They would have to change their Charter. They said they would add language to their Charter to include Coastal Engineering and support for the H&H CoP. Need to identify their current membership. They will supply this information to Jerry by the first week of January. They will also scrub the TEN list in their areas.
- Explained to the Tidal Hydraulics Committee how the SME's would be identified for the TEN.
- How do we build back the H&H capabilities within the Corps?
- Again, how do we incorporate R&D? Jack Davis used the Channel Stabilization Committee as his PDT in lieu of field review groups which no longer exists.
- Do we need to expand the name of the H&H CoP? After a number of permutations, it was decided to change the name to the Engineering, Hydrology, Hydraulics, and Coastal CoP (HHC CoP).
- Need to add ocean engineering to the CoP Audience/membership in the Charter.
- Need to add estuary to the list as well.
- As an attachment to the Charter provide the list of TEN with a date.
- Section 4.e. of the Charter will be revised to address the flexibility of the subcommittee.
- As an attachment include some info on each of the committees. Included committees name and a short paragraph describing each group.
- As an attachment to the Charter include the key personnel for the H&H CoP that could include the district and Division POC's .
- Maybe we post all our material in TEN or Tomoye.
- Who is on the EAC? Does Jerry make the decision as to the membership? The EAC discussed membership during the last meeting, please see those notes.

- Time to reestablish the membership of the EAC. Chair Darryl Davis. Need a member from each MSC, major lab, and the Chairs from the committees need to be members or ad hoc members as well.
- EAC Potential Membership still under discussion:
 1. Chair – Darryl Davis (at Large)
 2. Co-Chair – Joe Evelyn SPL
 3. SWD – Ron Bell – tentatively
 4. NAD – Ralph LaMoglia
 5. SAD – Chris Smith
 6. MVD – SK Nanda (Larry Banks)
 7. SPD – Joe Evelyn (Ed Sing)
 8. LRD – Stan Wisbith
 9. NWD – Mark Lindgren (Al Swoboda, Larry Cieslik)
 10. HEC – Chris Dunn and/or Gary Brunner
 11. ERDC – Joan Pope, Jack Davis, Bruce Ebersole
 12. HQ – Jerry Webb
 13. CRREL – Tim Pangburn
 14. EL – Needs to be an H&H person (Darryl will pursue)
 15. Tidal Hydraulics Committee – Bob McAdory
 16. Hydrology and Hydraulics Committee – SK Nanda and Gary Brunner
 17. Channel Stabilization Committee – Larry Banks
 18. Water Quality Committee – Dave Shepp and/or Steve Ashby
 19. Committee Chairs and Co-Chairs can participate
 20. Coastal Engineering – Lynn Martin (recommended by Charlie Chestnut)
- **Action Items:**
 1. Scrub TEN list – send current list to everyone for comment will be done 12-17-04
 2. Tim will revise Introduction to TEN paper by the end of December
 3. TEN population Draft, Darryl will final by the end of December
 4. POC's from each District need to be identified. Jerry Webb will do by the end of December
 5. Responsibilities paper will be finalized: Darryl by the end of December
 6. SME example submission papers for the TEN; Darryl by the end of December
 7. Charter finalized by Darryl by the end of December
 8. Write-up from each committee for attachment to Charter Jerry Webb
 9. PMIP inventory data to Jerry Webb – Chris Dunn
 10. Minutes – Chris
 11. Get Tidal Hydraulics Charter revisions from Tidal Hydraulics group by the end of December
 12. Jerry will contact the four Nation Standing Committee Chairs to discuss committee name changes etc

Agenda

Hydraulics and Hydrology Executive Committee Meeting

Where: LLoyd Center Double Tree, Portland, OR

Who: Sam Bates, Bill Branch (Chair retiring) (Larry Cieslik), Darryl Davis (Chair apparent), Joe Evelyn, Ralph Lamoglia, S. K. Nanda, Chris Smith, Jerry Webb, Stan Wisbith (Dave Buelow), Jack Davis (Bruce Ebersole), Joan Pope, Tim Pangburn, Chris Dunn, Gary Brunner

When: December 8 and 9, 2004

December 8th

Lead

8:45 AM	Welcome, introductions, objectives, review agenda.	Branch/Davis
9:00	Status Technical Excellence Network	Pangburn, all
9:30	Strawman – populating TEN with subject matter experts.	Davis et. al.
10:15	Break	
10:35	Continue TEN population discussions.	Davis/All
11:00	Strawman – updating/modifying TEN and experts	S.K. Nanda
12:15 PM	Lunch	
1:30	Recap morning for Jerry	Davis/all
2:00	H&H CoP Charter Draft	Davis/all
2:45	E&C/H&H CoP happenings/status in HQUSACE	Webb
3:15	E&C/H&H CoP happenings in field	MSC reps
3:45	Break	
4:05	SET presentation and proposal	Bank
4:45	Conclude discussion, topics for December 9	Davis/Webb
5:00	Adjourn for the day	

December 9th

8:15 AM	Progress report on technical committee updates	Webb, all
9:00	Documents/processing to commission EAC, charter of H&H CoP, data call for TENS, other	Webb
10:00	Break	
10:20	Closure and action items.	Davis
11:00	Meeting concluded, participate in Bill's retirement luncheon	