

California Well Sample Repository Board of Governors Meeting

**Minutes of Meeting
Friday, September 28, 2012 [DDH B-108]**

Members Present:

Robert Horton, Larry Knauer, Andrea Weikel, Eric Hierling, Charles James, Bill Kempner, Kurt Neher, Frank Cressy, Al Almgren, Neil Livingston, & Mark Wilson

Members Absent:

Mike Glinzak, Michael Clark, Terry Beaschler, Julio Blanco, Foundation Manager

I. Call to Order:

Larry Knauer called the meeting to order at 10:10 AM.

II. Announcements:

A. Curator's Report [Eric Hierling] [Attachment A]

a. Projects

i. Elaborated on certain items:

1. Salvaged Dwight's PI Plus Database-all wells in CA, been very helpful information. Was previously inaccessible because of computer problems, but now are able to access the data.
2. Safety Check (2x)-secured supply shelves. Weikel has submitted a workorder for the shelves to be secured. Based on the Safety Inspection report we received from Safety & Risk Management.
3. New comprehensive record keeping. Hierling developed a new process which allows him to keep better record of outstanding invoices and who has accessed the core samples.
4. Security issue solved. A few months back, someone had entered the Repository and stole the sign in sheets at the front of the Repository. The employees didn't hear the individual enter the building because they were in the back working. Since then, James purchased a sensor system which dings when anyone enters the facility.

b. Volunteer Program

- i. Hierling reported the volunteers still come into the Repository on Wednesdays
- ii. 3 volunteers moved, but there has been 6 new volunteers since then. More tables were added to make more room for all the volunteers. It is cramped, but still very productive.

- c. The Clients
 - i. Attachment A has a complete list of clients, which totals about 118 different businesses, academics and organizations
- d. Education
 - i. Usage of the facility by students has increased. Attachment A lists the students accessing material at the Repository
 - ii. The students listed in Attachment A are working on their Master Thesis and are from different campuses
 - iii. The Repository does not advertise to other campuses, but still receiving an increased amount of usage amongst students.
 - iv. The board thought the student client list was great, because it helps prove how valuable the Repository is to CSUB.
- e. Donations
 - i. The Repository has received collection material as well monetary donations, which have both been helpful!
- f. Billing or Analyses/Data from Cores that is Pending
 - i. Debt to Aera Energy reconciled-Viet Truong (client). The Repository erroneously listed collections on the website that we did not have. Aera was accessing several different collections so they prepaid, but were unable to receive all the data they had planned. So instead of the Repository refunding the money, there was a running balance which was just recently spent.
 - ii. 9 clients who still need to either return core samples and/or analysis. Data analysis comes back sparingly. It was suggested that the employees keep better contact with the students so they can receive their analysis since they are the hardest to get information from once contact is lost.
- g. Condition of the Facility
 - i. Office Sink-FIXED!!! James fixed the sink that was leaking.
 - ii. Un-illuminated isles. There is now a light switch to access the light so the light is now working without using the fuse box.
 - iii. Running out of storage; approx. space for 456 more core boxes. Already did a big re-organization project. Still running out of space as shelves are filling up very quickly. Different options were suggested by the board. Some of the suggestions included: store items in the sea-train, oil companies could donate money to help build a new facility, or have a storage facility off campus. The off campus storage facility was a concern because of liability of the employees driving to the storage. Another suggestion brought up was the shelving. If there were regular core shelving would there be more space? James said the shelving they had now was adequate and used efficiently, but the core shelving might be able to hold more weight therefore hold more samples. Hierling commented there are more areas of the building that need to be reorganized to make more space, but the project is too large for only two employees. **Hiring students to help reorganize was approved.** The ditch samples are taking up a lot of space, so it

was confirmed that they can be tossed if companies aren't interested in them. **Also, well files could be scanned, as well as scout tickets. The** ideal solution was to build a new facility, but the board members will have to work on a proposal to the different companies they represent.

h. Potential Improvements

- i. Front Parking Area-Parking Pass Issue resolved. Public Safety is supposed to be re-striping the parking lot. The two employees were required to have parking passes, which they have now.
- ii. New weather stripping on roll up doors. Approval for the employees to complete themselves.
- iii. Revised Fees? Larry will draft an email in regards to the fees and send it out to the board to approve. Mike Clark (webmaster) will be contacted when a plan is approved. A comment was brought up about possibly bringing back an annual fee instead of a per/visit fee. Knauer said last time this was active it didn't do too well. The Repository makes more money off per/visit rather than an annual fee due to the amount of information they are requesting.
- iv. Out of state wells. Need to get rid of these by offering them to the appropriate State Geological Surveys. Shipping will be the responsibility of the recipient.

B. Project Director's Report [Robert Horton] [Attachment B]

- a. Horton presented the budget for fiscal year 2012-13
 - i. Since there is such a large surplus in the stateside account it was discussed whether to put some money back into the endowment. The board decided that we should spend the money on fixing the items on the safety report [which could be a lot since it involves rewiring electrical] and hiring students to help reorganize then see how much surplus there is still in the account. At that point a decision will be made.
 - ii. Budget was approved by all members in attendance.

C. Other Business [Larry Knauer]

- a. Curator Position:
 - i. Student Assistant. The Repository may be getting a new student assistant to help Hierling and James.
 - ii. Knauer wanted Hierling to find out what files were on the old laptop still housed at the facility and back them up on to the computer. **Once the laptop is "wiped clean" it can be recycled. It will have to be properly recycled through CSUB.**
 - iii. **Hierling will look into possibly getting wifi connection out at the Repository.**

III. Adjournment: 11:55 am; next meeting was not scheduled.