

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For August 28, 2020

(This meeting was conducted via teleconference due to social distancing requirements resulting from the COVID-19 global pandemic)

Major Items	<ul style="list-style-type: none">• The SC votes to move forward with 2020 Annual Meeting Sessions online October 6th and 8th. Additional sessions may be possible depending on the experience with the initial online sessions.
Action Items	<ul style="list-style-type: none">• R. Satkowski, member of the Workshops subcommittee, agreed to take the lead in formally drafting a proposal for a member to earn a free registration for the annual meeting by donating one's time to organizing and running a CWEMF workshop. Proposal to be included for consideration during the November 20th SC meeting.• A. Huber was assigned to develop a table that listed all the "original" sessions that were part of the 2020 Annual Meeting program with indication of which ones have agreed to move forward (<i>i.e.</i> participate in the virtual AM) and which ones have not.• The 2020 Annual Meeting Sessions Sub-Committee is authorized to select the sessions that will move forward for an online meeting on October 6th and 8th with J. Jankowski joining the subcommittee. Annual Meeting Sessions Sub-Committee to notify ED (P. Hutton) as soon as their decision is made.• Pending notification by the 2020 Annual Meeting Sessions Sub-Committee, ED (P. Hutton) to send out an email to membership to describe the plan and promote the sessions.• A. Huber agrees to take the list of proposed options for different approaches to soliciting talks and sessions for the annual meeting (Attachment 4-1), eliminate the unpopular options, flesh out the remaining options, and will conduct an online vote before the next SC meeting (November 20th) to select a preferred option.• ED (P. Hutton) to contact Lake Natoma Inn to reserve the dates of June 7, 8, and 9 as the 1st choice, and June 14, 15, and 16 as the 2nd choice with flexibility for shifting forward a day if Monday is not available.• ED (P. Hutton) to work with N. Sandhu to implement membership payment options via the CWEMF website.• SC directs ED (P. Hutton) to take on task 1a (see attachment 6-1) using remaining available hours under his 2020 contract and ED anticipates having a report with recommendations completed by November 20th SC meeting.

Parking Lot Items	<i>Parking lot items moved to the end of the minutes</i>
Motions Passed	<ul style="list-style-type: none"> • A motion to accept the minutes for the July 17, 2020 Steering Committee meeting was made by J. Jankowski and seconded by S. Tanaka. The motion carried by unanimous approval. • Motion to conduct two online sessions each day on October 6th and 8th, for four hours a day made by S. Tanaka, and seconded by A. Huber, is approved with 0 Nays, 2 abstentions, and 17 Ayes. • S. Tanaka puts forth a proposal that for the October 6th and 8th, the online annual meeting session will require pre-registration, but there will be no fee and no membership requirement. Motion carried with 1 Nay, 18 Ayes, and no abstentions. • Motion to accept membership policy definitions as written in (page 1 of) the attachment Meeting Packet 08-28-20 Addendum.pdf made by S. Tanaka, B. Bray seconds, and was carried unanimously. • Motion to accept general refund policy as written in (page 2 of) the attachment Meeting Packet 08-28-20 Addendum.pdf, made by S. Tanaka, B. Bray seconds, and was carried unanimously.

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Executive Director’s Report for the August 28, 2020 Steering Committee Meeting (Attachment 2-1, 1p)
2. Secretary’s Report, Draft Minutes of the July 17, 2020 meeting (Attachment 2-2, 9p).
3. Treasurer’s Report, FY 2019 SC Meeting: August 13, 2020 (Attachment 2-4, 3p).
4. Proposals for 2021 Annual Meeting Process Improvements, CWEMF Ad-Hoc Subcommittee Attachment 4-1 4p).
5. CWEMF Executive Director Recommendations for 2020-21 (Attachment 6-1, 1p)
6. Subcommittee on Workshops Update for CWEMF Steering Committee Meeting August 28, 2020 (Attachment 10-1, 1p)
7. Information-on-facilitator-2020-08-28.docx - Submitted by A. Khan and presents the information requested about facilitator cost.
8. Meeting Packet 08-28-20 Addendum.pdf - Contains formal definition of CWEMF Annual Individual Membership, Annual Organizational Member, and General Refund Policy (2p).

1. INTRODUCTIONS/DESIGNATION OF QUORUM – T. Kadir called the meeting to order at approximately 9:05am where all members were either online and/or on the phone, and no proxies held. T. Kadir indicated that S. Chowdhury was unable to attend and that he was stepping in to chair the meeting. Attendance was taken from those participating via Zoom and on the phone based on the Zoom participant list. T. Kadir indicated that at least 12 members were present, a quorum was declared.

As a point of order, T. Kadir proposes that the two items **7. Modeling Protocols** and **8. Workshops** move up to precede the action items to after the consent calendar. No objections were raised.

2. CONSENT CALENDAR

a. Executive Director's Report – The Executive Director (ED, P. Hutton) has been in contact with Lake Natoma Inn (LNI), once the SC determines a date in 2021, the deposit from 2020 can roll over for 2021. Officially, LNI told us that we have one opportunity to reschedule; if we cancel again, we'll lose our deposit. ED (P. Hutton) did ask what if we find ourselves in the same predicament next year (*i.e.* large group gathering prohibited), what would be their policy. The answer received was that CWEMF is a repeat customer and that they would try to be flexible with us.

Second item is organizational dues. Dues invoices have gone out. Two organizations are delinquent. One organization (State Board) was billed back in April and they have yet paid their invoice. The USGS was also billed in June and we have not received payment from them as well. State Board Rep J. Jankowski acknowledged they were working to pay the invoice.

e. b. Treasurer's Report – S. Tanaka reported that it hasn't been a great fiscal year for our organization; but it's not surprising given all the refunds. We have \$386,000 in the account total; breakdown is listed in the Treasurers report (Attachment 2-3). Treasurer (S. Tanaka) indicates that she moved the peer review and operating funds into one of the Live Oak CDs, which didn't involve any transfers of funds as far as banks are concerned, just how accounts are tracked. Treasurer doesn't expect much change in the financial picture until we have another meeting or an influx of individual dues. Looks like CWEMF will be taking a loss for this fiscal year.

b. c. Secretary's Report – B. Bray refers to attachment 2-2, thanked all the SC members that submitted comments to the draft. Motion was made to approve the July 17th minutes by J. Jankowski, seconded by S. Tanaka. No additional discussion. Minutes were unanimously approved.

ACTION ITEMS

7. MODELING PROTOCOLS (Satkowski):

R. Satkowski report that the Modeling Protocols Project is still ongoing. The subcommittee members are currently reviewing the first draft report. Next meeting is set for September 8th from 10am to noon. The committee thinks they may need more time to go through some draft revisions with the report. Because the next Annual meeting will be delayed to June, the subcommittee would like to take advantage of that extra time. The subcommittee tentatively discussed coming up with the final report in April 2021 rather than December of 2020, that gives a few extra months. On this timeline the subcommittee would have the final report to the SC by May 2021. Then the subcommittee could report to the membership at the 2021 Annual Meeting.

8. WORKSHOPS (Kadir: Attachment 8-1):

T. Kadir refers to attachment 8-1 and states that not many workshops have been held. The soonest the subcommittee could put on any workshop would be November or December of this year and would be virtual workshops in this time frame. Subcommittee meetings have been held approximately every 3 weeks, and all subcommittee members have been participating.

T. Kadir proposed an idea about earning a free registration to the annual meeting by donating one's time to organizing and running a CWEMF workshop. Another member agreed this is a good idea. This may not be possible for public sector workers to accept such a "scholarship" or "gift" but may help incentivize other members in private sector or academia to participate. Members requested that the proposal be formally written up considering some of the nuance that would be needed for the policy and implementation. R. Satkowski agreed to write up the proposal for formal submission to the SC for consideration at the next (November 20th) SC meeting. ACTION ITEM

3. PROPOSAL FOR 2020 ONLINE SESSIONS (Open Discussion)

W. Anderson sent out an email on July 20th to confirm whether session organizers are willing to moderate and or present in an online version of the annual meeting. W. Anderson sent out another email reporting that he would be on vacation and unable to attend this SC meeting; however, he provided a list of the sessions indicating those that have responded and those that have not from moderators and presenters. Apparently, the email request didn't reach all the session chairs and speakers; some folks in DWR did not receive it. List shows much fewer speakers than were listed in the draft program; it appears the list of speakers are not up-to-date. Email must have gone only to session chairs and individual speakers which may explain why some speakers didn't receive it.

From the list provided there were 12 session chairs that said "yes" they are willing to present and about 3 that said "no" and the rest of the moderators are blank. The purpose of the solicitation was to see if there is critical mass, not precisely whether all folks are willing to participate. Would have been nice not to go through multiple cycles; however, the plans for the annual meeting have clearly changed several times. Bottom line, it looks like we have critical mass.

A. Huber, was assigned the task of developing a table that listed all the "original" sessions that were part of the program with indication of which ones have agreed to move forward and which ones have not. ACTION ITEM

S. Tanaka asks whether we could just select from the list and move forward with a test and start planning for the text run. T. Kadir agrees. Request to clarify, will the meeting be on the Zoom platform, and the answer is "yes".

The next question taken up is with request to moderator or facilitator. A. Khan provides a report on his research regarding the cost of a facilitator. Based on DWR's division of planning experience working with the Center for Collaborative Policy (CCP), essentially the cost is about \$10k per each day of planned event, but their services include printing materials, developing the agenda, running the meeting, printing materials, logistics support, and capturing meeting notes. The reason I bring this up is because in our case, the Steering Committee and Executive Director

does much of it, so the \$10k may not be accurate for our needs because session chair or executive director traditionally takes on many of the tasks. This is why the rate of facilitators was also provided (see attachment Information-on-facilitator-2020-08-28.docx), where there is a different rate for different levels of facilitator and service as shown.

T. Kadir asks whether these are rates for physical or online meetings, A. Khan is not sure, presumably this is for physical meetings but didn't know if there are different rates for online meetings. N. Sandhu asks to clarify the need or role of a facilitator. A. Khan responds that this is a good question, that ultimately depends on the design of the annual meeting. For example, if we have online meetings similar to how we've run sessions before with a designated person running the session and CWEMF volunteers helping to organize and run it, then we may not need such a facilitator; but if the vision is for something that is more like a series that are somehow connected, say through a theme, then the use of a facilitator may be appropriate as has been his experience through doing meetings and workshops associated with AB-1755 process, the water data consortium process, and a recent 2-day annual meeting of Colorado River basin management where such a person was very helpful. In the case of AB-1755 and the Water Data Consortium examples, a professional facilitator was used. In the example of the Colorado River Basin, moderators were individuals that were a part of that organization. So as stated before, the facilitator does not necessarily have to be someone outside CWEMF, if a SC member is conversant with, and feels comfortable then that person can fill the role of facilitator. A. Khan has found that when you have a 2-day seminar, it has been helpful to have a facilitator to have it run very well.

S. Tanaka reiterated that we've relied on the ED in the past to do a lot of the logistics tasks like printing materials, and registration, *et cetera*. What we need is someone to ensure the sessions start and end on time. T. Kadir notes that is the role of the session chair, to ensure presenters finish individual talks on time and overall session on time as well. Session chairs do not monitor for the whole day, however, that is what the role of the facilitator could be. Facilitator role could be a very lightweight role, in terms of ensuring session chairs are in place, they step back during the session for the session chair, but they are there for ancillary things like making sure folks can hear or they monitor the chat window. The facilitator role could vary depending on the approach for the meeting, however. N. Sandhu responds that for something like a workshop or a panel discussion where it is free-flowing, there is no prepared presentation, he would agree that it would be good to have a professional facilitator because the SC members are not trained in that kind of a role, which is a little different than running talks or fielding questions that come up after a talk such as needed for sessions. T. Kadir asks, would it be the role of the session chair to monitor the chat window, then?

N. Sandhu responds with his experience from the recent Delta Modeling Users Group Meeting that was recently held online on August 6th with more than 80 participants. Before the meeting M. Yu—the DWR staff member with the Zoom account—delegated running of the meeting to two moderators (N. Sandhu and E. Ateljevich) where all three were in touch with alternate communication (*e.g.* cel phone TXT and DM) during the meeting so if something went wrong they were able to remain in touch. There was one person monitoring chat while the other was presenting. Questions were discussed at the end of the session and submitted through chat. The moderator would paraphrase the question submitted through chat. All participants were muted

during the meeting. With over 80 participants, N. Sandhu is not sure how it could have been done better but is open to suggestions. In his opinion, it may require some thought and dry runs but it is not "rocket science". The biggest issue is keeping people on time. With a lot going on with the online meeting and extra unanticipated time transitioning from one speaker to the next, they found themselves short on time and the last speaker was unable to present. There were no visual cues for the speaker to get their attention while speaking, other than interrupting them rudely. I think that's a technological barrier, however.

J. Jankowski shares that he is helping to organize an upcoming hearing for the State Water Board in late September. There were some pre-meetings held over Zoom that went very well. He agrees with N. Sandhu, that monitoring chat could be done by CWEMF volunteers. We could pin a timer for the speaker to make sure they stay on time. He doesn't think a facilitator is needed for the kind of online sessions we're envisioning. Also relayed that he was helping to manage a facilitator contract with Kerns & West, and they shifted over to a virtual facilitator role in March where it was his experience that this transition did cut costs about 25% compared to previous, but the rates of the consultants were the same. J. Jankowski reiterates that he thinks the facilitator role could be done with CWEMF folks and he's happy to help, as needed.

T. Kadir relays that he will be participating in an online career fair next week by another facilitator. They have organized the meeting such that you can have group meetings or one-on-one meetings or side rooms/chats and so forth.

Based on the discussion, the SC doesn't believe we will need a facilitator at this point. The SC and subcommittees will move forward and proceed without one, recognizing that we could always bring one on if we find we will need one down the road. T. Kadir thanks A. Khan for his report. Given the input the decision to bring on is tabled for now but could be taken up in the future.

T. Kadir next asks, would we want to have the online sessions this year, sometime in 2020. A Huber responds affirmatively. T. Kadir asks that we have another round of communications to confirm speakers. S. Tanaka disagrees, SC should decide now what format we would want to take going forward. Let's set an outline and fill in with speakers as we are running out of time.

N. Johns notes that the meetings for the IEP have moved to an online platform. They spread their sessions out into 10 online sessions on Tuesday and Thursday for weeks to come. In this set-up, the moderator role is simplified with one session per day. Because we don't have a lot of lead time to get this calendared, N. Johns thinks we should consider shorter, and more frequent meetings as we plan to move forward.

A. Huber supports the concept of a single or 2-day meeting with many sessions or a series of sessions over a period of weeks. J. Jankowski notes that we already have folks that have confirmed they are willing to do online sessions which would fit nicely with a few sessions over several days or weeks.

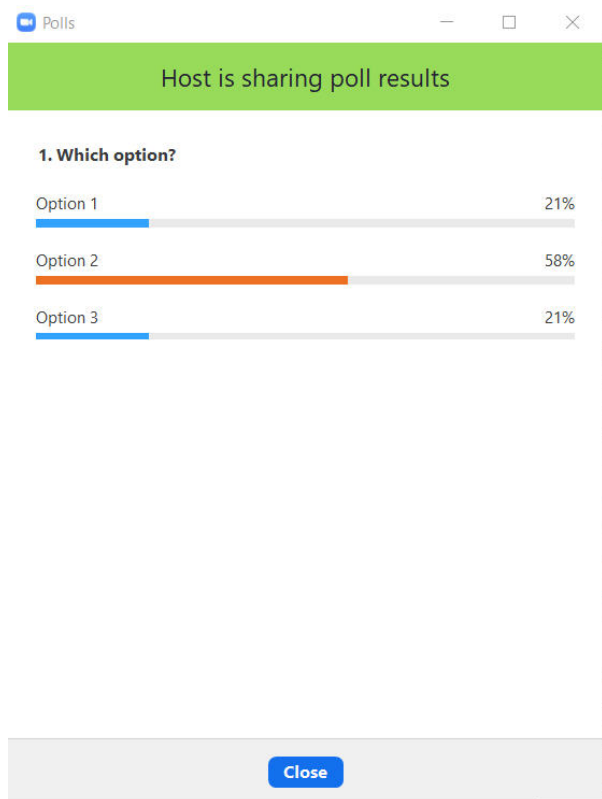
After further discussion, T. Kadir and S. Tanaka put forth the following 3 options for consideration by the SC:

- Option 1: 4 session per day (full day) 12 sessions total that have already been confirmed to accommodate as many of the original sessions as possible over 3 consecutive days
- Option 2: half day, 1 or 2 days initially, reconvene and decide whether to move forward with other sessions.
- Option 3: full day, a "CWEMF day" with shorter talks 5-7 minutes.

As part of the discussion, T. Slaweki notes in the chat that, "Tangential - Several of the organizations I participate in chose to have presentations pre-recorded and available on-demand to registrants. Some then brought the presenters together to do a live mini-session with abbreviated presentations plus regular Q&A."

By online vote, option 2 receives the most votes 11/19 (58%) where the other two options received 4/19 votes each (see screen capture of poll to the right).

The decision is to move forward with two days at two sessions per day using folks that have already confirmed they are willing to proceed, and if it goes well, the SC considers continuing with more sessions.



SC moves to the next question, when S. Tanaka submits a formal proposal for October 6th and 8th, 4 hours each day, 2 sessions at 2 hours each, A. Huber seconds the motion. The motion is approved with 0 Nays, 2 Abstentions, and remaining 17 Ayes.

Subcommittee to select the sessions that will move forward with filling slots for these two dates. ACTION ITEM J. Jankowski asks to join the annual-meeting subcommittee.

Subcommittee to notify ED (P. Hutton) about planning decisions for sessions and ED to send an email to membership to describe the plan and promote the sessions. ACTION ITEM

T. Kadir asks the SC whether we would require a registration fee for the online session? After discussion by members, S. Tanaka puts forth a proposal that for the October 6th and 8th the online annual meeting session will require pre-registration but there will be no fee and no membership requirement. Motion carried with 1 Nay, 18 Ayes, and no abstentions.

(SC adjourns at 10:50 for 5 minute break and reconvenes at 10:56)

4. INITIAL PLANNING FOR 2021 ANNUAL MEETING (Huber/Chowdhury: Attachment 4-1)

A. Huber provides the background; at the last meeting the subcommittee had a long talk about integrating proposed talks into a session. A. Huber was tasked with developing some proposals on different ways to potentially change or modify the development of sessions and the program for the annual meeting. A. Huber reviews the proposed options in (Attachment 4-1) and discusses the merits of how they might address the issues related to developing sessions and integrating or packaging talks into sessions.

After SC discussion it was decided that a decision would be tabled by the SC until November.

A. Huber take the options, eliminate the unpopular options, flesh out the remaining options more and will work with SC to conduct an online vote before the next SC meeting (November 20th) to settle on a preferred option. ACTION ITEM A. Huber also welcomes any input by SC members on the language for any of the options as part of the revisions.

Next item taken up, selecting a date for the 2021 Annual meeting to reserve dates with Lake Natoma Inn. The SC decided to reserve the dates of June 7th, 8th, and 9th as the 1st choice, and as a second choice of the following week, June 14 15 16 as the 2nd choice and also the SC will be flexible if Monday is not available, then shift the dates forward a day for Tuesday-Wednesday-Thursday. ED (P. Hutton) to contact Lake Natomas Inn to reserve the dates. ACTION ITEM

5. INDIVIDUAL MEMBERSHIP POLICY (Chowdhury Medellin-Azura)

J. Medellin-Azura reviews the two policies, individual membership policy and general refund policy (in the file Meeting Packet 08-28-20 Addendum.pdf).

ED (P. Hutton) remarks that we will need a means of paying for membership online through our website. ED to work with N. Sandhu to implement membership payment options via the website. ACTION ITEM

S. Tanaka moves to accept membership policy as written in attachment Meeting Packet 08-28-20 Addendum.pdf, B. Bray seconds, motion carries with unanimous vote.

S. Tanaka moves to accept general refund policy in attachment Meeting Packet 08-28-20 Addendum.pdf, B. Bray seconds, motion carries with unanimous vote.

6. DISCUSSION ON ED WEBSITE RECOMMENDATIONS (Hutton: Attachment 6-1)

ED (P. Hutton) proposes he take on task 1a and that would take 40-50 hours using some of his 2020 hours that have not yet been used since we didn't have an annual meeting. The outcome of 1a would be a report that lists a set of issues to address with the website. N. Sandhu: requests to clarify what are the specific problems with the website. ED responds that it should be self-evident, there are some options that are sub-standard, some things seem dated. ED states that task 1a would provide an assessment to website. It was clarified that this would be 40-50 hours

within the limits of the hours in the existing contract with the ED; effectively 1a would be assigned to ED. No apparent fiscal impact, his support for online meeting notwithstanding.

ED (P. Hutton) to take on task 1a. ED (P. Hutton) states that he will have a report with his recommendations completed by November 20th SC meeting. ACTION ITEM

It was also discussed that the membership should be queried about what they want to see as the website. ED states that once task 1a is completed, SC can consider on how to get membership input. N. Sandhu notes that the website subcommittee would be happy to make time and discuss it as part of the task 1a assignment and provide input either as part of the process or after the draft report is completed.

Chronicling CWEMF history, another part of the ED recommendations, item #2, is tabled for now given time constraints.

INFORMATION ITEMS

9. WEBSITE UPDATE (Sandhu)

No Report. (*Note see discussion under items 5 and 6 above*)

10. MODEL USER GROUPS (Sandhu)

N. Sandhu reported that the Delta Modeling Users Group meeting was held virtually using Zoom on August 6th, there were over 80 participants (*see item 3 above*).

(*no other reports*)

11. OTHER BUSINESS (ALL)

Issue of the awards was brought up in the chat. Also noted the issue of the keynote speaker. T. Kadir reported that M. Arax has agreed to speak at the June 2021 meeting. Brief comment that T. Kadir believes that we should roll-over the 2020 awards to the 2021 ceremony with no further discussion.

12. NEXT STEERING COMMITTEE MEETING –

November 20th, 2020, TBD. Most likely will be another Zoom meeting.

13. ADJOURN – 12:27 pm

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Stacy Tanaka
Tariq Kadir
Ben Bray
Paul Hutton

Treasurer
Vice Convener, *Acting* Convener
Secretary
Executive Director

Watercourse Engr.
DWR
EBMUD
Tetra Tech

Anne Huber	Chair, 2021 AM Improvements Subcommittee	ICF
Rich Satkowski	Chair, Modeling Protocols Subcommittee	Public Member
Nicky Sandhu	Chair, Website & Model Users Groups subcommittees	DWR
Jesse Jankowski		SWRCB
Josue Medellin-Azura		UC Merced
John DeGeorge		RMA
Katherine Heidel		Tetra Tech
Tad Slaweki		LimnoTech
Chuching Wang		MWD
Norman Johns		DWR
George Nichol		Public Member
Abdul Khan		DWR
Samson Haile-Selassie		DWR
Ben Geske		Delta Science Program
Kijin Nam		DWR
Chloe Liu		SWRCB
Anna Klaczyk Constatine		FlowWest

Proxies: *None*.

Parking Lot Items	<ul style="list-style-type: none"> • Peer Review Process - Development of peer review administrative process. • Equipment Inventory – Needs to be updated. • Storage of Documents – What and where needs to be formulated.
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