

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

**MINUTES OF THE STEERING COMMITTEE**

For June 11, 2021

*(This meeting was conducted via Zoom meeting with call in number due to social distancing requirements resulting from the COVID-19 global pandemic)*

<p>Action Items</p>	<ul style="list-style-type: none"> <li>• P. Hutton requests Secretary B. Bray send a pdf version of approved minutes for the March 19, 2021 CWEMF SC meeting to the webmaster.</li> <li>• Treasurer S. Tanaka to submit FY20 taxes by the end of July 2021.</li> <li>• Annual Meeting Sessions Subcommittee to move forward with solicitation as soon as possible including the use of Google forms as a means to facilitate the submission of proposals for talks and sessions with an entry on the forms to gauge interest in participating in an online format.</li> <li>• T. Kadir to contact Stantec and ED P. Hutton to contact Hydroprose, West Yost and Geosyntech to seek support in the form of a CWEMF sponsorship for the 2021 annual meeting.</li> <li>• ED P. Hutton to send a solicitation for a volunteer to assist with 2021 annual meeting logistics to the CWEMF SC and go to a wider distribution as needed until a volunteer is obtained.</li> <li>• R. Satkowski to develop some alternative theme proposals for the 2021 annual meeting for presentation at a future CWEMF SC meeting.</li> <li>• P. Hutton (for TetraTech) to send 2021 CWEMF Executive Director contract for CWEMF Convener to sign and execute.</li> </ul>
<p>Motions Passed</p>	<ul style="list-style-type: none"> <li>• Motion to accept the March 19, 2021 CWEMF Steering Committee minutes by S. Tanaka, seconded by T. Slawewski, passes unanimously 19-0.</li> <li>• Motion to approve the CWEMF executive director contract for services covering the period of July 1, 2021 through June 30, 2022 and authorize the CWEMF convener to sign and execute the contract for an amount not to exceed \$38,500 by Ben Bray, seconded by S. Tanaka, motion passes unanimously 19-0.</li> <li>• Motion that the CWEMF SC approve the updated web page design concept, authorizes the website subcommittee to proceed with review and any necessary corrections, and to go live when the subcommittee is satisfied with the updates, seconded by T. Kadir, motion passes unanimously 19-0.</li> </ul>

**REFERENCES INCLUDED IN THE MEETING PACKET:**

1. Executive Director’s Report for the June 11, 2021 Steering Committee Meeting (Attachment 2-1 1p).
2. Secretary’s Report, Draft Minutes of the March 19, 2021 SC meeting (Attachment 2-2 11p).
3. Minutes of the Annual Business Meeting, June 29, 2020, *Final Review Draft of 2020 Annual Business Meeting Minutes*. (Attachment 2-3, 7p.)
4. Treasurer’s Report, SC Meeting: June 1, 2021 (Attachment 2-4 1p).
5. 2021 Annual Meeting Sponsors (Attachment 3-1 1p).

6. CWEMF Executive Director Recommendations for 2021-22. Paul Hutton, 6/3/21 (Attachment 7-1, 1p.)
7. CWEMF Ad Hoc Modeling Protocols Committee Steps/Timeline June 2, 2021 (Attachment 10-1 1p.)
8. CWEMF Steering Committee Meeting June 11, 2021 Subcommittee on Workshops (Attachment 11-1 1p.)

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## 1. INTRODUCTIONS/DESIGNATION OF QUORUM

At 9:02 with 17 participants as well as 2 proxies, a quorum was declared.

## 2. CONSENT CALENDAR

### a. Executive Director's Report

ED P. Hutton referred the Steering Committee (SC) to Attachment 2-1. Since our last SC meeting (March 19), two new organizational members have joined our organization: Hydroprose (Hubert Morel-Seytoux's consulting firm), and West Yost.

### b. Secretary's Report

The March 19, 2021 SC minutes were referred to (Attachment 2-2) in the agenda packet. Secretary B. Bray shared his screen to briefly review several proposed revisions sent in by T. Kadir that were not reflected in Attachment 2-2; these were mostly editorial. T. Kadir acknowledged Microsoft editor for helping to catch many of the editorial improvements. No further discussion or proposed changes were made. S. Tanaka makes a motion to accept the minutes as amended with the changes just reviewed, T. Slawewski seconded, passes unanimously 19-0. P. Hutton requests Secretary B. Bray send a pdf version of approved minutes for the March 19, 2021 CWEMF SC meeting to the webmaster. (ACTION ITEM)

### c. Treasurer's Report

The Treasurer Report to the Steering Committee (Attachment 2-3) was reviewed. CWEMF is running a deficit this year as the organization was unable to hold the annual meeting to generate income. However, CWEMF is not in danger of financial insolvency due to some savings over the past few years. Expenses over the past year have been the usual line items: professional services fees and contract payments associated with the modeling protocols update effort. Fiscal year ends on June 30<sup>th</sup>.

C. Wang asks a clarifying question whether the date in the text on the upper right, "Summary (As of 03/09/21)" is accurate? This was acknowledged as a typo and the date there should read "06/03/21".

CWEMF received a letter from the Federal IRS that the federal income tax forms for FY 2019 taxes had not been received. ED (P. Hutton) (re)sent a copy back in and hopefully they will not be lost in the mail this time. Treasurer S. Tanaka has been monitoring the IRS website but has not seen any status indication yet, although she anticipates it could take several months for the website to be updated. Treasurer S. Tanaka plans to submit FY20 taxes by the end of next month (July 2021). (ACTION ITEM)

## ACTION ITEMS

### 3. 2021 ANNUAL MEETING (P. HUTTON)

- Status on In-Person Meeting (Discussion)

ED (P. Hutton) opens this item as a discussion for members affiliated with DWR and others on the SC to gather any new information on the likelihood of an in-person annual meeting in October. T. Kadir shared information regarding DWR and some specifics with respect to the organization's approach from telecommuting to bringing personnel back into their offices. Other members shared specifics regarding their status telecommuting and returning to work offices as well as any organizational policies related to attending gatherings or conferences. J. Medellin-Azura reported that the UC is moving forward with plans for full in-person instruction in the fall and anticipates there will be revised guidelines for travel announced before the fall semester.

There was general consensus that, as of this time (June 2021), there are no major changes in policies implemented across organizations, and that employees are in various stages from full telecommuting to transitioning back to offices part time. However, some members strongly feel there will be a loosening up of restrictions in the short term in this transitional "back to the office" phase. Furthermore, that some organizations are likely to allow for employees to attend gatherings or conferences *later this year* even though such policies have yet to be announced. Organizations are generally following the department of Public Health and Safety as well as the Center for Disease Control guidelines. As these change, following a lag period, organizational policies are generally updated as well.

T. Kadir asks when would be the time we should send out information and start organizing for the annual meeting. P. Hutton ED expresses concern that we may be behind schedule for a full meeting in fall. T. Kadir disagrees, in his opinion there is still time for organizing the meeting for this fall, although it may not be the same scale as in the past.

- Sessions Subcommittee (W. Anderson)

W. Anderson reports that the subcommittee has been preparing for the solicitation for proposals. The subcommittee met earlier this week to get started on the work for developing the email messages and plans for using Google forms as a means of members to submit proposals and other information.

G. Reis recommends having the registration deadline date pushed back as far as possible before individuals have to commit to registration for the conference.

A. Huber states that the plan is to solicit proposals as soon as possible but not indicate whether it was in-person or on-line.

T. Kadir believes that members will want to share their completed work either way; whether it is online or in-person.

SC directs the Annual Meeting Sessions Subcommittee to move forward with solicitation as soon as possible with submissions due by July 15<sup>th</sup> using Google forms as a means to facilitate the submission of proposals for talks and sessions with an entry on the forms to gauge interest in participating in an online and/or in-person format. (ACTION ITEM)

- Awards Subcommittee (T. Kadir)

2020 award recipients were contacted and have indicated they would like to participate in an award ceremony as part of the next in-person meeting. This would be incorporated into the program for this year's 2021 CWEMF Annual Meeting scheduled for October.

There is still time to send out solicitations for nominations for the 2021 awards so that the subcommittee can make a decision by the next SC meeting (July 16, 2021).

After the business meeting and officer elections this afternoon, S. Chowdhury will be taking over as chair of the awards subcommittee. ED (P. Hutton) recommends getting an announcement out a.s.a.p. and request that all for all nominations be submitted July 15, 2021. The awards subcommittee to be reconstituted as part of the business meeting scheduled for this afternoon with a call for volunteers by the new chair.

ED (P. Hutton) notifies the SC that he will need to find a new place to order the physical awards as the prior business he had been using has closed down.

- Potential Sponsors (Hutton): Attachment 3-1

ED (P. Hutton) reviews Attachment 3-1 and provides additional background. Several organizations have already committed to sponsorships for the 2020 meeting. These organizations provided funding that was not used. They have agreed to roll these sponsorships forward to the 2021 meeting. J. Medellin-Azura confirmed his firm's funding commitment for the 2021 meeting. There are a few firms to reach out to still to inquire about funding support for the 2021 annual meeting. Watercourse Engineering typically supports through poster board rental paid after the meeting occurs. The firms that need to be contacted for the 2021 meeting are Stantec, LimnoTech, Hydroprose, HDR, and GEI. T. Kadir agreed to contact Stantec and see if they would be interested in a CWEMF sponsorship for the 2021 Annual Meeting. (ACTION ITEM). ED (P. Hutton) agreed to contact Hydroprose. (ACTION ITEM). Via Chat:

10:07:25 From Tad Slawecki : LimnoTech will sponsor something.

ED (P. Hutton) to also contact West Yost and Geosyntech to discuss CWEMF sponsorship opportunities. (ACTION ITEM)

- Screencast Recording Volunteers (N. Sandhu)

Screencasting volunteers are needed for two specific purposes. First, volunteers are needed for the annual meeting (this involves some minimal training) to essentially execute the recording of the sessions during the meeting. Second, volunteers are needed after the meeting to edit, process, and prepare the recordings for posting on the web.

B. Bray volunteers to help out with the team for the annual meeting. T. Kadir shared that there were several people from DWR that helped out at the last meeting in 2019 and is confident he can draw upon at least two more volunteers from DWR.

Additional volunteers are still needed for editing, processing and preparing recordings for posting on the web. This is an essential step to ensuring the annual meeting content is shared with our members and the public through our website. Any interested volunteers are requested to contact N. Sandhu.

- Keynote Speaker (T. Kadir)

Mark Arax has graciously accepted to be our keynote speaker for the 2021 Annual Meeting. Recall that over a year ago Mr. Arax had published a new book related to California water. He has agreed to be the keynote for the 2021 annual meeting. CWEMF have agreed to assist the author in setting up a table to sell his books while he is in attendance at the meeting.

- Volunteer for ED Assistant (P. Hutton)

ED (P. Hutton) asks if there are any concerns about securing an assistant to help with logistics for the annual meeting. There was a question regarding the procedure to solicit a volunteer to fill the position. The ED has generally moved away from using student volunteers due to reliability issues in recent years. At the last annual meeting G. Reis volunteered to help the ED carry out tasks associated with organizing the meeting.

There was a question about the use of a signup sheet where volunteers can sign up for specific tasks or time slots. A similar approach had been used before with students and unfortunately there were some issues getting adequate coverage using this approach.

S. Tanaka proposes ED (P. Hutton) send a solicitation out to SC and go from there to expand to wider groups until a volunteer is obtained. (ACTION ITEM)

- Theme

SC members had a discussion about possibilities for the 2021 annual meeting theme and considerations on how the theme is related to the meeting. Water resilience was the theme we were going to use for 2020 but tabled in lieu of the online sessions.

R. Satkowski volunteered to put some alternatives together given the discussion and welcomed input from other SC members. (ACTION ITEM) Decision on a theme was tabled for future SC meeting.

#### 4. 2021-22 EXECUTIVE DIRECTOR CONTRACT RENEWAL (S. CHOWDHURY)

Convener S. Chowdhury proposes to defer CWEMF Executive Director contract renewal to the next CWEMF executive committee to be elected in the business meeting later in the afternoon (on June 11, 2021). The renewal needs to be executed before July 1<sup>st</sup>. P. Hutton (TetraTech) to send 2021 contract for SC officers to review and Convener to sign. (ACTION ITEM)

Secretary B. Bray makes a motion to approve the executive director contract for services covering the period of July 1, 2021 through June 30, 2022 and authorize the CWEMF convener to sign and execute the contract for an amount not to exceed \$38,500, seconded by S. Tanaka. There was additional discussion under this motion by S. Chowdhury. Since 2017, the ED contract has been extended each year without a specific sunset date. Given the ED contract needs to be in place July 1<sup>st</sup>, it was decided to table any negotiation of the contract terms or language such as adding a sunset clause for the next year. Motion carries unanimously 19-0.

#### 5. WEBSITE UPDATE (N. SANDHU)

K. Nam (for subcommittee chair N. Sandhu) reported that the CWEMF Website Subcommittee is proceeding with website update following the recommendations from the ED (P. Hutton). Several of the updates are already completed by the webmaster and reflected in a mock-up that is not yet live. A draft version of a new design is available for review (link provided in the chat <https://cwemf.org/wp/2021-homepage/>). There were no objections raised on the proposal to continue to move forward with the project using the new design understanding there is still some work and reviews necessary before the new site could "go live."

K. Nam makes a motion that the SC approve the updated design proposal, authorize the website subcommittee to proceed with review and any necessary corrections and to go live when the subcommittee is satisfied with the updates, seconded by T. Kadir, motion passes unanimously 19-0.

T. Slaweki volunteers to assist in review and providing comments and suggestions. R. Satkowski asks to clarify; to whom should any suggestions or comments be sent to? T. Kadir responds that all correspondence be directed to the subcommittee chair N. Sandhu within the next two weeks.

K. Nam also reports that the subcommittee proposes that the SC allow for other CWEMF members to be designated (such as certain members of the website subcommittee) administrative access in order to edit the CWEMF website directly without having to go through the webmaster. This would allow for other designated volunteers that can be

involved with editing, uploading to, or improving the website in addition to the webmaster. The current procedure is that all edits to the website be handled through the webmaster. To be clear, CWEMF is very satisfied with the webmaster's performance and responsiveness on all matters to date. The concept, however, is to allow for administrative privileges to a designated member of the website subcommittee to make minor changes—not major changes—to the website. There were no objections raised. Support for the proposal to allow for website administrative access for the website subcommittee chair and potentially others at her/his discretion such as the executive director or other members of the committee with the understanding that these would be relatively minor changes or edits in general was expressed by several SC members.

## 6. CWEMF LOGO

No new report, further discussion tabled for the next SC meeting.

## 7. EXECUTIVE DIRECTOR RECOMMENDATIONS (ED P. HUTTON)

Refers to attachment 7-1 that represents a list of ED P. Hutton's recommendations. The recommendations for this year is similar to past years. ED (P. Hutton) highlights his recommendation to invest some resources to chronicle CWEMF history. ED (P. Hutton) looks forward to supporting the effort when the SC takes up the recommendations.

## INFORMATION ITEMS

### 8. MODEL USER GROUPS (N. SANDHU)

Delta Modeling user group meeting most recently occurred in March. The next Delta Modeling User's group meeting is scheduled for July 27th at 1:30pm.

### 9. INTEGRATED MODELING STEERING COMMITTEE (IMSC) UPDATE (B. GESKE)

Tabled. T. Kadir requests we clarify this agenda item to make clear the IMSC is affiliated with the Delta Stewardship Council. It was decided to incorporate the acronym DSC to precede the committee name in the agenda item to clarify the affiliation of this subcommittee with the DSC.

### 10. MODELING PROTOCOLS (R. SATKOWSKI ATTACHMENT 10-1)

R Satkowski refers to Attachment 10-1 in the packet and provides an update on the project timeline. Since the last SC meeting in March, the modeling protocols subcommittee held a public workshop on June 2<sup>nd</sup> to present the updated draft modeling protocols and the report. The purpose of the workshop was to highlight areas of focus on the update effort and solicit input from CWEMF members and the public. There were about 45 participants signed on to the virtual workshop. The subcommittee is requesting any written comments to be sent in by June 30<sup>th</sup> to S. Roy (with Tetra Tech). S. Roy is coordinating the integration and compilation of those comments in July. The subcommittee will return to the SC later in July or

September to get acceptance of the final report. The final report would then be posted on the CWEMF website. The final report would be presented at the annual meeting in October.

S. Tanaka asks whether the Tetra Tech phase 2 portion of the contract is nearly complete. R. Satkowski responds that yes, phase 2 is nearly complete and that the remaining funds are anticipated to be enough to carry the project forward to the conclusion at the annual meeting in October.

#### 11. WORKSHOPS (T. KADIR)

T. Kadir refers to attachment 11-1 which provides a report on CWEMF workshops. Not much new to report except the public workshop held by the Modeling Protocols Subcommittee (see agenda item 10 above). COVID health order restrictions are still in place and workshops will continue to occur virtually (online) for now by necessity.

A. Constantino reported on the ethics workshop survey results. Thirteen responses were received to gauge interest on an ethics workshop. The concept for the workshop would be facilitated by experts from the Santa Clara University that can provide training on the subject matter. From the survey results, 92% are interested in the workshop, about 2/3 of respondents would prefer virtual, expressed preference for a 2-hour workshop over a shorter 1-hour option, and 85% of people surveyed were willing to pay. The CWEMF Workshops Subcommittee will make a decision about when to close the survey and whether to move forward with the workshop.

#### 12. OTHER BUSINESS

ED (P. Hutton raises) the issue of returning to in-person SC meetings in the future. He has sent an inquiry in to Solano Irrigation District to see when they might permit the use of their facilities in this transition period in the next few months. Solano Irrigation District hasn't yet responded; ED (P. Hutton) will relay any responses he receives to the SC at a future meeting.

#### 13. NEXT STEERING COMMITTEE MEETING

The next SC meeting will be July 16, 2021, online via Zoom with call-in/teleconference option.

S. Chowdhury closes the meeting encouraging SC members to attend the business meeting scheduled to start at noon. Several members thank him for his service as CWEMF Convener over the past few years.

#### 14. ADJOURN – 11:40 am

Respectfully Submitted  
Ben Bray, Secretary, CWEMF



ATTENDANCE

Shyamal Chowdhury	Convener	US Army Corps of Engineers
Tariq Kadir	Vice Convener	DWR
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
Ben Bray	Secretary	EBMUD
Anna Constantine		FlowWest
Anne Huber		ICF
Chuching Wang		MWD
Greg Reis		Bay Institute
Jesse Jankowski		SWRCB
Kijin Nam		DWR
Rich Satkowski		Public Member
Samson Halie-Selassie		DWR
Tad Slawecki		LimnoTech
Will Anderson		CCWD
Josue Medellin-Azura		UC Merced
Om Prakash		DWR

Proxies: T. Kadir is designated as proxy for N. Sandhu and A. Khan. A. Huber is designated as proxy for K. Heidel.

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