

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

**MINUTES OF THE STEERING COMMITTEE**

For July 16, 2021

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

Major Items	The in-person format for the 2021 CWEMF Annual Meeting is cancelled in lieu of an on-line format to be determined by Annual Meeting Sessions Subcommittee with the next in-person annual meeting tentatively planned for April 2022.
Action Items	<ul style="list-style-type: none"><li>• Treasurer to separate out technology expenses that are ongoing or recurring in future treasurer reports to the SC.</li><li>• ED (P. Hutton) to contact Lake Natoma Inn to request a rollover of deposit forward to spring 2022 and obtain available dates for April 2022.</li><li>• A. Khan joins the Annual Meeting Sessions Subcommittee to provide input and assistance to organizing the annual meeting.</li><li>• ED (P. Hutton) to contact 2020 honoree to update them on the annual meeting plans and proposal to postpone ceremony to April 2022.</li></ul>
Motions Passed	<ul style="list-style-type: none"><li>• Motion to cancel in-person CWEMF annual meeting in October through the remainder of the calendar year because of lack of interest and agency restrictions made by N. Johns, seconded by T. Slawecki, motion carried 17-1-1.</li><li>• Motion to hold a virtual annual meeting during October 4-6, 2021 with a format to be determined by the Annual Meeting Sessions Subcommittee in the time remaining made by N. Johns, seconded by J. Jankowski, motion carried 16-1-0.</li><li>• Motion to plan for CWEMF annual meeting in April 2022 with an in-person format by N. Johns, seconded by A. Khan, motion carried 16-0-1.</li><li>• Motion for the CWEMF Logo Subcommittee to engage with graphic artist(s) to develop mockup designs of a new CWEMF logo with an initial budget not to exceed \$3,000 made by T. Kadir, seconded by N. Johns, motion carried 14-0-1.</li></ul>

**REFERENCES INCLUDED IN THE MEETING PACKET:**

1. Attachment 2-1: Executive Director’s Report for the June 11, 2021 Steering Committee Meeting. 1p.
2. Attachment 2-3: End of Fiscal Year 2020 Treasurer’s Report. 2p.
3. Attachment 3-1: Annual Meeting Sponsors. 1p.
4. Attachment 8-1: CWEMF Ad Hoc Modeling Protocols Committee Steps/Timeline. 1p.
5. Attachment 9-1: CWEMF Steering Committee Meeting July 16, 2021, Subcommittee on Workshops. 1p.

**1. INTRODUCTIONS/DESIGNATION OF QUORUM**

At 9:05 T. Kadir started the meeting with 12 participants as well as three proxies, a quorum was declared. T. Kadir welcomed the SC and noted this is his first meeting since assuming the role of CWEMF Convener. Introductions were made by members in attendance.

## 2. CONSENT CALENDAR

### a. Executive Director's Report

ED (P. Hutton) refers to Attachment 2-1, the executive director report to the SC. Regarding in-person meetings in the future, the ED (P. Hutton) received correspondence from SID that they still don't have any schedule or plans for re-opening their offices. Convener (T. Kadir) states that he is unable to offer a conference room at DWR at this time. ED (P. Hutton) proposes opening up his personal home for an in-person meeting in September. There could also be a Zoom option for signing in and participating as well. Several members expressed their appreciation for ED (P. Hutton's) offer.

SC accepts the offer and ED (P. Hutton) will arrange for lunch as part of the meeting (*see Item 11 – the SC ultimately opted to forgo an in person meeting in September*).

### b. Secretary's Report

Secretary (B. Bray) tables approval of minutes from the June 2021 SC meeting due to technical issues inhibiting his ability to finalize and transmit the minutes to the SC for review ahead of the meeting.

### c. Treasurer's Report

Treasurer (S. Tanaka) submitted the end of FY 20 treasurers report to the SC (referred to attachment 2-3). FY20 was another year CWEMF didn't gain any revenue and ended the year with a deficit of about \$40k. CWEMF was unable to gain revenue through our annual meeting. The main source of FY20 revenue was through memberships and interest payments. Given our reserves and account balance remaining, however, our organization can absorb the losses and remains financially stable. The chart in attachment 2-3 shows annual revenue and expenses over time. The only major expense unique to this past FY was expenses related to the Modeling Protocols contract, which explains the increase in the deficit in FY20 relative to FY19. Below the chart is a little more detail about the subcategories used to aggregate and track funds, gifts, revenue, *et cetera*.

N. Sandhu asked to clarify whether the "miscellaneous expenses" category includes website expenses and some of the other technology expenses like the Zoom subscription. N. Sandhu asks the Treasurer (S. Tanaka) if the ongoing subscriptions and technology line items can be broken out as separate line items from the "miscellaneous expenses" category. Treasurer (S. Tanaka) agrees to separate out these technology expenses that are ongoing or recurring in future treasurer reports to the SC. (ACTION ITEM).

ED (P. Hutton) provides further information regarding membership payment status. There has been a long delay in receiving payment from the State Board; ED (P. Hutton) was able to invoice the organization but has not yet received payment from them. The USGS was invoiced in June and ED (P. Hutton) hasn't received payment yet. C. Wang reports that MWD has received the invoice and is processing the invoice. In closing, we still have outstanding organization dues (MWD, CCWD, USGS, and SWRCB).

Treasurer (S. Tanaka) is working on FY20 taxes. She reports that she still has not heard back from the Federal IRS about acceptance and processing the FY19 tax returns that got lost in the mail last year.

Treasurer (S. Tanaka) also reports that there was some confusion with how the Registry for a Charitable Trust in California works. If you go to this organization's website now, the non-profit website registry site reports that CWEMF is delinquent. However, CWEMF officers have submitted all the paperwork so the issue should be resolved once the paperwork gets processed. Due to COVID all the websites say to expect delays. Treasurer (S. Tanaka) assures SC she is working through the issues and monitoring status. The delinquent status with the state registry does not inhibit the ability for CWEMF to do business.

ED (P. Hutton) provides the background on the invoice for covering his time for FY20. Given that CWEMF didn't have an annual meeting, the ED (P. Hutton) did not log as many hours as is typical. Given that time for the in-person annual meeting wasn't incurred (however, time was incurred for the on-line annual meeting), time billing for this task in the past year was at 50% of the total rate, which resulted in a \$10k reduction in the total lumped sum contract for the year as reflected on the invoice. In summary, the final billing for FY20 covering the period of July 2020 to June 2021 would be \$10k less given that ED (P. Hutton) didn't spend as much time on CWEMF activities because of the lack of the in-person annual meeting. C. Wang thanks ED (P. Hutton) for his ongoing service and for his consideration and clear explanation regarding the invoicing for FY20.

## ACTION ITEMS

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

- Status on In-Person Meeting (Discussion)

ED (P. Hutton) opens the agenda item asking for SC members to provide an update from their agencies and organizations regarding COVID policies and status for approvals to attend an in-person meeting in October.

T. Kadir summarizes his discussion with DWR management. Informally, the current thinking is that in-person meetings would be permitted by that time. There is no current DWR policy that would restrict attendance for any defined time period. Managers should be able to approve staff attendance for the meeting. However, DWR representatives cannot fully commit to say with complete certainty that DWR staff can attend; things may suddenly change because of the Delta variant.

A. Khan states that T. Kadir's report is consistent with their thinking on the planning side of DWR; approvals are likely unless the "Delta" variant results in an increase in cases in the Sacramento area that would trigger another set of health restrictions to be enacted.

T. Kadir points out that employees may not be comfortable attending even if DWR management would approve the attendance.

J. Jankowski reports that he doesn't have specific knowledge about rules regarding State Water Board employees attending in-person meetings, although he reports that their senior staff wouldn't approve attendance to any meeting in which a virtual option is available. Like DWR, an in-person meeting is feasible, but State Water Board representatives cannot fully commit as of this time.

C. Wang comments that MWD just opened back up to allow for in-person travel by employees on a case-by-case basis. C. Wang will follow-up with his colleagues to find out if he can get approved to attend the annual meeting.

J. DeGeorge comments that he and members of his firm (RMA) would prefer to attend in-person if they are able to do so.

SC discussion then evolves to a discussion of having a hybrid (*i.e.* both an in-person and on-line) format. N. Sandhu states that, in his opinion, it would be infeasible to do both in-person and live online simultaneously because of the bandwidth at Lake Natomas Inn. Also because of the technical issues involved with real-time streaming of the meeting that is much different than resource requirements for recording the presentations, processing them, and then posting them on the website later on. Live streaming is not something CWEMF has done before. If CWEMF wanted to go with this as an option, we would need to bring in outside help. Planning could proceed with an online option, similar to last year, where folks participating are in different places, although our big limitation there is that we can only host one live stream at a time. In closing, N. Sandhu states that he believes a push for an early access to recordings perhaps within a week of the meeting may be feasible, but that may be as far as he feels comfortable without a significant additional commitment in resources and outside assistance.

T. Kadir responds that there is the in-person option and also the online option, but there is also a third option; CWEMF could decide to forgo the annual meeting in fall of 2021. ED (P. Hutton) states, in his opinion, it would be hard to pull off the in-person meeting option given the time remaining to execute the planning necessary, the SC must not defer this decision any longer.

Further discussion narrows in on two key considerations; first the number of sessions and willingness of CWEMF members to present information is a critical prerequisite and that possible attendance for the meeting would be difficult to get an accurate estimate all the way up to the meeting. Further discussion is tabled for report out on the next agenda item.

- Sessions Subcommittee (W. Anderson)

A. Constantino reported that as of this meeting, there are 10 session proposals and 8 talk proposals, no poster proposals, and 1 pop-up talk proposal. There are typically 20 to 22

sessions in a two-track annual meeting schedule, therefore, about one-half of the number needed has been proposed so far.

J. Jankowski clarifies that he initially felt that putting on a meeting in October may compete with or reduce the pool of content available the following spring for another meeting, however, he now feels there are enough sessions proposed that CWEMF could at least move forward with an online format in October.

N. Johns reminds the SC we should endeavor for the timing of the CWEMF meeting to occur at a different time of year than the Bay-Delta science conference as the latter conference would be another source of competition for content needed to populate the schedule, though their conference schedule has also had changed with the COVID pandemic. N. Johns also agrees that there is probably a lot of pent-up demand for folks that would be willing to present their work.

N. Johns expresses his sentiment that he would prefer to have an in-person meeting. Furthermore, however, it looks like an in-person meeting may not be feasible, and given that he feels that there is likely on-line meeting fatigue that others may share, he proposes we defer our focus to organizing an in-person meeting at the next date that seems feasible in late spring or early summer of 2022. R. Satkowski and J. DeGeorge agree with N. Johns sentiment.

T. Slawewski asks whether there is any technical content that needs to be presented this year that would usually be presented at the annual meeting, if not we could defer. If it is the case that there is a need to move forward with something this year, we can do an online format as we have shown that it is feasible to do so. T. Kadir reminds the SC that CWEMF can always put on a focused technical meeting or workshop which can be conducted virtually at any time there is an interest or a need to communicate technical information.

In response, J. Jankowski offers up his session proposal as an example; he is planning to organize a session on drought curtailment. The subject is certainly topical this year but would also still be relevant at a meeting next spring or summer or could even be done as a standalone workshop.

C. Wang asks T. Kadir for an update on the keynote speaker status. T. Kadir responds that he recently corresponded with Mr. Mark Arax and confirmed that Mr. Arax is still willing to do serve as keynote in October whether it is online or in-person meeting. He didn't discuss Mr. Arax's availability under the circumstances where the meeting may be postponed until 2022.

A. Khan proposes that CWEMF move forward with an online format in October as a steppingstone or pre-amble to the annual meeting in the spring of 2022. He proposes to move forward with something like a panel format that could showcase something around the theme concept of water resilience. Use the opportunity in October to bring back in the CWEMF members, engage them for water resilience and help to promote and encourage

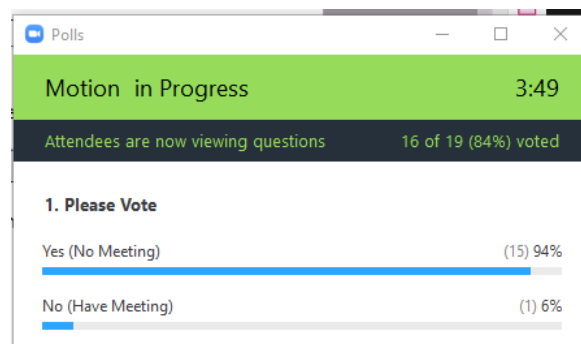
follow-up attendance at the meeting in spring of 2022 if the SC decides not to have an in-person meeting in October.

T. Kadir responds that he understands A. Kahn’s proposal to proceed with an online format in October, it could still be called an annual meeting, and use the meeting to build interest and momentum for the meeting in the spring. The format could be different, there could be one or two 90-minute panel discussions in October for one or two days for example, but doing something would be important to provide for continuity and maintain the connection with the CWEMF membership. A. Khan acknowledges and adds that the panel discussions would be structured around the theme that R. Satkowski has proposed concerning water resilience in California. The idea is for sessions to have a nexus to the concept of water resilience in California.

A. Constantino asks what would this mean for sessions already proposed. T. Kadir responds that we communicate with those that have proposed sessions or talks to let them know they would roll over into spring unless they would want to withdraw.

T. Kadir asks ED (P. Hutton) if CWEMF decides not to have a physical meeting in October, what would that mean regarding our deposit with Lake Natoma Inn. ED (P. Hutton) responds that he is not sure and would need to call and follow-up and request a rollover forward to dates to be determined in April.

Motion to drop the idea of having an in-person CWEMF annual meeting in October and the remainder of the calendar year because of lack of interest and agency restrictions by N. Johns and seconded by T. Slaweki, motion is carried 17-1-0; there will be no physical meeting this calendar year.



T. Kadir casts his proxy vote as a yay, and there was one abstention:

Yes: 17      No: 1      Abstain: 1

Before any further motions, R. Satkowski asks for the members of the session subcommittee<sup>1</sup> to provide their input on organizing both an online meeting in October and another in-person annual meeting in the spring. Is there enough time for the subcommittee to do both?

N. Johns responds recapping the discussion. If we are looking to organize an online panel or forum around water resiliency, this would be a different format than the thinking to date

<sup>1</sup> Members of the Sessions subcommittee are as follows: W. Anderson (chair), A. Constantino, A. Huber, N. Johns, T. Kadir. J. Jankowski requested to join the subcommittee in the June SC meeting but he noted he had not been contacted by the subcommittee in the past few weeks.

which would require some extra effort to organize in addition to planning for an in-person meeting in Spring 2022. N. Johns is committed to making a best effort.

A. Constantino responds that if the steering committee decides to move forward with an online format in October, that the Sessions Subcommittee should execute whatever they think is feasible in the time available.

N. Johns continues to respond more directly to the question: could the Sessions subcommittee take it upon themselves to organize an online annual meeting in October? He believes that the answer is most likely the subcommittee could, but the full subcommittee would need to meet and confer to be sure.

Motion to hold a virtual “annual meeting” in the October 4-6, 2021 with a format to be determined by the Sessions Subcommittee in the next few months by N. Johns, and seconded by J. Jankowski, motion carried 16-1-0.

A. Khan is not currently a member of the Sessions Subcommittee and requests to join in on the discussions and deliberation for organizing the meeting. (ACTION ITEM)

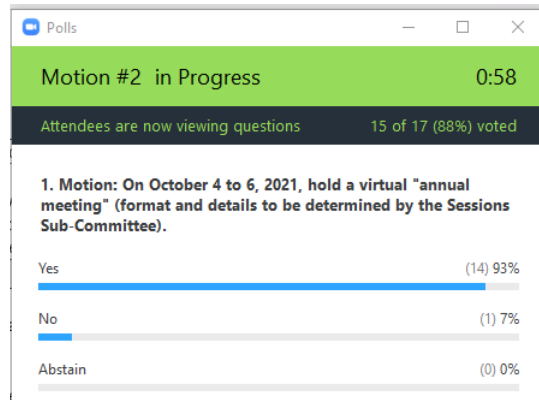
Motion for CWEMF in-person annual meeting in April 2022 by N. Johns, seconded by A. Khan, motion carried 16-0-1.

ED (P. Hutton) is asked to contact LNI and request to roll over the deposit from October 2021 to April 2022 and check available dates in April. (ACTION ITEM)

- Awards Subcommittee (T. Kadir)

T. Kadir proposes the 2020 awards will postponed to April 2022 to be consistent with his discussion with the honorees; they would like the awards ceremony to be held at the next in-person meeting. ED (P. Hutton) to contact award honoree to update them on the annual meeting plans and postponement to April 2022. (ACTION ITEM)

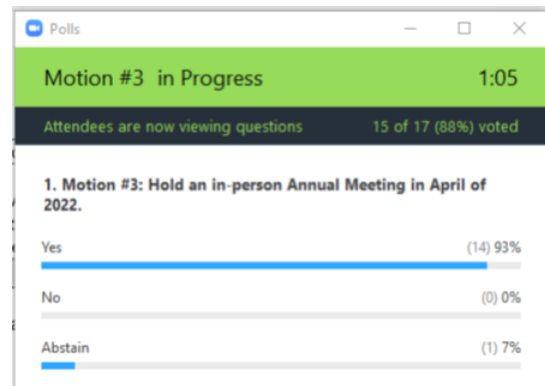
- Potential Sponsors (Hutton): Attachment 3-1 (*Discussion tabled*)



Meeting host votes yay via chat

T. Kadir casts his proxy vote as a yay:

Yes: 16 No: 1 Abstain: 0



Meeting host votes yay via chat

T. Kadir casts his proxy vote as a yay:

Yes: 16 No: 0 Abstain: 1

- Screencast Recording Volunteers (N. Sandhu) (*Discussion tabled*)
- Keynote Speaker (T. Kadir) (*Covered under previous agenda item, see p.5 5<sup>th</sup>*)
- Volunteer for ED Assistant (P. Hutton) (*Discussion tabled*)
- Theme (*Discussion tabled*)

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

K. Nam reports that he has been designated by the subcommittee to have access to edit the CWEMF website to make minor revisions or improvements without going through the webmaster (*see June SC Minutes for background*). Subcommittee will notify Convener (T. Kadir) and ED (P. Hutton) if there are any major update items from the website subcommittee. A new frontpage and website design will go live after review and edits are completed.

#### 5. CWEMF LOGO (T. KADIR)

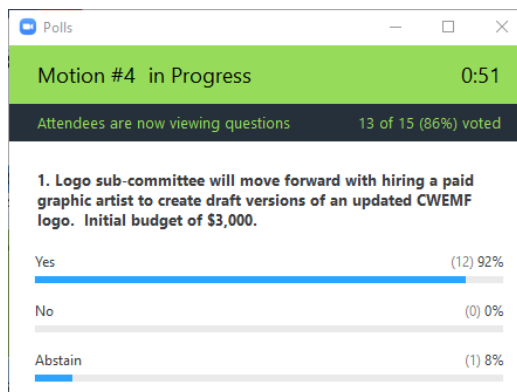
T. Kadir provides a report on the status of the subcommittee work (*T. Kadir shares his screen and provides a presentation to go with his report out*). The subcommittee has been meeting frequently, approximately weekly. T. Kadir begins with a review of past logo and interim logos used by CWEMF, highlights portion of the CWEMF mission and how CWEMF executes its mission to provide context to incorporate into consideration of a new logo. T. Kadir reports that they received one entry in response to the inquiry that went out to the membership. The subcommittee also gathered information regarding how to go about making a logo and shows some example logos from other organizations.

T. Kadir presents one possible proposal and describes the motivation for the design that includes consideration of the global warming issue, components of the mission, and actions to support the CWEMF mission statement with California and a model grid in the central valley. Considers this a work in progress, a conceptual design if you will. T. Kadir shares a second possible design also. T. Kadir feels that the next step would be to reach out to a graphic artist to get a better idea of how to draft the logo although doing so may incur cost to compensate for their time. The subcommittee goal is to have a logo ready for members at the annual meeting and get input from the membership.

J. DeGeorge expresses his appreciation for how the subcommittee reviewed the core principles and CWEMF mission and tried to build that into the logo designs. He believes that it would be worthwhile to go one more step with a graphic artist to work on the mockups and see if the design could be made a little simpler before going to the membership for further input. This prerequisite step would make it easier for the general membership to respond to. There was general agreement that taking this additional step would be worthwhile before going to the membership.



Motion for the Logo Subcommittee to engage with graphic artist(s) to develop mockups designs of a new CWEMF logo with an initial budget not to exceed \$3,000 made by T. Kadir, seconded by N. Johns, motion carried 14-0-1.



Meeting Host votes yay via chat

T. Kadir casts his proxy vote as a yay:

Yes: 14      No: 0      Abstain: 1

## INFORMATION ITEMS

### 6. MODEL USER GROUPS (N. SANDHU) (No Report)

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

“The IMSC has proceeded with a free trial of Discourse for the purpose of creating an online modeling forum. We currently have 3 more weeks of this trial. If you would like to participate in this test/pilot forum, please email me at [ben.geske@deltacouncil.ca.gov](mailto:ben.geske@deltacouncil.ca.gov).”  
(Report submitted by B. Geske via chat at 10:39:34am).

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

R. Satkowski refers to Attachment 9-1 that lists the subcommittee steps and timeline. At the last SC there was an update on the public workshop on June 2<sup>nd</sup> that was attended by about 20 folks. Since the public workshop, the subcommittee has received 9 written comments on the report. In some cases, the comments are extensive. The subcommittee met July 15 to start reviewing the comments submitted and work on revisions to the report.

The Modeling Protocols Subcommittee plans to continue to revise the draft over the next six weeks, distill the comments down, and make some decisions concerning some key content related to the protocols document. The subcommittee requests 30 minutes on the September 17<sup>th</sup> SC meeting agenda for the subcommittee chair to present the final report and seek the SC’s acceptance. A subcommittee representative plans to send out the report ahead of the September SC meeting to give some time to review the report before seeking SC acceptance. The subcommittee would be prepared to present the final report in a public forum starting in October and thereafter. The subcommittee also plans to present the final report at the next CWEMF in-person annual meeting.

### 9. WORKSHOPS (T. KADIR)

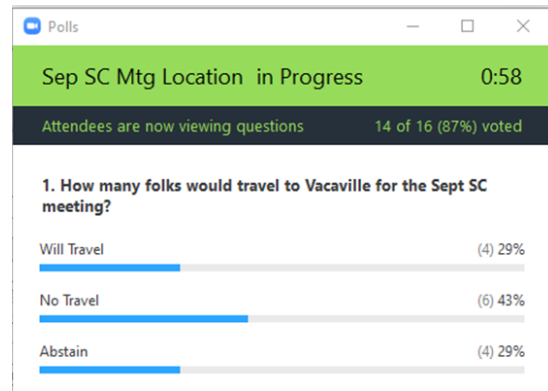
T. Kadir refers to Attachment 9-1 that provides the list of workshops. A. Constantino reports that the subcommittee is expecting the Santa Clara University partners will submit a proposal due next week starting July 19<sup>th</sup>. The subcommittee is planning to conduct the workshop at

the end of August. The subcommittee may seek SC approval by on-line vote for approving the registration fee before the next SC meeting in September.

## 10. OTHER BUSINESS

N. Johns asks the SC to consider whether there are any workshops that could be organized for or by October, to use in the annual meeting. Further discussion by the SC was tabled where this topic will be discussed by the Annual Meeting Session Subcommittee.

S. Tanaka asks whether the SC should proceed with an in-person meeting at ED P. Hutton's house in September. P. Hutton noted that there is no longer an urgency given the delay to Spring for the next in-person meeting. The main agenda item for September SC meeting will be the October meeting. It is unlikely that the SC would need more than 3 hours and have a working lunch included. An informal poll was taken; polls results were 4-yes, 6-no, and 5 abstain.



T. Kadir announces that we will, therefore, have an online format for the September 17<sup>th</sup> SC meeting and thanked Mr. Hutton for his offer to host the next meeting.

## 11. NEXT STEERING COMMITTEE MEETING

The next SC meeting will be September 17<sup>th</sup>, 2021, online via Zoom with call-in/teleconference option.

## 12. ADJOURN – 11:40 am

Respectfully Submitted  
Ben Bray, Secretary, CWEMF

ATTENDANCE

Tariq Kadir  
Jesse Jankowski  
Paul Hutton  
Stacy Tanaka  
Ben Bray  
Anna Constantino  
Kijin Nam  
John DeGeorge  
Rich Satkowski  
Katherine Heidel  
Normal Johns  
Josue Medellin-Azura  
Greg Reis  
Chloe Liu  
Om Prakash  
Ben Geske  
Abdul Khan  
Samson Halie-Selassie  
Will Anderson  
Nicky Sandhu  
Chuching Wang  
Tad Slawecki

Convener  
Vice Convener  
Executive Director  
Treasurer  
Secretary

DWR  
SWRCB  
Tetra Tech  
Watercourse Engr.  
EBMUD  
FlowWest  
DWR  
RMA  
Public Member  
TetraTech  
DWR  
UC Merced  
Bay Institute  
SWRCB  
DWR  
DSC DSP  
DWR  
DWR  
CCWD  
DWR  
MWD  
LimnoTech

Proxies: T. Kadir is designated as proxy for S. Chowdhury. K. Heidel is designated as proxy for A. Huber. C. Liu is designated as proxy for J. Jankowski from 11am to noon during the meeting.

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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