

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For September 17, 2021

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

Action Items	<ul style="list-style-type: none">• ED P. Hutton to send out a copy of the Modeling Protocols document to the SC and will direct any questions to subcommittee chair R. Satkowski.• W. Anderson to provide a longform Annual Meeting program to ED (P. Hutton) by the end of the day (September 17) that will include all of the information submitted to date and Zoom links for the separate sessions.• Sessions Subcommittee Interim Chair T. Kadir to send out a solicitation for additional volunteers to the general membership and will work to schedule a meeting of the subcommittee as soon as possible.• Awards Subcommittee Chair/Past Convener S. Chowdhury to contact subcommittee volunteers to organize meeting and, if necessary, will reach out to CWEMF officers if additional volunteers are still needed.• R. Satkowski will re-send the 2022 Annual Meeting theme proposals to the SC for consideration at a later meeting.
Motions Passed	<ul style="list-style-type: none">• Motion to approve the June 11, 2021 SC Minutes by S. Tanaka seconded by N. Johns were approved by unanimous vote 18-0-0.

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment 2-1: Executive Director’s Report for the September 17, 2021 Steering Committee Meeting. 1p.
2. Attachment 2-2: Minutes of the Steering Committee, June 11, 2021. 9p.
3. Attachment 2-3: Treasurer’s Report, FY 2021, SC Meeting: September 17, 2021. 1p.
4. Attachment 3-1: CWEMF Virtual Annual Meeting 2021, October 4 and 5, 2021 Draft Program. 2p.
5. Attachment 4-1: 2022 Annual Meeting Sponsors. 1p.
6. Attachment 10-1: CWEMF Steering Committee Meeting September 17, 2021, Subcommittee on Workshops. 1p.

1. INTRODUCTIONS/DESIGNATION OF QUORUM

At 9:05am Convener T. Kadir declared a quorum with 15 participants the executive director, and the following proxies; A. Huber has K. Heidel’s proxy (for 1st half of the meeting during K. Heidel’s absence), T. Kadir has A. Khan’s proxy, and N. Johns has B. Bray’s proxy, also W. Anderson is designated as J. Jankowski’s proxy from 10 to noon. T. Kadir welcomed the SC and introductions were made by members in attendance.

Item 7 was moved up in the agenda to precede item 3 to accommodate Dr. Sujoy Roy’s schedule without objection.

2. CONSENT CALENDAR

a. Executive Director's Report

Executive Director (ED P. Hutton) refers to attachment 2-1. CWEMF has a hold room reservations on hold for April 4-6, 2022. Advised by Lake Natomas Inn staff that this will be the last opportunity to roll-over conference deposit funds from 2020. ED (P. Hutton) recommends the SC make a timely decision regarding a two-track or three-track conference so that the appropriate room reservations could be made as part of the planning.

All organizations except USGS have paid up for 2021 membership.

Question: Can you give a ballpark estimate of all the organizational dues? ED (P. Hutton) responds that organizational dues would total \$33,000 per year assuming all organizations are current in dues. ED (P. Hutton) remarks that CWEMF has the most organizational members now than at any point in the organization's history.

b. Secretary's Report

ED (P. Hutton) provides the background in B. Bray's absence. Finalized June 11, 2021 meeting minutes are in the packet. Motion to approve the June 11, 2021 SC Minutes by S. Tanaka seconded by N. Johns were approved by unanimous vote 18-0-0.

July 16, 2021 minutes approval is tabled for the next meeting (Nov. 19, 2021).

c. Treasurer's Report

S. Tanaka refers to attachment 3-1 noting the balance reported is current as of last week. There haven't been any significant changes in the balance recently. CWEMF did receive some organizational dues and paid out costs associated with the Modeling Protocols contract and the executive director contract since the last meeting. Expenses are exceeding revenue so far this year, which is not unexpected. Tax forms have been completed and mailed.

ACTION ITEMS

7. MODELING PROTOCOLS (R. SATKOWSKI)

R. Satkowski presents to the CWEMF SC the Modeling Protocols document, a revised and updated report to the 2000 Modeling Protocols document which was titled *Protocols for Water and Environmental Modeling*. R. Satkowski provides an overview of the process the subcommittee followed to update the document and S. Roy provides an overview of the report content.

R. Satkowski highlights some of the conclusions of the subcommittee. One major recommendation for the CWEMF SC is that CWEMF reconvene an ad hoc modeling protocols subcommittee at least once every three years to ascertain whether a full or partial update to the report is needed.

T. Kadir asks whether SC members have had a chance to review the modeling protocols document. S. Chowdhury requests additional time for the SC to review the report and requests to table acceptance until a future SC meeting. N. Johns commends the committee for their work and reports that he, too, would need more time to review the report before he'd be prepared to

vote for acceptance. T. Kadir and S. Tanaka echo the comments of others. W. Anderson was able to contribute to the effort early on and was pleased with the process and how the effort came together although he was unable to be involved later in the effort when he took on a new position.

W. Anderson asks whether it is possible to add onto the report with some concrete examples or case studies. Does the committee have any thoughts on maintaining the report or adding new information to the report? R. Satkowski responds by reiterating the subcommittee recommendation to reconstitute the ad hoc committee at least once every three years to determine how to update and keep the document content relevant. The subcommittee thought that it would be a good effort *in the future* to add case studies regarding the different model applications and how they are applied.

R. Satkowski further reported that the subcommittee also discussed presenting the information to modelers and stakeholders and developing a stakeholder version that might be a little longer than—but similar to—an executive summary so that key information could be better communicated to laymen. S. Roy adds that if case studies can be added to the report and added to the website, that would make the effort more concrete and more people might want to access and incorporate the information in the report. Perhaps more people will want to use the information if they see these case studies.

C. Wang asks whether there is enough budget to handle a round of extensive comments. T. Kadir responds that the subcommittee will meet before the next meeting of the full SC committee to review responses. R. Satkowski comments that the full budget for the effort is used up. If there are relatively minor comments, changes could be made to the report without a lot of time and effort. If there are recommendations for major changes to the report, an increase in budget would be needed.

T. Kadir recommends that an issue date be included with the document that can help with cross-referencing. He believed that a three-year window should be small enough that the document could be kept up-to-date. T. Kadir asks the SC members to review the report in anticipation of acceptance at the November SC meeting. A. Huber recommends resending the document out with an indication that the report will be submitted to the SC for acceptance at the next SC meeting. T. Kadir adds that additional information should direct reviewers to the appropriate contact if there are questions that come up during the review.

ED (P. Hutton) to send out a copy of the Modeling Protocols document to the SC and will direct any questions to subcommittee chair R. Satkowski. (ACTION ITEM) Based on the comments received R. Satkowski will decide whether there is a need to call a meeting of the subcommittee to discuss comments received before the next SC meeting.

(S. Roy and C. Wang excuse themselves from the meeting).

3. 2021 ONLINE ANNUAL MEETING — OCT 4-5, 2020 (W. ANDERSON)

- Sessions

W. Anderson refers to the draft meeting agenda for the abbreviated, virtual, annual meeting 2021 (Attachment 3-1) and thanks the members of this committee (T. Kadir, N. Johns, J. Jankowski, A. Huber, A. Constantino, and A. Khan) for their contributions. W. Anderson reports that approximately 90-95% of the presenters from the cancelled April 2021 meeting are deferring to go to the next in-person annual meeting scheduled for April 2022. The remainder of the submitted presentations are scheduled on the second day of the virtual 2021 AM; October 5.

On the first day, October 4, three panels are scheduled on the following topics: 1) Drought Planning and Response, 2) Risk-based Climate Vulnerability Assessments in Water Resource Projects, and 3) Water Supply Reliability. On the second day, a Grab Bag session followed by a Delta Simulation Model 2 session are scheduled for the morning (before the lunch break) with a pop-up session in the afternoon.

- Pop-Up Talk Solicitation

There are still openings for pop-up talks in the afternoon session on October 5, please spread the word and look for solicitations.

- Registration

W. Anderson discusses logistics for the October 4 and 5 online meeting and plans for a Zoom pre-meeting. J. Jankowski has volunteered to facilitate the first day. W. Anderson is seeking a volunteer to facilitate Zoom the second day. W. Anderson to provide a longform AM program to ED (P. Hutton) by the end of the day (September 17) that will include all of the information submitted to date and Zoom links for the separate sessions. (ACTION ITEM)

T. Slawewski (via chat) asks whether the meetings will be conducted via Webinar or via “regular” Zoom. W. Anderson responds that it will be “regular Zoom.”

- Outreach

(no additional report)

4. 2022 Annual Meeting — April ~~11-13~~ 4-6 at LNI (Hutton)

- Venue - Required Conference Rooms

(see Executive Director report 2a for the initial discussion)

Additional discussion among the SC regarding the need for two or three track sessions planned for the annual meeting. Sessions subcommittee will need to consider whether there are enough session proposals and if enough members are anticipated to register to justify the three tracks. There was general agreement that as soon as the session subcommittee gets a sense of whether three tracks are justified, or alternatively go to the two track model, they will notify ED (P. Hutton) in order that timely arrangements are made with Lake Natoma Inn.

- October Call for Award Nominations/Sessions & Moderators

In October, the awards subcommittee typically sends out a call for award nominations, as well as session proposals and moderators via email. For 2022, the SC needs to assemble a sessions subcommittee and an awards subcommittee (typically chaired by the Past Convener).

- January outreach/registration

(discussion deferred)

- Sessions Subcommittee (W. Anderson)

W. Anderson volunteers to stay on the sessions subcommittee though he respectfully declines staying on as chair. T. Kadir, A. Huber, N. Johns, and S. Haile-Selassie also volunteer to serve on the Sessions Subcommittee. The subcommittee will meet and choose a chair at a later date.

N. Johns notes that some prior members of the subcommittee are not in attendance, and that they may also want to continue to participate. He recommends sending a general email blast to the membership to notify of the opportunity to volunteer and serve on the committee. T. Kadir agrees that a solicitation could be sent with a short deadline of one week to respond; there should be minimal delays in getting the subcommittee meeting, selecting a chair, and conducting their business. T. Kadir volunteers to be interim chair and will send out a solicitation for volunteers and work to schedule a meeting of the subcommittee as soon as possible. (ACTION ITEM)

- Awards Subcommittee (S. Chowdhury)

S. Chowdhury is prepared to chair the awards subcommittee. S. Chowdhury to contact the two past volunteers to confirm willingness to serve on the awards subcommittee (after reviewing June SC minutes) and to set up a subcommittee meeting or will reach out to CWEMF officers if additional volunteers are still needed. (ACTION ITEM)

S. Chowdhury asks for the schedule the subcommittee will need to follow for processing the nominations and getting a recommendation for a final vote. ED (P. Hutton) will provide that information to S. Chowdhury.

- Potential Sponsors (P. Hutton): Attachment 4-1

ED (P. Hutton) reports that most of the sponsor funding will be rolled over from 2020 (refers to Attachment 4-1). ED (P. Hutton) refers to a column in the table titled “2020 Rollover” noting that an “X” in the column indicates confirmation has already been received to rollover funding to the 2022 annual meeting. T. Kadir to contact A. Draper with Stantec and determine whether the firm is willing to rollover their funding commitment for the annual meeting to April 2022. ED (P. Hutton) will reach out to Gordon Thrupp contact for GeoSyntec, Hubert Morel -Seytoux contact for Hydroprose, Tad Slawecki contact for LimnoTech, Josue Medellin-Azura contact for Pacific Agroecology and Peri Siepmann contact for West Yost and Associates to determine each of the organization’s willingness to roll over their previous funding commitment to 2022. M. Deas volunteered to reach out to his contact at HDR. J. DeGeorge volunteers to reach

out to his contact at GEI to determine whether they would be interested in a sponsorship. ED (P. Hutton) will send information to M. Deas and J. DeGeorge to provide information regarding the sponsorship levels and additional details.

- **Screencast Recording Volunteers (N. Sandhu)**
N. Sandhu seeks volunteers for assisting in screen casting. Last time there were a few volunteers for screen casting and then a few for post processing. K. Heidel volunteers to help. N. Sandhu explains that it can be helpful to match up volunteers with individuals that plan to attend the sessions. T. Kadir responds that it might, therefore, be easier to find volunteers later when the program comes together.
- **Keynote Speaker (T. Kadir)**
T. Kadir reports that Mark Arax is available and has agreed to be keynote speaker for the April 2022 annual meeting.
- **Volunteer for ED Assistant (P. Hutton)**
(no new report)
- **Theme (R. Satkowski)**
R. Satkowski recalls that we had about five candidate themes proposed around the general idea of resilience. T. Kadir requests that R. Satkowski send out that information again. (ACTION ITEM)

5. WEBSITE UPDATE (N. SANDHU) & CWEMF LOGO (T. KADIR)

N. Sandhu to work with B. Geske to obtain Delta Stewardship Council's approval to link the modeling wiki to the CWEMF website.

K. Nam corresponded with the web-master to inquire about whether the website is backed up and confirmed that the web host service does include a backup of the website data with another redundant copy kept on a local drive held by one of the subcommittee members. The new website has been under review with some suggested edits submitted. K. Nam reported that he attempted to do some edits but there were some complications and will work with the webmaster. The website subcommittee has been unable to meet and discuss the new website over the past few months due to scheduling conflicts.

T. Kadir asks whether there is aSC member volunteer that is responsible for day-to-day updates for the website. For example, CWEMF holds occasional workshops. If a workshop has already been held; who would be responsible for updating the workshop and ensuring people are no longer registering for a workshop that is in the past? N. Sandhu responds that currently, such a change would be made via request to ED (P. Hutton) which would then go to the webmaster because those would be deemed as major changes to the website. The same thing would apply for the annual meetings. There is currently, therefore, not one person responsible for making changes to the website. Topic was tabled for further discussion in the subcommittee.

ED (P. Hutton) asks when the new website might get rolled out. N. Sandhu responds that the website subcommittee has been unable to meet and tackle these issues. ED (P. Hutton) points out that the website is really lagging and the organization needs to be more nimble in updating and making changes to the website to ensure information is up-to-date in terms of communication with the public and the members. After further discussion, N. Sandhu and website subcommittee was authorized to make decisions about the web content and, work directly with the webmaster, and the ability to go live with the new web design is clarified. Website subcommittee will move forward with going live with the new design.

T. Kadir requests a short overview of the new website for the SC at the next meeting (November).

S. Haile-Salassie points out that the annual meeting archive is not on the public website. T. Kadir responds that the archive is located behind the members only firewall.

(SC provided the following link to the new website in the chat: <https://cwemf.org/wp/2021-homepage/>.)

6. CWEMF LOGO (T. KADIR)

T. Kadir provides background information. Since the last SC meeting, the logo subcommittee met with a graphic artist named Paul Varga several times. During the course of these discussions a new topic came up: branding. Paul Varga was gracious enough to volunteer his time to seek out the subcommittee's thoughts and educate the subcommittee on the topic and how it relates to the organization's logo. A. Khan, member of the subcommittee, was excited about the branding aspect, although he was unable to join the meeting today. T. Kadir proposed tabling further discussion to a future SC meeting where A. Khan can lead a discussion on branding, organization logo and whether to move forward with a contract with Paul Vargas. There was further discussion of also inviting Paul Vargas to also attend the SC meeting and be included in the discussion on the topic of branding.

INFORMATION ITEMS

8. MODEL USER GROUPS (N. SANDHU)

(No Report)

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

(No Report)

10. WORKSHOPS (T. KADIR)

T. Kadir refers to attachment 10-1 that represents an update table tracking workshops. Modeling Protocols and Ethical Decision-Making workshops were recently conducted. DSM2, SCHISM, IDC, and IWFm workshops have been on hold due to the COVID-19

pandemic resulting in the lack of ability to hold in-person meetings and conduct hands on training.

T. Kadir provides a summary of the Ethics Workshop held August 28th. There were 15 individuals that registered and participated. The workshop went well technically, kudos to the volunteers that helped with the technical logistics. T. Kadir shares survey results from the attendees; Generally, the feedback was good, with lower marks received for pace and usefulness of the material. Comments were generally positive with one individual providing an extensive comment including specific critiques about the workshop content, survey, and cost of the workshop. Unfortunately, not enough people registered to break even for the workshop; approximately 40 registrants were needed, at a cost of \$50 each, to break even and we had 15 participants.

M. Deas asks if the feedback was shared with the presenter. T. Kadir responds that he plans to share the survey feedback with the workshop presenter. General discussion was focused around lessons learned including better planning, tailoring workshop content to the interests and profile of our membership, more variable registration rates for members and non-members and ensuring to the extent possible a workshop is cost neutral through setting the appropriate registration fees.

11. OTHER BUSINESS

ED (P. Hutton) extends the offer the use of his home for the next SC meeting (November) to allow for an in-person option. After additional discussion, it was decided to continue to conduct business online through Zoom for the next meeting in November.

12. NEXT STEERING COMMITTEE MEETING

The next SC meeting will be November 19th, 2021, online via Zoom with call-in/teleconference option.

12. ADJOURN – 11:55 am

Respectfully Submitted
Ben Bray, Secretary, CWEMF
Norman Johns, Member, DWR

ATTENDANCE

Tariq Kadir	Convener	DWR
Jesse Jankowski	Vice Convener	SWRCB
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
Shyamal Chowdhury	Past Convener	US Army Corps of Engineers
Anne Huber		ICF
Kijin Nam		DWR
John DeGeorge		RMA
Rich Satkowski		Public Member
Mike Deas		Watercourse Engr.
Normal Johns		DWR
Chloe Liu		SWRCB
Samson Haile-Selassie		DWR
Will Anderson		CCWD
Nicky Sandhu		DWR
Chuching Wang		MWD
Tad Slawecki		LimnoTech
Katherine Heidel		Tetra Tech
Sujoy Roy		Tetra Tech

Dr. Sujoy Roy (Tetra Tech) joined the meeting for agenda item 7.

Proxies: A. Huber is designated as proxy for K. Heidel's for first ½ of the SC meeting in her absence, T. Kadir is designated as proxy for A. Khan, N. Johns is designated as proxy for B. Bray and W. Anderson is designated as proxy for J. Jankowski's from 10am to 12pm during the meeting.