

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For July 15, 2022

(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 follow-up and make contact with a foreign university professor included in a request to translate and publish the modeling protocols document in Farsi.● S. Tanaka to organize a minimum of one ad hoc subcommittee meeting on a new officer proposal and include ED (P. Hutton) before the September CWEMF Steering Committee meeting.
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REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment 2-1: Executive Director’s Report for the July 15, 2022 Steering Committee Meeting. 1p.
2. Attachment 2-2: Minutes of the Steering Committee, March 18, 2022. 19p.
3. Attachment 2-3: End of Fiscal Year 2021 Treasurer’s Report, 2p.
4. Attachment 4-1: CWEMF New Officer Subcommittee Report. 1p.
5. Attachment 10-1: CWEMF Steering Committee Meeting July 15, 2022, Subcommittee on Workshops. 1p.

1. INTRODUCTIONS/DESIGNATION OF QUORUM

At 9:31 T. Kadir declared a quorum with 14 participants the executive director, and the following proxies; S. Tanaka has J. Medellin-Azuara’s proxy, and T. Kadir has S. Chowdhury’s proxy. B. Bray is noted to be absent, however, the SC is notified the meeting is being recorded.

T. Kadir opens with a comment on CWEMF Steering Committee (SC) meeting schedule. Since members need less time to accommodate travel, CWEMF SC meetings online have been started earlier at 9:00 rather than 9:30 pre-pandemic when meetings were mostly in-person. Having two start times, one for in-person and one for online formats may lead to confusion; T. Kadir proposes to establish a standard start time of 9:00 AM regardless of the meeting format for all future SC meetings.

In response, SC members generally agreed that while positivity rates had declined, the pandemic was still ongoing. Online meetings, or meetings that are mixed format with an online option for participation are expected to be the norm in the near term. The SC will continue to attempt to meet in person subject to the current circumstances of the pandemic.

T. Kadir recognizes Zoom is convenient but takes a lot away from the interactions that occur

with an in-person format; his preference is the in-person format, although he recognizes the pandemic is not over just yet. ED (P. Hutton) adds that he has made contact with SID and they have graciously offered the use of their conference room for CWEMF SC's use free of charge as was done pre-pandemic.

N. Sandhu asks whether it would be good for ED (P. Hutton) to ask for members planning to attend in-person to RSVP for a head count. ED (P. Hutton) responds that the RSVP is helpful to place the order for meeting refreshments. T. Kadir comments that the RSVP can be used along with an established threshold to determine the meeting format; whether online only via Zoom or mixed in-person at SID offices and online with Zoom. T. Kadir affirms that he is just as concerned as any about the COVID situation. T. Kadir clarifies, to keep it simple and honor SID's willingness to make the room available, he recommends the SC plan to conduct mixed format (in-person and online meetings) regardless of the number of individuals that RSVP unless there is a major change in circumstances such as pandemic conditions worsening. Finally, T. Kadir clearly states that he is not saying that members of the SC should attend in person, rather that decision continues to be up to the individual depending on multiple factors such as health, conflicting professional responsibilities, or other commitments, *et cetera*.

2. CONSENT CALENDAR

- a. Executive Director's Report (P. Hutton, Attachment 2-1) ED (P. Hutton) refers to Attachment 2-1 and notes there is nothing particular he would like to highlight. There was no additional discussion.
- b. Secretary's Report (B. Bray, Attachment 2-2): (*Secretary B. Bray is absent from the meeting and approval of the March minutes in Attachment 2-2 is tabled by the SC for the next meeting in September 2022*).
- c. Treasurer's Report (S. Tanaka, Attachment 2-3): Treasurer S. Tanaka reports that Attachment 2-3 represents the end-of-fiscal year report as of June 30, 2022. Treasurer S. Tanaka will start working on filing taxes now that the fiscal year has concluded. Attachment 2-3 provides a comparison of the last fiscal year to the prior fiscal years. For FY 2021, CWEMF netted a small revenue because of the annual meeting and membership dues paid, an improvement over the last two pandemic years (see Attachment 2-3 Figure 1).

ACTION ITEMS

3. 2023 ANNUAL MEETING PREPARATION

- Sessions Subcommittee Volunteers (P. Hutton)

ED (P. Hutton) provides a brief description of the sessions subcommittee; to assist in planning and logistics for the annual meeting program, making decisions about session and talk proposals for the annual meeting. W. Anderson was the sessions subcommittee chair

along with A. Huber, N. Johns, and T. Kadir served on the subcommittee for the 2022 annual meeting. The SC is looking for volunteers for the sessions subcommittee to assist in planning the 2023 annual meeting. A. Huber, N. Johns, K. Heidel, and T. Kadir volunteer to serve on the subcommittee. T. Kadir comments that the subcommittee will meet, choose a chair, and will report back to the SC.

A. Huber comments that the SC may want to clarify duties and responsibilities of the ED and subcommittee based on their experience last year with some efforts overlapping. Perhaps better coordination would streamline the planning and execution process for the annual meeting. ED (P. Hutton) responds that he is in agreement, once the committee is formed that discussion could occur. ED (P. Hutton) continues that the duties have perhaps evolved from the time when the AM had session chairs doing a big part of the organizing of their own sessions and the ED handled all other logistics. Once the planning was opened up to considering more individual speakers and making more decisions involving the annual meeting sessions, more SC participation was needed which eventually became the sessions subcommittee and their efforts. In closing, any other SC members interested in joining the Sessions Subcommittee to email ED (P. Hutton). Further discussion was tabled.

- Awards Subcommittee Volunteers (S. Chowdhury)

ED (P. Hutton) begins noting that traditionally the past convener takes on the role of chair to the awards subcommittee. Unfortunately, past-convener S. Chowdhury is absent, however, ED (P. Hutton) asks for volunteers to serve on the awards subcommittee for the 2023 AM. J. Jankowski volunteers to continue serving on the awards subcommittee. ED (P. Hutton) closes the item asking that if any SC member would like to serve on this subcommittee to, email the ED (P. Hutton) to let him know.

- Officer Candidates (P. Hutton)

ED (P. Hutton) opens this item reminding the SC that the 2023 AM will mark the end of the two-year term for the current elected officer positions and the beginning of the next term. J. Jankowski confirms acceptance of the nomination for CWEMF Convener as customary following his term of Vice Convener.

ED (P. Hutton) asks if there are any nominations for vice convener. With none provided, ED (P. Hutton) asks for SC members to consider volunteering to serve and for informal conversations between present and past organizational leadership to gauge interest with CWEMF members in good standing.

T. Kadir adds that nomination of the vice convener role should take some consideration, we are not just looking to fill a role, we are looking to secure a commitment. The right person may not be in attendance today, but they might be interested, and a good candidate for the job. While this nomination will remain open, T. Kadir encourages SC members to consider other colleagues on the SC and other CWEMF members. The SC can revisit nominations for the vice convener at a future meeting.

J. Jankowski relays his recruitment experience for Vice Convener. He adds that several members attending the SC meeting are past conveners and underscores that reaching out to individual members directly and encouraging them, or giving them a vote of confidence can be helpful and motivating.

ED (P. Hutton) ends the discussion on nominations for Vice Convener by expressing his sincere appreciation to T. Kadir for taking on the role of CWEMF Convener twice.

S. Tanaka confirms she would like to be nominated to serve another term as CWEMF Treasurer¹.

ED (P. Hutton) concludes that the SC will need to follow up with B. Bray regarding his willingness to accept the nomination and stay on for another term as Secretary noting that T. Kadir will be past convener.

- Keynote Speaker Selection Volunteers (P. Hutton)

ED (P. Hutton) opens this item for SC discussion commenting that Mr. Arax was an excellent choice for keynote in the 2022 AM. There was some discussion of the process for choosing the keynote where it has generally been done through a discussion by the SC with certain members agreeing to reach out and contact colleagues. There generally hasn't been a point person or subcommittee delegated with the keynote speaker selection.

Though it may be exceedingly difficult to secure a commitment, A. Khan suggests Natural Resources Secretary W. Crowfoot would be an excellent keynote for CWEMF adding that he appreciates the way Secretary Crowfoot envisions the blending of tools and data as well as the blending of the environment and water within natural resources as a whole. While members agreed he would be an excellent keynote candidate, it might be difficult to connect with him and get an hour with CWEMF on his busy schedule. Based on our past experience, high profile keynote speakers have a high risk of cancelling the event last minute because of other business, even when they are enthusiastic about the speaking opportunity.

In the spirit of brainstorming and further discussion, J. Jankowski suggests the current chair of the State Water Resources Control Board Joaquin Esquivel, another leader in our field that is also very supportive of data and modeling tools. J. Jankowski volunteers to be on point if the SC would like to pursue his suggestion. There was no further discussion.

4. Correspondence on Modeling Protocols Document

ED (P. Hutton) begins by providing background on the topic. ED (P. Hutton) received an email from a research associate at a university in Iran. They were interested in publishing and translating our modeling protocols document. The point of contact relayed that they thought the document was a valuable reference, and they were seeking permission to

¹ N. Johns expresses his appreciation to S. Tanaka serving as Treasurer and continuing to stay in that role via chat.

move forward with the idea. ED (P. Hutton) shared the correspondence with other CWEMF officers while also seeking additional information to verify the legitimacy of the request and the individual's qualifications making the request. The research assistant followed up with a formal letter with the enclosed request for translation and publication of the modeling protocols document from the university professor. The website link for the professor that signed the letter was provided. Also as requested by ED (P. Hutton), draft language was provided acknowledging CWEMF as the originator of the content and that permission was granted to make the translation from English to Farsi and republish it. ED (P. Hutton) opens up the item for the SC to discuss and consider.

R. Satkowski asks for ED (P. Hutton) to provide some specifics on the university professor making the request. ED (P. Hutton) responds by sharing additional information online during the meeting to show the university and the professor that sent the request². ED (P. Hutton) adds that the information can be sent around to the SC for further review and consideration by members before taking an action.

T. Kadir comments that while he is very supportive of promoting our modeling protocols whether nationally or internationally, additional information is needed to consider the request. T. Kadir continues asking several questions regarding some of the detailed specifics of the request. After further discussion, ED (P. Hutton) to follow-up with an email to the university professor included with request correspondence confirm the request³. (ACTION ITEM) ED (P. Hutton) to also perform a basic online search to verify the university cited is a legitimate educational institution.

After additional discussion by SC members, Convener T. Kadir tables a decision to give himself and other members more time to consult informally with colleagues over the next week or two and then reconvene most likely via email before the next SC meeting in September. T. Kadir encourages any others with relevant connections that they do the same to help us perform our due diligence on the request.

INFORMATION ITEMS

5. Status of New Officer Proposal (S. Tanaka Attachment 4-1):

At the May 20, 2022 SC meeting, a new officer level position was discussed. An ad hoc subcommittee was formed and met twice since the last SC meeting. The subcommittee had two differing viewpoints at the fundamental level regarding whether an officer level position was needed or whether the issue could be addressed another way. The debate came down to defining the role and responsibilities of the position which was determined to be managing

² The website www.modares.ac.ir/en-pro/academic_staff/salehi which shows Professor AliAkbar Salehi at the Faculty of Civil and Environmental Engineering, Tarbiat Modares University.

³ from Taribat Modares University on letterhead signed by Seyed Ali Akbar Salehi dated July 11, 2022 in English, "requesting permission to translate and publish the following material,..."

CWEMF's online presence. While most of the focus would be on the website, the role could extend into other areas like social media, and potentially chair the website subcommittee. Attachment 4-1 is a one page report on the topics discussed at the subcommittee meetings including thoughts on the roles and responsibilities. The subcommittee is not recommending to move forward with the new officer position at this time because the subcommittee could not reach consensus. Rather the subcommittee recommends the item be revisited periodically seeking volunteers to assist in certain assignments or responsibilities as needed.

A member asks if S. Tanaka can clarify the recommendation based on the deliberations of the subcommittee. S. Tanaka responds that the discussion started with a debate on the need for the officer position, but moved to development of the problem statement. The problem statement was focused on a person that was responsible for putting things on the website, making updates, *et cetera*. Or whether or not these tasks are already delegated to or undertaken by the website subcommittee. The subcommittee didn't address the subject of social media. Rather the ad hoc subcommittee discussion was split between whether there should be a new officer proposal or whether these are responsibilities that can be delegated and carried out through the website subcommittee.

Unfortunately, chair of the website subcommittee N. Sandhu, and fellow subcommittee representative K. Nam were absent from this SC meeting. T. Kadir would like to table further discussion stating he would be uncomfortable making a final decision without their input. S. Tanaka adds that neither of them were able to join the second subcommittee meeting. T. Kadir adds that he, too, was unable to attend. A. Huber asks if S. Tanaka can summarize the position of N. Sandhu, K. Nam, and others in terms of providing their perspective. S. Tanaka hesitates to speak for any other member; however, S. Tanaka reads an email sent shortly after the first ad hoc subcommittee meeting sent by N. Sandhu, "I appreciate the effort to create a new post, but I don't understand the need for it. It seems to overlap a lot with the executive director role in my mind."

T. Kadir asks if S. Tanaka can organize another subcommittee meeting, ensure that the principles are involved in that meeting and see if the subcommittee can reach a resolution. If there is no resolution by the ad hoc subcommittee, the item can be taken up at the next SC meeting. S. Tanaka agrees, commenting that she cannot guarantee that the principals will attend even if they agree to a meeting time. T. Kadir agrees, lamenting that it may take more than one meeting attempt to move the issue along, but urges the subcommittee to meet to reach a resolution before the next SC meeting in September⁴. S. Tanaka agrees to organize at least one ad hoc subcommittee meeting and include ED (P. Hutton) before the next SC meeting. (ACTION ITEM)

⁴ At the end of the discussion N. Sandhu rejoins the virtual meeting. However, after recapping the issue and summarizing the points made, there was no further discussion given N. Sandhu was joining the issue without the benefit of being present for the full conversation and agrees to participate in a future meeting on the topic emphasizing that K. Nam be included as well.

6. CWEMF Logo (T. Kadir)

T. Kadir reports that the CWEMF Logo subcommittee has been active and work is ongoing. The subcommittee has been meeting every two weeks foregoing one meeting due to the July 4th holiday. The next subcommittee meeting will be the following week (*week of July 18th*). P. Vega has been reaching out to individual members and has been conducting interviews. T. Kadir adds that the interviews should be wrapping up as soon as the current date (July 15, 2022). In the next subcommittee meeting, P. Vega will bring together the information gathered.

7. Website Update (N. Sandhu)

N. Sandhu reports that S. Tanaka provided a list of specific issues with parts of the website, for example incomplete videos or content. N. Sandhu comments that he will set up a website subcommittee meeting in August to take up the items provided by S. Tanaka and thanks her for taking the time to put the list together. There was no further activity to report on.

8. Model User Groups (N. Sandhu)

N. Sandhu reports that Min Yu is organizing a Delta Modeling Users Group for the end of August and it will likely be a virtual meeting format, although the details are still being worked out. T. Kadir comments that the next IWFIM IDC user's group meeting is expected to occur in December. T. Kadir adds that there have been discussions about adding other users groups as well. N. Sandhu responds that he had initially taken on that item but has not been able to advance the issue and doesn't have the bandwidth to take a lead on moving it forward.

9. DSC Integrated Modeling Steering Committee (IMSC) Update (B. Geske)

B. Geske reported that the conference planning committee for planning was recently convened. The planning committee meeting is monthly. The next meeting is scheduled for July 29th. The planning committee is looking to develop an agenda, format, topics, and anticipated outcomes. B. Geske to provide more details in the next update at the September SC meeting.

10. Workshops (T. Kadir Attachment 9-1)

List of workshops in planning or conceptual stage are shown in Attachment 9-1. T. Kadir notes that there have been a few new additions in the planning stage highlighting the communications workshop proposed by R. Satkowski and delta salinity workshop proposed by ED (P. Hutton). T. Kadir reached out to inquire whether the training facilities are available for hands on model training with desktop computers at the Department of Water Resources facilities and is awaiting a response. J. Traum adds that the USGS is working on holding a OHWM/CVHM2 workshop in January hosted through DWR and Reclamation, although it may be opened up to other organizations. The current plan is for a morning session that provides an overview covering different features of the model for the managers.

The afternoon portion of the training session would be hands on with the model where users can practice running scenarios. T. Kadir requests an email that describes the workshop plan, the logistics, and any particular details from J. Traum for inclusion on the list.

11. Other Business (All)

(none)

12. Next Steering Committee Meeting – September 16, 2022

13. Adjourn – 12:30 PM

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Tariq Kadir	Convener	DWR
Jesse Jankowski	Vice Convener	SWRCB
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
Abdul Khan		DWR
Rich Satkowski		Public Member
Anne Huber		ICF
John DeGeorge		RMA
Ben Geske		Delta Science Program
Katherine Heidel		TetraTech
Normal Johns		DWR
Nicky Sandhu		DWR
Will Anderson		CCWD
Jon Traum		USGS
Tad Slawecki		LimnoTech

Proxies: S. Tanaka is designated as proxy for J. Medellin-Azuara. T. Kadir is designated as proxy for S. Chowdhury.