

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For September 16, 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">● CWEMF Executive Director P. Hutton is designated as lead for organizing and planning the 2023 Annual Meeting and will convene meeting(s) with the Annual Meeting Sessions Subcommittee to discuss division of labor and roles and responsibilities for annual meeting planning as needed.● J. Jankowski to contact J. Medellin-Azuara to confirm his willingness to continue to serve on the Awards Subcommittee.● S. Tanaka to assist in setting up the Zoom meeting for the Logo Subcommittee scheduled for September 27th, 2022.● Executive Director P. Hutton to follow-up with TetraTech to inquire about availability of TetraTech laptops for CWEMF to check-out and use for the annual meeting(s).
Motions Passed	<ul style="list-style-type: none">● N. Johns moves to approve attachments 2-2 and 2-3, the March and May CWEMF Steering Committee minutes, respectively, seconded by S. Tanaka, approved by unanimous affirmative vote.● J. Jankowski moves that the SC to delegate J. Jankowski the authority to identify a rental facility to store CWEMF equipment not to exceed \$90/month in the Sacramento area that is climate controlled, seconded by N. Johns, approved by unanimous affirmative vote.

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment 2-1: Executive Director’s Report for the September 16, 2022 Steering Committee Meeting. 1p.
2. Attachment 2-2: Minutes of the CWEMF Steering Committee, March 18, 2022. 19p.
3. Attachment 2-3: Minutes of the CWEMF Steering Committee, May 20, 2022. 22p.
4. Attachment 2-4: Treasurer’s Report, FY 2022, SC Meeting: September 16, 2022. 1p.
5. Attachment 3-1: 2022 Annual Meeting Preparation. 1p.

1. INTRODUCTIONS/DESIGNATION OF QUORUM

At 9:01, T. Kadir called the meeting order. P. Hutton reported that less than five individuals indicated that they planned to attend in person, hence the hold on the in-person meeting room was canceled and an email notification was sent to the SC (on September 15th) announcing that this meeting would be held virtually using the Zoom platform. Convener T. Kadir hoped that we could return to normal in-person formats again soon, however, if less than five individuals RSVP to the meeting invite affirming their planned attendance in-person, we will continue with virtual meeting formats. Convener T. Kadir proceeded with roll call and

declared a quorum with 15 participants, the executive director, and the following proxies: K. Nam for N. Sandhu, T. Kadir for S. Chowdhury and J. Jankowski for J. Medellin-Azuara.

2. CONSENT CALENDAR

a. Executive Director's Report (P. Hutton Attachment 2-1):
Executive Director (ED P. Hutton) opened by summarizing a request to translate and publish the CWEMF Modeling Protocols document from a University in Iran (*see discussion in July Minutes under agenda item 4*). A letter was drafted and transmitted to provide conditional approval to do so. The conditions stated were that the University would acknowledge CWEMF as the original author, and they would allow CWEMF to have some editorial review of the translated manuscript. They agreed to the conditions and acknowledged receipt of the letter.

b. Secretary's Report (B. Bray Attachments 2-2, 2-3):
(*Tabled for later in the agenda to accommodate Secretary B. Bray travel, see item 4 below.*)

c. Treasurer's Report (S. Tanaka Attachment 2-4)

Treasurer S. Tanaka refers to Attachment 2-4. As of August 19th, CWEMF's FY2022 revenue-expense balance is negative because there have been expenses and not any significant income for the fiscal year starting July 1st.

T. Kadir asks ED (P. Hutton) for an update regarding status for USGS organizational dues. ED (P. Hutton) reports that dues have not yet been received for USGS nor MWD. Regarding MWD, Chuching Wang recently retired. ED (P. Hutton) is, therefore, seeking dues payment through other contacts and intends to send another reminder. Regarding USGS, J. Traum has apologized for the delays as the organization seems to have a difficult time administering payment, although ED (P. Hutton) is continuing to work to resolve.

This will be the first year this non-profit will be required to e-file its taxes. Treasurer S. Tanaka sent out an email inquiring about members' experience with different tax preparers and seeks recommendations. While a final decision has not been made on the firm to assist with e-filing the taxes, there will likely be a fee on the order of a few hundred dollars to go with a reputable company.

N. Johns thanks Treasurer S. Tanaka for her service looking into the e-file issue and asks when the taxes would be due? She replies that the fiscal year is July 1st through June 30th and that the taxes are due on the 15th day of the fifth month after the after the close of the fiscal year (*i.e.*, November 15).

ACTION ITEMS

3. 2023 ANNUAL MEETING (P. HUTTON ATTACHMENT 3-1)

- Sessions Subcommittee Volunteers

ED (P. Hutton) opens the item referring to Attachment 3-1. The members of the Annual Meeting (AM) Sessions Subcommittee were identified. The first item of business is to select a chair of the subcommittee. There was some discussion about the responsibilities of the chair of the subcommittee and the division of labor between the chair and the ED (P. Hutton). After some discussion it was decided to delegate the ED (P. Hutton) as lead for organizing and planning the 2023 Annual Meeting. (ACTION ITEM)

It was generally agreed that individual talk submissions would be permitted, and the subcommittee would continue serving as a resource to the ED (P. Hutton) for advising on and/or delegating certain task assignments, however the ED (P. Hutton) would be delegated decision making authority over submission entries and Annual Meeting scheduling decisions with the ED (P. Hutton) serving as the point of contact with individuals proposing moderators and speakers. Final decisions on the AM schedule would be made by the SC, and ED (P. Hutton) will call a meeting with the AM Session Subcommittee to discuss division of labor and supporting role for organizing the meeting as needed. R. Graziano volunteers to join the AM Sessions Subcommittee.

- Awards Subcommittee Volunteers (S. Chowdhury)

Chair S. Chowdhury was absent from the meeting. J. Jankowski agreed to contact J. Medellin-Azuara to confirm whether he is willing to continue to serve on the Awards Subcommittee. (ACTION ITEM)

- Officer Candidates

B. Bray volunteers to serve another term as CWEMF Secretary for the 2023-2025 term. J. Jankowski is the current CWEMF Vice Convener and he will be the candidate for the Convener role for the next 2-year term. T. Kadir expresses the need for nominations for the Vice Convener role. No additional nominations are proposed.

- Keynote Speaker Selection

(Agenda item is tabled in the interest of time.)

4. Steering Committee Meeting Minutes (B. Bray)

Secretary B. Bray refers to Attachment 2-2 and 2-3 in the agenda packet and thanks all SC members that provided input on the draft circulated for SC review. N. Johns moves to approve March and May 2022 CWEMF Steering Committee minutes in attachments 2-2 and 2-3, respectively. The motion is seconded by S. Tanaka and approved by unanimous vote.

Secretary B. Bray explains his approach has been to expend a little extra effort to capture the diverse points of views and various ideas expressed during the meeting. This has led to minutes that tend to be lengthy. However, with respect to the July SC Meeting minutes, Secretary B. Bray took a different approach to synthesize the discussion and condense the information captured in the minutes without losing any significant information.

Unfortunately, the July SC Minutes were not completed in time for review and approval for

this, the September SC meeting. However, as the SC reviews the meeting minutes in preparation for the next SC meeting on November 18th, the SC can consider which approach might be preferred moving forward.

Secretary B. Bray is working to set up a shared drive to archive secretary files such as approved minutes. Secretary B. Bray is also looking to use the shared drive to facilitate reviews of the draft minutes and allow access to the file stored on a "cloud" server.

There were no questions and further discussion was tabled to the November 18th meeting.

5. PROPOSAL TO RENT STORAGE FACILITY FOR EQUIPMENT (J. JANKOWSKI)

CWEMF has a number of boxes and equipment that the organization uses to conduct workshops and the Annual Meeting. Some of the equipment is stored in T. Kadir's work cubicle, however, the equipment is not all stored in one place. In the past, the equipment had been kept at various members' offices or residences rather than a designated central location. Vice Convener J. Jankowski proposes that the equipment be gathered and stored in a centralized location that can be accessible by designated members when needed for the workshop or Annual Meeting. One option might be renting space at a storage facility where the equipment can be stored. Vice Convener J. Jankowski believes that we would need a 5 feet-by-5 feet footprint for the storage space. He anticipates this would cost about \$50/month to rent at a storage facility. There is the option to increase the footprint to 5 feet-by-10 feet which would double the price. Vice Convener J. Jankowski opens discussion to SC input on potential facilities, location, and pricing.

T. Kadir adds that CWEMF has 6 or 7 boxes which hold equipment, such as extension cords and other items, generally used for the workshops. T. Kadir believes the 5 feet-by-5 feet footprint should be adequate. Finally T. Kadir, suggests that the Vice Convener be designated as the keeper of the key to the facility and control access to the equipment.

W. Anderson supports the proposal; however, he notes that storage facilities can tend to be dusty and dirty based on his experience. Hence, an indoor facility with climate control may be desired if storing electronic equipment to keep the equipment cleaner and minimize potential for damage.

J. Jankowski proposes that the SC delegate him the authority to identify a rental facility to store CWEMF equipment not to exceed \$90/month in the Sacramento area that is climate controlled which would likely include a one-time purchase of a lock. N. Johns seconds the motion, and it is approved by unanimous affirmative vote.

There was a question whether anyone has office space to store the equipment at no charge. ED (P. Hutton) responded that he could follow-up with S. Roy to inquire if there is space in the TetraTech offices in Lafayette, however, it was agreed this location may not be

convenient for access if most workshops and the Annual Meeting are typically located in the Sacramento area. There were no additional responses or discussion on the item¹.

6. DISCUSSION ON CWEMF SUPPORT FOR CAL WATER RESILIENCE PORTFOLIO (M. DEAS)

Item is tabled for the next SC meeting on November 18th, 2022².

INFORMATION ITEMS

7. CWEMF LOGO (T. KADIR)

T. Kadir reports that the Logo Subcommittee continues to meet; several meetings occurred since the last SC meeting in July. The last Logo Subcommittee meeting was held the day before on September 15th. P. Vega presented some draft concepts for the logo at the meeting and subcommittee members provided input to P. Vega during the meeting. P. Vega to take the input provided by the subcommittee and make some changes to the logo alternative concepts presented. The logo alternative concepts are not yet ready to present to the SC, although the subcommittee is diligently working towards that goal.

S. Tanaka to assist in setting up the Zoom meeting for the Logo Subcommittee scheduled for September 27th. (ACTION ITEM)

8. NEW OFFICER SUBCOMMITTEE (S. TANAKA)

In the July 15th SC meeting, the ad hoc New Officer Subcommittee was tasked with scheduling another subcommittee meeting in an attempt to resolve the lack of consensus on a recommendation to the SC. Unfortunately, the ad hoc subcommittee could not find a time to meet where all the principles could join. Hence the previous recommendation to table further discussion on the topic stands.

9. WEBSITE UPDATE (N. SANDHU)

K. Nam provides the Website Subcommittee report. K. Nam thanks S. Tanaka for providing a detailed list of potential website issues, errors, and corrections based on her review. These changes have not yet been made to the website, although K. Nam is planning to address the issues listed. K. Nam reports that the Website Subcommittee has not met since May 2022. K. Nam further reported that N. Sandhu requested to step down as chair. K. Nam is appointed as chair of the Website Subcommittee. Because there is no consensus on the new officer position, K. Nam plans to take a more active role with the subcommittee and have

¹ W. Anderson added several comments in chat for inclusion as part of the report under this item. First is a cautionary note that storage facilities tend to raise their rates annually. Second that the hours of access may be a concern, "that warehouse is usually open 8am-6pm." J. Jankowski responded, thanking W. Anderson for his insights, confirming the hours of operation is a limitation commenting that most are open six or seven days a week.

² M. Deas is absent from the meeting.

more control on the website updates. S. Tanaka confirms that we will look to the chair of the Website Subcommittee to assume responsibility for updating and maintaining the website along with the webmaster.

10. MODEL USER GROUPS (N. SANDHU/T. KADIR)

Delta Modeling User Group meeting recently occurred on September 15th with N. Sandhu moderating the meeting. More than 20 individuals attended the meeting with up to 35 attendees online during the meeting. There were three informational items and three presentations.

T. Kadir adds that the IWF/IDC users group meeting will be held in December. T. Kadir closes stating any other user group reports are welcome now and in the future. There was no additional discussion.

11. DSC INTEGRATED MODELING STEERING COMMITTEE (IMSC) UPDATE (B. GESKE)

Discussion on this item was tabled for the next SC meeting on November 19th.³

12. WORKSHOPS (T. KADIR)

T. Kadir reports that there are two workshops coming up. The first is a workshop that will cover the recent water supply reliability review published by the Delta Science Program and the modeling protocols publication CWEMF recently completed. The plan is to combine the two topics into an informational, half-day workshop with mixed participation format. The venue for in-person attendance is the CalEPA building in Sacramento where on-line attendance will also be offered, and the meeting will be live-streamed on the internet. The workshop is calendared for October 27th from 8am to noon in the Klamath training room on the second floor of the CalEPA building. Although the second floor is open access, visitors will need to check in at the first-floor security desk. R. Satkowski will complete the flyer in the next few weeks, then the workshop will be promoted to members and the public with registration opened at that time. The workshop will be free to CWEMF members.

The second workshop coming up is an IDC workshop being organized by C. Dogrul (DWR) for November or possibly December with an IWF/IDC workshop following in January 2023.

The USGS is also organizing a hands-on workshop with the CVHM2 model application sometime in January to March.

T. Kadir also received a response to his inquiry regarding training facility access sent to West Yost & Associates. Unfortunately, the firm is not comfortable renting out their training facilities in Davis, which has been a very convenient venue for holding CWEMF workshops in the past. As another option, N. Sandhu has recently inquired about the availability of conference rooms in the new Natural Resource Building. This venue would be a really nice

³ Unfortunately, B. Geske left the meeting early and was unable to provide a report.

option for holding hands-on trainings that can accommodate 20 to 45 or more individuals. It is likely that one of the hands-on workshops described earlier will be conducted in one of these training rooms. The rooms are also on the second floor of the building, similar to the Klamath room in the CalEPA building, which makes for easier access through security. However, parking may be difficult given the location (there is a similar issue for the CalEPA building). J. Jankowski also volunteers to help with logistics for meeting rooms at CalEPA with respect to meeting or workshop locations as needed. For recent hands-on workshops, participants have tended to bring their own laptops. However, it is important that the meeting room locations still have the infrastructure for laptops to plug into as well as a WiFi network that can be accessed by participants.

13. OTHER BUSINESS

N. Johns recalls that we have an open issue regarding laptops and equipment. In the past, DWR has made laptops available for use at CWEMF Annual Meetings. However cyber security issues have made this option less feasible for the future. CWEMF will need a new alternative to be able to hold our meetings and workshops and may need to consider purchasing laptop and projector equipment. When conducting the annual meeting at Lake Natoma Inn, CWEMF can include projector rental in the equipment list but will still need to resolve the issue regarding laptop equipment needed for the meeting.

ED (P. Hutton) will follow-up with TetraTech to inquire about the availability of company laptops for CWEMF to use for the Annual Meeting and will report back at a future SC meeting. (ACTION ITEM)

S. Tanaka adds that the equipment rental for the poster session will be another standing issue for the Annual Meeting. ED (P. Hutton) asks whether poster session should be modernized to allow individuals to have their laptop in place of a physical poster. A. Huber responds that individuals tend to like setting up their poster and walking away from it where members can review it over the day as time permits. J. Jankowski notes that the easels and foam backed poster boards used last year for the in-memoriam posters seemed to work well as an alternative to the plywood boards. Perhaps easels could be an alternative option to proceed with this year, especially if CWEMF has a storage facility to store the easels when not in use. S. Tanaka adds that we should require the posters to be in a standard size which would make acquiring poster board easier. However, purchasing easels is predicated on a place to store them; hence, additional discussion was tabled to a future SC meeting.

14. NEXT STEERING COMMITTEE MEETING

November 18, 2022

15. ADJOURN – 11:45 am

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Tariq Kadir	Convener	DWR
Jesse Jankowski	Vice Convener	SWRCB
Paul Hutton	Executive Director	TetraTech
Stacy Tanaka	Treasurer	Watercourse Engr.
Ben Bray	Secretary	EBMUD
Anne Huber		ICF
Kijin Nam		DWR
John DeGeorge		RMA
Norman Johns		DWR
Will Anderson		CCWD
Tad Slawecki		LimnoTech
Katherine Heidel		TetraTech
Abdul Khan		DWR
Ben Geske		DSC
Greg Reis		Bay Institute
Regina Graziano		SWRCB
Paul Vega		Greenhouse Marketing & Design

Proxies: K. Nam is designated as proxy for N. Sandhu. T. Kadir is designated as proxy for S. Chowdhury. J. Jankowski is designated as J. Medellin-Azuara's proxy.