

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For March 17, 2023

(This meeting was conducted in-person at Solano Irrigation District Offices in Vacaville and via Zoom meeting with call in number for individuals unable to participate in-person)

<p>Action Items</p>	<ul style="list-style-type: none"> • Convener T. Kadir asks CWEMF officers to send in their slides for the 2023 business meeting no later than April 10, 2023. • Secretary B. Bray will send a copy of the draft 2022 business meeting minutes to the CWEMF officers and Executive Director for review and input in advance of the 2023 business meeting scheduled for April 17, 2023. • Secretary B. Bray will check out a screen with tripod for projecting the business meeting slideshow on April 17, 2023. • Treasurer S. Tanaka to work with Secretary B. Bray to include a clean, printed copy of the updated by-law text along with the 2022 business meeting minutes hard copy to help facilitate members’ review and approval on April 17, 2023. • Vice Convener J. Jankowski will work with Convener T. Kadir to ensure the equipment (<i>e.g.</i> projector) needed for the business meeting is available and set-up before the business meeting is scheduled to start on April 17, 2023. • Poster Session Chair S. Tanaka will send out a call for poster proposals that will include information about the opportunity to present an in-memoriam poster to the CWEMF Steering Committee listserv. • Secretary B. Bray will provide the official membership vote count on proposed by-laws changes to Treasurer S. Tanaka, and Treasurer S. Tanaka will provide a copy of the approved by-laws with CWEMF’s taxes to be filed with the IRS. • T. Kadir will invite Mr. Paul Vega to the April 17 business meeting to participate in the new CWEMF logo presentation to the general membership. • Executive Director P. Hutton will send contact information for the family of G. Fred Lee to Convener T. Kadir to get in contact regarding potential interest in an in-memoriam poster. • Website Subcommittee Chair K. Nam will work with CWEMF’s webmaster to update the awards website incorporating information from J. Jankowski for the 2022 awards.
<p>Motions Passed</p>	<ul style="list-style-type: none"> • N. Johns moves to approve the January 20, 2023 CWEMF SC minutes seconded by A. Huber, is approved by unanimous vote (24-0-0). • B. Bray moves to accept a proposal by Treasurer S. Tanaka to raise the operating reserve fund by \$5,000 to \$50,000, seconded by A. Huber, passes with 23 affirmative votes and one abstention (23-0-1). • A. Huber moves that \$75,000 be used to open a third Certificate of Deposit (CD) account with a FDIC insured bank to be determined with maturity date of about one year, seconded by S. Tanaka, is approved by unanimous vote (24-0-0).

	<ul style="list-style-type: none"> • SC approves via unanimous consent a budget not to exceed \$1,000 for S. Tanaka to purchase easels and backing boards for the 2023 Annual Meeting and for use in future meetings and workshops. • J. Jankowski moves to allocate a \$2,000 budget for future services as needed for Paul Vega to implement the new logo and associated materials, seconded by W. Anderson, approved by unanimous vote (24-0-0).
--	---

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment 2-1: Executive Director’s Report for the March 17, 2023 Steering Committee Meeting. 1p.
2. Attachment 2-2: Minutes of the Steering Committee, January 20, 2023. 13p.
3. Attachment 2-3: Treasurer’s Report, FY2022 SC Meeting: March 1, 2023.
4. Attachment 3-1: 2023 ANNUAL MEETING PROGRAM, *Modeling for Integrated Water Management*. 16p.
5. Attachment 3-2: 2023 CWEMF Annual Meeting To Do List (Abridged) 2/27/23.
6. Attachment 3-3: 2023 ANNUAL MEETING SPONSORS
7. Attachment 9-1: CWEMF Steering Committee Meeting July 15, 2022, Subcommittee on Workshops. 1p.
8. Operating Reserve Fund Proposal March 17, 2023¹. 1p.
9. Third Certificate of Deposit (CD) Proposal, March 17, 2023². 1p.

1. INTRODUCTIONS/DESIGNATION OF QUORUM

Convener T. Kadir calls the meeting to order at 9:39 AM and proceeded with the roll call. Convener T. Kadir declared a quorum and took up the consent calendar.

2. CONSENT CALENDAR

- a. Executive Director’s Report (P. Hutton, Attachment 2-1)
CWEMF Executive Director (ED) P. Hutton refers to Attachment 2-1, highlighting a few items on the report. ED P. Hutton asks if there are any questions or comments. An SC member asks whether registration process is going smoothly? ED P. Hutton responds affirmatively, adding that more information will be provided under the third agenda item.
- b. Secretary’s Report (B. Bray, Attachment 2-2)
Secretary B. Bray refers to Attachment 2-2 that represents the revised, camera-ready draft of the January 20, 2023 CWEMF Steering Committee (SC) meeting minutes. Secretary B. Bray apologizes for missing a few requests sent to the cwemf.secretary@gmail.com account to access the first draft of the attached file; he is still getting used to working with the cloud and the new gmail account. Secretary B. Bray asks for any input or comments on Attachment 2-2. N. Johns makes a motion to approve the January 20 CWEMF SC minutes (Attachment 2-2), seconded by A. Huber, approved by unanimous vote (24-0-0).

¹ Word document file sent via email on March 16, 2023 at 6:05pm as supplemental attachment to the March 17 agenda packet.

² Ibid.

c. Treasurer's Report (S. Tanaka, Attachment 2-3):

Treasurer S. Tanaka refers to Attachment 2-3, Treasurer's Report FY 2022 SC Meeting March 1, 2023. There has not been a lot of activity to report on since the last SC meeting in January. She expects activity to increase with expenses and revenues associated with the annual meeting coming up in April. There were no questions or additional discussion.

Treasurer S. Tanaka reports that she filed the Statement of Information form with the State of California that is required of a non-profit organization that should keep CWEMF in good standing for the next two years.

ACTION ITEMS

3. 2023 ANNUAL MEETING PREPARATION

- Sessions (P. Hutton attachment 3-1)

ED P. Hutton refers to Attachment 3-1, 2023 Annual Meeting Program draft indicating further that this draft program has also been posted on the CWEMF website as part of the registration website. N. Johns draws attention to a labeling error on the figure used on the program cover that will be corrected before publishing. Dr. Gregory Gartrell has accepted the invitation as keynote for the annual meeting. ED P. Hutton requested for Dr. Gartrell to make some comments about his experience in the years immediately before and after the Bay-Delta Modeling Forum³ was formed as part of his presentation. ED P. Hutton adds that no significant changes in the program are anticipated at this point. ED P. Hutton asks for SC members to review the program and asks if there are any questions.

ED P. Hutton is aware that a few moderators did not get all the supplemental information from each speaker in their session. Anything that comes in late will simply not make the publishing deadline. Small changes may still get incorporated up until the document is sent to the printers, however, the deadline has passed to guarantee that changes can be incorporated before printing.

- Abridged To-Do List (P. Hutton): Attachment 3-2

ED P. Hutton refers to Attachment 3-2, 2023 CWEMF Annual Meeting (AM) To Do List (Abridged) 2/27/23. Planning is coming along well for the 2023 AM. Some items listed on Attachment 2-3 have been completed. ED P. Hutton is maintaining a registration list. As of the March 17 SC meeting, the registration is at about 60 individuals.

S. Tanaka is the chair for the Pop-up Talk Session and is still looking for proposals to fill the session. There have only been a few submitted, but the proposals tend to come in at the last minute every year.

ED P. Hutton continues that most of the annual meeting program is complete where there are a few loose ends that show as highlighted text in Attachment 3-1. He plans to send the program to be printed to hard-copy form on April 3.

ED P. Hutton has lined up assistance with his firm for assembling the name badges for the annual meeting. ED P. Hutton has made the appropriate reservations with Lake Natoma Inn (LNI) for the combined social and poster session on Tuesday night (April 18) and with

³ The Bay-Delta Modeling Forum was the original name for the California Water and Environmental Modeling Forum.

Cliff House for the combined business meeting and social Monday (April 17). ED P. Hutton closes this agenda item underscoring that the planning is coming along nicely, and he is looking forward to the best CWEMF annual meeting ever!

- Registration (P. Hutton)
ED P. Hutton restates that registration is going smoothly with about 60 individuals registered, which is typical at this point in the registration process. In the next two weeks he expects a large influx of registrations to occur leading up to the early bird registration deadline on March 31.
- Awards Subcommittee (P. Hutton)
ED P. Hutton provides the Awards Subcommittee report given that S. Chowdhury is unable to attend the meeting due to work commitments. ED (P. Hutton) reports that S. Chowdhury will work with the awards subcommittee⁴ to finalize the awards certificates and slideshow for the 2023 CWEMF awards ceremony in addition to providing the notices to award recipients. S. Chowdhury may need assistance from the other members of the subcommittee to help with final preparations.
- Poster Session (S. Tanaka)
Poster Session Chair S. Tanaka reports there have not been any requests for posters yet received, although these requests also typically come in at the last minute. S. Tanaka will send out a “shake the bushes” email to the CWEMF SC listserv to seek additional poster proposals. (ACTION ITEM)

S. Tanaka continues with additional background on the escalating cost to rent the poster boards used to mount the posters post-pandemic. Last year B. Bray checked out some plastic tripod easels that were used for in-memoriam posters during the 2022 AM. While these helped bridge the gap, S. Tanaka reminds the SC that we should consider a more robust, long-term solution. Before opening the floor to discussion, S. Tanaka asks whether CWEMF should purchase some easels and backing boards to support the poster session? Perhaps the equipment could be stored along with other CWEMF equipment in an off-site storage rental facility if there is space available.

One SC member asks how many posters are typically proposed for the annual meeting poster session. S. Tanaka responds that there are generally between ten to twenty posters. A follow-up question was asked inquiring about the cost of the stands. S. Tanaka replies that she found the tripod stands are about 4 for \$100 or about \$25 each. J. Jankowski reports that he has not rented the storage unit yet, however, he believes there will be enough room to store purchased easels and backing board in the smaller sized units CWEMF is already looking to rent to store other equipment.

S. Tanaka recalls that the poster size is “non-standard”, which required some back-board cutting last year for the in-memoriam posters. For simplicity this year, the poster size specification will be updated to a standard size (48 inches by 36 inches) to be consistent with the size of the backing boards. To be clear, each setup will be single sided; one poster will be mounted with one backing board on one easel.

⁴ As Past-Convener, S. Chowdhury serves as chair of the Awards Subcommittee with volunteer members Jesse Jankowski and J. Medellín-Azuara.

S. Tanaka requests a budget not to exceed \$1,000 to purchase easels and backing boards for the 2023 Annual Meeting and future meetings. The line item was approved via unanimous consent with no objections and no additional discussion.

- Business Meeting (T. Kadir)

Convener T. Kadir has sent out the draft presentation slides for the business meeting to all CWEMF officers to be assembled into a final presentation for the AM business meeting. ED P. Hutton sent a reminder email to the officers to include an agenda item for the business meeting for the general membership to formally approve proposed changes to the CWEMF by-laws. Treasurer S. Tanaka provides a brief recap regarding SC approval of several by-law changes last year in May 2022 updating the non-discrimination and termination of membership clauses. Treasurer S. Tanaka asks if there is a due date for the business meeting slides. Convener T. Kadir responds that officers should send in their slides for the 2023 business meeting one week before April 17; no later than April 10. (ACTION ITEM)

Secretary B. Bray plans to provide hard copies of the CWEMF's 2022 business meeting minutes as was done last year. Typically, the business meeting is not recorded electronically, which makes it difficult to track attendance and capture voting. The hardcopies provide a vehicle for recording attendance and capturing members' votes cast during the meeting. The hard copies were helpful in this way last year and Secretary B. Bray will proceed with the same approach this year. Secretary B. Bray is completing the draft of the 2022 Business Meeting minutes and will send out a draft to the CWEMF officers and ED P. Hutton for review ahead of the 2023 business meeting scheduled for April 17. (ACTION ITEM)

Secretary B. Bray will check out a screen with tripod from EBMUD's Employee Development Division that can be used for projecting the business meeting slideshow during the 2023 business meeting. (ACTION ITEM)

In addition to projecting the updated by-law text to be approved during the business meeting scheduled for April 17, Treasurer S. Tanaka will work with Secretary B. Bray to develop a clean copy of the updated by-law text to include in hard copy form with the 2022 business meeting minutes to help facilitate members' review and approval during the meeting. (ACTION ITEM)

Once the updated by-laws have been approved by the membership, Secretary B. Bray will provide the final vote count to Treasurer S. Tanaka and she will include a copy attached with CWEMF's taxes to the IRS. (ACTION ITEM)

Vice Convener J. Jankowski will work with Convener T. Kadir to ensure the equipment (*e.g.*, projector) needed for the business meeting is available and set-up before the business meeting is scheduled to start on April 17. (ACTION ITEM)

T. Kadir will reach out to Logo Subcommittee consultant Mr. Paul Vega to invite him to the business meeting on April 17 to participate in the presentation of the new logo and associated materials to the general membership. (ACTION ITEM)

- Officer Candidates (P. Hutton)

ED P. Hutton opens the item beginning with an update on the CWEMF Vice Convener role. There were two nominations for Vice Convener. After some meetings and

discussion with the candidates and some members of the SC, Vivek Bedekar with SS Papadopoulos & Associates accepted the nomination for CWEMF Vice Convener. His name will appear with Jesse Jankowski (Convener), Stacy Tanaka (Treasurer), and Ben Bray (Secretary) on the slate of officers for the membership to approve as part of the business meeting on April 17. Zhonglong (Zhong) Zheng, affiliated with the Army Corp's Hydrologic Engineering Center in Davis and a researcher with Portland State University, was also interested in the role and has joined the CWEMF SC. We will look forward to seeing them both in Folsom. Additionally, Yung-Hsin Sun with Sunzi Consulting also expressed an interest to become more involved with CWEMF and has joined the CWEMF SC.

- Screencast Recording Volunteers (N. Sandhu)

N. Sandhu is absent, ED P. Hutton reports that he is connecting N. Sandhu with LNI staff for some correspondence on the equipment and setup for the 2023 AM.

- Sponsors (P. Hutton Attachment 3-3)

ED P. Hutton refers to Attachment 3-3, 2023 Annual Meeting Sponsors. ED P Hutton reports on the firms that have already sent in their checks as indicated in Attachment 3-3. Unfortunately, Larry Walker & Associates, Stockholm Environment Institute (SEI), and Stantec were unresponsive to solicitations for funding support. ED P. Hutton also lists the firms that have committed support but have not yet sent in their funding; ICF, LimnoTech, Tetra Tech, and Watercourse Engineering. A. Huber responds that she has been working with her firm (ICF) for several months and will check on the status of the payment. S. Tanaka will also check with Watercourse Engineering.

- In-Memoriam (T. Kadir)

Convener T. Kadir reports that there will be two in-memoriam posters this year. T. Kadir is working with Helen Dhalke (UCD) on a poster for Hubert Morel-Seytoux. Tara Smith (public member retired from DWR and past convener) is leading the effort to develop a poster for Henry Wong. Given that Hubert Morel-Seytoux was very active in this organization, J. Jankowski suggests that the Convener consider mention of his passing as part of his welcome letter that is typically included at the front of the annual meeting program. Another member suggested that S. Tanaka include a blurb about the opportunity to present an in-memoriam poster as part of solicitation for poster proposals for the AM.

One SC member inquired whether there will be an in-memoriam poster for G. Fred Lee. ED P. Hutton responded that there was no follow-up from the inquiry that he sent adding that G. Fred Lee had been a regular attendee at SC meetings but had never formally joined the organization as an active member in good standing. T. Kadir requests contact information for the family of G. Fred Lee from ED P. Hutton so T. Kadir can assess whether there is interest in developing an in-memoriam poster. (ACTION ITEM)

ED P. Hutton asks the SC to consider developing some explicit criteria or formal consideration for accepting proposals for in-memoriam poster submissions to be displayed as part of the poster session at CWEMF annual meetings. ED P. Hutton advises that such criteria could be helpful to respond to inquiries about individuals that may or may not have been recognized in this way. Further discussion was tabled in the interest of time.

An SC member asked whether an organization or firm will be providing laptops for the meeting rooms during the annual meeting. ED P. Hutton responds affirmatively that Tetra Tech has committed to providing three “loaner” laptops for CWEMF’s use at the AM. ED P. Hutton is also aware there will be a few individuals presenting online or using pre-recorded talks as part of their session. A. Khan provides the latest information regarding planning for some of the remote presentations. N. Sandhu adds that he asked for the session incorporating the remote presentations to do a dry run test using one of the loaner laptops to ensure everything runs smoothly. N. Sandhu will be on point to ensure the presentation comes through the projector, the presenter is audible to those in the room, and ensure the presentation is captured through the recording equipment in the room.

ED P. Hutton reminds the SC that this will be the first time deploying a three-track format. He asks SC members to simply have a heightened awareness and if there are any issues that pop-up, to let him know.

A SC member comments that one ongoing issue with the AM venue is the lack of seating during lunch, particularly outdoors. ED P. Hutton replied that another SC member had brought this issue up in a prior meeting. As a result, ED P. Hutton had discussed with LNI staff and they have committed to providing some additional tables and chairs outdoors. However, ED P. Hutton cautions that we should expect that this might continue to be an issue because of the size of our meeting and the number of individuals participating. ED P. Hutton adds that CWEMF should expect that LNI staff may, at some future time, no longer allow for us to have a discounted price for the box lunches that we have enjoyed since moving to this venue. ED P. Hutton reminds the SC that the main reason that lunch is included in the first two days of the conference is for convenience in expense reporting for members affiliated with government agencies. Furthermore, the venue does not allow for outside catering as an option.

4. Proposed Investment Actions (S. Tanaka)

Treasurer S. Tanaka takes up two proposals sent out via email the day before (March 16). First, SC members are referred to the Operating Reserve Fund Proposal⁵. The Operating Reserve Fund was established in 2012 to set aside enough funding to cover operating expenses and sustain business for a year assuming CWEMF receives no income; an unfathomable scenario until the recent pandemic experience. The COVID pandemic resulted in a revenue shortfall, and while CWEMF had sufficient funds to cover expenses at the time, a prolonged closure could have resulted in needing to use the operating reserve to cover expenses. There have been several years since the amount of the reserve fund was compared against operating expenses. ED P. Hutton and Treasurer S. Tanaka reviewed historical cash flow amounts and found annual expenses range around \$46,000 to \$47,000. The operating reserve fund was initially started with \$35,000. Since it was established, the reserve has been increased up to the current level of \$45,000. Treasurer S. Tanaka proposes to increase the operating reserve by an additional \$5,000 through a transfer from the general fund to the operating fund, raising the operating reserve to \$50,000 on July 1st; B. Bray moves to accept the proposal, A. Huber seconds, and the motion is approved with one abstention and none opposing (23-0-1).

⁵ Word document file OperatingReserve_AmendmentProposal_031723Proposal.docx sent to CWEMF SC March 16, 2023 via email..

Treasurer S. Tanaka takes up the second item, referring to the Third Certificate of Deposit (CD) Proposal⁶. Treasurer S. Tanaka explains that the proposal is to set up a third CD that would mature in about a year from now. This would be a third CD and, if also with Live Oak, would put our organization over the FDIC insured limit per depositor (\$250,000 per deposit holder). However, finding another banking institution has been more of a challenge than initially anticipated. The goal is to find an online bank with a good annual percentage yield (APY).

CWEMF had been doing \$50,000 CDs, the idea is to do a third and possibly increase the amount to \$75,000 while again, diversifying such that all the CDs are not with a single bank. There was a question regarding the annual APY and if there was a targeted value. Treasurer S. Tanaka replied that most of the banks are offering something in the 4.2% to 5%. Bank of America is still an option, but the APY on a CD is around 3% as compared to the interest earned from the savings account balance at about 0.04%. Treasurer S. Tanaka went through a list of several online banks as part of the research for the proposal. A common problem Treasurer S. Tanaka came across in her research, some banks had an introductory rate, but then the rates drop back down a year or a specified period after that. If one goes with such an option one needs to be proactive in moving the funds back out of the financial institution when the introductory rate expires. Treasurer S. Tanaka also had trouble finding reputable options that offered business savings accounts (*e.g.*, Golden1 Credit Union). SC asks Treasurer S. Tanaka to look into Ally Bank and UMe Credit Union as possible options. V. Bedekar is outside of Washington DC and offers to help engage with Capital One given the open offices are limited to the East Coast.

There was some additional discussion about a money market investment versus a CD. Money market investments will fluctuate with the market but may allow for more flexible access to funds invested where CDs tend to have a fixed rate and funds tend to be inaccessible until maturity. Money market, CD, savings, and checking accounts all count towards the FDIC maximum insured limit to \$250,000 per account holder.

Treasurer S. Tanaka summarizes the decision before the SC is whether to do a third CD, and, if so, how much, and which banking institution. The idea would be to formally stagger the CDs to have one mature every three or four months of the year.

A. Huber moves that \$75,000 be used to open a third CD account with a FDIC insured bank to be decided in the future for a maturity date of approximately one year, is seconded by S. Tanaka, and is approved by unanimous consent.

INFORMATION ITEMS

5. Logo Subcommittee (T. Kadir)

T. Kadir reports that the logo subcommittee met with Paul Vega, including a follow-up meeting with T. Slawewski to respond to his questions about the Logo. The new CWEMF logo was finalized and sent to ED P. Hutton. Paul Vega finalized the document that discusses the logo and different electronic files to provide guidance on the logo use and color palette. The next phase of the project is rolling out the logo and developing some templates so that CWEMF documents and work products will have a consistent look and feel, banner,

⁶ Word document file ThirdCD_031723Proposal.docx sent to CWEMF SC March 16, 2023 via email.

logo and fonts, *et cetera*. The Logo Subcommittee recommends CWEMF continue to retain Paul Vega to help with the next phase of implementing the logo and for developing standardized templates for documents, presentations, email signatures, and more. CWEMF has paid \$3,000 for all the work Paul Vega has completed to develop and finalize the logo with the Logo Subcommittee. Clearly, CWEMF received a lot of value for the cost of service. T. Kadir posits that some additional funding will be needed for the next phase of implementing the logo and developing the templates as described.

J. Jankowski moves to allocate a \$2,000 budget for future services as needed for Paul Vega to implement the new logo and associated materials, seconded by W. Anderson, approved by unanimous vote (24-0-0).

6. Website Update (K. Nam)

K. Nam reports that S. Tanaka has set up a non-profit google workspace account. The Website Subcommittee is looking to understand available functionality and use it to help facilitate conducting our business functions, archiving our documents, and more. K. Nam also reports that CWEMF LinkedIn and Twitter accounts have been set-up but there hasn't been much activity posting on these sites yet.

T. Kadir inquires whether the pdfs of presentations from past annual meetings are publicly available, noting that he understands the recordings are behind the paywall. J. Jankowski shares his screen, points his web browser to cwemf.org, navigates to `services> annual meeting archives` from the drop-down menu at the top of the site, and verifies that the pdfs from past presentations are posted and available.

ED P. Hutton asks whether the awards page has been updated. K. Nam reports that the lists are up-to-date, however, pictures and the award statement were requested from the past conveners but he has not yet received a response with the information. The website reflects the language on the certificate. K. Nam will work with CWEMF's webmaster to update the awards list based on the 2022 awards information to be provided by J. Jankowski. (ACTION ITEM)

J. Jankowski requests consideration regarding hyperlinks on the website, they are hard to see, and he wonders whether we could improve the design theme to make hyperlinks more visible. K. Nam responds that he is not sure how the website template is set up, however, he can work with the webmaster to integrate the logo color palette into the website design managed through WordPress. The CWEMF webmaster will respond to specific direction. J. Jankowski suggests changing the color and underline to make them more visible. ED P. Hutton suggests having Paul Vega review the webpage and provide input on the website particularly as regarding look and feel. T. Kadir proposes that Paul Vega be invited to the website subcommittee. J. Jankowski volunteers to join the website subcommittee. The Logo Subcommittee will discuss with Paul Vega the possibility of helping review and approve the website in their next subcommittee meeting.

7. Model User Groups (K. Nam)

No report. Next DMUG is coming soon with its date TBD.

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

B. Geske is absent, however, ED (P. Hutton) reports that Delta Science had an Integrated Environmental Modeling Workshop February 28 and March 1 to work through ideas and proposals on the subject and gather community feedback on moving the modeling “collaboratory” concept forward.

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


T. Kadir reports that the IWFM workshop—a three-day hands-on workshop—was held at the California Natural Resources building with about 37 individuals registered. Although the final number was a little higher than the maximum number initially set, it didn’t turn out to be a problem. T. Kadir notes that there were 36 of the 37 that attended after the first day, where one individual cut their attendance short out of an abundance of caution regarding COVID exposure. The individual followed up to inquire whether a credit or a seat in a future workshop could be held over since they were unable to complete attendance. The subcommittee met and decided it was reasonable to hold a seat open in the next IWFM workshop. There were no objections expressed from the SC.

T. Kadir presents the results of the IWFM course evaluation survey and summarizes the results. Compiled survey comments are screen captured below:

Comments by TKadir:

- 1 Access with 2 badges. Later comers in the AM.
- 2 Power outlets pre-set. Few from CWEMF needed.
- 3 All refreshments (all non-dcaf coffee, pasteries, fruits) gone by end of each day.
- 4 Conference room 2-302 very nice, spacious.
- 5 Access through double doors still inconvenient many times.

Comments by attendees. All comments included positive praise. Suggestions:

- 1 More coffee
- 2 More realistic example: link, discussion of I/O 
- 3 More on API or Python tools
- 4 More links to resources
- 5 Turn modules 3, 6, 8 to discussion rather than hands-on

The feedback survey was handed out in person and everybody turned theirs in. For IDC, the survey was sent out after the training and they received back responses from about 1/4 of the attendees. T. Kadir plans to send out the certificates of completion soon.

T. Kadir closes stating that there are no other workshops calendared yet, although there are some conceptual workshops listed in Attachment 9-1.

Y. Sun contacted CWEMF and offered to help make another venue available for workshops and events. There is an educational facility (smu.edu) connected to a church in El Dorado Hills. Being a non-profit, they are willing to offer the use of their facilities to CWEMF free of charge, if needed. T. Kadir may look into the venue for future use. J. Jankowski adds that there are also CalEPA rooms available in downtown Sacramento, assuming the reservation can be made far enough in advance.

10. Other Business (All)

ED P. Hutton and Nigel Quinn are guest editors for Journal of Water and welcome any manuscript submissions. An email notice has also been sent out to the CWEMF Membership listserv to let members know about this opportunity.

ED P. Hutton has reserved rooms at LNI for those officers that have requested one. Any additional expense will be the responsibility of the officer.

T. Kadir closes indicating that this will be his last meeting as Convener. He appreciates the opportunity to serve the membership in the role of Convener and he will look forward to assuming the role of Past Convener. J. Jankowski announces that he will be on vacation June 2, and T. Kadir will, therefore, plan to chair the next meeting in J. Jankowski's stead.

11. Next Steering Committee Meeting – June 2, 2023

12. Adjourn – 12:23 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.
Ben Bray*	Secretary	EBMUD
Abdul Khan		DWR
Anne Huber*		ICF
George Nichol		Public Member
Greg Reis		Bay Institute
John DeGeorge		RMA
Jon Traum		USGS
Katherine Heidel		Tetra Tech
Kijin Nam		DWR
Mike Deas		Watercourse Engr.
Nicky Sandhu		DWR
Norman Johns		SWRCB
Regina Graziano		SWRCB
Rich Satkowski		Public Member
Tad Slawecki		LimnoTech
Vivek Bedekar		SS Papadopoulos
Will Anderson*		CCWD
Yung-Hsin Sun		Sunzi Consulting
Zhonglong Zhang		PSU

* Denotes in-person attendance.

Convener T. Kadir is designated proxy for Shyamal Chowdhury, Nicky Sandhu, and Josué Medellín-Azuara. Anne Huber is designated as proxy for Katherine Heidel after the first hour at 10:30am.