

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For November 18, 2022

(This meeting was conducted as a hybrid meeting at Solano Irrigation District Offices in-person and via Zoom meeting online with call in number)

<p>Action Items</p>	<ul style="list-style-type: none"> ● CWEMF Logo Subcommittee to extend future subcommittee meeting invites to W. Anderson and J. DeGeorge. ● Secretary B. Bray to delete recordings for the July and September SC meeting and download the recording files for this November SC meeting. ● Secretary B. Bray to setup a meeting with Executive Director P. Hutton to coordinate access to Google Drive archive folders. ● Secretary B. Bray to delete the 2020 and 2021 annual meeting online sessions recordings from Zoom account archive. ● Secretary B. Bray to contact chairs of any subcommittee that has meeting recordings on the Zoom account archive and seek their approval to delete or otherwise move the files to another storage location. ● S. Tanaka to look into the automated transcript functionality/feature as part of the Zoom account subscription to assess availability and any associated fees. ● Executive Director P. Hutton to send a reminder solicitation for 2023 CWEMF Annual Meeting session proposals extending the deadline for submission to Monday January 9th, 2023. ● Executive Director P. Hutton to resend out the email solicitation for 2023 CWEMF Annual Meeting sponsorships that includes information regarding the varying levels of possible support. ● Secretary B. Bray to assist R. Satkowski with a workshop survey solution using Google Forms.
<p>Motions Passed</p>	<ul style="list-style-type: none"> ● A motion to approve the July and September Steering Committee meeting minutes distributed on Monday November 14th was made by S. Tanaka, seconded by R. Satkowski, approved by unanimous vote.

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment 3-1: Executive Director’s Report for the November 19, 2022 Steering Committee Meeting. 1p.
2. Attachment 3-2: Treasurer’s Report, FY 2022, SC Meeting: November 16, 2021. 1p.
3. Attachment 4-1: 2023 Annual Meeting Session & Oral Presentation Proposals as of November 8, 2022. 1p.
4. Attachment 4-2: 2023 Annual Meeting Sponsors
5. Attachment 9-1: CWEMF Steering Committee Meeting November 18, 2021, Subcommittee on Workshops. 1p.

6. Attachment¹: Minutes of the Steering Committee, July 16, 2022. 8p.
 7. Attachment²: Minutes of the Steering Committee, September 17, 2022. 8p.
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1. INTRODUCTIONS/DESIGNATION OF QUORUM

At 9:36 T. Kadir started the meeting, followed by roll call, and declared a quorum with four individuals and the Executive Director (ED P. Hutton) meeting in-person at the Solano Irrigation District meeting room, 11 individual members online via Zoom, one guest (Mr. Paul Vega), and the following proxy: J. Jankowski has J. Medellin-Azuara and N. Johns proxies.

T. Kadir apologizes for the late start given some technical issues in getting the meeting room setup for the hybrid format. T. Kadir notes a change in the agenda order, moving up the CWEMF Logo subcommittee report out to the first item in the agenda to accommodate guest P. Vega's schedule. There were no objections or further discussion.

2. CWEMF LOGO (T. KADIR AND P. VEGA)

T. Kadir opens with a brief introduction on the topic. The subcommittee has been continuing to work with consultant P. Vega to develop an updated logo over the past few months. P. Vega was invited to present the finalists to the CWEMF SC.

P. Vega begins by recalling three guiding goals as part of the CWEMF Logo Subcommittee effort when it was first formed. First, understand CWEMF's audience(s) intentions, attributes, and brand characteristics that define the organization. Second, to define an identity mark, aka logo for CWEMF. This included establishment of graphic standards so the logo can be used consistently. P. Vega proceeds to present two distillations of design concepts that has resulted from his work with our organization.

P. Vega provides a high-level review of the information gathered about CWEMF. CWEMF membership is composed of modelers, model developers, data collectors, data analyzers, technical specialists, and the people that use model results. Additionally, the CWEMF logo needs to stand strong with—and among—peer organization logos. The key brand attributes that make CWEMF unique, “a voice of collective excellence based on science, data, and best practices.” CWEMF strives to be a collection of the top expert voices and their techniques. CWEMF looks to blend these people who want to contribute and develop the best of the best practices in the field. P. Vega also found there were four pillars of focus for CWEMF in terms of our mission; the support for technical modeling, to facilitate a safe ground, informing and sharing, and training.

¹ Steering committee minutes were not included in the agenda packet but were sent out via separate email on Monday November 14th to CWEMF Steering Committee members.

² *Ibid.*

[P. Vega shares his computer screen and presents two alternative design logos. As part of each alternative concept, the primary logo design is presented and described. Alternative format of the logo such as single-color design and different sizes are presented as well as specific font and primary color pallets that accompany each design.]

P. Vega ends the presentation with a slide that shows the design alternatives along with several other peer organizational logos for comparison. P. Vega expresses his appreciation for the team of experts that supported the process. P. Vega closes noting that the logo is very important, but even more important is a brand that is intentional and supports that logo, a huge topic of its own.

T. Kadir thanks P. Vega for his report out, noting several comments in the meeting chat. P. Vega recommends any feedback or input should go to the Logo Subcommittee members for them to collectively consider and work through as they develop a final design concept. T. Kadir continues that the logo subcommittee will discuss any input on these alternatives presented today and will work toward a final recommendation to the CWEMF SC. Any members that feel strongly about recommendations to changes or that would like to have input on these alternatives should also attend the logo subcommittee meeting. Logo Subcommittee to extend invites for future subcommittee meetings to W. Anderson and J. DeGeorge. (ACTION ITEM)

3. CONSENT CALENDAR

a. Executive Director's Report (P. Hutton Attachment 3-1):

ED P. Hutton refers to Attachment 3-1. ED P. Hutton spoke with Tetra Tech and the firm affirmed that they would provide laptops for use at the 2023 CWEMF Annual Meeting.

ED (P. Hutton) got a cold call from some representatives of several wastewater agencies. They have a model they are developing for a state board regulatory process. The agency representatives reached out to express interest and seek further information on CWEMF's peer review process. ED P. Hutton had several calls with executive directors of the different agencies, referred them to CWEMF's Peer Review document on our website, and provided basic information about how CWEMF can support a peer review effort. The model in question is a Southern California ocean model where certain agencies may be looking at providing higher levels of treatment to wastewater discharge. ED P. Hutton expects they will follow-up further if there is interest to engage with CWEMF on a peer review effort.

b. Secretary's Report (B. Bray):

Secretary B. Bray followed-up on an action item from the September SC meeting and developed a Google account cwemf.secretary@gmail.com with an associated Google Drive archive to store and maintain CWEMF documents online. Proceeding in this way, *i.e.* developing a new Gmail account and linked Google Drive archive will hopefully make for easier succession planning in the future when another individual takes on the Secretary role.

Secretary B. Bray comments that folders and files can be shared dynamically as part of the Google Drive functionality. Secretary B. Bray tested out this functionality through the review and comment effort for both the July and September draft Steering Committee Minutes documents. A link was sent to CWEMF SC members that allowed access to the document that could be edited through the web browser. Secretary B. Bray found there was a slightly higher participation rate in editorial suggestions and comments through this new process as the test seemed to be successful. Final pdf versions of both sets of minutes were developed and sent to the CWEMF SC Monday November 14th that were based upon the input received from the SC through Friday November 11th.

A motion was made to approve the July and September SC minutes that were sent to the CWEMF SC on Monday November 14th by S. Tanaka, seconded by R. Satkowski, were approved by unanimous vote by the SC.

Secretary B. Bray reports on another action item from the September SC meeting. Secretary B. Bray was tasked with deleting any past recordings of CWEMF Steering Committee meetings with minutes that had been approved from CWEMF's Zoom account online recordings archive. Secretary B. Bray reported doing so and commented that there were several other meeting recordings, such as for online annual meeting sessions from 2021, workshops, and some CWEMF subcommittee meetings in the archive. Secretary B. Bray reports that he plans to also delete the recordings for the July and September SC meeting given the minutes are now approved for those meetings as well as download the recording files for this November SC meeting. (ACTION ITEM). Secretary B. Bray to also setup a meeting with ED P. Hutton to coordinate on access and additional folders for ED (P. Hutton) with respect to the Google Drive archive. (ACTION ITEM)

T. Kadir seeks to clarify what other types of recordings are on the Zoom account in the archive. Secretary B. Bray responds that he recalls about two years of annual meeting online session recordings in the archive noting that these recordings had been extracted, post-processed and edited, and posted on our YouTube account for member access. Another type of recording were subcommittee meeting recordings, although Secretary B. Bray couldn't recall which specific subcommittee meetings. Most of the meeting recordings in the archive, however, were CWEMF SC meetings which were deleted as reported on earlier. T. Kadir asks Secretary B. Bray to delete the 2020 and 2021 Annual Meeting online sessions. (ACTION ITEM) Secretary B. Bray also commits to contacting the chair of any subcommittee that has meeting records on the Zoom account and seek their approval to delete them as well. (ACTION ITEM)

ED (P. Hutton) inquires whether the Zoom software has functionality for producing a rough transcript, noting that this could be helpful and time saving for the Secretary when preparing the minutes. S. Tanaka agreed to look into whether the automated transcript functionality is a standard feature of our subscription or if it is an add on feature associated with the software. (ACTION ITEM)

J. DeGeorge adds that the condensed version of the minutes is valuable for review and referencing certain items in the minutes record. However, a rough transcript that could be saved or cross-referenced that contains more of the detailed discussions would be a helpful reference in the archive.

c. Treasurer's Report

Treasurer S. Tanaka refers to Attachment 3-2, CWEMF net revenue continues to show a negative net account balance (expenses exceeding income) at this point in the fiscal year.

At the previous SC meeting, Treasurer S. Tanaka reported on the federal requirement requiring taxes for all non-profits to be filed electronically, which necessitated acquisition of a proprietary e-file program to facilitate the process. Treasurer S. Tanaka reported that she chose the H&R Block system to e-file that cost \$90. Upon acquiring the software, Treasurer S. Tanaka diligently completed and filed the FY 2021 Federal taxes electronically as required, as well as printed and mailed the California State Taxes. Treasurer S. Tanaka notes she also (accidentally) purchased the software for FY 2022 as part of the acquisition, adding it will be ready when needed for filing next year.

ED (P. Hutton) reports that he was getting email notifications that there was an invoice on PayPal that needed to be paid. ED (P. Hutton) followed up online to review CWEMF's PayPal account and did not recognize the invoice. ED (P. Hutton) called PayPal Technical Support and they indicated they had received similar complaints from other users regarding unsolicited invoices for products or services not rendered or received. PayPal Technical Support advised ED (P. Hutton) to simply not pay the invoice and ignore the notices. PayPal Technical Support advised on how to delete the invoice; however, the procedure did not work as the invoice appears as still pending on the account. ED (P. Hutton) confirms that PayPal is aware that it is a fraudulent invoice and there is no penalty for ignoring it.

Several SC members express their appreciation for Treasurer S. Tanaka's report, accomplishments, and commitment to the CWEMF organization.

ACTION ITEMS

4. 2023 ANNUAL MEETING — APRIL 4-5

- Sessions Subcommittee (T. Kadir)

ED (P. Hutton) turns to Attachment 4-1 that lists 2023 Annual Meeting (AM) session proposals to date. He reports that he has not received very many session and speaker proposals as of this meeting. ED (P. Hutton) comments that he has sent out an initial query, a follow-up query, and while he fielded a few calls, he has not received too many responses to his call for submissions. While not necessarily alarming, however, by January AM planners are typically looking to finalize the schedule. Convener T. Kadir responds that there are two sessions he was looking to propose but had not filled in the number of

speakers he needs for the sessions yet. T. Kadir opines that there may be other members in the same position; looking to propose a few more sessions and working on filling in the speakers before proposing the session to ED. T. Kadir seeks to clarify the deadline for responding is the following week, the week of the Thanksgiving Holiday. ED P. Hutton responds the current deadline was set early to allow the submissions to be cut off in the opposite case; where a larger number of submissions were expected early and, therefore, to allow for more time to prioritize among them.

Upon further discussion, the SC asks ED P. Hutton to send a reminder solicitation for 2023 CWEMF AM session proposals extending the deadline for submission to Monday January 9th, 2023. (ACTION ITEM)

- Awards Subcommittee (S. Chowdhury)

S. Chowdhury reports that he has received two nominations for the Hugo B. Fischer Award. He plans to convene an Awards Subcommittee meeting before the January SC meeting. The Awards Subcommittee plans to provide a recommendation for the award at the January 20th SC meeting. ED (P. Hutton) adds that the SC can also consider nominations for the CWEMF Distinguished Life Membership award during the January SC meeting.

- Officer Candidates

ED (P. Hutton) recaps, B. Bray and S. Tanaka have agreed to stay on in their current roles. J. Jankowski will advance to become Convener. CWEMF is still seeking nominations for Vice Convener.

- Keynote

ED (P. Hutton) opens to floor to any suggestions or discussion on the 2023 CWEMF AM keynote speaker, noting there is still time to identify and secure the speaker commitment. There was no further discussion.

- Sponsors Attachment 4-2

ED (P. Hutton) refers to Attachment 4-2 reporting that he has received a good number of responses to his inquiry for AM sponsorships. ED (P. Hutton) highlights commitments made, and payments already received as shown on the attachment.

ED (P. Hutton) will resend out the email solicitation that includes the varying levels of support to seek additional sponsors. (ACTION ITEM)

Regarding Watercourse Engineering and the Poster Board sponsorship as part of the AM, it was decided to wait until after a storage room location was secured and some additional information could be gathered before deciding how to proceed.

Vice Convener J. Jankowski will provide an update at the next SC meeting on January 20th regarding the storage of CWEMF equipment action item.

[Convener T. Kadir adjourned at 10:55AM for a five-minute break before moving to the next agenda item. Meeting called back to order by Convener T. Kadir at 11:00AM]

5. 2022 DISCUSSION ON CWEMF SUPPORT FOR CAL WATER RESILIENCE PORTFOLIO (M. Deas)

M. Deas clarifies that he is not sure how the word "support" was included on the agenda item, however, he asked for this agenda item as an opportunity to report out to the SC regarding a recently published report authored by several agencies within the California Resources Agency umbrella available online:

<https://resources.ca.gov/-/media/CNRA-Website/Files/Initiatives/Water-Resilience/CA-Water-Supply-Strategy.pdf>

The report touches on modeling related topics such as making model improvements, model calibration, giving guidance on applicable model conditions, documenting model applications and data sources, looking at best available data and more. M. Deas brought this information and the associated publication to the attention of our organization as an informational item as it is a topic directly related to our mission and expertise.

INFORMATION ITEMS

6. WEBSITE UPDATE (K. NAM)

K. Nam reports that there was a Website Subcommittee meeting recently on November 4th to review status of action items. Some of the items discussed were already reported on by Secretary B. Bray including archived videos and posting CWEMF minutes on the website. There was some additional discussion about possible updates and changes to the website. The modeling inventory is linked to the CWEMF website under the resources menu. The Website Subcommittee also had additional discussion about how to make changes to the Model Inventory Site, which is actually a wiki site. K. Nam is working with B. Geske, P. Hutton, and S. Roy with Tetra Tech to develop the protocol for making changes to the wiki.

K. Nam continues that other minor corrections such as typos, punctuation or formatting and other inconsistencies with other pages on the website are still being identified, though several updates and improvements have been made already. K. Nam expressed his appreciation to S. Tanaka for her detailed review and comment submission sent back in August and then again more recently that he is still working his way through.

K. Nam reports that the calendar is being updated as often as he can. Also, that upcoming workshops as well as the announcement for 2023 CWEMF AM submissions are up on the website. K. Nam concludes commenting that the Website Subcommittee didn't have time to discuss social media presence, so that item was tabled for a future subcommittee meeting.

7. MODEL USER GROUPS (K. NAM)

N. Sandhu reports that next DMUG meeting scheduled for January 12th, 2023.

After discussing with C. Dogrul, T. Kadir reports that they will not have a user's group meeting this year for IWFM and IDC given the upcoming workshop training with these software [*see item 9. Workshops report below*].

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

[*B. Geske was absent -- No Report*]

9. WORKSHOPS (T. KADIR)

T. Kadir refers to Attachment 9-1 and notes the recently completed workshop in October.

R. Satkowski provides a summary of the recent half-day workshop held on October 27th, 2022. S. Roy (Tetra Tech) spoke to the CWEMF modeling protocols update effort during the workshop. Then J. Lund (UCD, Delta Independent Science Board or ISB) provided an overview of the recently completed water supply reliability review through the Delta ISB. There were about 10-15 individuals that attended the workshop in-person with a maximum of about 30 individuals online during the meeting. The hybrid meeting format went well in general except where the phone call dropped out unexpectedly at one point. J. Jankowski attended in-person and agreed that the workshop went well. Kudos to N. Sandhu for editing the recording, to P. Hutton and J. Jankowski for working through the Zoom setup for the meeting and to N. Sandhu for coming early to test and do a dry run at the venue. It was noted that our Zoom license is limited in functionality, that an upgraded license would have allowed CWEMF to take advantage of the A/V equipment in the room but would increase our subscription fee. After J. Lund's talk, there was a panel discussion on the water supply reliability report that included Walter Bourez (MBK), Jen Gau (State Water Resources Control Board) and Will Anderson (Contra Costa). The recording has been posted on the web under the members only firewall. R. Satkowski adds that they did not immediately send out a survey as there was some difficulty with the means for conducting the survey. He had reached out to S. Tanaka and ED P. Hutton regarding the use of survey monkey, however he found CWEMF no longer has an active Survey Monkey account. R. Satkowski reports that the survey questions and responses have been drafted, he is just looking for a way to send it out. B. Bray (Secretary) agrees to help with implementing a software solution using Google Forms. (ACTION ITEM)

T. Kadir announces that there will be an IDC workshop coming up for two days in December at the new Natural Resources building in Sacramento. This workshop will be the first hands-on workshop CWEMF has conducted in several years. The training will be a little different than previous hands-on training held at West Yost Associates as their facility is not available for training at this time. All the technology necessary for the training will be setup. However, no refreshments will be available, although there is a cafe down on the first floor of the

building. There are about 13 individuals registered with the maximum registration set to 30 for logistical reasons. Parking at the new Natural Resources building is typical for downtown Sacramento with some public parking spaces nearby and metered street parking available within walking distance.

The next hands-on workshop with IWFEM is being planned for March over a five-day period. The second-floor conference room at the Natural Resources building has also been reserved for this training. The room is available to the public.

All the other workshops on the list in attachment 9-1 remain at the conceptual level with no further specific updates at this time.

J. Traum announced plans for a CVHM2/OHM training workshop coming up in January to February. The workshop is still in the conceptual to planning stage. K. Nelson with USBR and/or J. Traum and other planners will provide additional information as plans move forward. Nelson and J. Traum to follow-up to provide details of the workshop including whether the workshop can be opened to CWEMF members and to work with T. Kadir to secure a venue.

In the past CWEMF has charged two fees for workshops, one each for members and non-members. ED P. Hutton has changed the fee structure in the advertising approach for the past two workshops, advertising the workshops as only open to members. Therefore, individuals interested in attending the workshop must seek to obtain a CWEMF membership to attend and then register for the workshop, a two-step process. ED (P. Hutton) comments that the same financial outcome is expected with this different approach to workshop registration with the goal for workshops to come in revenue neutral while also emphasizing the benefits of CWEMF membership.

On hybrid workshops, ED (P. Hutton) remarks on the issue of making sure that folks joining the meeting are in fact registered, a challenging task for larger meetings. T. Kadir adds that the hands-on workshops planned for in the coming months will be limited to in-person meetings for logistical reasons. Informational workshops are better for the hybrid format.

10. OTHER BUSINESS (ALL)

N. Johns has taken a new position with SWRCB and will be the designated representative for the organization.

B. Bray will send out the action items as soon as possible in the coming weeks.

ED P. Hutton sends the draft agenda to only officers, he asks whether it should be sent to the entire steering committee to confirm and solicit items for the tentative agenda. After some discussion it was agreed that ED (P. Hutton) could send out the call for comments or items on the tentative agenda to the full SC.

11. NEXT STEERING COMMITTEE MEETING

The next CWEMF SC meeting is scheduled for January 20, 2023. T. Kadir encourages SC members to attend in person if possible.

12. ADJOURN – 11:38 am

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
Shyamal Chowdhury	Past Convener	US Army Corps of Engineers
John DeGeorge		RMA
Rich Satkowski		Public Member
Will Anderson		CCWD
Anne Huber		ICF
Nicky Sandhu		DWR
Katherine Heidel		Tetra Tech
Mike Deas		Watercourse Engr.
Jon Traum		USGS
Kijin Nam		DWR
Tad Slawecki		LimnoTech
Paul Vega		Greenhouse Marketing & Design
Greg Reis		Bay Institute

Proxies: J. Jankowski is designated as proxy for both J. Medellin-Azuara and N. Johns, in the latter case until he is able to join due to a schedule conflict.