

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For September 15, 2023

(This meeting was conducted in-person at Solano Irrigation District Offices in Vacaville CA, and via Zoom meeting with call in number)

<p>Action Items</p>	<ul style="list-style-type: none"> • Convener J. Jankowski requests that Action Items from prior SC meetings be included on the following Steering Committee agenda under the consent calendar for tracking purposes. • The Program Subcommittee will develop or update a one-page set of guidelines for speakers (transmitted via session moderators) that may include some examples to emphasize formatting guidelines. • ED P. Hutton will send his moderator guideline documentation to the Program Subcommittee members. • N. Osorio agreed to reach out to Jay Lund and see if he would be willing to be the keynote speaker for the 2024 Annual Meeting. • ED P. Hutton to put out the call for sessions and speakers, and the call for award nominations by the end of October 2023. • ED P. Hutton will send an email to the membership listserv to let them know the 2023 CWEMF Annual Meeting videos are posted behind the members only login with an encouragement to join for any non-members seeking access. • ED P. Hutton and the Program Subcommittee will meet and discuss the suggestions and will provide a strawman proposal for plenary session agenda to get feedback from SC on November 17th. • J. Medellin-Azuara will refine and further develop a proposal for one or more student awards for the November 17th SC meeting.
<p>Motions Passed</p>	<ul style="list-style-type: none"> • W. Anderson moves to accept the July 21 SC meeting minutes, S. Tanaka seconds the motion, with any further discussion the minutes were unanimously approved. (22-0-0)

REFERENCES INCLUDED IN THE MEETING PACKET:

1. Attachment 2-1: Executive Director’s Report for the September 15, 2023 Steering Committee Meeting. 1p.
2. Attachment 2-2: Minutes of the Steering Committee, July 21, 2023. 11p.
3. Attachment 2-3: Treasurer’s Report, FY2023 SC Meeting: September 15, 2023. 1p.

1. INTRODUCTIONS/DESIGNATION OF QUORUM (J. Jankowski)

At 9:32 Convener J. Jankowski calls the meeting to order and goes over the roll call.

T. Kadir has V. Bedekar's proxy, S. Tanaka has J. DeGeorge's proxy and K. Nam has N. Sandhu's proxy.

2. CONSENT CALENDAR

a. Executive Director's Report (P. Hutton, Attachment 2-1)

ED P. Hutton referred to the Executive Director report in Attachment 2-1. ED P. Hutton announced that the State Water Resources Control Board had increased their membership level (beginning in 2024) to the large organizational sponsor level joining DWR and USBR. There were no questions and no further discussion.

b. Secretary's Report (B. Bray, Attachment 2-2)

Secretary B. Bray refers to the minutes in Attachment 2-2 and thanks SC members that provided input on the Draft minutes.

Convener J. Jankowski requests that a review of Action Items from prior SC meetings be included on the following Steering Committee agenda under the consent calendar for tracking purposes. (ACTION ITEM).

W. Anderson appreciated the discussion on the website and recordings, he recommends SC members review this portion of the minutes and looks forward to discussing this topic later as part of the Website Subcommittee report (agenda item 7).

W. Anderson moves to accept the July 21 SC meeting minutes, S. Tanaka seconds the motion, with any further discussion the minutes were unanimously approved (22-0-0).

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

Treasurer S. Tanaka refers to the FY23 Treasurer's report (Attachment 2-3) and adds that there is not much to report because it is the beginning of the fiscal year. Treasurer S. Tanaka reports that she has not yet completed the tax forms; she plans to complete the tax forms before the next Steering Committee meeting (November 17th). The taxes are due November 15th.

Treasurer S. Tanaka reports that she is still looking for an acceptable online bank for proceeding with the third CD. In her research on the topic, she has found that several brick-and-mortar banks offer a good rate for the first year only, switching to a lower rate of return thereafter if the funds are rolled. Hence if she cannot find a good online bank, she can go with a local bank that is convenient to ED P. Hutton and Treasurer S. Tanaka and withdraw the funds rather than roll over the funds after the first year. Treasurer S. Tanaka plans to execute the CD in September 2023 in coordination with ED P. Hutton.

N. Johns comments that there are some money markets that are offering a return on the order of 4% annual return. Treasurer S. Tanaka responds that everything is on the table since we have not yet established the third CD yet. She can reach out to discuss sometime after the meeting, look into the yields, and consider what other options are available.

ACTION ITEMS

3. 2024 ANNUAL MEETING PREPARATION

- Program Subcommittee Volunteers

ED P. Hutton recaps the Program Subcommittee¹ members N. Johns, A. Huber, and K. Heidel. As discussed in the July 21st SC meeting, the Program Subcommittee will continue to take on a consultant or advisory role with the ED P. Hutton taking the lead in handling day-to-day logistics and coordination activities.

There was some additional discussion regarding actions the organizers could take to improve the presentation quality and emphasize the guidelines developed for both session moderators and presenters. ED P. Hutton responds that he is planning to conduct workshop(s) with session moderators once all the sessions have been set and confirmed. The responsibilities of the session moderators can be emphasized in the workshop(s). The Program Subcommittee will develop or update a one-page set of guidelines for speakers, to be transmitted via session moderators, that may include some examples to emphasize formatting guidelines. (ACTION ITEM)

ED P. Hutton will send his moderator guideline documentation to the Program Subcommittee members to assist in development of an updated document. (ACTION ITEM)

- Awards Subcommittee Volunteers

T. Kadir, as Past Convener, will serve as chair for the Awards Subcommittee. J. Jankowski and S. Chowdhury volunteer to serve on the Awards Subcommittee.

- Keynote Speaker Nominations

One member suggests Jay Lund. There was speculation that Professor Lund may have recently retired and is transitioning to an emeritus status with UCD. He has been involved with CWEMF since the formation of the organization. Several other names were discussed also, although Jay Lund was agreed upon if he would be willing and available. N. Osorio agreed to reach out to Jay Lund and see if he would be willing to be the keynote speaker for the 2024 Annual Meeting. (ACTION ITEM)

- Meeting Theme Lead Volunteer

R. Satkowski volunteers to lead the effort to decide upon the theme. He recaps the Ten-Year and Twenty-Year theme titles. The 2004 theme was "Ten Years in Promoting Excellence and Consensus in Water and Environmental Modeling." In 2014 the theme was, "Twenty Years of Supporting the California Water Community."

R. Satkowski to provide an update on the theme at the next SC meeting on November 17th.

- Call for Abstracts & Session Moderators

ED P. Hutton to put out the call for sessions and speakers, and the call for award nominations by the end of October 2023. (ACTION ITEM)

¹ Program Subcommittee was formerly called the Annual Meeting subcommittee.

- Call for Award Nominations

ED P. Hutton clarifies that the call for awards nominations tends to go out at the same time as the call for abstracts and session moderators.

J. Medellin-Azuara reports that the ad hoc Student Awards Subcommittee met to finalize several student awards proposals. While not on the agenda, would it be appropriate to speak to new awards under this agenda item? There may be some planning considerations for registration, for example, to incorporate a Student Poster and Oral award for the 2024 Annual Meeting or adding something for the registration to opt in for the award. J. Medellin-Azuara also suggests that the Awards Subcommittee may need to add another member to help with additional student awards. As part of the registration process there is a thought about asking for judges to opt in to help with the selection of some of the student awards. Further discussion was tabled under the agenda item Other Business and with a pending request of 20 minutes to present a proposal to the SC for consideration.

4. 2024 Annual Meeting Preparation: Part 2 (Open Discussion)

- Potential Plenary Session Recognizing 30th Anniversary

ED P. Hutton opens this topic up for discussion, asking the SC whether there would be interest in doing a plenary session that is focused on acknowledging and celebrating CWEMF's 30th year anniversary.

Convener J. Jankowski responds that he likes the idea of a plenary session focused on the 30-year anniversary and clarifies that adding a plenary would mean two less technical sessions on the fixed three-day schedule.

R. Satkowski recalled that organizers for the 10-year anniversary asked the CWEMF Executive Director to talk about the changes over the last ten years and they went through the list of all the officers with those in attendance standing up to be recognized. At that time the meeting was held at Asilomar and there was a session dedicated to the anniversary. At the 20-year, the organizers incorporated the anniversary celebration and acknowledgement into the business meeting. By that time the meeting had been moved to Folsom. At the 10-year, organizers invited previous officers and paid their registration fees and room and board to travel and attend the meeting.

ED P. Hutton confirms he is interested in giving a talk as R. Satkowski suggests. CWEMF Executive Directors (in order) are John Williams, Rich Satkowski, Elaine and Paul Hutton. T. Kadir responds that he could help reach out to John Williams. Before CWEMF was officially formed, Margaret Johnston at San Francisco Estuary Institute had taken on the

role of executive director until the role was more formally established with John Williams². ED P. Hutton plans to give an opening talk for the plenary.

W. Anderson sees a lot of value in having everyone in the room. He notes that the SC is thinking about reformulating our strategic plan. While it may be unclear how far along we will be by the time of the annual meeting, a part of the plenary that could speak to the historical context for where the modeling community is now and how we got here, not just a recap of the history of the organization, but contextually what is going on in the water world and our connection to it. In the strategic plan there is an opportunity for engagement. The Protocols effort exceeded expectations in terms of getting engagement and seeing adoption by other agencies in producing their own documentation, for example. W. Anderson does not have any specific content in mind. He envisions a part of the plenary as providing the context within the greater water world and to highlight the threads that run through organizationally and over time. In closing, the historical and strategic context have a place at the plenary to engage with the entire audience.

One member wonders if ED P. Hutton would put out a solicitation for other speakers or talks in addition to his own to fill in the plenary. Rather than a broad solicitation, S. Tanaka envisions a targeted call to past conveners or some individuals that have been involved in the organization.

ED P. Hutton and the Program Subcommittee will need to work on outlining this session as the program comes together. In broad terms, he envisions touching on the history of the organization and how CWEMF has interfaced with the water world over the years. This would include the context of the State Board hearings that resulted in Decision 1641. One member suggested that Greg Gartrell could speak to that time period. ED P. Hutton asks what our objective is with the session. Several members add that it would not just be recognition of accomplishments and recognition to past officers that have served, but also a look forward to where the organization is going and the possible opportunities that lay ahead.

N. Johns opens that he is not as familiar with the history and finds it interesting, and looks forward to hearing more. He is thinking there are so many organizations that are outlets for presenting modeling, what sets CWEMF apart from these other organizations? There is only so much budget for travel or so many days allotted for travel, why is CWEMF still a legitimate choice? T. Kadir responds that CWEMF was formed to focus on the issues here in California in the areas of water and the environment.

Z. Zhang seeks to clarify, is Annual Meeting content limited to only California? J. Traum and T. Kadir respond that there is not a strict limitation, pointing out that there was at least one session and multiple talks focused on content outside of California.

² For reference purposes, the CWEMF website has a comprehensive list of the officer roles going back to the founding in 1994. See <http://www.cwemf.org/wp/about-2/mission-governance/officers-executive-director/> Last accessed October 29, 2023.

M. Deas shares his perspective that CWEMF offers a more communal atmosphere with smaller venues than the bigger, broader conferences. He finds there is much less time to network with other professionals in larger conferences. His experience attending meetings and workshops is that it fosters an atmosphere of collaboration and relationship that really speaks to the origin of CWEMF back to the Bay Delta Modeling Forum and to reducing conflict. It is a lot easier if we can talk to each other in a safe and frank environment. M. Deas shares that his firm sends all their first-time presenters to the CWEMF Annual Meeting over other choices (like the AGU Fall meeting). He also highlights the products CWEMF has produced such as the Modeling Protocols document and peer review efforts that bring a lot of value to our community and sets our organization apart. Finally, the CWEMF Steering Committee is very approachable and accessible in contrast to other organizations.

ED P. Hutton recaps, noting that the strategic plan effort, highlighting our mission, and some of the big accomplishments over the past 30 years are some additional thoughts. ED P. Hutton envisions the next step is to work with the sessions subcommittee and propose an agenda for the plenary. As far as the scheduling and timing or whether to incorporate the keynote speaker or not, everything is on the table for the planning subcommittee.

ED P. Hutton and the Program Subcommittee will meet and discuss the suggestions and will provide a strawman proposal for plenary session to get feedback from SC on November 17th. (ACTION ITEM)

ED. P Hutton recaps the main recommendations:

- An invitation to previous officers and executive directors. Consider covering their expenses for attendance.
- A panel of past officers and/or executive director(s).
- A presentation by the executive director touching on several of the big picture topics discussed earlier.
- The session will want to cover the history, the formation of the organization, the role in California water over the years, and an acknowledgement of the people and their contributions to the organization over the years.
- Looking forward, where do we see CWEMF in the future.
- What is the mission and how that might have changed over time.
- The big accomplishments over the past thirty years.
- Have the plenary session as the second block in the schedule starting at around 10 am rather than as the first block (8 or 8:30AM) or after the lunch break.
- Assuming Jay Lund agrees to be the keynote speaker, keep the keynote tentatively planned for Tuesday and plan for the plenary session on Monday.
- Theme will revolve around the 30-year anniversary.

W. Anderson adds that he would like to add an item, a policy panel might add to the plenary to add some of the higher-level perspectives. The panel might help connect the technical modeling work with the purpose of the work in a broader sense. ED P. Hutton asks if this would fall under the topic of looking forward. W. Anderson responds that it could be but can also be looking back and would be valuable for engagement. ED P. Hutton follows that it is a great idea and that we need to acknowledge the problem and how this has evolved over time.

W. Anderson sees this as an opportunity to highlight examples; examples where modeling can inform policy or can be used to do an impact analysis of different policies. The examples could show how the problems are approached and getting into some places where it could be used to get the gears turning, showcasing how these problems are approached and may get to some discussion or debate as there might be differing perspectives.

ED P. Hutton acknowledges the valuable input reflecting that he sees an ideal we try to strive for but are having to work through under severe constraints. A. Huber adds that the past directors may be retired and more willing to serve on a panel. J. Jankowski wonders if W. Anderson's idea warrants its own session as part of the Annual Meeting given the weight and import of the subject.

J. Traum suggests having a session on models and how they have evolved over 20 or 30 years. One example that comes to mind are the old stories of the hand drawn grid on the light table for the CVGM grid. This is the same grid that got published with the new version of the model in 2022. While other parts of the model have been significantly upgraded, the grid from 1989 survives. It would be interesting to have a collection of speakers that could speak to the evolution of a model over thirty years. ED P. Hutton piggybacks onto the idea noting that the session could be made broader and speakers could talk about the evolution of different types of models, such as groundwater models or water quality models.

- Other Potential Activities Recognizing 30th Anniversary

Secretary B. Bray suggests adding a dance party to our social; it could be as part of the business meeting or as part of the poster session. There was some additional discussion regarding potential venue options and requesting if we could rent out the bar area at the Cliff House as a potential way to accommodate a larger celebration.

J. Jankowski suggests a poster for the poster session for history of CWEMF.

T. Slawecki suggests a poster with a bar chart that shows every members period of membership as people have come and gone, the bars get stacked together³. T. Slawecki

³ T. Slawecki entered the following rap he received via a Google Bard prompt using our organization's name and mission into the chat:

Yo, CWEMF is the name, / Water and environment is our game. / We're a non-profit, non-partisan crew, / Using models to solve problems, it's true. / We build consensus, share our knowledge, / And maintain a clearinghouse for

inquires whether we have membership records that we could use to do something similar. There was additional discussion on how this concept could be adapted to CWEMF.

INFORMATION ITEMS

5. Follow-up on ED Recommendations (J. Jankowski and P. Hutton)

- Strategic Plan

ED P. Hutton opens that the effort is important but is labor intensive to put it together to keep the Strategic Plan alive. The proposal is to get a list of volunteers and take a weekend to focus on the task of updating the CWEMF Strategic Plan. Looking for additional discussion on budget and planning. ED P. Hutton can look into potential venues, assuming there are no concerns. We need to identify some people that would be willing to work on the Plan. This would be a significant commitment of volunteer time. The thinking is to plan a one or two night retreat at an offsite location. J. Medellin-Azuara suggests starting on a Friday afternoon, then all day Saturday, and on Sunday the volunteers would be released to go home.

ED P. Hutton is looking to budget for ten or fifteen people with commitment that something will get completed from the Strategic Planning Retreat. ED P. Hutton recaps the prior Strategic Planning effort where SC tried doing the Strategic Plan through the Steering Committee meetings and he recalls that it was difficult and time consuming to approach it that way.

S. Chowdhury (via chat) asks whether a facilitator might be needed. ED P. Hutton recommends making an initial effort over a weekend without a facilitator and if unsuccessful, then trying again with a facilitator. J. Medellin-Azuara responds that in the absence of the facilitator, there would need to be at least one to several planning meetings ahead of the retreat and several meetings to follow to post-process, sort through, compile and summarize all the information. There would need to be a couple of meetings with a subcommittee to plan the strategic planning retreat and form the budget that would need to come back to SC for approval and agreement on the work product(s) that would be produced. In the absence of a facilitator, the SC or planning committee will need to designate someone to help with various roles such as time keeping, note taking, tracking the agenda against the activities in real time, *et cetera*. Then the Strategic Plan is brought back to the SC for review and final approval.

*models galore. / We mediate disputes, conduct peer reviews, / And seek input from stakeholders, it's clear. / We educate through conferences and workshops, / And our membership is diverse, it's a plus./ From individuals to organizations, we're here, / To make water and environment analysis clear.
So if you're interested in using models to solve / California's water and environment woes, /Then CWEMF is the place for you, / To learn, collaborate, and make anew. / CWEMF, CWEMF, we're here to stay, /Using models to make California a better place every day.*

T. Slaweki asks whether the SC might reach beyond this committee for perspectives or input. The SC probably shares a lot of biases and similar thoughts, might there be a risk of a confirmation bias. J. Jankowski adds that it would need to be understood that participation is open to those willing to make the commitment of volunteering the time to be productive and contribute to the effort.

A. Huber comments that one item would be to use the listserv to solicit input for the Strategic Plan. A counter argument is that the SC is composed of those members that want to lead or have a say in the direction of the organization. Perhaps there is an agenda item at the business meeting during the Annual Meeting to solicit membership input on the Strategic Plan.

J. Jankowski wonders whether the Strategic Plan would eventually need to be approved by the membership. Any change in the mission statement would certainly need to be approved by the membership.

ED P. Hutton refocuses the discussion; we have a Strategic Plan, and a mission statement. He does not anticipate any significant changes to the mission statement; the focus is on *updating* the Strategic Plan and developing an action plan that will follow out of the strategic objectives. Then the SC decisions regarding resources, money, and time can align with the actions laid out in the action plan.

J. Medellin-Azuara envisions a small group of at least three people to develop the concept and form a budget. Once the SC approves the plan, then the subcommittee needs to go through the process of making reservations and recruitment. ED P. Hutton is assuming this would be something CWEMF would like to do right away. He would like to see this subcommittee form as a small group and the planning activities are taken on by everyone in the subcommittee. The subcommittee would put together a proposal for the November 17th SC meeting agenda with a draft retreat agenda, a cost estimate, and the outcome or work product clearly defined. The goal is to have a fully formed, updated Strategic Plan that would be ready for feedback by the SC with a few revision iterations with the CWEMF SC to converge on a final plan(s). After the initial strategic retreat the SC would assess the work product; if it deemed close enough to a final form then minor revisions are made and a final version is approved, otherwise the CWEMF SC may decide that a second attempt is needed and would seek a facilitator to assist in the process.

ED P. Hutton would like to identify the membership volunteering for the effort. Then once the pre-meeting is completed, and the SC approval is garnered, then ED P. Hutton can take the lead on the nuts and bolts to keep the plans moving along. Once the members are identified then they can proceed with locking in the dates, the location, and try to accommodate as many individuals as possible since this will be a serious commitment for those involved.

In the interest of moving this effort forward quickly, ED P. Hutton is reluctant to go out to the broader membership to seek additional input on the process. That would put the project on a different timeline. Secretary B. Bray expands, depending on the timing, the outreach could occur to the membership as an agenda item at the business meeting to the 2024 AM. ED P. Hutton responds that he envisions having the retreat completed before the Annual Meeting, we would be seeking member input at that point on the next iteration. The vision is for an action plan that is a living document and that is changing as the SC completes actions aligned with our strategic objectives. The action and strategic plans could be revisited regularly as part of the AM. Ongoing SC decisions and budgeting should be guided by the plan.

S. Tanaka asks to clarify the timeline. ED P. Hutton, requests that the timeline discussion be tabled in lieu of seeking volunteers for the small committee. Before doing so, ED P. Hutton frames the call for nominations and asks how do we define a manageable number? ED P. Hutton assumes it is a small group, and everyone would be involved in the pre-planning meeting. J. Jankowski, W. Anderson, Y. Chang, J. Medellin-Azuara, N. Osorio volunteer to participate. T. Slaweki is interested but may not work out because he is out of state. He adds that his quick online research shows that five to nine seems like a manageable number; any additional members and the extroverts begin to dominate the group dynamics. B. Bray suggests reaching out to Vice Convener V. Bedekar (*not in attendance*). S. Chowdhury also volunteers. ED P. Hutton will reach out to schedule pre-meeting and is looking for availability for participating in the weekend retreat and starting to gather information on travel preferences. Initially, he thinks the strategic retreat commitment would start on a Friday, putting in an eight-hour day on Saturday, and breaking up sometime on Sunday.

- Chronicle CWEMF History

ED P. Hutton recaps that the subcommittee was formed with B. Bray, A. Huber, R. Satkowski, and T. Kadir but that a chair had not been designated. The subcommittee had not met since the July 21st SC meeting. R. Satkowski assumes the chair role and will set-up a meeting for the subcommittee.

6. Branding Subcommittee Update (A. Khan) [absent - no report]

7. Website Update (N. Sandhu)

K. Nam reports that all the videos from the 2023 AM are posted on the website. He reports that it took quite a long time to finish the video processing work. The main reason is that most of the video processing fell to him (K. Nam). He thanked the volunteers that helped process three sessions, however all the remaining sessions were completed by K. Nam and it simply took a lot of time because there were so many videos to process from the three-track schedule. Last year N. Sandhu and K. Nam had split the editing load, but this year there were about 40 sessions that fell on him to edit. He adds that it may be time to think about

how to do the process more efficiently. If there is an interest in speeding up the process, as had been mentioned before, the SC may want to discuss how to put additional resources on the video processing task.

T. Slaweki asks about the video editing, specifically is it a time issue. K. Nam responds, confirming that it is time consuming but not technically difficult. ED P. Hutton acknowledges K. Nam and others' efforts on the video editing, thanking them for their dedication to see the project through and get the videos posted. The video processing work has always been done in-house using volunteer time, however, the video recording was started fairly recently in 2018.

T. Kadir confirms the main tasks are synchronizing the sound and chopping up the talks. It takes time to do the work but can be done with different software. K. Nam adds that CWEMF could hire somebody to help with the project, but the person carrying out the project should have an understanding of our organization and the purpose of the videos.

ED P. Hutton seeks to confirm that the AM 2023 videos have been posted behind the members firewall and thanks K. Nam for all his time and effort to complete the project. ED P. Hutton will send an email to the membership to let them know the videos are posted. (ACTION ITEM) ED P. Hutton asks for input on the email message; the email will say that both pdfs and videos are available and emphasize that the videos are behind the members portal. It was also agreed upon to add a note to encourage the recipient to join and become a member to gain access to the videos as part of the message.

ED P. Hutton recommends the SC add an agenda item to the November 17th SC meeting to seek resolution on how we might accomplish the video editing work in the future. Clearly it is a big effort, and we appreciate the time and effort of those involved.

T. Kadir prefers having a dedicated group of CWEMF volunteers willing to do the video processing work associated with the Annual Meeting. In his view, it would be best to keep the work in-house and use volunteers rather than outsourcing the work.

J. Jankowski believes the website subcommittee was asked to provide an estimate of the total number of (volunteer) hours needed. Also, the Website Subcommittee was asked to provide a recommendation to the SC regarding what resources would be needed if the task is to be completed within three months of the AM. The SC is looking to the website subcommittee to help inform on how we allocate resources for the video processing work to complete the work in a more timely fashion.

K. Nam reiterates that the main task of the video editing work is synchronizing the audio digital file with the presentation screen capture video digital file. The questions and discussion portion of the talk is also generally cut out and then applying a consistent naming convention to easily tie the video file back to the presenter in the AM program. The work cannot be done quickly or automatically, rather it takes time because of the need to review the video content and because video processing requirements on hardware (RAM and

memory) is inherently intensive. Hence software and hardware are important considerations as well.

W. Anderson provides a recap of his experience volunteering to help edit a portion of the videos. He used a piece of freeware software called ShotCut to synchronize the audio and video files, but he noted the issue with hardware requirements. W. Anderson thinks the project can be completed in-house with volunteers but that the project is basically a huge time commitment to complete overall.

T. Kadir adds that making better, licensed software more widely available to the designated volunteers may reduce the amount of time needed. He has experience with a licensed piece of software and found it more capable than other freeware options. W. Anderson responds that the software he used was acceptable for the task but clarifies that his personal computer was initially slow and needed an upgrade in memory, which slowed his progress on the files he was processing.

W. Anderson notes that he did not cut the discussion portion from the videos he edited. He asks whether having the discussion on the videos that are posted would create a problem; should they be taken down and the discussion portion edited out. K. Nam responds that the discussion portion is generally noisy and sometimes there may be confidential or sensitive information discussed which was the basis for cutting out these portions of the recordings. K. Nam could review those videos as he did not have time to review all of them.

ED. P Hutton comments that if we do need to hire, one option may be the webmaster to see if he is willing and able to help since he has a very reasonable hourly rate. Another option could be to augment the Tetra Tech contract that covers the ED and look for administrative assistance within the Tetra Tech consulting firm. T. Kadir adds that another option could be to incentivize the volunteers that do the work by paying them a nominal rate for their time. J. Medellin-Azuara adds that his connection to UC Merced means that they have software available for educational purposes that may be helpful in completing the work and could use student interns. T. Kadir comments that if interns are used, we would need someone to handle quality control and quality assurance tasks on the editing work.

J. Jankowski did trade several emails to ensure the links posted were directed to the appropriate YouTube video content. J. Jankowski spent some time assembling and organizing all the presentations that were permitted to be posted in pdf format on the CWEMF website. While not as much effort as the video processing task, this effort still took J. Jankowski about a day and a half of equivalent work time (or roughly 12 hours) to carry out. This work involved procuring all the files, cross-checking against the permissions given, converting the files to pdf format, and modifying a copy of the Annual Meeting program to add the hypertext links. This post-AM activity is perhaps more amenable to in-house volunteer work as this is the information that gets posted on the website and is publicly available.

J. Medellin-Azuara adds that CWEMF is the only organization to his knowledge that proved the video presentation recording of conference talks. Other organizations such as ASCE and AGU do not do this because it is labor intensive and requires certain hardware and software to do it efficiently.

T. Kadir underscores that the 2023 AM has been completed, although there are still some recent IDC and IWFM workshop files that need to be edited and processed. The workshop spanned a few days. Can Dogrul (DWR) is still working on editing these workshop files for posting behind the members login page on the CWEMF website. T. Kadir, C. Dogrul, and K. Nam to meet offline (in the DWR office) to coordinate on the editing of the workshop files.

K. Nam reports that the website subcommittee had not met since the July SC meeting and had not yet had a chance to discuss and develop recommendations for the SC to consider.

K. Nam continues reporting next on the website update with new logo and color schemes. He envisions meeting with the rebranding subcommittee to collaborate on the project. He is unsure whether future work may incur some cost and to what extent some of the work may be covered under existing contract with the consultant assisting with the logo and rebranding effort, something he will look to discuss.

Finally, K. Nam is happy to report that Google Workspace approved CWEMF as a non-profit. Our organization has got a free workspace. We can consolidate documents and drives and emails in one place. This account will be helpful for managing our non-profit, although there is one difficulty that K. Nam raises. There is a CWEMF main account separate from our hosting service. If we want to use Google as our organizational email system, then we would have to migrate the current email hosting over to Google. Moving the email host over to Google is a good option because it is free and allows for multiple email addresses tied to the workspace account. For example, we can have Executive Director and Secretary accounts under the Google workspace organizational account that should help us share information and collaborate more easily.

8. Model User Groups (K. Nam)

K. Nam reports that the next Delta Modeling Users Group (DMUG) has been delayed a bit as Min Yu is struggling to find volunteers to fill in the meeting agenda. K. Nam reports that they are looking to hold the next DMUG meeting in November although the meeting has not been scheduled yet. More information to come on agenda and topics will be coming soon.

The Delta Modeling Section plans to have a short workshop on DSM2 coming soon as well.

T. Kadir reminds the SC that the IWFM and IDC user group occurs once a year, usually in December. The meeting date for this year has not been set.

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

B. Geske via B. Bray reports that the integrated environmental modeling workshop materials have been posted and are publicly available. Some of the talks from the workshop are posted

on the Delta Science website. The Delta Science Program is looking to do an Action Plan effort as part of their next step to follow-up on the workshop that will feed into the integrated modeling framework effort.

10. Workshops (T. Kadir)

No report; no workshops planned at this time. One SC member asks about the process for proposing a workshop. T. Kadir responds that any individual looking to partner on organizing a workshop would contact him or another member of the workshop subcommittee to start the discussion regarding logistics, venue, cost, and get into the proposal specifics.

11. Other Business (All)

J. Medellin-Azuara shares his screen and presents a proposal for three new student awards; The Exceptional Applied Water and Environmental Modeling Student Research, The Best Student Oral Presentation, and The Best Student Poster Presentation. J. Medellin-Azuara provides the details for each award proposal.

After the award proposals were presented, J. Jankowski emphasizes that the purpose of the award should be clear but reiterated that they are meant to encourage more student participation, encourage professional growth within our organization, and encourage continued membership as students transition into a professional world. The value of this proposal should be clear. He believes the benefits outweigh the additional work or effort.

There was further discussion clarifying the proposal and offering varying opinions on aspects of the proposals and the number of new awards proposed.

J. Medellin-Azuara will work to refine the proposal for one or more student awards for the November 17th SC meeting. There is a general interest in considering the three awards if they are more fleshed out. The SC can consider the proposals and have a more complete discussion on implementation logistics at the next SC meeting. (ACTION ITEM)

M. Deas requests to be added to the Awards Subcommittee.

ED P. Hutton reports Mr. James Gilbert with NOAA contacted him expressing interest in a possible peer review. ED P. Hutton scheduled a meeting invite with the officers for next Tuesday (September 19th 12-1pm). The purpose of the meeting is to discuss Mr. Gilbert's thinking regarding a peer review, to discuss the scope and provide general information on CWEMF's role on helping to conducting it. ED P. Hutton quotes the email Mr. Gilbert,

"I have been working with the State Board on a project to document and fully develop a set of flexible and rapid water temperature models for exploring large ensembles of temperature models below for the Sacramento River below Keswick. These models were all coded from scratch and is a separate effort from the US Bureau of Reclamations Temperature Modeling Platform effort. The technical details of the models has been documented in a large technical memorandum. My collaborators at the State Board have requested the models undergo peer review. I am interested in exploring if we could do that."

If any member of the SC meeting would like to participate in the meeting, it was requested that they send ED P. Hutton an email and he can forward the meeting notice. Z. Zheng requests to be invited to the meeting.

T. Kadir said that DWR also wanted to discuss a potential peer review with the CWEMF SC. The main question T. Kadir had was peer review funding: does it come from CWEMF, the organization requesting the review, or is it a cost share? ED P. Hutton comments that the peer review must be cost neutral. T. Kadir responds that this is a helpful response he can take back to colleagues at DWR.

12. Next Steering Committee Meeting – November 17th, 2023

13. Adjourn – 1:13 PM

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Jesse Jankowski	Convener	SWRCB
Vivek Bedekar	Vice Convener	S.S. Papadopulos & Assoc.
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
Ben Bray	Secretary	EBMUD
Tariq Kadir	Past Convener	DWR
Rich Satkowski		Public Member
Anne Huber		ICF
Josue Medellin-Azuara		UC Merced
Katherine Heidel		TetraTech
Kijin Nam		DWR
Mike Deas		Watercourse Engr.
Nicole Osorio		DWR
Norman Johns		SWRCB
Jon Traum		USGS
Shyamal Chowdhury		US Army Corps of Engineers
Tad Slawecki		LimnoTech
Will Anderson		CCWD
Yiwei Cheng		DWR
Zhonglong Zhang		Portland State University

Proxies: K. Nam is designated as proxy for N. Sandhu. T. Kadir is designated as proxy for V. Bedekar. S. Tanaka is designated as proxy for J. DeGeorge.