

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

# MINUTES OF THE ANNUAL BUSINESS MEETING 2021

General Membership Meeting of June 11, 2021  
(online Zoom meeting due to health restrictions from COVID-19 global pandemic)

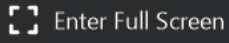
Key Items	<ul style="list-style-type: none"><li>- CWEMF Officer Elections</li><li>- Modeling Protocols Project Update</li><li>- Planning moving forward for the CWEMF 2021 Annual Meeting with an in-person format.</li></ul>
Motions	<ul style="list-style-type: none"><li>- Motion to approve the business meeting minutes for the 2020 CWEMF Annual Business Meeting made by Jesse Jankowski, seconded by Stacy Tanaka, passes by unanimous vote with 16 ayes.</li><li>- Motion to approve the slate of CWEMF officer candidates Tariq Kadir as Convener, Jesse Jankowski as Vice Convener, Stacy Tanaka as Treasurer, and Ben Bray as Secretary for 2021-2023 term made by Josue Medellin-Azuara, seconded by Chuching Wang carries by unanimous vote with 16 ayes.</li></ul>
Action Items	<i>None</i>
References Handed Out	<ul style="list-style-type: none"><li>- 2020 Annual Business Meeting Minutes</li></ul>

*Note: Powerpoint file (CWEMF Annual Meeting 2021 Slides- Draft Final\_V2.pptx) was used as a visual aid for the online Zoom meeting. Minutes cross-reference slides that correspond to specific agenda items. A copy of the presentation slides is attached to these minutes for reference purposes.*

Start 12:00 PM

## 1. DECLARATION OF QUORUM (Shyamal Chowdhury slides 1-5)

The Convener opened the meeting announcing the start of the CWEMF Annual Business meeting for 2021. The following technical support information was displayed as the first slide via screen share mode<sup>1</sup>.

- Video (webcam) is not needed to participate.
- Your microphone will be muted; if you wish to provide comments or have any questions, please use Chat to communicate with hosts and other participants.
- <https://zoom.us/j/95434722285>
- If you don't have computer audio, call in by phone:  
(669) 900-9128, Meeting ID 954 3472 2285 #
- We recommend viewing in full screen mode: 

<sup>1</sup> These announcements were also dropped into the meeting chat.

- If you are having difficulties, please contact:  
Josue Medellin-Azuara and Tad Slawecki (*cell phone numbers provided*).

The following announcements were made:

- The audio and chat of this meeting is being recorded for record-keeping purposes only.
- No video is being recorded.

A quorum was declared, with 13 persons in attendance. The Convener provided an overview of the agenda (slide 5). Tarik Kadir is designated proxy for Nicky Sandhu and Abdul Khan. Anne Huber has proxy for Katherine Heidel. Rich Satkowski has John DeGeorge's proxy<sup>2</sup>.

## 2. OFFICER REPORTS

- a. SECRETARY'S REPORT (Ben Bray, slide 6) – The 2020 Annual Business Meeting Minutes were provided to members before the meeting to review and displayed to meeting participants via screen share through the Zoom online meeting platform. Secretary Bray thanks those members that have provided input on the draft minutes.  
  
Motion to accept the meeting minutes for the 2020 CWEMF Business Meeting with suggested revisions via chat and Tariq Kadir by Jesse Jankowski, seconded by Stacy Tanaka. Motion carries by unanimous vote with 16 Ayes.
- b. TREASURER'S REPORT (Stacy Tanaka, slide 7) – Fiscal year (FY) 19 concluded June 30<sup>th</sup>, 2020. CWEMF ended FY19 with a net loss of \$27,700 (income less expenses, shown on slide 7). Treasurer Tanaka also shows how organization finances are tracking for the midpoint of this fiscal year; from July 1 to December 31, 2020. Treasurer Tanaka reports that CWEMF is running a net loss of about \$11,300 halfway into FY20. CWEMF is expected to continue to incur expenses associated with executive director compensation and the modeling protocols effort for the latter half of the FY. In closing, financial conditions have not been favorable in recent years, however this outcome is not surprising given the restrictions from the global pandemic that limited CWEMF's ability to conduct meetings and workshops.
- c. VICE CONVENER (Tariq Kadir, slide 8) – The Vice Convener Tariq Kadir opens by acknowledging that although there is a subcommittee designated to plan, organize, and execute CWEMF workshops, there has not been any action regarding workshops mainly because of restrictions associated with the pandemic. Vice Convener Kadir notes however there was one exception associated with the Modeling Protocols, an item that falls under a subsequent agenda item (see Item 3a.).

Vice Convener Kadir provides a brief summary of the Modeling Protocols public workshop. There was an updated Modeling Protocols draft report publicly released by the Modeling Protocols subcommittee earlier this year. An online half-day public workshop was held on June 2<sup>nd</sup>, 2021, to provide an overview of the draft report. There were about 45 participants. The comment period for the Modeling Protocols draft report will close on June 30<sup>th</sup>, 2021. Vice Convener Kadir concludes his report noting that more information on the Modeling Protocols effort will be provided by Rich Satkowski under the next agenda item.

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<sup>2</sup> Via chat timestamp 12:07:13PM.

### 3. COMMITTEE REPORTS

- a. MODELING PROTOCOL (Rich Satkowski slides 9-12) –Subcommittee chair Rich Satkowski begins by introducing himself and provides some background. The purpose of the Modeling Protocols subcommittee was to update and revise the 2000 Modeling Protocols report entitled *protocols for water and environmental modeling (referring to slide 9)*. The protocols provided guidance or best practices, to stakeholders, decision makers, and technical staff as models are used to solve California's water and environmental problems. The members of the subcommittee were recognized: Ali Taghavi, Woodard & Curran; Ben Geske, DSC; Chuching Wang, MWD; George Nichol, USACE, SWRCB (retired); Jamie Anderson, DWR; John DeGeorge, RMA; Josue Medellin-Azuara, UC Merced; Mike Deas, Watercourse Inc.; Nicky Sandhu, DWR; Rich Satkowski, SWRCB (retired) Committee Lead; Tad Slawewski, LimnoTech; Tariq Kadir, DWR; Will Anderson, CCWD.

The Modeling Protocols subcommittee began monthly meetings starting in May 2019 (*referring to Slide 10*). In the middle to the end part of 2019, CWEMF contracted with UC Davis through the subcommittee to conduct a literature review and conduct interviews with modelers practicing in California. Next, CWEMF contracted with Tetra Tech to consult on technical assistance with respect to writing the report. Dr. Sujoy Roy served in the lead role with Tetra Tech assisting with the effort.

In February and March 2020, members of the subcommittee with consultants assisting conducted a series of meetings where a total of 70 participants provided input on a range of five topic areas (*referring to Slide 11*);

1. Hydraulics, Hydrodynamics and Water Quality
2. Groundwater and Integrated Surface Water/Ground Water
3. Surface Watershed Hydrology and Reservoir Operations
4. Biological Ecosystem Models
5. Hydro-Economics Modeling and Economic Analysis

Participants provided their view of what should be included in the report, organized within these five topic areas. Then, between August 2020 and March 2021, the subcommittee completed 1<sup>st</sup> and 2<sup>nd</sup> drafts of the report. On May 10<sup>th</sup>, 2021, the subcommittee sent out an email to CWEMF membership announcing a public workshop on the draft report where the subcommittee would highlight changes and new additions to the report. The draft report was posted on the CWEMF website for public review with a link provided in the May 10<sup>th</sup> email announcement to the membership.

The remaining activities the Modeling Protocols Subcommittee hopes to accomplish are as follows (*referring to Slide 12*).

- Subcommittee will be accepting written comments on the draft report until June 30<sup>th</sup>. Any written comments would go to Dr. Sujoy Roy at Tetra Tech<sup>3</sup>.
- The subcommittee plans to finalize the report in July 2021.

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<sup>3</sup> Via chat (12:27:59 From Rich Satkowski): Send Modeling Protocol Report comments to Sujoy Roy: Sujoy.Roy@tetrattech.com.

- Next, the subcommittee plans to go to the CWEMF Steering Committee for acceptance of the final report in July or September, depending on the comments received, and how quickly they can be addressed.
- The final report would be posted on the CWEMF website by September 2021 pending acceptance by the Steering Committee.
- The subcommittee plans to present the final report at the 2021 CWEMF Annual Meeting scheduled for October 2021.

4. EXECUTIVE DIRECTOR'S REPORT (Paul Hutton, slide 13) –

Executive Director Paul Hutton provides some highlights for the past year (*refers to slide 13*):

- CWEMF's Executive Director prepared agendas, prepared meeting packets, and performed miscellaneous administrative functions associated with the 2020 Annual Meeting conducted online.
- At the direction of the Steering Committee, CWEMF's Executive Director prepared a white paper “A Review of CWEMF’s Website Content” for Steering Committee deliberation. Executive Director has participated in CWEMF website subcommittee meetings to help implement some of the recommendations made in the white paper.
- Executive Director has also performed typical administrative functions. Notably, the transition from January to December membership year that has continued to result in additional workload associated with individual membership tracking and renewals.

5. OFFICER ELECTIONS (Shyamal Chowdhury, slide 14) –

Shyamal Chowdhury announces the next agenda item; nomination and election of the next slate of CWEMF officers for the 2021-2023 term<sup>4</sup>. Shyamal Chowdhury lists the slate of officers:

1. Convener Tariq Kadir
2. Vice Convener Jesse Jankowski
3. Treasurer Stacy Tanaka
4. Secretary Ben Bray

Josue Medellin-Azuara moves to approve the slate of nominees for CWEMF officers for the 2021-2023 term<sup>5</sup>, Chuching Wang seconds the motion, motion carries by unanimous vote with no nays and no abstentions.

Shyamal Chowdhury congratulates the officers and especially Jesse Jankowski, the newest member to the executive team and appreciates his energy and enthusiasm to carry forward CWEMF. Thanks was expressed to all the officers for coming forward to serve.

6. ANNUAL MEETING 2020 Recap (William Anderson , slides 18-19) –

William Andersen chair of the Annual Meeting subcommittee provided a recap (*referring to Slide 18*). Unfortunately, the 2020 annual meeting was cancelled because of the COVID-19 pandemic. The annual meeting was rescheduled to October 2020. However, the in-person format didn't work out because of ongoing health restrictions.

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<sup>4</sup> Shayamal Chowdhury asks each nominee to turn on their camera as they are announced.

<sup>5</sup> Via chat (12:27:47).

The annual meeting went forward in October 2020 on an online format with a lot of technical support from subcommittee members, particularly Nicky Sandhu and Jesse Jankowski (*refers to Slide 19*). CWEMF was able to hold 12 sessions working with the moderators to schedule the dates for the online informational sessions or briefings at a mutually agreed upon date and timeslot. Roughly two-thirds of the moderators were accepting of the online format, with the remaining one-third dropping out. There were roughly 50 technical presentations within the 12 online sessions. Most of the sessions and talks were recorded and are available on the CWEMF website. Thanks to the hosts as capturing the videos took some effort and there were some glitches that we learned from going through the process. William Anderson was glad that we were able to break new ground with the online format and is hopeful that we'll be able to go back to the in-person format this next year.

#### 7. CWEMF SUBCOMMITTEES (Paul Hutton, slide 20)

Executive Director Paul Hutton reports that there are several CWEMF subcommittees—some standing, others ad hoc that dissolve when their charge is completed—that perform various functions for CWEMF. Executive Director Hutton reviews the following list of subcommittees:

- Modeling Protocols Update subcommittee, Rich Satkowski (Chair)  
Noted that an update was provided earlier and the subcommittees' work is wrapping up.
- Technology & Website subcommittee, Nicky Sandhu (Chair)
- Workshop subcommittee, Tariq Kadir (Chair)
- Model Users Groups subcommittee, Nicky Sandhu (Chair)
- Annual Meeting Sessions subcommittee, William Anderson (Chair)
- Annual Meeting Awards subcommittee, Tariq Kadir (Chair)  
Tariq Kadir announced that he is looking for a new chair of this subcommittee.
- 2021 Annual Meeting Process Improvements subcommittee, Anne Huber (chair)  
Anne Huber reports that this ad hoc committee's work was completed and, therefore, the subcommittee is no longer active.
- Online Annual Meeting Technology subcommittee (ad hoc), Nicky Sandhu (Chair)
- CWEMF Logo subcommittee, Tariq Kadir (Chair)
- CWEMF Listserv Usage Policy subcommittee (ad hoc), Norman Johns (Chair)

Vice Convener Tariq Kadir makes a point of order with the chair to ask whether there is time to look for a new chair for the CWEMF awards subcommittee. Convener Chowdhury responds that he will serve as the chair of the awards subcommittee consistent with the traditional role of past-Convener. Convener Chowdhury asks if there are any volunteers that would like to serve on the awards subcommittee. Josue Medellin-Azuara volunteers to serve. Jesse Jankowski volunteers for the Awards subcommittee, and also asks to join the Annual Meeting Sessions subcommittee as well.

#### 8. CWEMF ANNUAL MEETING 2021 UPDATES (Paul Hutton)

Executive Director Paul Hutton announces CWEMF's plans to move forward with an in-person meeting October 4<sup>th</sup> through 6<sup>th</sup>, 2021 at Lake Natoma Inn. CWEMF will soon be sending out a call for abstracts and session proposals, as well as award nominations. CWEMF will continue to rely upon our members to keep the steering committee and annual meeting subcommittee planners advised of any changes in policy related employee travel given the pandemic status.

## 9. MEMBERSHIP QUESTIONS AND DISCUSSION (All)

Shyamal Chowdhury asks if there are any questions from any members (*refers to Slide 22*). (*No questions were posed*)

At the urging of member Chuching Wang and Convener Chowdhury, newly elected Convener Tariq Kadir makes a few comments about his vision as CWEMF Convener:

"Thank you, Shyamal and Tad. Having served as CWEMF Convener in the past I intend to serve in the same way as in the past. I am looking to expand the role of CWEMF and in getting more stakeholders interested, trained, and informed about the use of models in water or environmental related issues in California.

Our membership has been more-or-less the same numerically for quite a number of years now, and of course with the pandemic that doesn't support any outreach, though I am really looking forward to just that, hopefully, the next few months with the pandemic issues declining and the State overall opening up; that we will get back in-touch more, physically rather than virtually, and especially I'm looking forward to the annual meeting. I am hoping that it can happen in October and physical, though it is not assured yet, that is what we are hoping for.

At the same time, we have a lot of subcommittees now besides what used to be just one single active committee that was the workshop subcommittee. I'm looking forward to more in-person training workshops, plus informational workshops, hands on training workshops, but essentially to expand or enhance on the use of environmental models in California.

At the same time hopefully outreaching to other organizations, I know other organizations are coming onboard with modeling agendas including the Delta Stewardship Counsel. Hopefully we can maintain close contact with them as well. And, I am looking forward to finalizing the protocols work that Rich Satkowski has lead over the last couple of years along with help from the lead from Tetra Tech. I think that is really going to be a very important document to help modelers in the future, not only in California, but outside California as well. Thank you."

Convener Shyamal Chowdhury thanks Vice Convener and Convener-elect Tariq Kadir and refers to the next slide in the presentation (*Slide 23*) that includes a list of the technology experts he would like to thank for helping with this virtual business meeting: Nicky Sandhu, DWR; Tad Slawecki, LimnoTech; Josue Medellin-Azuara, UC Merced; Stacy Tanaka, Watercourse Engineering, Inc.; Benjamin Bray, EBMUD; Tariq Kadir, DWR; Chuching Wang, MWD; Jesse Jankowski, SWRCB.

Vice Convener and Convener-elect Tariq Kadir takes the floor to express his appreciation for Shyamal Chowdhury, a sentiment likely shared by others, for leading CWEMF as Convener the past two years, leading the steering committee meetings both in-person and virtually<sup>6</sup>. Vice Convener Kadir is looking forward to receiving the gavel from Shyamal and using it again at some future date. Vice Convener Kadir states that he had a chance to express his vision,

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<sup>6</sup> The following messages were entered via chat at this point during the meeting:

12:45:02 From Tad Slawecki : Thank you leading us!

12:45:16 From Josue Medellin-Azuara : Thank you Shyamal, for your leadership and your time as convener.

12:46:00 From Ben Bray, East Bay M.U.D. : Thank you for your leadership, Shyamal!

12:46:18 From Stacy Tanaka : Thank you Shyamal!

12:47:00 From Kijin Nam : Thank you, CWEMF officers, for your service.

however, he is also looking forward to working with officers including the newly elected Vice Convener Jesse Jankowski. Jesse Jankowski chimes in that he is looking forward to continuing his work with CWEMF.

Executive Director Paul Hutton expresses his appreciation in working with Convener Shyamal Chowdhury and looks forward to working with Convener-elect Tariq Kadir again as well as Vice Convener-elect Jesse Jankowski and the other officers.

Executive Director Paul Hutton refers to the final slide (Slide 24) and remarks that there is always a way for members to contribute to CWEMF. Convener Chowdhury closes stating that he looks forward to seeing many members in future CWEMF Steering Committee meetings and encourages members participating in the online meeting to become more involved with CWEMF. Our organization is always looking for new ideas, new people that can volunteer some time and contribute to CWEMF, to strengthen CWEMF.

10. CONVENER SHYAMAL CHOWDHURY ADJOURN – 12:47 PM

Respectfully Submitted,  
Ben Bray, Secretary, CWEMF

ANNUAL MEETING ATTENDANCE (16 persons with 4 proxy designations)

NAME	ORGANIZATION
<b>OFFICERS</b>	
Shyamal Chowdhury, Convener	U.S. Army Corps of Engineers
Tariq Kadir, Vice Convener/Past Convener	CA Department of Water Resources
Stacy Tanaka, Treasurer	Watercourse Engineering, Inc.
Ben Bray, Secretary	East Bay Municipal Utility District
Paul Hutton, Executive Director	Tetra Tech
<b>AGENCIES/UNIVERSITIES/NON-PROFITS</b>	
Chuching Wang	Metropolitan Water District of S.C.
Jesse Jankowski	State Water Resources Control Board
Josue Medellin-Azura	U.C. Merced
Kijin Nam	CA Department of Water Resources
Kumar Sivakumaran	U.C. Merced
Will Anderson	Contra Costa Water District
<b>CONSULTANTS</b>	
Anne Huber	ICF
Reza Namvar	Woodard and Curran
Tad Slawecki	LimnoTech
<b>PUBLIC MEMBERS</b>	
Rich Satkowski	

Tariq Kadir is designated as proxy for Nicky Sandhu and Abdul Khan. Anne Huber is designated as proxy for Katherine Heidel. Rich Satkowski is designated as proxy for John DeGeorge.