

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For March 14, 2025

(This meeting was conducted in-person and online via Zoom meeting)

Action Items	<ul style="list-style-type: none">• Convener J. Jankowski with assistance by Secretary B. Bray to work with K. Nam to add the 2024 awardees on the website and add a photo for the 2019 Distinguished Life Member award recipient.• Executive Director P. Hutton will follow-up with Ali Taghavi to finalize arrangements for the Business Meeting location reservation at the Folsom Community Center and provide CWEMF's liability insurance information to the venue.• Executive Director P. Hutton requests any volunteers that would like to assist with the Annual Meeting social on May 12 to send him an email and he will organize a meeting to work through the logistics and division of labor.• R. Satkowski to send the final wording on the Annual Meeting theme to Executive Director P. Hutton and T. Kadir.• Secretary B. Bray to set up Google drive folder and grant access to N. Osorio, B. Geske, and J. Jankowski, providing a common location accessible through an internet connection to archive the 2025 Annual Meeting presentation files.• Convener J. Jankowski will send out the draft documents to the members that participated in the Strategic Plan retreat for review and input with a deadline to respond.• Convener J. Jankowski will develop slide content for the 2025 Business Meeting on the Strategic Planning effort.• Executive Director P. Hutton to contact a recently retired member in good standing to gauge their interest in the CWEMF Executive Director position during the week of January 20, 2025 and report back to the Ad Hoc Executive Director Search Subcommittee.
Motions Passed	<ul style="list-style-type: none">• Motion to approve the January 17, 2025 Steering Committee Minutes by R. Satkowski seconded by T. Kadir, unanimously approved without objection (22-0).• Motion to approve the nomination for the 2025 Distinguished Life Member Award by S. Tanaka, seconded by B. Bray, J. DeGeorge, and R. Satkowski was unanimously approved (23-0).

REFERENCES INCLUDED IN THE MEETING PACKET

1. Attachment 2-1: Executive Director's Report for the March 14, 2025 Steering Committee Meeting. 1p.
2. Attachment 2-2: Minutes of The Steering Committee For January 17th, 2025. 19p.
3. Attachment 2-3: Treasurer's Report, FY2024 SC Meeting: March 14, 2025. 1p.
4. Attachment 3-1: Summary of Sessions for the 2025 CWEMF Annual Meeting. 3p.
5. Attachment 3-2: 2025 Annual Meeting Sponsors. 1p.

6. Attachment 3-3: Alternative CWEMF Annual Meeting Themes. February 27, 2025. 1p.
7. Attachment 8-1: CWEMF Steering Committee Meeting March 17, 2025 Subcommittee on Workshops. 1p.

1. INTRODUCTIONS – DESIGNATE QUORUM / REVIEW ACTION ITEMS (JANKOWSKI)

Convener J. Jankowski called the CWEMF Steering Committee (SC) meeting to order at 9:35 AM and proceeded with introductions. Convener J. Jankowski declared a quorum with 20 SC members in attendance along with the Executive Director (ED) P. Hutton. Convener J. Jankowski is designated proxy for Will Anderson (Office of the Delta Watermaster) and Shyamal Chowdhury (US ACE) and K. Nam is designated proxy for N. Sandhu (DWR).

Convener J. Jankowski reviewed the January SC meeting action items (Attachment 2-2) reporting on the status of each one and noting where follow-up information will be provided later on the agenda¹.

2. CONSENT CALENDAR

- Executive Director’s Report (Hutton): Attachment 2-1
ED P. Hutton reports most items under his report (Attachment 2-1) will be covered as part of the meeting agenda. T. Kadir requests to clarify the items reported on under the workshops. ED P. Hutton responds that since the last CWEMF SC meeting he has spent a significant amount of time fielding emails related to registration for the IDC workshop and the CVHM2 workshop.
- Secretary’s Report (Bray):
Secretary B. Bray refers to Attachment 2-2, thanking SC members that provided input on the initial draft of the minutes. A motion by R. Satkowski to approve the January 17, 2025 SC Minutes was seconded by T. Kadir, and unanimously approved with no objections (22-0)².
- Treasurer’s Report (Tanaka): Attachment 2-3
Treasurer S. Tanaka refers to the Treasurer’s Report for the March 2025 SC meeting (Attachment 2-3) highlighting that all costs and revenues have been settled for the 2024 Annual Meeting (AM). Treasurer S. Tanaka reports that she also filed the statement of information regarding CWEMF’s non-profit status with the State of California. The form is required to be filed every two years on odd numbered years. She also commented that current Vice Convener V. Bedekar was listed in the form as the CWEMF Convener; although J. Jankowski is the current CWEMF Convener, because V. Bedekar will serve as Convener for most of the next two years that the filing will cover.

ACTION ITEMS

As a point of order, ED P. Hutton announces his plans to step down as Executive Director at the end of his current contract term (June 30, 2025). He does not plan to fully retire, continuing on as

¹ J. DeGeorge seeks to confirm Steve Andrews was contacted and agreed to moderate and ED P. Hutton confirms.

² Note that a few SC members on the attendance list were late to the meeting and did not arrive in time for the vote to approve the minutes where the tally reflects the members present in addition to their proxy votes.

a part time consultant with Tetra Tech and plans to remain an active CWEMF member participating in the CWEMF Steering Committee. ED P. Hutton adds that he has met with the CWEMF officers to discuss the matter. The officers—with assistance by ED P. Hutton—are pursuing potential leads for filling the vacancy. Beginning with Convener J. Jankowski and followed by many SC members in the room and via chat express their gratitude and sincere appreciation for P. Hutton's service as CWEMF Executive Director.

3. 2025 ANNUAL MEETING PREPARATION (HUTTON)

- Registration (Hutton)

The CWEMF website has been configured for registration with the help of K. Nam. Fewer than ten individuals have registered to date, which is not unusual this early in the registration process. Convener J. Jankowski comments that the State Water Resources Control Board (SB) is planning to send about eight individuals. He reminds the SC that the State is experiencing the ongoing tightening of agency budgets that have affected training. The SB's training budget has been cut significantly over the past few years. Some agency employees that want to attend, may not be able to because of budget constraints. Furthermore, he noted that this will be the second CWEMF AM occurring within this fiscal year, so that creates additional pressure on the training budgets within his and, potentially, other agencies.

J. Traum reports that most Federal employees are fully restricted from any travel. Their travel card has been set to \$1. Therefore, only federal employees that work in the area are likely to attend unless something changes in the next few months.

ED. P. Hutton confirms that he was alerted by USBR of the travel restrictions and recommends that employees with DWR initiate their registration process.

- Sessions Subcommittee (Heidel, Hutton): Attachment 3-1

Recall in the January SC meeting, ED P. Hutton reported that he was proceeding with plans for a full three-track conference. USBR planned to moderate four sessions but has since withdrawn them. Thus, the agenda has been reconfigured (see Attachment 3-1). The plan is for a three-track program on Monday (May 12) and Tuesday (May 13). On Wednesday (May 14) the conference will go to a two consecutive sessions format. On Tuesday (May 13) a third room (Sierra 2) will be reserved for the poster session. ED P. Hutton has made the arrangements with Lake Natoma Inn (LNI) consistent with the reconfigured plan. He has alerted the moderators to the schedule change and has not received any concerns about the changes. ED P. Hutton is hopeful this will address the bulk of the issues with the federal employees that were planning to present at the AM, however, he suspects some other sessions may be impacted.

O. Prakash inquires whether it is possible for speakers not to register for the conference and only attend to present in their designated session. ED P. Hutton refers O. Prakash to the moderator guidelines. ED P. Hutton responds further that CWEMF adopted a policy that presenters must be current active members and also must register to participate in the AM. CWEMF does not allow for virtual sessions or speakers within a session. On rare occasions

CWEMF has had individuals digitally record their presentations in advance. Even recorded presentations must be given by a member in good standing registered for the AM.

B. Geske asks if there is a message on the website indicating that the AM program is subject to change. ED P. Hutton responds that the schedule is labeled, “draft subject to change.” B. Geske follows up asking whether someone registered can receive a full refund if they notify the CWEMF ED before the meeting. ED P. Hutton responds that it is a good question as refund requests have been rare in past years and has been done on an ad-hoc basis. ED P. Hutton recommends the CWEMF SC consider formalizing a refund policy anticipating refunds may be more likely this year. B. Geske agrees given that the session program may change during the registration period.

- Awards Subcommittee (Jankowski)

Awards Subcommittee Chair J. Jankowski recaps that the CWEMF SC proceeded with an online vote to approve the Awards Subcommittee recommendations for the Hugo B. Fischer and Career Achievement Awards³. Letters notifying the award recipients have been drafted and are being finalized with the Awards Subcommittee members.

ED P. Hutton seeks to clarify the online vote with the Awards Subcommittee Chair. Convener J. Jankowski clarifies that the electronic votes responses were sent to him, he tallied the votes, and the recommendation from the Awards Subcommittee regarding the Hugo B. Fischer and Career Achievement awards were unanimously approved. The Awards Subcommittee will proceed with sending the notification letters and getting the Award certificates printed in preparation for the 2025 AM. Chair J. Jankowski expresses his appreciation to the Award Subcommittee members for their efforts to review the nominations and form a recommendation for the SC.

An SC member (in attendance) was nominated for the 2025 CWEMF Distinguished Life Member (DLM) award by S. Tanaka, seconded by B. Bray, J. DeGeorge, and R. Satkowski. Convener J. Jankowski requests any additional nominations be proposed. No additional nominations were received⁴. After additional discussion the nomination was called to question and approved by unanimous vote (23-0).

Convener J. Jankowski to work with K. Nam to update the CWEMF website and add the 2024 award recipients. [ACTION ITEM] Secretary B. Bray volunteered to assist Convener J. Jankowski in updating the awards listing on the website and finding a photograph for the 2019 DLM recipient.

ED P. Hutton reports that he plans to follow up in March on several miscellaneous related items in preparation for the AM, including the letter, coordinating on the awards certificates, corresponding with Lyle Hoag and Mrs. Francis Fischer.

- Keynote Speaker (Hutton)

³ At this time in the meeting, Vice Convener V. Bedekar announces he is leaving the meeting for approximately 45 minutes and bestows his proxy upon Convener J. Jankowski.

⁴ The SC member was asked to leave the meeting during the discussion and later contacted to rejoin the meeting after the discussion and vote was concluded.

Peter Goodwin has agreed to be the keynote speaker. ED P. Hutton and Dr. Goodwin had a phone call, he sent in an abstract, and they discussed several possible themes based on the SC discussion from the January 17, 2025 SC meeting. ED P. Hutton is looking forward to Dr. Goodwin's keynote given his unique perspective and a keen interest in our organization.

- Screencast Recording Volunteers (Nam)

Website Subcommittee Chair K. Nam reports that he plans to proceed with the same approach to capturing the audio as was used for the 2024 meeting. Last year the sound was captured through a direct connection to the rooms' PA systems. K. Nam is updating the instructions for volunteers to help monitor the equipment during the meeting.

ED P. Hutton makes a point of order to recognize and thank K. Nam. K. Nam has been exceptional in stepping up and assisting with the website given our current lack of a webmaster. K. Nam has doubled his volunteer commitment to support CWEMF!

An SC member inquires about the webmaster vacancy. Website Subcommittee Chair K. Nam responds that he may not be able to stay for the full meeting and requests a point of order to provide his webmaster subcommittee report before the lunch break. Convener J. Jankowski asks Website Subcommittee Chair K. Nam to proceed with his report (*see report under agenda item 5 below*).

- Sponsors (Hutton): Attachment 3-2

ED P. Hutton reviews Attachment 3-2 commenting on the status of commitments and payments from the firms listed. J. DeGeorge comments that his firm, RMA, is committed for \$500 and he plans to follow up and ensure the payment is transmitted. Vice Convener V. Bedekar adds that his firm is processing their payment and expects the check to be sent soon.

- Venue (Hutton)

All of the arrangements with LNI have been finalized. The only remaining logistical item is to submit the food order.

Regarding the location for the business meeting on Monday (May 12) night, ED P. Hutton has reached out to the new owner at the Cliff House, Craw Daddys, several times without receiving a response. Working with T. Kadir, they contacted CWEMF member Ali Taghavi who lives in the Folsom area. After some reconnaissance, Ali Taghavi located another suitable venue nearby for the evening social, the Folsom Community Center. The reservation rate is \$80/hour. There is no policy against outside food or drinks. Bringing in our own food and beverages will result in a significant cost savings to the organization. There were no objections to the venue expressed. [ACTION ITEM] ED P. Hutton will follow-up with Ali Taghavi to finalize arrangements for the reservation and provide CWEMF's liability insurance information to the Folsom Community Center.

There was an additional discussion of some of the logistical considerations like catering, whether to have a server for the beverages, and equipment that will be needed (*e.g.*, projector, screen, and coolers). [ACTION ITEM] ED P. Hutton requests any volunteers that would like to assist with the social to send him an email and he will organize a meeting to work through the logistics and division of labor.

- Theme (Satkowski)
R. Satkowski opens recapping there was general consensus around a theme of collaboration. R. Satkowski attempted to reach the keynote speaker to discuss the theme but was unable to get in touch with Dr. Goodwin. R. Satkowski refers to Attachment 3-3 that contains four theme proposals from the January 17, 2025 SC meeting with an additional four themes that were derived from a longer list obtained from a Gemini prompt that Tad Slawewski engineered.

After a discussion of the themes on the list and some strategic wordsmithing, a final theme *Navigating the Currents: Collaborating to Overcome Challenges in California Water* was adopted by a straw poll majority vote. T. Kadir volunteered to assist in developing a cover image using open-source software that will avoid any copyright issues. [ACTION ITEM] R. Satkowski to send the final wording on the theme to ED P. Hutton and to T. Kadir.

INFORMATIONAL ITEMS

4. LUNCH BREAK (11:17 AM TO 11:50 AM)⁵

5. WEBSITE SUBCOMMITTEE: (NAM)

Website Subcommittee Chair K. Nam reports the Subcommittee met on January 21, 2025. The Subcommittee discussed the candidates interested in the CWEMF webmaster position. K. Nam plans to draft a set of interview questions. ED P. Hutton and Yiwei Cheng agreed to assist in interviews if necessary. K. Nam requested ED P. Hutton to assist in arranging the interviews, but ED P. Hutton responded he does not have time to assist in the short term, so scheduling has been deferred. Also, K. Nam reached out to P. Vega to inquire if he was interested in the position, although he has not received a response back. ED P. Hutton comments that he was on the email thread K. Nam sent, and Mr. Vega responded that he was not personally interested in the position although he provided a reference to one of the candidates. ED P. Hutton added that the individual that was recommended has a consulting rate of \$100 or more per hour, higher than the SC authorized rate.

Convener J. Jankowski asks how many candidates expressed interest in the webmaster position and Website Subcommittee Chair K. Nam responds that there were two candidates. K. Nam has not had time to work on the recruitment effort.

B. Geske comments that he is a member of the Website Subcommittee but was not included in the meeting, requesting that he be included in future communications and meetings. Given his role as Chair of the Branding Subcommittee, being on both is important to help facilitate some of the joint initiatives like integrating the logo with the CWEMF website. B. Geske has been corresponding with Mr. Vega (at no charge) to brainstorm proposals for advancing initiatives under the Branding Subcommittee that will be brought to the SC in the future. B. Geske adds he did not review the proposal submitted by Mr. Vega's reference. B. Geske wonders whether there is room for negotiation with the referred individual given his relationship to Mr. Vega there may

⁵ The date March (3) 14th is regarded as Pie Day, *i.e.* the mathematical constant $\pi = 3.14159$. In honor of Pie Day pizza was ordered for lunch.

be a synergy or benefit to that linkage in implementing some of the projects envisioned. Perhaps some of the tasks or providing the description of the duties and tasks associated with CWEMF webmaster may be helpful in negotiating a more competitive rate.

K. Nam welcomes B. Geske's involvement and his partnership to improve the CWEMF website. B. Geske suggests a meeting with K. Nam to discuss and coordinate their efforts.

K. Nam continues that he is keenly interested in filling the CWEMF Webmaster vacancy. However, with the limited time he has, he feels unequipped to lead the subcommittee's effort to hire someone.

Convener J. Jankowski seeks to clarify his plans for proceeding. Will K. Nam and the Website Subcommittee interview the two candidates and make a recommendation to the SC? K. Nam confirms this is his plan (as time permits). Convener J. Jankowski thanks K. Nam for his service both in the screen casting effort for the AM and for stepping up and helping with the CWEMF website.

Convener J. Jankowski announces that he has a family commitment that conflicts with the AM and will be regrettably unable to attend. Vice Convener V. Bedekar has agreed to step in and fill in some of the roles outgoing Convener J. Jankowski was designated to fill at the AM such as leading the business meeting and the awards ceremony. He is also considering the idea of producing a recorded message to the membership to play at the appropriate time during the program. Related to the screencast recording is that Convener J. Jankowski has taken the lead in offloading copies of the speaker presentation files from the laptops used in the sessions to an archive for later processing and ultimate posting on the CWEMF website. He is willing to perform the tasks associated with processing, converting, and getting the files posted to the website, but requests volunteers to ensure the files are acquired during the AM. B. Geske and N. Osorio volunteers to assist in this role in Convener J. Jankowski's absence. [ACTION ITEM] Secretary B. Bray to set up Google drive folder and grant access to N. Osorio, B. Geske, and J. Jankowski, providing a common location accessible through an internet connection, to archive the 2025 AM presentation files.

6. STRATEGIC PLAN (JANKOWSKI)

Convener J. Jankowski reports that a draft strategic plan and an initial action plan have been developed collaboratively with B. Geske and ED P. Hutton. Given B. Geske and ED P. Hutton are able to provide limited input, [ACTION ITEM] Convener J. Jankowski will extend the review of the draft documents to the members that participated in the retreat with a deadline to respond. B. Geske encourages those members to insert their input into the drafts, particularly in the action plan. Convener J. Jankowski adds that he is using a shared Google drive folder to collaboratively work on revisions and edits to the documents. B. Geske will follow-up with Convener J. Jankowski to ensure he can access the drive.

[ACTION ITEM] Convener J. Jankowski will develop slide content for the 2025 Business Meeting on the Strategic Planning effort.

7. BRANDING SUBCOMMITTEE (GESKE)

B. Geske has had a few brief meetings with Paul Vega. He is intentionally reestablishing contact with Mr. Vega. He requested final copies of the digital work products CWEMF had received. Mr. Vega has sent him some ideas for integrating the logo work products with the website. The next step is to meet with Website Subcommittee Chair K. Nam and discuss the procedure for implementing any suggestions that come out of the Branding Subcommittee. B. Geske confirmed with Treasurer S. Tanaka that there is \$2,000 earmarked for this implementation effort. B. Geske plans on continuing to develop broader plans for the branding implementation effort and prioritizing those actions. He would work with Mr. Vega to understand how much they can accomplish within those budget constraints. With that information he plans to reconvene the Branding Subcommittee to present the updated information. His focus is on organizing some plans, staying connected with the Website Subcommittee, the webmaster recruitment, and developing the vision for where the branding effort will go. ED P. Hutton recommends that B. Geske organize a meeting with the Branding Subcommittee to do the strategic thinking before engaging with Mr. Vega. They are in agreement that the vision is broader than just the website, but involves other CWEMF communication tools like letterhead, meeting note templates, PowerPoint templates that would have guidelines and more. B. Geske created a list of actions and tasks including specific things for updating the website and agrees that Mr. Vega is there to add value and help to understand the costs of certain parts of the implementation plan.

Secretary B. Bray adds that there could be a merchandising component that can be part of the branding implementing effort. Technology has lowered the barrier to creating website storefronts and printing merchandise on-demand eliminating the need for storing stock. However, Secretary B. Bray feels that the topic is premature and tables further discussion.

8. WORKSHOPS (KADIR): ATTACHMENT 8-1

T. Kadir provides a presentation to give an update on the workshops on the following topics:

1. Update on CWEMF workshops
2. CVHM2 workshop survey results
3. Estimating costs of registration
4. Proposed cost for upcoming CE-QUAL-W2 Workshop.

T. Kadir refers to the four workshops listed on Attachment 8-1 noting the date in the agenda packet should read March 14, 2025. The CVHM2 workshop was recently completed, the IDC and CE-QUAL-W2 workshop which are coming soon, and the IWFM workshop which is still in the planning stage for May 2025.

- CVHM2 Workshop Recap and Survey Results

T. Kadir continues with a summary of the CVHM2 workshop held February 25 – 27, 2025. There were 40 individuals registered and 37 were able to attend. The workshop was held in the Woodard & Curran offices at 8th and T St. in Sacramento. Unfortunately, not all of the USGS presenters that planned to attend, were ultimately able to travel from San Diego to Sacramento given an inopportune freeze imposed on federal worker travel. As can happen with the use of a new venue, there were some technological glitches. There were two screen monitors in the front of the room that seemed too small for the number of participants in that venue and there was some difficulty with a tandem display provided to the audience. T. Kadir advises the use of a large screen with projector at this venue to provide better visibility in the

future. A microphone and PA system also would have been helpful to project the sound better throughout the room. Refreshments and certificates for completing the course were provided to participants. Participants were asked to use adequate public parking nearby. A big thanks to Woodard & Curran for providing the facility at no cost for this workshop.

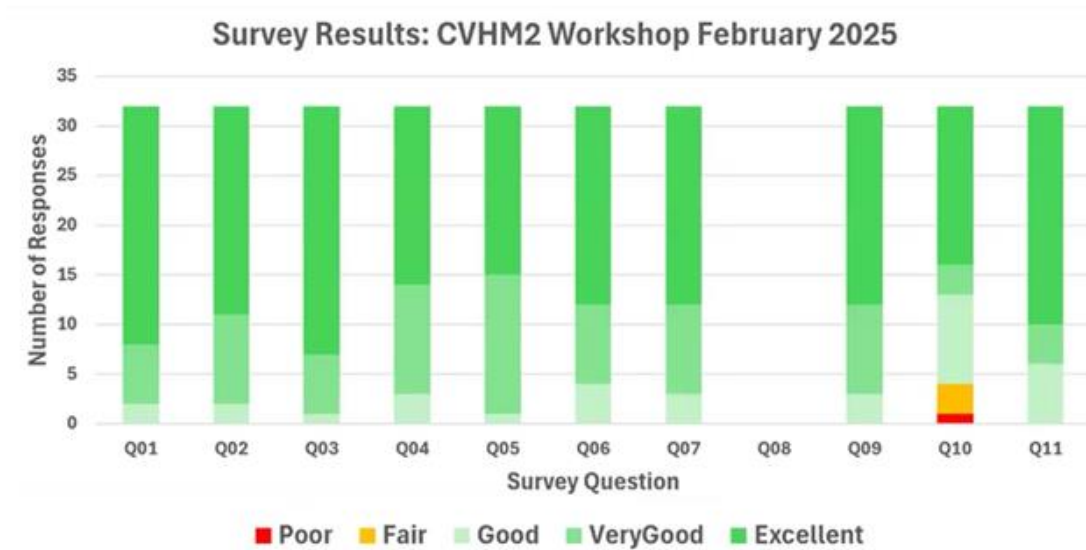
- CVHM2 workshop survey results

T. Kadir handed out a workshop survey with 12 questions (shown below).

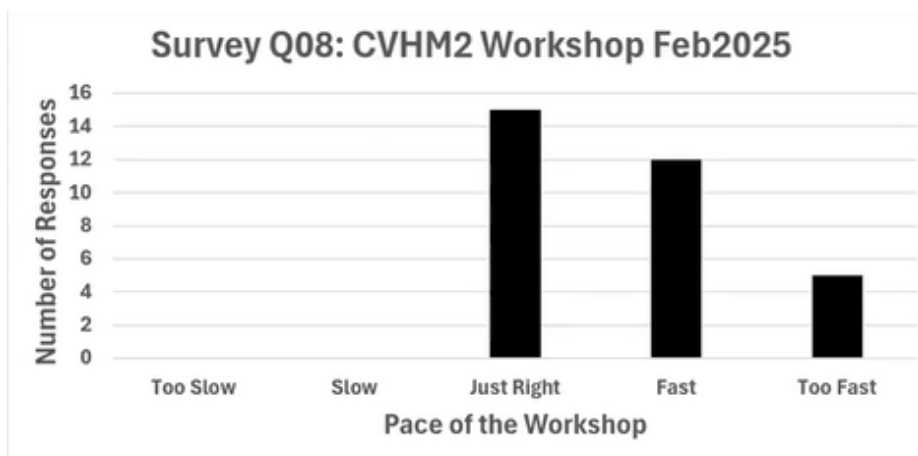
Survey Results (32 of 37 turned in)

#	Question (Scoring: 1 (Poor) ==> 5 (Excellent), Q08: 1 (Too Slow) => 5 (Too Fast)
1	Workshop organizers were responsive to my questions and adequately prepared me for the logistics of the workshop.
2	The location of the workshop and parking were reasonably convenient.
3	Workshop peripherals such as venue access, available workspace, power supply, Wi-Fi, refreshments, location of lunch facilities, and other aspects were adequate.
4	Given the time constraints of the 3-day workshop, I was able to get a good introduction to the concepts of CVHM2 model.
5	After the workshop, I am comfortable continuing to learn more about CVHM2 using the workshop materials, including presentations, software, exercises, and associated reference material and web-links.
6	I have additional resources and contact information to help me find answers when questions come up as I use the software discussed in the workshop.
7	The workshop instructors from the U.S. Geological Survey were well-prepared and responsive to my questions and requests for assistance during the training.
8	Given the material covered, the pace of the workshop was:
9	Presentations and training CVHM2 added value, helping me understand how the programs can be used in practice.
10	It is likely that I will use or supervise the application of CVHM2 covered in the workshop in the future.
11	I would like to attend similar model training workshops in the future.
12	Please provide any additional comments below.

T. Kadir received a good response rate; 32 of 37 that participated filled out the survey. The survey results are shown below with question 8 pertaining to timing with the different scale removed from this summary representation. Question 10 was highlighted as standing out somewhat in the survey results due to the nature of the question (see above).



With respect to question 8 pertaining to the pace of the workshop, most respondents entered 3 corresponding to just the right pace as shown below.



T. Kadir and the workshop organizers were hoping to digitally record the workshop. Unfortunately, there is a cumbersome approval process with the USGS that could not be accommodated in the time the workshop was being planned and executed. However, there has already been a request for another, future CVHM2 workshop that the USGS is considering. Finally, shown below, are the survey responses to question 12.

Attendees Comments to Q12

- Federal freeze impaired training, otherwise great. Material upload would've been good to be told it wasn't being uploaded. Kept checking day before and morning of just in case/ didn't want to be behind/ though it might have been TEAMS access.
- Thanks W&C and CWEMF!
- Instructors did a great job. Seems last minute issues req'd them to Audt (?). Only recommendation would be a little more Tech setup/ File sharing prep to allow exercises to go more smooth.
- Jon went a little fast at times and I wasn't sure whether we were supposed to be following along with this screen vs. running on our own computer. I think the class could have really benefited from having 2 monitors so I could be running some of the files at the same time Jon was showing time. I really appreciate the USGS staff for offering this workshop, especially considering current federal difficulties. Big thanks to the whole team.
- Overall the workshop gave a helpful overview of CVHM2. As a never user, I think that the order of the materials could be restructured so that we see the code before it is discussed, to give more context before we are presented with blocks of code. Scott's presentation was really interesting but also way to fast for me.
- The presentations went very quickly, but the times running the tools and models were very slow due to instructors having to spend a lot of time trouble shooting issues on individual' machines. This is always and issue when you don't have uniform computer terminals, but it may be helpful to provide instructions to users beforehand to set their path locations and check their ArcPro license.

- I wish we could record this for later use at least for participants.
- Better to provide step-by-step tutorial. The two screens were too small, so people sitting in the back can't see the ppt clearly during the presentation.
- First of all, thanks to the speakers, organizers and W&C for organizing this workshop. The workshop is very well organized. Two points:
 - o The contents and syllabus of the workshop is slightly advanced. This is very effective for the person who already has a very good understanding of MODFLOW.
 - o The projector/screens are not very user friendly. Need to focus more on the logistics like, screen, white board and how to utilize them more effectively. Thank you so much.
- For Q1 I wish the presenters sent out the materials more in advance. For Q7 I was disappointed Scottie Boyce didn't attend but understand the issues with the current administration. For Q19, while I might not use the model directly, the pre and post processes will be extremely useful in my work.
- Need sound system!
- I really appreciate CWEMF putting this on and W&C hosting. You can't beat the price!!! Super good value. I would love to see this continue. Instructors were very knowledgeable and provided lots of additional insights on model construction and things you might not realize unless you go under the hood. Seems like the BCM (Basin Characteristics Model) is really important for providing input to the CVHM2 model. I would like to see another workshop on using BCM and how to process the files to create input to GW models.
- On Q1 and Q7: the workshop was great overall and the instructors were very nice, super knowledgeable, and good at explaining the topics. The only hiccup was the corrupt flash drives at the beginning of the workshop, but once everyone had the files the class went smoothly. On Q10: may not use the CVHM2 model itself, but many of the post-processing and scripts that the instructors showed us will definitely be adapted and use for our basin scale model. Thank for the great training!
- Great workshop!

Convener J. Jankowski asks a clarifying question about uploaded materials based on the first comment submitted to question 12 (above). J. Traum clarifies that this was a USGS issue in that they were preparing workshop materials up to the date of the workshop and did not get everything uploaded to MS Teams in time. They created an MS Teams channel for the workshop to facilitate collaboration and to distribute the materials. However, upon creating the MS Teams channel, it was found there was a USGS policy imposed that limited the channel capacity to 25 GB, which was not enough space to fit all the class materials including the CVHM2 model and output. USGS technical support staff finally upgraded the MS Teams channel to a higher capacity mid-way through the workshop. Eventually all the files did get posted so participants were able to download before the workshop concluded. J. Traum shares his takeaways from the workshop.

Secretary B. Bray asks how the survey was conducted given the high response rate achieved. T. Kadir responded that it was a hard copy form that was handed out to participants on the

final day of the workshop before the workshop concluded. T. Kadir prefers the hard copy because it is more anonymous than online survey options and by conducting the survey in the room at the end of the workshop the material is still fresh in the participants minds. There was some additional discussion about improving the AM survey response rate by having survey questions and/or a QR code printed in the meeting program, for example, that would require the survey questions be completed in advance. ED P. Hutton advises the SC that the questions be limited in number and scope and be actionable; if the SC does not plan to adjust AM planning based on the survey, why ask the question?

- **Estimating Workshop Costs**

T. Kadir continues with the presentation regarding the estimation of costs of registration. He begins with an overview of costs associated with different venues (as shown below).

3. Estimating costs of registration

Current Venues for In-Person CWEMF Workshops					
	Venue	Location	Pros	Cons	Cost
1	West Yost Associates, Inc.	Davis	IT(full), parking (free)	cost	\$1000/day
2	Woodard & Curran, Inc.	Sacramento (801 T St)	IT(partial), cost	parking	~ free (for now)
3	DWR	Sacramento (NRB 9th&P)	IT(full), cost	parking, availability	free (via DWR)
4	CalEPA	Sacramento (10th & I)	IT(full), cost	parking, availability	free (via Control Board)
5	BOR	Sacramento (Cottage Way)	IT(full), cost, parking	availability	free (via BOR)
6	UC Davis	Davis	IT(full)	parking, availability	\$500-\$1000/day

Guidelines for costing registration fees:
1. Registration costs = \$500 per 10-attendee block
2. Refreshments = \$75 per 10-attendee-block per day
3. Venue reservation = varies

- **CE-QUAL-W2 Workshop Cost Estimation**

Under the guidelines above, the first assumption is an estimated rate per attendee of the cost of the ED time to handle registration. These are the guidelines that help cost out the registration fees and give context for the next workshop; the CE-QUAL-W2 workshop (cost estimation breakdown example shown below). This will be a 3-day workshop held at the Woodard & Curran office, in a neighboring room to the one the CVHM2 workshop was held with a limit of 20 attendees. The room has a big white wall that will allow for a large projected image with acceptable visibility throughout that room.

Table1: Workshop Financial Parameters:

Honorarium	\$2,000
Venue	\$0
Registration tracking (per 10 attendee block)	\$500
Refreshments (per 10 attendee block per day)	\$75
Registration Fee (per attendee)	\$300
Number of days	3

Table 2: Workshop Cost Calculation

# Attendees ^α	Honor- ariums	Registration Tracking	Refresh- ments	Venue	Total Cost	Total Revenue	Net Revenue
10	\$2,000	\$500	\$225	\$0	\$2,725	\$3,000	\$275
15	\$2,000	\$750	\$338	\$0	\$3,088	\$4,500	\$1,412
20	\$2,000	\$100	\$450	\$0	\$2,550	\$6,000	\$3,450

^α – assumes no registration discounts and no student registrations in the revenue calculation.

ED P. Hutton clarifies that his time handling registration was assumed as a linear or directly proportional to the number of attendees whereas the cost may have a higher associated baseline cost. He adds there is also a small PayPal fee for processing the payments.

N. Osorio provided a brief report on the DWR Calsim3 model training workshop. Because it was free, attendance was not as consistent week to week. N. Osorio sent out a survey on the last day and sent a reminder a few days later; they only got 15 responses. The survey was intended to be anonymous although it may not have been explicit or clear to those that received the survey.

9. MODEL USER GROUPS (NAM)

Secretary B. Bray reports that the next Delta Modeling Users Group meeting has been set for Thursday May 1, 2025.

N. Osorio reports that the next CalSim users group meeting was being planned to coincide with the AM in May. However, due to USBR and other federal agency limitations on travel, the user group meeting has been tentatively postponed to June and will be fully virtual.

Convener J. Jankowski reports that Kevin He (DWR) announced a joint workshop between the Modeling Support Office and Municipal Water Quality Investigations program to promote a free, hands-on workshop on the use of machine learning in water and environmental modeling on Friday, May 2, 2025.

10. DSC INTEGRATED MODELING FRAMEWORK UPDATE (GESKE)

B. Geske reports that the DSP staff are working on contracting to start up three projects that will have a nexus with the collaboratory. The Lead Scientist is focusing on three themes. The first theme is Harmful Algal Blooms (HABs), how much data is available, identifying remaining data gaps, and understanding the current potential for forecasting HABs. The second theme is salinity intrusion and salinity management. The third theme is tidal food webs with a co-lead that is a food web specialist. The concept is to have internal leads and external leads to tie the themes all together, to get better organized, and promote and build the culture. Josué Medellín-Azuara will be the external lead for the salinity intrusion and management theme with other colleagues at UC Merced supporting and some subcontract work to assist with expert panels. David Sen (SFEI) and Kieth Bouma-Gregson (USGS) are external leads for the HABs theme and Rosie Hartman (DWR) and her team will be collaborating on the tidal food web theme. Lisa Lucas (USGS) is designated as the in house-liaison with involvement in all the groups. B. Geske anticipates there will be some meetings and workshops with all the teams involved. They are working on getting the contracts ironed out by June to get some dollars out this fiscal year. The initial round of

deliverables will have a quick turnaround with initial results publicly presented within a year of the start date.

11. OTHER BUSINESS (ALL)

ED P. Hutton reported on a few additional items.

First, during the meeting with CWEMF officers, there was some discussion to hold the next SC meeting at the end of June (Friday June 20, 2025). This meeting would occur before the expiration of the ED's contract and will be P. Hutton's last meeting with the SC as ED.

ED P. Hutton recommends prioritizing action on the CWEMF Executive Director recruitment effort. He agrees with an SC member's suggestion to pursue a recently retired but still active member⁶. The suggestion is a good candidate because they have a lot of management experience serving as a high-level manager at DWR for several years. Secondly, is their background, starting out as a modeler within DWR. Third, the individual has always stayed engaged with CWEMF throughout their career. After the individual retired, they paid their senior dues to remain an active public member and clearly sees the value in the organization. [ACTION ITEM] ED P. Hutton does have their contact information and will reach out to the individual.

In the event the suggested candidate declines interest in the position, an a-hoc subcommittee should be formed to actively pursue the recruitment. If the SC has any other recommendations, they are welcomed. One SC member argued and several agreed that someone with familiarity with the organization would be preferable than a general applicant without any understanding of the organization. The primary skill set is administrative leadership ability. Modeling background is helpful but is not an essential requirement. In all likelihood, it could fit with a recent yet still active retiree that can commit to the part time schedule and ideally has an interest in the organization. An ideal candidate is open to an on-call type of position rather than someone that is intending to dedicate a couple hours a week to the position. The position also requires setting aside a significant portion of time and effort ahead of the AM.

B. Geske asks ED P. Hutton about the learning curve for the ED position. ED P. Hutton responds that it is not insurmountable. Former ED Elaine Archibald put together an excellent, comprehensive list for him to work from, although he already knew the organization very well when he assumed the position. There were several other names discussed as potential candidates and a few members in the meeting were asked if they were interested in the role but declined.

T. Kadir is in favor of the ad hoc subcommittee and volunteers to participate with Convener J. Jankowski and Treasurer S. Tanaka⁷. ED P. Hutton offers to assist as time permits. Treasurer S. Tanaka adds that there is also a need to come up with a contingency plan in case the position is not filled by the end of June when the current contract expires. There was some discussion about how to move forward noting that the subcommittee may not need to go through a formal interview process depending on the number of candidates and interest received.

⁶ The name is respectfully omitted here at this time.

⁷ Later Secretary B. Bray offers to participate in the ad hoc subcommittee as well.

Finally, to conclude the meeting ED P. Hutton offers some recommendations—or parting thoughts—for the SC to consider. In his ED role and as a member of the organization, P. Hutton has actively tried to guard against “overreach.” CWEMF is a volunteer organization. This is sometimes difficult as he does not want to stifle innovative ideas, rather, he felt that, “we need to constrain what we can talk about doing, because ... we can only do so many things.” He continues noting, “even some of the most critical things we have a difficult time doing.” In his view, what our organization is to most professionals within our networks is that we sponsor an AM followed, perhaps, by organizing workshops. CWEMF has a lot of experience with organizing and executing the AM and he believes our organization does a great job doing so. Even with a new ED, he is confident CWEMF will continue to do a good job but, again, cautions the SC members to continue to be vigilant regarding overreach. In addition to the AM, P. Hutton believes the following things are also really important for CWEMF as an organization.

- Strategic Plan – To do anything else (in addition to organizing the AM) effectively, a good strategic plan is needed to guide on those decisions. We have a lot of cash reserved, and our organization feels poised to do some interesting things, however, our organization lacks the mechanism to proceed with the actions that link back to the strategy and mission of the organization. ED P. Hutton sees the strategic plan and companion action plan document serving as that vehicle for strategic action. He encourages the organization to spend some time on finalizing the draft.
- CWEMF Website – Our organization simply needs to do a more effective job keeping the website up to date, making constant changes and improvements, and doing so in a more proactive, effective way.
- CWEMF Branding – Working through the Branding Subcommittee to implement improvements to CWEMF aesthetics and business practices such as improving the website.

These are the areas to focus on and think about advancing with the next Executive Director recognizing that they will not be leading these initiatives but will be supporting them at the direction of the CWEMF Steering Committee.

12. NEXT STEERING COMMITTEE MEETING – APRIL 25, 2025

13. ADJOURN 1:22 PM

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Jesse Jankowski	Convener	SWRCB
Vivek Bedekar	Vice Convener	S.S. Papadopoulos & Assoc.
Paul Hutton	Executive Director	Tetra Tech
Ben Bray	Secretary	EBMUD
Stacy Tanaka	Treasurer	Watercourse Engr.
Tariq Kadir	Past Convener	Public Member
Abdul Khan		DWR
Anne Huber		ICF
Ben Geske		DSP
John DeGeorge		RMA
Jon Traum		USGS
Katherine Heidel		Tetra Tech
Kijin Nam		DWR
Lu Han		CCWD
Mike Deas		Watercourse Engr.
Nicole Osorio		DWR
Norman Johns		DWR
Om Prakash		DWR
Puneet Khatavkar		Stantec
Regina Graziano		SWRCB
Rich Satkowski		Public Member
Zhong Zhang		PSU

Convener J. Jankowski has proxy is designated as proxy for Will Anderson (Office of the Delta Watermaster) and for Shyamal Chowdhury (US ACE)⁸. K. Nam is designated as proxy for Nicky Sandhu (DWR).

⁸ Convener J. Jankowski was also bestowed Vice Convener V. Bedekar's proxy for a brief 45-minute period when V. Bedekar had to leave the meeting.