

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM  
**MINUTES OF THE STEERING COMMITTEE**

For November 15<sup>th</sup>, 2024

*(This meeting was conducted online via Zoom meeting)*

Action Items	<ul style="list-style-type: none"> <li>• Convener J. Jankowski tasks Secretary B. Bray to create a Google drive folder to help transmit presentation files to the CWEMF webmaster for posting to the cwemf.org website.</li> <li>• Executive Director P. Hutton to check for availability with Lake Natoma Inn for holding the CWEMF 2025 Annual Meeting on April 28<sup>th</sup> through April 30<sup>th</sup> as a first option, May 5<sup>th</sup> through 7<sup>th</sup> as a second option, and May 12<sup>th</sup> through 14<sup>th</sup> as a third option.</li> <li>• Convener J. Jankowski will follow-up with both Josué Medellín-Azuara and Mike Deas to ask if they will continue to serve on the Awards subcommittee. If there is vacancy J. Jankowski will send an email to seek volunteers to fill it.</li> <li>• Executive Director P. Hutton to ask Peter Goodwin if he is interested in the keynote speaker role for the CWEMF 2025 Annual Meeting.</li> <li>• Website Subcommittee Chair K. Nam will contact the CWEMF webmaster Xiaojun Li, who is retiring at the end of December, to:             <ul style="list-style-type: none"> <li>○ request that he document the procedure for setting up the PayPal payment option for CWEMF annual meeting registration with WordPress, and</li> <li>○ ensure that access, any administrative accounts and point-of-contact information with CWEMF website hosting services are transferred to the Website Subcommittee Chair.</li> </ul> </li> <li>• Executive Director P. Hutton will send out an updated copy of the job description to the listserv and request proposals.</li> </ul>
Motions Passed	<ul style="list-style-type: none"> <li>• Motion to approve the September 6, 2024 CWEMF Steering Committee minutes by N. Johns seconded by R. Graziano passes by unanimous approval (23-0).</li> <li>• Motion to increase the maximum authorized total storage unit rental cost, including insurance, from \$100/month to \$125/month, seconded by B. Bray passes by unanimous approval (23-0).</li> <li>• Motion to authorize the Website Subcommittee and ED P. Hutton to move forward with recruiting a webmaster at an hourly rate not to exceed \$60/hour by B. Geske, seconded by B. Bray, passes by unanimous approval (17-0-0)</li> </ul>

**REFERENCES INCLUDED IN THE MEETING PACKET**

1. Attachment 2-1: Executive Director’s Report For the November 15, 2024 Steering Committee Meeting. 1p.
2. Attachment 2-2: CWEMF Minutes of the Steering Committee for September 6, 2024. 12p.
3. Attachment 2-3: Treasurer’s Report, FY2024 SC Meeting: November 15, 2024. 1p.
4. Attachment 3-1: 2024 Annual Meeting Survey Results. 6p.
5. Attachment 4-1: How to give a profoundly boring technical talk. By Jay Lund. 1p.
6. Attachment 5-1: A proposed job description for the webmaster position. 1p.
7. Attachment 11-1: CWEMF Steering Committee Meeting November 15, 2024 Subcommittee on Workshops. 1p.

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

Convener J. Jankowski called the CWEMF Steering Committee meeting to order at 9:32 AM and a quorum was declared. Convener J. Jankowski is designated as proxy for Vivek Bedekar. Secretary B. Bray is designated as proxy for Josué Medellín-Azuara. K. Nam is designated as proxy for Nicky Sandhu.

Convener J. Jankowski begins the meeting with a brief review of the action items from the September 6, CWEMF Steering Committee (SC) meeting (see Attachment 202, page 1). The first action item was completed and will be reported on further under a later agenda item. The image for the annual meeting program was licensed and utilized accordingly, and the instructions were provided to moderators where Convener J. Jankowski will report further on the status of the presentations under a later agenda item as well.

## 2. CONSENT CALENDAR

- Executive Director’s Report (Hutton): Attachment 2-1  
Executive Director (ED) P. Hutton refers to Attachment 2-1 and highlights his efforts to support CVHM2 workshop registration. On the day before (November 14), registration reached room capacity and will, therefore, be closed. There was no additional discussion.

- Secretary’s Report (Bray): Attachment 2-2  
Secretary B. Bray refers to Attachment 2-2, the finalized review draft minutes for the September 6, 2024 CWEMF SC meeting. Secretary B. Bray thanks the SC members that provided input to the revised draft included in the agenda packet.

Motion by N. Johns to approve the September 6<sup>th</sup> CWEMF SC minutes, was seconded by R. Graziano, and approved by unanimous vote with no nay votes and no abstentions (23-0).

- Treasurer’s Report (Jankowski): Attachment 2-3  
Convener J. Jankowski provides the treasurer’s report for Treasurer S. Tanaka referring to Attachment 2-3 that provides the current account balance and expenses. The Fiscal Year 2023-2024 taxes were filed with the Internal Revenue Service and Franchise Tax Board on October 15, 2024. Treasurer S. Tanaka purchased H&R Block Business Tax software for \$115. Treasurer S. Tanaka also preordered the 2024 tax software to lock in lower pricing. The registration for CWEMF as a charitable trust was renewed on November 4, 2024.

Convener J. Jankowski elaborates further providing an update on CWEMF’s storage unit. CWEMF has various equipment used for workshops and the annual meeting such as a portable screen, projector, easels, extension cords, and other items. Convener J. Jankowski maintains an inventory list of all the property stored in the storage unit and Treasurer S. Tanaka has helped maintain access to the storage unit located in Davis. Unfortunately, it seems the business model for storage unit properties is to constantly ratchet up the rental price of the unit after several months has elapsed. The initial rate was \$59/month with the recent notice indicating the rate would increase to about \$80/month. To avoid the cost escalation, Treasurer S. Tanaka moved storage units from one location to a neighboring locker as a stop-gap measure to re-initiate a lower, introductory rate of \$55 per month with a promo discount to remain below the SC authorized limit. Recall that CWEMF is required to

pay a \$15 per month insurance premium because CWEMF does not hold a homeowners or renters insurance policy. However, this introductory rate will only be temporary as a predictable price increase is anticipated within a few months. The SC originally authorized \$100 per month for the rental 2 years ago. Given our understanding of the cost escalation patterns typical in these storage unit businesses, the Treasurer S. Tanaka requests the SC to consider increasing the authorized amount for the storage unit from \$100 to \$125 a month.

There was further discussion to clarify whether the unit is climate controlled and the size of the unit. Convener J. Jankowski responded that the unit is not climate controlled and is the size of a large broom closet. The unit is accessible at ground level via an automated gate during standard business hours 6 AM to 10 PM daily.

Convener J. Jankowski moves to increase the maximum authorized total storage unit rental cost, including insurance, from \$100/month to \$125/month, seconded by B. Bray, the motion passes by a unanimous vote with no nays and no abstentions expressed (23-0).

## ACTION ITEMS

### 3. 2024 ANNUAL MEETING RECAP (HUTTON)

- Attendance & Financial Overview (Hutton)

ED P. Hutton reports that CWEMF had a very successful 2024 annual meeting (AM) and took a moment to thank all the members that helped make the AM successful with a special thanks to K. Nam and Nicky Sandhu who led the effort to capture the presentation audio again this year and Yiwei Cheng who stepped up to assist them. The final attendance estimate based on registration was about 202 individuals. Given the State budget problems earlier in the year that motivated the postponement of the AM, the total number exceeded his expectation. The estimated gross revenue was around \$65,000 and costs were about \$40,000, hence the net revenue gain was about \$25,000.

N. Johns asks how many thousands of dollars of coffee meeting participants drank during the 2024 AM. ED P. Hutton responded that he does not have a precise estimate for the refreshments line item, but recalls the cost was more in line with what had been spent in prior years before 2023 when he reviewed the invoice, which ED P. Hutton believes must have been in error<sup>1</sup>. J. Jankowski adds that CWEMF was billed for 23 carafes of coffee total at a cost of \$69 per carafe and 1.5 gallons per carafe, which works out to about 8 oz of coffee per person per day. Convener Jankowski continues noting that there were an additional seven carafes of tea also \$69 per carafe which works out to about \$217,000 per acre foot for coffee and tea.

- Survey Results (Jankowski): Attachment 3-1

Convener J. Jankowski begins with acknowledging efforts by Treasurer S. Tanaka to draft the survey in Google forms, solicit other officer input on the survey questions, and assisting in sending out the survey to meeting participants in a timely manner. Convener J. Jankowski

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<sup>1</sup> Refreshments line item in the 2023 CWEMF annual meeting bill was excessive, about four times the typical charge at more than \$11,600 before application of taxes and fees, see June 2, 2023 SC approved minutes.

responds that there were roughly 200 individuals that were sent the survey with 44 individuals that responded. Convener J. Jankowski adds that this reflects a low response rate (22%) where the response rate was closer to 50% five or six years ago.

Referring to Attachment 3-1, Convener J. Jankowski states that the survey questions *and* responses received were similar to previous AM surveys adding that there was generally a positive view expressed overall. Convener J. Jankowski continues highlighting a few of the survey questions and responses received.

ED P. Hutton highlights a few of the responses received from the survey. ED P. Hutton was encouraged to see a strong majority opinion<sup>2</sup> that there was enough time for questions and answer interaction between the presenter and the audience, a positive result that may have been an improvement over previous AMs. The CWEMF AM is a place where young staff or early career staff often get a chance to present. Therefore, it is not unreasonable to expect that presentation quality may not be of the highest quality in all cases as a result. Notwithstanding this reality, ED P. Hutton also echoes the comment from a SC member that CWEMF is striving to improve the quality of AM presentation quality over time.

There was additional discussion regarding slide presentation quality, a subject that often arises in survey comments received. One member commented that in nearly every session they attended, they found some difficulty with the presentation aesthetics citing examples of font used that was too small for the audience to read, slides that were overcrowded or cluttered with information content, *et cetera*<sup>3</sup>. Although, as part of the second survey question (see Attachment 3-1, first page) survey respondents indicated a solid majority agreed with the statement, “[t]he majority of the presentation slides were easy to read/understand (e.g., large enough font and figure sizes, color schemes, etc.)”, although there was the most variance under this statement as compared with the other statements under this survey question<sup>4</sup>. The member speculates that revising the presentation guidelines and providing them well in advance may help improve in this area. Another SC member inquires whether there is any opportunity to upgrade the projectors to improve the color resolution. Convener J. Jankowski adds his own anecdote regarding speaker comments disparaging the color display from the projectors during the meeting. Unfortunately, CWEMF may not have much influence regarding upgrades to the projectors used by Lake Natoma Inn (LNI). Another member expresses their concurrence adding that CWEMF as an organization has a responsibility to help our members improve and understand presentation aesthetics are valued in our community. Convener J. Jankowski is unsure how much CWEMF wants to frame the issue using sarcasm. Attachment 4-1 is an example, which is an essay on how to give a profoundly boring talk by Professor Jay Lund that may be a helpful communication tool that CWEMF could provide to session moderators and/or presenters.

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<sup>2</sup> 28 agreed or strongly agree compared to 4 that disagree with none indicating they strongly disagree , 11 neutral and 1 non-response.

<sup>3</sup> Another member concurred via chat adding, “I did hear from many presenters that were disappointed that their slides and color choices came across much different in the room.”

<sup>4</sup> 3-Strongly Agree, 21-Agree, 10-Neutral, 8-Disagree, 10-Strongly Disagree, and 1-No Answer, hence a majority of 24 affirm, 10 are neutral, and 9 do not agree with 1 abstention.

One member asks via chat whether there is anything CWEMF can do about the projector color resolution issue. Convener J. Jankowski responds that realistically there may not be much we can do about our frustration over projector color resolution other than expressing our frustration with the projector performance with LNI staff. One member seeks to clarify whether CWEMF is required to use projectors provided by LNI as part of our AM contract. ED P. Hutton responds that CWEMF is not obligated to use the projectors provided. Elaborating further, ED P. Hutton adds an additional complication is that LNI does not provide the audio-visual (A/V) equipment themselves, rather they subcontract these services out. In an ideal world, CWEMF could bring our own high-quality projectors that would allow for better control over the quality at the same time potentially lowering the cost of the AM. However, doing so would also require a lot of additional effort for equipment setup and breakdown as well as increased costs of maintaining and storing the equipment. Convener J. Jankowski adds that the audio component is great, clarifying that it is just the visual aspect that is at issue. Further, he believes that the difference in AM cost would be marginal overall, so, the justification for purchasing new projectors is to assert greater control allowing for improved color resolution and slide presentation aesthetics.

Convener J. Jankowski adds some ideas for how the presentation guidelines can be augmented or revised to warn that—based on past experience—projectors may have some color resolution issues and presenters should consider adjusting their slide aesthetics such as adjusting color contrast or image content to maximize readability<sup>5</sup>. N. Johns recommends that presenters use hatching, dashing, or stippling rather than just color differentiation. J. Convener Jankowski agrees and believes putting additional information in the moderator guidelines to give basic guidance on presentation aesthetics should be helpful in this regard.

In response to comments by members in the chat box, Convener J. Jankowski affirms and agrees with the concept of CWEMF conducting an educational workshop for members on best practices for technical presentations and is open to the idea of posting the moderator guidelines on the website. Convener J. Jankowski also expresses his willingness to consider new awards that can serve as an incentive to members presenting at the AM. For example, the Bay Delta Science Conference provides an award to the best conference presentation.

- Presentation Files (Jankowski)

Convener J. Jankowski reports that digital copies of the slide presentations have been acquired and are ready to post on the CWEMF website. Convener J. Jankowski adds that asking moderators to save them on the desktop resulted in a much more streamlined process for curating the presentation files. The process went smoothly and helped with processing. Convener J. Jankowski adds that he has responded directly to several follow-up requests for

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<sup>5</sup> Y.-H. Sun commented via chat, “[i]n many other conference[s], the guidelines are posted on the website and raise the awareness for all presenters. That may be something we can do. Relying on moderators may be not as reliable as it could be. for consideration.

B. Geske replies via chat, “[g]reat opportunity to provide training or workshop focused on presentations and visuals.”

Y.-H. Sun replies via chat, “[w]e can do a competition for people to vote for the “best” presentation in its style, not content. to highlight the emphasis. Recognition, not a physical award.”

B. Geske responds via chat, “Bay Delta Science Conference does that ... great idea”.

the presentation files already. Convener J. Jankowski tasks Secretary B. Bray to set up a Google drive folder to help transmit slide presentations to the webmaster for posting.  
(ACTION ITEM)

- Audio-Video Recordings (Nam)

K. Nam reports that the audio recordings were improved this year. Plugging the recorders directly into the audio system and not using the lanyard passed from speaker to speaker was a major improvement over last year. K. Nam reports that he has processed all the video recordings. Given the AM was a two-track program this year, not a three-track program like last year, the video editing task was reduced accordingly. He adds that there have been complaints in past years due to the time lag between the end of the AM to the time when the videos are posted. K. Nam took the initiative to complete the task quickly so they can be posted sooner rather than later. K. Nam has uploaded the video recordings to YouTube with private links behind the membership login on the CWEMF website. K. Nam suggests that SC members review the videos before the announcement goes out to the membership.

B. Geske, responds that he has had several colleagues comment about going back to go catch some of the past AM presentations. One question about the presentation links, does YouTube show how many views there are? K. Nam responds that YouTube does indicate the number of views under the videos. Convener J. Jankowski responds that once he works with the webmaster to get the presentations posted, then he can communicate a message to ED P. Hutton to trigger the notification to go out to the listserv that AM 2025 presentations are posted on the website and video recordings are available behind the members login portal. K. Nam adds that he would like the recordings to have more views, and will make a separate, related proposal under a separate agenda item.

- SC Comments & Recommendations for 2025 (Open Discussion)

Convener J. Jankowski is hopeful that we can do some direct outreach to academic professors and students in the water and environmental fields generally to seek increased representation of younger community members. Convener J. Jankowski is committed to investing some effort into increasing our awareness with that group.

N. Johns was happy to see increased representation of modeling in biological and ecological modeling at the AM and is hopeful we will continue to see sessions and talk proposals in these areas. Convener J. Jankowski comments that we do not have a lot of press or promotion for the AM, although we do have an extensive membership network and asks members to consider reaching outside of our usual community to encourage biological and ecological modeler participation in the AM when the call for session proposals and talks go out.

B. Geske asks if CWEMF sends an invitation out to the IEP group? Convener J. Jankowski responds that he is not aware that CWEMF sends an invitation to the IEP group, although there is some overlap in membership between the two groups. B. Geske closes by commenting that model integration is where he sees a lot of effort being focused to make modeling more useful to managers and decision makers.

Convener J. Jankowski alludes to a previous proposal by Josué Medellín-Azuara to add a student award. Recall that SC members were unable to come up with a proposal that the SC

could take up and potentially approve by the 2025 AM, however, he is hoping to work with Josue Medellin-Azuara and others to firm up the proposal for future AMs.

#### 4. 2025 ANNUAL MEETING PREPARATION (HUTTON)

ED P. Hutton opens the agenda item noting that planning for the next AM in the spring of 2025 is about one month behind the typical schedule.

- Date(s)

ED P. Hutton opens the discussion for possible dates for the 2025 AM with the following three initial options looking ahead to April and trying to avoid the weeks preceding and following the Easter Sunday Holiday on April 20, 2025:

Option 1: April 28<sup>th</sup> through April 30<sup>th</sup>

Option 2: April 7<sup>th</sup> through April 9<sup>th</sup>

Option 3: March 31<sup>st</sup> through April 2<sup>nd</sup>.

ED P. Hutton is seeking several, prioritized options for locking in the date with LNI. After some additional discussion, the SC directed ED P. Hutton to check for availability with LNI for holding the 2025 AM on April 28<sup>th</sup> through April 30<sup>th</sup> as a first option, May 5<sup>th</sup> through 7<sup>th</sup> as a second option, and May 12<sup>th</sup> through 14<sup>th</sup> as a third option<sup>6</sup>. (ACTION ITEM)

- Session Format

ED P. Hutton opens recommending that CWEMF plan for a two-track AM in spring 2025 given the shorter time period between the 2024 and 2025 AMs, and aspire to plan for a three-track program in 2026. One session that was well received this past 2024 AM was the plenary session. The ED P. Hutton adds that another plenary session on the first day of the conference could be helpful in filling out the program and encouraging attendance. However, the topic for the plenary is not immediately clear. There were several comments supportive of planning for a two-track program and the possible use of a plenary session on the first day of the AM.

One member raises the issue of planning for a hybrid meeting as a contingency given the shorter interval between the 2024 and 2025 AMs as well as tightened budget constraints that are ongoing at State agencies. Another SC member replies that the AM should either be fully online or in-person; based on their experience from both planning and logistics to just participating in the audience, hybrid meetings simply do not work as well. Convener J. Jankowski adds to the discussion commenting on the complications this would potentially bring to the registration process with different fee structures depending on whether the attendance is registered for online or the in-person option.

- Sessions Subcommittee Volunteers: Attachment 4-1

While ED P. Hutton handles most of the logistical planning for the AM, there is still a significant piece of the logistical planning that the Sessions Subcommittee takes on. ED P. Hutton adds that N. Johns, A. Huber, and K. Heidel have served on this subcommittee the past

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<sup>6</sup> ED P. Hutton comments that the May 16<sup>th</sup> CWEMF Steering Committee meeting may need to be rescheduled if the first option is not available.

few years. ED P. Hutton is seeking volunteers to reform the Sessions Subcommittee to assist in planning for the 2025 AM. A. Huber volunteers to again serve on the Sessions Subcommittee. Convener J. Jankowski and R. Graziano volunteer to join the Sessions Subcommittee. K. Heidel also volunteers to continue her service on the Sessions subcommittee. N. Johns also volunteers to continue his service on the Sessions Subcommittee in a role that will allow for him to continue to develop the session moderator guidelines and amplify the promotion of those as guidelines to the moderators and speakers as well as play a role to help network and bring in more biological and ecological modelers to participate in the AM. There was some additional discussion led by N. Johns who had served as the default chair in the past, although a chair was not designated.

ED P. Hutton closes the agenda item welcoming the participation of the five volunteers adding that the functional role for the chair is not as critical for the Sessions Subcommittee and can be deferred. Convener J. Jankowski thanks the volunteers and looks forward to working with them on the subcommittee.

- Awards Subcommittee Volunteers

The Past Convener (T. Kadir) is the designated chair of the awards subcommittee. T. Kadir announces he is stepping down as chair of the Awards Subcommittee, “for a variety of reasons.” T. Kadir has been in communication with other SC members about stepping in to serve as the Awards Subcommittee but has not received a firm commitment. Convener J. Jankowski describes the duties of the Awards Subcommittee, volunteers to continue to serve on the subcommittee, and opens the floor for others to volunteer.

Both Josué Medellín-Azuara and M. Deas served on the Awards Subcommittee for the 2024 AM and are absent or have left the meeting.<sup>7</sup> Convener J. Jankowski will follow-up with both Josué and Mike to see if they are willing to continue to serve on the Awards subcommittee and, if there is vacancy, Convener J. Jankowski will send out an email requesting volunteers for the Awards Subcommittee. (ACTION ITEM)

- Call for Award Nominations

ED P. Hutton will be sending out a call for Award Nominations in the next few weeks.

- Call for Abstracts & Session Moderators

ED P. Hutton will be sending out a call Abstracts and Session Moderators for the 2025 AM. He will work with CWEMF members affiliated with DWR to get the announcement on any relevant listservs to promote the 2025 AM.

- Officer Election / Candidates

Convener J. Jankowski will be completing his term. Vice Convener V. Bedekar will assume the role of Convener. N. Osario has volunteered to serve in the Vice Convener role for the next term. Secretary B. Bray affirms he will stay on for the next two-year term. Though

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<sup>7</sup> Josué Medellín-Azuara was unable to attend and designated Secretary B. Bray as his proxy for the meeting. Mike Deas announced he was leaving this online meeting via chat before this agenda item.

absent from the meeting, Treasurer S. Tanaka has not expressed an interest in stepping down from her position to the CWEMF SC.

- Keynote Speaker / Theme / Sponsors

R. Satkowski volunteers to assist with the determination of the 2025 AM theme. R. Satkowski asks for any thoughts on potential themes. One member builds on the previous discussion around broadening the scope of modeling to include ecological and biological modeling, perhaps a theme of bringing together physical and biological modeling for better integration and increasing the value of modeling as a decision support tool. Another member suggests a theme around potential political turmoil or a changing landscapes or leadership.

B. Geske suggests Kenny Rose or Peter Goodwin as potential keynote speakers. Dr. Goodwin served as the Lead Scientist for the Delta Science Program, has been very involved with California water, and has been a strong advocate for CWEMF. Dr. Rose is leading up the integrated modeling collaboratory effort for Chesapeake Bay. A. Khan reports that Kamyar Guivetchi has announced his retirement from DWR on December 31<sup>st</sup>; perhaps he would be willing to talk about 46 years in water planning, including applications of modeling in water resources planning?

N. Johns asks about the type of information or guidance given to the keynote speaker. ED P. Hutton responds that the keynote speakers often ask what they should speak about. The typical response is to generally give them a lot of leeway in the subject matter and ensure they understand the audience.

B. Geske recommends R. Satkowski and the keynote speaker (pending selection) should communicate and discuss the potential topics or subjects and agree on the theme. R. Satkowski responds that we have coordinated in the past although in some years the coordination is not necessary given the expertise of the designated speaker. ED P. Hutton will ask Dr. Goodwin if he is interested in the keynote speaker role. (ACTION ITEM)

As a point of order, Convener J. Jankowski announces he has a schedule conflict, needs to leave the meeting early, and asks for a volunteer to act in his role to facilitate the remainder of the meeting. ED P. Hutton volunteers to help conduct the remainder of the meeting.

## 5. WEBSITE SUBCOMMITTEE ACTION ITEMS (NAM)

- Webmaster Vacancy: Attachment 5-1

Website Subcommittee meeting has been held since the September SC meeting. Recall that CWEMF's webmaster is retiring at the end of 2024. The Website Subcommittee members<sup>8</sup> worked with the CWEMF webmaster to draft up a CWEMF Webmaster position announcement (Attachment 5-1). K. Nam requests SC members review and provide input or comments on the announcement as needed. Once the announcement is finalized, CWEMF can proceed with a recruitment process for filling the position.

ED P. Hutton states that CWEMF does not have an established precedent or procedure for recruiting a new webmaster. The CWEMF SC has not discussed the hourly rate or

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<sup>8</sup> K. Nam is designated chair along with subcommittee members T. Kadir, B. Bray, Nicky Sandhu, and Yiwei Cheng.

established a formal recruitment process; how might the hiring interviews be conducted, for example. The recruitment effort will take some time to work through and may need volunteer support in addition to the use of ED P. Hutton's time. Filling this role is a high priority. ED P. Hutton would look to start the recruitment effort in January.

K. Nam agrees, there is no historical precedence regarding the recruitment process adding that it would be ideal to bring on a new webmaster before the current webmaster Xiaojun Li (Xiao) retires so there can be some knowledge transfer and or training.

ED P. Hutton recommends CWEMF form a subcommittee that can devote the necessary time to complete this recruitment effort. This recruitment effort might be a lot more complicated than one might think. Elaborating further, ED P. Hutton cannot recall Xiao's hourly rate adding that it will be difficult to find someone at a similar hourly rate<sup>9</sup>. The webmaster has functioned as an on-call person. Anytime a request for changes or modifications to the website is sent, the webmaster responds promptly. It may be difficult—or costly—to find another individual that is willing to work as an “on call” consultant to manage the website.

Convener J. Jankowski comments that CWEMF could utilize our existing network to see if there are any volunteers willing to serve as webmaster. Convener J. Jankowski also requests that any members working with someone who manages the website for their firms, to please send that information to him. Several SC members express their concurrence. B. Geske adds that reaching out to the qualified people within our networks would be a good start. B. Geske adds that he has a friend that is a web consultant for several small businesses. He proposes to take the job announcement and have an informal discussion with his friend to gauge his interest. At the very least he would gain feedback on the draft announcement, typical rates, and average response times for intermittent requests from clients for changes or updates to the website. Convener J. Jankowski reiterates his preference to work through CWEMF members' such as this example to identify a consultant within our professional network or that members already have a professional relationship with. B. Geske requests K. Nam to email the job announcement draft (Attachment 5-1).

Convener J. Jankowski wonders how CWEMF might proceed if there are no volunteers to assume the role; CWEMF could look to a contractor as it should not be too difficult to find a willing website management consultant. K. Nam feels that cost is an important consideration. B. Geske adds that the time commitment and whether CWEMF may have increased demands on the webmaster in the future in addition to the compensation rate are all important prerequisite considerations before proceeding with the recruitment.

ED P. Hutton asks if CWEMF cannot find someone to fill the webmaster role by the end of the year, is there a temporary way to manage the CWEMF website until the webmaster position is filled, is this a role the Website Subcommittee can take on? K. Nam responds that he can currently carry out simple edits or changes to the website. However, K. Nam is unable to do more advanced tasks. He is willing to learn more and become a more proficient user as

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<sup>9</sup> During the subsequent discussion, ED P. Hutton reports back that the current webmaster is compensated for their time at \$35/hour.

well. For more involved design work such as the rebranding design project would need to be done by a more advanced user. ED P Hutton seeks to clarify whether K. Nam can manage the PayPal portion of the website necessary for the AM registration, a key process. K. Nam responds that he can request the current webmaster to document this procedure before retiring at the end of December. (ACTION ITEM)

Convener J. Jankowski follows up by asking whether our consultant on the logo and branding effort, Paul Vega, can also consult on website management services. K. Nam responds that he recalls seeing those services offered but is unsure.

T. Slawcki offers that—based on quick web search—there seems to be several firms that offer design and development services for non-profits<sup>10</sup>. However, CWEMF needs a consultant that offers website content management as well as design and development services for non-profits. Working with a student or a volunteer is less appealing than an established firm assuming they offer the full services CWEMF is seeking. Also, some firms seem to specialize in developing the website management skills within the non-profit, which seems to be the more common model for the day-to-day management of the website. Convener J. Jankowski adds that CWEMF will want to seek a qualified individual who is likely to provide CWEMF a longer-term solution for website management.

T. Slawcki asks whether there is an offboarding plan for the outgoing webmaster, *i.e.* meet with the webmaster and acquire as much information as possible from them before their retirement. ED P. Hutton responds that K. Nam has been communicating with the webmaster to carry out that function. The draft job description in Attachment 5-1 is a result of that effort working with Xiao. K. Nam confirms, elaborating that their engagement has been more focused on developing the webmaster position description and they have not discussed documenting procedures for certain routine tasks.

T. Slawcki adds that passwords and access are important considerations as well. Convener J. Jankowski follows up asking if the point-of-contact and administrative account(s) with the web hosting service (Bluehost) has been transferred from Xiao to K. Nam. K. Nam responds that they have not been transferred and will follow-up. (ACTION ITEM). K. Nam also clarifies that ED P. Hutton is the designated point-of-contact for the PayPal account, not the webmaster.

ED P. Hutton can send a copy of the job description out and request proposals. (ACTION ITEM) The responses would be shared with the CWEMF officers and the SC.

B. Geske moves to authorize the Website Subcommittee and ED P. Hutton to move forward with recruiting a webmaster at an hourly rate not to exceed \$60/hour<sup>11</sup>, seconded by B. Bray. Before going to vote there was additional discussion and agreement that the draft job

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<sup>10</sup> T. Slawcki provides an example via chat:

“An illustrative example of design firm - NO ENDORSEMENT - <https://alpenlily.com/minimizing-website-costs-for-nonprofits/>”

<sup>11</sup> T. Slawcki raises a brief point of discussion that led to a quick estimation of typical annual costs for webmaster services by applying the hourly rate to an estimate of the number of hours worked per year that resulted in estimates ranging from several thousand to up to about five thousand dollars per year.

description needs to be revised to add a brief indication to better define the scope of the services, such as not to exceed 50 hours over a year. ED P. Hutton calls to question<sup>12</sup>, the motion carries by unanimous approval with no abstentions and no nays (16-0-0).

- Migrating the Model Inventory Wiki

K. Nam opens providing background information on this agenda item. CWEMF is hosting a model inventory wiki produced by Tetra Tech. N. Sandhu is being reimbursed for the payment for the service. The content on the wiki site does not appear to be changing but static. The recommendation is to move the webpages under the CWEMF website. K. Nam argues that the cost for the wiki seems excessive if the site is not being utilized as intended and can be moved under the cwemf.org domain.

At the last SC meeting the issue was raised ED. P. Hutton and Sujoy Roy (with Tetra Tech) were to investigate the issue of transferring the website content and report back. B. Geske responds that he has received several email notices reflecting updates, some recent and reporting updates being made by Sujoy Roy. B. Geske responds further that he cannot speak to the potential implications of changing the hosting.

N. Johns asks whether the wiki migration could be delegated for the new webmaster once recruited. K. Nam responds it could.

B. Geske shares that he created a QR code for the modeling inventory as part of a recent poster presentation at the CWEMF 2024 AM (September 23<sup>rd</sup> through 25<sup>th</sup>, 2024) and Bay-Delta Science Conference (September 30<sup>th</sup> through October 2<sup>nd</sup>, 2024) that linked to the modeling inventory. The poster presentation generated a lot of interaction and he noted a significant interest in the inventory from those that took the time to engage with the poster. He urges that the inventory continuing to be accessible to the public is the most important consideration under this agenda topic in his view.

Secretary B. Bray comments that given the Website Subcommittee report on page 8 of 12 in the approved SC minutes for September 6, 2024 where, briefly, CWEMF had been notified we were running up against our quota for the web hosting service, the Website Subcommittee and Chair K. Nam committed to the long-term solution of moving off some of the inactive files from the hosting service to an archive. And, furthermore, given N. John's comment where the focus of the Website Subcommittee in the immediate short term needs to be assisting ED P. Hutton in the webmaster recruitment effort, Secretary B. Bray requests to table the issue given a lack of urgency. K. Nam agrees, this issue is a lower priority and further discussion is closed on this agenda item.

- Making Past AM Videos Publicly Accessible

K. Nam begins reminding the SC that all our AM speaker recordings are uploaded to YouTube. The videos are not publicly accessible as the private links are set behind the

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<sup>12</sup> Convener J. Jankowski departs from the virtual meeting during the discussion and ED P. Hutton assumes the role of chair for the remainder of the meeting with the following statement:

"Apologies but I have to leave, Ben's motion is on the floor. I have updates on the Branding Subcommittee and Strategic Plan that will have to wait until the next SC meeting. Thanks all, and Paul for taking over chairing."

members only firewall. A significant number of the archived videos have a very low number of views. K. Nam reports the Website Subcommittee discussed making the videos publicly available. He understands that more recent AM videos should remain behind the members login page, but after a set time period (e.g., after three years has elapsed), perhaps the videos should be made publicly available. This would expand the value of the recordings to the public for educational purposes consistent with CWEMF's mission and help justify the significant effort necessary to produce and procure them.

ED. P. Hutton comments that this is an important subject. He believes that a significant number of SC members may agree in concept, however, he expects there to be some debate and discussion regarding the details on how to implement the proposal. Given the large number of individuals that have left the meeting, he requests the issue be tabled for a future SC Meeting.

B. Geske interjects he understands this is an important issue, and the related pros and cons need to be thoroughly discussed. Continuing, the fact that viewership is low or unviewed might suggest that the videos are not generating new membership or providing the value to CWEMF members as intended. B. Geske suggests not waiting, rather making all videos including the most recent ones publicly available as soon as possible. If there is a delay of six months or several years, the information value may be much less relevant. He asks that the timing or time delay of the public release be included in the future discussion. K. Nam expresses his frustration as he would rather not table the issue and move forward with an action, yet reluctantly agrees and discussion is closed on the topic.

## INFORMATIONAL ITEMS

### 6. STRATEGIC PLAN (JANKOWSKI)

Convener J. Jankowski is absent and, therefore, unable to report on this effort he is leading. B. Geske reports that he is looking to move this along with Convener J. Jankowski. The ability for CWEMF to maximize its impact in the community highly depends on getting a strategic plan in place. B. Geske is looking forward to seeing what J. Jankowski has put together. B. Geske recommends that this not be agendaized under **INFORMATIONAL ITEMS** on the next SC agenda but instead be prioritized as an **ACTION ITEM**. ED P. Hutton responds that he does not see the SC taking any relevant action until the work on compiling and documenting the effort from the strategic planning retreat is completed.

### 7. BRANDING SUBCOMMITTEE (KHAN)

*[A. Khan left the meeting, no report]*

## 8. HISTORY SUBCOMMITTEE (SATKOWSKI)

R. Satkowski reports that the ad hoc History Subcommittee<sup>13</sup> completed its report on August 20<sup>th</sup>, 2024. The report has been posted on the CWEMF website<sup>14</sup>. Chair R. Satkowski concludes his report announcing the dissolution of the ad hoc History Subcommittee.

## 9. MODEL USER GROUPS (NAM)

K. Nam reports that the fall Delta User Group meeting was cancelled due to the AM being postponed to the fall. There is a winter DMUG meeting scheduled for December 5<sup>th</sup>, 2024. The agenda for this meeting has been set.

T. Kadir requests that, in future reports under this agenda item, K. Nam include the IWFM-IDC user's group and Calsim user's group in his report to the CWEMF SC. K. Nam can obtain updates on these user groups by contacting Can Dogrul and N. Osorio with DWR, respectively.

T. Kadir reports that the IWFM-IDC user's group plans to meet on December 9<sup>th</sup>, 2024.

N. Osorio reports that the Calsim Model Users Group is set to meet January 16<sup>th</sup>, 2025 at 10-12pm. The meeting will be a hybrid<sup>15</sup> meeting at the CNRA headquarters building. ED P. Hutton requests that he be added to the invite list.

## 10. DSC INTEGRATED MODELING FRAMEWORK UPDATE (GESKE)

B. Geske advocates for the continued use of the modeling inventory. He highlights the CWEMF session on the collaboratory and encourages SC members to view and spread the word when the video for that session gets posted. The DSP is developing more details behind the strategy for the collaboratory. For more information, please contact B. Geske.

## 11. WORKSHOPS (KADIR): ATTACHMENT 11-1

T. Kadir makes a point of order requesting that the Workshops be moved up to the top of the **INFORMATIONAL ITEMS** on the agenda. He is concerned that this report falls at the end of the agenda and there is typically a time pressure on conveying the information that is important to communicate to the SC members. ED P. Hutton acknowledges.

T. Kadir refers to Attachment 11-1 displayed via screenshare. He comments that he has three items to report on.

The first is that the CVHM workshop is full and is on schedule for early January. The workshop is being jointly funded by DWR and USBR. Since DWR is a partner funding the workshop, DWR management has requested a 50% discount on the full price and to limit DWR participants to no more than 10 seats in the workshop. From cost benefit ratio, T. Kadir believes if the proposal is approved, the workshop would still be cost neutral.

N. Johns seeks to clarify CWEMFs role in the workshop and how the workshop financial considerations typically work. T. Kadir responds that there are the logistics for setting up and organizing the workshop. In addition to handing registration for the workshop, CWEMF

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<sup>13</sup> The History Subcommittee is comprised of R. Satkowski (chair), B. Bray, A. Huber and T. Kadir.

<sup>14</sup> <https://cwemf.org/wp/wp-content/uploads/2024/10/CWEMF-History.pdf>

<sup>15</sup> Attendees to the user's group meeting can attend in person or online.

responsibilities are typically to reserve the venue, handle logistics for refreshments, and provide certificates for workshop attendees that complete the workshop or model training. In this instance regarding Calsim training, the venue will be at the CNRA headquarters, although this venue is not always available. Other venues may charge a fee for the use of their training room and equipment, which must be taken into consideration. In general, the goal for any workshop is to break even or to produce a small amount of net revenue to help keep CWEMF operating.

T. Kadir moves that the April workshop, partially sponsored by DWR allow for a 50% discount in the registration fees for the workshop for up to 10 DWR employees. ED P. Hutton asks that the motion be tabled for the same reason as the previous item; due to a significant number of SC members that have left the meeting.

T. Kadir reported that a workshop proposal for CE-QUAL-W2 model training workshop has been received (see screen capture below). As part of the proposal, Dr. Zhang is requesting an honorarium of \$2,000. T. Kadir elaborates providing more details on the budget estimate showing the workshop is revenue neutral assuming registration is set at \$300 for regular members and \$100 for students given the typical number of workshop attendees. With that said, a venue has not been identified for the workshop yet and could increase his cost estimate, therefore. T. Kadir asserts that the SC would need to approve the proposal including the honorarium before moving forward. Dr. Zhang suggested February or March for the training. However, if the approval is tabled to the next SC meeting in January, then that timeframe may need to be pushed back.<sup>16</sup>

T. Slaweki asks how many modeling professionals are estimated to attend the workshop. T. Kadir responds that he estimates about 20 professionals adding that even with 10 to 15 people registered, he believes the workshop would remain cost neutral. T. Kadir adds that honorariums have been a consideration in workshop budgets that were conducted in the past citing the METRIC and PEST workshops where instructors were brought in from another state or country.

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<sup>16</sup> N. Johns makes a point of order to ask whether there is still a quorum if a motion is called to a vote. ED P. Hutton and Secretary B. Bray respond that 11 voting members constitute a quorum for the SC according to CWEMF by-laws. During the discussion additional SC members leave the meeting and a quorum is no longer available.

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**Technical Workshop**  
**CE-QUAL-W2 Hydrodynamic and Water Quality Model V5 Workshop**

**Proposed Date/Time:** February or March in 2025, 8:30am to 4:30pm

**Location:** Sacramento, CA

This workshop is open to CWEMF members only

**Workshop Fee:** \$300 (\$100 for students)

**Registration:** (to be filled in)

CWEMF is offering a three-day, hands-on workshop on the newly released CE-QUAL-W2 Hydrodynamic and Water Quality Model V5.

CE-QUAL-W2 (W2) is a two-dimensional, laterally averaged hydrodynamic and water quality model with over 30 years of development. It simulates hydrodynamics, water temperature, and various water quality constituents in water bodies. The W2 model is capable of simulating a broad range of constituents, including inorganic solids, bacteria, dissolved gases, metals (Fe, Mn) mercury (Hg), nutrient cycles, and processes contributing to eutrophication. Users can define any number of groups like generic constituents, suspended solids, BOD, algae, epiphyton, macrophytes, and zooplankton. W2 also includes zero-order and first-order bed sediment processes, as well as sediment diagenesis model to quantify sediment oxygen demand (SOD) and nutrient fluxes across sediment-water interfaces. The W2 model provides detailed outputs for velocities, water temperature and all constituents across longitudinal, vertical, and temporal dimensions. This model has been successfully applied in California, across the U.S., and internationally in rivers, lakes, and reservoirs. Its applications include assessing impacts of stressors, conducting thermal and water quality studies, updating reservoir operation manuals, and developing environmental impact statements.

This workshop will provide an overview of CE-QUAL-W2 V5's features and highlight major enhancements. The workshop will cover the model input requirements, model development, calibration, and result analysis through lectures and hands-on exercises. By the end of the workshop, attendees will know how to set up and run W2 hydrodynamic and water quality simulations, visualize results, and perform alternative scenario analyses.

Materials will be provided in advance. Participants should bring a laptop pre-loaded with CE-

## 12. OTHER BUSINESS (ALL)

CWEMF is required to have liability insurance to be able to partner with other agencies and organizations. Secretary B. Bray reports that our insurance agent retired, and our new representative has notified CWEMF that rates are increasing. In response, CWEMF officers are looking into other potential options that may provide a more favorable rate as a non-profit as compared to the recent quote received, for example \$600 to \$800 per year as opposed to \$1,600.

ED. P. Hutton recommended that there is not sufficient time to consult with other carriers and try to get a more favorable rate before the policy expires in November 2024. Furthermore, the premium quote should be paid for this year and insurance options assessed over the next year (before the policy again expires to see if a more reasonable rate can be obtained. There was general agreement among the remaining SC members in attendance that this is the best course of action.

13. NEXT STEERING COMMITTEE MEETING – JANUARY 17, 2025

14. ADJOURN

Respectfully Submitted  
Ben Bray, Secretary, CWEMF

ATTENDANCE

Jesse Jankowski	Convener	SWRCB
Paul Hutton	Executive Director	Tetra Tech
Ben Bray	Secretary	EBMUD
Abdul Khan		DWR
Anne Huber		ICF
Ben Geske		DSP
John DeGeorge		RMA
Jon Traum		USGS
Katherine Heidel		Tetra Tech
Kijin Nam		DWR
Mike Deas		Watercourse Engr.
Nicole Osorio		DWR
Norman Johns		DWR
Regina Graziano		SWRCB
Rich Satkowski		Public Member
Shyamal Chowdhury		US Army Corps of Engineers
Tad Slawecki		LimnoTech
Tariq Kadir		DWR
Will Anderson		SWRCB-ODWM
Yung-Hsin Sun		Sunzi
Zhong Zhang		PSU

Vivek Bedekar has assigned his proxy to J. Jankowski; Josué Medellín-Azuara has assigned his proxy to B. Bray; and Nicky Sandhu has assigned his proxy to K. Nam.