

CALIFORNIA WATER AND ENVIRONMENTAL MODELING FORUM

MINUTES OF THE STEERING COMMITTEE

For September 6, 2024

(This meeting was conducted online via Zoom meeting)

Action Items	<ul style="list-style-type: none"> • Executive Director P. Hutton with Website Subcommittee chair K. Nam and volunteer B. Geske to contact the CWEMF Webmaster Xiaojun Li to confirm his webmaster intention to retire from his role, any details about the time frame, and develop a job description that describes the role and responsibilities. • R. Satkowski to make the licensing purchase for the AM cover image and will send proof of purchase along with the image to Executive Director P. Hutton. • Convener J. Jankowski to provide instructions to copy session presentation files to laptop's local hard drive so that Executive Director P. Hutton can incorporate this into a broader message to CWEMF Annual Meeting moderators.
Motions Passed	<ul style="list-style-type: none"> • Treasurer S. Tanaka moves to approve the July 19 CWEMF SC minutes, seconded by Vice Convener V. Bedekar, passed unanimously (16-0). • K. Nam makes a motion to increase the web hosting service fee to the next tier incurring an annual cost increase of \$180, seconded by Secretary B. Bray, passed unanimously (16-0) • A motion to approve a CVHM2 training workshop for October 28th through 30th in collaboration with USGS with a \$100 registration fee, seconded by Secretary B. Bray is unanimously approved with one abstention (13-0).

REFERENCES INCLUDED IN THE MEETING PACKET

1. Attachment 2-1: Executive Director's Report For the September 6, 2024 Steering Committee Meeting. 1p.
2. Attachment 2-2: CWEMF Minutes of the Steering Committee for July 19, 2024. 12p.
3. Attachment 2-3: Treasurer's Report, FY2024 SC Meeting: September 6, 2024. 1p.
4. Attachment 3-1: 2024 Annual Meeting Program, Draft. 15p.
5. Attachment 3-2: FINAL AGENDA 2023 CWEMF Annual Meeting: 30th Anniversary Plenary Session Monday, September 23, 2024 10:30 am – 12:15 pm. 1p.
6. Attachment 3-3: 2024 CWEMF Annual Meeting To Do List (Abridged) 8/29/24. 1p.
7. Attachment 3-4: 2024 Annual Meeting Sponsors. 1p.
8. Attachment 11-1: CWEMF Steering Committee Meeting September 6, 2024 Subcommittee on Workshops. 1p.

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

CWEMF Convener J. Jankowski calls the meeting to order at 9:31 AM and declares a quorum with the executive director (ED) and nineteen steering committee members online.

There were several proxies noted: J Jankowski has Shyamal Chowdhury's proxy; S. Tanaka has Anne Huber's proxy; and T. Kadir has Josué Medellín-Azuara's proxy.

Convener J. Jankowski asserts a point of order; Vice Convener V. Bedekar will take over as chair of the meeting at or before 11 AM when J. Jankowski plans to leave the meeting due to a conflicting appointment.

2. CONSENT CALENDAR

- Executive Director's Report (P. Hutton): Attachment 2-1
ED P. Hutton welcomes the CWEMF Steering Committee (SC) members and refers to Attachment 2-1. There was no additional discussion on the report.

ED P. Hutton announces that CWEMF's Webmaster Xiaojun Li is retiring at the end of this year (2024). CWEMF will need to find another volunteer or contractor to take on the role of webmaster. ED P. Hutton advises that it is not too soon to start a search. Webmaster X. Li has been very responsive, timely, and very reasonable almost donating his time. M. Deas inquires whether there is a brief description of the CWEMF Webmaster responsibilities. ED P. Hutton responds that CWEMF has never written a job description as X. Li is only the second individual to hold the position. The first CWEMF Webmaster was Kevin Long (State Water Board) for many years before X. Li took on the role with K. Nam and the Website Subcommittee assisting. The CWEMF Webmaster role is an on-call position where the task assignments ebb and flow with the organizational activity. T. Kadir adds that X. Li was DWR's webmaster, and may have his own private business, whereby it was a straightforward recruitment effort when CWEMF sought out a new Webmaster at the time K. Long transitioned out of the role. T. Kadir wonders whether X. Li may be retiring from his main job with DWR but might continue to maintain his private business and CWEMF might be able to continue to consult with him.

Secretary B. Bray inquires what software is used for the developer to modify the website? K. Nam responds that the cwemf.org website is running on WordPress. Minor changes are not that technically difficult. More involved changes on certain pages might require some more advanced knowledge or skill with the software or web design. Convener J. Jankowski adds that WordPress is a common web platform.

Convener J. Jankowski asks ED P. Hutton to work with K. Nam and X. Li to confirm his intention to retire from his role as CWEMF Webmaster, obtain any additional information about the time frame for his retirement, and develop a job description that documents the role and responsibilities. [ACTION ITEM]

ED P. Hutton comments that the position can require a unique individual open to the inconsistent workflow, sometimes with quick turnaround. B. Geske volunteers to help with developing a job description with an eye towards how the duties and responsibilities are also forward looking and consistent with CWEMF's vision being shaped through the strategic planning effort.

Convener J. Jankowski comments that K. Long is still with the State Water Board and wonders whether he might be interested in reassuming the role.

- Secretary's Report (Bray): Attachment 2-2

Secretary B. Bray refers to Attachment 2-2 and thanks CWEMF Steering Committee (SC) members that offered input to produce the camera-ready draft included in the agenda packet.

Convener J. Jankowski reviews action items on page 1 of attachment 2-2.

- Secretary B. Bray reports that the website minutes archive has been updated with assistance of the CWEMF Webmaster, specifically: approved SC minutes up to May 2024, business meeting minutes for 2023, and the Zoom account recordings were deleted for all prior SC meetings with approved minutes.
- N. Osorio reports that she sent Jay Lund's bio to ED P. Hutton and the photo to Convener J. Jankowski for use in the Annual Meeting (AM) program.
- Convener J. Jankowski reports that the Awards Subcommittee was coordinating with ED P. Hutton. T. Kadir adds that the award certificates have been finalized, then they will need wet signatures. T. Kadir will start with his signature as Past Convener and is working to coordinate the logistics for handing off the hard copies, as well as the poster for the History Subcommittee, with ED P. Hutton and Convener J. Jankowski. Upon his prompting, Treasurer S. Tanaka reminds T. Kadir that the poster board dimensions are four feet by three feet.
- ED P. Hutton reports that work to develop a set of succinct session moderator guidelines is underway; he is working with N. Johns and the other Sessions Subcommittee members on developing succinct moderator guidelines, although they have yet to incorporate language warning against the unauthorized use of any copyrighted material in their work.
- Convener J. Jankowski asks for report out on the AM program cover image to be tabled for later discussion on this topic.
- K. Nam reports that he and N. Sandhu attempted to contact Lake Natoma Inn (LNI) but have not received a response. They initially tried to reach out to a contact at LNI in August and have followed up multiple times without receiving a response to their inquiry. They will continue to try to make contact and may decide to make a site visit.

After reviewing the action items, there was no further discussion. Treasurer S. Tanaka moves to approve the July 19 CWEMF SC minutes as revised, seconded by Vice Convener V. Bedekar, the motion is passed unanimously (16-0).

- Treasurer's Report (Tanaka): Attachment 2-3

Treasurer S. Tanaka refers to Attachment 2-3, the first report for the FY. Not a lot to report on because the AM has yet to occur. Treasurer S. Tanaka report that some funds were moved from the general fund into the operating reserve as reflected in the report. The operating reserve balance is now \$53,000, roughly the cost to run the organization for one year without any revenue coming in. There were no questions and no further discussion.

ACTION ITEMS

3. 2024 ANNUAL MEETING PREPARATION (HUTTON)

- Registration (Hutton)

Generally, things are going well with registration. Last Friday (August 30) was the deadline to register as an “early bird.” As such, most of the registration occurs by this point leading up to the AM. ED P. Hutton reports that 167 people have registered. In addition, he adds that 33 moderators and speakers have yet to register, hence he expects registration to increase to around 200. This represents a good number of professionals planning to attend despite the California budget problems earlier this year.

B. Geske comments that he is working with the Delta Science Program’s (DSP) lead scientist to organize a session. He continues explaining that he is dealing with some unique issues regarding registration for presenters in the session. B Geske recalls that CWEMF has a policy that individuals cannot attend and participate in the AM unless they are registered. B. Geske inquires whether there have been inquiries regarding the registration fee that are being fielded or whether there is any flexibility in the policy.

ED P. Hutton confirms it is a firm policy; individuals participating in the AM need to pay the registration fee. This policy is clearly stated in the moderator guidelines up front. CWEMF relies upon the honor system to ensure that moderators review and agree to the moderator guidelines.

B. Geske acknowledges and is seeking clarity on understanding the policy and simply seeking to work through the questions with the DSP’s lead scientist. B. Geske adds that he recently attended the International Association for the Great Lakes Research (IAGLR) conference. His trip was funded by IAGLR and not by his agency. B. Geske expresses his concern that the policy, or lack in flexibility thereof may result in CWEMF missing out on certain information, engagement, and/or participation in the AM. That said he acknowledges it is a difficult situation; he understands that making an exception is precedent-setting and can be viewed as unfair.

Convener J. Jankowski sympathizes with B. Geske, recalls similar discussions with his management, and recounts some of the discussion points from his involvement with a recent ad hoc subcommittee to discuss possible options for offering scholarships to individuals attending the AM. Ultimately, the ad hoc committee was unable to reach a consensus recommendation due to the challenges associated with the registration and related policies.

ED P. Hutton recalls he had considered meeting with moderators to ensure moderators are clear on and agree to their responsibilities earlier in the year when considering the selections for the AM sessions from those that had been proposed. Moderators are given a responsibility to help CWEMF distribute the workload for AM logistics.

B. Geske clarifies, acknowledging there is a give and take but his main concern is that the lack of flexibility means that some folks will be unable to participate because of the policy.

ED P. Hutton recalls that a major consideration that went into the formation of the policy is that more sessions were being proposed in recent years than could be accommodated. While it was acknowledged that the CWEMF AM participants may miss out on perspectives or content as a result, however, the priority for AM session proposals was deemed appropriate for CWEMF members over non-members.

B. Geske closes noting that this year is expected to be the biggest showing in terms of registration and participation with respect to his colleagues from the DSP and Delta Stewardship Council. B. Geske clarifies further that the DSP session they are planning will move forward, his seeking to clarify the policy is to help their team determine how many will be able to participate in the AM session.

- Program (Sessions) Subcommittee (Hutton/Johns)

- o Final Program: Attachment 3-1

ED P. Hutton refers to Attachment 3-1. The summary agenda has been placed on the cwemf.org website. He reports that the program layout is stable, and the program will include a full set of abstracts as well. Convener J. Jankowski highlights some specific portions of the program.

Vice Convener V. Bedekar asks when will the final program be available? ED P. Hutton responds that it is typically made available at the meeting. The pdf does not generally get posted until several weeks after the AM is held. ED P. Hutton is getting close to a final draft, he has all the key elements and is in contact with the printer.

T. Kadir asks about the final decision on the cover image. R. Satkowski responds that he intends to obtain the picture of the signpost. R. Satkowski will make the licensing purchase for the image and will send proof of purchase along with the image to ED P. Hutton as soon as possible. [ACTION ITEM]

Treasurer S. Tanaka asks whether there are limitations or restrictions on modifying the image in the license agreement? ED P. Hutton clarifies that there are no plans to modify the image, it will be included with the title stylized with the new CWEMF logo as per T. Slaweki's suggestion at the July 2024 SC meeting.

- o Plenary Session: Attachment 3-2

ED P. Hutton refers to Attachment 3-2. He is currently assembling his presentation for the plenary. He plans to take the time to acknowledge all the different groups as indicated on the agenda. ED P. Hutton also relays his plans for engaging with the panelists. He will look to facilitate a question-and-answer with the audience with a set of questions from the Sessions Subcommittee that he can use if there is a lack of questions from the audience.

- Abridged To-Do List (Hutton): Attachment 3-3

ED P. Hutton refers to Attachment 3-3 and reports out on the status of each remaining item on the list as follows.

- o Award certificate coordination with T. Kadir was previously addressed (see Secretary's report).

- Convener J. Jankowski has sent in his welcome letter for the AM program.
- As reported on previously, the AM program is closed to being finalized and ready for printing.
- ED P. Hutton has scheduled time with the printer and the hard copies will be delivered on Friday September 20th.
- The introductory talk for the plenary is being drafted.
- Tetra Tech staff to prepare the name badges and signage.
- ED P. Hutton will go to Kinkos to get miscellaneous printing done.
- ED P. Hutton plans to work with LNI to get banquet orders put together next week.

ED P. Hutton will be going to LNI Sunday evening, will be assembling the packets for the attendees, and will be ready Monday morning September 23rd.

- **Poster Session (Tanaka)**

Treasurer S. Tanaka reports there are four posters confirmed for the poster session. She was informed that there are some other conferences around the time of the CWEMF AM that may be competing for submissions. Given that there will be some available space, she decided to accept posters that are from colleagues not attending if a member was a co-author or a part of a project team and would like to serve as a sponsor to share the information. Shake those bushes and if anyone is interested, please follow-up with Treasurer S. Tanaka with any questions or last-minute submissions.

Treasurer S. Tanaka reports that there has been more interest in the Pop-up Session. She currently has seven signed up out of 11 open slots in that session. ED P. Hutton adds that N. Quin plans to attend and bring his machine to help facilitate timing of the pop-up talks.

Treasurer S. Tanaka plans to pick up the poster session supplies from the storage unit the weekend before the AM and can grab any other materials from the storage unit if needed.

- **Sponsors (Hutton): Attachment 3-4**

ED P. Hutton refers to Attachment 3-4 that lists the 2023 AM sponsors and status of payment. ED P. Hutton announces robust coverage of everything planned except for one lunch that will not be sponsored. There are five sponsors offsetting costs for the social on Monday and five for Tuesday as well with three contributions toward refreshments. Continuing, ED P. Hutton reports we have received payment from all the sponsor commitments except for LimnoTech and Tetra Tech. ED P. Hutton has prepared signage to acknowledge the sponsors during the AM and plans to include an acknowledgement as part of his presentation in the plenary session.

- **Screencast Recording Volunteers (Sandhu)**

N. Sandhu reports that he has K. Nam volunteering to assist in setting up the equipment. N. Sandhu adds that he has a scheduling conflict and will not be able to attend the AM.

As K. Nam reported out earlier, N. Sandhu and K. Nam have repeatedly tried to communicate with LNI to access the audio-visual equipment they will provide before the AM

to ensure equipment compatibility and complete testing. N. Sandhu has CC'd ED P. Hutton on the email communications. N. Sandhu would like to complete the advance work in the next week as he will be unavailable the following week during the AM. K. Nam has volunteered to assist in the advance work and logistics for the AM. K. Nam has the equipment for the screen capture in his possession. Simply put, they need to access the equipment to ensure the ability to connect the recording equipment to their sound system. They anticipate the main volunteer effort will occur after the conference which will involve the editing of the screen captures. They plan to turn on the recorders and leave them running for the duration of the sessions over the day.

N. Sandhu to coordinate with ED P. Hutton as needed to help with connecting N. Sandhu and the technical contact with LNI.

Convener J. Jankowski volunteers to collect presentations, cataloging them, and getting them ready for posting to the CWEMF website. Convener J. Jankowski asks if there is any information in the moderator guidelines to instruct moderators to make a copy on the laptop to streamline the collection process. ED P. Hutton does not recall the directions, but recalls the instructions are more general. Convener J. Jankowski responds, most of the time it has worked out OK in the past, with a handful of presenters that need to be followed up with to obtain their slideshow files. ED P. Hutton responds that he can include language in an email to moderators he is planning if Convener J. Jankowski provides some language to include that instructs them regarding placement of presenter files with other planned guidance he intends to send out. [ACTION ITEM]

4. IMAGE COPYRIGHT (JANKOWSKI)

[The SC discussion on this topic contains sensitive and/or confidential content and has been excluded from the meeting minutes record accordingly.]

5. STRATEGIC PLAN (JANKOWSKI)

Convener J. Jankowski reports there are no updates.

6. BRANDING SUBCOMMITTEE (KHAN)

A. Khan (Branding Subcommittee chair) comments that he has still yet to continue work on the Branding Subcommittee and intends to refocus his effort after the CWEMF AM.

Convener J. Jankowski makes a point of order and inquires whether there was confirmation that the Hugo B. Fischer award winner is planning to provide a presentation as part of the awards ceremony. T. Kadir responds that he will check with the awardee and will follow-up and let Convener J. Jankowski know of their plans¹.

7. HISTORY SUBCOMMITTEE (SATKOWSKI)

¹ Before the end of the meeting, Hugo B. Fischer awardee confirms their plans to give a presentation as part of the Awards Ceremony. T. Kadir responds requesting they coordinate on the logistics with Convener J. Jankowski and ED. P Hutton.

R. Satkowski (History Subcommittee chair) reports that the History Subcommittee² has completed a report on the history of CWEMF including a two-page executive summary that can be included in the AM program. The History Subcommittee also completed a poster for the poster session that includes historical pictures from CWEMF meetings and events over the years.

Convener J. Jankowski asks about the plans for the slide show as CWEMF has a portable screen and projector in storage. R. Satkowski responds that the subcommittee thought the slide show could be shown during the poster session and would appreciate the use of the equipment.

Convener J. Jankowski will coordinate with Treasurer S. Tanaka to gather these additional items, including an extension cord, as part of her plans to acquire the poster boards from storage before the AM.

[At approximately 11 AM Convener J. Jankowski raises a point of order, reminding the SC that he needs to leave the meeting due to a conflicting appointment. He thanks all SC members in attendance for their participation adding that he looks forward to seeing all at the AM in about two weeks. He adds that members should feel free to contact him with any questions they may have. Convener J. Jankowski then signs off and Vice Convener V. Bedekar assumes the role of meeting chair for the remainder of the meeting.]

8. WEBSITE UPDATE (NAM)

K. Nam (Website Subcommittee chair) opens noting that his biggest agenda item was already covered under the executive director's report; the CWEMF Webmaster is retiring.

K. Nam also reports that the vendor hosting the CWEMF website has notified CWEMF that we are nearing the storage quota for the CWEMF account. Either the storage plan will need to be upgraded, or we will need to offload or purge some files to remain under the quota for our current plan. The current tier plan costs \$503 per year. The next tier plan is \$683 per year and would resolve the issue. K. Nam recommends going to the next tier to resolve the issue in the short term and to go through the files to consolidate and archive files to the google workspace in the long term. The difference in cost is \$180 per year. He adds that if CWEMF does not act and the quota is exceeded, the vendor will upgrade the account automatically.

After additional discussion, K. Nam moves to increase the web hosting service fee to the next tier incurring a \$180 per year cost increase, seconded by Secretary B. Bray. The motion is called to a vote. Vice Convener V. Bedekar asks members to vote using the online chat resulting in 16 affirmative votes including proxies. The upgrade to the next tier is unanimously approved (16-0).

K. Nam has not received a response to his inquiries to A. Khan (Branding Subcommittee chair) regarding updating the website design with the new logo, color palette, and font integration.

² Chaired by R, Satkowski with members A. Huber, T. Kadir, and B. Bray.

K. Nam will work with N. Sandhu to look for volunteers to monitor the screencast during the meeting and to help with editing the screen cast after the meeting.³

9. MODEL USER GROUPS (NAM)

K. Nam reports there are no updates.

10. DSC INTEGRATED MODELING FRAMEWORK UPDATE (GESKE)

B. Geske reports that he is currently drafting a poster to share information on the Integrated Modeling Framework’s collaboratory effort and solicit feedback from CWEMF members. The Delta Lead Scientist and Josué Medellín-Azuara along with other DSP Team members are planning an AM session on Wednesday September 25th for CWEMF members to get up to speed on the project, ask questions, and provide an opportunity to get involved. They will take the feedback received and workshop the topic further at the Bay Delta Science Conference held the following week from September 30th through October 3rd. B. Geske offers for any SC members that are unable to attend either conference and are interested in more information on the collaboratory project or want to get involved to reach out to B. Geske.

B. Geske inquires whether posters can be hung for the duration of the meeting or whether there is a designated space with a setup and takedown time. Treasurer S. Tanaka (session moderator for the poster session) responds that posters will go up in the morning on Tuesday September 24th in the back portion of the Sierra 1 room at Lake Natoma Inn and are taken down after the poster session concludes at 7 PM.

11. WORKSHOPS (KADIR): ATTACHMENT 11-1

T. Kadir (Workshops Subcommittee chair) shares his screen with a more updated version of Attachment 11-1 (see screenshot below).

CWEMF Steering Committee Meeting September 6, 2024
 Subcommittee on Workshops
 Sub-Committee Members: Tariq Kadir (chair), Rich Satkowski , Nicky Sandhu

Workshops in the Planning Stage

No.	Title	Type	Days	Timeframe	Contact
1	CVHM2	Hands-on	3	Oct or Nov 2024 ?	Jon Traum (USGS)
2	IDC	Hands-on	2	April, 2025	Can Dogrul (DWR)
3	IWFM	Hands-on	4	May, 2025	Can Dogrul (DWR)

Workshops in the Conceptual Stage

No.	Title	Type	Days	Timeframe	Contact
None	None	None	None	None	None

T. Kadir reports on his efforts to coordinate a workshop with the United States Bureau of Reclamation (USBR) to organize a hands-on CWEMF sponsored three-day workshop for the

³ In the transition between agenda items, N. Sandhu enters the following into the chat: “I think the hosting information and domain information should be in control of CWEMF, particularly Kijin. Maybe cover this next time.”

CVHM2 model. There have been several, recent communications among the parties involved to determine the best timing for the workshop. They are considering October 28th through the 30th or some dates in November. Unfortunately, the November dates conflict with other commitments for some of the USGS presenters. Furthermore, the meeting rooms they were planning to use at the Natural Resources headquarters building are unavailable during the October dates. T. Kadir has sent an inquiry to Yost and Associates, but he is doubtful that their training facility will be available as an alternative. T. Kadir is considering the University of California at Davis (UCD) for the workshop location, although the UCD would be less convenient because of parking and additional travel. The UCD also charges a fee for use of their meeting rooms at a high cost, which may affect the consideration for the registration fee. If T. Kadir and his planning team can find a meeting room at low to no cost, they are proposing to set a standard registration fee of \$100. If they find that UCD is not an option, or is cost prohibitive, they may choose to postpone the workshop to 2025. T. Kadir has asked J. Traum to produce a one-page flier for the workshop.

J. Traum confirms he has been tasked with drafting the workshop flier and will get it to T. Kadir as soon as possible. J. Traum will check if USBR has a room at their facility at Cottage Way that can be used for the workshop. T. Kadir, responds that he is not sure if they have a room that can accommodate 40 participants, which is the cap on the registration they are considering. They both agree that they need to move quickly given timing for registration and other logistics. Convener J. Jankowski also checked into the availability for CalEPA training rooms in Sacramento and they were not available for the dates under consideration.

Vice Convener V. Bedekar asks if the workshop is limited to in-person only or is there an online option? T. Kadir and J. Traum, respond that this will be a hands-on training that will be held in-person.

Vice Convener V. Bedekar expresses his concern about whether there is enough time to organize and plan the workshop if it will be held at the end of October. T. Kadir responds that this workshop was an urgent request from the Sustainable Groundwater Management Office (SGMO) and the United States Geological Survey (USGS). There will be six weeks to handle registration and planning for the attendees. While this is a narrow window, however, the reason they are expediting the training is that USGS presenters would not otherwise be available until January 2025.

Vice Convener V. Bedekar inquires whether the \$100 fee is in line with other CWEMF workshops. T. Kadir responds that this fee is definitely in line with a typical workshop fee where CWEMF has generally charged \$50 for single day and \$100 for two-day workshops in the past. T. Kadir clarifies further that while the workshop is described as a three-day workshop, the content planned for will be closer to two-and-a-half days. Typically, the first half-day is an informational overview of the model application for managers. The remainder of the time is dedicated to hands-on training with the application. J. Traum adds that the last MODFLOW-OHM workshop was \$200 per person with a reduced fee of \$25 for students.

N. Sandhu asks if there are plans to record the workshop and make it available to members? T. Kadir responds that this has been done in the past, however, USGS has strict policies regarding content that is recorded. J. Traum confirms that he is not sure if it will be possible given the potential related approvals that may be necessary though he will check into it. T. Kadir adds that SGMO is funding the workshop and they may have an interest in recording for their staff depending upon the USGS policy⁴.

Vice Convener V. Bedekar moves to approve the registration fee of \$100 for attendees for the planned CVHM workshop to be held in October or November. The motion is seconded by Secretary B. Bray. There was additional discussion on the motion as follows.

ED P. Hutton asks whether is it necessary to include the dollar amount in the motion since we are not sure of the full cost of the workshop? T. Kadir responds that if the workshop is held in a room that is at no cost to CWEMF, the registration fee of \$100 is enough to cover the cost of the workshop explaining his calculus for revenue versus costs assuming 20 individuals attend the workshop. However, if the room reservation is excessive leading to too high of a cost, T. Kadir plans to delay the workshop until 2025 where they can find a more reasonable accommodation and ensure the workshop is cost neutral.

Vice Convener V. Bedekar asks whether there is a minimum registration number they are targeting? T. Kadir responds that he expects 20 individuals at a minimum, though he cannot make any guarantees, and expects to limit the registration to 40 participants maximum.

ED P. Hutton asks about the schedule; he will be out of state until October 9th. That might preclude his assistance for registration. T. Kadir responds that will also be out of state in the first two-and-a-half weeks of October. T. Kadir expects to handle the registration in the next two weeks, otherwise he suggests postponing. ED P. Hutton confirms he would not have capacity to assist until the 3rd week of October. J. Traum volunteers to assist with the registration. T. Kadir states that he plans to reach out to UCD regarding meeting room availability in the following week and may also receive a response from Yost and Associates in that time to inform his decision on the feasibility for the October dates or whether to postpone to 2025.⁵

After discussing the motion, motion is clarified as follows. A motion to approve a CVHM2 training workshop for October 28th through the 30th with a \$100 fee levied for attendees in collaboration with USGS, seconded by Secretary B. Bray. Vice Convener V. Bedekar asks SC members to vote in the chat and indicate either their support, abstention, or opposition to the proposed registration fee. The result from the chat indicates the motion is approved with the record showing 13 affirmative votes including proxies, no opposed, and one abstention (13-0).

⁴ J. Traum clarifies later receiving a response during the meeting that the USGS presentations can be recorded if they go through their internal peer review process. J. Traum and T. Kadir agree to work together as it may make sense to record some portions of the workshop, but the full content may not need to go through the additional review process.

⁵ Before the voting is initiated, N. Sandhu indicates that he needs to leave the meeting via chat and assigns his proxy to K. Nam. The vote tally for the motion includes this proxy designation.

T. Kadir comments that the list (shown above) provides an up-to-date representation of the workshops actively in the planning and conceptual stage. As the table shows, there are active plans underway for an IDC workshop in April and IWFM workshop in May of 2025.

12. OTHER BUSINESS (ALL)

There was no additional discussion.

13. NEXT STEERING COMMITTEE MEETING – NOVEMBER 15, 2024

14. ADJOURN 11:42 PM

Respectfully Submitted
Ben Bray, Secretary, CWEMF

ATTENDANCE

Jesse Jankowski	Convener	SWRCB
Vivek Bedekar	Vice Convener	S.S. Papadopulos & Assoc.
Paul Hutton	Executive Director	Tetra Tech
Stacy Tanaka	Treasurer	Watercourse Engr.
Ben Bray	Secretary	EBMUD
Abdul Khan		DWR
Ben Geske		DSP
John DeGeorge		RMA
Jon Traum		USGS
Katherine Heidel		Tetra Tech
Kijin Nam		DWR
Mike Deas		Watercourse Engr.
Nicole Osorio		DWR
Nicky Sandhu		DWR
Rich Satkowski		Public Member
Tariq Kadir		DWR
Yung-Hsin Sun		Sunzi
Zhong Zhang		PSU

Shyamal Chowdhury has assigned his proxy to J. Jankowski; Anne Huber has assigned her proxy to S. Tanaka; and Josué Medellín-Azuara has assigned his proxy to T. Kadir.

During agenda item 11, N. Sandhu leaves the meeting and assigns his proxy to K. Nam.