

Colorado Association of Stormwater & Floodplain Managers

GENERAL MEETING MINUTES

Held at Applegate Group, Denver, CO

November 4, 2010

Meeting Attendees

Officers:

Chair – David Mallory, UDFCD

Vice Chair – David Bennetts, UDFCD

Treasurer – Deb Ohlinger, Olsson Associates

Secretary – Brian Varrella, City of Fort Collins

Metro Region Rep. – Robert Krehbiel, Matrix Design Group (also Conference Chair)

NE Region Rep. – Basil Hamdan, City of Fort Collins

Committee Chairs:

Floodplain/CFM Coordinator – Kallie Bauer, Applegate Group

Scholarship – Shea Thomas, UDFCD

Members:

Carrie Herbolzheimer, Ayres Associates

Matthew Hickox, Ayres Associates

Jim Kaiser, City of Thornton

Frank Feero

Julie Constan, Mesa County

Andi Staley, Mesa County

Craig Perl

Kevin Houck, CWCB

Susan Hayes, City of Fort Collins

Eric Tracy, Larimer County

Brian Murphy, CDM

Joel McGuire

Matt Young, Applegate Group

The following is a summary of the interactions, comments and items discussed. While this summary is not intended to represent a complete or comprehensive account of the meeting, it is intended to reflect the salient points raised and issues for further consideration. Should the attendees believe that anything might be misrepresented or misleading, please bring this to the attention of Brian Varrella, CASFM Secretary.

1) Call to Order

David Mallory called the meeting to order. A quorum of officers and regional representatives was present. A roll call of the membership recognized two new members from Pennsylvania and the Washington D.C. area. The Chair recognized the new Treasurer, Secretary, and Denver Metro Region Representative.

2) Secretary's Report

- a) Minutes for the September 23, 2010 General Membership meeting at the Annual Conference in Snowmass were distributed and reviewed. Two corrections were identified on Page 3 of the minutes to reflect the revised date and location of the CWCB Floodplain Rules and Regulations hearing in Berthoud, CO on November 15, 2010. The minutes were unanimously approved with the corrections identified on Page 3 by a motion and vote.
- b) Minutes for the September 23, 2010 Board meeting at the Annual Conference in Snowmass were distributed and reviewed. The Vice Chair noted that the Chapter is attempting to acquire liability insurance, and has obtained multiple quotes.

The American Public Works Association will be holding an event in the Denver area the week before the 2011 Annual CASFM Conference. The timing of the CASFM Conference was rescheduled to accommodate membership participation in the APWA event. CASFM will be presenting a 1-day workshop at the APWA Conference.

The Chair will represent CASFM at the CWCB hearing for the update to the Floodplain Rules and Regulations on November 15, 2010. Comments from the membership will be obtained at a Floodplain Committee meeting immediately following the General Membership meeting on Nov. 4 (this meeting).

The meeting minutes were approved unanimously by a motion and a vote.

3) Treasurer's Report

Account balances and expenditures were reviewed. The Treasurer noted CASFM is planning to post a loss for 2010. Savings account holds \$21,031.54 and the checking account holds \$25,223.52. The 2010 budget shows expenses of \$153,175.00 and revenue of \$125,500.00, with actual expenses of \$116,577.00 and revenue of \$108,856.45 so far this year. The budget shortfall was budgeted as \$27,475.00 but is closer to \$7,686.56.

The 2011 projected budget was distributed for review. The Estimated expenses total \$132,475.00 and revenue is projected to be \$111,500.00 for a loss of \$20,925.00.

The Vice Chair noted the Chapter is attempting to obtain 501(C)3 status as a non-profit agency next year. CASFM is currently exempt from paying federal income tax, and the proposed 501(C)3 status will exempt the Chapter from state sales tax. This will cost \$3,000 to \$4,000 once to establish this status, but will reduce the state tax burden related to annual conference costs by \$6,000 to \$7,000 for a net savings to the organization. An accountant and attorney are being secured to assist with the paperwork and details.

The membership suggested adding a line item for legal services and miscellaneous to reduce impacts to the training budget. The discussion noted that it was advantageous for Region socials and barstool series training to remain combined as events sharing venues and speakers, but these activities tended to add pressures to the Training Committee budget. It was noted that the Training Committee members appreciate prior coordination from Region Representatives who plan training events in their prospective geographic areas. The Chair agreed to coordinate an effort to assist the Training Committee with direct communications in the future with the Region Representatives.

The Training Committee representatives recommended \$6,000 be set aside for two ½-day or 1-day trainings and barstool sessions. The Committee is currently drafting a training plan for 2011 that it will share with the General Membership at the January 2011 meeting.

The Chair noted no expenses were submitted in 2010 for research, but it is anticipated NAFSMA and ASFPM may conduct research that CASFM could contribute to in 2011.

The Vice Chair shared newsletter costs have been reduced by going paperless.

A brief discussion was initiated by the membership to consider raising the membership fee to help balance the 2011 budget, noting it is generally easier to increase in small increments now than it is to ask for a larger increase in the future when reserves are low and revenues are down. The Chair expressed confidence reserves were adequate for 2011, but asked the membership for a motion. None was heard, and no action was taken to change membership fees.

The NE Region Representative noted that he and the Training Committee Chair are preparing a water quality research study in the parking lot at Fort Collins Utilities. They will install a new water quality treatment device and monitoring station to test a new technology. This research is a cooperative effort between the City of Fort Collins, the City of Loveland, and Colorado State University. The NE Region Rep. requested \$2,500 from the budget to assist with the installation and testing, and offered to provide tours of the site to the membership before, during and after installation as a NE Region event. Of the requested amount, \$2,000 would be used to offset the \$20,000 to \$30,000 anticipated for construction, and the remaining \$500 would be used to sponsor the NE Region Rep. to attend the conference and present findings and conclusions. A motion to approve allocation of \$2,500 for the above uses passed unanimously under the condition that future requests should follow an application process that clearly outlines expectations and outcomes.

The Treasurer's report was approved by a motion and vote.

4) Regional Representatives' Reports

- a) **Denver Metro** – Robert Krehbiel said there have been four metro socials this year. The most recent was held October 28 at a construction site near the South Platte River, and approximately 300 people attended. The next event will be held in January 2011.
- b) **Northeast Region** – Basil Hamdan noted a spring social was held in May 2010. He and Nick Haws of Northern Engineering shared the findings of a private-public partnership focusing on BMP installations in Fort Collins and their effects on water quality. They summarized lessons learned and obstacles discovered during their pilot project research.

A floodplain management training event will be hosted by the City of Fort Collins on November 16, 2010. Ed Thomas of Baker Corp. is being flown out by FEMA Region VIII to present a 4 hour training, which will be followed by a NE Region social in Old Town Fort Collins immediately after. This effort was made possible by efforts of CASFM members, CWCB staff, UDFCD staff, and FEMA participants. The event will be free to the entire membership and will provide 4 continuing education credits to anyone with a CFM. Details were posted on the CASFM website by Stuart Gardner.

- c) **Southeast Region** – Michael Augenstein had no report.
- d) **Northwest Region** – Robert Krehbiel acted as proxy for Betsy Suerth. He reported that a questionnaire was e-mailed out to all NW Region members to determine training needs for the region. It was noted by the Chair that the efforts of the new NW Region Rep. appear to have re-energized the membership in this region.

- e) **Southwest Region** – Victoria Schmitt has offered to continue as the SE Region Rep. By the bylaws of the organization, a motion was passed to vote Victoria in as returning SE Region Rep. The motion passed unanimously. No report was provided for activities in the region.

5) Committee Reports

- a) **Floodplain/CFM** – Kallie Bauer stated the Committee would convene immediately following the General Membership meeting to discuss the upcoming CWCB Floodplain Rules and Regulations update hearing, and the CASFM membership's position on the proposed regulations. Kallie had not received a report on how many members had passed the CFM exam held at the 2010 Annual Conference. All CECs for the Annual Conference for all current and new CFMs were submitted to ASFPM already, and those credits should be fully accounted for in ASFPM's database.
- b) **Stormwater Quality** – Shea Thomas acted as proxy for Holly Piza. She reported Volume 3 of the UDFCD Drainage Criteria Manual is due next week, and Holly is extremely busy. She had no further report to offer at this time.
- c) **Outreach** – Ken Cecil had no report.
- d) **Scholarship** – Shea Thomas reported the UWRI gave CASFM a check and letter of conditions for the scholarship. By these conditions, future candidates for the award must be sophomores or juniors committed to a civil engineering curriculum who are making a difference in education. The UWRI will be identified as the scholarship provider, and candidate selection will not be based on grade point average. Notice of the 2011 scholarship will be posted in January 2011, and applications will be due for review in March 2011.
- e) **Membership** – David Mallory acted as proxy for Kevin Gingery. He reported the membership is down 30 members from last year (2009). Kevin recommended keeping dues at the same level in 2011 as renewal notices are being prepared for distribution to the membership. Since the budget is not yet complete, the Chair noted there is no justification for increasing membership dues. Cash reserves are higher now than in the past, and it seems the organization is doing well right now. The corporate membership was raised from \$150 per 10 members to \$200 per 10 members just 2 years ago. Credit card fees for membership renewal were small up to this point. A motion was passed to keep the membership fees at 2010 levels for 2011. The motion passed unanimously.
- f) **Training** – Brian Murphy acted as proxy for Chris Carlson. The Committee reports it will have another meeting the week before the next General Membership meeting in January 2011. They plan to confirm all budget requirements, and will work with David Mallory to coordinate with Regional Reps. The hope for 2011 is to provide more ½- and 1-day trainings on non-technical topics. UWRI seems to have the technical trainings well covered, and the membership is asking for shorter and less expensive ways to get training and CECs. Training sessions in the past were poorly attended, but interest has been renewed with companies and governments cutting education budgets during tough economic times.

A list of courses is currently being drafted from the survey feedback from the membership. Trainings will be targeted east and west of the Divide to provide opportunities for all members to obtain non-conference CECs. The Committee is working hard to avoid duplicating topics from the recent past, and seeks to expand the focus of what can be offered.

- g) **Website** – David Mallory acted as proxy for Stuart Gardner, sharing that a new vendor had been secured for event registrations. New officer information has been updated on the website.
- h) **Community Rating System** – Brian Varrella acted as proxy for Marsha Hilmes-Robinson, and reported that the Committee is planning a training opportunity early in 2011 on Hazard Mitigation Planning. David Mallory added the CRS Workshop from EMI will be field-deployed to Colorado in April 2010. This will be a 4 day event. Details will be distributed later.
- i) **Annual Conference** – Robert Krehbiel invited Pam Acre of the Colorado Stormwater Council to speak about her organization's activities and desire to combine conference opportunities and resources. Pam's organization is a 501(C)3 group focused on water quality and MS-4 compliance. Their membership expressed interest in a conference, but with only 50 current members, it is difficult to acquire resources and fill a schedule.

Pam asked CASFM if they would consider dedicating the Tuesday of the Annual Conference to hosting the Stormwater Council's event. They would register for part or all of the CASFM Conference, and members of both organizations could choose to participate in both events. This would be a unique opportunity to combine site resources and share information, and to provide membership of both groups with cross-pollination of professional knowledge. The CASFM membership responded favorably to the idea, noting that the current CASFM schedule is already compressed into two days and two half-days, and that there may be a need to provide a full agenda on the first Tuesday of the Conference in 2011 and 2012 anyway.

The CO Stormwater Council is not asking for an immediate decision on this opportunity, but CASFM committed to continuing the conversation, noting there will be many benefits to expanding the Annual Conference to include the Council's membership and experience. More information will be shared at future CASFM General Membership events, and Robert is committed to staying in contact with Pam.

- j) **Annual Conference Feedback** – Robert Krehbiel and Shea Thomas summarized the feedback obtained from the General Membership on the 2010 Conference. Rankings from e-mail respondents were passed around to the meeting attendees, courtesy of the graphs prepared by Stuart Gardner.

Scores for the hotel, especially meals, were generally low. The info will be shared with the Silvertree Hotel, and it is anticipated they will utilize the data to improve the event next year. The golf tournament again scored highest among all activities, and feedback was generally positive for the entire event.

The membership present at the meeting noted it would be preferable to allow more free time during the conference. One way this could be accomplished is to offer 1 field trip and 1 workshop on Tuesday, Wednesday, and Friday, thereby reducing the total number of field trips and hopefully increasing the participation in all opportunities. Such an arrangement would also have the advantage of providing indoor and outdoor alternatives that could accommodate weather conditions in late September.

A brief discussion on the project awards revealed concern that the half-hour presentations were too long. Some of the members suggested the presentations could be shortened to 20 minutes, and if only 3 applications were selected the time of this event could be cut in half to 1 hour. There was a desire to expand the diversity of presentations

that could include more policy, research, outreach, and non-structural topics, and to encourage new companies and organizations to participate for awards. Rather than provide a history of what was constructed and how it operated when completed, the focus could shift to a more complete explanation of lessons learned, obstacles overcome, and how to improve processes next time. It is generally expected more guidance would be offered to encourage this new focus in the application process in 2011.

- 6) **Newsletter** – Dave Bennetts noted a request for articles and updates from Committee Chairs and Regional Representatives will be distributed by e-mail soon for the fall newsletter. CASFM generally publishes two newsletters per year by e-mail.

7) **General Membership Meeting Schedule for 2011**

January 13 – Urban Drainage and Flood Control District, Denver.

March 10 – CH2M Hill (tentative), Englewood. Brian Varrella will contact Alan Turner to confirm.

May 12 – Sandstone Ranch, Longmont.

July 15 – Glenwood Springs.

September 29 – Annual Conference, Snowmass.

November 10 – Applegate, Denver.

8) **Other Business**

- a) **Gilbert White Flood Risk Symposium** – This is a policy forum organized by ASFPM. It was decided the 3-part symposium would be field deployed to 2 different locations in 2011, and State Chapters were encouraged to apply to host. The UDFCD, CWCB, FEMA Region VIII, supported the application by letter. CASFM was awarded the opportunity to host this event in Colorado at the Natural Hazards Center in Boulder. Indiana's chapter won the second venue. Four total applications were submitted from across the nation.

The event will be held on April 12 and April 14; it has not been determined which date will be assigned to Colorado at this time. 100 people will attend from across the nation by invitation only, and it is anticipated local government elected officials and staff may be included on the list of invitees. The memorandum of understanding has been signed by CASFM, and a check in the amount of \$5,000 has been delivered to cover Colorado's share of costs. ASFPM will match Colorado's contribution with the remaining \$5,000 to cover all anticipated costs. Any overruns will be equally shared between the two organizations.

Details of the event are still in the planning stages. Colorado experts in pertinent fields will be lined up during twice-monthly calls between national Symposium staff and UDFCD staff representing CASFM. A committee will be formed within CASFM to help organize and plan the event. An invitation list will be developed to ultimately include members from CASFM, UDFCD, CWCB, FEMA Region VIII, local government staff, and elected officials from across Colorado. Sponsorship opportunities have not been developed at this time. More information will be provided at the next meeting.

- b) **Chapter Insurance** – Insurance has gone into effect since Oct. 1 to protect the officers and members, and will be renewed annually. Some activities will require advance

notification. More information will be distributed to the membership in the future on details of this new insurance coverage.

- c) **Watershed Conference** – The Vice Chair noted he represented CASFM in a panel discussion at the Watershed Conference in Vail on October 5, 2010. He was there for approximately one day.
- d) **ASFPM Coordination** – The Chair will be participating in a monthly conference call with ASFPM. Our Chapter is highly active and well organized, and though we do not have much to share during the conference call, the Chair will provide regular updates with the membership at future General Membership meetings.
- e) **2010 Ballot Initiatives** – Amendments 60, 61, and 101 were a topic of discussion at the Board meeting in September. When it appeared all three amendments were likely to lose statewide support, CASFM activity ceased.
- f) **Move to adjourn** – motion and second. Meeting adjourned by the Chair.