



**Colorado Association of Stormwater & Floodplain Managers
GENERAL MEETING MINUTES**

Held at Loveland City Library in Loveland, CO
May 9, 2013

Meeting Attendees

Officers:

Chair – Dave Bennetts, UDFCD
Vice Chair – Brian Varrella, Fort Collins
Secretary – Shea Thomas, UDFCD
Treasurer – Brian Murphy, CDM Smith
Metro Representative – Danny Elsner, SEH (phone)
Northwest Representative – Andi Staley, Mesa County (phone)
Northeast Representative – Mark Kempton, Fort Collins

Committee Chairs:

Stormwater Quality – Holly Piza, UDFCD
Membership – Kevin Gingery, Loveland
CRS – Marsha Himes-Robinson, Fort Collins
Website – Stuart Gardner, CDOT (phone)
Conference – Robert Krehbiel, Matrix Design Group

Members:

Robert Moore, Lidstone
Shane Boyle, Fort Collins
Charles Sonnier, Lamp Ryneerson
Eric Lessard, Loveland
Chris Carlson, Loveland
Katie McKain, SPS
Kevin Houck, CWCB
Rick Gay, CDOT (phone)
Molly Trujillo, SEMSWA (phone)
Jamie Prochno, CWCB (phone)
Kimberly Pirri, URS (phone)

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 presented for further consideration. Should the attendees believe that anything might be misrepresented or misleading, please bring this to the attention of Shea Thomas, CASFM Secretary.

1) Call to Order

Dave Bennetts called the meeting to order. A quorum of officers and regional representatives was present.

2) Secretary's Report

Minutes from the March 14, 2013 General Membership meeting held at Urban Drainage and Flood Control District in Denver were summarized verbally by Dave Bennetts. A motion was passed unanimously to approve the minutes without amendment.

3) Treasurer's Report

Brian Murphy distributed a summary of expenses and revenues to date, which was distributed to members present. Most transactions since last meeting were pass-through costs for the Urban Drainage and Flood Control District Annual Seminar held in April. As of April 23, 2013, there was \$24,495.61 held in the general savings account and \$24,085.99 in the checking account. The year-to-date expenses are \$25,607.37 with \$105,092.63 remaining in the budget. The Revenues for Membership are less than what was budgeted due to difficulties tracking which deposits were strictly for membership dues. Separated line items for Balance (Unrestricted) and Balance (Temp Restricted) have been added to the treasurer's report.

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

In order to more efficiently track the pass-through costs, Brian requested to be notified when an event is scheduled, including the registration fee amount and date when registration will end.

There is an issue with transferring the accounting over to QuickBooks since the credit union does not provide statements in an electronic format that could be used to import into the software directly. Brian will resolve the issue and report at the next meeting.

Brian will issue checks for distribution to the communities receiving the CASFM 2012 Wildfire Community Assistance Award. The communities of Manitou Springs, Colorado Springs and Larimer County will each receive a check for \$1,000 and a box of rain gauges purchased by CASFM. The total expenditures is \$3,410 which is the amount collected at the 2012 Annual Conference.

Brian reported the accountant has filed the 2012 taxes using the 501C3 status for first time. CASFM will issue IRS 1099 Forms to two employees at end of fiscal year 2013: Barb Meier and R. Emmett Jordan.

Brian also wanted to remind all regional representatives to coordinate with him prior to making event arrangements in order to take advantage of the tax exemption status.

4) Regional Representatives' Reports

- a) **Denver Metro** – Danny Elsner reported the next social will be on Tuesday, May 14th at C.B. & Potts in Westminster. Dr. Christopher Thornton with Colorado State University will give a presentation on CSU's Levee Wave Overtopping testing program. Danny is open to suggestions for a speaker and location for the next social in August.

Brian Murphy discussed a recent field trip he attended to the Hayman burn area. He suggested investigating whether a representative from the Coalition for the Upper South Platte would be willing to give a presentation at a future social.

- b) **Northeast Region** – Mark Kempton reported that he is soliciting topics for the next social and is interested in any technical paper abstracts that were not selected for the annual conference program. He informed the group that the last social was videotaped and will be posted to CASFM's Youtube site.
- c) **Southeast Region** – Michael Augenstein was not in attendance and did not submit a report.

- d) **Northwest Region** – Andi Staley was in attendance via conference call and reported that CASFM hosted a CFM review course and exam in April. Jamie Prochno added that 15 people attended the class and 10 took the exam. Andi informed the group that a tour is set for May 31st in Grand Junction of the ongoing Leech Creek Dam project led by the Army National Guard.
- e) **Southwest Region** – Sam Samuelson was not in attendance and did not submit a report.

5) Committee Reports

- a) **Floodplain/CFM** – Kallie Bauer was not in attendance and did not submit a report. The CFM review course and exam will be offered again at the annual conference in September.
- b) **Stormwater Quality** – Holly Piza reported that an email will be distributed soon announcing registration for the Water Quality Field Trip.
- c) **Outreach** – The position of Outreach Committee Chair is currently vacant. Dave is soliciting volunteers to fill the position.
- d) **Scholarship** – Morgan McDermott was not in attendance and did not submit a report. Dave Bennetts mentioned that announcements for the scholarship applications typically go out in August and there will be three scholarships this year for the first time.
- e) **Training** – Dave Bennetts announced that Chris Carlson has stepped down from the position of Training Committee Chair. Brian Murphy reported that a stream restoration course will be provided July 21-22 in Grand Lake. Brian Bledsoe from CSU will lead the two-day course, which was last offered to CASFM in 2008. An announcement will be distributed to members soon; attendance for the course will be capped at 30. A discussion was held to determine the fee for taking the course. Bledsoe is asking for over \$3,000 to teach the course, which covers two full days of teaching, preparation and production of training materials. Breakfast and lunch will be provided; attendees will pay for their own lodging. There is \$5,000 in the Workshop budget that could be applied to the course. Robert Krehbiel suggested also potentially paring down the course or offering a less technical presentation at a social or Lunch and Learn so it appeals to a broader audience and more people could attend.

Holly Piza reported the next Lunch and Learn will be on July 31st at the Urban Drainage and Flood Control District. Rick McLaughlin will give a presentation on boatable structures and safety considerations in rivers and streams. The last Lunch and Learn was recorded and will be posted on the CASFM Youtube site once it's been edited.

- f) **Membership** – Kevin Gingery reported the 2013 membership count stands at 698. He also pointed out that attendance is similar to recent years so the revenues in the treasurer's report should reflect such.
- g) **Website** – Stuart Gardner was in attendance via conference call and reported things are running smoothly and there is nothing new to report. Dave Bennetts mentioned he will distribute agendas via email in the days before a general membership meeting for the members attending via conference call. The treasurer's report and any other anticipated handouts will also be posted to the website.
- h) **Community Rating System** – Marsha Hilmes-Robinson reported there will be a CRS Committee meeting on Thursday, May 23 at Urban Drainage and Flood Control District from 10:00 am to 1:00 pm with lunch provided. The meeting will cover updates to the new manual, dam safety and Activity 630. Marsha has been working with ISO to determine how credits will be verified, particularly with regards to safety issues with inundation mapping since that information cannot be made public. ISO will likely view the mapping to

verify they exist but will not require a copy to retain. The meeting will also cover the recent Biggert-Waters Flood Insurance Reform Act.

- i) **Annual Conference** – Dave Bennetts announces that after lengthy negotiations he has signed an agreement with Vail Cascade for the 2014 and 2015 conferences. The dates for the 2014 conference will be September 30 through October 3 and the dates for the 2015 conference will likely be September 22-25.

Robert Krehbiel reported that the Call for Project Awards is still out and submittals are due on June 30.

Shea Thomas reported that abstracts for the technical presentations and workshops were received and compiled into a draft program. The full draft program will be distributed at the July general membership meeting. There was a lengthy discussion of potential workshops for the conference. There were five abstracts submitted for workshops and it was decided to offer two workshops on Tuesday afternoon and one on Friday morning.

The conference theme is 'All Hands On Deck' to highlight the importance of generational differences in the workplace.

Dave Bennetts suggested changing the general membership meeting at the conference from the usual time slot during the Thursday morning breakfast to the Thursday lunch with the intent of encouraging more members to attend and participate.

6) **ASFPM Report**

Brian Varrella, ASFPM Region 8 Director, reported there is still an Insurance Committee Co-chair position open. He also announced there have been staff changes at the executive office, including the resignation of the social media director. Other items discussed at the last ASFPM meeting include the Biggert-Waters 2012 National Flood Insurance Program Reform Act and wildfire and flooding nexus issues. The Outstanding Chapter Award contestants are Colorado, Arizona, Texas and New Jersey. The winner will be announced at annual conference. Brian suggested posting CASFM's application submittal on the website.

7) **Other Business**

- a) **Social Media Policy** – Brian Varrella reported that he took a social media course online through the Emergency Management Institute (IS-042) and encourages others to follow suit if interested. Brian has prepared draft Social Media & Network Guidelines with the purpose of establishing guidelines of conduct for the organizational use of social media by and for members of CASFM, which he distributed to the group. Dave Bennetts requested sending the draft guidelines to all members for feedback and acknowledgement. He also suggested adding brief statement to the annual conference speaker acceptance email stating their presentation will be posted to the CASFM website. For any videotaped presentation, a speaker agreement signed by presenter will be required. Brian will provide a draft Speaker Agreement for review at the July meeting.
- b) **Newsletter** – Brian Varrella reported that he will begin assembling the summer newsletter soon and requested reports or articles by the end of May.
- c) **Elections** – Dave Bennetts' term as Chair is ending this year so he will run elections, which will commence at the end of July.
- d) **Research** – Holly Piza initiated a discussion on the Research item in the budget. She would like to submit for consideration a proposal to contribute funds to a rain garden media test and water quality sampling project. The goal is to find an ideal media that will support vegetation without exporting nutrients. The money would be used to pay for water quality lab analysis. The study will begin in the next couple months. Dave Bennetts

suggested she submit a written request for the Research funds describing the work to be performed and the amount requested. A decision will be made at the July meeting.

8) Adjourn

a) Next General Membership Meeting;

Date + Time: Friday, July 12, 2013, 1:00 PM

Location: Vail Cascade Resort

Address: 1300 Westhaven Drive, Vail, CO

b) Move to adjourn – Motion and second. Meeting adjourned by the Chair.

<u>NAME</u>	<u>ORGANIZATION</u>	<u>EMAIL</u>
STEA THOMAS	UDFCD	stthomas@udfed.org
Robert Moore	Lidstone & Associates	rcm@lidstone.com
Marsha Hilmes-Robinson	City of Fort Collins	mhilmesrobinson@fcgov.com
Mark Kempton	City of Fort Collins	mkempton@fcgov.com
Shane Boyle	City of Fort Collins	sboyle@fcgov.com
Kevin Gingery	City of Loveland	Kevin.Gingery@cityofloveland.org
Charles Somnier	Lamp Rynearson & Associates	charles_sommier@URA-Inc.com
Brian Varrella	City of Fort Collins	bvarrella@fcgov.com
Eric Lessard	City of Loveland	Eric.Lessard@cityofloveland.org
Chris Carlson	City of Loveland	Chris.Carlson@cityofloveland.org
Robert Krehaber	Matrix Design Group	rob@matrixdesigngroup.com
DAVID BENNETT	UDFCD	DBENNETT@UDFCD.ORG
Katie McKain	SPS	katie@sustainablepartnersystems.com
Holly Piza	UDFCD	hpiza@udfed.org
Kevin Houck	CWCB	Kevin.houck@state.co.us
Brian Murphy	com Smith	murphybm@cdsmith.com

**CASFM Communication
and Outreach Committee**
SOCIAL MEDIA & NETWORK GUIDELINES



Policy Purpose: To establish guidelines of conduct for the organizational use of social media by and for members of CASFM
Last Update: April 25, 2013
Board Approval: *date T.B.D.*

GENERAL:

The Colorado Association of Stormwater and Floodplain Managers (CASFM) is a non-profit organization of professionals whose members are involved in floodplain management, flood hazard mitigation, stormwater management, the National Flood Insurance Program, and flood preparedness, warning, and recovery. CASFM has grown to be a respected voice in floodplain management practice and policy in Colorado. CASFM represent the interests of flood hazard specialists from local and state government, consulting engineers, the research community, the insurance industry, and the fields of engineering, hydrologic forecasting, emergency response, water resources, planning, and others.

PURPOSE AND NEED:

Communication between professionals in Colorado has evolved in the past decade. A growing population is engaged in specific activities that cross professional and personal boundaries. CASFM members are utilizing new methods and emerging technologies to communicate and network with clients, colleagues, the public, and other stakeholders and decision-makers within our respective fields of practice.

The messages transmitted through these methods and technologies, herein referred to as social media, are widely relevant to the organization's core objectives. Social media can include (but is not necessarily limited to) established technologies such as LinkedIn, Twitter, Facebook, YouTube, chat rooms, video, wiki postings or other forms of online journals, diaries or newsletters affiliated with CASFM and its members.

Fourteen (14) policy statements are currently identified for the organization and its members on the CASFM website at the following location; <http://www.casfm.org/about.htm>. These social media guidelines are intended to supplement the core policy statements to accommodate new and emerging communication technologies. It is not intended to replace or otherwise supplant existing policies established by the CASFM Board of Directors.

GUIDELINES:

The following guidelines of conduct, commensurate with organizational bylaws and purposes and objectives identified therein, or as modified by the Board of Directors, shall apply to all CASFM-sponsored and maintained social network activities.

The goal of social networking and associated media for organizational purposes is to become a part of the industry conversation and promote web-based sharing of ideas and exchange of information among members and those they serve on a professional basis. Social media can be used to convey information about CASFM positions, policies, and services; promote and raise awareness of stormwater and floodplain management issues and best practices; communicate with members and their clients and customers, to brainstorm; and explore evolving trends in respective industries amongst the membership identified in the preceding General section herein.

**CASFM Communication
and Outreach Committee**
SOCIAL MEDIA & NETWORK GUIDELINES



Examples of social media sites, platforms or technologies that could be used for CASFM purposes include the CASFM LinkedIn Group and the CASFM channel on YouTube. The current website at www.casfm.org shall remain the primary media outlet for the organization in perpetuity. New social media sites and technologies may be utilized in the future as proposed by the Communication and Outreach Committee Chair and members, and as adopted by the Board of Directors during official business conducted at any general membership meeting. When utilizing social media for CASFM purposes, members are expected to ensure the use maintains membership identity, integrity and reputation.

CASFM members are discouraged from disclosing proprietary and nonpublic information to which members have professional access. All information posted to CASFM social media networks shall be the property of CASFM. Material on social networks open to members and non-members, such as LinkedIn may be subject to review, modification and/or removal by the Communication and Outreach Committee. Members who identify themselves as affiliated with CASFM are expected to conduct themselves in a professional and respectful manner at all times when utilizing CASFM social media platforms.

Social media sites and platforms established, monitored, or otherwise maintained by CASFM shall not be used to harass, threaten, discriminate or disparage any member, their clients or customers, stakeholders, or the general public. Photos, videos, professional papers, presentations, and other digital material posted or otherwise attached to CASFM social media shall become the collective property of the organization and its members for free use, reference and redistribution. This shall include but may not be limited to professional materials submitted for the Annual Conference, training events, field trips, during general membership meetings, web seminars, and any other CASFM-sponsored event. All members are expected to duly recognize the work of other professionals who contribute materials to CASFM through social media when referencing such materials in their own professional work.