



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

Held at Michael Baker Corporation, Lakewood, CO
November 14, 2013

Meeting Attendees

Officers:

Chair – Brian Varrella, Fort Collins
Vice Chair – Shea Thomas, UDFCD
Secretary – Jason Messamer, Olsson
Treasurer – Brian Murphy, CDM Smith
Northeast Region Representative – Beck Anderson, Fort Collins (phone)
Northwest Region Representative – Andi Staley, Mesa County

Committee Chairs:

Website – Stuart Gardner, CDOT (phone)
Conference – Robert Krehbiel, Matrix Design Group
Outreach – Alan Turner, CH2MHill, Craig Jacobson, ICON
Scholarship – Morgan Lynch, CH2MHill
Floodplain – Jamie Prochno

Members:

Dave Bennetts, UDFCD
Kim Pirri, URS
Monica Bortolini, SEMSWA
Thuy Patton, CWCB
Keith Curtis, PPRBD
Kevin Houck, CWCB
Terri Fead, UDFCD
David Mallory, UDFCD
Joanna Czarnecka, UDFCD
Kevin Doyle, Baker
Dawn Gladwell, FEMA R8
Dave Jula, Baker

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 Jason Messamer, CASFM Secretary.

1) Call to Order

Brian Varrella called the meeting to order. A quorum of officers and regional representatives was present.

**Colorado Association of
Stormwater and Floodplain Managers
General Membership Meeting Minutes**



2) Secretary's Report

Minutes from the September 12, 2013, General Membership meeting held at the Steamboat Sheraton Resort in Steamboat Springs, CO, were distributed to members present for review. A motion was passed unanimously to approve the minutes without amendment.

3) Vice Chair's Report – *Shea Thomas*

- a) The semiannual newsletter will be published in the near future. Regional representatives and committee chairs should expect to be contacted for contributions to the newsletter. Shea will contact Jamie Prochno for an article which she prepared but was not included in the previous newsletter.
- b) The ASFPM chapter renewal due needs to be paid and is up \$100 from the previous year to \$300.

4) 2013 Colorado Front Range Flooding

- a) Outreach & Training Chairs – *Craig Jacobson & Alan Turner*
 - i) CASFM and CWCB were able to provide assistance to towns affected by the recent flooding including Jamestown, Lyons, Estes Park, and portions of the Metro area.
 - ii) A handful of volunteers were able to provide assistance to Estes Park. Providing aid was more difficult than anticipated because no specific tasks were assigned beforehand; communities were ready to take action but unsure of what to do. A CASFM position paper was created to provide guidance for flood recovery and was a good resource for the communities. Volunteers were able to prioritize tasks and give guidance for the order of steps needed for recovery. Documentation for high water marks and survey were two examples of immediate tasks that were performed by volunteers.
 - iii) Further outreach will be pursued as communities continue to rebuild. The 2014 Colorado Flood Symposium will be an excellent venue and event to invite impacted communities to for further guidance, information, and connections.
- b) 2014 Colorado Flood Symposium – *concept and planning*
 - i) A team was established during the meeting that will be headed by Dave Bennetts.
 - ii) A handout detailing preliminary planning for the flood symposium was distributed at the meeting.
 - iii) Early Feb. 2014, is looking good for a target date.
 - iv) Goal is to collaborate with CSU and get CASFM out to the public as the go-to organization for flooding and stormwater management. CSU is willing to contribute funds and offered to publish the conference proceedings.
 - v) Dave B. is looking for a venue in February 2014. Preliminary estimates from the Interlocken Hotel in Broomfield look promising. Access, parking, and geographic location are ideal.
 - vi) Topics and a list of potential speakers were discussed and a draft agenda will be put together by the committee in the upcoming weeks.
 - vii) Target audience will be CASFM members, affected communities, media, and students.

5) Regional Representative Reports

- a) Metro Region – *Danny Elsner*

**Colorado Association of
Stormwater and Floodplain Managers
General Membership Meeting Minutes**



- i) The next CASFM Metro Social is scheduled for November 20, 2013, at Sports Book Bar & Grill. Penn Gildersleeve will be presenting on the Yukon River flood in Alaska. Our next social will be sometime in February 2014.
- b) Northwest Region – *Andi Staley*
 - i) All's quiet on the Western Slope.
 - ii) Some of the West Slope communities have sent resources to help with repairs of flood ravaged areas.
 - iii) We know that we would receive similar support should we ever suffer such devastation.
 - iv) Our thoughts are with the Front Range communities impacted by the recent flooding and we hope for successful rebuilding.
- c) Northeast Region – *Beck Anderson*
 - i) Currently soliciting ideas for an upcoming Northeast Region social event.
 - ii) Anticipated date and location are still TBD, but aiming for early December, 2013, or sometime in January, 2014.
- d) Southwest Region – *Sam Samuleson*
 - i) No report
- e) Southeast Region – *Keith Curtis*
 - i) Not a lot of activity in the region. Some damage occurred, but relatively few building permits have been filled which indicates that major damage is not as severe as elsewhere in the state.

6) Committee Reports

- a) **Conference** – *Robert Krehbiel*
 - i) The 2013 CASFM conference went smoothly and received high ratings. The technical presentations and keynote speakers were well received, and the generational panel was a highlight of the conference.
 - ii) The Steamboat Sheraton Resort was able to provide refunds for around 100 people who had to leave the conference early to deal with flooding in front range communities.
 - iii) The 2014 CASFM conference will take place in Vail, CO. Conversations regarding the theme and potential keynote speakers will take place at the next CASFM general meeting.
- b) **CRS** – *Marsha Hilmes-Robinson*
 - i) No news – took a break because of flooding.
 - ii) Expect the next meeting to be sometime in early 2014.
- c) **Scholarship** – *Morgan Lynch*
 - i) Recently married (*congrats!!*).
 - ii) The UWRI scholarship will take a 1 year hiatus because UWRI will not be able to contribute funds for the scholarship in 2014.
 - iii) Ben Urbonas Scholarship - The 2013-2014 CASFM Ben Urbonas Scholarship recipient is **Tony Tran**. Currently, he is pursuing a Master's in Civil Engineering with an area of emphasis in Hydrology and Hydraulics at UCD. In addition, to his academic studies, he is a registered engineer intern in Colorado and is working full-time for a local water resources consulting firm. In the spring of 2014, he plans to graduate and pursue his professional engineer registration.
 - iv) UWRI Scholarship - The 2013-2014 CASFM-UWRI Scholarship recipient is **Krystina Pacheco**. Krystina is an undergraduate in Civil Engineering at Colorado School of Mines and anticipates graduating spring of 2015. She is involved in SHPE (Society of Hispanic Engineers) and SWE (Society of Women Engineers) at school.

**Colorado Association of
Stormwater and Floodplain Managers
General Membership Meeting Minutes**



- v) CASFM Family Scholarship - The first recipient of the CASFM Family Scholarship is **Mikayla Bortolini**, daughter of longtime CASFM member Monica Bortolini. She graduated from Columbine High School in 2012 and is currently a sophomore at the University of Northern Colorado in Greeley. She is a pre-nursing student and is applying for the School of Nursing in January of 2014. She plans to graduate in 2016 and is very excited to start her career as a nurse.
- d) **SW Quality** – *Holly Piza*
 - i) The next Lunch And Learn will be January 15, 2014, and will feature Derek Rapp presenting on CUHP Version 1.4.2, which is an Excel-based workbook.
- e) **Website** – *Stuart Gardner*
 - i) Recently, the CASFM website has been hacked (2 times). Users searching for the site from web based search engines were directed to an Abercrombie and Fitch knock-off clothing site. The issue is thought to be resolved but will be monitored in the future.
 - ii) SignUp4 will be used for another year. A nominal fee increase occurred.
- f) **FP/CFM** – *Jamie Prochno*
 - i) CEC's were submitted to ASFPM for the CASFM conference.
 - ii) CEC's will be available for the 2014 Flood Symposium.
 - iii) Other options for the CFM training and exam are being considered including a 1.5-day or 4.5-day field deployed E273. Several communities have requested training opportunities in the spring time.
- g) Jamie will report back in January regarding upcoming CFM certification options. Brian Varrella is currently teaching the field deployed E273 class and would like Jamie to set up any training with ASFPM directly to prevent any potential conflict of interest.
- h) **Membership** – *Kevin Gingery*
 - i) The group discussed whether we need to raise individual membership dues in 2014. The group decided that the individual dues should remain the same, but the corporate rate should be evaluated. A tiered system may be more appropriate than the current discount structure.
 - ii) Requests for 2014 membership updates will be e-mailed out soon.
 - iii) Current membership is at 729.
 - iv) The group discussed the need for continuing with a paid position to handle the membership duties. Shea T. will talk to Kevin G. about the scope of the work Barb M. currently handles and report back at the next meeting.
- i) **Outreach & Training** – *Craig Jacobson & Alan Turner*
 - i) The group has been focused on responding to recent flooding but is transitioning to assembling a larger committee. An inventory of social media accounts will take place and assignments for updates will be coordinated according to volunteers available.
 - ii) A preliminary list of account owners and/or volunteers: Thuy, Craig J., Terry M., Jenelle K., Alan T., Dusty R., and Brian V.
 - iii) A training opportunity may be available for Will Birchfield, Town of Estes Park to come to the Front Range and share the Estes approach to floodplain management post-flood, especially with regard to enforcement and strategic recovery planning.
 - iv) Monica B. is developing policies for the required CRS update in conjunction with UDFCD and will inform the group as the process moves forward.
 - v) Brian M. mentioned that the stream restoration training from Dr. Brian Bledsoe was highly rated and could be available as an annual class.

7) Other Business

a) Charitable Giving / Disaster Assistance

**Colorado Association of
Stormwater and Floodplain Managers
General Membership Meeting Minutes**



- i) Currently in the budget as an annual line item.
- ii) Some private groups have reached to us to ask if we could collect & distribute funds as a 501(c)(3).
- iii) The group discussed giving to organizations supporting rebuilding activities for regional flooding and the recent typhoon in the Philippines.
- iv) Past charitable giving included Haiti earthquake.
- v) Charitable giving will continue at the same rate as previous years. A volunteer to champion the giving effort is needed.
- b) ASFPM Region 8 Updates**
 - i) ASFPM is implementing a strategy to increase revenue since it has been operating at a deficit in recent years. Costs for training courses, certification, and annual chapter dues are being increased incrementally to generate revenue.
 - ii) A white paper for Risk MAP is being published by Region 8 states, and some of the major themes will be covered during the Flood Symposium.
 - iii) Cooperation with members dealing with recent flooding in Vermont from Hurricane Irene may be helpful as many similarities exist between the natural disaster there and Front Range flooding.
- c) Records Archiving**
 - i) Urban Drainage will continue to host the permanent address for CASFM. The digital archiving effort will be led by Dave Bennetts after the 2014 Flood Symposium planning is complete and will be a discussion item at the March meeting.
- d) Website and E-mail Maintenance**
 - i) Job posting advertisement emails – Recently CASFM has distributed job posting emails to advertise available jobs. These were authorized as an interim measure by the Chair because the positions needed to be filled immediately and because the normal method of posting job openings to the CASFM website was unavailable (website administrator was on vacation). Some CASFM members took issue that job opportunities were being pushed directly to members across the entire organization, but a member present noted CASFM has always posted positions on their website and more recently through the CASFM LinkedIn group. This practice will not continue in the future, as a new website protocol will be established for continuity of operations during breaks and absences. If members have any concern they may contact the Chair directly.
 - ii) Issue - Stuart G. has been the point person for website updates and e-mail blasts; always done a great job and his service is very much appreciated. To assist Stuart during times of absence and to provide continuity of operations, we need to consider creating backup protocols. A backup plan will be developed to ensure that website updates will be possible if the website administrator is unavailable. Volunteers for the position are encouraged to contact the Board.
- e) Floodproofing Conference – Aug. 2014, Broomfield (Interlocken), need liaisons**
 - i) Help is needed with logistics, hosting field trips, and other volunteer activities. Craig and Alan will head up the effort to look for CASFM volunteers. This is not expected to be a task-heavy assignment for volunteers.

8) 2014 Meeting Locations & Schedule

- a)** January 16, 2014 – UDFCD, Denver (9:00 AM start)
- b)** March 13, 2014 – CH2M Hill, Englewood
- c)** May 8, 2014 – City of Loveland, Loveland, (Need to verify with Chris Carlson)
- d)** July 11, 2014 – Vail / Avon
- e)** October 2, 2014 – Vail (Annual Conference)

**Colorado Association of
Stormwater and Floodplain Managers
General Membership Meeting Minutes**



f) November 13, 2014 – Baker, Lakewood

9) Treasurer Report – *Brian Murphy*

- a) The expense, income & budget report was discussed at the meeting. The organization had a net income of \$142,748.14 and net expenses were \$150,008.96 (Jan-Oct, 2013). There is approximately \$59,000 in the bank account and the organization is in sound financial shape for the next year despite generating more expenses than income in 2013.
- b) Credit card fee tracking has been successful and a method for reasonably estimating the amounts has been developed. Approximately \$4,600 was spent on credit card fees in 2013. The group discussed increasing the fees of workshops, field trips, and training to offset the credit card fees.
- c) The 2014 budget draft was discussed. There were a few comments on the draft budget, including increasing the website line item to \$4,000 and increasing the ASFPM dues line item to \$300. The amended 2014 budget will be voted on during the January 2014 CASFM meeting.
- d) Brian M. has worked with accountant Kyle Logan to improve the financial tracking, which is important for our 501(c)(3) status. QuickBooks has recently been adopted and will continue to be the method used for budget tracking. Kyle has helped the group set up our QuickBooks system and will continue to serve as a resource for the group. His help will provide continuity between treasurers and protect the organization if audited.
- e) The group discussed whether services from Barb Meier are still needed. Other activities from the group are performed by volunteers. Shea T. will discuss with Kevin G. to determine what action needs to be taken.

10) Discussion & Closing Thoughts

- a) Business Cards – Brian V. realized during the CASFM volunteer flood response effort that members had nothing physical to hand to people when offering member connection assistance. He looked into purchasing business cards for CASFM Board members that would be general enough to use on every Board regardless of who was serving in various positions at any time. The business cards would direct those unfamiliar with CASFM to the website, our permanent address at UDFCD, an e-mail address, Twitter handlebar, and LinkedIn profile for the organization. A recent cost estimate was obtained for a 1,000-card box of business cards at \$263, or double-size fold out cards at \$300. If purchased they would need to be ready for the 2014 Symposium, and would be distributed to officers, regional reps and the Outreach Committee chairs to distribute on behalf of the organization.

11) Adjourn

a) Next General Membership Meeting;

Date + Time: Thursday, January 16, 2014 (9:00 AM start)
Location: UDFCD
Address: 2480 West 26th Avenue Suite 156-B
Denver, CO 80211

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

MEMORANDUM TO FILE



DATE	11/14/13	BY		PAGE		OF		FILE NO.:	
PROJECT								<input type="checkbox"/> MEETING	
								<input type="checkbox"/> TELEPHONE	
SUBJECT	CASFM MTG ATTENDANCE								
ATTENDANCE/WITH									

NOTES		FOLLOW UP ACTION
NAME	COMPANY	EMAIL
DAVID BENNETTS	UDFCD	DBENNETTS@UDFCD.ORG
Morgan Lynch	CH2M Hill	morgan.lynch@ch2m.com
Kim Pirri	URS	kimberley.pirri@urs.com
Monica Bortolini	SEMSWA	mbortolini@semswa.org
Thuy PATTON	CWCB	thuy.patton@state.co.us
Janice Prochno	CULB	janice.prochno@state.co.us
Craig Jacobson	Icon	cjacobson@iconeng.com
Keith Curtis	PPRBD	Keith@PPRBD.org
ROBERT KEITHBIEZ	MATRIX DESIGN GROUP	robertk@matrixdesigngroup.com
Kevin Hovick	CWCB	Kevin.hovick@state.co.us
Terri Fead	UDFCD	tfead@udfed.org
David Mallory	UDFCD	dmallory@udfed.org
JOANNA CZARNECKA	UDFCD	jczarnecka@udfed.org
Alan Turner	CH2M HILL	Alan.turner@ch2m.com
BRIAN MURPHY	CDM SMITH	Murphybrian@cdsmith.com
Brian Varrella	City of Fort Collins	bvarrella@fcgov.com
Kevin Boyle	Baker	Kboyle@mbakercorp.com
Dawn Gladwell	FEMA RE	dawn.gladwell@fema.dhs.gov
Dave Jula	Baker	djula@mbakercorp.com
SHEA THOMAS	UDFCD	stthomas@udfed.org
Jason Messamer	Olsson	jmessamer@olssonassociates.com