



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

Held at Urban Drainage and Flood Control District, Denver, CO
January 16, 2014

Meeting Attendees

Officers:

Chair – Brian Varrella, Fort Collins
Secretary – Jason Messamer, Olsson Associates
Treasurer – Brian Murphy, CDM Smith
Northeast Region Representative – Beck Anderson, Fort Collins

Committee Chairs:

Website – Stuart Gardner, CDOT (phone)
Conference – Robert Krehbiel, Matrix Design Group
Outreach – Craig Jacobson, ICON
Floodplain – Jamie Prochno, CWCB

Members:

David Bennetts, UDFCD
Holly Piza, UDFCD
David Mallory, UDFCD
Terri Fead, UDFCD
Bill DeGroot, UDFCD
Dave Skuodas, UDFCD
Ken MacKenzie, UDFCD
Kevin Houck, CWCB
Bo Juza, DHI
Kim Pirri, URS (phone)
Rebecca Baker, Broomfield (phone)
Jacob James, Town of Parker (phone)
David Curtis, West (phone)
Rick Dorris, City of Grand Junction (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 Jason Messamer, CASFM Secretary.

1. Call to Order

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



2. CASFM Northwest Region Representative vacancy

- a. Andi Staley recently changed jobs and resigned her position as the NW Regional Rep. CASFM member Rick Dorris, City of Grand Junction, was interested in re-assuming the role. He was the NW Region Rep for three years; 2001-2003 and 2009/2010. According to CASFM bylaws, a vacancy may be filled by the Board per Article IV, Section 6:
"...the Board of Directors may nominate and elect a successor member from the general membership to hold membership until the next annual meeting. In the case of a Regional Representative, an alternate director from that same region shall be nominated and elected when possible."
- b. Rick participated in the meeting via phone and mentioned that along the western slope the perspective is often that it "never rains" and flooding issues are not a priority. He wants to bring flood awareness over to the western slope from the recent flooding along the Front Range and the lessons learned in managing the flooding.
- c. A motion was passed unanimously to elect Rick Dorris as the Northwest Region representative.

3. Secretary Report – Jason Messamer

Minutes from the November 14, 2013, General Membership meeting held at Michael Baker Corporation in Lakewood, CO, were distributed to members present for review. A motion was passed unanimously to approve the minutes as amended.

4. Treasurer Report – Brian Murphy

- a. The expense, income, and budget report for 2013 was presented and copies were handed out to meeting attendees. Some of the topics discussed in greater detail are presented here.
 - i. Ken MacKenzie raised a point of clarification regarding the UWRI scholarship. The scholarship shows up as an expense for 2013 with no revenue to match. This occurred because of timing issues; CASFM usually awards the scholarship a year after receiving funds from UWRI. Therefore, UWRI has paid for all scholarship funds that have been distributed. UWRI will not provide funds for the scholarship in 2014 because there is insufficient revenue.
 - ii. The transition to QuickBooks is now complete and will be helpful for moving forward.
 - iii. CASFM has taken a loss this year which is atypical. In previous years, the budget has projected a loss but a loss had not occurred.
 - iv. Disaster relief for 2013 has not been paid out yet.
 - v. The 2014 Flood Forum will be included in the Workshops line item because it is a one-time event. The Interlocken Hotel required a deposit (\$3,400) that was paid in December. This deposit was not included in the expenses for 2013; it shows up as a prepaid expense on the balance summary sheet. It was not part of the reason for the loss in the 2013 budget.
 - vi. Scholarships have been paid out. A new anonymous donation of \$4,000 was received for the family scholarship so there is still approximately \$20,000 in that account.
- b. The group discussed the 2014 budget. Some of the topics discussed in greater detail are presented here.
 - i. The group discussed adjusting costs for conferences, lunch and learns, and workshops to cover credit card fees. Brian Murphy mentioned that the overall budget is close to breaking even without accounting for credit card fees, but the group agreed that it is preferable that CASFM not subsidize credit card fees and take a loss at each event.

- ii. Other changes to the budget were made during the meeting including increasing the revenue under the Workshops line to include the revenue generated from the Flood Forum, a reduction in the Metro Socials line item, and the removal of the annual conference deposit because it is only required in odd numbered years.
- iii. A motion was passed unanimously to approve the 2014 budget as amended and balanced. Brian Murphy will distribute the final 2014 budget at March meeting. The 2014 budget (as amended) is included in this document as an attachment.
- c. The group discussed the budget line item for Membership and Database Coordination, which is managed by Barb Meier.
 - i. CASFM leadership envisions a volunteer that would track membership and handle renewals instead of paying for these services.
 - ii. Shea Thomas will have a conversation with Kevin Gingery about Barb Meier to determine the extent of services she provides. Shea will report back to the group during the next CASFM meeting in March.
 - iii. Lots of effort is required for letters for renewal, something that Barb handles, but electronic renewal notices may be a better alternative to mail renewals.
 - iv. A major concern from the group was that CASFM does not have a current copy of the membership list and that the list is not in a searchable database.
 - v. Brian Murphy suggested Shea and/or Kevin request a proposal from Barb Meier that describes her services and the cost to perform those services so we can budget accordingly.
 - vi. Stuart Gardner mentioned that a Signup4 database could be setup but it would be pretty difficult. Other products may be better suited for the group. Stuart reported that Wild Apricot data management would cost \$1,200 a year for professional package. A volunteer willing to put in substantial effort would be required to make the database worthwhile.
 - vii. Brian Varrella will follow up with Shea, Stuart and Kevin Gingery before the March meeting to bring an update to the group, and possible alternatives for consideration in the 2014 budget.

5. Vice Chair's Report – Shea Thomas

- a. Newsletter – the newsletter articles were all provided to Emmett Jordan in December (thanks to everyone who contributed!) and a draft should be ready for review any day now. The newsletter will be distributed at the end of January.
- b. The newsletter is lacking in pictures. Shea requested that any pictures from the conference, socials, or other events that were taken by CASFM members be emailed to her.
- c. ASFPM Renewal – the chapter renewal was submitted to ASFPM. The \$300 fee was paid and the \$1000 donation was received.
- d. Flood Forum – The agenda is set for the Flood Forum and all speakers have been updated on the schedule, format and their specific topic. Shea is working with Janae from Olsson on the layout for the program, which will be a simple two-page brochure, and the banner displaying the hosts (CASFM and CSU) and the sponsors. Registration opened on 1/13 and space is limited to the first 210 people to sign up.

6. 2013 Colorado Flood Forum, Feb. 27, 2014 – update from Forum Chair David Bennetts

- a. A handout was dispersed to meeting attendees detailing the preliminary agenda and topics for the Flood Forum.
- b. CASFM is collaborating with CSU, Walsh, URS, CH2M Hill, and Pikes Peak Regional Building Department to put on the event.

- c. The goal of the Forum is to advocate for long-term recovery that focuses on safer futures and to work to raise the public's awareness of flood risk.
- d. 6.5 CECs will be available for CFMs.
- e. \$18,500 of donations have been given for the Flood Forum and CASFM has a \$5,000 line item expense (under Workshops) in the 2014 budget. Any revenue generated will be dispersed as a donation to a flood affected community. All money for the Flood Forum will be tracked separately to insure that it is a break-even event.
- f. CSU has 30 seats reserved for faculty and students. Seats were also reserved for donor groups and for speakers. 210 open seats are filling up quickly.

7. Regional Representative Reports

- a. Metro Region – *Danny Elsner*
 - i. The next CASFM social is tentatively planned for Feb 11, 2014, on the west side of Denver/Lakewood and will be on the Boulder flooding by David Skuodas of UDFCD. Danny is working on the details now.
- b. Southeast Region – *Keith Curtis*
 - i. Colorado Springs recently improved their CRS rating from Class 7 to Class 6, resulting in a 20% flood insurance discount for some policies.
- c. Southwest Region – *Sam Samuelson*
 - i. No report.
- d. Northeast Region – *Beck Anderson*
 - i. Ayres Associates is presenting on Emergency Pipeline repair project from 2012 High Park Fire damage north of Fort Collins. Date and time TBD.
- e. Northwest Region – *Rick Dorris*
 - i. Rick requested materials be provided from the 2013 floods so he could review and distribute to the NW region membership.

8. Committee Reports

- a. **CRS** – *Marsha Hilmes-Robinson*
 - i. Next meeting; Feb. 13, 2014, from 10:00 AM – 1:00 PM, UDFCD Board Room.
 - ii. RSVP to Monica Bortolini.
 - iii. Will discuss the Program for Public Information (PPI) progress.
 - iv. Upcoming CASFM newsletter article on CRS will be reprinted in the national CRS Newsletter.
- b. **Scholarship** – *Morgan Lynch*
 - i. All scholarships have been awarded and distributed.
 - ii. The UWRI Scholarship for undergraduates will be on hold for the 2014 year and it is unclear when the funding for the scholarship will be made available again.
 - iii. An anonymous donor contributed \$4,000 to the CASFM Family Scholarship Fund.
 - iv. The group discussed whether CASFM could start advertising for contributions using a check box at conference registration and/or email on Colorado Gives Day.
- c. **SW Quality** – *Holly Piza*
 - i. The annual CASFM field trip is being planned. Theme or specific site ideas can be emailed to Holly.
- d. **Website** – *Stuart Gardner*
 - i. The group discussed where Lunch and Learn presentations could be posted on the CASFM website. The group recommended that an outreach page be added to the website with a link on the left side of the home page. Information from regional socials and other outreach activities would be posted on the outreach page as well.

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- ii. Stuart reported that the website has not been hacked again.
- iii. Registration for the 2014 Flood Forum was set up.
- e. **FP/CFM** – *Jamie Prochno*
 - i. Jamie Prochno has been approved to host the ASFPM Introduction to Floodplain management course. The event would take place either the week of March 10-13, or March 30-April 3. The course will be advertised during the 2014 Flood Forum. The CFM exam would be offered on the 5th day. The event would take place around Fort Collins. Jamie will check into the Adams County Governmental Center as an alternative venue.
 - ii. No word from ASFPM on other courses that could be conducted.
- f. **Membership** – *Kevin Gingery*
 - i. 2014 CASFM membership renewals are trickling in on almost a daily basis.
 - ii. At this time the 2014 membership headcount stands at 432.
 - iii. Brian Murphy has received the first round of checks for membership renewals.
 - iv. Reminder notices will be sent out at the end of January.
 - v. Final membership for 2013 was at least 729.
- g. **Outreach & Training** – *Craig Jacobson & Alan Turner*
 - i. Goals for 2014 include:
 - 1. A survey will be dispersed to general membership to focus and prioritize training opportunities. Examples include UWRI, NFIP/FIRM/CFM, CRS, water quality, and stream stability training.
 - 2. Outreach to Colleges and Universities.
 - 3. Help to formalize CASFM Response to Emergencies based on the recent work.
 - 4. Social media presence.
 - ii. A copy of the Outreach and Training Committee Social Media Guidelines, first compiled April 25, 2013, was dispersed to members during the meeting.
 - iii. Guidance regarding job postings on CASFM social media sites was added to the social media policy after some discussion. The current format has job openings routed through Stuart to be posted on the website. This will be the continued practice to ensure that appropriate job postings are placed on the website.
 - iv. Training and promotional opportunities can be posted on CASFM social media platforms without being prescreened, which is the current practice. Offensive or inappropriate postings will be monitored and removed by site administrators. Brian Varrella mentioned that removing posts has been an infrequent problem over the past few years.
 - v. A motion was passed unanimously to approve the Social Media Guidelines as amended.
 - vi. More information is going to be posted on LinkedIn instead of sending blast emails to members.
 - vii. Twitter updates need to transition from Brian Varrella to Dusty Robinson or another volunteer in the Outreach and Training Committee.
 - viii. Ken MacKenzie reported that UWRI costs have been going up and registration has been down. For the next year, all UWRI trainings will be at Urban Drainage to reduce overhead costs for the 2-day training courses and encourage increased attendance. CASFM members will receive a significant price reduction for the courses because UDFCD is subsidizing training costs. Training announcements for UWRI will also be sent through the CASFM outreach committee.

9. Other Business

- a. **2014 Annual Conference in Vail, CO**
 - i. The conference is from Sept. 30 – Oct. 3 at the Vail Cascade.

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- ii. Call for papers will go out in February, and are due April 30th.
 - iii. Call for Project Award Nominations will go out in February, and are due June 30th.
 - iv. Keynote speaker ideas were discussed. One idea included a presentation from CSU regarding the oral history of the flood. The presentation format is would likely include interviews of those affected by flooding. The presentation might be a good compliment to the technical presentations at the conference by showing more of the human side of the flooding.
 - v. A field trip idea to tour the 10th mile restoration project was discussed.
 - vi. CASFM will not focus exclusively on the 2013 flooding since there will be a separate Flood Forum. Once a keynote speaker is selected a theme can be determined to match.
- b. ASFPM Region 8 Updates**
- i. Brian Varrella will attend a board retreat February 18-20, 2014, and report to the group at the next CASFM meeting.
- c. Floodproofing Conference – Oct. 26-30, 2014, Broomfield (Interlocken)**
- i. At the time of the meeting, the conference was scheduled to occur in August. The event has since been moved to October 26-30, 2014.
 - ii. Deborah Mills will be the ASFPM point of contact for the floodproofing conference and Craig Jacobson will be the CASFM point of contact. The 3 primary areas of needed assistance are field trip planning, programming, and conference.
- d. Business cards**-Two designs were shown to the group. A request was made for a new design to have the Colorado Association of Stormwater and Floodplain Managers text stand out more.

10. 2014 Meeting Locations & Schedule

- a. March 13, 2014 – CH2M Hill, Englewood
- b. May 8, 2014 – City of Loveland, Loveland
- c. July 11, 2014 – Vail / Avon (*on a Friday*)
- d. October 2, 2014 – Vail (Annual Conference)
- e. November 13, 2014 – Baker, Lakewood

11. Adjourn

- a. Next General Membership Meeting

Date + Time: Thursday, March 13, 2014 (9:00 AM start)
Location: CH2M Hill
Address: 9191 S Jamaica St
Englewood, CO 80112

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

CASFM 2014 BUDGET

1/15/2014

Expenses	2013 Budget	2013 Actual	2014 Budget	Description
1. Administration	\$ 200.00	\$ 296.09	\$ 200.00	Scholarship committee
2. ASFPM Dues	\$ 200.00	\$ 200.00	\$ 300.00	Chapter Dues
3. Research	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Funding support for research projects
4. Membership & Database Coordination	\$ 3,500.00	\$ 2,227.11	\$ 3,500.00	Summit Enterprises
5. Newsletters	\$ 1,500.00	\$ 1,377.50	\$ 1,500.00	Two publications
6. Annual Conference	\$ 90,000.00	\$ 88,453.78	\$ 90,000.00	Conference expenses and planning
7. ASFPM National Conference	\$ 2,500.00	\$ 2,365.56	\$ 2,500.00	Chair's attendance
8. Socials				Room reservation and appetizers
A. Metro Socials	\$ 2,400.00	\$ 1,680.10	\$ 2,000.00	4 socials with 35 people
B. Northeast Socials	\$ 1,000.00	\$ 647.65	\$ 1,000.00	2 socials with 15 people
C. Southeast Socials	\$ 400.00	\$ 160.70	\$ 400.00	2 socials with 10 people
D. Northwest Socials	\$ 500.00	\$ -	\$ 500.00	2 socials with 15 people
9. Accounting Services	\$ 2,000.00	\$ 2,710.00	\$ 2,000.00	Tax & Accounting Services
10. ASFPM Foundation	\$ 1,000.00	\$ 1,500.00	\$ 1,500.00	Donation
11. Annual Conference Hotel Reservation	\$ 2,000.00	\$ 2,000.00	\$ -	Deposit (every odd year)
12. Workshops	\$ 5,000.00	\$ 30,732.95	\$ 45,000.00	Training and barstool series expenses, includes UDFCD Annual Seminar
13. Website	\$ 500.00	\$ 3,957.00	\$ 4,500.00	Hosting expenses and SignUp4
14. Scholarships				Ben Urbonas (\$2,500), UWRI (\$2,500), CASFM Family (\$4,000)
A. UWRI Scholarship	\$ 2,500.00	\$ 2,500.00	\$ -	
B. Ben Urbonas Scholarship	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	
C. CASFM Family Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
15. Disaster Relief	\$ 2,500.00	\$ -	\$ 5,000.00	Emergency aid
16. Insurance	\$ 2,000.00	\$ 1,818.00	\$ 2,000.00	D&O and EPLI Insurance (2012 actual paid for 2013)
17. Legal Services	\$ 1,000.00	\$ 805.00	\$ 500.00	
18. Miscellaneous	\$ 1,000.00	\$ 4,894.25	\$ 1,000.00	Miscellaneous expenditures and supplies that arise
Total Expenses	\$ 130,700.00	\$ 157,325.69	\$ 172,400.00	
Revenue				
1. Membership Dues	\$ 14,000.00	\$ 17,680.00	\$ 17,500.00	Membership dues
2. Annual Conference	\$ 95,000.00	\$ 95,430.00	\$ 95,000.00	Registration and sponsors
3. Workshops	\$ 5,000.00	\$ 30,018.14	\$ 38,000.00	UDFCD Seminar, training and Lunch n' Learn series registration
4. Scholarships	\$ 2,500.00	\$ 4,299.00	\$ 4,000.00	UWRI Contribution
5. Donations	\$ -	\$ -	\$ 20,000.00	
Total Revenue	\$ 116,500.00	\$ 147,427.14	\$ 174,500.00	
Savings Dividend	\$ 50.00	\$ 42.35	\$ 50.00	
Total Gain (Loss)	\$ (14,150.00)	\$ (9,856.20)	\$ 2,150.00	
Beginning Unrestricted Balance	\$ 42,087.27	\$ 42,087.27	\$ -	Checking and Savings (2013 beg. balance should match 2012 end balance)
Beginning Temp Restricted Balance	\$ 20,004.82	\$ 20,004.82	\$ -	CASFM Family Scholarship Savings Account & Wildfire Fund
Ending Unrestricted Balance	\$ 27,937.27	\$ 28,575.37	\$ -	Checking and Savings
Ending Temp Restricted Balance	\$ 16,054.82	\$ 20,273.43	\$ -	CASFM Family Scholarship Savings Account

<u>Name</u>	<u>Company</u>	<u>Email</u>
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