



Colorado Association of Stormwater & Floodplain Managers
GENERAL MEETING MINUTES
Held at the Vail Cascade Resort and Spa, Vail, CO
July 11, 2014

Meeting Attendees

Officers:

Chair – Brian Varrella, Fort Collins
Vice Chair – Shea Thomas, UDFCD
Secretary – Jason Messamer, Olsson
Treasurer – Brian Murphy, CDM Smith (phone)

Committee Chairs:

Website – Stuart Gardner, CDOT
Outreach – Craig Jacobson, ICON (phone); Alan Turner, CH2M Hill (phone)
Conference – Robert Krehbiel, Matrix Design Group
Scholarship – Morgan Lynch, CH2M Hill (phone)
Floodplain – Jamie Prochno, CWCB (phone)

Members:

Kevin Houck, CWCB
Deb Ohlinger, Olsson
Dave Bennetts, UDFCD
Jacob James (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. Secretary Report – Jason Messamer

Minutes from the May 8, 2013, General Membership meeting held at City of Loveland Library in Loveland, CO, were distributed to members present for review. The group discussed charitable donations that could be given to Colorado river coalitions and the Outreach and Training Committee is looking into establishing grant criteria. The group decided to keep the ASFPD District 4 Chapter update attached to the minutes with the addition of a header to clarify where



the document came from. A motion was passed unanimously to approve the minutes as amended.

3. Treasurer Report – Brian Murphy

- a) Expense, income & budget report
 - i. The current Profit and Loss statement (through June 30, 2014) and Balance Sheet were presented and copies were provided to meeting attendees. Brian Murphy noted that the checking account balance of nearly \$50,000 is higher than normal. The high balance can be attributed to corporate contributions that have been deposited for the upcoming CASFM conference and the fact that CASFM has not yet reimbursed UDFCD for their annual seminar. He noted that the organization is in good shape financially to meet its upcoming expenses.
- b) Bank options
 - i. Brian Murphy has determined that 1st Bank will best suit the needs for the CASFM checking account. He is arranging the details but will wait until a new Treasurer is elected to make the checking account switch in order to help with the transition.
- c) ASFPM 2015 free registration giveaway
 - i. Brian Varrella won a free registration to the 2015 ASFPM conference. He graciously suggested passing the free registration on to a CASFM member that might not be supported otherwise to attend the conference. The group discussed using the free registration as a prize to win during drawings, but felt that an application process might be more appropriate since members applying for the free registration would be more likely to actually attend the ASFPM conference.
 - ii. Brian V. noted the Chair's reimbursement from the ASFPM Conference is typically in the \$2,000 range, exceeding the \$2,500 annual budget. Brian M. and Brian V. suggested CASFM could move \$500 from the Chair's reimbursement in the 2015 budget and provide an incentive from this funding to support a CASFM member attending the ASFPM Annual Conference. This would help CASFM make the free registration an annual event for a deserving member. Some discussion also occurred around making this a donation fund that starts at \$500 annually and can grow from there. Details will be worked out at other meetings, but the Chair requested the incoming Treasurer make the transfer a priority for the 2015 budget.
- d) 2014 election for new Treasurer
 - i. Dave Bennetts volunteered to run the election for new Treasurer. All positions must be elected annually, but there will likely be vacancies in the Southeast Regional Representative, Southwest Regional Representative, and the Metro Regional Representative.
 - ii. Dave is planning to send out a call for nominations in the near future that would be due by August 5th.

4. Vice Chair's Report – Shea Thomas

- a) The summer newsletter was compiled and contains a feature article in addition to regional updates and filler content. The newsletter can be found on the CASFM website. *An email was sent to CASFM members the following week with a link to the newsletter.*
- b) Update on Membership Services
 - i. Shea Thomas and Stuart Gardner tested the Wild Apricot software and are ready to purchase it. The software is primarily useful for database management and a major advantage of the software is that multiple users will now have access to the membership



database and be able to send out CASFM emails. Brian Varrella and Stuart Gardner mentioned that the Nebraska and New Jersey floodplain manager chapters are using Wild Apricot already.

- ii. The Wild Apricot cost will be \$100/month for an organization our size.
- iii. A notification about the Wild Apricot software switch is included in the summer newsletter.
- iv. Barb Meir will be retained for the rest of 2014 to help transition and to ensure seamless overlap in membership services.

5. 2014 Annual Conference Planning – Robert Krehbiel and Shea Thomas

a) Miscellaneous details:

- i. The call for registration has gone out.
- ii. The program has been put together. Shea suggested the potential for using a digital version of the program or app that can be used for smart phones, but the decision was made to stick with a paper program.
- iii. Entertainment for Thursday night will likely be a trivia competition.
- iv. Moderators for the technical sessions are still needed. Dave Bennetts volunteered to moderate the stream restoration session and Brian Varrella volunteered to moderate a session if needed.
- v. Brian Murphy is finalizing details for the field trip, which will be a trip up Tenmile Creek near Copper Mountain. A presentation will introduce the field trip starting at 9 AM at the I-70 Exit for Leadville / Copper Mtn., and then members will travel along the creek for the field trip. This trip is conveniently located on the way back toward Denver.
- vi. There will be a bike tour on Gore Creek.
- vii. The golf tournament will be at the Eagle Vail Golf Club.
- viii. Training sessions on Tuesday before the conference include the CFM exam refresher course, the Green Infrastructure and LID Planning workshop, and the GIS tools for hydrology workshop. A bridge hydraulics HEC-RAS course will be offered on Friday.
- ix. Alan Turner will get a quote for new name tags to be worn by conference attendees.

b) Conference Sponsorship:

- i. Deb Ohlinger reported that there are 6 gold sponsors and 10 silver sponsors for the conference.

c) Conference Facilities:

- i. Stuart Gardner reported that parking at the conference will be free, but there is a daily charge to use the workout facilities.
- ii. Meeting attendees toured the Vail Cascade after the meeting to work out logistics for sponsor booths, the registration area, and the technical session locations.

6. Committee Reports

a) Website – Stuart Gardner

- i. The website is still reported as being hacked on Google and Stuart Gardner is trying to get that warning removed.
- ii. Ken Brink of the Colorado Office of Emergency Management has requested that CASFM house a library of resources that the Flood Technical Advisory Panel (Flood TAP) has created. Stuart Gardner suggested a short descriptor of how CASFM relates to the Flood TAP to post on the website along with the link to resources.

b) Membership – reported by Stuart Gardner and Brian Varrella

- i. The 2014 membership headcount stands at 779, with 407 CFMs registered in Colorado.



7. Community Support

- a) Brian Varrella reported that the town of Milliken has asked for an endorsement from CASFM for putting numerous best management practices into place that were identified in the CASFM white paper. A similar endorsement was written for the town of Estes Park based on the October 2013 rebuilding guidance issued by CASFM.
- b) The group discussed having a flood response section for the CASFM website where standard endorsement templates can be housed and the best management practices can be clearly identified.

8. ASFPD Region 8 Updates

- a) The ASFPD Local Floodplain Manager of the Year Award was awarded to Will Birchfield of Estes Park.
- b) CASFM was awarded the ASFPD Outstanding Chapter Award, which is recognized by the new logo in the letterhead and on our website.
- c) Brian Varrella reported that he has received numerous compliments from colleagues across the nation about the quality of the technical sessions that are provided at the CASFM conference. He also reported that ASFPD leadership is encouraging other state chapters to do state symposiums.
- d) Mitigation & Floodproofing Conference
 - i. Last week in October (Sunday-Thursday), 2014, at the Broomfield Interlocken Resort.
 - ii. Combining two events to increase attendance and reduce total costs.
 - iii. Call for registration will go out soon.
 - iv. Alan Turner is assisting with logistics planning and field trips.

9. 2014 Meeting Locations & Schedule

- a) October 2, 2014 – Vail (Annual Conference)
- b) November 13, 2014 – Baker Corp., Lakewood

10. Discussion & Closing Thoughts – none provided

11. Adjourn – motion and 2nd