



Colorado Association of Stormwater & Floodplain Managers
CASFM BOARD MEETING MINUTES

Held at the Vail Cascade Resort and Spa, Vail, CO
October 2, 2014

Meeting Attendees

Officers:

Chair – Brian Varrella, Fort Collins
Vice Chair – Shea Thomas, UDFCD
Secretary – Jason Messamer, Olsson
Outgoing Treasurer – Brian Murphy, CDM Smith
Incoming Treasurer – Brad Bettag, CH2M Hill
Outgoing NW Region Rep – Rick Dorris, Grand Junction
SE Region Rep – Roberto Becerril, City of Lamar
Outgoing Metro Rep – Danny Elsner, Brown and Caldwell
Metro Rep – Drew Beck, Matrix
NE Region Rep – Beck Anderson, Fort Collins (phone)

Committee Chairs:

Website – Stuart Gardner, CDOT
Outreach – Craig Jacobson, ICON; Alan Turner, CH2M Hill
Conference – Robert Krehbiel, Matrix Design Group
Scholarship – Morgan Lynch, CH2M Hill
Water Quality - Holly Piza, UDFCD
Flood TAP – Julie Baxter (phone)

Members:

Dave Bennetts, UDFCD – Past Chair

The following is a summary of the interactions, comments, and items discussed at the annual meeting of the CASFM Board. 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.

I. Call to Order

Brian Varrella called the meeting to order. A quorum of officers and regional representatives was present. Also present were Committee Chairs and the immediate past Chair.

II. 2013 Organizational Achievements

Brian Varrella lead a brief discussion highlighting some of the unique accomplishments from the previous year including:



- A. New relationships with Senator Udall, local communities affected by the September 2013 flooding, CFWE, and CDOT.
- B. Enhanced recognition from public and government agencies that CASFM members are experts for lasting change and direction after September flooding events including examples of the public seeking CASFM input for policies and rebuilding efforts.
- C. Members worked in flood-affected communities by donating and contracting time and expertise during rebuilding efforts.
- D. Some CASFM members participate in watershed coalitions including leadership roles.
- E. The February 2014 Flood Forum took place in Broomfield.
- F. E273 Training (twice) and many new CFMs, now totaling 407 CFMs statewide as of June 2014.
- G. Water quality field trips and lunch & learn events.
- H. Numerous regional social events held across the state.
- I. Recipient of ASFPM Outstanding Chapter Award.
- J. Will Birchfield selected as ASFPM Local FPM of the Year.

III. Flood TAP Leadership – Julie Baxter

- A. A handout (attached to these minutes for reference) was distributed for members of the meeting outlining the Vision, Mission, Objectives, and other details of the Colorado Flood Assistance Partnership (Flood TAP).
- B. The leadership of the Flood TAP is in transition. Julie Baxter has volunteered to lead on behalf of CASFM. She would facilitate the Flood TAP meetings and the Flood Tap would continue to function as it has in the past. Resources needed include a place to meet, email, and the ability to print meeting items.
- C. Group discussion: Danny Elsner- Is there a potential conflict of interest to have consultants participating in CASFM with the Flood TAP since there are projects identified? Brian Varrella- Yes, that is potentially a conflict of interest and we need to monitor situations as they come up. One way to avoid conflict of interest issues would be to post the projects somewhere publically so that transparency can be achieved. Julie Baxter- The Flood TAP projects are usually handled internally, and the TAP is designed to guide the process (starting place).
- D. A motion was proposed and approved during the meeting to create a new CASFM Flood TAP committee to be chaired by Julie Baxter.

IV. Committee Leadership – Brian Varrella & Shea Thomas

- A. Background information: CASFM currently has 6 committees and a website manager. Brian Varrella mentioned that excellent work is being done continuously and emphasized that all committee work being done is from volunteer efforts. There are changes coming for the Membership Committee function due to the Wild Apricot software purchase that will eventually replace CASFM's current membership database.
- B. Brian Varrella and Shea Thomas raised the question of whether a more formal outline of participation expectations for committee chairs & co-chairs is needed. Topics to be addressed would include:
 - i. What is a reasonable level of engagement or activity?



- ii. What should be the reporting expectation back to the General Membership?
 - iii. Succession plan for leadership?
- C. Dave Bennetts noted that during his tenure he asked all chairs, officers and reps to provide a description of their roles in the organization, and he edited and compiled those descriptions into a single guiding document. Dave suggested, and the group agreed, that it was beneficial for the Board to review those documents before making any lasting decision on this item.
- D. The group discussed whether a formal participation outline would be helpful in addition to the documentation identified by Dave Bennetts. The emphasis would be to facilitate more communication in order to avoid situations where volunteers are ready to move but have no direction. More communication also allows the other members to hear of the work committees are performing. Other items that could be addressed include potential term limits, more formal elections, and the addition of co-chair roles to help lead committees that are not functioning as intended.
- E. Brian Varrella and Shea Thomas tabled the discussion for this meeting and will open conversations with the Board at the next meeting in January 2015 at UDFCD.

V. Organizational Goals + Functions

- A. A major goal from the CASFM Chair has been to be more visible, relevant, and engaged. The group discussed obstacles including:
 - i. Undertakings from CASFM can easily be overreaching since we are comprised of volunteers with separate jobs. Donating time for volunteer activities can be difficult to fit into schedules and regular work functions. Stuart Gardner pointed out that outreach happens automatically to our respective employers and organizations.
 - ii. We have had some success in engaging in disaster response and recovery. However, it is hard to mobilize members despite the size of the CASFM organization because of separate jobs and commitments.
 - iii. Discussion-Other State chapters work more closely with their government and elected officials for more organized response to disaster. Oklahoma has a team of trained and insured volunteers that can provide free damage assessments in any state, free of charge. The group discussed the value of pursuing similar activities and how to formalize the role that CASFM can have. Alan Turner would like to contact other chapters for ideas and recommendations. Caution will be taken as we move forward to limit the liability of CASFM members wishing to help, and liability protections offered to professional engineers working *pro bono* under the Colorado Revised Statutes.
- B. Endorsing best practices in Stormwater & Floodplain Management
 - i. CASFM members can be called upon to provide technical assistance but not free work; not lobbyist functions.
- C. Members to be sought out as experts for lasting change
 - i. The "8 guidelines" from Oct. 8, 2013, are intended to be a statement of what we believe as an organization without conflict of interest.



- ii. They can be updated in format whenever necessary, and the guiding principles should be part of a living document that changes and evolves with time, with newer best practices, and with new Board and Committee members serving the CASFM membership's needs.

VI. Officer Reports

A. Vice Chair – *Shea Thomas*

- i. The Wild Apricot subscription has been purchased. There will no longer be a need for a membership committee chair, but the services of the existing committee will continue throughout the transition period to the end of the 2014 calendar year as the software becomes more utilized.

B. Treasurer – *Brian Murphy & Brad Bettag*

- i. Brian Murphy commented that the organization is in good financial standing. He mentioned that the next treasurer, Brad Bettag, could look into better estimating the real operating costs of the organization, which is something that is not currently used in the annual budgeting process.

VII. Installation of new officers

The Board meeting serves as the official induction of new officers. Congrats to our new Treasurer Brad B., new Metro Region Rep Drew, new SE Region Rep Roberto B., and returning NW Region Rep Betsy S.

VIII. Discussion & Closing Thoughts

- A. 407 CFMs in Colorado (5th to TX, FL, IL, & NC).
- B. Likely to be 4th after most of the 25 exam participants' results are in.

IX. 2014 Meeting Locations & Schedule

- a) October 2, 2014 – Vail (Annual Conference)
- b) November 13, 2014 – Baker Corp., Lakewood
- c) January 2015, UDFCD
- d) Next Board Meeting - January 2015, UDFCD (*after General Membership meeting, and lunch will be provided*)

X. Adjourn – *motion and 2nd*

XI. Attachments:

- 1. Flood TAP *DRAFT* Mission Statement (Sept. 2014)
- 2. CASFM Officer, Regional Representative, Committee Chair, and Coordinator: Roles and Responsibilities

Name

Brian Varrella
Stuart Gardner
Rick Dorris

Roberto Becerra

Alan Turner

Morgan Lynch

Drew Beck

Brian Murphy

Holly Piza

Shea Thomas

David Bennetts

Robert Kretzbier

Craig Jacobson

Jason Messamer

Brad Bettag

Danny Eisner

CSFM Role

Chair
Web

Outgoing NW Rep

SE Rep

Community Outreach & Training Chair

Scholarship Committee Chair

Metro - Rep

Outgoing Treasurer

Sustainable Quality Chair

Vice Chair

Past Chair

Conference

Outreach & Training Co-Chair

Secretary

Incoming Treasurer

Outgoing Metro

Email

bvarrella@figov.com
Stuart@casfm.org
RickDO@CITY.ORG

roberto.becerra@ci.lanar.co.us
alan.turner@ch2m.com
morgan.lynch@ch2m.com
drew.beck@matrixdesigngroup.com

murphybm@cdmsmith.com
Holly Piza hpiza@vufcd.org

stthomas@vufcd.org
JBENNETTS@VUFCD.ORG
robettke@matrixdesigngroup.com
c.jacobson@iconeng.com

jmessamer@colssonassociates.com
brad.bettag@ch2m.com
eeisner@brunecald.com

VISION, MISSION AND GOALS



FTAP Vision

Our vision is to improve flood related preparedness and response throughout Colorado.

FTAP Mission

The mission of the Flood Technical Assistance Partnership (FTAP) is to bring organizations together across multiple levels of government to create a unique group that can offer technical expertise to advise and comment on floodplain management issues, improve local and regional communication, and influence policy and change throughout Colorado.

Founded in 2011, FTAP addresses the unmet needs that exist between the participating organizations to provide outreach and education to local floodplain officials, facilitate risk communication, and promote the understanding of roles and responsibilities before, during and after a flood related disaster.

FTAP Goals

- **Increase collaboration & integration**, by providing technical assistance, guidance, and expertise during and after the response and recovery phase of a flood.
- Provide expanding **outreach communication**, with a focused message to educate communities and stakeholders about important flood related issues in Colorado.
- **Improve awareness** to available resources such as grants, subject matter experts, technical presentations and current issues by promoting knowledge and advocacy.

These goals may be ambitious, but by utilizing our primary strength – a statewide panel of experts and the collective drive to improve awareness and engage the public – FTAP can achieve them.



PURPOSE

To identify existing, or to advance and sustain, specialized Technical Assistance Partnerships (TAPs) to provide subject matter expertise within Colorado's comprehensive emergency management program. TAP contributions include advisory and participatory roles in matters of emergency management, homeland security, public health and otherwise pertaining to the health, safety, and general welfare of the state's citizens and visitors.

BACKGROUND

There is opportunity within Colorado's statewide emergency management program to identify and develop a coordinated, cohesive and established pool of resources to draw upon in support of the national preparedness mission areas of protection, prevention, mitigation, response and recovery. Just as resources are typed and tracked during emergency response operations, the State of Colorado preparedness community should recognize the availability of our subject matter experts during steady-state and real-time events.

Strong statewide or regional partnerships already exist in various hazard-based or functional areas. In other areas, new partnerships continue to evolve. It is believed that our valuable preparedness resources will be better served, and gain a better understanding of expectations in support of statewide emergency management programmatic needs, if roles and responsibilities were provided a common framework to work from or associate with, where one may not currently exist.

ADVANTAGES

- Accessibility to essential resources in a coordinated and efficient manner.
- Provides a common structure and programmatic framework across disciplines.
- Connects mission areas and core capabilities for a common programmatic picture.
- Allows for comprehensive management view of statewide programmatic resources.
- Meets the 2010 EMAP standard for *Chapter 3: Emergency Management Program*.
- Enhances delivery of clear expectations to partners.
- Relationship building across threats, hazards, and supporting functions.
- Identification of interdependencies.
- Clarification and enhancement of communication pathways.
- Fosters the identification of capabilities or gaps in knowledge, skills, and abilities.



PARTNERS

TAPs are inclusive and intended to provide comprehensive expertise to Colorado's emergency management professionals. The partnerships are built on an inclusive, whole community foundation including:

- State agencies
- County and municipal governments
- Special districts
- Federal agencies
- Citizens
- Nongovernmental organizations
- Industry groups
- Professional organizations
- Private sector
- Academia

PRESIDENTIAL POLICY DIRECTIVE / PPD-8

National Preparedness Mission Areas

- ✓ Protection
- ✓ Prevention
- ✓ Mitigation
- ✓ Response
- ✓ Recovery

SCOPE OF ACTIVITIES

Disaster and emergency preparedness encompasses a broad range of subjects. TAPs are positioned to contribute to the full-spectrum of issues within Colorado's statewide emergency management program to include the national preparedness capabilities from Presidential Policy Directive 8. Partnership activities are related to natural and technological hazards, adversarial threats, functional areas of emergency management, and other collaborative opportunities such as community resilience building and planning. The scope of partnership activities may include:

- Strategic planning and prioritization
- Stakeholder and customer identification
- Regulatory interpretation and guidance
- Information and data sharing
- Application of existing and emerging technologies
- Mitigation project identification and evaluation
- Problem identification and solution development
- Contribution to exercise objectives and scenarios
- Disaster scenario development for planning and assessments
- Identification of training needs and opportunities
- Participation in the State Emergency Operations Center
- Sharing of best practices
- Maintenance of emergency contact and distribution lists
- Contribution to plans and procedures
- Involvement in statewide recovery coordination calls
- Tracking of progress and accomplishments on projects and programs



IMPLEMENTATION

Strategic Direction

- Development, refinement or affirmation of mission statement.
- Scope of service defined.
- Formulation of goals and objectives.
- Establishment of actions to accomplish programmatic or project-based priorities.
- Documentation and distribution of strategy.

Guiding Principles

- Awareness and applicable inclusion of the Whole Community.
- Supporting and achieving resilient and sustainable communities.
- Building and maintaining core capabilities.
- Thoughtful use of resources across programmatic needs.
- Enjoyment of people, processes and contributions.

Roles and Responsibilities

- **Facilitator.** In emerging partnerships, Division staff provides guidance on structure, holds administrative duties, and coordinates across core capabilities.
- **Liaison.** Within existing partnerships, Division staff becomes a liaison to suggest and request assistance, collect and share information, and coordinate across core capabilities.
- **Partner.** Contribute timely and meaningful subject matter expertise through full participation and ongoing communication.

Communications

- Determine who, when, where and how collaboration ensues.
- Develop schedule of meetings, rosters, and ongoing program and project schedules.
- Product or information development and delivery.
- Unified messaging.

Celebration and Acknowledgement

- Sharing of contributions and accomplishments.
- Recognition of outstanding efforts of individuals and organizations.



Officer, Regional Representative, Committee Chair, and Coordinator: Roles and Responsibilities

Officer: Chair

The Chair is the chief elected official of the Colorado Association of Stormwater and Floodplain Managers (CASFM). In that capacity, the Chair shall:

- Call all CASFM and Board of Director meetings, and be the presiding officer at such meetings.
- Present the annual goals and objectives for CASFM.
- Attend the annual conference as the presiding officer.
- Represent CASFM in all matters, or delegate such representation to other members of the board.
- Oversee the day-to-day activities of CASFM.
- Attend the Association of Stormwater and Floodplain Managers (ASFPM) annual conference and report back to the general membership.
- Perform other duties as are customary to the office, or as outlined in the bylaws.

Officer: Vice-Chair

As an elected official of CASFM, the Vice-Chair shall:

- Serve on the CASFM Board of Directors and fulfill the obligations of a board member.
- Preside and serve as Chair in the absence of the Chair.
- Assist the Chair in administering the activities of CASFM.
- Serve as editor in assembling and publishing the CASFM newsletters.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.

**Officer: Secretary**

As an elected official of CASFM, the Secretary shall:

- Serve on the CASFM Board of Directors and fulfill the obligations of a board member.
- Notify members of upcoming CASFM meetings.
- Record the votes and keep all minutes and proceedings of the general membership and board of director meetings.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.

Officer: Treasurer

As an elected official of CASFM, the Treasurer shall:

- Serve on the CASFM Board of Directors and fulfill the obligations of a board member.
- Maintain custody and control of the CASFM funds, subject to the action of the Board of Directors.
- Report the state of finances of CASFM at general membership meetings.
- Prepare annual budget for review of the Board of Directors and approval of the general membership.
- Assist in preparation and submittal on annual tax forms.
- Provide prompt payments and reimbursements for CASFM expenditures.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.



Regional Representative

As an elected official of CASFM, the Regional Representative shall:

- Represent the interests of each respective region at general membership and board of director meetings.
- Coordinate classes, training opportunities, or field trips for CASFM members within the region.
- Organize regional socials for CASFM members.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of director meetings.
- Perform other duties as are customary to the office, or as outlined in the bylaws.

Committee Chairs

The majority of CASFM activities are run by committees. Each committee has a Committee Chair, which is a volunteer position filled by an individual willing to take on those responsibilities. Committees meet as-needed to conduct the business of that committee and report back to the Board of Directors and the general membership at general membership meetings. Outlined below are a few basic responsibilities and expectations for the role of all Committee Chairs. This list is not intended to be inclusive of all duties.

- Serve as liaison to ASFPM Policy Committees in order to pass along timely information.
- Participate, when possible, in ASFPM Committee conference calls.
- Author responses to federal or state legislative issues, and other matters.
- Provide committee updates at general membership meetings
- Provide committee updates for the newsletters.
- Assist the Chair in administering the activities of CASFM.
- Attend general membership meetings, the annual conference, and board of directors meetings.
- Assist training committee in providing related training to membership.



Below is a brief description of each committee and outline of its basic interests.

Annual Conference Committee:

The Annual Conference Committee has the sole duty of organizing the annual conference held each September. This is the primary training event for CASFM members, and the largest event held by CASFM. The committee is run by a Committee Chair and Program Chair who together do the majority of the work or delegate as-needed to a number of sub-committees and volunteers. The committee also coordinates and solicits input from other committees as-needed for review and development of conference program. The work includes facilities coordination, conference registration, program development, arranging field trips and a golf tournament, vendor coordination, and award recognition along with other tasks required for organizing the conference. The committee meets throughout the year on an as-needed basis to coordinate the conference.

Community Rating System Committee:

The Community Rating System (CRS) Committee's primary function is to coordinate support for the National Flood Insurance Program's (NFIP) CRS. The CRS is a voluntary incentive program that recognizes and encourages community floodplain management activities that exceed the minimum NFIP requirements. As a result, flood insurance premium rates are discounted to reflect the reduced flood risk resulting from the community actions meeting the three Federal Emergency Management Agency (FEMA) goals of the CRS:

1. Reduce and avoid flood damages to insurable property.
2. Strengthen and support the insurance aspects of the NFIP.
3. Foster comprehensive floodplain management.



In addition CASFM has the following goals for the CRS Committee:

1. Help coordinate training to promote awareness of the CRS program.
2. Increase the number of CRS Communities in Colorado and help communities increase their class ratings.
3. Provide a mechanism for communities to be more informed about CRS issues.

The committee meets as-needed to promote this program, and coordinate or provide training for communities participating in the CRS Program. The Committee also meets to compose and provide feedback to national organizations such as ASFPM and FEMA regarding CRS issues relevant to CASFM's goals and policy statements.

Scholarship Committee:

The Scholarship Committee's primary function is to administer and award three annual scholarships. The Committee maintains contacts with the colleges and universities in Colorado, sends out scholarship notices, reviews applications, interviews candidates, and awards the scholarships.

Stormwater Quality Committee:

The Stormwater Quality Committee's primary function is to promote stormwater management techniques for the built environment, improve surface runoff water quality, protect receiving water quality, and protect aquatic and riparian habitat by facilitating discussion, information exchange, and education. This committee meets as-needed and coordinates an annual field trip in the summer to visit water quality installations.

**Outreach Committee:**

The Outreach Committee's primary function is to coordinate outreach efforts to members, other organizations, and local governments. This outreach includes social media, developing brochures or handouts, attending other related conferences as-needed, and sharing information regarding activities of CASFM to interested parties. This committee meets on an as-needed basis.

Floodplain Committee

The Floodplain/Certified Floodplain Manager (CFM) Coordinator Committee's primary function is to assist in the administration of the CFM's training and exam as-needed to the membership. This class and exam is typically offered once or twice a year, one time being part of the annual conference. The primary coordination of the class and exam is part of the Training Committee's duties. Instructors for the class are CASFM members who volunteer to teach the class and proctor the exam. The Committee also meets as-needed to compose and provide feedback to national organizations such as ASFPM and FEMA regarding floodplain and stormwater management issues relevant to CASFM's goals and policy statements.

Training Committee:

The Training Committee's function is to provide and coordinate all training opportunities for CASFM. The committee meets on an as-needed basis; and works to find, review, develop, and coordinate training to meet the needs of CASFM members. Training coordination included lunch-n-learns, workshops, Environmental and Water Resources Institute (EWRI) classes, CRS training, barstools, CFM review, and support of training at regional socials. This is a large responsibility and several sub-committees are needed to accomplish its goals and responsibilities. The committee also monitors courses provided by outside vendors, coordinates training with various committee chairs and regional representatives, and passes on pertinent information the general membership.



In addition to the CASFM committees, several duties are performed by individuals who fill coordinator positions. They can seek support as-needed from the membership, but typically the duties are completed by one person.

Membership Coordinator:

The Membership Coordinator's primary function is to keep a list of active CASFM members and their related information, send out the annual renewal requests, and track and report back on the renewal process. This annual process is typically done at the first of the year. The coordinator directs and supervises an outside individual to perform this service for CASFM. This individual is compensated for time spent performing this service.

Website Coordinator:

The Website Coordinator's primary function is to coordinate the web activities for the Chapter. The Coordinator maintains the CASFM website, coordinates the circulation of CASFM-related emails to membership, maintains a help-wanted listing, and coordinates distribution of conference and meeting correspondence.