



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

Held at Michael Baker Jr. Inc., Lakewood, CO
November 13, 2014

Meeting Attendees

Officers:

Chair – Brian Varrella, Fort Collins
Vice Chair – Shea Thomas, UDFCD
Secretary – Jason Messamer, Olsson
Treasurer – Brad Bettag, CH2M Hill
SE Region Rep – Keith Curtis, Pike Peak RBD (phone)
NE Region Rep – Beck Anderson, Fort Collins (phone)

Committee Chairs:

Website – Stuart Gardner, CDOT (phone)
Outreach – Craig Jacobson, ICON; Alan Turner, CH2M Hill
Scholarship – Morgan Lynch, CH2M Hill (phone)
Water Quality - Holly Piza, UDFCD (phone)

Members:

Kristina Murphy, Baker
Sarah Houghland, Baker
Monica Bortolini, Leonard Rice
Kevin Houck, CWCB
Jackie Watson, Lyons
Jonathon Diller, Lyons
Molly Trujillo, SEMSWA (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.

I. Call to Order

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

II. Secretary Report – Jason Messamer

A. Minutes from the October 2, 2014 General Membership meeting held at the Vail Cascade Resort in Vail, Colorado, were handed to meeting attendees for review. A motion was passed unanimously to approve the minutes with a comment. A typo in the Flood TAP attachment for the minutes was corrected for the final version.



- B. Minutes from the October 2, 2014 Board of Directors meeting held at the Vail Cascade Resort in Vail, Colorado, were handed to meeting attendees for review. A motion was passed unanimously to approve the minutes with a comment. A typo in the Flood TAP attachment for the minutes was corrected for the final version.

III. Treasurer Report – Brad Bettag

- A. 2014 CASFM Conference was on budget, again! A big thank you to Stuart Gardner for all he does for the organization and the conference.
- B. Summary of November Treasurer's Report
 - 1. Brad commented that the balance sheet dispersed during the meeting did not reflect a recent check of approximately \$59,000 to Vail Cascade.
- C. 2015 Draft Budget – discussion of line items
 - 1. Budget shortfalls, current strategy, and suggestions
 - a. Historically, the CASFM annual budget has shown a potential loss, but the loss was usually not realized. Brian Varrella suggested that the 2015 budget should be balanced going into the year as directed by the membership in the previous year's budget discussion.
 - b. Last year the corporate membership dues structure was changed – Alan posed the question as to whether the change has brought in more revenue. Brad will look into whether the change netted any additional revenue.
 - c. Alan suggested lowering the budget for emergency aid (line 17) from \$5,000 back to \$2,500 annually. An increase was shown last year since 2013 funds were not spent and the budget line item showed a combined 2 years worth of emergency aid for a total of \$5,000.
 - d. Summit Enterprises (line 4) should be changed to Wild Apricot and PayPal. Shea looked into annual costs and suggested replacing the \$2,500 budgeted amount to \$1,800.
 - e. The 2016 budget may remove SignUp4 and Constant Contact (line 15), but the services will be used in 2015 to provide transition overlap.
 - f. Line 6 in donations shows a large amount that was donated for the 2014 Flood Forum and will have its funding be removed while the line item will stay.
 - g. Line 13.C will have its budget decreased from \$35,000 to \$17,500 due to the removal of the flood forum expenses.
 - h. Brad is renumbering budget items to line up with profit/loss statement that prints from Quickbooks.
 - i. Craig and Alan will look at what seminars are planned and will forecast a revenue and expense that can go into the balance sheet.
 - j. The draft 2015 budget will be presented at the January 2015 meeting for last comments and approval by the Board.
 - 2. Interest in changing banks in 2015?
 - a. Background - Technical structure and functionality has been limited with Credit Union of Colorado, the existing CASFM bank.
 - b. Credit Union of Colorado is trying to update their system and options, Brad recommended waiting until March or May 2015 to see if system updates actually have been put into place, and then deciding if switching banks is still needed.
 - c. Stuart mentioned PayPal and other online accounts would need to be updated should a switch occur.



- d. Documents from current officers are required by the bank. Brad plans on having these available at annual Board Meeting where officer transitions take place in order to facilitate easier transitions.

IV. Vice Chair Report – Shea Thomas

A. Wild Apricot membership update

1. Current membership list has been uploaded to the Wild Apricot website. Members will be instructed to go into the site to fill out a user profile to sign into their account. An email will be coming out soon when site is fully operational.
2. Shea mentioned that the process of creating user profiles provides an opportunity to collect demographic information from our members. The group discussed potential questions to put in the survey including:
 - a. What kind of trainings are you interested in?
 - b. Which conference tracks are you most likely to attend?
 - c. How do you stay in touch with CASFM?
3. The group discussed transitioning to the Wild Apricot software:
 - a. Shea - will look into PO purchases for corporate dues, conference membership dues options, etc.
 - b. Brad – requested that Shea look into the output options from Wild Apricot to see if it can differentiate between CASFM memberships, conference registrations and other categorical income sources for accounting purposes. This will be done in the future once the membership function is working properly.
 - c. SignUp4 membership has been purchased for the next year. CASFM will transition into Wild Apricot over the next year in small steps to ensure that the systems being replaced are working correctly
 - d. Alan requested that Aaron Cook help with the Wild Apricot transition since he manages conference registrations. Also, it would be good to have some redundancy with multiple members knowing how to operate the software.

B. Winter Newsletter

1. Looking for a feature article for the newsletter
 - a. Kevin Houck & Chris Sturm Day was suggested.
 - b. Jonathon Diller volunteered to provide an article about rebuilding in Lyons.

V. CASFM SE Region Representative Vacancy

1. Roberto Becerril, 2014/15 SE Region Representative, has resigned from his post at CASFM. He has accepted a job out of state and will be relocating with his family soon.
2. Brian Varrella accepted Roberto's resignation from the CASFM Board of Directors on Monday, November 10, 2014, leaving a vacancy in the SE Region. During the meeting, Brian Varrella formally recognized Roberto's willingness to serve as SE Region Representative for CASFM, and thanked him for his engagement and contribution to the organization.
3. CASFM Bylaws, Article IV, Section 6, allow the remaining Board of Directors to nominate and elect a Regional Representative from the same region in the event of a vacancy.
4. Keith Curtis volunteered to fill the vacancy to be the SE Region Representative for 2014 and 2015.
 - a. A unanimous motion was passed by the Board of Directors instating Keith Curtis as the SE Region Representative during the meeting.
 - b. Keith requested a list of members in the region.



VI. Regional Representative Reports

- A. Metro Region – *Drew Beck (reported by Brian Varrella)*
 - 1. Our final 2014 social on Nov 6th at Breckenridge Brewery with Dr. Alexander from CSU on the 2013 Flood Oral history Project was very informative
 - 2. Looking for ideas for 2015 topics (could be general or specific) and locations.
- B. Northwest Region – *Betsy Suerth (reported by Brian Varrella)*
 - 1. On November 7, SGM hosted a one-day forum on water issues including the Waters of the US Proposed Rule Making, the Colorado River Compact and Law of the Colorado River, and Senate Bill 23. The forum was well attended by CFMs who earned 6 CEUs.
 - 2. The next NW Region event in January will be a presentation on the 2013 flooding on the Front Range by our own Brian Varrella and hosted by the City of Grand Junction.
- C. Northeast Region – *Beck Anderson (via phone)*
 - 1. The next Northeast Region Social will be held from 4:00 pm to 6:30 pm on Thursday, November 20th at the Mayor of Old Town in Fort Collins.
 - 2. Dr. Ruth Alexander and Naomi Gerakios from CSU will be presenting on the 2013 Colorado Flood Oral History Project. If you were unable to attend this presentation at the last Metro Region Social, this is your last chance to come and learn about this outstanding project.
- D. Southeast Region – *Keith Curtis (via phone)*
 - 1. DFIRM updates have been delayed
 - a. Originally planned for Jan 2014 – 200 structures will come out of floodplain
 - b. 400 structures have lower BFEs in Manitou Springs
 - c. Oct – LOMR on Fountain Creek became effective, removes ~300 structures from the floodplain
 - d. DFIRMS due Oct 31 are delayed, 800 homes on Cheyenne Creek will be positively impacted
 - 2. Currently, there is a push to accelerate the process in order to save citizens from overpaying on flood insurance and ensure.
- E. Southwest Region – *Sam Samuelson*
 - 1. No report at this time.
 - 2. Brian will attempt to contact Sam since a regional report has not been submitted for over a year.

VII. Committee Chair Reports

- A. CRS – *Marsha Hilmes Robinson (reported by Brian Varrella)*
 - 1. There is a CRS Committee Meeting next week:
 - a. Tuesday, November 18, 10 AM – Noon at UDFCD
 - b. RSVP to Joanna Czarnecka, UDFCD, at jczarnecka@udfcd.org
 - c. Can call in via GO To Meeting (see website for details)
 - 2. Agenda includes: discussion of community experiences during cycle visits, tips from ISO rep, and discussion on possible comment letter to CRS Task Force.
- B. Scholarship – *Morgan Lynch (via phone)*
 - 1. We received a record number of applications, 18, for the Ben Urbonas CASFM Scholarship. The committee will interview the short list of applicants on November 17, 2014, and will have a decision and distribution of award by Dec 2014.
- C. Website – *Stuart Gardner (via phone)*
 - 1. The website is no longer listed as hacked in Google search results. The website hosting package on Network Solutions is scheduled to expire in January 2015. We are planning to renew for a three year term.



2. CASFM just renewed Signup4 for another year for \$4,200. This is a \$600 increase over 2014 costs. We are hoping Wild Apricot can replace the registration services of Signup4, but will use both in 2015 for transition redundancy.
3. Stuart will be tracking down presentations from 2014 annual conference to post on the website. Some presentations are on the website already.
- D. Stormwater Quality – *Holly Piza (via phone)*
 1. The next lunch and learn will be held on Monday, January 26. Brian Wethington will be presenting the Portland, Oregon Stormwater program. Brian is currently with City and County of Denver Parks department. Previous to this he was with the City of Portland.
 2. Holly is still working to coordinate a 2-day short course on stormwater chemistry. This will be held at UDFCD offices April 28 and 29th, 2015.
 - a. Once an agreement is reached with the instructor, Holly will coordinate with Alan and Craig on the outreach committee to plan the event. CEU certificates should be available. Cost for Approximately 20 people will be around \$400 each.
- E. Floodplain/CFM – *Jamie Prochno (reported by Brian Varrella)*
 1. There will be a CFM exam held at the CWCB office in Denver on Nov. 17th. There are about 10 people signed up to take the exam.
 2. The list of CFMs from the conference has been submitted to ASFPM, so CECs should be updated to reflect attendance shortly.
- F. Membership – *Stuart Gardner & Shea Thomas*
 1. CASFM will send a letter to Kevin and Barb thanking them for their years of service.
 2. Stuart-fixed a glitch with PayPal that emerged over the week.
- G. Outreach & Training – *Alan Turner & Craig Jacobson*
 1. CASFM was involved in the ASFPM Flood proofing & Mitigation Conference, Oct. 2014.
 - a. This action was led by Monica Bortolini
 - b. Several Field trips were set up in Boulder and Larimer Counties.
 - c. Very successful project with many thanks to Monica.
 2. Charitable Giving / Disaster Assistance
 - a. Molly Trujillo and Monica Bortolini headed the application process for awarding the \$5,000 Grant monies for flood affected communities.
 - b. There were three applications asking for \$7,000
 - i. Little Thompson Watershed Restoration Coalition
 - ii. Big Thompson Watershed Coalition
 - iii. The Environmental Group (TEG) – for the Upper Coal Creek Watershed
 - iv. Primarily, the CASFM disaster assistance toward funding grant writing assistance for upcoming grant applications.
 - c. CASFM awarded assistance to all three groups
 - i. Little Thompson Watershed Restoration Coalition - \$2000 – Fully Funded
 - ii. Big Thompson Watershed Coalition - \$1000 – Partially Funded. During coordination, members of the Big Thompson Watershed Coalition mentioned that they had other sources of funding, and honorably suggested that CASFM fund the Little Thompson coalition, which had greater need.
 - iii. TEG – for the Upper Coal Creek Watershed- \$2000 – Fully Funded
 - d. Certificates of appreciation for each group will be drafted for the CASFM chair to send.
 - e. The group requested a follow-up from each coalition to let CASFM know how the money was spent and to stay in touch.
 - f. A motion was passed to fund and distribute the funds.
3. Training



- a. Holly Piza held the November Lunch and Learn at UDFCD on HEC-RAS Bridge Modeling Presented by Gerald Blackler with Enginuity.
 - b. Attended by 12 individuals.
- 4. Junior Chapter
 - a. Continue discussing the opportunity to set up a Junior Chapter at the University of Colorado at Denver.
 - b. Early December Meeting with Peter Marxhausen, Instructor, Department of Civil Engineering to discuss opportunities.
 - c. Need to assemble young engineers in the organization to brainstorm ideas on what a student could get out of a junior organization.
- 5. Upcoming Goals
 - a. December meeting to touch base with Committee
 - i. Review past training and lunch and learn topics and identify training opportunities for 2015
 - ii. Outline Goals for 2015
 - iii. Update website page for Community Outreach and Training
- H. Flood TAP – *Julie Baxter (reported by Brian Varrella)*
 - 1. Next meeting is Monday, November 17, 2014, from 10:00 AM-12:00 PM at UDFCD.
 - 2. CO Department of Homeland Security and Emergency Management (DHSEM) will keep facilitating Flood TAP for now and CASFM will stand by to take over facilitation in January 2015 if needed. Update from 11-17-2014; Julie Baxter will take over Flood TAP facilitation starting at the January 2015 meeting.
 - 3. November meeting will focus on role of Flood TAP moving forward, including state agency participation and priority projects for 2015.
- I. Annual Conference – *Shea Thomas (proxy for Robert Krehbiel)*
 - 1. Survey results from the 2014 Annual Conference in Vail (*tabled as first priority after budget for next meeting*)
 - 2. Upcoming changes for the 2015 Conference. (*tabled as first priority after budget for next meeting*)
 - 3. Shea is looking to turn the program duties of the conference over to someone else. Sarah Houghland was in attendance and offered to replace her on the conference committee.
 - 4. Stuart Gardner reported that the YMCA in Estes Park has the potential for the 2016 CASFM conference.
 - a. Stuart toured the facility and was impressed.
 - b. The group discussed a potential drawback; the location may be too close to the Front Range and discourage people from staying overnight.
 - c. Group encouraged Stuart to send out RFP to the YMCA facility in addition to the other locations he is planning to send RFPs to.

VIII. ASFPM Region 8 Updates – Brian Varrella

- A. ASFPM Floodproofing & Mitigation Conference, Oct. 2014
 - 1. Very low turnout, 140 people attended vs 250 expected. National groups did not attend well.
 - 2. About 2/3 of comments were negative. Executive office will have to decide if the conference is worth putting on at the next 3 year cycle date.
- B. Budget Deficit
 - 1. \$600,000 deficit for next year, which is lower than previous years.
 - 2. Upcoming Board meeting in February 2015 in Wisconsin, near ASFPM headquarters.
 - 3. Conversation will be largely budget focused.



- C. ASFPM chapter application will be submitted by Brian Varrella before the December 31, 2014 deadline.

IX. Colorado Application for Federal Disaster Recovery Money – Kevin Houck

- A. \$1 Billion will be made available by HUD for disaster recovery. Originally, the fund was part of the Hurricane Sandy recovery money.
- B. Every state and territory with a presidential disaster from 2011-2013 was invited to apply for a portion of the money, which will be split among the applicants.
- C. Money is put aside for a resiliency application where a question like, “What is the plan to make your state or territory more resilient?” must be answered.
- D. Colorado is going through the effort with the Colorado Recovery Office to apply for the money. The application is split into categories, including the Watershed and Natural Resources sector, with Kevin Houck at lead. Brian Varrella is the CASFM representative. Phase 1 is application screenings and then Phase 2 will require a second application in late 2015. The only eligible applicant is the State of Colorado.
- E. After issuing a preliminary request for unmet needs, the group found that there was \$730 million in unmet needs in the Watershed and Natural Resources sector of Colorado. Kevin expects the total unmet need for the state to be \$2.5-\$3 Billion.
- F. Money will be dispersed around September or October of 2015 if the state is selected to receive funds.
- G. Jamie Prochno is working on erosion zone mapping, which is required for the application, and therefore fulfilling her commitments to the Floodplain/CFM Committee at CASFM. She will check in with her Committee members at a later date.

X. 2015 Meeting Locations & Schedule

- A. January 14, 2015 – UDFCD, Denver (*Board meeting following the general meeting*)
- B. March 12, 2015 – CH2M Hill
- C. May 14, 2015 – City of Loveland
- D. July 9, 2015 – Vail Cascade
- E. September 24, 2015 – Vail Cascade

XI. Adjourn – motion and 2nd

XII. Attachments

- A. Disaster recovery grant letters (**once available**)
- B. 1st draft of the proposed 2015 budget

CASFM General Meeting

11-13-14

Baker

Name	Company	Email
Jason Messner	Olsson	jmessner@olssonassociates.com
Kristina Murphy	Baker	kristina.murphy@mbakerintl.com
Sarah Houghland	Baker	shoughland@mbakerintl.com
Craig Jacobson	Icon	cjacobson@iconeng.com
STUART THOMAS	UDFCD	stthomas@udfcd.org
Brad Bettag	CH2M Hill	bbettag@ch2m.com
Alan Turner	CH2M HILL	alan.turner@CH2m.com
Morgan Lynch (on phone)	CH2M HILL	morgan.lynch@CH2m.com
Monica Bertolini	LRF	monica.bertolini@LRFwater.com
Kevin Houck	CWCB	kevin.houck@state.co.us
Brian Varrella	C of Fort Collins	bvarrella@fcgov.com

Phone - Jackie, Lyons

Jonathan John Diller, Lyons

Holly Pizar, UDFCD

Beck Anderson, C of FC

Keith Custer, Pikes Peak RPD

Stuart Gardner, CDOT

Molly Trujillo, SEMSWA

Morgan Lynch

DRAFT CASFM 2015 BUDGET

11/13/2014

Expenses	2014 Budget	2014 Actual *	2015 Budget	Description
1. Administration	\$ 200.00	\$ 278.85	\$ 400.00	Postage, supplies, and other admin costs
2. ASFPD Dues	\$ 300.00	\$ 300.00	\$ 300.00	Chapter Dues
3. Research	\$ 2,500.00	\$ -	\$ 2,500.00	Funding support for research projects
4. Membership & Database Coordination	\$ 2,500.00	\$ 3,013.91	\$ 2,500.00	Summit Enterprises
5. Newsletters	\$ 1,500.00	\$ 1,735.00	\$ 1,750.00	Two publications
6. Annual Conference	\$ 90,000.00	\$ 36,033.26	\$ 90,000.00	Conference expenses and planning
7. ASFPD National Conference	\$ 2,500.00	\$ 2,892.04	\$ 3,000.00	Chair's attendance
8. Socials	\$ 3,900.00	\$ 2,101.09	\$ 3,900.00	Room reservation and appetizers
A. Metro Socials	\$ 2,000.00	\$ 1,803.20	\$ 2,000.00	4 socials with 35 people
B. Northeast Socials	\$ 1,000.00	\$ 297.89	\$ 1,000.00	2 socials with 15 people
C. Southeast Socials	\$ 400.00	\$ -	\$ 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	\$ 1,800.00	\$ 2,000.00	Tax & Accounting Services
10. Legal Services	\$ 500.00	\$ -	\$ 500.00	
11. ASFPD Foundation	\$ 1,500.00	\$ -	\$ 1,500.00	Donation
12. Annual Conference Hotel Reservation	\$ -	\$ -	\$ 2,000.00	Deposit (every odd year)
13. Workshops/Training	\$ 56,700.00	\$ 35,409.32	\$ 38,000.00	Training and barstool series expenses, includes UDFCD Annual Seminar & Flood Forum
A. Lunch and Learn Training	\$ -	\$ 969.93	\$ 1,500.00	
B. Water Quality Field Trip	\$ -	\$ 1,436.55	\$ 1,500.00	
C. Seminars/Training	\$ -	\$ 33,002.84	\$ 35,000.00	
14. UDFCD Conference	\$ -	\$ 18,878.40	\$ 19,000.00	
15. Website	\$ 4,500.00	\$ 4,200.00	\$ 4,500.00	Hosting expenses (SignUp4 and Constant Contact)
16. Scholarships				Ben Urbonas, UWRI, CASFM Family
A. UWRI Scholarship	\$ -	\$ -	\$ -	
B. Ben Urbonas Scholarship	\$ 2,500.00	\$ -	\$ 2,500.00	
C. CASFM Family Scholarship	\$ 4,000.00	\$ -	\$ 4,000.00	
17. Disaster Relief	\$ 5,000.00	\$ -	\$ 5,000.00	Emergency aid
18. Insurance	\$ 2,000.00	\$ 1,811.00	\$ 2,000.00	D&O and EPLI Insurance (2012 actual paid for 2013)
19. Credit Card Fees	\$ -	\$ 6,345.36	\$ 6,500.00	Annual, per transaction, and UDFCD Conference.
20. Miscellaneous	\$ 1,000.00	\$ 822.81	\$ 1,000.00	Miscellaneous expenditures and supplies that arise
Total Expenses	\$ 187,000.00	\$ 115,621.04	\$ 192,850.00	* Through October 2014
Revenue				
1. Membership Dues	\$ 17,500.00	\$ 15,910.00	\$ 17,500.00	Membership dues
2. Annual Conference Fees	\$ 95,000.00	\$ 91,923.00	\$ 95,000.00	Registration fees
3. Annual Conference Sponsorships	\$ -	\$ 22,950.00	\$ 15,000.00	Conference sponsorships
4. Workshops/Training	\$ 45,700.00	\$ 43,750.66	\$ 45,700.00	UDFCD Seminar, training and Lunch n' Learn series registration
A. Lunch and Learn Training	\$ -	\$ 970.66	\$ 1,000.00	
B. Water Quality Field Trip	\$ -	\$ 2,166.00	\$ 2,200.00	
C. UDFCD Conference	\$ -	\$ 19,968.00	\$ 20,000.00	
D. Seminars/Training	\$ -	\$ 20,646.00	\$ 22,500.00	
5. Scholarships	\$ -	\$ -	\$ -	CASFM Family Scholarship Contribution
6. Donations	\$ 17,500.00	\$ 16,784.00	\$ 17,500.00	Flood Forum
Total Revenue	\$ 175,700.00	\$ 191,317.66	\$ 190,700.00	
Savings Dividend	\$ 50.00	\$ 31.57	\$ 50.00	
Total Income	\$ 175,750.00	\$ 191,349.23	\$ 190,750.00	
Total Gain (Loss)	\$ (11,250.00)	\$ 75,728.19	\$ (2,100.00)	Net Gain of \$16,477.70 after Vail Cascade check clears.
Beginning Unrestricted Balance	\$ 42,087.27	\$ 42,087.27	\$ 28,575.37	Checking and Savings (2015 beg. balance should match 2014 end balance)
Beginning Temp Restricted Balance	\$ 20,004.82	\$ 20,004.82	\$ 20,273.43	CASFM Family Scholarship Savings Account
Ending Unrestricted Balance	\$ 30,837.27	\$ 28,575.37	\$ 30,475.37	Checking and Savings
Ending Temp Restricted Balance	\$ 16,054.82	\$ 20,273.43	\$ 16,273.43	CASFM Family Scholarship Savings Account