



Date/Time: Thursday, November 12, 2015, 9:00 AM
Hosted by: Michael Baker International
Location: 165 S. Union Blvd, Lakewood
Remote: 571-209-6390 (Access Code 990146064)

GENERAL MEMBERSHIP MEETING MINUTES:

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 Danny Elsner, CASFM Secretary.

I. Call to Order – Shea

A. Introductions

1. Sign in sheet attached
2. Shea Thomas – UDFCD – CASFM Chair
3. Brian Murphy – CDM Smith – CASFM Vice Chair
4. Danny Elsner – CH2M – CASFM Secretary
5. Brad Bettag – CH2M – CASFM Treasurer
6. Brian Varrella – CDOT – CASFM Northeast Region Representative
7. Drew Beck – Matrix – CASFM Metro Denver Representative
8. Keith Curtis – Pikes Peak Regional Bldg Dept – CASFM Southeast Region Representative
9. Robert Krehbiel – Matrix – CASFM Annual Conference Chair
10. Sarah Houghland – Baker – CASFM Program Chairperson
11. Holly Piza – UDFCD – CASFM Stormwater Quality Chair
12. Jacob James – Parker – CASFM Scholarship Chair (on the phone)
13. Craig Jacobson – ICON – CASFM Outreach & Training Co-Chair
14. Alan Turner – CH2M – CASFM Outreach & Training Co-Chair
15. Stuart Gardner – CDOT – CASFM Webmaster and Membership Administrator (on the phone)
16. Jason Messamer – Olsson
17. David Bennetts – UDFCD
18. Lisa Lauver – Stantec
19. Kevin Houck – CWCB
20. Dan Evans – Fort Collins (on the phone)
21. Carrie Gudorf – Mesa County (on the phone)
22. Brad Anderson – Anderson (on the phone)

B. Committee and Regional Representatives Reports

1. See attached summary

II. Secretary Report – Danny

- A. Handed out Board Meeting Minutes and General Meeting Minutes from last September
- B. Moved to adopt and passed unanimously

III. Treasurer Report – Brad

- A. Discussed handouts of Balance Sheet, Profit & Loss, Review of Budget, End of Year Revenue
- B. Discussed Conference income/expenses
- C. Scholarship has not been paid out
- D. Discussed changing over the banks – transition should happen by the end of the year.

IV. Conference Recap – Robert

- A. Survey Results
 1. Overall high ratings



2. Workshops were well attended, approximately fifty people, well rated
3. Key note speaker was rated high
4. Meals were well rated
5. Participants appreciated the extra time near lunch
6. High volume for CFM test
- B. Changes for next year
 1. Need to get posters outside of each room
 2. Watch the vendor space (not out of the way), next year is a bit better
 3. Vendor check list was not available, need to add for next year, maybe change to beer tickets
 4. Good ideas for key note speaker
 5. Good ideas of entertainment ideas
 6. Discussion about CFM classes and how that relates to the test
 - a. Tough due to the difference from items in the past and what is the current policy
 - b. FEMA-480 is different from test and ASFPM has not put forward any changes
 - c. Brian Varrella will submit a statement to ASFPM from CASFM stating the need to update the study material
- C. Conference Budget
 1. One lump sum item, would like to break out budget for Conference Chair
 2. Summary of what was spent in 2015
 - a. Venue - \$110000 (conference center, food, beverage, AV support)
 - b. *Materials - \$5000 (program, name badges, badge holders)
 - c. *Excursions - \$4000 (field trip, golf tournament, bike tour)
 - d. Miscellaneous - \$5000 (any other expenses)
 - e. *Entertainment - \$2500 (post-dinner)
 - f. Deposit - \$2000 (next year's venue)
 - g. *Invited speakers - \$2500 (speaker fees, travel expenses)
 - h. *Awards - \$1000 (plaques)
 3. Discussion on the line items
 - a. Discussion on raising invited speaker to a higher number, around \$5000
 - b. Golf tournament – green fees cover the fees – separate out golf tournament as it spent differently
 - c. Could add a small fee (\$5-\$20) to cover materials during the workshops with no refunds
 - d. Shea recommended \$20,000 for the conference items (* items) – agreed by all
 4. Should only be able to sign up for one workshop at a time
 5. Discussion on if you could attend Tuesday alone without going to the conference
 - a. A fee should be charged for a one-day attendance for workshop
 - b. Will table this because Crested Butte will most likely not have one day attendance. Consider having it for Breckenridge.

V. Registration Provider Selection – Stuart

- A. Discussed our past history on registration provider
- B. Cvent vs. Regpack pros – similar tools to help support setup
- C. It was decided to go to Regpack

VI. Draft Budget – Brad

- A. Conference line items
 1. Separate conference, program and golf (possibly) for the budget line items
 2. Will check with Dave Center on golf budget line item
 3. Change annual conference expense and revenue budget to \$100,000
- B. Registration agreement
 1. Registration and membership will need to be revised
 2. Regpack - \$2000 (add database registration to operations)
 3. Wild Apricot - \$1200 (take out Paypal)
 4. Website hosting – should be a separate line item – budget TBD
- C. Increase Membership Meetings to \$500
- D. UDFCD Conference increase to \$20,000



- E. Undergrad scholarship
 - 1. Fund \$2500 for undergrad for CASFM to continue the scholarship
 - 2. Add line item for potential fund raising for scholarship
 - 3. Strike the UWRI scholarship as this is no longer funded
- F. Charitable gift/disaster relief
 - 1. Remove from the budget for this year as there is funding available in savings
- G. Research donation
 - 1. Could highlight in winter brochure, remain in budget
- H. Young engineers social (new item) - \$500 under regionals
- I. Workshops both Expenses and Revenue will stay the same

VII. Outreach & Training Committee Update – Alan/Craig

- A. Met following the conference and try to set up sub committees
- B. Try to get another meeting prior to holidays.
- C. Social media outreach currently operated through Twitter feed and LinkedIn
- D. Young members group has increased in activity
 - 1. Goal is towards young members of CASFM
 - 2. Developed an online social space
 - 3. Excited to see where this goes
- E. Training
 - 1. HEC-RAS 2D modeling on the western slope is a potential
 - 2. Flo2D in the Metro area
 - 3. Stormwater chemistry class in April in Metro area
- F. Committee committee
 - 1. Reach out to other committees for outreach and training
- G. Website
 - 1. Need website page and how to integrate into Wild Apricot

VIII. Brochure – Brian M.

- A. Tri-fold brochure needs to be updated with new information, ideas, logo, etc.
- B. Update statements (items that are important to CASFM and information CASFM wants to relay to public)
- C. Instead of updating the brochure, Board recommended updating the “About CASFM” on the website and make this into a pdf (and possibly email).
- D. For January agenda, Brian M. asked that the Board and membership think about what needs to be updated in the Brochure and who is our target audience?

IX. Upcoming Events – Shea

- A. November 16, 2015 – Scholarship interviews
- B. December 2015 – Metro/NE Region Joint Social
- C. January 11, 2016 – FloodTAP Committee meeting
- D. January 14, 2016 – Stormwater Quality Committee meeting
- E. January 28, 2016 – CRS Committee meeting
- F. February 11, 2016 – Floodplain Management Committee meeting
- G. April 27/28, 2016 – Stormwater Chemistry class

X. Next Meeting – January 14th at UDFCD

- A. Winter newsletter will be prepared over the next 2 months
- B. Conference planning discussion
- C. Brochure/“About CASFM” discussion
- D. 2016 Meetings
 - 1. January 14th at UDFCD
 - 2. March 10th at CH2M
 - 3. May 12th at Loveland Library or CDOT building (Greeley)
 - 4. July 15th TBD on Western Slope
 - 5. September is Annual Conference

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

2480 W. 26th Ave., Suite 156-B

Denver, CO 80211

www.casfm.org



6. November 10th at Michael Baker

XI. Membership – 837 members

- A. Only 86 have renewed for 2016, but this is common for this time of the year.
- B. Due in January

XII. Adjourn

Committee and Regional Representatives Reports

November 12, 2015

Stormwater Quality – Holly Piza

- Stormwater Quality Committee Will meet Jan. 14th at 8:30 at UDFCD. (immediately before the next general membership meeting)
- Another Stormwater Chemistry class is tentatively scheduled for April 27th and 28th, 2016.

CRS – Marsha Hilmes-Robinson

- The field deployed 4-day CRS training was held the first week of November. This was an excellent class and it was great to see the interest from several communities who are considering joining the CRS. Thanks to CWCB and FEMA Region VIII staff for securing this training for Colorado.
- The committee is beginning work on comments to submit to the CRS Task Force, similar to what was done several years ago. The committee would like to send these through the CASFM Board for review and concurrence. We would like to submit these in early January.
- The next CRS committee meeting will be Jan 28, 2016 from 10-noon at UDFCD.

Scholarship – Jacob James

The scholarship committee received 6 applications for the Ben Urbonas Scholarship this year and have selected two applicants to be interviewed on Monday, November 16th. The committee did not receive any scholarship applications for the CASFM Family Scholarship and the CASFM UWRI scholarship was not funded this year. The scholarship committee would like to look for other opportunities to fund an undergraduate scholarship such as request funds from the CASFM budget, fundraising efforts (such as a silent auction at the CASFM conference), or other ideas that the committee might come up with. The committee will request discussion as an agenda item for an upcoming membership meeting after the Ben Urbonas scholarship is awarded this year.

Floodplain Management – Jamie Prochno

The webpage for the Committee is in the process of being updated with information about our policy positions. I spoke with FEMA Region 8 about finding a speaker to discuss the FFRMS and potential upcoming changes to the NFIP with the committee at our next meeting. They have identified a few possible speakers and will confirm one shortly. The next date for a committee meeting will be February 11th at UDFCD at 10am. I am working on an agenda.

FloodTAP – Julie Baxter

- The last Flood TAP meeting was on Monday, November 9.
- Brian Varrella will take over as the committee chair for 2016. The state agencies still see significant value in the partnership but neither DHSEM or CWCB are able to serve as coordinators next year.
- FTAP is working on the flood response and recovery toolkit for local governments. Floodplain management and permitting will be the first topic/component completed. The group is considering embedding the “toolkit” within the CASFM website but it would be maintained and moderated by one of the partner organizations.
- At the next meeting in January, the Flood TAP will evaluate and update the flood mitigation actions within the State's hazard mitigation plan.

Metro Region – Drew Beck

The Metro Region is working to hold a joint social with the NE Region on the next phase of post-flood recovery work. An exact date has not been selected but the 1st or 2nd week of December has been targeted at a location TBD (perhaps in the Northglenn area). Brian V is actively working on this so his report may have a few more details.

NE Region – Brian Varrella

NE Region is working on preparing a presentation and social in conjunction with the Metro Region. The vision for the Emergency Watershed Protection work sponsored by the CWCB will be shared by the selected team and by CWCB staff, with an emphasis on how collaboration will operate with other agencies, key stakeholders, and most importantly the watershed coalitions and alliances. It is our hope to host the event on the I-25 corridor north of the metro area so we can invite NE Region participants, Metro Region participants, and our colleagues from APA Colorado and the Colorado Riparian Association. The event will be hosted in early or mid-December.

NW Region – Betsy Suerth

No report.

SE Region – Keith Curtis

No report.

SW Region – Sam Samuelson

Nothing to report.

CASFM

General Meeting 11-12-15

<u>NAME</u>	<u>COMPANY</u>	<u>Email</u>
DAVID ELSNER	CH2M	
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Brian Varrella	DOT Reg. 4	brian.varrella@state.co.us

CASFM End of Year Revenue and Expenses Check

Item	Income Source	Income Total	Expenses	Expense Total	Net
Conference	Conference Fees	\$ 108,644.00	Conference Expenses	\$ 117,218.74	
	Conference Sponsorships	\$ 27,300.00	Conference Deposit	\$ 6,000.00	
		\$ 135,944.00		\$ 123,218.74	\$ 12,725.26
Lunch and Learn Training	L&L Fees	\$ 780.00	L&L Expenses	\$ 1,300.14	\$ (520.14)
Water Quality Field Trip	Field Trip Fees	\$ 1,829.00	WQ Field Trip Expenses	\$ 1,662.78	\$ 166.22
UDFCD Conference	Conference Fees	\$ 23,685.55	UDFCD Conference	\$ 21,409.60	\$ 2,275.95
Seminars/Training	Seminar Fees	\$ 7,760.00	Training Expenses	\$ 7,019.74	\$ 740.26
		\$ 34,054.55		\$ 31,392.26	\$ 2,662.29
Family Scholarship	Donations	\$ 4,070.00	Scholarship	\$ -	\$ 4,070.00
General Operations	Corporate Contributions	\$ -	Accounting Services	\$ 1,350.00	
	Interest	\$ 32.71	Legal Services	\$ -	
	Membership Dues	\$ 19,887.06	ASFPM Dues	\$ 400.00	
		\$ 19,919.77	Operations (all)	\$ 10,615.47	
			ASFPM National Conference	\$ 1,405.00	
	Total Revenue	\$ 193,988.32	Socials	\$ 1,639.86	
	<i>Difference from Budget Tab</i>	\$ -	ASFPM Foundation	\$ 500.00	
			Disaster Relief	\$ -	
			Miscellaneous	\$ 140.00	
				\$ 16,050.33	\$ 3,869.44
			Total Expenses	\$ 170,661.33	\$ 23,326.99
			<i>Difference from Budget Tab</i>	\$ -	

CASFM 2015 BUDGET

11/11/2015

Expenses	2015 Budget	2015 Actual	2016 Budget	Description	Comments
Contract Services					
1. Accounting Services	\$ 2,400.00	\$ 1,350.00	\$ 2,400.00	Tax & Accounting Services	
2. Legal Services	\$ 500.00	\$ -	\$ 500.00		
Dues and Subscriptions					
1. ASFPD Dues	\$ 400.00	\$ 400.00	\$ 400.00	Chapter Dues	
Annual Conference					
1. Annual Conference Hotel Reservation	\$ 2,000.00	\$ 6,000.00	\$ -	Deposit (every odd year)	Crested Butte and Beaver Run
2. Annual Conference	\$ 90,000.00	\$ 117,218.74	\$ 90,000.00	Conference expenses and planning	
Operations					
1. Postage, Mailing Service	\$ 60.00	\$ 45.00	\$ 60.00		
2. Supplies	\$ 400.00	\$ 168.18	\$ 400.00	Supplies, and other admin costs	
3. Membership & Database Coordination	\$ 1,800.00	\$ 2,160.00	\$ 1,800.00	Wild Apricot and Paypal	
4. Newsletters	\$ 1,750.00	\$ 1,681.25	\$ 1,750.00	Two publications	
5. Credit Card Fees	\$ 7,000.00	\$ 5,882.18	\$ 7,000.00	Annual, per transaction, and UDFCD Conference.	
6. Website	\$ 4,500.00	\$ 179.91	\$ 2,000.00	Hosting expenses (SignUp4 and Constant Contact)	Rolled into Membership and Database Coordination
7. Insurance	\$ 2,000.00	\$ -	\$ 2,000.00	D&O and EPLI Insurance	Pending - \$1,500
8. Membership Meetings	\$ 300.00	\$ 498.95	\$ 500.00	For board member meeting expenses.	
ASFPD National Conference					
1. ASFPD National Conference	\$ 2,000.00	\$ 1,405.00	\$ 2,000.00	Chair's attendance	
Workshops					
1. Lunch and Learn Training	\$ 1,500.00	\$ 1,300.14	\$ 1,500.00		
2. Water Quality Field Trip	\$ 1,500.00	\$ 1,662.78	\$ 1,500.00		
3. UDFCD Conference	\$ 19,000.00	\$ 21,409.60	\$ 20,000.00		
4. Seminars/Training	\$ 17,500.00	\$ 7,019.74	\$ 17,500.00		
Socials					
1. Metro Socials	\$ 2,000.00	\$ 1,024.70	\$ 2,000.00	4 socials with 35 people	
2. Northeast Socials	\$ 1,000.00	\$ -	\$ 1,000.00	2 socials with 15 people	
3. Southeast Socials	\$ 400.00	\$ 275.76	\$ 400.00	2 socials with 10 people	
4. Northwest Socials	\$ 500.00	\$ 339.40	\$ 500.00	2 socials with 15 people	
Travel and Meetings					
Donations					
1. ASFPD Donations	\$ 500.00	\$ 500.00	\$ 500.00	Donation to 5k or other ASFPD Donations	
2. Disaster Relief	\$ 2,500.00	\$ -	\$ 2,500.00	Emergency aid	
3. Research	\$ 2,500.00	\$ -	\$ 2,500.00	Funding support for research projects	
Scholarships					
1. UWRI Scholarship	\$ -	\$ -	\$ -		
2. Ben Urbonas Scholarship	\$ 2,500.00	\$ -	\$ 2,500.00		Pending
3. CASFM Family Scholarship	\$ 4,000.00	\$ -	\$ 4,000.00		Pending
Miscellaneous					
1. Miscellaneous	\$ 200.00	\$ 140.00	\$ 200.00	Miscellaneous expenditures and supplies that arise	
Total Expenses	\$ 170,710.00	\$ 170,661.33	\$ 167,410.00		
Revenue					
Income					
1. Corporate Contributions	\$ -	\$ -	\$ -	No 2015 Flood Forum	
2. Scholarship Donations	\$ -	\$ 4,070.00	\$ 4,000.00		
Investments					
Interest-Savings, Short-term CD	\$ 50.00	\$ 32.71	\$ 40.00		
Program Income					
1. Membership Dues	\$ 17,500.00	\$ 19,887.06	\$ 17,500.00	Membership dues	
2. Annual Conference Fees	\$ 95,000.00	\$ 108,644.00	\$ 100,000.00	Registration fees	
3. Annual Conference Sponsorships	\$ 15,000.00	\$ 27,300.00	\$ 20,000.00	Conference sponsorships	
4. Workshops/Training					
A. Lunch and Learn Training	\$ 1,000.00	\$ 780.00	\$ 1,000.00		
B. Water Quality Field Trip	\$ 2,200.00	\$ 1,829.00	\$ 2,200.00		
C. UDFCD Conference	\$ 20,000.00	\$ 23,685.55	\$ 20,000.00		
D. Seminars/Training	\$ 22,500.00	\$ 7,760.00	\$ 22,500.00		
Total Revenue	\$ 173,250.00	\$ 193,988.32	\$ 187,240.00		
Total Gain (Loss)	\$ 2,540.00	\$ 23,326.99	\$ 19,830.00		\$6,500 scholarships, \$2,000 Insurance