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GENERAL MEETING MINUTES

January 8, 2004 – Water Utilities, City of Fort Collins, Colorado

Meeting Attendees

<u>Name</u>	<u>Organization</u>
Brad Anderson - Chair	Anderson Consulting Engineers
David Krickbaum - Secretary	Olsson Associates
Kevin Gingery-Membership Committee Chair	City of Loveland
Susan Hayes	City of Fort Collins
Jedd Sondergard	City of Fort Collins
Kallie Sampish	Applegate Group, Inc.
Bill Schenderlein	Applegate Group, Inc.
Dan Evans	City of Loveland
Jeremy Franz	Ayres Associates
Chris Tagert	URS
Kevin McBride	City of Fort Collins
Stuart Gardner-Website/Immediate Past Chair	Colorado Department of Transportation
Kevin Houck	Colorado Water Conservation Board
John Hunt	Ayres Associates

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 for further consideration. Should the attendees believe that anything may be misrepresented or misleading, please bring this to the attention of David Krickbaum, CASFM Secretary.

1. Secretary Report - David Krickbaum

A quorum was present, with Stuart Gardner as a proxy for Trent Prall and Jeremy Franz as a proxy for David Thaemert. Corrections for the November 13, 2003 meeting minutes were received. The minutes will be corrected and posted on the web site. The minutes from the last meeting were approved, as corrected, by a motion and vote.

2. Treasurer Report – Stuart Gardner for Trent Prall

The expenses and revenues for 2003 were reviewed. Three deviations between budget and actual expenses were noted. The cost of producing the newsletters was greater than budgeted because three newsletters were prepared rather than the two that were budgeted. The cost of the 2003 conference was more than budget, but was offset by greater conference revenue. The cost for the workshops was also greater, but was also offset by greater workshop revenue. The Treasurer's report was approved by a motion and vote.

The 2004 budget was presented. Proposed budget changes from 2003 to 2004 are:

<u>Expenses</u>	<u>2003 Budget</u>	<u>2004 Budget</u>
1. Administration	\$600	\$800
3. Membership & Database Coordination	\$600	\$1,200
5. Newsletters	\$3,000	\$4,500
6. 2004 Conference	\$35,000	\$40,000
7. ASFPM National Conference	\$1,500	\$2,000
13. Workshops	\$10,000	\$30,000
<u>Revenue</u>		
2. 2004 Conference	\$35,000	\$40,000
3. Workshops	\$10,000	\$20,000

The 2004 budget was adopted, with the above noted changes, by a motion and vote.

3. Regional Representatives' Reports

Regional representatives were not present to report. It was noted that a Metro social is scheduled on February 19th. Additional information is available on the web site.

Brad Anderson noted that David Thaemert, Northeast Regional Representative, has been called to active military duty. Debbie Haferman has agreed to take over the regional representative duties and organize socials. A motion was made to accept Debbie as a proxy for the remainder of the term. It was approved by vote. Stuart Gardner will update the web site to reflect the changes.

4. Committee Reports

a) Floodplain (Kallie Sampish) – The 2003 conference was pre-approved for 12 CFM continuing education credits. The necessary form can be obtained from the ASFPM web site, filled out and sent directly to ASFPM. CASFM workshops can also be used for continuing education credits. If the course is pre-approved the instructor's signature is not required. If the workshop is not pre-approved, the signed form, along with the workshop syllabus can be sent to ASFPM.

The CFM review course is being revised. A different reference will be used for next year's test. The committee is waiting to find out whether the reference, or the entire exam is being revised.

b) Stormwater Quality (Kevin McBride) – There will be a Stormwater Quality Committee meeting on January 14th. Kevin and John Doerfer are talking about having another meeting in the spring. The committee is looking for ideas for a summer field trip.

c) Scholarship (Jeremy Franz) – Jeremy will be contacting CU Denver to confirm that Kelly Hargadin is enrolled and will then deliver the check. He will begin to contact professors to promote the scholarship and will be sending updated information regarding the next application deadline for the web site.

d) Outreach (Brad Anderson for Chris Carlson) – Kevin Wegner, City of Aurora, contacted Brad and suggested that CASFM encourage landscape architects to attend the annual conference and make presentations. Contact could be made through ASLA. An opinion was expressed that the conference has become more technical. In order to attract LA's and other professionals, other topics need to be added to the conference program. Kevin Gingery noted that in the past the ASLA membership list has been used to mail conference registration information to LA's, with little response. After discussion, it was decided that a joint workshop may be a good way to encourage interaction between LA's and CASFM members. Brad will call Kevin to ask if he would be willing to help organize a joint workshop.

e) Membership (Kevin Gingery) – 2004 renewal numbers were not available. A reminder will be sent at the end of January. Kevin has not received any Federal contact information that was discussed at the last few meetings, so nothing has been done regarding a strategy to encourage federal employees to participate in CASFM. Brad Anderson offered to make a call to solicit help with a Federal list. Kevin McBride offered to help through the Non-point Source Council.

5. 2004 Conference

The organization needs to focus on finding a keynote speaker for the 2004 conference. A theme for the conference also needs to be selected. The themes considered in 2003 were read. The following themes for 2004 were considered.

- Paper Crap to Digital Crap
- Highplains Dripster
- Let'em Drown
- * Zero Revenue Floodplain Management
- * High Water, Low Budgets
- Sustainability
- Smart Growth
- * Protecting People / Protecting Rivers
- High water, Low budgets, and Now Stormwater Quality?

A hand count was taken to determine interest in each of the themes. The themes marked with an "*" received the most votes and will be sent to Conference Committee for consideration.

6. Workshop & Seminars - Kevin Gingery

The Countermeasure Design for Bridge Scour & Stream Instability and Urban Drainage courses have been scheduled. Information is posted on the web site. Postcards will be mailed in January and February. A mailing for the Urban Drainage course will be sent to development consultants.

Kevin Houck noted that the CWCB is planning to put on workshops this year and is looking for ideas. After discussion, there was interest in having Floodplain Management 101 presented again since it has been several years since the last presentation. It was noted that in the past, CASFM promoted the workshop, but did not subsidize it. The workshop was offered at 4 locations around the state. The regional representatives helped by coordinating the workshop facilities in their region. Kevin will discuss this with the group at CWCB and will report back at the next meeting about the workshop that will be offered.

7. Newsletter – Brad Anderson for Jamie Cribbs

Although not present, Jamie Cribbs sent her thanks to all that contributed to the last newsletter. Any comments regarding the newsletter can be e-mailed to Jaime or Brad.

8. Other Items not on the Agenda

Brad asked if the organization wanted to accept Trent Prall's resignation that was discussed at the last meeting. Although he is unable to attend the meetings, Trent is willing to continue the treasurer duties and send a proxy to the meetings. Those present agreed that the arrangement is acceptable and not to take any action at this time.

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