

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org



Date/Time: Wednesday, September 20, 2017, 11:30am – 1:00pm

Hosted by: 2017 CASFM Conference

Location: Spencer's Restaurant, Beaver Run Resort, Breckenridge, CO

BOARD MEETING ATTENDEES:

CASFM Officers:

Incoming Chair – Deb Ohlinger, Olsson Associates

Outgoing Chair – Shea Thomas, UDFCD

Incoming Vice Chair – Morgan Lynch, UDFCD

Incoming Secretary – Stacey Thompson, SEMSWA

Treasurer – Myles Gardner, CH2M

Incoming NE Region Rep – Andrew T. Fisher, City of Greeley

Outgoing NE Region Rep – Brian Varrella, CDOT

NW Region Rep – Jonathan Kelly, Wright Water Engineers

SE Region Rep – Kevin Binkley, MWH/Stantec

SW Region Rep – Steve Westbay, City of Gunnison

Metro Denver Region Rep – Debbie Fisher, Water Engineering Solutions

CASFM Committee Chairs:

Annual Conference –

Sarah Houghland, Enginuity Engineering Solutions (Incoming Chair & Programs);

Robert Krehbiel, Matrix Design Group (Outgoing Chair);

Stuart Gardner, CDOT (Facilities & Outgoing Website);

Deb Ohlinger, Olsson Associates (Outgoing Vendors)

Community Rating System (CRS) – Heidi Hansen, City of Fort Collins (proxy for Marsha Hilmes-Robinson)

Floodplain Management – Christopher Hodyl, J3 Engineering

Flood Technical Assistance Partnership (FTAP) – Brian Varrella, CDOT

Outreach & Training –

Emily Murphy, Calibre Engineering (Co-Chair);

Craig Jacobson, ICON Engineering (Outgoing Co-Chair)

Scholarship – Morgan Lynch, UDFCD (proxy for Jacob James)

Stormwater Quality – Candice Owen, City of Boulder (Incoming Chair)

BOARD MEETING AGENDA:

I. Call to Order – Shea Thomas

A. Meeting called to order.

B. Welcome Board members!

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4690 Table Mountain Dr., Suite 200	2480 W. 26 th Ave., Suite 156-B	7437 S. Fairplay St.	9189 S. Jamaica St.
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dohlinger@olssonassociates.com	mlynch@udfcd.org	sthompson@semswa.org	myles.gardner@ch2m.com

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II. **Secretary Report – Shea Thomas**

- A. Introduction of Stacey Thompson.
- B. Minutes from the July 14, 2017 General Membership Meeting were distributed for review.
- C. No changes or additions were made. Motion to approve by Stuart Gardner; 2nd by Brian Varrella; approved unanimously.
- D. The CASFM letterhead has been updated to reflect new Officers.

III. **Treasurer Report – Myles Gardner**

- A. September updates to the Financial Statements were distributed for review.
- B. \$230k in accounts; conference payments have not been made yet.
- C. 92% of income received for the year; scholarship income pending.

IV. **Vice Chair Report – Shea Thomas (proxy for Brian Murphy)**

- A. Introduction of Morgan Lynch
- B. Stream Academy update – *Morgan Lynch*
 1. CASFM is a sponsor of the Stream Academy. The next session begins in October, and will run through May 2018 with 9 classes. The current class of 27 includes 16 local government representatives, 10 consulting engineers, and 1 landscape architect.
 2. Drew Beck participates on the Technical Advisory Committee (TAC) on behalf of CASFM and will coordinate outreach and training for the general membership.

V. **Regional Representative Reports**

- A. Northwest Region – *Jonathan Kelly*
 1. The NW Region held a successful 1-day seminar – Current Water Issues on the Western Slope – in February in Glenwood Springs with 55-60 in attendance. Planning to make it an annual event.
- B. Southwest Region – *Steve Westbay*
 1. The SW Region will jointly participate with the NW Region on the annual seminar.
- C. Northeast Region – *Brian Varrella*
 1. Introduction of Andrew Fisher.
 2. The NE Region hosted the Colorado Dam Safety Branch in a networking event to discuss dam operations and floodplains.
- D. Southeast Region – *Kevin Binkley*
 1. The SE Region held 2 events in Colorado Springs so far this year – a 2016 year in review presentation of the reestablished Stormwater/Water Resources Engineering Division and a showcase of the Envision Shooks Run Master Plan Project in cooperation with the City of Colorado Springs. The next event is planned in October to present on the Colorado Springs Utilities Creek Crossing Program.

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2. Kevin updated the Board on the City of Colorado Springs November ballot initiative to reinstate the Stormwater Fee. Kevin inquired about CASFM support for the initiative.
 - a. Board discussion recommended CASFM issue a letter of support. Supporting local government stormwater and floodplain management activities and policies aligns with the CASFM mission.
 - b. Motion made to issue letter of support by Steve Westbay; 2nd by Brian Varrella; approved unanimously.
 - E. Metro Region – *Debbie Fisher*
 1. The Metro Region has held 3 socials. Seeking suggestions for topics and locations. The Board suggested the overflow conference abstracts would be great topics for the networking events.
 2. Debbie updated the Board on her current work providing homeowner assistance with drainage problems (i.e. neighbor's drainage, sump pump discharge, etc.).
 - a. Kevin Binkley indicated that the City of Colorado Springs will be publishing a policy statement in 1-2 months to provide guidance on sump pump discharges.
 - b. Debbie indicated that she learned the Town of Castle Rock will provide pipe stub-outs in the street, if the Town is completing roadway or utility improvements.
- VI. **Conference Planning – Sarah Houghland**
- A. Changes to committee leadership
 1. At the July General Membership Meeting, it was announced that Robert Krehbiel was stepping down, and Sarah has accepted the role of Conference Chair.
 2. Shea announced that Julia Traylor (Wright Water Engineering) will be taking over the role of Conference Program Chair.
 - B. General membership meeting
 1. Brief summaries of events and activities will be provided by Officers and Committee Chairs.
 - C. Committee meetings
 1. CASFM Committees will be holding a Meet-and-Greet session on Thursday from 8:30-9am to generate interest and encourage new members. This meeting format was successful at the 2016 Conference.
 2. Committee meetings on Thursday at 1:30pm are optional.
 - D. Other
 1. Sarah indicated that it would be helpful to designate a small team of photographers to take pictures during the conference events.
 - a. Molly Trujillo (SEMSWA) agreed to take photos for the remainder of the 2017 conference.

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VII. Committee Reports

A. Outreach & Training – *Emily Murphy*

1. Emily reported that Craig Jacobson is stepping down as Co-Chair. The Board thanked Craig for his time and commitment to CASFM, and acknowledged the many achievements that have been made through his efforts and ideas.
 - a. Emily indicated that Tyler Rosburg (ICON) and Saman Mehdi (Jacobs) have been very active on the Committee and would propose that they both serve as a Co-Chair in alternating roles. Tyler will serve as Co-Chair initially and Saman will support the Website.
2. The website is being updated regularly. Emily shared that the new website allows companies to post job announcements directly with Webmaster approval. Email questions or concerns to website@casfm.org.
3. The CASFM Research Grant was awarded to the organization, Planning for Hazards to support the development of the website. The funds support hosting their website <https://www.planningforhazards.com/home> for 2-years.
 - a. The program was recently refined to provide more structure. Outreach will advertise the program and upcoming applications.
4. CASFM maintains a good social media presence through LinkedIn and Twitter. Requested Brian Varrella to continue posting.
 - a. Emily will ask Lisa Lauver, Committee Coordinator (Stantec), to reach out to Chairs to update Committee information.
5. With the CASFM sponsorship of the Stream Academy, the Outreach & Training Committee intends to bring the content back the general membership through training and technical sessions. Drew Beck (Matrix) participates on the TAC for CASFM.
6. Conference abstracts will present lunch-and-learn opportunities.
7. Craig inquired if charitable gifts or emergency relief funds were available in the budget to support hurricane relief.
 - a. The Board discussion indicated these funds were typically reserved for Colorado relief efforts.
8. Debbie offered that there may be opportunities to promote CASFM to wider audiences through the Young Members Group (YMG). She indicated a CU student in Environmental Science had taken the CFM exam.

B. Floodplain Management – *Chris Hodyl*

1. New this year, Continuing Education Credit (CEC) sign-in sheet is needed at registration due to ASFPM requirements.
2. April 2017, 24 took the CFM exam; 40 took the Floodplain 101 review course.
3. Instructors for the Floodplain 101 review course need to be coordinated with the Training Committee.

C. Scholarship – *Morgan Lynch (proxy for Jacob James)*

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1. The recipients of the Ben Urbonas and Family Scholarships will be in attendance at the general membership meeting and would like to thank and address the general membership.
2. The proceeds from the silent auction support the Family Scholarship. Raffle tickets will also be sold at the Awards Dinner to raise scholarship monies.
- D. CRS – *Heidi Hansen (proxy for Marsha Hilmes-Robinson)*
 1. The August committee meeting included an informative webinar on CRS Activity 450 – Stormwater Management with Dave Carlton, who is the ISO Technical Reviewer. The webinar was recorded, and the recording will be posted to the website.
 2. On October 12, Bill McCormick and Kallie Bauer with the Colorado Dam Safety Branch will present information on dam spillway flows and unmapped risk to support CRS credit.
- E. Stormwater Quality – *Candice Owen*
 1. Welcome Candice Owen.
 2. Annual BMP Field Trip is a successful event.
 3. Survey was distributed to committee members soliciting feedback for improvements and educational opportunities.
 4. Holly Piza (UDFCD) will continue to manage lunch-and-learn events for CASFM. Candice to coordinate education outreach with Emily.
- F. Colorado Flood Technical Assistance Partnership (TAP) – *Brian Varrella*
 1. Colorado Flood TAP consists of 15 Federal, State and Local partners, similar to the Silver Jackets Program, collaborating on flood risk reduction efforts.
 2. Combining efforts with the Silver Jackets Program by hosting joint events three times per year, and regular meetings three times per year for a total of 6 meetings annually.
- G. Membership – *Stuart Gardner*
 1. Approximately 950 members.
 2. Feedback from prior meetings was confirmed today that emails with single topics are preferred over emails with multiple messages.
- H. Young Members Group – *Shea Thomas*
 1. The YMG is an active group, currently under the Outreach & Training Committee. Shea proposed creating a stand-alone YMG Committee with a line item in the budget for socials.
 - a. The YMG Committee would still need to participate and support the Outreach & Training Committee.
 - b. Jeremy Deishcer (ICON) will Chair the Committee.
 2. Motion to create YMG Committee made by Stuart Gardner; 2nd by Brian Varrella; motion passed unanimously.

VIII. ASFPM Update – *Brian Varrella*

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- A. Brian was elected Vice Chair. Priorities and goals will focus on collaboration and transparency.
- B. ASFPM will be developing a common sense update to the No Rise Standards.
- C. The NFIP authorization was extended 3-months to early December 2017.
- D. Brian updated the Board on the current totals of flood insurance claims and damages for Hurricane Harvey projections for Hurricane Irma.
- E. Executive Order 13690 was repealed. Expected to be brought back with modifications addressing comments issued by CASFM, UDFCD and the Colorado Resiliency Office.

IX. **Next Meeting – November 16 at Michael Baker in Lakewood**

X. **Adjourn –**

- A. Motion to adjourn made by Brian Varrella; 2nd by Stuart Gardner; motion passed unanimously.

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08/03/17

Accrual Basis

Colorado Assn of Stormwater and Floodplain Managers, Inc.
CASFM Profit & Loss Budget vs. Actual - 2017
January through September 2017

	Jan - Sep 17	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
43400 - Direct Public Support				
43415 - Scholarships Contributions	0.00	4,000.00	-4,000.00	0.0%
43460 - Undergrad Scholarship Donations	0.00	2,500.00	-2,500.00	0.0%
Total 43400 - Direct Public Support	0.00	6,500.00	-6,500.00	0.0%
45000 - Investments				
45030 - Interest-Savings, Short-term CD	5.34	50.00	-44.66	10.7%
Total 45000 - Investments	5.34	50.00	-44.66	10.7%
47200 - Program Income				
47230 - Membership Dues	18,715.00	17,500.00	1,215.00	106.9%
47240 - Annual Conference Fees	113,153.53	100,000.00	13,153.53	113.15%
47245 - Annual Conference Sponsorships	27,150.00	24,000.00	3,150.00	113.12%
47250 - Workshops Fees				
47251 - Lunch & Learn Training	40.00	1,500.00	-1,460.00	2.7%
47252 - Water Quality Fieldtrip Fees	0.00	2,100.00	-2,100.00	0.0%
47280 - Seminars/Training	860.00	21,000.00	-20,140.00	4.1%
Total 47250 - Workshops Fees	900.00	24,600.00	-23,700.00	3.7%
Total 47200 - Program Income	159,918.43	166,100.00	-6,181.57	96.27%
Total Income	159,923.77	172,650.00	-12,726.23	92.62%
Expense				
62100 - Contract Services				
62110 - Accounting Fees	800.00	2,200.00	-1,400.00	36.4%
62140 - Legal Fees	0.00	500.00	-500.00	0.0%
Total 62100 - Contract Services	800.00	2,700.00	-1,900.00	29.6%
62200 - Dues and Subscriptions				
62210 - ASFFPM Dues	500.00	500.00	0.00	100.0%
Total 62200 - Dues and Subscriptions	500.00	500.00	0.00	100.0%
64000 - Annual Conference				
64200 - Annual Conference Costs	3,500.00	100,000.00	-96,500.00	3.5%
64300 - Annual Conference General	2,000.00	24,000.00	-22,000.00	8.3%
Total 64000 - Annual Conference	5,500.00	124,000.00	-118,500.00	4.4%
65000 - Operations				
65400 - Membership & Database Coordinat	0.00	1,200.00	-1,200.00	0.0%
65500 - Newsletters	1,192.50	1,750.00	-557.50	68.1%
65020 - Postage, Mailing Service	0.00	50.00	-50.00	0.0%
65040 - Supplies	0.00	400.00	-400.00	0.0%
65120 - Insurance - Liability, D and O	1,308.00	2,000.00	-692.00	65.4%
65150 - Credit Card Fees				
65151 - Credit Card Fees - monthly	548.52			
65152 - Credit Card Fees - (per trans)	1,204.24	7,000.00	-5,795.76	17.2%
Total 65150 - Credit Card Fees	1,752.76	7,000.00	-5,247.24	25.0%
65200 - Website	114.95	2,000.00	-1,885.05	5.7%
65210 - Website Updated	0.00	16,500.00	-16,500.00	0.0%
65300 - Bank Fees	8.00			
65400 - Database Registrations	594.00	2,000.00	-1,406.00	29.7%
65450 - Cloud Services	0.00	180.00	-180.00	0.0%
68305 - Membership Meetings	370.16	600.00	-229.84	61.7%
70000 - Miscellaneous	0.00	200.00	-200.00	0.0%
Total 65000 - Operations	5,340.37	33,880.00	-28,539.63	15.8%
65500 - ASFFPM National Conf	1,811.03	2,200.00	-388.97	82.3%
66000 - Workshops				
66100 - Workshops - Lunch & Learn	340.22	1,500.00	-1,159.78	22.7%
66150 - Water Quality Fieldtrip	1,050.00	1,500.00	-450.00	70.0%
66200 - Workshops - Seminars/Training	1,120.89	25,000.00	-23,879.11	4.5%
66400 - Workshops - Stream Academy	0.00	2,000.00	-2,000.00	0.0%
Total 66000 - Workshops	2,511.11	30,000.00	-27,488.89	8.4%
68000 - Socials				
68100 - Metro Socials (4 w/35 people)	974.69	2,000.00	-1,025.31	48.7%
68200 - Northeast Socials	0.00	1,000.00	-1,000.00	0.0%
68400 - Southeast Socials	0.00	1,400.00	-1,400.00	0.0%
68500 - Northwest Socials	0.00	500.00	-500.00	0.0%
68600 - Young Members Social	220.10	1,350.00	-1,129.90	16.3%
Total 68000 - Socials	1,194.79	6,250.00	-5,055.21	19.1%
68800 - Donations				
68920 - ASFFPM Foundation	0.00	500.00	-500.00	0.0%
68930 - Reserch	2,400.00	2,500.00	-100.00	96.0%
Total 68800 - Donations	2,400.00	3,000.00	-600.00	80.0%
69000 - Scholarships				
69200 - Ben Urbanas Scholarship	0.00	2,500.00	-2,500.00	0.0%
69300 - CASFM Family Scholarship	0.00	4,000.00	-4,000.00	0.0%
69400 - Undergrad Scholarship	0.00	2,500.00	-2,500.00	0.0%
Total 69000 - Scholarships	0.00	9,000.00	-9,000.00	0.0%
Total Expense	20,057.30	211,530.00	-191,472.70	9.5%
Net Ordinary Income	157,866.47	-38,880.00	118,986.47	-306.03%
Net Income	157,866.47	-38,880.00	118,986.47	-306.03%

These Financial Statements are for Internal Management Purposes Only.

8:57 PM

08/03/17

Accrual Basis

Colorado Assn of Stormwater and Floodplain Managers, Inc.

Balance Sheet

As of September 3, 2017

	<u>Sep 03, 17</u>
ASSETS	
Current Assets	
Checking/Savings	
10300 · 1st Bank Checking	210,374.05
10400 · 1st Bank CASFM Family Schshp	<u>21,402.74</u>
Total Checking/Savings	<u>231,776.79</u>
Total Current Assets	<u>231,776.79</u>
TOTAL ASSETS	<u>231,776.79</u>
LIABILITIES & EQUITY	
Equity	
30000 · Opening Balance Equity	25,150.58
31500 · Temp. Restricted Net Assets	21,402.74
32000 · Unrestricted Net Assets	27,357.00
Net Income	<u>157,866.47</u>
Total Equity	<u>231,776.79</u>
TOTAL LIABILITIES & EQUITY	<u>231,776.79</u>