

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org



Date/Time: Thursday, November 8, 2018 at 9-11am
Hosted by: Michael Baker International
Location: 165 S. Union Blvd, Suite 1000, Lakewood, CO 80228
Remote: <https://global.gotomeeting.com/join/526697973>
Phone: (571)317-3122; Access Code: 526-697-973

GENERAL MEMBERSHIP MEETING ATTENDEES:

CASFM Officers:

Chair – Deb Ohlinger, Olsson
Vice Chair – Morgan Lynch, UDFCD
Secretary – Stacey Thompson, SEMSWA
Metro Denver Region Rep – Jennifer Winters, RESPEC
SE Region Rep – Jason Messamer, Colorado Springs Utilities
SW Region Rep – Russ Anderson, Michael Baker

CASFM Committee Chairs:

Annual Conference – Sarah Houghland, Enginuity
Annual Conference (Facilities) – Shea Thomas, UDFCD (Immediate Past Chair)
Membership – Stuart Gardner, CDOT – *by phone*
Outreach & Training Co-Chair – Tyler Rosburg, ICON Engineering – *by phone*
Young Members Group – Jeremy Deischer, ICON Engineering – *by phone for YMG discussion*

CASFM Members:

Luke Porter, Ascent Geomatics Solutions
Kevin Doyle, Michael Baker
Kevin Houck, CWCB
Stephanie DiBetitto, CWCB
Paul Anderson, CDM Smith
Brian Murphy, OTAK
Pam Cherry, Morgan County – *by phone*
Anna Sparks, Innovative Land Consultants, Inc. – *by phone*

OFFICERS

Chair	Vice Chair	Secretary	Treasurer
Deb Ohlinger, PE, CFM	Morgan Lynch, PE, CFM	Stacey Thompson, CFM	Rich Borchardt, PE, CFM
Olsson	UDFCD	SEMSWA	UDFCD
1525 Raleigh Street, Suite 400	2480 W. 26th Ave., Suite 156-B	7437 S. Fairplay St.	2480 W. 26th Ave., Suite 156-B
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dohlinger@olsson.com	mlynch@udfcd.org	sthompson@semswa.org	rborchardt@udfcd.org

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GENERAL MEMBERSHIP MEETING AGENDA:

I. **Call to Order – Deb Ohlinger**

- A. Meeting called to order.
- B. In response to Stuart's comments at the conference, Deb researched Robert's Rules of Order and provided an update of key takeaways.
 - 1. If an officer or committee report does not include recommendations, it does not require action. Only motions dealing with report recommendations are in order.
 - 2. If an officer's report includes recommendations, another member moves for the adoption of the recommendation or otherwise makes appropriate motions that arise from the report.
 - 3. If a board or standing committee has recommendations, the reporting member makes the necessary motion. A second is not necessary because the board is a body of more than one person.

II. **Secretary Report – Stacey Thompson**

- A. Minutes from the September 26, 2018 General Membership Meeting and the September 27, 2018 Board Meeting were distributed for review. Minutes were approved as submitted.

III. **Treasurer Report – Rich Borchardt by Deb Ohlinger**

- A. Rich is working with our accountant to finalize the 2017 books and file our 2017 tax return.
- B. The draft budget will be prepared and presented at the January meeting.
- C. Rich presented the Profit and Loss Report through October. Rich noted several changes:
 - 1. Conference costs paid in November.
 - 2. Vendor checks are reported as conference income. The change in vendor format resulted in additional income.
 - 3. Liability insurance was paid.

IV. **Vice Chair Report – Morgan Lynch**

- A. Morgan indicated that the winter newsletter (summary) will be issued after the holidays and will include a conference recap and the budget. The Outreach & Training Committee helps pull the newsletter together.

V. **Committee/Regional Representative Reports**

- A. Written reports are enclosed. Deb highlighted the following items:
 - 1. Chris Hodyl has been working with ASFPF to resolve the continuing education credit (CEC) issue for the conference. An email update will go out to the membership.
 - a. CFM exam results – 35 of the 41 who took the test passed.
 - 2. The Scholarship Committee received applications for all three scholarships this year and intends to select recipients at the beginning of December.
 - a. The silent auction and raffle raised approximately \$2500.
 - b. Deb indicated that the Family Scholarship donation is funded through 2019.
 - 3. CASFM has over 1000 members!

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4. The Northwest Region will be hosting a Stormwater CIP training class presented by Wright Water Engineers and is planning the Spring Seminar. If you are interested in presenting or have ideas for topics, contact Carrie Gudorf.

VI. Conference Recap and Planning – Sarah Houghland & Shea Thomas

- A. Sarah provided a summary of the post-conference survey results and comments. In general, the feedback for the conference was positive. Of note:
 1. The Guidebook app received the highest rating.
 2. Food/beverage always receives the most criticism.
 3. The schedule change for the Wednesday morning 10am start did receive negative feedback.
 4. The majority of responders prefer a less technical/people-oriented keynote address.
 - a. Would like to solicit ideas for the keynote.
 5. Karaoke was a big hit!
- B. 2019 conference planning (Crested Butte)
 1. Abstracts and project award submissions will be combined next year and will be due May 3, 2019.
 - a. Sarah inquired if Lily Murphy could help.
 2. The Project Awards solicitation will be reworded to be able to consider other types of projects – process, programs, stormwater quality, etc.
 3. Number of attendees
 - a. The hotel room blocks filled quickly with multiple overflow locations, which generated complaints. There were 200 rooms available at the Westin.
 - b. To be able to manage the continued conference growth, it was discussed whether a cap on the number of attendees was needed, or to hold the conference at a larger venue all the time, or move it to the Denver Metro/Front Range area? There are only a couple of mountain locations that can accommodate our conference size. It was noted that the conference was held at the Steamboat Sheraton 5 or 6 years in a row.
- C. Sarah indicated that the conference team is still looking for volunteers for the following coordinator positions:
 1. A/V (preconference and during), entertainment, field trips
 2. It was suggested to email the membership to seek help and/or recruit the YMGC.
- D. 2020 Conference – Shea and Stuart
 1. RFP was sent to Keystone. The CCI and SDA conferences are held here annually. Proposal response is due back in November.
 - a. It is a large venue with a great conference facility. Lodging is not connected to the facility, but hotels are located throughout the valley with a shuttle system.
 - b. Stuart suggested that the conference team tour Keystone – possibly the July General Membership meeting.

VII. Outreach & Training – Tyler Rosburg

- A. The website warranty is expiring; it costs \$500/year. “Our warranty ensures the code and graphics developed by Small Giants runs properly with necessary security updates and maintenance. Specifically, we monitor and implement third-party theme updates, programming updates and plugin

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updates. This helps to keep your website secure and prevent downtime, errors, and web hacking threats.”

1. Stuart said that \$500 is a bargain and is worth the expense. The group agreed that it is OK to renew the warranty. Deb will update Emily.
- B. The Outreach & Training Committee Report is enclosed. The O&T Committee is always seeking ideas/needs for training, and has been brainstorming ideas for 2019. Planned training sessions will be announced soon.
- C. Tyler indicated that each Committee has a log-in for the website to allow changes/updates as needed. However, the O&T Committee will continue to provide the updates and support for those committees who do not want to do it on their own.
 1. Reminder to share updates and calendar activities with the O&T Committee.
- D. Tyler wanted to let the group know that he will be the main point-of-contact while Emily is on maternity leave. Saman Mehdi and Lily Murphy will help with the website.

VIII. Young Member Group – Jeremy Deischer

- A. Jeremy said YMG has been busy since the last General Membership Meeting. At the conference the YMG hosted a Tuesday night dinner which was a huge success. Following the conference, the YMG was a part of a joint social with other young professional organizations for a Broncos watch party. The YMG is currently planning the next few events including the end of the year holiday party.
 1. Jeremy encouraged everyone interested to subscribe to the mailing list by emailing casfmymg@gmail.com and follow YMG on Twitter @casfm_ymg to stay up to date on events as they are announced.
- B. The YMG would like to request a budget increase from \$2,000 a year to \$2,500.
 1. It was noted (in jest) that the YMG also requested an increase last year.
 2. Jeremy indicated that they are an active group with many events, and are continually reaching out to others, including the School of Mines. He uses his budget to cover appetizers, as well as merchandise.
 - a. Shea suggested adding another budget item for those who “outgrow” the YMG.
 - b. It was suggested to coordinate with the Metro Region for non-educational sessions to encourage transition/participation in the socials.
 3. The group was generally supportive of the YMG budget increase of \$500, as well as a \$500 budget increase for the Metro Region.
 - a. Budget increases to be coordinated with Rich.

IX. 2019 Meeting Schedule

- A. January 10th – UDFCD (location to be confirmed due to renovations)
- B. March 14th – Jacobs
- C. May 9th – north
- D. July 12th (Friday) – Keystone for conference planning
- E. September 25th (Wednesday) – Crested Butte 2019 Annual Conference
- F. November 14th – Michael Baker

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X. Other

- A. Shea wanted to thank CASFM, the consulting community, and individuals for all the support for UDFCD Ballot Issue 7G.
- B. Russ Anderson, SW Region Rep, said he plans to take a “ground up” approach. Socials don’t work for the SW Region geographically. He will reach out to the active members for ideas and needs.
 - 1. Kevin Houck did request that any concerns be shared with the CWCB.
- C. Jason Messamer, SE Region Rep, apologized – he “spaced” the committee report. He is planning an ugly sweater event around the holidays. He would like to host a regional tour, since there has been so much construction activity in the last 2 years and to reach out to new members in the region.
 - 1. Budget and options are still being considered.
- D. Jen Winters, Metro Region Rep, discussed a possible bike tour for the summer social.

XI. Adjourn

- A. Motion to adjourn meeting by Stacey Thompson; motion seconded by Jason Messamer; motion approved unanimously.

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7:00 AM

9/24/2018

Colorado Assn of Stormwater and Floodplain Managers, Inc. CASFM Profit & Loss Budget vs. Actual - 2018

Accrual Basis

January through October 2018

	Jan - Oct 2018		Budget		\$ Over Budget		% of Budget	
Ordinary Income/Expense								
Income								
43400 - Direct Public Support								
43415 - Scholarships Contributions	5,001.00		4,000.00		-1,001.00		125.0%	
43460 - Undergrad Scholarship Donations	0.00		2,500.00		2,500.00		0.0%	
Total 43400 - Direct Public Support		5,001.00		6,500.00		1,499.00		76.9%
45000 - Investments								
45030 - Interest-Savings, Short-term CD	2.60		50.00		47.40		5.2%	
Total 45000 - Investments		2.60		50.00		47.40		5.2%
47200 - Program Income								
47230 - Membership Dues	11,460.00		17,500.00		6,040.00		65.5%	
47240 - Annual Conference Fees	132,163.50		100,000.00		-32,163.50		132.2%	
47245 - Annual Conference Sponsorships	28,269.00		24,000.00		-4,269.00		117.8%	
47250 - Workshop Fees								
47251 - Lunch & Learn Training	14,620.00		1,500.00		-13,120.00		974.7%	
47252 - Water Quality Fieldtrip Fees	2,140.00		2,100.00		-40.00		101.9%	
47280 - Seminars/Training	0.00		25,000.00		25,000.00		0.0%	
Total 47250 - Workshops Fees	16,760.00		28,600.00		11,840.00		58.6%	
Total 47200 - Program Income		188,652.50		170,100.00		-18,552.50		110.9%
Total Income		193,656.10		176,650.00		-17,006.10		109.6%
Expense								
62100 - Contract Services								
62110 - Accounting Fees	0.00		2,200.00		2,200.00		0.0%	
62140 - Legal Fees	0.00		500.00		500.00		0.0%	
Total 62100 - Contract Services		0.00		2,700.00		2,700.00		0.0%
62200 - Dues and Subscriptions								
62210 - ASFPM 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	9,675.51		100,000.00		90,324.49		9.7%	
64300 - Annual Conference General	11,115.75		24,000.00		12,884.25		46.3%	
Total 64000 - Annual Conference		20,791.26		124,000.00		103,208.74		16.8%
65000 - Operations								
63400 - Membership & Database Coordination	0.00		1,200.00		1,200.00		0.0%	
63500 - News Letters	1,314.25		1,750.00		435.75		75.1%	
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	0.00		2,000.00		2,000.00		0.0%	
65150 - Credit Card Fees								
65151 - Credit Card Fees - Monthly	297.00		7,000.00		6,703.00		4.2%	
65152 - Credit Card Fees - (per trans)	0.00		0.00		0.00		0.0%	
Total 65150 - Credit Card Fees	297.00		7,000.00		6,703.00		4.2%	
65200 - Website	1,728.00		2,000.00		272.00		86.4%	
65210 - Conference Management Software	6,608.00		6,610.00		2.00		100.0%	
65300 - Bank Fees	20.00		0.00		-20.00		0.0%	
65400 - Database Registrations	0.00		2,000.00		2,000.00		0.0%	
65450 - Cloud Services	0.00		180.00		180.00		0.0%	
68305 - Membership Meetings	0.00		600.00		600.00		0.0%	
70000 - Miscellaneous	0.00		200.00		200.00		0.0%	
Total 65000 - Operations		9,967.25		23,990.00		14,022.75		41.5%
65500 - ASFPM National Conf		1,719.47		2,200.00		480.53		78.2%
66000 - Workshops								
66100 - Workshops - Lunch & Learn	1,441.55		1,500.00		58.45		96.1%	
66150 - Water Quality Fieldtrip	1,846.46		2,100.00		253.54		87.9%	
66200 - Workshops - Seminars/Training	14,637.57		25,000.00		10,362.43		58.6%	
66400 - Workshops - Stream Academy	0.00		2,000.00		2,000.00		0.0%	
66600 - Training - Outreach & Training	0.00		2,000.00		2,000.00		0.0%	
66800 - Training - FTAP	0.00		2,500.00		2,500.00		0.0%	
Total 66000 - Workshops		17,925.58		35,100.00		17,174.42		51.1%
68000 - Socials								
68100 - Metro Socials	1,612.80		2,000.00		387.20		80.6%	
68200 - Northeast Socials	674.06		1,000.00		325.94		67.4%	

68400 - Southeast Socials	500.00		1,400.00		900.00		35.7%
68500 - Northwest Socials	0.00		500.00		500.00		0.0%
68600 - Young Members Social	916.17		2,000.00		1,083.83		45.8%
Total 68000 - Socials		3,703.03		6,900.00		3,196.97	53.7%
68800 - Donations							
68920 ASFPM Foundation	0.00		500.00		500.00		0.0%
68930 - Research	3,500.00		2,500.00		-1,000.00		140.0%
Total 68800 - Donations		3,500.00		3,000.00		-500.00	116.7%
69000 - Scholarships							
69200 - Ben Urbonas Scholarship	2,500.00		2,500.00		0.00		100.0%
69300 - CASFM Family Scholarship	0.00		4,000.00		4,000.00		0.0%
69400 - Undergrad Scholarship	2,500.00		2,500.00		0.00		100.0%
Total 69000 - Scholarships		5,000.00		9,000.00		4,000.00	55.6%
Total Expense		63,106.59		207,390.00		144,283.41	30.4%
Net Ordinary Income		193,656.10		176,650.00		-17,006.10	109.6%
Net Income		130,549.51		-30,740.00		-161,289.51	



COMMITTEE AND REGIONAL REPRESENTATIVES REPORTS
November 8, 2018

Outreach & Training – Emily Villines and Tyler Rosburg

See attached report.

Floodplain Management – Christopher Hodyl

- Chris is working with ASFPM to resolve the continuing education credit issue for the 2018 conference. Although CASFM provided a signed list of attendees, ASFPM is requesting a different format.
- 35 of the 41 people who took the CFM exam at the conference passed.

Scholarship – Jacob James

- The Scholarship committee received applications for all three scholarships this year and expects to select the recipients at the beginning of December.
- The silent auction and raffle raised \$2,497.

Community Rating System – Marsha Hilmes-Robinson

No report.

Stormwater Quality – Candice Owen

No report.

Colorado Flood TAP – Brian Varrella

No report.

Membership – Stuart Gardner

- CASFM has over 1,000 members.

Younger Members Group – Jeremy Deischer

Included with meeting agenda.

Annual Conference – Sarah Houghland & Shea Thomas

Included with meeting agenda.

Metro Region – Jennifer Winters

No report.

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Northwest Region – Carrie Gudorf

We will be hosting a Stormwater CIP training class presented by Wright Water Engineers. Additionally, we will be planning on having a CASFM spring seminar, any ideas for topics, or anyone interested in presenting please contact Carrie Gudorf.

Southwest Region – Russ Anderson

No report.

Northeast Region – Andrew Fisher

No report.

Southeast Region – Jason Messamer

No report.

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CASFM Outreach & Training Committee Report – November 8, 2018

For Discussion:

- Nothing to discuss

Training Sessions

- We have been brainstorming a list for 2019 training sessions and will be bring those forward soon.

Website

- Each committee has a log in for the website. This will allow committees to make their own changes as needed/desired. We will continue to do this for committees who do not want to do it on their own.

Meeting

We are looking at new meeting times for the upcoming year. Probably swapping between Thursday and Friday lunch once a month, starting with Friday lunch 11/9.

Members:

Active Members: Emily Villines; Charlie Pajares; Tyler Rosburg; Saman Mehdi; Lisa Lauver; Jeremy Deischer; Lilly Murphy

Contributing Members: Holly Piza; Brian Varrella; Kimberley Pirri; Alan Turner; Craig Jacobson; Stuart Gardner

For information about the Outreach & Training Committee, please reach out to the following contacts:

- Emily Villines, Chair: ecv@calibre.us.com
- Tyler Rosburg, Co-Chair: trosburg@iconeng.com
- Saman Mehdi, Website Co-Chair: Saman.Mehdi@jacobs.com

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Phone: (571) 317-3122; Access Code: 526-697-973

GENERAL MEMBERSHIP MEETING SIGN-IN SHEET:

Name	Company	Email
Stacey Thompson	SEMSWA	sthompson@semswa.org
Luke Porter	Ascent Geomatics Solutions	lporter@ascent-geomatics.com
Paul Anderson	CDM Smith	andersonp@cdmsmith.com
Kevin Houck	CWCB	kevin.houck@state.co.us
Jason Messamer	Colo Segs Utilities	jmessamer@csu.org
Jen Winters	RESPEC	jennifer.winters@respec.com
Russ ANDERSON	BAKER	russell.anderson@mbakerintl.com
Kevin Doyle	Baker	kdoyle@mbakerintl.com
STUTTHOMAS	UDFCD	stthomas@udfcd.org
Stephanie DiBettito	CWCB	stephanie.dibettito@state.co.us
Deb Ohlinger	Olsson	dohlinger@olsson.com

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Name	Company	Email
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Sarah Houghland	Enginuity	Shoughland@enginuity-es.com
Brian Murphy	Otak	brian.murphy@otak.com

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