

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org



Date/Time: Thursday, January 10, 2019, 9am
Hosted by: Urban Drainage and Flood Control District
Location: 2480 W. 26th Ave, Suite 156B, Denver, Colorado
Remote: <https://global.gotomeeting.com/join/649541125>
1-669-224-3412 (Access Code 649-541-125)

GENERAL MEMBERSHIP MEETING ATTENDEES:

CASFM Officers:

Chair – Deb Ohlinger, Olsson
Vice Chair – Morgan Lynch, UDFCD
Secretary – Stacey Thompson, SEMSWA
Metro Denver Region Rep – Jen Winters, RESPEC
SE Region Rep – Jason Messamer, Colorado Springs Utilities

CASFM Committee Chairs:

Annual Conference – Sarah Houghland, Enginuity
Annual Conference (Facilities) – Shea Thomas, UDFCD (Immediate Past Chair)
Floodplain Management – Chris Hodyl, Jacobs
Outreach & Training Co-Chair – Tyler Rosburg, ICON Engineering
Scholarship – Dan Hill, UDFCD

CASFM Members:

Kevin Houck, CWCB
Stephanie DiBetitto, CWCB
Brian Murphy, OTAK
Brad Bettag, Wood
John Loranger, Wood
Drew Beck, Matrix
Jason Stawski, UDFCD
Molly Trujillo, SEMSWA – *by phone*
Andrew Kidder, CORE Consultants – *by phone*
Richard Kimball, Hinsdale County – *by phone*

OFFICERS

| Chair | Vice Chair | Secretary | Treasurer |
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| Deb Ohlinger, PE, CFM | Morgan Lynch, PE, CFM | Stacey Thompson, CFM | Rich Borchardt, PE, CFM |
| Olsson | UDFCD | SEMSWA | R2R Engineers |
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GENERAL MEMBERSHIP MEETING AGENDA:

I. Call to Order – *Deb Ohlinger*

- A. Meeting called to order.
- B. Deb suggested posting the agenda to the website prior to the meeting for those participating by phone.

II. Secretary Report – *Stacey Thompson*

- A. Minutes from the November 8, 2018 General Membership Meeting were distributed for review. Minutes were approved as submitted.

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

- A. The 2018 Profit and Loss Report through the end of December was distributed for review and discussion. Deb highlighted the following items:
 1. The 2018 budget was overspent by \$30,740.00. This was primarily due to conference expenses. It was noted that the Snowmass food and beverage costs were significantly more expensive than other locations.
 2. The checking account balance is \$72,504.83 (down from \$105,759.97 at end of 2017).
- B. The 2018 Profit and Loss Report was approved as submitted, and will be forwarded to the accountant with the 2018 financial documents.
- C. The tax return has been completed and sent to Myles for signature.
- D. The ASFPM annual report and dues were submitted in December.

IV. Vice Chair Report – *Morgan Lynch*

- A. Morgan indicated that the winter summary newsletter is being prepared. She reached out to a few individuals for reports, and there is still time for additions if anyone has information to include. The newsletter will be forwarded to the editor mid-month to be issued mid-February.

V. Committee Reports/Regional Representative Summary

- A. Deb highlighted the following:
 1. Floodplain Management – *Christopher Hodyl*
 - a. Upcoming meeting on January 23, 2019.
 2. Colorado Flood TAP – *Brian Varrella*
 - a. The Corps of Engineers is looking for projects to sponsor through the Silver Jackets program. The types of projects include planning, training, studies and outreach for flood risk management. The application period is in March.
 - b. It was discussed that the majority of the membership seems to be unfamiliar with this program and funding opportunity. The attendees agreed that it would be beneficial to present the Silver Jackets program information at the annual conference.
 3. Membership – *Stuart Gardner*
 - a. As of the date of the report, 861 out of 1032 members have renewed.
 4. Metro Region – *Jennifer Winters*

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- a. Quarterly socials are being planned – February, April (joint social with SE Region), July (joint social with the Stormwater WQ Committee at the Denver Zoo), and October/November.
5. Northwest Region – *Carrie Gudorf*
 - a. The annual NW Region Conference will be held on Friday, April 5th. Details are under development.
6. Southwest Region – *Russ Anderson*
 - a. Russ reached out to the active members to solicit feedback on comments, recommendations, or needs for the SW Region. Initial feedback indicated a concern maintaining continuing education requirements due to expense/difficulty attending training sessions.
7. Southeast Region – *Jason Messamer*
 - a. Jason described the December social and ugly-sweater contest held at Whirlyball in Colorado Springs. See the attached report for pictures. Upcoming socials include a joint event with Metro Region in the spring, possibly in Castle Rock, and a summer field trip to view recent projects around Colorado Springs.
8. Young Members Group – *Jeremy Deischer*
 - a. Jeremy previously requested a budget increase to \$2500. He noted that a preliminary schedule for 2019 is under committee review to be released shortly. Saman is back! The YMG mailing list just surpassed 150 people.

VI. Annual Budget – *Rich Borchardt by Deb Ohlinger*

- A. There was a lengthy discussion regarding the draft 2019 budget. Shea and Stuart provided early comments. Comments, questions and changes discussed during the meeting consisted of the following:
 1. Expenses
 - a. Annual Conference (item 1) – The hotel reservation in 2019 for the 2020 conference in Keystone is \$9000.
 - b. Annual Conference (item 3) – Sarah said she would be more clear on what should be in line item 2 versus 3. She thinks the programming expenditures were closer to \$22,000.
 - c. Workshops Water Quality Field Trip (item 2) – It was agreed to increase the budget to \$2000.
 - d. Workshops Training – Outreach & Training (item 6) – This item was for the soft skills workshop since it was going to be subsidized. Tyler indicated that the other trainings are self-supporting. Brad Bettag suggested if we know of a specific training, such as the HEC-RAS 2D, it doesn't hurt to include it as a line item.
 - e. Workshops Training FTAP – This item was for the event with Ed Thomas that CASFM co-sponsored last year. It was agreed to delete this item. One-offs can be lumped into line item 4 – Seminars/Training.
 - f. Socials (items 1 and 5) – It was agreed to increase both the Metro and YMG budgets to \$2500 each.

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2. Income

- a. There was a lot of discussion regarding the Family Scholarship. Several past Treasurers were in attendance, who were able to provide the background and history of the fund. The original donor funded the scholarship through 2019, and made a donation in the amount of \$20k to a separate, restricted savings account.
 - b. Income (item 2) -- Donations to the scholarship funds should be going to the Family Scholarship and savings account rather than the Undergraduate Scholarship. The Undergraduate Scholarship line item can be deleted.
 - c. Membership dues – is the budget realistic? What have we received the last couple of years?
 - d. Should we increase the expected conference revenue and budget?
- B. The group was comfortable showing the level of loss.
- C. Morgan said Rich had indicated that as a non-profit it is not good to show reserves, and that he would recommend that we spend down.

VII. Annual Conference – Sarah Houghland & Shea Thomas

A. 2019 planning

1. New this year, the combined Call for Abstracts and Project Awards will be posted around 2/15/19.
2. Abstracts and Project Award submissions will be due 5/3/19 or 5/10/19 (to be determined).
3. The conference team is considering additional project awards this year. Early ideas include a stormwater quality award, recognizing/acknowledging individuals at the Awards Banquet for innovative ideas, moving the needle, excellence, outstanding service, etc.
4. The Stormwater Quality Committee would like to create a Stormwater Quality Project Award. Drew indicated that it is intended to be a simplified process, and separate from the Project Awards. There were a number of questions:
 - a. Will the Stormwater Quality Project Award be handled by the committee?
 - b. Would this award take away from trying to expand the Project Awards to include other categories?
 - c. Would the recipient of the Stormwater Quality Project Award present at the conference in a technical track, or at the Awards Banquet, or other?
5. Keynote research update
 - a. Sarah mentioned Larry, the creative guy.
 - b. Shea suggested a local contact, Dave Primus with Western Colorado University to present on the history of the Blue Mesa Reservoir.
6. Thursday night format
 - a. Should it be business or entertainment, or combination thereof?
7. Crested Butte Conference Center – Shea indicated that space is limited. The annex is no longer available for the Floodplain 101 Class and Exam.

B. Positions – A/V, entertainment, field trips are open positions

1. It was discussed to reach out to individuals or the membership and to provide a description of duties. The A/V Coordinator would coordinate with Shea regarding the facilities and presenter needs.

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C. 2020 – Contract signed for Keystone

1. Shea indicated that it is a great conference facility and location. Lodging is off-site in the valley with a shuttle/bus system.

VIII. Outreach & Training – Tyler Rosburg

- A. A three-day HEC-RAS 2D training to be held at SEMSWA February 26-28, 2019. (Stuart was excited to share that four registrants signed-up within 30 minutes.) There is a cap at 25 students.
- B. Tyler indicated that there is a committee meeting tomorrow, and they will roll out additional trainings in the spring.
- C. The Call for the Research Grant was issued early January and has been posted on the website under Latest News. Applications are due March 1. The research grant amount is \$2500 and is intended to be awarded annually. Earth Force was the 2018 recipient.
 1. It was discussed and agreed to include conference registration fees with the award.

IX. Scholarship

- A. Deb introduced Dan Hill. Dan is replacing Jacob James as the Scholarship Committee Chair. Thank you to Jacob!
- B. All three scholarships were awarded in December. Dan indicated that there were three (3) applicants for the Ben Urbonas Scholarship, seven (7) applicants for the Undergraduate Scholarship, and one (1) for the Family Scholarship.
 1. There was a lot of discussion regarding the Family Scholarship, and application criteria. It was explained that the original donor defined the criteria when the scholarship was established, and funded the scholarship through 2019(?).
 - a. As discussed during the Annual Budget item, there is a separate savings account specific to the Family Scholarship.
 - b. Additionally, the monies collected at the annual conference raffle and silent auction are directed to the Family Scholarship fund.

X. ASFPM Update – Brian Varrella by Deb Ohlinger

- A. Deb summarized an email from Brian regarding the ASFPM purchase of a permanent headquarters in Madison. ASFPM recently voted and approved the purchase a new headquarters building and will use most of their available cash reserves for the down payment.
 1. The current lease expires November 30, 2019.
 2. The request included an option for a building addition to allow for future growth, training center and a library. This option was not approved.
 3. Brian voted against both options since so much of the reserves would be used and training at the EMI is free, making it more feasible for government employees, among other reasons.

XI. Other

- A. Deb indicated that we received a request from ASCE EWRI to sponsor the August 2019 conference on the Operation & Maintenance of Stormwater Control Measures in Minneapolis, MN.
 1. The group agreed to be a non-financial co-sponsor and will notify members through an email.

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B. Stephanie provided an update on upcoming FEMA/State training classes. Both classes will be held in Colorado Springs at the Matrix Design Group office.

1. Monday, March 18 – MT-1 and MT-2 Forms
2. Tuesday, March 19 (1/2 day) – Elevation Certificates

XII. Next Meeting – March 14th at Jacobs

XIII. Adjourn

A. Motion to adjourn meeting by Stacey; motion seconded by Morgan; 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 December 2018

| | Jan - Dec 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 | 12,160.00 | | 17,500.00 | | 5,340.00 | | 69.5% | |
| 47240 - Annual Conference Fees | 134,042.50 | | 100,000.00 | | -34,042.50 | | 134.0% | |
| 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 | | 191,231.50 | | 170,100.00 | | -21,131.50 | | 112.4% |
| Total Income | | 196,235.10 | | 176,650.00 | | -19,585.10 | | 111.1% |
| 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 | 1,200.00 | | 500.00 | | -700.00 | | 240.0% | |
| Total 62200 Dues and Subscriptions | | 1,200.00 | | 500.00 | | -700.00 | | 240.0% |
| 64000 - Annual Conference | | | | | | | | |
| 64200 - Annual Conference Costs | 162,550.49 | | 100,000.00 | | -62,550.49 | | 162.6% | |
| 64300 - Annual Conference General | 14,396.36 | | 24,000.00 | | 9,603.64 | | 60.0% | |
| Total 64000 - Annual Conference | | 176,946.85 | | 124,000.00 | | -52,946.85 | | 142.7% |
| 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 | 1,776.00 | | 2,000.00 | | 224.00 | | 88.8% | |
| 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 | 2,228.00 | | 2,000.00 | | -228.00 | | 111.4% | |
| 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 | | 12,243.25 | | 23,990.00 | | 11,746.75 | | 51.0% |
| 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 | 16,637.57 | | 25,000.00 | | 8,362.43 | | 66.6% | |
| 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 | | 19,925.58 | | 35,100.00 | | 15,174.42 | | 56.8% |
| 68000 - Socials | | | | | | | | |
| 68100 - Metro Socials | 1,612.80 | | 2,000.00 | | 387.20 | | 80.6% | |
| 68200 - Northeast Socials | 894.37 | | 1,000.00 | | 105.63 | | 89.4% | |

| | | | | | | | |
|----------------------------------|----------|------------|----------|------------|-----------|------------|--------|
| 68400 - Southeast Socials | 1,023.90 | | 1,400.00 | | 376.10 | | 73.1% |
| 68500 - Northwest Socials | 0.00 | | 500.00 | | 500.00 | | 0.0% |
| 68600 - Young Members Social | 1,729.12 | | 2,000.00 | | 270.88 | | 86.5% |
| Total 68000 - Socials | | 5,260.19 | | 6,900.00 | | 1,639.81 | 76.2% |
| 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 | 5,000.00 | | 2,500.00 | | -2,500.00 | | 200.0% |
| 69300 - CASFM Family Scholarship | 4,000.00 | | 4,000.00 | | 0.00 | | 100.0% |
| 69400 - Undergrad Scholarship | 2,500.00 | | 2,500.00 | | 0.00 | | 100.0% |
| Total 69000 - Scholarships | | 11,500.00 | | 9,000.00 | | -2,500.00 | 127.8% |
| Total Expense | | 232,295.34 | | 207,390.00 | | -24,905.34 | 112.0% |
| Net Ordinary Income | | 196,235.10 | | 176,650.00 | | -19,585.10 | 111.1% |
| Net Income | | -36,060.24 | | -30,740.00 | | 5,320.24 | |



COMMITTEE AND REGIONAL REPRESENTATIVES REPORTS

January 10, 2019

Outreach & Training – Emily Villines and Tyler Rosburg

Included with meeting agenda.

Floodplain Management – Christopher Hodyl

CASFM Floodplain Management Committee (and all interested) will be meeting on January 23rd from 3:00-5:00 at the Denver wastewater building. Topics of our January 23rd meeting will include:

- FP 101 classes and CFM certification – Location and volunteers for a Spring 2019 testing opportunity
- DLOMC process and training/information for elevation certificates. (with discussion leader Jeremy Hamer)
- UDFCD as FEMA CTP process (UDFCD discussion leader TBD).
- Changes to the FP committee portion of the CASFM website

The address is **2000 W. 3rd Ave., in the 3rd Floor main conference room**, just outside the elevators. Guests must check in at the front desk before heading up. Call in information will be provided.

Scholarship – Dan Hill

- Included with meeting agenda.

Community Rating System – Marsha Hilmes-Robinson

No report.

Stormwater Quality – Candice Owen

No report.

Colorado Flood TAP – Brian Varrella

The committee held a meeting on 1/7/2019. The Corps of Engineers is looking for projects to sponsor and lead, particularly through the Silver Jackets group. Brian is encouraging Melissa Weymiller to attend the 2019 annual conference, where it could be beneficial for her to briefly speak to the membership.

OFFICERS

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Membership – Stuart Gardner

| | Jan 2019 | Jan 2018 | Jan 2017 |
|----------------------------------|----------|----------|----------|
| Total Members | 1032 | 973 | 919 |
| Total Renewed by January Meeting | 861 | 642 | 678 |
| Percentage | 83% | 66% | 74% |
| Large Bundles Renewed | 11 | 7 | 7 |
| Medium Bundles Renewed | 15 | 9 | 10 |
| Small Bundles Renewed | 18 | 24 | 23 |
| Individuals Renewed | 172 | 165 | 167 |
| Students Renewed | 7 | 8 | 5 |
| | | | |
| Total Remaining to Renew | 171 | 331 | 241 |
| Remaining Large Bundles | 1 | 5 | 4 |
| Remaining Medium Bundles | 1 | 3 | 2 |
| Remaining Small Bundles | 7 | 10 | 7 |
| Remaining Individuals | 76 | 87 | 69 |
| Remaining Students | 4 | 2 | 2 |

Younger Members Group – Jeremy Deischer

No report.

Annual Conference – Sarah Houghland & Shea Thomas

Included with meeting agenda.

Metro Region – Jennifer Winters

The Metro Region is planning 4 quarterly socials this year...

- February: Date/location being finalized
- April: Joint social with Southwest Region
- July: Social at the Denver Zoo coordinated with CASFM Water Quality Committee
- October/November: TBD

Depending on remaining budget, I'll look into doing something else fun over the summer...bike tour, Rockies game, etc.

Northwest Region – Carrie Gudorf

We have been working closely with Wright Water Engineers to determine a list of topics and a date for the Northwest region conference. We have decided on April 5th, all day, and lunch will be included with registration.

OFFICERS

| | | | |
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|--|---|--|---|

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org



Southwest Region – Russ Anderson

I sent an email to the 21 active members in the SW Region introducing myself and asking if there were comments, recommendations, or specific needs to the SW membership of CASFM. Not a lot of response at this point, but a few comments acknowledging the email and noting the expense/difficulty in attending CASFM training sessions to maintain continuing ed requirements. This is likely something I'll continue to explore further.

Northeast Region – Andrew Fisher

No report.

Southeast Region – Jason Messamer

On December 6th, 2018, we had Southeast Region social event at Whirlyball in Colorado Springs. For those unfamiliar with Whirlyball, it is like plastic lacrosse sticks mixed with bumper cars. CASFM sponsored food for the event and a few rounds of Whirlyball. The turnout was pretty good with about 20 attendees, and there were 12 of us brave enough to compete on the Whirlyball court! This regional social featured an ugly-sweater contest instead of a technical session.

Upcoming Southeast Region events include:

- A combined Metro/Southeast Region event in the Spring
- A summer field trip to view recently completed projects around Colorado Springs



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CASFM DRAFT 2019 BUDGET

| Expenses | 2018 Budget | 2018 YTD-Actual | 2019 Budget | Description |
|--|----------------|--------------------|----------------|--|
| Contract Services | | | | |
| 1. Accounting Services | \$ 2,200.00 | \$ 800.00 | \$ 2,200.00 | Tax & Accounting Services |
| 2. Legal Services | \$ 500.00 | \$ - | \$ 500.00 | |
| Dues and Subscriptions | | | | |
| 1. ASFPM Dues | \$ 500.00 | \$ 1,200.00 | \$ 700.00 | |
| Annual Conference | | | | |
| 1. Annual Conference Hotel Reservation | \$ - | \$ 1,000.00 | \$ - | Deposit (every odd year in the past) |
| 2. Annual Conference | \$ 100,000.00 | 162,550.49 | \$ 100,000.00 | Conference venue |
| 3. Annual Conference General | \$ 24,000.00 | 14,396.36 | \$ 24,000.00 | Conference programming |
| Operations | | | | |
| 1. Postage, Mailing Service | \$ 50.00 | \$ - | \$ 50.00 | |
| 2. Supplies | \$ 400.00 | \$ - | \$ 400.00 | Supplies, and other admin costs |
| 3. Membership Coordination | \$ 1,200.00 | \$ - | \$ 1,200.00 | Wild Apricot |
| 4. Newsletters | \$ 1,750.00 | \$ 1,314.25 | \$ 1,750.00 | 1 Newsletter for 2017 |
| 5. Credit Card Fees | \$ 7,000.00 | \$ 297.00 | \$ 7,000.00 | Annual, per transaction |
| 6. Website Hosting | \$ 2,000.00 | \$ 2,228.00 | \$ 2,000.00 | Hosting expenses |
| Conference Management Software | \$ 6,610.00 | \$ 6,608.00 | \$ 6,610.00 | |
| Bank Fees | \$ - | \$ 20.00 | \$ 50.00 | |
| 7. Insurance | \$ 2,000.00 | \$ 1,776.00 | \$ 2,000.00 | D&O and EPLI Insurance |
| 8. Membership Meetings | \$ 600.00 | \$ - | \$ 600.00 | For board member meeting expenses. |
| 9. Database Registration | \$ 2,000.00 | \$ - | \$ 2,000.00 | Formstacks |
| 10. Cloud Services | \$ 180.00 | \$ - | \$ 180.00 | |
| ASFPM National Conference | | | | |
| 1. ASFPM National Conference | \$ 2,200.00 | \$ 1,719.47 | \$ 2,200.00 | Chair's attendance |
| Workshops | | | | |
| 1. Lunch and Learn Training | \$ 1,500.00 | \$ 1,441.55 | \$ 1,500.00 | |
| 2. Water Quality Field Trip | \$ 2,100.00 | \$ 1,846.46 | \$ 1,500.00 | |
| 4. Seminars/Training | \$ 25,000.00 | \$ 16,637.57 | \$ 25,000.00 | |
| 5. Stream Academy | \$ 2,000.00 | \$ - | \$ 2,000.00 | Support Stream Academy |
| 6. Training - Outreach & Training | \$ 2,000.00 | \$ - | \$ 2,000.00 | ???? |
| Training - FTAP | \$ 2,500.00 | \$ - | \$ 2,500.00 | ???? |
| Socials | | | | |
| 1. Metro Socials | \$ 2,000.00 | \$ 1,612.80 | \$ 2,000.00 | 4 socials with 35 people |
| 2. Northeast Socials | \$ 1,000.00 | \$ 894.37 | \$ 1,000.00 | 2 socials with 15 people |
| 3. Southeast Socials | \$ 1,400.00 | \$ 1,023.90 | \$ 1,400.00 | 4 socials with 15 people |
| 4. Northwest Socials | \$ 500.00 | \$ - | \$ 500.00 | 2 socials with 10 people |
| 5. Young Members Social | \$ 2,000.00 | \$ 1,729.12 | \$ 2,000.00 | For use by the Young Members Group. Request of \$2500 for 2019 |
| Travel and Meetings | | | | |
| Donations | | | | |

CASFM DRAFT 2019 BUDGET

| | | | | |
|--|-----------------------|-----------------------------|------------------------|---|
| 1. ASFPM Donations | \$ 500.00 | \$ - | \$ 500.00 | Donation to 5k or other ASFPM Donations |
| 2. Research | \$ 2,500.00 | \$ 3,500.00 | \$ 2,500.00 | Funding support for research projects, should we increase |
| Scholarships | | | | |
| 1. Undergrad Scholarship | \$ 2,500.00 | \$ 2,500.00 | \$ 2,500.00 | |
| 2. Ben Urbonas Scholarship | \$ 2,500.00 | \$ 5,000.00 | \$ 2,500.00 | Scholarship Awarded in 2017 was paid as 2018 expense |
| 3. CASFM Family Scholarship | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | Did have a place holder for \$4,000 |
| Miscellaneous | | | | |
| 1. Miscellaneous | \$ 200.00 | \$ - | \$ 200.00 | Miscellaneous expenditures and supplies that arise |
| 2. Disaster Relief | \$ - | | \$ - | Will fund as needed with available funds. |
| Website | | | | |
| 1. Maintenance | \$ - | | \$ 500.00 | Warranty maintenance |
| Total Expenses: | \$ 207,390.00 | \$ 234,095.34 | \$ 207,540.00 | |
| Revenue | 2018 Budget | 2018 YTD- Actual | 2019 Budget | Description |
| Income | | | | |
| 1. Family Scholarship Donations | \$ 4,000.00 | \$ 5,001.00 | \$ 4,000.00 | |
| 2. Undergrad Scholarship Donations | \$ 2,500.00 | \$ - | \$ 2,500.00 | |
| Investments | | | | |
| Interest-Savings, Short-term CD | \$ 50.00 | \$ 2.60 | \$ 50.00 | |
| Program Income | | | | |
| 1. Membership Dues | \$ 17,500.00 | \$ 12,160.00 | \$ 17,500.00 | |
| 2. Annual Conference Fees | \$ 100,000.00 | \$ 134,042.50 | \$ 100,000.00 | |
| 3. Annual Conference Sponsorships | \$ 24,000.00 | \$ 28,269.00 | \$ 24,000.00 | |
| 4. Workshops/Training | | | | |
| A. Lunch and Learn Training | \$ 1,500.00 | \$ 14,620.00 | \$ 1,500.00 | |
| B. Water Quality Field Trip | \$ 2,100.00 | \$ 2,140.00 | \$ 2,100.00 | |
| C. Seminars/Training | \$ 25,000.00 | \$ - | \$ 25,000.00 | |
| Total Revenue: | \$ 176,650.00 | \$ 196,235.10 | \$ 176,650.00 | |
| Total Gain (Loss) | \$ (30,740.00) | \$ (37,860.24) | \$ (30,890.00) | |
| Beginning Unrestricted Balance | | | | Checking (2019 beg. should match 2018 end balance) |
| Beginning Temp Restricted Balance | | | | CASFM Family Scholarship Savings Account |
| Ending Unrestricted Balance | | \$ 227,398.07 | | Checking on 12/31/18 |
| Ending Temp Restricted Balance | | \$ 21,429.09 | | CASFM Family Scholarship Savings Account on 10/31/18 |



Final Staff Report

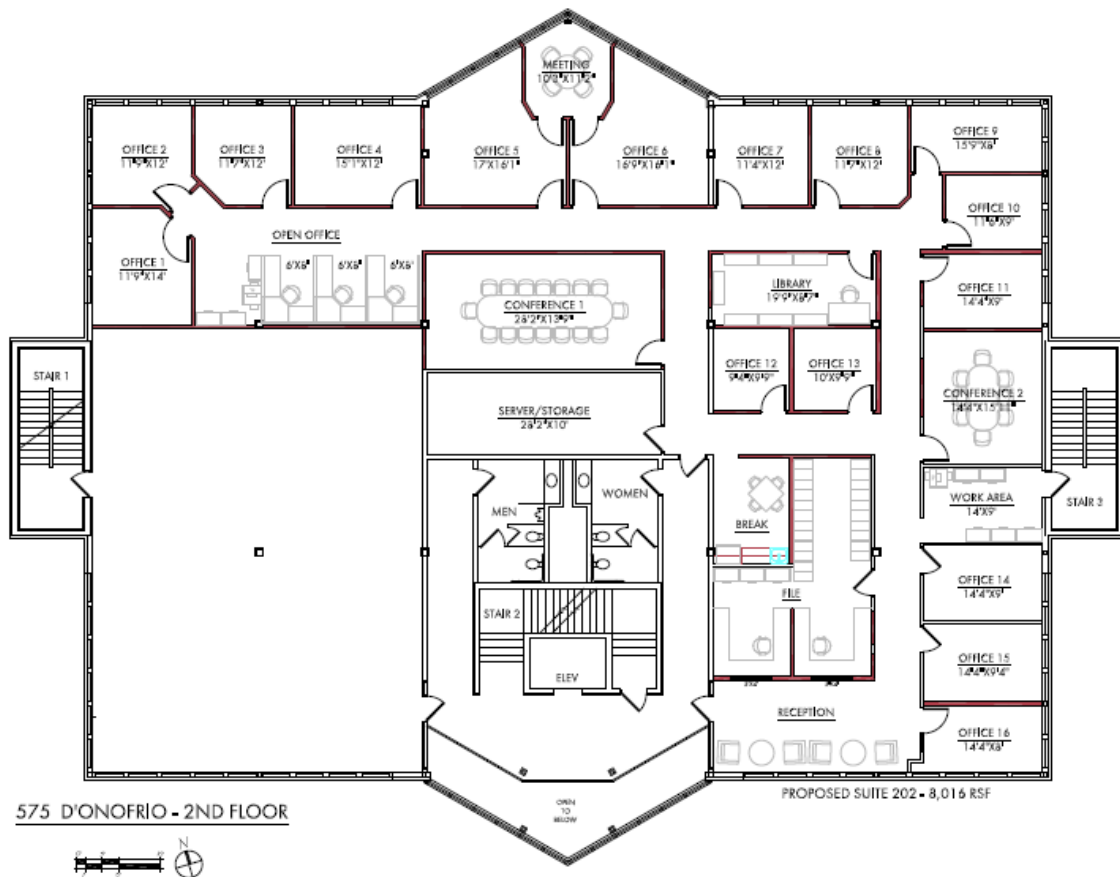
Date: 1/4/19

Item: Option Analysis for Purchase/Addition of ASFPM HQ Building at 8301 Excelsior Drive

Prepared by: Berginnis/Wadsworth (with significant assistance/input by the ASFPM Long Term Finance Committee)

Background:

ASFPM's current lease at its present location on D'Onofrio Drive expires November 30, 2019. The current lease term was negotiated for seven years because this longer term achieved the lowest per square foot cost with the least disruption of staff. ASFPM's suite at D'Onofrio Drive is presently 8,016 sq. ft. with 18 office spaces (plus three cubicles, and one extra desk in the reception area), a large and small conference room, server room, library and kitchenette. The present lease cost for this space is \$16.50/sq. ft. annually. It is subject to an escalator and will be \$17.00/sq. ft. (or \$136,272 annually) beginning 12/1/18.



Current office floor layout

Ingrid and Chad began to research office space in spring 2018, and were mindful about present staffing, anticipated staffing in the next 5-10 years, and possible needs beyond 10 years. They retained Cresa, a company in Madison who act as tenant broker and assists organizations in successfully negotiating new leasing agreements or building purchases with the tenants' best interests in mind (www.cresa.com/madison-wi). Cresa works on a commission basis paid by either the seller or landlord, whatever the case. What was clear is that we need additional space. Currently, we have 21 staff (includes full-time, part-time and limited-term – currently no interns) and 2 unfilled positions for a total need of 23 spaces. We have 22 spaces, presently. We are also in need of a larger physical library, storage space and conference rooms. We have outgrown our ability to hold meetings and events such as board or committee co-chair retreats, or special symposia/focus groups that are sometimes requirements of our project grants.

Our original intent was to renew the lease at D'Onofrio and expand into the adjacent, unrented suite which would have added 2,878 sq. ft. for a total of 10,894 sq. ft. However, after a financial analysis examined what was available in the rental market and what was on the market for sale, Cresa indicated that based on our size, it might be more financially advantageous to consider owning/purchasing a building. In reviewing and visiting nearly two dozen properties for rent or for sale since last spring, a few things became clear:

- Purchasing was indeed a cost-effective option
- Prevailing gross rental rates for space similar to ours (we are considered B+ office space) ranged from \$17.00/sq. ft. to \$22.00/sq. ft., with most in the \$18-\$20 range.

Then, the August 2018 flood in Madison hit. Interestingly our office suite, while on the second floor, had significant rain penetration into the office suite. That penetration, and its further investigation these past few months, highlighted mold growth between the walls in multiple offices. It has been a struggle to work with the new building owner to 1) fix the exterior problems which allowed the rain to get in, 2) remediate the impacts caused by the rain and 3) repair the interior of the office suite after remediation. Over the past five months, we have had to push the building owner to fix the problems with the building. As a result of the mold, presently we have two staff temporarily working from home (due to poor air quality and their offices being uninhabitable), other staff with the authorization to work at home intermittently should they need to, and without going into a lot of details, our experience over the past three months has shown that the current building owner is not willing to invest in a long-term fix for the water penetration issue and is very difficult to work with. While we are now on a path to do a proper remediation (the owners finally brought in a third party industrial hygienist/air quality testing firm and the owners have agreed to all recommendations made in the subsequent report), we are anticipating major reconstruction and remediation over the next quarter, and staff are not keen at all in staying in this location. From a management perspective we are also concerned about the new owners approach to taking care of the building in the future. Thus, while one may conclude our current lease is a good deal from a cost perspective, we have lost confidence in the current building owners to invest properly in maintenance to continue our lease at D'Onofrio Drive.

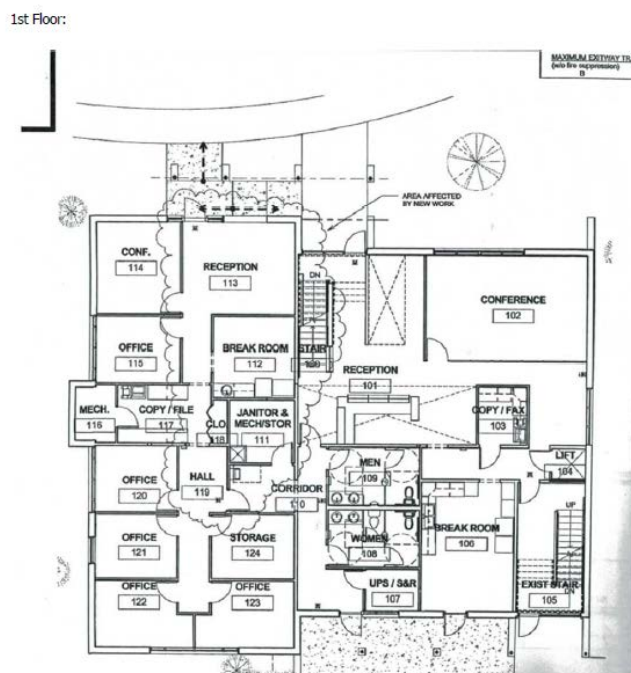
This fall, we looked at a building that had been for sale for a while. Its reason for not selling was that the owner seemed unwilling to budge on price. However, since they had a lessee whose current lease was up at the end of December 2018, the owner became motivated. After talking with our bank, touring the building several times, reviewing multiple financial analyses prepared by Cresa, internal discussion, and after a successful negotiation with the building owner on a purchase price, we entered into a contract to purchase the building at 8301 Excelsior Drive, with a contingency that the ASFPM Board of Directors must approve the purchase. From a process standpoint, entering into a contract was the only way to get a price established so that a legitimate financial analysis could be developed and presented to the Board. Per the contract, the closing must occur on or before January 31, 2019.

**8301 EXCELSIOR DRIVE
MADISON, WISCONSIN 53717**



The building at 8301 Excelsior Drive has a total of 9,740 sq. ft. of which the basement is 1,040 sq ft (leaving 8,700 sq. ft. on floors 1 & 2). It was built in 1990 and extensively remodeled (to the studs) in 2010. The HVAC was replaced in 2010 and the exterior of the building is low maintenance metal siding, brick and the roof is metal shingle. It contains 20 office spaces, two reception areas (which can seat at least two people each), two kitchenettes/break rooms, two conference rooms (one large and one small). The building is on a two acre lot and based on current zoning/covenants, the site can accommodate up to a 10,000 sq. ft. addition. Currently, we have the furniture, and the building layout has space to accommodate and additional 5-6 cubicles.

Property Overview
Floor Plans



While the Excelsior Drive building would have the space to house all of our staff today, the current footprint does not accommodate future growth and needs. Additionally, the existing building layout would likely place the library in the basement (not ideal) and could not accommodate larger meetings such as board retreats, co-chair retreats, training classes or symposia. The basement is unfinished and a better use would be to serve as storage space. We did notice some dampness in the basement after the historic August flooding in the vicinity; however, it is our assessment looking at the building and where flooding occurred in the vicinity that it was likely due to multiple downspouts not having extensions and therefore pouring water out near the foundation. Given that the August event resulted in 10+ inches of rain, mostly in a 12 hour period, we are confident that the basement is useful for storage and, if

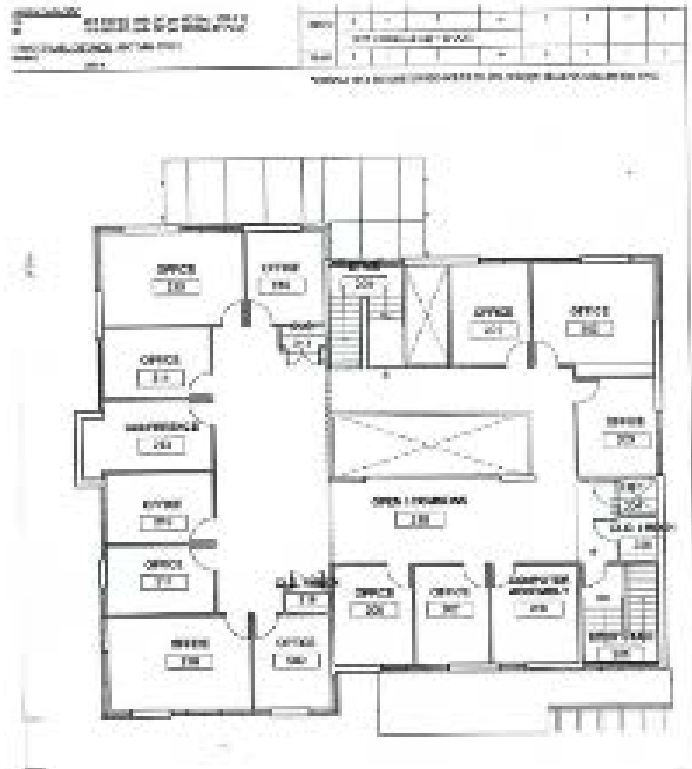
necessary, a temporary location for the library (there is a sump pump system there as well).

The floorplan shows the existing building with two reception areas and two kitchenettes/break rooms due to the previous owners design for that section of the first floor to be used as an independent 2,000 sq. ft. office suite. Given the current size of the building, we would need to occupy it in its entirety to accommodate current staff.

The current building is in excellent shape, however, the parking lot would need to be redone in fairly short order and an estimate that we have requested for the work is in the \$36,000 range for the current footprint.

To accommodate future growth and some of our immediate wants for meeting space/training center and a library with office spaces, this building lends itself easily to an addition. This is an option to consider (and is alternative #1 below) to purchase the building and construct a 3,000 sq. ft. addition. The reason for a 3,000 square foot addition is that it would allow for an extra 10-12 office spaces as well as the construction of a first class library space and a classroom/training center. Plus, in the short term, it would allow for income generation by renting out the 2,000 square foot office suite, still leaving 9,564 square feet of office space which would meet our current and short – medium term needs. We have obtained estimates (feasibility budgets – no drawings) for a 3,000 square foot addition from two companies, Advanced Building Corporation and 1848 Construction. Both came in at approximately \$200 per square foot. We do note that a lateral two story addition to the east side of the existing building (the most logical spot for the addition based on the building configuration, roofline, etc.) can support up to about a 4,000 square foot addition before encroaching onto the sidewalk and parking lot. Certainly 4,000 square feet would give us more flexibility but it would also raise the cost by around \$200,000.

2nd Floor





There are numerous benefits to having classroom/training center and library:

1. For the training center, for example, it would mean that the board retreat, CBOR retreats, and committee chair retreats could be held at the ASFPM Headquarters since there are two hotels within walking distance to the new building. For example for the Board Retreat, room rental is about \$1,200, breakfast and lunches and dinners are around \$30/\$45/\$60 respectively per person per day, and there are also costs for parking (for those of us that are local) as well as rental of equipment as needed. By having the meetings in-house it would eliminate room rental cost, significantly reduce breakfast/lunch/dinner costs (catering in would be much cheaper and we can make coffee and stock drinks), and eliminate parking and equipment rental costs.
2. Several of our projects past and present have a deliverable that includes convening a symposium or other meeting. By having the capacity to do it at the ASFPM Headquarters – we could reduce costs to the project overall or perhaps look at a charge back/fee to using our in-house facility.
3. We could deploy EMI field deployed courses as well as other field deployed courses to serve our members. Currently ASFPM has a good working relationship with EMI and we could envision that our training center could be the “EMI of the Midwest.”
4. Finally, there could be potential income from other partners and like-minded organizations, probably based here in the Madison area to rent out the space.
5. A dedicated library space would give us the ability to accept more donated collections as well as further build out our library capacity. It also would provide some flexible work space for users and guests, even those using the training center.



Overall, a training center/meeting space, and library could not only provide significant cost savings for our regular meetings and projects, but it could also be a significant new revenue source for future training, meetings and space rental.

Alternatives Analysis:

Based on cost analyses from Cresa four alternatives are presented to the board for comparison:

- 1) Purchase 8301 Excelsior Drive and construct a 3,000 sq. ft. addition.
- 2) Purchase 8301 Excelsior Drive with no addition and minimal alterations.
- 3) Rent 575 D'Onofrio Drive and include adjacent vacant suite
- 4) Rent elsewhere

| | Option 1: 8301 Excelsior + 3,000 sq. ft. addition | Option 2: 8301 Excelsior with no addition | Option 3: 575 D'Onofrio Drive expanding into vacant suite | Option 4: Other rental space |
|---|--|--|---|--|
| Size | 11,564 (plus 1,176 basement) | 8,700 (plus 1,040 basement) | 10,894 | 10,500 (est) |
| # Offices | 30-32 est. (but 6 would be used in renting the 2,000 sq ft suite) + space for 3 cubicles if needed | 20 + space for up to 6 cubicles | 22 + space for 3 cubicles + space for 3 hoteling stations | 25+ space for cubicles (est) |
| Features | Kitchenette/break room Large and small conference room Training/meeting center Library facility Rentable office suite until needed Outdoor patio/gathering space Large storage space in basement | Kitchenette/break room Large and small conference room Outdoor patio / gathering space Storage space in basement that would be partially used for library | Kitchenette /break area Two small conference rooms Small/medium training & meeting center Small library (current space) Two copier/work rooms Shared outdoor gazebo/pond space | Varied by site |
| Purchase / Construction Cost | \$2.085 million (building+addition+impr) ¹ | \$1.485 million (building+improvements) | N/A | N/A |
| Down Payment | \$521,250 (25%) | \$371,250 (25%) | None | Usually 1 month rent for security deposit (approximately \$16,000) |
| Annual Income | \$37,000 (est. for renting 2,000 sq. ft. suite) ² | None | None | None |
| Annual Cost (Year 2)³ | \$188,330 | \$164,291 | \$185,634 | \$199,500 ⁴ |
| Annual Cost (Year 6) | \$174,836 | \$158,310 | \$200,747 (assuming 2% annual rent escalator) | \$215,945 (assuming 2% annual rent escalator) |

¹ This amount is based on purchase price of \$1.4 million plus addition cost of \$600,000 plus renovation/improvement costs of \$85,000.

² The rent estimate is based on a rental rate of \$18.50 per square foot gross rent.

³ The annual cost calculations for year 2 would show a "normal" year's costs excluding one-time items like a down payment, which is reflected in year 1 on the Cresa analyses. Additionally, the annual cost includes operating expenses, utilities, taxes, maintenance and reserves. The annual cost calculation for year 6 is shown based on the assumption that the loan is a 5-year term note (amortized over 25 years), it is refinanced, and the balance refinanced is based on the end of year 5 and is meant to demonstrate the reduction in annual cost by investing in an asset versus renting.

⁴ Calculation based on \$19.00 per square foot

Issues & Considerations:

Issue: The down payment will have a significant impact on operating or “cash” reserves.

Consideration: The down payment for Options 1 or 2 would need to come from ASFPM’s existing reserves. The down payment under Option 1 will reduce the Baird accounts, accounts considered our “cash” reserve funds, from approx. \$840k to \$320k. This is a reduction of liquid reserve funds, or “rainy day” funds, from 21% to 8% of the 2018/19 budget. The down payment under Option 2 will reduce the “cash” reserve funds- from approx. \$840k to \$469k. This is a reduction of liquid reserve funds, or “rainy day” funds, from 21% to 11% of the 2018/19 budget. It is important to note, however, that this is a shift in our investment vehicle from liquid assets like CDs to real estate, and not a true “expense” to cover operating costs, for example. ASFPM has not drawn monies from the Baird accounts since 2014.

What is an appropriate level of reserve funds? There is a good resource page from the National Council of Nonprofit Organizations: <https://www.councilofnonprofits.org/tools-resources/operating-reserves-nonprofits> including a good background video. The short answer is that it really depends on your individual organization. At less than 10% reserve funds readily available, a really “bad” year in the near future could require quick changes to operating budget to offset less revenue and more significant changes to accommodate a more conservative budget. ASFPM’s current annual budget process and efforts to update the long term financial plan will assist in focusing growth of reserve funds in upcoming years. The efforts to grow reserve funds and how to balance this with ASFPM mission will continue to be flexible. Further, recent efforts to diversify ASFPM’s budget has reduced the risk of a large loss from any single income sources.

In the long term, the ownership of the property with the addition (Option 1) may result in new sources of income through renting the office suite previously identified, become a source of income, renting the training center/meeting space, and speed up efforts to increase fluid reserve funds. Finally, ownership of a building does result in a new asset for the ASFPM. While the asset may not be liquid enough to consider a “cash” reserve, it is nonetheless an asset that can be used/liquidated/etc. if necessary.

Issue: Speaking of assets, what is the past performance of commercial real estate in the Madison, WI market? Is there concern of a real estate bubble?

Consideration: Madison historically neither experiences the extreme highs of some markets, nor the extreme lows in other markets. In other words, it is very stable, and resilient even during recessionary times. An [article](#) from the Madison State Journal captures the past 35 years of the Madison real estate market well, indicating there has only been two years where real estate prices valuation fell:

In 2010, the city was staggered by a 3.1 percent drop in real estate values over the previous year, the first decrease in at least 35 years. The turnaround began in 2012 with a 0.9 percent increase, followed by increases of up to 5.5 percent, until this year's 10.2 percent rise.

Based on several decades’ worth of data, there is no real concern about a real estate bubble at least here in Madison – that has just not been what the historic record bears out. Generally speaking real estate is a great investment option and a sound long-term investment. In talking with TJ, our broker, he indicated that the Excelsior Drive property has significant investment value because of the lot size and the fact that a much larger building could be built on the lot in the future.

Issue: What happens if the economy turns sour in the next couple of years?

Consideration: Of course the economy will cycle and there will be a future downturn in the economy. When will that be, in 2019, 2020 or beyond? Using the Great Recession as a guide, a few past trends to note:

- ASFPM membership grew through the Great Recession which was definitely not the case for many non-profit organizations. While growth was not at the rate we had seen prior to the Great Recession, the number of members grew at a rate of 2% per year from FY11-FY13⁵ and has grown at a relatively faster rate since then.
- ASFPM Conference attendance and revenue has been relatively stable for the past 10 years. In fact, it is notable that in 2009, ASFPM set the record for the number of conference registrations and in 2012 for total participants – during and after the recession.
- The CFM program saw growth through the recession too.
- Flood Science Center projects and funding sources are more diverse.

Bottom line, through the Great Recession and afterwards, ASFPM has grown and more importantly diversified its revenue streams. This likely means that whenever the next economic downturn occurs, while impactful, will be able to be withstood with prompt and prudent decisions and based on the diversification of our revenue streams. And of course since our largest single source of revenue now is membership dues, the Board's ongoing focus on member services/value will pay dividends at that time as well.

Issue: What about fundraising through a capital campaign or other ways?

Consideration: This is a real possibility! The EO has been talking about this internally and with our bankers and there are a lot of options. Remember, ASFPM is a 501c3 which means donations are tax deductible. So it is not a stretch to have a capital campaign or set up a building fund. There are also other ways folks can contribute. Staff have been discussing setting up a formal capital campaign with opportunities to have naming rights to the library and training center, paving stones in a walkway, named benches/tables, named gardens and demonstration projects, and other ways that long-time members or their families may want to "leave a legacy." Also, there are several Madison based foundations that we are exploring that can provide funding for these types of facilities.

Issue: Recent letters from accredited chapters and "reluctant members" have voiced concerns that the organization is not providing value for membership and certification fees. The purchase of the building may be regarded as an extravagance that members will not benefit from or be able to visit.

Consideration: We need to live somewhere, and while ASFPM considers the benefits and concerns of the membership and value to our members, in comparing annual costs for the four options presented to the board, purchasing the building plus adding an addition is the second most cost-effective alternative initially and actually after about year 4 it become more cost effective than renting/expanding at D'Onofrio Drive.

For members, investing in a training center is a significant step toward expanding all sorts of training opportunities, including in-person, distance and webinar training – all products that many members have

⁵ Taken from ASFPM FY14 Budget Narrative

asked to see expanded. In fact, we have begun to discuss with FEMA and EMI the concept of ASFPM's HQ being the "EMI of the Midwest." We would love to be able to field deploy EMI training from our training center year around. In many respects the location is easier to get to than EMI and given the proximity of hotels and the airport, it is definitely feasible. We have received preliminarily favorable responses from FEMA and EMI. ASFPM will work to focus on ways this building purchase will support membership benefits and to communicate those benefits to members. Further, annual reporting now provides transparency as to the organizations finances and the purchase does not increase projected overhead costs.

Issue: This is happening pretty fast. Why not wait and build reserves for another year or two?

Consideration: That is an option, but it is important to realize that we have less than one year to make a decision either way. However, it may be important to step back and consider why organizations need reserves in the first place. A presentation by CliftonLarsonAllen had a good list of reasons:

- To bridge cash flows
- Maintain financial solvency
- Weather economic cycles
- Fund unexpected opportunities
- Protect against unpredictable behavior
- Maintain and purchase productive assets
- Drive capacity for new debt to fund major capital needs

We believe that this decision fits into the unexpected opportunity space (or you could also consider it under the purchase of a productive asset). It is difficult to know what interest rates might be in a year or two (likely higher) or whether or not construction costs will increase. A shorter term lease and delaying of a building purchase would result in higher operating costs and the loss of funds that could be put toward reserve funds while building ASFPM assets and financial diversity that comes with the property purchase. While another longer lease could be signed, at the end of a lease, we will likely pay more than \$1 million and invested \$0.00 into a long-term asset.

Issue: What about calendar year 2019? If we bought a building, would we be paying a mortgage beginning in March and rent through the end of November 2019?

Consideration: Yes, there could be some overlap. However, the EO is investigating options. One option is to negotiate a reduced buy out the lease at the D'Onofrio location at a discounted rate. Given the level of staff disruption from August 20-21 rain event until the present time (which doesn't include the disruption that will be needed to remediate and repair the suite, it is felt that there are circumstances that could reduce this overlap in terms of time and cost. Worst case scenario is that there would be 8 months of overlap⁶.

Issue: What about having staff work at home or an open floor plan/hoteling concept like FEMA does?

Consideration: While that is an option that has been pursued by other organizations, from a management point of view, we the EO sees it as problematic for ASFPM. For smaller organizations like ours, the ability to interface frequently is important because often staff responsibilities touch other

⁶ Calculated by the first payment on the new property occurring March 1 and from March 1 to November 1 is nine months minus the \$10,000 security deposit which is approximately equal to one month's rent.

functional areas within the EO. ASFPM currently offers temporary work at home, flexible work schedules, alternative work schedules – what we do not offer is permanent working from home (we do have one exception to this which is Jeff Stone who moved to Canada and had been previously employed and working in the Executive Office). We simply think the face to face interaction too important.

Second, is that most employees really don't like it. The primary driver for workspaces like FEMA's is budget – trying to reduce office space costs. Of course it is sold with the best possible spin – and while there are some benefits, but there are also drawbacks. According to recent surveys on employee workspace and one of the top two or three things employees value is ample, dedicated workspaces. There is a lot of recent research on open workspaces and even the use of cubicles that show increase in distractions takes away from productivity and even collaboration. While it is also true that employees value flexible workspaces that would be quite possible with the new building including the addition. But a flexible workspace is not the same as hoteling or working at home.

Recommendation:

While it is recognized to be a large impact on current ASFPM cash reserves, staff recommends that a building be purchased with the authorization for a building addition. However, in deference to concerns raised by some board members about whether to complete an addition now or in the future, the board action has been broken down into two resolutions: 1) To purchase a building and use reserves for the down payment and 2) To authorize the design and construction of an addition and use reserves for the down payment on the construction loan.

Staff are confident that reserves can be built back up over time and that we can be nimble enough to handle economic downturns or other slowdowns should they occur but that by doing both the purchase and addition now would allow some cost savings and potential revenue streams to be opened more quickly.

Questions and Answers and Comments from ASFPM Board Informational Webinars

Q: How much have we put in our reserves in the past few years?

A: ASFPM has put in \$400,000 into the reserve accounts since 2015, and now maintains enough funds in checking and savings to ensure cash flow, even in our "lean" time of the year (June-October).

Q: Does the broker, Cresa, get paid? How?

A: Cresa does get paid – their "fee" comes from the landlord or seller of the building.

Q: I am concerned about the proposal to put the library in the basement of the new building, especially if it takes a couple of years to build an addition. It doesn't seem like a suitable space.

A: We agree it isn't the best space for a library, and if we did put it there, we would need to ensure that there was proper humidity control. That being said, if the board approved the purchase with an addition, then the concern is moot as the plan for the addition includes library space.

Q: Has ASFPM gotten a third party point of view? In other words, are you (the EO) making an emotional decision to buy or is it objective?

A: Speaking for the EO (Berginnis) I would say that we are being objective here. Actually there was a building this past summer that we were a bit more "enamored" with; however another party bought it. At the end of the day, it is the EO's job to present options to the board and while we are excited about the potential of purchasing an ASFPM headquarters, including the space for a training center and library, if the board disagrees, we will find a secure, healthy space for our staff and move on.

Q: Are property taxes deductible?

A: Unfortunately in Wisconsin, no they are not for the type of organization we are classified as.

Q: What is the timeframe for construction of the addition? When would payment be needed on that loan?

A: If the board approves the building addition then the first step would be to obtain construction loan approval (our banker has already verbally indicated it should not be a problem). Then the next step is to develop detailed plans and specifications. The two contractors that we interviewed both felt that plans could be completed and permits could be obtained in time to begin and ultimately complete the addition prior to the end of the CY 2019 construction season. From a cost/payment standpoint, the bank has told us that our equity funds for the construction project would be required before any loan funds. For example, say we closed on building addition loan on 3/31/19 for \$600,000.00. There would be no money changing hands at that time. Then work is completed and the first bills come in for \$200,000 on 6/1/19. Your equity funds would be used first, so in this case \$150,000 (which represent the down payment of 25%) and then \$50,000 would be drawn on the loan. With the remaining \$400,000 on the loan to be used to finish the project in full. Payments on the loan would not occur until there was a draw on the funds.

Comment: It would be great if the building site could be used to demonstrate stormwater projects – hopefully the covenants/restrictions would allow it!

Reply: A copy of the covenants, conditions and restrictions were obtained and there did not appear to be any specific restrictions on doing this. Also, since the City of Madison stormwater facilities serving the

area (a series of ponds/creek and green space) are literally across the street, it would be great to partner with them to do something even more comprehensive like from rooftop to retention pond.

Q: I am guessing there is some sort of assessment/fee related to the office park?

A: According to the current building owner and the CCRs there is no ongoing assessment/fee. The office park was created in the 1980s when it was much less common to have maintenance/assessment fees for office or business parks than it is today.

Comment: With the training center it would be exciting to be able to have all of our board meetings there at the office!

Q: What is the feasibility of renting the small suite should we proceed with the addition?

A: The data we have developed was provided by Cresa and is on the conservative side (on a dollar per square foot basis). Cresa reps did comment that a suite the size we are talking about - 2,000 square feet, would be attractive to a large number of potential organizations as there are many more small organizations than large ones. Given its location, the quality of the building, and even the flexibility we would have on rental price, Cresa speculated it would not be particularly difficult to rent.

Comment: I am nervous about spending money on a library; the trend is to downsize or eliminate physical libraries. In my office we digitized everything for \$13,000 and have it available for all to use.

Reply: Over the past five years the ASFPM Board of Directors has been investing in our library function – mostly to have a part-time librarian catalog and digitize our collection but also to accept donated collections which ASFPM receives from time to time. The ASFPM Foundation has recognized this investment and added to it so that we now have a process/procedure to accept donated collections so that there is some place where historical data related to flood risk management can reside. From a more global perspective, the downsizing/eliminating of libraries is a huge problem for our profession and may be an opportunity for a national organization like ASFPM to ensure that critical literature on the topic of flood risk management is preserved. Just because we are investing in a physical library doesn't mean that we would stop digitizing the collection to ensure more widespread access. The use of the library is not only for staff, but could be used by attendees to events in the conference center, and of course staff use is most often to research questions posed by members which come in quite frequently!

Comment: I have a concern that this precedes developing a solid reserve policy.

Reply: Point taken. The long term finance committee still needs to develop a reserve policy and certainly if a building is purchased it will inform the reserve policy.

Comment: Sometimes we have to spend money to get money. It would be good to see a chart of cumulative cost savings overall by having the building and training center versus the amount otherwise spent renting locations for meetings, etc.

Reply: We want to be careful charting cost savings as we don't want to overpromise. But, for example, if you take the cost savings projected from two meetings per year that the board budgets by doing them at ASFPM HQ in the training center - the board and committee chair retreats, In one year we estimate savings to be \$10,000; 5-years would be \$50,000 and 10-years would be \$100,000. The reality is that the training center also then becomes a potential revenue generator whether we rent it out for functions being put on by other non-profits here in Madison, or we charge some of the facility fees back through projects (either as a direct expense or through our indirect cost rate).

Comment: I hate renting! I am so glad we are looking at purchasing a building. Building equity in any amount is better than giving 100% of your money to a landlord where you have nothing to show for it.

Comment: I would really like to have the option to come to ASFPM versus EMI for training if that can be done!

Comment: I am more nervous about committing entirely to an addition right now. It would be great if we could wait maybe a year or two to make sure that we could handle the building purchase and maybe give time to do fundraising, etc.

Reply: That is an approach that could be taken. As was stated in the report, from a staffing perspective we can address the short term staffing needs with the present building. But longer term it will be problematic. If such an approach were to be taken, it would be very helpful for the board to initially (now) authorize and appropriate funds from reserves for developing design plans for the addition which would help refine construction costs as well as give something visual for fundraising or other efforts.

Q: Does this commit us long term to Madison?

A: While it does provide another level of commitment to Madison, an asset like a building and property could be sold in the future should the organization decide to move elsewhere.

Comment: What about the optics about buying a facility? After all we have members that can't even afford to go to our national conference, and we should be a lean, mean organization.

Reply: Of course it is an important duty of both the Board of Directors and the Executive Office to spend member dollars wisely and there isn't any disagreement that wherever ASFPM resides, it should be functional, not opulent. We believe this facility meets those requirements. We are not seeking to construct a brand new building (rather we are wanting to purchase a 30 year old renovated building), nor are we seeking to have a HQ on let's say Michigan Avenue in Chicago (APA) or have our government relations office on Constitution Avenue in Washington DC (ASCE). We are looking into making an investment in an updated and low maintenance building that makes financial sense. Also ASFPM is a recognized national, professional organization! A logical step in that journey is to have a headquarters building that serves all of the approaches we use to implement our mission including training, answering member questions (technical or otherwise), policy, projects, etc.

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org


Date/Time: Thursday, January 10, 2019 9:00am – 11:00am
Hosted by: Urban Drainage & Flood Control District
Location: 2480 W. 26th Avenue, Suite 156B, Denver, CO
Remote: Phone: (669) 224-3412; Access Code: 649-541-125

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