

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org



Date/Time: Thursday, May 14, 2020, 9:00 AM

Location: Virtual Meeting

Remote: Please join my meeting from your computer, tablet or smartphone.

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In Attendance: Please see attached.

GENERAL MEMBERSHIP MEETING AGENDA:

I. Call to Order – *Morgan Lynch*

II. Secretary Report – *Saman Mehdi*

- A. 03/12/2020 - Final Meeting Minutes - <https://www.casfm.org/wp-content/uploads/2020/06/2020.03.12-General-Membership-MM-Final-w-attachments.pdf>
1. Approved meeting minutes and file location provided above.

III. Annual Conference – *Sarah Houghland & Shea Thomas*

- A. Facilities Update
1. Keystone Conference Center Staff currently furloughed – not open or operating at this time.
 2. If health department orders restrict us from having the conference, we would not be held to the contract requirements.
 3. If we are ABLE to have the conference:
 - a. Attrition rate for room reservations. Normally 10%, but we've modified to up to 30%
 - b. Contract indicates specific dates to cancel conference
 - i. If we cancel 181 days prior to arrival, we'd still forfeit 50% of the money we agreed to in the contract. **(modified deadline to end of July)**
 - ii. Anything under 180 days is 75% and then goes to 100%
 - iii. Room reservation refunds will be accommodated at a full refund if we have to cancel or not able to hold conference.
 - iv. If we are able to have the conference of limited size, what does that mean for the conference and the contract? Expecting normally 450 people, but only get 200 people, is it still financially beneficial to hold a conference?
 1. Keystone wants to work with us if we are unable to have a conference as it is normally.

OFFICERS

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Morgan Lynch, PE, CFM	Thuy Patton, CFM	Saman Mehdi, PE, CFM	Rich Borchardt, PE, CFM
Mile High Flood District	Colorado Water Conservation Board	ATKINS	R2R Engineers
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- c. Rescheduling could be an option; however due to uncertainties regarding the resurgence of COVID19, it's hard to discuss.
 - i. Discuss virtual options, and limited physical attendance in September (September seems to be a sweet spot for the virus spread)
 - ii. Keystone has a very good setup for virtual options.
 - d. Refund policy: Registration has not opened yet, nor have we solicited vendors yet, so there has not been much discussion on this.
 - i. Initial talks we have said if cancelled, vendors will get a full refund or ask that they donate to the organization.
 - ii. Registration will need to have extensive talks with the Board.
 - iii. A separate meeting will be held to discuss refund policy development.
 - B. Anticipated Registration
 - 1. Opening registration is tentative at this moment. We will make the decision for registration opening after we've understood the type of conference we will be having.
 - a. Have registration up and running through end of July to understand registration rates.
 - 2. Doubtful any state employees would be able to attend in person.
 - C. Abstracts and Project Awards
 - 1. Nominees are due June 1, 2020
 - 2. Selection Committees to meet on June 10, 2020 at 10:00 am (tentative)
 - 3. Plan to provide results by June 19, 2020.
 - D. Vendor Solicitation soon.
 - 1. Will likely need to have legal assistance drafting up a contract due to COVID-19 impacts.
 - 2. Amy Gabor drafting up a document for vendor solicitation and to include everything we've talked about in this meeting.
 - E. Delaying some tasks until we have more information regarding COVID-19 impact.
 - 1. If it requires a deposit, we will have to hold off until we know more about the likelihood of having a physical conference.
 - a. Booking Entertainment
 - b. Field Trip Planning
 - F. Virtual option could allow for more significant attendance.
 - 1. Sarah is interested in understanding how ASFPM does with their virtual conference in June (1000 in registration usually)
 - 2. Sarah and Morgan to reach out to Florida that has already had their conference virtually and ask how they pulled it off.
 - 3. Kevin Houck suggested to have a special meeting after the ASFPM conference (in June) to discuss their successes and how we can implement for CASFM Annual Conference.
 - a. Kevin is skeptical that any state employee would be able to attend as they have strict travel restrictions.
 - 4. Stacey tuned into a webinar by Socio discussing virtual conferences.
 - a. Socio may be able to accommodate our virtual option for the conference.
 - b. Socio may also provide demos to present how virtual conferences can be set up.
 - c. Stacey and Sarah to set up a meeting to look into Socio in following weeks.
 - i. Socio will provide tech support throughout.
 - G. Send a survey to the membership to better understand anticipated registration
 - 1. Thuy provided board with a sample survey she received regarding another conference.
 - a. We don't typically get good responses from these surveys.

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2. Board may have to make their own decision regarding the annual conference.
- H. **Board highly encourages that members email us with their questions and concerns.**
 1. CASFM@CASFM.ORG
- I. Morgan to determine date for special meeting to discuss ASFPM virtual conference.
- J. Survey to members might be better to be distributed when Safer-at-home guidelines lax at the end of the month.

IV. Treasurer Report – Rich Borchardt

- A. Treasurer's Report (attached)
 1. Not a ton of activity since the last Treasurer's Report
 - a. Current report is through April 2020.
 - b. No credit card information
 - c. Very small activity in March.
 2. Total income is about \$15,000.
 - a. We have spent approximately \$26,000.
 - i. Ongoing expenses, and scholarships.
 3. Does CASFM want to continue providing their typical yearly donations at this time? (COVID-19 impact)
 - a. Rich suggests we can make the donation later in the year. After we see how the conference pans out.
 - b. \$500 or less would be appropriate for this year, but we can discuss after the conference.
- B. CASFM Cash position
 1. Currently have approximately \$82,000
 - a. Money Markey has \$22,000.
 2. We have a current \$70,000 cushion.
 - a. Difference between \$82,000 and \$70,000 cushion:
 - i. We will have ongoing expenses, like insurance, that we are required to pay regardless of our income or activity.
 3. Absorption of costs for breaking the conference contract preferred to be 0, but we do have the reserve.
- C. 2019 Tax Return Update
 1. Logan & Associates filed extension for our taxes
 - a. Tax return will not be due until November deadline.
 2. Deb looked through our account to provide a third party overview of our accounts.
 - a. Deb started with November statements to date, and nothing looked amiss. .

V. Vice Chair Report – Thuy Patton

- A. No updates.

VI. Committee/Regional Representative Summary

- A. See attached for committee reports.
- B. CASFM COVID-19 Response
- C. Outreach and Training – Emily Villines / Tyler Rosburg
 1. Research Grant
 - a. Determined end of March, recipient was Holly @ MHFD.
 2. Other trainings have been put on hold

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- a. Looking into virtual opportunities.
 - b. Morgan was very interested in the “what makes a good LOMR” training opportunity.
 - i. Tyler indicated it has been on hold, but this might be a good candidate for a virtual training opportunity.
 - ii. Tyler to update us in the coming weeks.
 - c. Morgan in high support of virtual trainings moving forward.
 - D. Additional YMG Trainings – *Jeremy Deischer*
 - 1. Morgan mentioned Holly Piza with MHFD is willing to move forward with virtual “lunch and learns” for members to provide required CEC credits.
 - 2. Jeremy has been talking with other YMG members about small entry-level training opportunities for YMG.
 - a. Sent out a poll requesting suggested topics from YMG.
 - i. Both technical and non-technical topics were suggested.
 - b. Requesting speakers/presenters.
 - 3. If anyone has anything to share, please reach out to Jeremy. jdeischer@iconeng.com
 - E. RedVector an option? ASFPM provides 15% discount to their members, but would prefer to encourage local presenters for CEC credits for our members.
 - 1. <https://www.floods.org/index.asp?menuID=325&firstlevelmenuID=180&siteID=1>
- VII. ASFPM Update –Morgan Lynch/Heidi Hanson** (see attached summary from Heidi)
- A. ASFPM Elections are closed; **Thuy is now the Secretary for ASFPM. Congratulations!**
 - B. Virtual Trainings for CECs are being held by ASFPM. CASFM is posting these training opportunities to the calendar online for members to obtain their CECs.
 - C. Annual Conference to be Held Virtually June 9-11, 2020
- VIII. Next Meeting – 10 am on July 10th – Tentative- Keystone Conference Center**
- A. Likely will be a virtual meeting.
- IX. Adjourn**

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7:00 AM

Colorado Assn of Stormwater and Floodplain Managers, Inc. CASFM Profit & Loss Budget vs. Actual - 2020

Accrual Basis

January through April 2020 (No Credit Card Information from March and April)

	Jan - February 2020		Budget		\$ Over Budget		% of Budget
Ordinary Income/Expense							
Income							
43400 - Direct Public Support							
43415 - Scholarships Contributions	200.00		4,000.00		3,800.00		5.0%
Total 43400 - Direct Public Support	200.00			4,000.00	3,800.00		5.0%
45000 - Investments							
45030 - Interest-Savings, Short-term CD	2.87		50.00		47.13		5.7%
Total 45000 - Investments	2.87			50.00	47.13		5.7%
47200 - Program Income							
47230 - Membership Dues	6,433.59		23,000.00		16,566.41		28.0%
47240 - Annual Conference Fees	650.00		130,000.00		129,350.00		0.5%
47245 - Annual Conference Sponsorships	0.00		26,000.00		26,000.00		0.0%
47250 - Workshop Fees							
47251 - Lunch & Learns, Courses, Trainings	7,759.88		15,000.00		7,240.12		51.7%
47260 - Water Quality Fieldtrip Fees	0.00		2,100.00		2,100.00		0.0%
Total 47250 - Workshops Fees	7,759.88		17,100.00		9,340.12		45.4%
Total 47200 - Program Income	14,843.47			196,100.00	181,256.53		7.6%
Total Income	15,046.34			200,150.00	185,103.66		7.5%
Expense							
62100 - Contract Services							
62110 - Accounting Fees	0.00		1,600.00		1,600.00		0.0%
62140 - Legal Fees	0.00		500.00		500.00		0.0%
Total 62100 - Contract Services	0.00	0.00		2,100.00	2,100.00		0.0%
62200 - Dues and Subscriptions							
62210 - ASFPM Dues	0.00		700.00		700.00		0.0%
Total 62200 Dues and Subscriptions	0.00	0.00		700.00	700.00		0.0%
64000 - Annual Conference							
64100 - Annual Conference Hotel Reservation	5,000.00		14,000.00		9,000.00		35.7%
64200 - Annual Conference Costs	9,790.12		132,000.00		122,209.88		7.4%
64300 - Annual Conference General	179.65		25,000.00		24,820.35		0.7%
Total 64000 - Annual Conference	14,969.77			171,000.00	156,030.23		8.8%
65000 - Operations							
63400 - Membership & Database Coordination	0.00		1,800.00		1,800.00		0.0%
63500 - News Letters	665.00		1,750.00		1,085.00		38.0%
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	738.30		2,200.00		1,461.70		33.6%
Total 65151 - Credit Card Fees	738.30		2,200.00		1,461.70		33.6%
65200 - Website	0.00		2,300.00		2,300.00		0.0%
65205 - Website Maintenance and Warranty	500.00		500.00		0.00		100.0%
65210 - Conference Management Software	13,200.00		6,610.00		-6,590.00		199.7%
65300 - Bank Fees	20.00		120.00		100.00		16.7%
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	15,123.30			20,710.00	5,586.70		73.0%
65500 - ASFPM National Conf	0.00			2,200.00	2,200.00		0.0%
66000 - Workshops							
66100 - Workshops - Lunch & Learn	0.00		1,500.00		1,500.00		0.0%
66150 - Water Quality Fieldtrip	0.00		2,300.00		2,300.00		0.0%
66200 - Workshops - Outreach & Training	5,827.76		17,000.00		11,172.24		34.3%
66400 - Workshops - Stream Academy	0.00		2,000.00		2,000.00		0.0%
Total 66000 - Workshops	5,827.76			22,800.00	16,972.24		25.6%
68000 - Socials							
68100 - Metro Socials	0.00		2,500.00		2,500.00		0.0%
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	280.46		2,500.00		2,219.54		11.2%

Total 68000 - Socials	280.46		7,900.00		7,619.54		3.6%
68800 - Donations							
68920 ASFPM Foundation	0.00		500.00		500.00		0.0%
68930 - Research	5,000.00		2,500.00		-2,500.00		200.0%
Total 68800 - Donations		5,000.00		3,000.00		-2,000.00	166.7%
69000 - Scholarships							
69200 - Ben Urbonas 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		41,201.29		239,410.00		198,208.71	17.2%
Net Ordinary Income		15,046.34		200,150.00		185,103.66	7.5%
Net Income		-26,154.95		-39,260.00		-13,105.05	

COMMITTEE AND REGIONAL REPRESENTATIVES REPORTS
May 14, 2020

Outreach & Training – Emily Villines and Tyler Rosburg

Included in the Agenda

Floodplain Management – Christopher Hodyl

- The FP101 refresher and test have been canceled and most likely will not be rescheduled until the conference.

Scholarship – Dan Hill

- Scholarship Committee is planning to have a virtual meeting soon to discuss opportunities for Silent Auction donations.
- As always, reach out to Dan Hill at dhill@udfcd.org if you want to get involved.

Community Rating System – Marsha Hilmes-Robinson

- CRS 4-Day Field Deployed Class scheduled from August 17-20 at the Longmont Museum may be cancelled. The Committee is delaying registration at this time.

Stormwater Quality – Candice Owen

- For the Stormwater Quality Committee a reminder that the BMP field trip is postponed until we have more information about group size restrictions, etc. It will likely be late summer at the earliest.

Colorado Flood TAP – Brian Varrella (interim)

The first virtual meeting for the Flood TAP Committee today and attendance was outstanding! Here are some highlights:

- Extreme drought is developing along the southern border of Colorado with a forecast for drier-than-usual summer and fall seasons
- Wildfire potential expected to grow, along with subsequent flash flooding & debris flow potential
- Partners from US Army Corps (Sacramento District) will share State of Utah & Nevada resources on preparing for upcoming wildfire season
- US Army Corps (Sacramento District) is wrapping up many projects across Colorado, including flood after fire support for the 416 Fire near Durango, a Grand Junction non-levee berm analysis, a county-wide CRS effort with Mesa County, and flood mapping and modeling with sediment transport and debris flows for Ouray. Also preparing a draft

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Colorado Post-Wildfire Guide for final review. This guide will become a national framework, so kudos to CASFM & Flood TAP for feedback on this innovative guide

- DHSEM achieved Enhanced Status on our State Hazard Mitigation Plan!! Partners for this achievement are DHSEM, DOLA, CRO, CWCB, FEMA and Lynker Technologies

Membership – Stuart Gardner

- CASFM currently has 1074 members.

Younger Members Group – Jeremy Deischer

- The YMG held a virtual Happy Hour in April and looks forward to getting another one scheduled for the month of May.

Connect with the CASFM YMG:

If you would like to subscribe to the YMG mailing list, please email casfmymg@gmail.com.

The events committee (Saman Mehdi and Alan Pagan) are always looking for help if you would like to become more involved!

Annual Conference – Sarah Houghland & Shea Thomas

Included with meeting agenda.

Metro Region – Jennifer Winters

Planned events are currently on hold:

- Socials and volunteering – currently on hold
- Friday, August 14th: Joint Young Member Group and Metro Region summer picnic at Washington Park. Still have park reservation – TBD if this event will still happen.

ASFPM Update- Heidi Hanson

At our last Board Call, the question was raised about whether ASFPM would be waiving CEC requirements because of coronavirus canceling so many trainings and conferences. ASFPM will not be waiving requirements for everyone but will work with people who have extenuating circumstances on an individual basis (for example those who are sick or are caring for someone who is sick). To help CFM's get their CEC's they are doing a Webinar Sprint offering free and reduced cost webinars (at least one/week for 12 weeks). They also have a list of online, on demand learning that is free or low cost.

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The National Conference will be virtual this year (June 9-11th). In terms of program, the philosophy is to still provide a more-than-you-can-possibly attend agenda but to simplify where possible. The program team has reviewed the agenda and prioritized the five traditional and most popular tracks – mapping, modeling, mitigation, risk communication, and NFIP. There will be a 6th track that will be used for showcase sessions, Foundation Student Paper competition, and some presentations from other subject areas like stormwater, dam safety, etc. Registration will cost \$300 for ASFPM members and participation in the full virtual conference will give you 12 CECs and you'll also have access to all of the online content until January. They are also trying to figure out how they can make individual sessions available after the conference and a way to award CECs for those.

Northwest Region – Drake Ludwig

- Events are postponed until further notice.

Southwest Region – Russ Anderson

- Events are postponed until further notice.

Northeast Region – Robert Moore

- Events are postponed until further notice.

Southeast Region – Jason Messamer

- Events are postponed until further notice.

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Virtual Sign-In Sheet

Adam Lacey
Amy Gabor
Anna Sparks
Brice Hammersland
Carrie Gudorf
Catherine Kornbrust
Dan Evans
Dan Hill
Deb Ohlinger
Drake Ludwig
Erik Saunders
Heidi Otten
James Lestor
James Patanio
Jason Messamer
Jennifer Winters
Kevin Houck
Kiersten Hines
Lauren Stanford
Marsha Hilmes-Robinson
Matthew Hickox
Mike Tilko
Molly Trujillo
Morgan Lynch
Saman Mehdi
Sarah Houghland
Shea Thomas
Stacey Thompson
Steven Griffin
Stuart Gardner
Tyler Rosburg