

Date/Time: Wednesday, November 10, 2021, 9:00 AM
Location: Brought to you by Zoom
Remote: Zoom Meeting
Attendees: See Attached List

BOARD MEETING MINUTES:

I. Call to Order – Drew Beck

- A. Recognized Veterans in recognition of Veterans Day tomorrow

II. Secretary – Will Wilhelm

- A. Approval of September 13, 2021 meeting minutes.

III. Treasurer's Report – Jennifer Winters

- A. 2021 summary (through 10/31) – See Attached
1. Shea reminded to confirm return of deposit from Snowmass
 2. Beginning 2021 checking account balance \$83k; projected end of year balance \$71k. Projected to spend down account ~\$12k.
- B. Draft 2022 budget – Discussion on following line items:
1. 2022 goal to continue spending down checking account to ~\$50k
 2. Conference Reservation Deposit Budget \$1,000 confirmed
 3. Invoices for website – Tyler Rosburg will Confirm.
 4. Stream Academy - \$2000 budgeted (based on historical)
 5. Southwest Social Budget Added = \$500 (based on input from Bradley Florentin)
 6. Annual Conference
 - a. Committee will work to get some better numbers by January
 7. Operational Items - Used previous years (non-COVID) with exceptions below:
 - a. Keep \$2,000 in budget for workshops/lunch and learns and reduce revenue to match.
 - b. Increasing Scholarships based on excess after other expenses resolved.
 - c. Suggestion to increase to \$3,000 - \$4,000 if budgets allow.
 8. Final 2022 budget to be presented at January meeting

IV. Vice Chair – Danny Elsner

- A. Not present
B. Requests newsletter content from committee chairs by the end of November.

V. Regional Representative Reports

- A. Northwest Region – Marc Kenney, KLJ
1. Upcoming Event on Grizzly Creek Fire on 11/18/2021. Limited spots available so be sure to register
- B. Southwest Region - Bradley Florentin, FlowPath
1. Focusing on reaching out to membership to increase engagement. Please provide feedback of best practices.
- C. Northeast Region – Brian Varrella, CDOT
1. CSU Engineering research center tour for Spring in works followed by Social.
- D. Southeast Region – Kate Klavon, Stantec
E. Metro Region – Jeremy Deischer, Icon

VI. Committee Reports

- A. Outreach and Training – Emily Villines, Calibre/Tyler Rosburg, Icon

OFFICERS

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Drew Beck, PE, CFM, PMP	Danny Elsner, PE	Will Wilhelm, PE, CFM, CPESC	Jennifer Winters, PE, CFM
Matrix Design Group, Inc.	Dewberry.	Kimely-Horn	RESPEC
707 17 th St, Suite 3150	8100 E. Maplewood Ave, Suite 150	4582 S. Ulster St., Suite 1500	720 S. Colorado Blvd., Ste. 410 S.
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COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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1. Committee meeting on outreach on Thursday November 18th, 4:30 PM at Slattery's Pub and Grill (stop by if want to get involved).
 2. 2022 CASFM Research Grant- similar to 2021
 3. 2022 CASFM Disaster Relief Grant - TBD
 4. Toastmasters continues to meet monthly
 - B. Floodplain Management – Leylin Marroquin, AECOM/Connor Johnson, AECOM, co-chair
 1. CFM Exam moving to on-line platform.
 2. Floodplain 101 training modules on CASFM YouTube channel
 - C. Scholarship – Dan Hill, MHFD
 1. Working through application review
 - a. Received more application than last year + higher quality
 2. Lots of competition on graduate scholarship
 3. Final Selection in December
 - D. Community Rating System (CRS) – Marsha Hilmes-Robinson, Ft. Collins
 1. National CRS through FEMA is being updated
 - a. CASFM re-submitted previous comments/letter.
 - E. Stormwater Quality – Candice Owen, City of Boulder
 1. Meeting in December – look for email from Candice
 2. Reach out to Candice if want to join committee
 - F. Colorado Flood TAP – Morgan Lynch, Flood TAP
 1. Reach out Morgan if would like to participate on committee.
 2. Next committee meeting scheduled for 11/15
 - G. Membership - Stuart Gardner, CDOT
 1. 1,164 members currently
 2. Membership renewals will go out in December
 - H. Young Members Group – Saman Medhi, Atkins/Alan Pagan, Calibre
 1. Planning end of year event for early December – look for email from Saman or Alan
 - I. Annual Conference – Jason Messamer, CSU
 1. 2021 Virtual Conference well received.
 - a. Thanks to all who helped make it a success.
 2. 2022 Conference – Plan to be in-person
 - a. Looking for feedback on how to improve as we go back to in-person
 - b. Discussion on removing CFM prep course and exam from in-person conference since now on-line
 - c. Seeking out keynote ideas for conference (email Jason if have suggestions)
- VII. ASFPM Update – Drew Beck**
- A. Risk Rating 2.0 workshop Nov 17th 1- 3 PM
 1. <https://www.floods.org/events/risk-rating-2-0-what-floodplain-managers-need-to-know-3/>
 - B. FEMA taking comments on NFIP reform
 1. ASFPM will be submitting comments – Deadline November 24th. Or we can submit directly to FEMA and the deadline is December 13th.
 2. CASFM can role comments up through ASFPM
 - C. Improved Flood Science Center (<https://floodsciencecenter.org/>)
 - D. FEMA BRIC grant applications are open and are due 1/28/2022
- VIII. New Business**
- A. Drew –In 2022 hopes to develop a mission and vision statement to be adopted at Conference.
 1. ad-hoc committee to work on this

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- a. Looking for volunteers for committee (contact Drew) Jason M and Tyler R volunteered to participate.
 - b. Drew may reach out to long time members and young member to join as both perspectives will be critical.
 - c. First meeting early 2022 once committee formed.
2. Will bring draft versions to membership for comment throughout the year with goal for potential approval at annual conference.

IX. 2022 Meeting Schedule – January 13, March 10, May 12, July 15, Sept 14 (at conference), November 10

X. Adjourn

Attachments:

1. Attendees List
2. Treasurer's Report
3. Draft 2022 Budget
4. Committee and Regional Representative Report

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ATTENDEES LIST
NOVEMBER 10, 2021

Jennifer Winters	Drew Beck
Sarah Houghland	Bradley Florentine
Brian Varrella	Caitlin Link
Will Wilhelm	Dan Dobson
Dan Hill	Deb
Diana	H Seitz
Jason Messamer	Keith
Kevin Houck	Marsha Hilmes-Robinson
Melanie Walter	Molly Trujillo
Nichole Harwell	Rachel Grafman
Rus Anderson	Sean A.
Shea Thomas	Steven Griffin
Stuart Gardner	

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7:00 AM

Colorado Assn of Stormwater and Floodplain Managers, Inc. CASFM Profit & Loss Budget vs. Actual - 2021

Accrual Basis

January through October 2021

	Jan - Oct 2021		Budget		\$ Over Budget		% of Budget	
Ordinary Income/Expense								
Income								
43400 - Direct Public Support								
43415 - Scholarships Contributions	0.00		4,000.00		4,000.00		0.0%	
Total 43400 - Direct Public Support		0.00		4,000.00		4,000.00		0.0%
45000 - Investments								
45030 - Interest-Savings, Short-term CD	0.00		50.00		50.00		0.0%	
Total 45000 - Investments		0.00		50.00		50.00		0.0%
47200 - Program Income								
47230 - Membership Dues	11,265.00		23,000.00		11,735.00		49.0%	
47240 - Annual Conference Fees	55,800.58		130,000.00		74,199.42		42.9%	
47245 - Annual Conference Sponsorships	3,580.00		26,000.00		22,420.00		13.8%	
47250 - Workshop Fees								
47251 - Lunch & Learns, Courses, Trainings	30.00		15,000.00		14,970.00		0.2%	
47260 - Water Quality Fieldtrip Fees	0.00		2,100.00		2,100.00		0.0%	
Total 47250 - Workshops Fees	30.00		17,100.00		17,070.00		0.2%	
Total 47200 - Program Income		70,675.58		196,100.00		125,424.42		36.0%
Total Income		70,675.58		200,150.00		129,474.42		35.3%
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		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		700.00		700.00		0.0%
64000 - Annual Conference								
64100 - Annual Conference Hotel Reservation	0.00		0.00		0.00		0.0%	
64200 - Annual Conference Costs	41,960.00		132,000.00		90,040.00		31.8%	
64300 - Annual Conference General	3,768.43		25,000.00		21,231.57		15.1%	
Total 64000 - Annual Conference		45,728.43		157,000.00		111,271.57		29.1%
65000 - Operations								
63400 - Membership & Database Coordination	2,052.00		1,800.00		-252.00		114.0%	
63500 - News Letters	617.50		1,750.00		1,132.50		35.3%	
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	1,457.00		2,500.00		1,043.00		58.3%	
65150 - Credit Card Fees								
65151 - Credit Card Fees - Monthly	597.48		0.00		-597.48		0.0%	
Total 65151 - Credit Card Fees	597.48		0.00		-597.48		0.0%	
65200 - Website	0.00		2,300.00		2,300.00		0.0%	
65205 - Website Maintenance and Warranty	0.00		1,000.00		1,000.00		0.0%	
65210 - Conference Management Software	0.00		6,610.00		6,610.00		0.0%	
65300 - Bank Fees	102.00		120.00		18.00		85.0%	
68305 - Membership Meetings	0.00		600.00		600.00		0.0%	
70000 - Miscellaneous	331.25		1,000.00		668.75		33.1%	
Total 65000 - Operations		5,157.23		18,130.00		12,972.77		28.4%
65500 - ASFPM National Conf		350.00		2,200.00		1,850.00		15.9%
66000 - Workshops								
66100 - Workshops - Lunch & Learn	0.00		1,500.00		1,500.00		0.0%	
66150 - Water Quality Fieldtrip	84.12		2,300.00		2,215.88		3.7%	
66200 - Workshops - Outreach & Training	0.00		17,000.00		17,000.00		0.0%	
66400 - Workshops - Stream Academy	0.00		0.00		0.00		0.0%	
Total 66000 - Workshops		84.12		20,800.00		20,715.88		0.4%
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	405.65		1,400.00		994.35		29.0%	
68500 - Northwest Socials	0.00		500.00		500.00		0.0%	
68600 - Young Members Social	796.35		2,500.00		1,703.65		31.9%	
Total 68000 - Socials		1,202.00		7,900.00		6,698.00		15.2%
68800 - Donations								

68920 ASFPF Foundation	500.00		500.00		0.00		100.0%
68930 - Research	5,000.00		5,000.00		0.00		100.0%
68940 - Greenway Foundation	2,500.00		2,500.00		0.00		100.0%
68950 - Disaster Relief	5,000.00		5,000.00		0.00		1.00
Total 68800 - Donations		13,000.00		13,000.00		0.00	100.0%
69000 - Scholarships							
69200 - Ben Urbonas Scholarship	0.00		2,500.00		2,500.00		0.0%
69300 - CASFM Family Scholarship	4,000.00		4,000.00		0.00		100.0%
69400 - Undergrad Scholarship	0.00		2,500.00		2,500.00		0.0%
Total 69000 - Scholarships		4,000.00		9,000.00		5,000.00	44.4%
Total Expense		69,521.78		230,830.00		161,308.22	30.1%
Net Ordinary Income		70,675.58		200,150.00		129,474.42	35.3%
Net Income		1,153.80		-30,680.00		-31,833.80	

	12/31/2020	10/31/2021
Checking \$	83,421.00	\$ 88,575.66
Money Market (Family Scholarship) \$	23,449.00	\$ 19,450.37
Combined \$	106,870.00	\$ 108,026.03

CASFM DRAFT 2022 BUDGET

Expenses	2021 Budget	2021 YTD - Actual	2022 Budget	Description
Contract Services				
1. Accounting Services	\$ 1,600.00	\$ -	\$ 1,600.00	Tax & Accounting Services
2. Legal Services	\$ 500.00	\$ -	\$ 500.00	
Dues and Subscriptions				
1. ASFPD Dues	\$ 700.00	\$ -	\$ 700.00	
Annual Conference				
1. Annual Conference Hotel Reservation/Deposits for Upcoming Conferences	\$ -	\$ -	\$ -	Deposit due in 2022?
2. Annual Conference	\$ 132,000.00	\$ 41,960.00	\$ 132,000.00	Conference venue
3. Annual Conference General	\$ 25,000.00	\$ 3,768.00	\$ 25,000.00	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	\$ 1,800.00	\$ 2,052.00	\$ 2,100.00	Wild Apricot
4. Newsletters	\$ 1,750.00	\$ 617.00	\$ 1,000.00	
5. Credit Card Fees - Monthly	\$ -	\$ 597.00	\$ 1,000.00	Braintree
6. Website Hosting	\$ 2,300.00	\$ -	\$ 2,300.00	Website
7. Website Warranty	\$ 1,000.00	\$ -	\$ 1,000.00	
8. Conference Management Software	\$ 6,610.00	\$ -	\$ 6,610.00	Swoogo
9. Bank Fees	\$ 120.00	\$ 102.00	\$ 120.00	Includes Bill Pay Fees
10. Insurance	\$ 2,500.00	\$ 1,457.00	\$ 2,500.00	D&O and EPLI Insurance
11. Membership Meetings	\$ 600.00	\$ -	\$ 600.00	For board member meeting expenses.
ASFPD National Conference				
1. ASFPD National Conference	\$ 2,200.00	\$ 300.00	\$ 2,200.00	Chair's attendance
Workshops				
1. Lunch and Learn Training	\$ 1,500.00	\$ 30.00	\$ 1,500.00	
2. Water Quality Field Trip	\$ 2,300.00	\$ 84.00	\$ 2,300.00	
3. Outreach & Training	\$ 17,000.00	\$ -	\$ 17,000.00	
4. Stream Academy	\$ -	\$ -	\$ -	Not needed in 2021; Revisit in 2022
Socials				Southwest??
1. Metro Socials	\$ 2,500.00	\$ -	\$ 2,500.00	4 socials with 35 people
2. Northeast Socials	\$ 1,000.00	\$ -	\$ 1,000.00	2 socials with 15 people
3. Southeast Socials	\$ 1,400.00	\$ 406.00	\$ 1,400.00	4 socials with 15 people
4. Northwest Socials	\$ 500.00	\$ -	\$ 500.00	2 socials with 10 people
5. Young Members Social	\$ 2,500.00	\$ 796.00	\$ 2,500.00	For use by the Young Members Group
Travel and Meetings				
Donations				
1. ASFPD Donations	\$ 500.00	\$ 500.00	\$ 500.00	Donation to 5k or other ASFPD Donations
2. Research	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Research grants
3. Greenway Foundation	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Clean River Challenge
4. Disaster Relief	\$ 5,000.00	\$ 5,000.00	\$ 5,000.00	Keep in 2022?
Scholarships				
1. Undergrad Scholarship	\$ 2,500.00	\$ -	\$ 2,500.00	
2. Ben Urbonas Scholarship	\$ 2,500.00	\$ -	\$ 2,500.00	
3. CASFM Family Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	
Miscellaneous				
1. Miscellaneous	\$ 1,000.00	\$ 331.00	\$ 1,000.00	Miscellaneous expenditures and supplies that arise. Includes Zoom account. 2021 included Toastmasters fees
Total Expenses:	\$ 230,830.00	\$ 69,500.00	\$ 231,380.00	
Revenue				
Income				
1. Family Scholarship Donations	\$ 4,000.00	\$ -	\$ 4,000.00	All donations and scholarship fund raising should go to Family Scholarship. Undergrad is funded wholly through CASFM.
Investments				
Interest-Savings, Short-term CD	\$ 50.00	\$ -	\$ 50.00	
Program Income				
1. Membership Dues	\$ 23,000.00	\$ 11,265.00	\$ 23,000.00	
2. Annual Conference Fees	\$ 130,000.00	\$ 55,800.00	\$ 130,000.00	
3. Annual Conference Sponsorships	\$ 26,000.00	\$ 3,580.00	\$ 26,000.00	
4. Workshops/Training				
A. Lunch and Learn Training/Seminars	\$ 15,000.00	\$ 30.00	\$ 15,000.00	Combined Lunch and Learns and Training
B. Water Quality Field Trip	\$ 2,100.00	\$ -	\$ 2,100.00	
Total Revenue:	\$ 200,150.00	\$ 70,675.00	\$ 200,150.00	
Total Gain (Loss)	\$ (30,680.00)	\$ 1,175.00	\$ (31,230.00)	
Beginning Unrestricted Balance	\$ 108,933.38		\$ 83,421.86	
Beginning Temp Restricted Balance	\$ 21,917.00		\$ 19,448.89	
Ending Unrestricted Balance		\$ 71,000.00		Checking on 12/31/21 (Projected)
Ending Temp Restricted Balance		\$ 15,450.00		Family Scholarship Savings Account on 12/31/21 (Projected)

COMMITTEE AND REGIONAL REPRESENTATIVES REPORTS
November 10, 2021

Outreach & Training – Emily Villines and Tyler Rosburg

1. Training
 - a. Committee is meeting on November 18th to start planning 2021-2022 training opportunities.
 - b. If you have ideas, please share them with Emily or Tyler prior to the 18th.
2. Outreach
 - a. Research Grant – Last year we awarded two \$2,500 research grants.
 - b. Disaster Relief - Last year we awarded one \$5,000 grant. This was a first for CASFM.
 - c. Budget – Is it looking like we can repeat last year, or do we need to reduce our grants?
 - d. Website – Nothing to mention at this time.

Floodplain Management – Leylin Marroquin and Connor Johnson

- Currently working out the kinks in ASFPM's new on-line CFM exams.

Scholarship – Dan Hill

- Scholarship applications closed 10/30/21. Committee is proceeding to interviews
- As always, reach out to Dan Hill at dhill@udfcd.org if you want to get involved.

Community Rating System – Marsha Hilmes-Robinson

- No update

Stormwater Quality – Candice Owen

- Final committee meeting for 2021 is scheduled for early December

Colorado Flood TAP – Morgan Lynch

- I am holding my first meeting as Chair on November 15. I am looking to help the group coordinate with other task force teams that have been developed in response to the flood after fire concerns around the State. We have posted some materials developed by members of this group on the CASFM website, but I hope to transition that to the FTAP page to help be more user friendly.

Membership – Stuart Gardner

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- 1173 members for 2021.

Younger Members Group – Saman Medhi and Alan Pagan

- Planning some great events for 2022

Annual Conference – Jason Messamer

- Included with meeting agenda.

Metro Region – Jeremy Deischer

- Starting to plan some 2022 socials

Northwest Region – Mark Kenney

The Fall 2021 CASFM Northwest Region Social and Field Trip will be held in Glenwood Springs Thursday November 18th, 2021. CDOT Hydraulics Engineer Stuart Gardner will give a presentation about the Glenwood Canyon debris flows and then lead a field trip at several sites in the canyon to discuss the events and the ongoing efforts to remove debris from the river. The meeting will begin at 12:30 and lunch will be provided. The presentation is expected to go from 1:00 to 2:00 and then we will depart for the canyon. We plan to be done by 3:30. Additional information will be sent with your confirmation email.

Because the field trip will be held in an active construction project and under live traffic conditions in Glenwood Canyon (in a traffic control lane), attendance is limited, and as such, we are limiting participation to two people from any particular organization.

You can register at <https://casfm.swoogo.com/nwft>

Southwest Region – Bradley Florentin

- Nothing new to report.

Northeast Region – Brian Varrella

- Planning for a CSU Engineering Research Center lab tour this winter/spring. More to come.

Southeast Region – Kate Klavon

- Stay tuned for 2022 activities.

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