

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org



Date/Time: Thursday, November 10, 2022, 9:00 AM

Location: Hybrid In-person/Zoom

Michael Baker Office - 165 S Union Blvd Suite 1000, Lakewood, CO 80228

Remote: Join Zoom Meeting

GENERAL MEMBER MEETING MINUTES:

I. Call to Order – Drew Beck

A. Mission/Vision committee update

1. Draft will be sent out soon with a hopeful approval this year

B. Agenda moved around a bit due to flow

C. Need to create a package audit for Morgan (past Chair) from Molly and Drew for review

II. Secretary – Will Wilhelm

A. Approval of July 12, 2022 meeting minutes.

B. Meeting minutes for Conference Board/Committee will be sent out soon

C. Approval of minutes were tabled due to missing link below.

https://www.casfm.org/wp-content/uploads/2022/01/2022-01-13-General-Mtg-Minutes_Draft.pdf

III. Treasurer's Report – Molly Trujillo

A. Current 2022 P&L

1. Discussion of current status of financials as we approach the end of the year

2. Net overall is \$136k current

3. Conference not paid yet and needs to be discussed

4. Discussed changing the Treasurer's duty extending to January turnover to be after Budget approval. Continue this item at January's meeting

B. 2023 Draft Budget

1. Discussed membership dues as they do not meet the operating expenses

2. Possible rates were shown for the membership (individual and bundles)

Cost Increase	Cost	Limit	Bundles**	Revenue
\$ 475	\$ 875	NA *	5	\$ 4,375
\$ 300	\$ 700	20	15	\$ 10,500
\$ 225	\$ 525	15	15	\$ 7,875
\$ 150	\$ 350	10	27	\$ 9,450
\$ 10	\$ 40		235	\$ 9,400
\$ -	\$ -		3	0
\$ -	\$ -		16	0
\$ -	\$ 10		14	\$ 140
				\$ 41,740

OFFICERS

Chair

Drew Beck, PE, CFM, PMP

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3. Feedback is the increase was appropriate or a little low with some fine tuning of the bundles to match appropriately.
4. Renewals – can renew now under old rates with the proposed increase at December 1st. Deadline to renew will still be January 15 for this year.
 - a. New renewal date would be December 1st moving forward.
5. We are currently in a cash flow issue
 - a. Could use the inflow of cash flow prior to end the of year.
 - b. A notification will be sent out explaining the timing of the rate change and how the cash flow is needed, email to be sent out early week
6. The first DRAFT 2023 budget was shown, recognizing items during this meeting will be implemented into the next round.
 - a. Separate conference budget out of main budget
 - b. Scholarship budget was discussed, including sponsorships and opportunity to cover expenses with the conference
 - c. Also discussing sponsorship for regional meetings and training
 - d. Committee Chairs need to send their proposed budgets to Molly (Treasurer) ASAP

IV. Vice Chair – Danny Elsner

- A. Newsletter update
 1. Possible 2023 idea coming soon to Board members and Regional Reps for discussion

V. Regional Representative Reports

- A. Northwest Region – Marc Kenney, KLJ
- B. Southwest Region - Bradley Florentin, FlowPath
- C. Northeast Region – Brian Varrella, CDOT
- D. Southeast Region – Adam Copper, City of Colorado Springs
- E. Metro Region – Jeremy Deischer, Icon

VI. Committee Reports

- A. Outreach and Training – Andrew Kutsch, ERA Consultants/Katie Kerstiens, MHFD
 1. Thank you, Emily and Tyler!
 2. Committee transitions
- B. Floodplain Management – Leylin Marroquin, AECOM/Connor Johnson, AECOM, co-chair
 1. We had 18 people sign up for the exam, 17 that sat for the exam, and 9 that passed. I've had a lot more people reach out about the exam and were happy to learn about the online format. I thought the time slot of 7am to 10am was good because it allowed the test takers enough time to go to sessions throughout the day and got the exam over with as soon as possible. We went with the paper format and ASFPM worked with me so it went very smoothly.
- C. Scholarship – Dan Hill, MHFD
- D. Community Rating System – Stacey Thompson, MHFD/Monica Bortolini, Longmont
 1. No update
- E. Stormwater Quality – Candice Owen, City of Boulder
 1. October Denver Area Field Trip recap
 2. Webpage update
 3. Meeting monthly – December 6th 3pm (virtual)

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- F. Colorado Flood TAP – Morgan Lynch, Flood TAP
 - 1. Next meeting is November 14
- G. Membership - Stuart Gardner, CDOT
 - 1. 2023 renewal coming soon
- H. Young Members Group – Saman Mehdi, Atkins/Alan Pagan, Atkins
 - 1. Upcoming End of Year Event – Avalanche game and a happy hour prior to the game. So far 20 people have signed up with 4 on the waiting list. We will be increasing the number of tickets to a minimum of 25 soon.
- I. Annual Conference – Jason Messamer, CSU
 - 1. Steamboat Grand – recap
 - a. Conference was over budget and brought our overall funding into the red
 - b. It was not the intent to spend the historical surplus but that has occurred.
 - c. Deposits for 2023 and 2024 are included in the 2022 Conference Expenses and deposits are increasing from historical numbers.
 - d. There was a concern around hitting conference minimums. However, we experienced record high attendance and participation. The underestimation around beverage consumption resulted in the budget overages
 - e. There was an overall discussion about cost per person and how they relate to the overall budget. Will likely need to increase registration approximately \$100 for 2023
 - f. Consumption of food and beverages was higher than usual which is based on number of attendees and the length of the individual event at the conference.
 - g. Discussion regarding cost of conference matching the revenue of the overall conference
 - h. Discussion about capping attendance
 - i. Going to present DRAFT conference planning for 2023 and forward for review to the general membership outlining protocols to minimize risks.
 - 2. 2023 Keystone
 - a. Scheduling – need to move the deadlines up at least a month to help with planning
 - b. Also working on the conference schedule for each day due to change in days for Monday – Wednesday
 - 3. 2024 Conference planning
 - a. Deposit for 2023 and 2024 are done
 - b. Beaver Creek - Park Hyatt – last week of September to early October (hopefully Monday – Thursday) September 30 – October 3, 2024

VII. New Business

Next meeting January 12, 2023 – MHFD – Dan Hill to check

March 9, 2023 – Jacobs (back up is SEMSWA)

VIII. Adjourn

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COMMITTEE AND REGIONAL REPRESENTATIVES REPORTS

November 10, 2022

Outreach & Training – Andrew Kustusch and Katie Kerstiens

1. Colorado Fluvial Hazard Mapping Program Training (Module 2) scheduled for November 11 in Longmont
2. 3-Day HEC RAS 1-D course scheduled for November 29 – December 1 at Dewberry - filled
3. The next CASFM O&T meeting is scheduled for the third Thursday of each month. Contact Katie (kkertiens@mhfd.org) to get the committee's email list for future meetings.
4. Katie is the main contact for anything related to the CASFM website, please continue using the website@casfm.org email for all website inquiries.
5. Requested to do a summary of training with a wait list and number of attendees for 2022 and going forward to 2023.
6. Need to add Katie and Andrew to email list for general minutes – Drew action item

Floodplain Management – Leylin Marroquin and Connor Johnson

- Planning to hold a CFM exam in-person at the conference to supplement the virtual test option. Reach out to Leylin (Leylin.Marroquin@aec.com) or Connor (Connor.Johnson@aec.com) with questions.
- Floodplain 101 class available on the CASFM YouTube Page <https://www.youtube.com/playlist?list=PLgHF5OSbQFR0YrphMAfVfDZ-cdfKtWWbi>
- 9 out of 17 passed at the conference
- Attended well
- Test questions still come along with the choice of online or hold another in person test at next conference.
- CFM test is on line through ASFPM

Scholarship – Dan Hill

- Please contact Dan Hill, dhill@mhfd.org if you're interested in getting involved!
- Working through application reviews and scheduling interviews for short-listed candidates
- Final selection by early December
- Applications are in, working on interviews
- 4 family, 8 undergrad, and 7 graduate applications
- Rules may tweak due to help with items that have been encountered

Community Rating System – Stacey Thompson and Monica Bortolini

- No update
- Working on a meeting soon potentially early next year

Stormwater Quality – Candice Owen

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- Next meeting is December 6 – recap this year and what should be done next year with new format
- Field trip was held in October for Denver and CDOT, happy hour afterwards

Colorado Flood TAP – Morgan Lynch

- Our next meeting will be held virtually on November 14

Membership – Stuart Gardner

- 1189 members right now

Younger Members Group – Saman Mehdi and Alan Pagan

- Planning for 2023
- No update during meeting

Annual Conference – Jason Messamer

- Included with meeting agenda.

Metro Region – Jeremy Deischer

- Planning for 2023

Northwest Region – Marc Kenney

- I'm working with Drake Ludwig on doing a Western Slope CASFM Seminar. Dates and details are a long way out, but we'll be working on it. If anyone wants to provide suggestions or input, please reach out to Drake or Mark.

Southwest Region – Bradley Florentin

- All members have been contacted responses have indicated that there is a want for education, field trips and social events. Would like to coordinate with other regions regarding education – may try something virtual first.

Northeast Region – Brian Varrella

Southeast Region – Adam Copper

- Starting to plan for 2023. Please send any ideas for events.

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CASFM DRAFT 2023 BUDGET

	2022	2022	2023	
Expenses	Budget	Actual (est.)	Budget	Description
Contract Services				
1. Accounting Services	\$ 1,600.00	\$ 2,065.00	\$ 2,100.00	Tax & Accounting Services (Logan & As./ V2 CPAs, LLC) (increase)
2. Legal Services	\$ 500.00	\$ -	\$ 500.00	
Dues and Subscriptions				
1. ASFPD Dues	\$ 700.00	\$ 700.00	\$ 700.00	
Annual Conference				
1. Annual Conference Hotel				
Reservation/Deposits for Upcoming				
Conferences	\$ 1,000.00	\$ 27,679.80	\$ 20,000.00	(2024 Venue Deposit and 2023 Rooms Deposit) Confirm future estimates
2. Annual Conference	\$ 132,000.00	\$ 206,000.00	\$ 160,000.00	Conference venue (\$206k estimate of Steamboat billing)
3. Annual Conference General	\$ 25,000.00	\$ 31,497.36	\$ 35,000.00	Conference programming (increase)
Operations				
1. Postage, Mailing Service	\$ 50.00	\$ -	\$ 50.00	
2. Supplies	\$ 400.00	\$ -	\$ 400.00	Supplies, and other admin costs
3. Membership & Database Coordination	\$ 2,100.00	\$ 2,052.00	\$ 2,100.00	Wild Apricot
4. Newsletters	\$ 1,000.00	\$ 760.00	\$ 1,000.00	R. Emmett Jordan Communcations
5. Credit Card Fees - Monthly	\$ 1,000.00	\$ 653.84	\$ 1,000.00	Affinipay
6. Website Hosting and Domain	\$ -	\$ -	\$ -	Hosting and domain paid through 2023
7. Website Maintenance	\$ 2,300.00	\$ 1,166.67	\$ 2,300.00	Small Giants (\$900/yr; includes add buffer for unforeseen expenses)
8. Conference Management Software	\$ 6,610.00	\$ 11,101.00	\$ 11,100.00	Swoogo & Socio (increase)
9. Bank Fees	\$ 120.00	\$ 112.00	\$ 120.00	Includes Bill Pay Fees
10. Insurance	\$ 2,500.00	\$ 2,122.00	\$ 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	\$ 2,382.32	\$ 2,400.00	Chair's attendance (increase)
Workshops				
1. Lunch and Learn Training	\$ 2,000.00	\$ -	\$ 1,000.00	Includes CRS Training
2. Water Quality Field Trip	\$ 2,300.00	\$ 184.75	\$ 900.00	decrease
3. Outreach & Training	\$ 17,000.00	\$ 44,419.06	\$ 35,000.00	increase 2023 (actual includes FHZ & 1D training costs)
4. Stream Academy	\$ 2,000.00	\$ -	\$ -	?
Socials				Confirm these attendance estimates
1. Metro Socials	\$ 2,500.00	\$ 254.79	\$ 2,000.00	4 socials with 35 people
2. Northeast Socials	\$ 1,000.00	\$ 254.79	\$ 1,000.00	2 socials with 15 people
3. Southeast Socials	\$ 1,400.00	\$ -	\$ 1,400.00	4 socials with 15 people
4. Northwest Socials	\$ 500.00	\$ 98.22	\$ 500.00	2 socials with 10 people
5. Southwest Socials	\$ 500.00	\$ -	\$ 500.00	2 socials with 10 people
6. Young Members Social	\$ 2,500.00	\$ 866.70	\$ 2,000.00	For use by the Young Members Group (decrease)
Travel and Meetings				
Donations				
1. ASFPD Donations	\$ 500.00	\$ 750.00	\$ 750.00	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	\$ -	\$ -	Clean River Challenge
4. Disaster Relief	\$ 5,000.00	\$ 10,000.00	\$ 10,000.00	decrease
Scholarships				
1. Undergrad Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	to be paid in December
2. Ben Urbanas Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	to be paid in December
3. CASFM Family Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Private Donor Funded (paid with savings, transfer to checking)
Miscellaneous				
1. Miscellaneous	\$ 1,000.00	\$ -	\$ 1,000.00	Miscellaneous expenditures and supplies that arise. Includes Zoom account.
Total Expenses:	\$ 242,380.00	\$ 362,120.30	\$ 314,920.00	
Revenue				
Income				
				All donations and scholarship fund raising should go to Family Scholarship. Undergrad is funded wholly though CASFM.
1. Family Scholarship Donations	\$ 4,000.00	\$ 7,207.77	\$ 4,000.00	
Investments				
Interest-Savings	\$ 50.00	\$ 9.35	\$ 20.00	Money Market Savings Interest
Program Income				
1. Membership Dues	\$ 23,000.00	\$ 23,000.00	\$ 26,000.00	Request 2022 dues paid by year-end, raise dues 2023 (tbd)
2. Annual Conference Fees	\$ 130,000.00	\$ 148,177.31	\$ 157,500.00	Confirm estimates (increase to \$350 x 450 attendees)
3. Annual Conference Sponsorships	\$ 26,000.00	\$ 35,617.31	\$ 40,000.00	Confirm estimates (increase)
4. Workshops/Training				
A. Lunch and Learn Training/Seminars	\$ 15,000.00	\$ 47,604.80	\$ 40,000.00	Combined Lunch and Learns and Training (increase for 2023)
B. Water Quality Field Trip	\$ 2,100.00	\$ 117.45	\$ 1,100.00	decrease
Total Revenue:	\$ 200,150.00	\$ 261,733.99	\$ 268,620.00	
Total Gain (Loss)	\$ (42,230.00)	\$ (100,386.31)	\$ (46,300.00)	We probably shouldn't be this much in the red?
Beginning Unrestricted Balance	\$ 83,421.86			
Beginning Temp Restricted Balance	\$ 19,448.89			
Ending Unrestricted Balance		\$ 10,000.00		Checking on 12/31/21 (estimated)
Ending Temp Restricted Balance		\$ 20,025.38		Family Scholarship Savings Account on 12/31/21 (estimated)