

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

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

Denver, CO 80211

www.casfm.org



Date/Time: Thursday, January 12, 2023, 9:00 AM

Location: Hybrid In-person/Zoom

In-Person Location: Mile High Flood District office – 2480 W 26th Ave, Suite 156B, Denver, CO 80211

Join Zoom Meeting

<https://us06web.zoom.us/j/83205794573?pwd=TUgvVE9hTSt5Q2kzbnJndHk5VHhBVZz09>

Meeting Attendees: See Attached.

GENERAL MEMBER MEETING MINUTES

I. Call to Order – Drew Beck

A. Quorum with for 8 Board Members in Attendance

B. Mission/Vision committee update

1. The proposed vision statement is: We promote, enhance, protect stream corridors and floodplains, while providing livable communities, for the benefit of all.
2. Mission: CASFM connects professionals who keep Colorado's watersheds resilient by providing opportunities to network, learn and give back to the community.

C. Introduce potential bylaw changes

1. Election transitions -
2. Newsletter – goal to bring into current

II. Secretary – Will Wilhelm

A. Approval of November 10, 2022 meeting minute with no objections

https://www.casfm.org/wp-content/uploads/2022/11/2022-11-10-General-Mtg-Minutes_Draft.pdf

III. Treasurer's Report – Molly Trujillo

A. 2023 Draft Budget attached

B. Molly gave overview given 2022 actual budget

C. Current 2022 P&L – see attached.

D. Membership renewals keeping us in the black.

1. Stuart Gardner did a good job getting in 2023 dues over last 2 months.

E. Drew Beck gave highlights of budget and changes for 2023 projected vs. 2022 actual.

1. Comparison (2022 actual vs. 2023 projected) shown in attached budget

F. 2023 Budget Approved by Board Votes (8 yes).

1. Eight (8) Yes votes from all Board Members in attendance: Drew Beck, Danny Elsner, Will Wilhelm, Molly Trujillo, Bradley Florentin, Jeremy Deischer, Adam Copper, Brian Varella
2. Zero (0) No votes.
3. Not in attendance one (1): Marc Kenney

IV. Vice Chair – Danny Elsner

A. Newsletter update

1. Potential new responsibility - Committee coordinator
2. Update newsletter to make digital, give a snapshot of what is upcoming, and be compliant with by-laws

OFFICERS

Chair	Vice Chair	Secretary	Treasurer
Drew Beck, PE, CFM, PMP	Danny Elsner, PE, CFM	Will Wilhelm, PE, CFM	Molly Trujillo, PE, CFM
Matrix Design Group, Inc.	Dewberry	Kimely-Horn	SEMSWA
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Drew.Beck@matrixdesigngroup.com	eelsner@dewberry.com	will.wilhelm@kimley-horn.com	mtrujillo@semswa.org

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3. Danny has set up a meeting with a working group to work on a newsletter update/modernization.

V. Expenses in early 2023

- A. Drew asked all Regional Representative and Committee Chairs to check with Molly or Drew before committing to an expense.

VI. Regional Representative Reports – See Attached

- 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

VII. Committee Reports – See Attached.

- A. Outreach and Training – Andrew Kutsch, ERA Consultants/Katie Kerstiens, MHFD
- B. Floodplain Management – Leylin Marroquin, AECOM/Connor Johnson, AECOM, co-chair
- C. Scholarship – Dan Hill, MHFD
- D. Community Rating System – Stacey Thompson, MHFD/Monica Bortolini, Longmont
- E. Stormwater Quality – Candice Owen, City of Boulder
- F. Colorado Flood TAP – Morgan Lynch, Flood TAP
- G. Membership - Stuart Gardner, CDOT
 1. 2023 renewal update – 84% renewed as of this meeting.
 2. 1206 members for 2023
- H. Young Members Group – Saman Mehdi, Atkins/Alan Pagan, Atkins (transition occurring)
- I. Annual Conference (Discussed as part of Treasurers Report) – Jason Messamer, CSU
 1. Budgeting overview – Jason walked through the current budget and discussed the following assumptions (these are based on history and will be updated throughout the year as get real data from Keystone, etc.
 - a. Assumed Attendees = 450 people
 - b. Annual Conference (64200 budget line item) - \$203,0000 budget includes venue, meals, snacks, some drinks, A/V, lodging expenses for keynote/scholarship winners/raffle winner, 22% contractual service fee (fairly standard), and contingency
 - c. Annual Conference General (64300 budget line item)- \$30,000 budget includes keynote speaker fee, posers, nametags, entertainment, prizes and food, field trips and other event, awards, yoga, auction software, and printing.
 2. Schedule Overview – Jason
 - a. February – Call for awards and presentation abstracts
 - b. Call for Sponsorship in May – committee revisiting sponsorship structure.
 3. Call to membership to provide Keynote Speaker ideas/suggestions
 4. 2023 Keystone – Shea Thomas
 - a. Schedule changes (to avoid weekend (Thursday night stay))
 - b. Conference numbers going up working with venue
 - c. Making site visit in February to review facility
 5. 2024 Conference planning – Jason Provided a Draft Conference Schedule highlighting all the major checkpoints – See Attached.

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VIII. ASFPM Update – Drew Beck

1. 2023 ASFPM Conference in Raleigh, NC

IX. New Business

- A. Set Membership Meeting Schedule for 2023:

March 9 (Jacobs), May 18, 2023 (Loveland or CDOT Greeley), July 14 (Keystone), September 18 or 19 (at Annual Conference in Keystone), November 9 (Baker or Kimley-Horn), January 11, 2024 (MHFD).

X. Next Meeting – March 9, 2023 at Jacobs

XI. Adjourn

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ATTENDEES LIST (In Person)

Drew Beck	Dakota d'Oronzio
Dan Hill	Stacey Thompson
Kate Kersteins	Danny Elsner
Jeremy Deischer	Drew Roberts
Jason Messamer	

ATTENDEES LIST (Via Zoom)

Molly Trujillo	Adam Copper
Bradley Florentin	Brian Varrella
Caitlin Link	Charlie Pajares
C. Soley	Dob Ohlinger
H. Seitz	Jackson Winterrowd
Jennifer Stauss	Jerome Magsino
Joseph Marencik	Kevin Houck
Melanie Walter	Mike Tilko
Sarah Houghland	Sean Abel
Shea Thomas	Stuart Gardner
Will Wilhelm	

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COMMITTEE AND REGIONAL REPRESENTATIVES REPORTS January 12, 2023

Outreach & Training – Andrew Kustusich and Katie Kerstiens

1. Planning 3 HEC-RAS courses in 2023. They will include 1D and 2D modeling.
2. For 2023, there will only be one Research Grant which is planned to come out in Q3 or Q4, there will be no Disaster Relief Grant.
3. The next CASFM O&T meeting is scheduled for January 19th (typically held the third Thursday of each month). Contact kkerstiens@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.

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=PLgHF5OSbQFROyrphMAfvfDZ-cdfKtWWbi>

Scholarship – Dan Hill

- We awarded the 2022–2023 Scholarships to:
 - Elisabeth Miller, Ben Urbonas Graduate Scholarship (7 applicants)
 - Brooke Pennington, Undergraduate Scholarship (8 applicants)
 - Jessica Robinson, Family Scholarship (4 applicants)
- Please contact Dan Hill, dhill@mhfd.org if you're interested in getting involved!

Community Rating System – Stacey Thompson and Monica Bortolini

- No update

Stormwater Quality – Candice Owen

- Next meeting is December 1

Colorado Flood TAP – Morgan Lynch

- Our next meeting will be held virtually on November 14
- .

Membership – Stuart Gardner

- 1106 renewed members for 2023.

Younger Members Group – Saman Mehdi and Alan Pagan

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- Planning for 2023

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

- See Metro update regarding recent combined field trip/social

Southeast Region – Adam Copper

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

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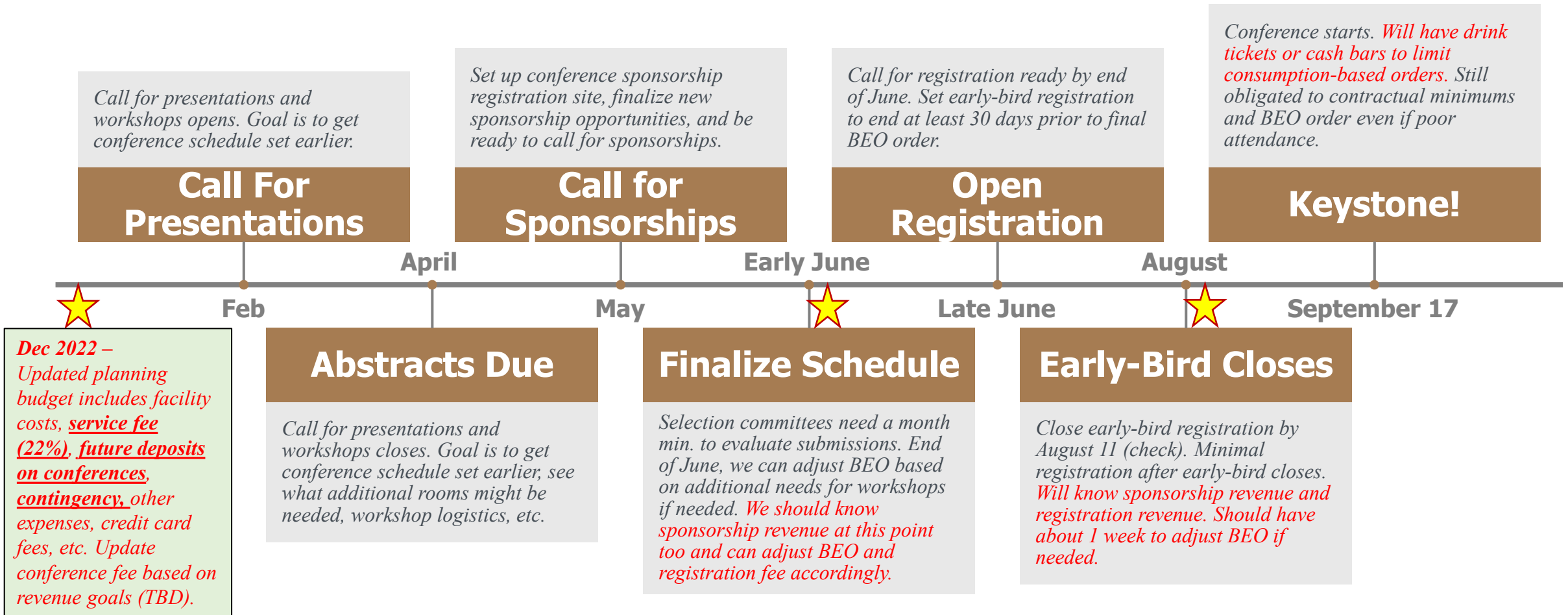
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mtrujillo@semswa.org

Conference Schedule

DRAFT

2023 Checkpoints



CASFM 2023 BUDGET

	2022	2022	2023	
	Budget	Actual (thru 1/6/2023)	Budget	Description
Expenses				
Contract Services				
1. Accounting Services	\$ 1,600.00	\$ 2,865.00	\$ 2,100.00	Tax & Accounting Services (Logan & As./ V2 CPAs, LLC)
2. Legal Services	\$ 500.00	\$ -	\$ -	
Dues and Subscriptions				
1. ASFPM Dues	\$ 700.00	\$ 700.00	\$ 700.00	
Annual Conference				
1. Annual Conference Hotel				
Reservation/Deposits for Upcoming Conferences	\$ 1,000.00	\$ 16,679.80	\$ 15,000.00	(\$16k 2024 Venue Deposit) Confirm future estimates - we think that 10k is more likely but let's leave it high for now
2. Annual Conference	\$ 132,000.00	\$ 204,701.35	\$ 203,000.00	Dec. BEO with Contingency and Service Fee
3. Annual Conference General	\$ 25,000.00	\$ 31,497.36	\$ 30,000.00	Conference programming (increase) - current estimate, can be adjusted
Operations				
1. Postage, Mailing Service	\$ 50.00	\$ -	\$ -	
2. Supplies	\$ 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	\$ -	R. Emmett Jordan Communications
5. Credit Card Fees - Monthly	\$ 1,000.00	\$ 1,282.64	\$ 1,000.00	Affinipay
6. Website Hosting and Domain	\$ -	\$ -	\$ -	Hosting and domain paid through 2023
7. Website Maintenance	\$ 2,300.00	\$ 2,066.67	\$ 2,100.00	Small Giants (\$900/yr; includes add buffer for unforeseen expenses)
8. Conference Management Software	\$ 6,610.00	\$ 11,101.00	\$ 7,000.00	Socio
9. Bank Fees	\$ 120.00	\$ 152.00	\$ 120.00	Includes Bill Pay Fees
10. Insurance	\$ 2,500.00	\$ 2,122.00	\$ 2,200.00	D&O and EPLI Insurance
11. Membership Meetings	\$ 600.00	\$ -	\$ -	For board member meeting expenses.
12. Zoom Account (misc)	\$ 1,000.00	\$ -	\$ 750.00	Miscellaneous expenditures, includes Zoom account.
ASFPM National Conference				
1. ASFPM National Conference	\$ 2,200.00	\$ 2,382.32	\$ -	Chair's attendance
Workshops				
1. Lunch and Learn Training	\$ 2,000.00	\$ -	\$ -	Includes CRS Training
2. Water Quality Field Trip	\$ 2,300.00	\$ 184.75	\$ 500.00	Candice has confirmed
3. Outreach & Training	\$ 17,000.00	\$ 43,550.60	\$ 39,000.00	increase 2023 (actual includes FHZ & 1D training cost paid 1/31/23)
4. Stream Academy	\$ 2,000.00	\$ -	\$ -	
Socials				
				Confirm these attendance estimates
1. Metro Socials	\$ 2,500.00	\$ 1,024.59	\$ 1,250.00	2 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	\$ -	\$ 800.00	2 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	\$ 2,016.70	\$ 1,000.00	
Travel and Meetings				
Donations				
1. ASFPM Donations	\$ 500.00	\$ 750.00	\$ -	Donation to 5k or other ASFPM Donations
2. Research	\$ 5,000.00	\$ 5,000.00	\$ 2,500.00	Research grants \$2,500 each(decrease), Q3
3. Greenway Foundation	\$ 2,500.00	\$ -	\$ -	Clean River Challenge
4. Disaster Relief	\$ 5,000.00	\$ 10,000.00	\$ -	
Scholarships				
1. Ben Urbonas Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$2500 + \$1500 sponsorship (2, paid in Q4)
2. CASFM Family Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Private Donor Funded (paid with savings, transfer to checking)
3. Undergrad Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	\$2500 + \$1500 sponsorship (2, paid in Q4)
Total Expenses: \$ 242,380.00 \$ 353,241.79 \$ 325,120.00				
Revenue				
Income				
1. Family Scholarship Donations	\$ 4,000.00	\$ 7,207.77	\$ 4,000.00	All donations and scholarship fund raising should go to Family Scholarship. Undergrad and Urbonas is funded wholly though CASFM.
Investments				
Interest-Savings	\$ 50.00	\$ 21.72	\$ 20.00	Money Market Savings Interest
Program Income				
1. Membership Dues	\$ 23,000.00	\$ 32,243.74	\$ 41,700.00	Dues increased
2. Annual Conference Fees	\$ 130,000.00	\$ 148,177.31	\$ 220,000.00	Confirm estimates (increase to \$500 x 450 attendees)
3. Annual Conference Sponsorships	\$ 26,000.00	\$ 35,617.31	\$ 50,000.00	(increase)
4. Workshops/Training				
A. Lunch and Learn Training/Seminars	\$ 15,000.00	\$ 46,992.67	\$ 49,500.00	Training (increase) 3 HEC-RAS sessions 20 attendees @ \$825/each
B. Water Quality Field Trip	\$ 2,100.00	\$ 117.45	\$ 500.00	revenue match expenses
C. Socials Sponsorships	\$ -	\$ -	\$ 1,000.00	Bundle for the year
D. Scholarship Sponsorships	\$ -	\$ -	\$ 3,000.00	\$1500 sponsorships for Undergrad and Ben Urbonas
Total Revenue: \$ 200,150.00 \$ 270,377.97 \$ 369,720.00				
Total Gain (Loss)				
Beginning Unrestricted Balance	\$ (42,230.00)	\$ (82,863.82)	\$ 44,600.00	As of 1/6/2023
Beginning Temp Restricted Balance	\$ 83,421.86		\$ 22,341.36	As of 1/6/2023
Ending Unrestricted Balance	\$ 19,448.89	\$ 25,677.84	\$ 20,037.75	Checking on 12/30/22
Ending Temp Restricted Balance		\$ 20,037.75		Family Scholarship Savings Account on 12/30/22

Conference				
Annual Conference Expenses				
1. Annual Conference Hotel				
Reservation/Deposits for Upcoming Conferences			\$ 15,000.00	
2. Annual Conference			\$ 203,000.00	
3. Annual Conference General			\$ 30,000.00	
Subtotal Projected Conference Expenses			\$ 248,000.00	
Annual Conference Revenue				
2. Annual Conference Fees			\$ 220,000.00	
3. Annual Conference Sponsorships			\$ 50,000.00	
Subtotal Projected Conference Revenue			\$ 270,000.00	
Net Projected Conference Revenue			\$ 22,000.00	

Colorado Assn of Stormwater and Floodplain Managers, Inc.

CASFM Profit & Loss Budget vs. Actual - 2022

January 2022 through December 2022 (January 6, 2023)

Accrual Basis

Ordinary Income/Expense	Jan - Dec 2022 (1/6/2023)		Budget		\$ Over Budget		% of Budget	
Income								
43400 - Direct Public Support								
43415 - Scholarships Contributions	7,207.77		4,000.00		-3,207.77		180.2%	
Total 43400 - Direct Public Support		7,207.77		4,000.00		-3,207.77		180.2%
45000 - Investments								
45030 - Interest-Savings, Short-term CD	21.72		50.00		28.28		43.4%	
Total 45000 - Investments		21.72		50.00		28.28		43.4%
47200 - Program Income								
47230 - Membership Dues	32,243.74		23,000.00		-9,243.74		140.2%	
47240 - Annual Conference Fees	148,177.31		130,000.00		-18,177.31		114.0%	
47245 - Annual Conference Sponsorships	35,617.31		26,000.00		-9,617.31		137.0%	
47250 - Workshop Fees								
47251 - Lunch & Learns, Courses, Trainings	46,992.67		15,000.00		-31,992.67		313.3%	
47260 - Water Quality Fieldtrip Fees	117.45		2,100.00		1,982.55		5.6%	
Total 47250 - Workshops Fees	47,110.12		17,100.00		-30,010.12		275.5%	
Total 47200 - Program Income		263,148.48		196,100.00		-67,048.48		134.2%
Total Income		270,377.97		200,150.00		-70,227.97		135.1%
Expense								
62100 - Contract Services								
62110 - Accounting Fees	2,865.00		1,600.00		-1,265.00		179.1%	
62140 - Legal Fees	0.00		500.00		500.00		0.0%	
Total 62100 - Contract Services		2,865.00		2,100.00		-765.00		136.4%
62200 - Dues and Subscriptions								
62210 - ASFPM Dues	700.00		700.00		0.00		100.0%	
Total 62200 Dues and Subscriptions		700.00		700.00		0.00		100.0%
64000 - Annual Conference								
64100 - Annual Conference Hotel Reservation	16,679.80		1,000.00		-15,679.80		1668.0%	
64200 - Annual Conference Costs	204,701.35		132,000.00		-72,701.35		155.1%	
64300 - Annual Conference General	31,497.36		25,000.00		-6,497.36		126.0%	
Total 64000 - Annual Conference		252,878.51		158,000.00		-94,878.51		160.0%
65000 - Operations								
63400 - Membership & Database Coordination	2,052.00		2,100.00		48.00		97.7%	
63500 - News Letters	760.00		1,000.00		240.00		76.0%	
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	2,122.00		2,500.00		378.00		84.9%	
65150 - Credit Card Fees								
65151 - Credit Card Fees - Monthly	1,282.64		1,000.00		-282.64		128.3%	
Total 65151 - Credit Card Fees	1,282.64		1,000.00		-282.64		128.3%	
65200 - Website Hosting and Domain	0.00		0.00		0.00		0.0%	
65205 - Website Maintenance	2,066.67		2,300.00		233.33		89.9%	
65210 - Conference Management Software	11,101.00		6,610.00		-4,491.00		167.9%	
65300 - Bank Fees	152.00		120.00		-32.00		126.7%	
68305 - Membership Meetings	0.00		600.00		600.00		0.0%	
70000 - Miscellaneous	0.00		1,000.00		1,000.00		0.0%	
Total 65000 - Operations		19,536.31		17,680.00		-1,856.31		110.5%
65500 - ASFPM National Conf		2,382.32		2,200.00		-182.32		108.3%
66000 - Workshops								
66100 - Workshops - Lunch & Learn	0.00		1,500.00		1,500.00		0.0%	
66150 - Water Quality Fieldtrip	184.75		2,300.00		2,115.25		8.0%	
66200 - Workshops - Outreach & Training	32,950.60	10,600.00	17,500.00		-15,450.60		188.3%	
66400 - Workshops - Stream Academy	0.00		2,000.00		2,000.00		0.0%	
Total 66000 - Workshops		33,135.35		23,300.00		-9,835.35		142.2%
68000 - Socials								
68100 - Metro Socials	1,024.59		2,500.00		1,475.41		41.0%	
68200 - Northeast Socials	254.79		1,000.00		745.21		25.5%	
68300 - Southwest Socials	0.00		500.00		500.00		0.0%	
68400 - Southeast Socials	98.22		1,400.00		1,301.78		7.0%	
68500 - Northwest Socials	0.00		500.00		500.00		0.0%	
68600 - Young Members Social	2,016.70		2,500.00		483.30		80.7%	
Total 68000 - Socials		3,394.30		8,400.00		5,005.70		40.4%
68800 - Donations								
68920 - ASFPM Foundation	750.00		500.00		-250.00		150.0%	
68930 - Research	5,000.00		5,000.00		0.00		100.0%	
68940 - Greenway Foundation	0.00		2,500.00		2,500.00		0.0%	
68950 - Disaster Relief	10,000.00		10,000.00		0.00		1.00	
Total 68800 - Donations		15,750.00		18,000.00		2,250.00		87.5%
69000 - Scholarships								
69200 - Ben Urbonas Scholarship	0.00	4,000.00	4,000.00		4,000.00		0.0%	
69300 - CASFM Family Scholarship	4,000.00		4,000.00		0.00		100.0%	
69400 - Undergrad Scholarship	0.00	4,000.00	4,000.00		4,000.00		0.0%	
Total 69000 - Scholarships		4,000.00		12,000.00		8,000.00		33.3%
Total Expense		353,241.79		242,380.00		-110,861.79		145.7%
Net Ordinary Income		270,377.97		200,150.00		-70,227.97		135.1%
Net Income		-82,863.82		-42,230.00		40,633.82		

	12/31/2021	12/31/2022
Checking	\$ 87,191.90	\$ 25,677.84
Money Market (Family Scholarship)	\$ 19,451.03	\$ 20,037.75
Combined	\$ 106,642.93	\$ 45,715.59