

COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

12575 W. Bayaud Ave

Lakewood, CO 802

www.casfm.org



Date/Time: Tuesday, September 19, 2023, 11:30 AM – 1:00 PM

Location: In-Person

Keystone Conference Center, 633 Tennis Club Road, Keystone, CO 80435

Attendees: See Attached

BOARD AND COMMITTEE CHAIR MEETING MINUTES - Final

I. Call to Order – Drew Beck transition to Danny Elsner

A. Board and committee transitions

B. **ACTION:** All outgoing board meet to set up a one on one with new in-coming member to provide official handoff this fall.

II. Secretary – Will Wilhelm transition to Jeremy Deischer

A. Future role revisions

1. Discussion of taking on more correspondences with ASFPM – National
 - a. Chair mostly did over last 2 years.

III. Treasurer's Report – Molly Trujillo

A. Current 2023 P&L – Molly reviewed attached.

1. Highlights include income from conference (registration, sponsorship, etc.)
 - a. Final conference bills not reflected.
2. Discussed maintaining a \$50-70K floor/contingency goal in budget for cash flow fluctuations.
3. Cash flow will allow for socials in fall 2023 – Molly asked committee chairs to give her notice of any planned events.

IV. Vice Chair – Danny Elsner transition to Dan Hill

A. Newsletter update

V. Regional Representative Reports

- A. Northwest Region – Marc Kenney transition to Lisa Froshaug
- B. Southwest Region - Bradley Florentin transition to Vacant
- C. Northeast Region – Brian Varrella transition to Andrew Fischer
- D. Southeast Region – Adam Copper
 1. Had social and ASCE/CASFM gold tournament.
- E. Metro Region – Jeremy Deischer transition to Melanie Walter

VI. Committee Reports

- A. **ACTION – Drew asked to create a calendar with all training, field trips, socials so members can plan out their year – high level.**
- B. Outreach and Training – Andrew Kutsch, ERA Consultants/Katie Kerstiens, MHFD
 1. Drew – O&T committee has lot of work.
 - a. **ACTION:** Committee and Board to determine if we separate this committee into two since training becoming a bigger lift/focus.
 - b. Website admin likely needs to be separate position as time consuming.
 - c. More discussion on this at a later meeting.
 2. Drew noted that other large State Chapter use trainings led by membership to generate revenue for their organization.

OFFICERS

| Chair | Vice Chair | Secretary | Treasurer |
|--|--|--|--|
| Drew Beck, PE, CFM, PMP | Danny Elsner, PE, CFM | Will Wilhelm, PE, CFM, CPESC | Molly Trujillo, PE, CFM |
| Matrix Design Group, Inc. | Dewberry | Kimley-Horn | SEMSWA |
| 707 17 th St, Suite 3150 | 8100 E. Maplewood Ave, Suite 150 | 1125 17 th St Suite 1400 | 7437 S. Fairplay St., |
| Denver, CO 80202 | Greenwood Village, CO 80111 | Denver, CO 80202 | Centennial, CO 80112 |
| (303) 572-0200 | (303) 951-0693 | 303-357-7455 | (303) 858-8844 |
| Drew.Beck@matrixdesigngroup.com | eelsner@dewberry.com | will.wilhelm@kimley-horn.com | mtrujillo@semswa.org |

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3. Shea noted we could add a workshop day to conference to meet more of training demand since not doing CFM exam
 - a. **ACTION: Add question to survey to gage if a training day would be approved.**
4. **ACTION: Separate meeting needed to discuss training as strategic goal of CASFM in 2024**
- C. Floodplain Management – Leylin Marroquin, AECOM/Connor Johnson, AECOM, co-chair
- D. Scholarship –Drew Roberts, MHFD
 1. Fold fundraising into app.
 2. Expect \$4000 form conference/app can we get undergrad and grad to \$4K
 3. Family scholarship private donation of \$4,000
- E. Community Rating System – Stacey Thompson, MHFD/Monica Bortolini, Longmont
- F. Stormwater Quality – Candice Owen, City of Boulder; co-chair Sara Johnson
 1. 2023 – Field Trips 1 in SE Metro, plan a field trip to SPUR (CO State research facility) in October/November.
 2. Field Trip have self-funding. Field trips fill up in few hours.
 3. Trying to go statewide with committee. It is hard without champs / partners across state .. goal of future.
- G. Colorado Flood TAP – Brian Varrella, CDOT
- H. Membership - Stuart Gardner, CDOT
- I. Young Members Group – Jeremy transition to Faylyn Bruecken/Olsson and Zach Purfurst/ICON
- J. Annual Conference – Jason Messamer, CSU
 1. Budget fees right size, added in fees, etc. lots unknown with consumption fees.
 - a. Came under on ice breaker, TBD on rest of conference will depend
 2. Resort planning with Keystone was complicated.
 - a. Resort staff during conference was AMAZING
 3. Lot of stress on conference committee reaching burn out
 - a. Growth
 - b. Demands of attendees, sponsors, etc.
 - c. Team may be too big (Shea)
 4. **ACTION – Board and Conf. Committee need to meet to figure out how to fix current state.**
 - a. **Table to separate meeting.**
 - b. **Drew asked committee to identify pain points.**
 - c. **Danny will send calendar invite.**
 5. Venue Updates – Shea
 - a. Sent out RFP to 6 places got from 5 responses.
 - b. Keystone works best for current conference size
 - c. Snowmass or Steamboat will work in 2025 but will require a change to agenda (more break-outs, smaller rooms).
 - d. Shea – between Keystone and Steamboat is her recommendation for 2025
 - e. Agreed to finish Keystone conference review survey and the decide.

VII. ASFPM Update – Drew Beck

1. National ASFPM conference in Salt Lake City, June 23-27, 2024
 - a. Utah has aske CO, as a larger chapter to help with Conference.
2. Cash flow will allow for socials in fall – Molly asked committee chairs to give heads up

VIII. New Business

- A. Next meeting is November 9th **location TBD.**

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|--|--|--|--|
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| (303) 572-0200 | (303) 951-0693 | 303-357-7455 | (303) 858-8844 |
| Drew.Beck@matrixdesigngroup.com | eelsner@dewberry.com | will.wilhelm@kimley-horn.com | mtrujillo@semswa.org |

IX. Adjourn

ATTENDEES LIST

| | |
|-------------------------|------------------------|
| Drew Beck | Danny Elsner |
| Molly Trujillo | Will Wilhelm |
| Saman Mehdi | Jeremy Deischer |
| Candice Owen | Drew Roberts |
| Andrew Fischer | Rebecca Baker |
| Marc Kenney | Brian Varrella |
| Shea Thomas | Adam Copper |
| Leylin Marroquin | Jason Messamer |
| Melanie Walker | |
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OFFICERS

| | | | |
|--|--|---|---|
| Chair Drew Beck, PE, CFM, PMP Matrix Design Group, Inc. 707 17 th St, Suite 3150 Denver, CO 80202 (303) 572-0200 Drew.Beck@matrixdesigngroup.com | Vice Chair Danny Elsner, PE, CFM Dewberry 8100 E. Maplewood Ave, Suite 150 Greenwood Village, CO 80111 (303) 951-0693 eelsner@dewberry.com | Secretary Will Wilhelm, PE, CFM, CPESC Kimley-Horn 1125 17 th St Suite 1400 Denver, CO 80202 303-357-7455 will.wilhelm@kimley-horn.com | Treasurer Molly Trujillo, PE, CFM SEMSWA 7437 S. Fairplay St., Centennial, CO 80112 (303) 858-8844 mtrujillo@semswa.org |
|--|--|---|---|

Colorado Assn of Stormwater and Floodplain Managers, Inc. CASFM Profit & Loss Budget vs. Actual - 2023

January through August 31, 2023

Accrual Basis

| Ordinary Income/Expense | | Actual | Budget | | \$ Over Budget | | % of Budget | |
|---|--|------------|------------|------------|----------------|------------|-------------|--------|
| Income | | | | | | | | |
| 43400 - Direct Public Support | | | | | | | | |
| 43415 - Scholarships Contributions | | 5.00 | | 4,000.00 | | 3,995.00 | | 0.1% |
| Total 43400 - Direct Public Support | | | 5.00 | | 4,000.00 | | 3,995.00 | 0.1% |
| 45000 - Investments | | | | | | | | |
| 45030 - Interest-Savings, Short-term CD | | 40.83 | | 20.00 | | -20.83 | | 204.2% |
| Total 45000 - Investments | | | 40.83 | | 20.00 | | -20.83 | 204.2% |
| 47200 - Program Income | | | | | | | | |
| 47230 - Membership Dues | | 11,190.00 | | 41,700.00 | | 30,510.00 | | 26.8% |
| 47240 - Annual Conference Fees | | 253,493.49 | | 220,000.00 | | -33,493.49 | | 115.2% |
| 47245 - Annual Conference Sponsorships | | 70,035.02 | | 50,000.00 | | -20,035.02 | | 140.1% |
| 47250 - Workshop/Training Fees | | | | | | | | |
| 47251 - Lunch & Learns, Courses, Trainings | | 34,115.00 | | 49,500.00 | | 15,385.00 | | 68.9% |
| 47260 - Water Quality Fieldtrip Fees | | 350.00 | | 500.00 | | 150.00 | | 70.0% |
| 47275 - Socials Sponsorships | | 0.00 | | 1,000.00 | | | | |
| 47285 - Scholarship Sponsorships | | 0.00 | | 3,000.00 | | | | |
| Total 47250 - Workshops Fees | | 34,465.00 | | 54,000.00 | | 19,535.00 | | 63.8% |
| Total 47200 - Program Income | | | 369,183.51 | | 365,700.00 | | -3,483.51 | 101.0% |
| Total Income | | | 369,229.34 | | 369,720.00 | | 490.66 | 99.9% |
| Expense | | | | | | | | |
| 62100 - Contract Services | | | | | | | | |
| 62110 - Accounting Fees | | 1,410.00 | | 2,100.00 | | 690.00 | | 67.1% |
| 62140 - Legal Fees | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| Total 62100 - Contract Services | | | 1,410.00 | | 2,100.00 | | 690.00 | 67.1% |
| 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 | | 0.00 | | 15,000.00 | | 15,000.00 | | 0.0% |
| 64200 - Annual Conference Costs | | 0.00 | | 203,000.00 | | 203,000.00 | | 0.0% |
| 64300 - Annual Conference General | | 1,078.37 | | 30,000.00 | | 28,921.63 | | 3.6% |
| Total 64000 - Annual Conference | | | 1,078.37 | | 248,000.00 | | 246,921.63 | 0.4% |
| 65000 - Operations | | | | | | | | |
| 63400 - Membership & Database Coordination | | 2,592.00 | | 2,100.00 | | -492.00 | | 123.4% |
| 63500 - News Letters | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| 65020 - Postage, Mailing Service | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| 65040 - Supplies | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| 65120 - Insurance - Liability, D and O | | 1,348.00 | | 2,200.00 | | 852.00 | | 61.3% |
| 65150 - Credit Card Fees | | | | | | | | |
| 65151 - Credit Card Fees - Monthly | | 318.90 | | 1,000.00 | | 681.10 | | 31.9% |
| Total 65151 - Credit Card Fees | | 318.90 | | 1,000.00 | | 681.10 | | 31.9% |
| 65200 - Website Hosting and Domain | | 446.64 | | 0.00 | | -446.64 | | 0.0% |
| 65205 - Website Maintenance | | 125.00 | | 2,100.00 | | 1,975.00 | | 6.0% |
| 65210 - Conference Management Software | | 6,686.55 | | 7,000.00 | | 313.45 | | 95.5% |
| 65300 - Bank Fees | | 40.00 | | 120.00 | | 80.00 | | 33.3% |
| 68305 - Membership Meetings | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| 70000 - Zoom Account (Misc.) | | 0.00 | | 750.00 | | 750.00 | | 0.0% |
| Total 65000 - Operations | | | 11,557.09 | | 15,270.00 | | 3,712.91 | 75.7% |
| 65500 - ASFPM National Conf | | | 0.00 | | 0.00 | | 0.00 | 0.0% |
| 66000 - Workshops | | | | | | | | |
| 66100 - Workshops - Lunch & Learn | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| 66150 - Water Quality Fieldtrip | | 350.00 | | 500.00 | | 150.00 | | 70.0% |
| 66200 - Workshops - Outreach & Training | | 26,360.15 | | 39,000.00 | | 12,639.85 | | 67.6% |
| 66400 - Workshops - Stream Academy | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| Total 66000 - Workshops | | | 26,710.15 | | 39,500.00 | | 12,789.85 | 67.6% |
| 68000 - Socials | | | | | | | | |
| 68100 - Metro Socials | | 0.00 | | 1,250.00 | | 1,250.00 | | 0.0% |
| 68200 - Northeast Socials | | 0.00 | | 1,000.00 | | 1,000.00 | | 0.0% |
| 68300 - Southwest Socials | | 0.00 | | 800.00 | | 800.00 | | 0.0% |
| 68400 - Southeast Socials | | 0.00 | | 500.00 | | 500.00 | | 0.0% |
| 68500 - Northwest Socials | | 0.00 | | 500.00 | | 500.00 | | 0.0% |
| 68600 - Young Members Social | | 0.00 | | 1,000.00 | | 1,000.00 | | 0.0% |
| Total 68000 - Socials | | | 0.00 | | 5,050.00 | | 5,050.00 | 0.0% |
| 68800 - Donations | | | | | | | | |
| 68920 - ASFPM Foundation | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| 68930 - Research | | 0.00 | | 2,500.00 | | 2,500.00 | | 0.0% |
| 68940 - Greenway Foundation | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| 68950 - Disaster Relief | | 0.00 | | 0.00 | | 0.00 | | 0.0% |
| Total 68800 - Donations | | | 0.00 | | 2,500.00 | | 2,500.00 | 0.0% |
| 69000 - Scholarships | | | | | | | | |
| 69200 - Ben Urbanas Scholarship | | 0.00 | | 4,000.00 | | 4,000.00 | | 0.0% |
| 69300 - CASFM Family Scholarship | | 0.00 | | 4,000.00 | | 4,000.00 | | 0.0% |
| 69400 - Undergrad Scholarship | | 0.00 | | 4,000.00 | | 4,000.00 | | 0.0% |
| Total 69000 - Scholarships | | | 0.00 | | 12,000.00 | | 12,000.00 | 0.0% |
| Total Expense | | | 41,455.61 | | 325,120.00 | | 283,664.39 | 12.8% |
| Net Ordinary Income | | | 369,229.34 | | 369,720.00 | | 490.66 | 99.9% |
| Net Income | | | 327,773.73 | | 44,600.00 | | -283,173.73 | |

| | | | |
|-----------------------------------|----|------------|---------------|
| | | 12/31/2023 | 8/31/2023 |
| Checking | \$ | 25,677.84 | \$ 331,474.26 |
| Money Market (Family Scholarship) | \$ | 20,037.75 | \$ 20,078.58 |
| Combined | \$ | 45,715.59 | \$ 351,552.84 |

Cash Flow Projection CASFM

Starting date Jan-23
Cash balance alert minimum \$ 50,000.00

| | | Beginning | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-18 | Oct-23 | Nov-23 | Dec-23 | Total |
|----------------|--|--|-----------|----------|-----------|-----------|-----------|-----------|-----------|------------|------------|------------|------------|-----------|-----------|
| P&L Code | Annual Budget | | | | | | | | | | | | | | |
| | Cash on hand (beginning of month) | 25,678 | 25,678 | 8,639 | 11,773 | 22,427 | 22,959 | 37,140 | 86,440 | 222,150 | 331,515 | 334,418 | 320,113 | 70,758 | |
| INCOME | | | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Total |
| 47230 | \$ 41,700.00 | Membership Dues | 7,115 | 3,320 | 360 | 160 | 575 | 120 | 710 | 720 | 1,000 | 2,000 | 10,000 | 15,000 | 41,080 |
| 47240 | \$ 220,000.00 | Annual Conference Fees | | | | | | | 139,357 | 114,137 | 12,000 | | | | 265,493 |
| 47245 | \$ 50,000.00 | Annual Conference Sponsorships | | | | | | 60,700 | 9,335 | | | | | | 70,035 |
| 47251 | \$ 49,500.00 | Lunch&Learn, Course, Trainings | | | 16,655 | | 16,500 | | | | | 16,500 | | | 49,655 |
| 47260 | \$ 500.00 | Water Quality Fees | | | | | 350 | | | | | | | | 350 |
| | \$ - | Western Slope Day Seminar 4/28 | | | 390 | 510 | 60 | | | | | | | | 960 |
| | \$ - | Workshop Sponsor | | | | | | | | | | | | | 0 |
| 43415 | \$ 4,000.00 | Scholarship Contribution | | | | | | | | 5 | 4,000 | | | | 4,005 |
| 47285 | \$ 3,000.00 | Scholarship Sponsorships | | | | | | | | | 2,000 | 1,000 | | | 3,000 |
| 47275 | \$ 1,000.00 | Social Sponsorships | | | | | | | | | | | | | 0 |
| 45030 | \$ 20.00 | Interest | 5.88 | 4.61 | 5.11 | 4.62 | 5.44 | 4.95 | 5.11 | 5.11 | | | | | 40.83 |
| | | TOTAL CASH RECEIPTS | 7,121 | 3,325 | 17,410 | 675 | 17,490 | 60,825 | 149,407 | 114,867 | 19,000 | 19,500 | 10,000 | 15,000 | 434,619 |
| \$ 369,720.00 | | Total cash available | 25,678 | 32,799 | 11,963 | 29,183 | 23,102 | 40,449 | 97,965 | 235,847 | 337,017 | 350,515 | 353,918 | 330,113 | 85,758 |
| EXPENSE | | | Jan-23 | Feb-23 | Mar-23 | Apr-23 | May-23 | Jun-23 | Jul-23 | Aug-23 | Sep-23 | Oct-23 | Nov-23 | Dec-23 | Total |
| 65151 | \$ 1,000.00 | Credit Card Fees | 326 | 186 | 64 | 13 | 4 | 20 | 6 | 25 | 40 | 50 | 60 | 100 | 895 |
| 66200 | \$ 39,000.00 | Workshops - O&T | 10,600 | | | | 1,992 | 10,800 | 12,786 | | | | 2,000 | 10,800 | 48,977 |
| 66150 | \$ 500.00 | Water Quality Tour (Donation) | | | | | | | | 350 | | | | | 350 |
| | \$ - | Western Slope Day Seminar 4/28 | | | | | 783 | | | | | | | | 783 |
| 68100 | \$ 1,250.00 | 68100 - Metro Socials | | | | | | | | | | 400 | 400 | 450 | 1,250 |
| 68200 | \$ 1,000.00 | 68200 - Northeast Socials | | | | | | | | | | 500 | 500 | | 1,000 |
| 68300 | \$ 800.00 | 68300 - Southwest Socials | | | | | | | | | | | 800 | | 800 |
| 68400 | \$ 500.00 | 68400 - Southeast Socials | | | | | | | | | | | 500 | | 500 |
| 68500 | \$ 500.00 | 68500 - Northwest Socials | | | | | | | | | | | 500 | | 500 |
| 68600 | \$ 1,000.00 | 68600 - Young Members Social | | | | | | | | | 302 | 350 | | 350 | 1,002 |
| 65205 | \$ 2,100.00 | Website | 900 | | | 125 | 15 | | | 432 | | | | | 1,472 |
| 64100 | \$ 15,000.00 | Annual Conference Hotel | | | | | | | | | | 15,000 | | | 15,000 |
| 64200 | \$ 203,000.00 | Annual Conference Costs | | | | | | | | | | | 253,000 | | 253,000 |
| 64300 | \$ 30,000.00 | Annual Conference General (Reimburse) | 328 | | | | | | | 750 | 15,000 | 15,000 | | | 31,078 |
| 65210 | \$ 7,000.00 | Conference Software (Webex) | | | 6,687 | | | | | | | | | | 6,687 |
| 68930 | \$ 2,500.00 | Research Grant | | | | | | | | | | 2,500 | | | 2,500 |
| 65120 | \$ 2,200.00 | Insurance (Lawyers Choice) | | | | | | | | 1,348 | | | | | 1,348 |
| 62110 | \$ 2,100.00 | Accounting/Tax Prep | | | | | 510 | | 900 | | | | 1,590 | | 3,000 |
| 65300 | \$ 120.00 | Bank Fee | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 5 | 60 |
| 62210 | \$ 700.00 | ASFPM Dues | | | | | | 700 | | | | | | | 700 |
| 63400 | \$ 2,100.00 | Membership Database Coord (Wild Apricot) | | | | | | | | 2,592 | | | | | 2,592 |
| 70000 | \$ 750.00 | Miscellaneous (Zoom) | | | | | | | | | 750 | | | | 750 |
| 69000 | \$ 12,000.00 | Scholarships | 12,000 | | | | | | | | | | | | 12,000 |
| \$ 325,120.00 | | TOTAL CASH PAID OUT | 24,160 | 191 | 6,756 | 143 | 3,309 | 11,525 | 13,697 | 5,502 | 16,097 | 33,805 | 259,355 | 11,705 | 386,244 |
| | | Cash on hand (end of month) | 25,677.84 | 8,638.87 | 11,772.94 | 22,427.21 | 22,958.52 | 37,140.31 | 86,440.14 | 222,149.86 | 331,515.09 | 334,418.49 | 320,113.49 | 70,758.49 | 74,053.49 |