

## COLORADO ASSOCIATION OF STORMWATER AND FLOODPLAIN MANAGERS

12575 W. Bayaud Ave

Lakewood, CO 802

[www.casfm.org](http://www.casfm.org)



**Date/Time:** Thursday, November 9, 2023, 9:00 AM – 11:00 AM

**Location:** Hybrid In-person/Zoom

Matrix Design Group, 2435 Research Pkwy, Suite 300 Colorado Springs, CO

**Attendees:** See Attached

### GENERAL MEMBER MEETING AGENDA:

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

A. Board and committee transitions

#### II. Secretary – Will Wilhelm transition to Jeremy Deischer

A. Future role revisions

B. Approval of September Board meeting

#### III. Treasurer's Report – Molly Trujillo

A. Current 2023 P&L – See Attached

B. Draft 2024 budget - See Attached Updated Budget (changes noted during meeting).

1. WebEx will be ~\$5850 for renewal (Stacey Thomas).

a. Budget allows for 750 unique registration.

b. New version has new functionality (allow vendors to populate).

c. Budget will be update from meeting discussion for approval in January.

C. Cash Flow Projection – See Attached.

1. Discussion of minimum balance – based on projections.

#### IV. Vice Chair – Danny Elsner transition to Dan Hill

A. Newsletter update – No Update

#### V. Regional Representative Reports – See Attached 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. Topgolf Social in Works

E. Metro Region – Jeremy Deischer transition to Melanie Walter

1. December Social

#### VI. Committee Reports

A. Outreach and Training – Andrew Kutsch, ERA Consultants/Katie Kerstiens, MHFD

1. No updates. Planning out 2024 calendar.

2. Sending our survey monkey on survey needs.

3. Danny request that we meet needs of training beyond metro to serve other regions

B. Floodplain Management – Leylin Marroquin, AECOM/Connor Johnson, AECOM, co-chair

1. No updates

2. Drew – All chapter call discussed virtual training (testing center) vs. in person (still available)

a. Direct people to ASFPF or CASFM website.

C. Scholarship –Drew Roberts, MHFD

1. Application review complete, interviewing in December, then award.

2. Broadcasting better in 2024

D. Community Rating System – Stacey Thompson, MHFD/Monica Bortolini, Longmont

#### OFFICERS

Chair	Vice Chair	Secretary	Treasurer
<b>Drew Beck, PE, CFM, PMP</b>	<b>Danny Elsner, PE, CFM</b>	<b>Will Wilhelm, PE, CFM</b>	<b>Molly Trujillo, PE, CFM</b>
Matrix Design Group, Inc.	Dewberry	Kimley-Horn	SEMSWA
707 17 <sup>th</sup> St, Suite 3150	8100 E. Maplewood Ave, Suite 150	4582 S. Ulster St., Suite 1500	7437 S. Fairplay St.,
Denver, CO 80202	Greenwood Village, CO 80111	Denver, CO 80237	Centennial, CO 80112
(303) 572-0200	(303) 951-0693	303-357-7455	(303) 858-8844
<a href="mailto:Drew.Beck@matrixdesigngroup.com">Drew.Beck@matrixdesigngroup.com</a>	<a href="mailto:eelsner@dewberry.com">eelsner@dewberry.com</a>	<a href="mailto:will.wilhelm@kimley-horn.com">will.wilhelm@kimley-horn.com</a>	<a href="mailto:mtrujillo@semswa.org">mtrujillo@semswa.org</a>

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1. CRS Committed meet at conference. Discussing real floodplain management for community. In future may
- E. Stormwater Quality – Candice Owen, City of Boulder; co-chair Sara Johnson
  1. Field trip on October 24 at CSU Spur Campus with Campus
  2. WQ next meeting is November 14<sup>th</sup> – Reach out to Sarah if interested.
- F. Colorado Flood TAP – Brian Varrella, CDOT
  1. Meet in October – Got update from Silver Jacket Group.
    - a. Silver Jacket Group wants to help with more communities – Reach out.
- G. Membership - Stuart Gardner, CDOT
  1. \$40,000 of invoices went out + \$1,000 collected at conference.
  2. Renewal date earlier
  3. Wild Apricot – Serving “Ok”. Haven’t found anything better.
- H. Young Members Group –transition to Faylyn Brueken (Olsson) and Zach Purfurst (ICON)
  1. ASCE Joint November 16<sup>th</sup> – Happy Hour
  2. YMG Group -
- I. Annual Conference – Jason Messamer, CSU
  1. Venue Updates – Shea
    - a. Lead up too many point of contacts.
    - b. During conference very responsive staff
  2. Conference was success.
  3. Conference came in right on budget expectations.
  4. 2024 Conference in Beaver Creek.
  5. Looking to keep registration fees flat.
  6. Shea will be helping Stacey out with WebEx
  7. Logistics from 2023 will drive 2024.
  8. Sponsorship schedule good.
  9. Streamlining core conference committees.
    - a. Still need volunteers more towards middle of summer.

### VII. ASFPM Update – Drew Beck

1. National ASFPM conference in Salt Lake City, June 23-27, 2024
  - a. Arid Regions track
2. CFM testing – See above.

### VIII. New Business

Potential new committee for Municipal stormwater members

Discussion (need to add to future agendas) of potentially hiring a conference coordinator or executive director as CASFM and the annual conference are growing beyond capacity of all volunteers.

Next meeting:

January 11, 2024 - 9am at MHFD Office

March 14, 2024 – 9am at Jacobs Greenwood Village

### IX. Adjourn

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[www.casfm.org](http://www.casfm.org)**ATTENDEES LIST**

Drew Beck	Danny Elsner
Jason Messamer	Will Wilhelm
Dan Hill	Molly Trujillo
Ben Liu	Caitlin Link
Campbellbc	Connor Johnson
Dan Evans	Drew Kustus
Erika Bowman	Erin Powers
Faylyn Brueken	H Seitz
Kevin Houck	Michelle Danaher
Morgan Lynch	Noah Olson
Peter Van Leeuwen	Rachel Wall
Rebecca Baker	Sara DeGroot
Sarah Johnson	Stacey Thompson
Sterling Marvin	Stuart Garden
Zach Purfurst	

**OFFICERS****Chair****Drew Beck, PE, CFM, PMP**

Matrix Design Group, Inc.

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[Drew.Beck@matrixdesigngroup.com](mailto:Drew.Beck@matrixdesigngroup.com)**Vice Chair****Danny Elsner, PE, CFM**

Dewberry

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[eelsner@dewberry.com](mailto:eelsner@dewberry.com)**Secretary****Will Wilhelm, PE, CFM**

Kimley-Horn

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[will.wilhelm@kimley-horn.com](mailto:will.wilhelm@kimley-horn.com)**Treasurer****Molly Trujillo, PE, CFM**

SEMSWA

7437 S. Fairplay St.,

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[mtrujillo@semswa.org](mailto:mtrujillo@semswa.org)

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

Accrual Basis

January through October 31, 2023

Ordinary Income/Expense	Actual		Budget		\$ Over Budget		% of Budget	
Income								
43400 - Direct Public Support								
43415 - Scholarships Contributions	5,277.99		4,000.00		-1,277.99		131.9%	
	4,000.00							
Total 43400 - Direct Public Support		9,277.99		4,000.00		-5,277.99		231.9%
45000 - Investments								
45030 - Interest-Savings, Short-term CD	52.27		20.00		-32.27		261.4%	
Total 45000 - Investments		52.27		20.00		-32.27		261.4%
47200 - Program Income								
47230 - Membership Dues	11,430.00		41,700.00		30,270.00		27.4%	
47240 - Annual Conference Fees	274,809.53		220,000.00		-54,809.53		124.9%	
47245 - Annual Conference Sponsorships	70,035.02		50,000.00		-20,035.02		140.1%	
47250 - Workshop/Training Fees								
47251 - Lunch & Learns, Courses, Trainings	50,615.00		49,500.00		-1,115.00		102.3%	
47260 - Water Quality Fieldtrip Fees	830.00		500.00		-330.00		166.0%	
47275 - Socials Sponsorships	0.00		1,000.00					
47285 - Scholarship Sponsorships	0.00		3,000.00					
Total 47250 - Workshops Fees	51,445.00		54,000.00		2,555.00		95.3%	
Total 47200 - Program Income		407,719.55		365,700.00		-42,019.55		111.5%
Total Income		417,049.81		369,720.00		-47,329.81		112.8%
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	26,042.22		30,000.00		3,957.78		86.6%	
Total 64000 - Annual Conference		26,042.22		248,000.00		221,957.78		10.5%
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	2,148.00		2,200.00		52.00		97.6%	
65150 - Credit Card Fees								
65151 - Credit Card Fees - Monthly	332.27		1,000.00		667.73		33.2%	
Total 65151 - Credit Card Fees	332.27		1,000.00		667.73		33.2%	
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	106.30		120.00		13.70		88.6%	
65305 - Membership Meetings			0.00		0.00		0.0%	
70000 - Zoom Account (Misc.)	749.90		750.00		0.10		100.0%	
Total 65000 - Operations		13,186.66		15,270.00		2,083.34		86.4%
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	702.60		1,000.00		297.40		70.3%	
Total 68000 - Socials		702.60		5,050.00		4,347.40		13.9%
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 Urbonas 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		68,751.63		325,120.00		256,368.37		21.1%
Net Ordinary Income		417,049.81		369,720.00		-47,329.81		112.8%
Net Income		348,298.18		44,600.00		-303,698.18		

		12/31/2023	10/31/2023
Checking	\$	25,677.84	\$ 347,987.27
Money Market (Family Scholarship)	\$	20,037.75	\$ 24,090.02
Combined	\$	45,715.59	\$ 372,077.29

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## CASFM 2023 BUDGET

	2023	2023 Actual & Est. (thru 11/04/2023)	2024	
Expenses	Budget		Budget	Description
<b>Contract Services</b>				
62110 1. Accounting Services	\$ 2,100.00	\$ 1,410.00	\$ 2,100.00	Tax & Accounting Services (Logan & As./ V2 CPAs, LLC)
62140 2. Legal Services	\$ -	\$ -	\$ -	
<b>Dues and Subscriptions</b>				
62210 1. ASFPD Dues	\$ 700.00	\$ 700.00	\$ 700.00	
<b>Annual Conference</b>				
64100 1. Annual Conference Hotel Reservation/Deposits for Upcoming Conferences	\$ 15,000.00	\$ 28,000.00	\$ 30,000.00	(\$16k 2024 Venue Deposit) Confirm future estimates - we think that 10k is more likely but let's leave it high for now
64200 2. Annual Conference	\$ 203,000.00	\$ 221,199.11	\$ 240,000.00	Dec. BEO with Contingency and Service Fee
64300 3. Annual Conference General	\$ 30,000.00	\$ 26,042.22	\$ 30,000.00	Conference programming (increase) - current estimate, can be adjusted
<b>Operations</b>				
65020 1. Postage, Mailing Service	\$ -	\$ -	\$ -	
65040 2. Supplies	\$ -	\$ -	\$ -	Supplies, and other admin costs
63400 3. Membership & Database Coordination	\$ 2,100.00	\$ 2,592.00	\$ 2,600.00	Wild Apricot
63500 4. Newsletters	\$ -	\$ -	\$ -	R. Emmett Jordan Communications
65150 5. Credit Card Fees - Monthly	\$ 1,000.00	\$ 658.75	\$ 1,000.00	Affinipay
65200 6. Website Hosting and Domain	\$ -	\$ 446.64	\$ 500.00	Hosting and domain paid through 2023
65205 7. Website Maintenance	\$ 2,100.00	\$ 1,025.00	\$ 2,100.00	Small Giants (\$900/yr; includes add buffer for unforeseen expenses)
65210 8. Conference Management Software	\$ 7,000.00	\$ 6,687.00	\$ 11,000.00	Socio/Webex
65300 9. Bank Fees	\$ 120.00	\$ 146.80	\$ 150.00	Includes Bill Pay Fees
65120 10. Insurance	\$ 2,200.00	\$ 2,148.00	\$ 2,200.00	D&O and EPLI Insurance
68305 11. Membership Meetings	\$ -	\$ -	\$ -	For board member meeting expenses.
70000 12. Zoom Account (misc)	\$ 750.00	\$ 749.90	\$ 750.00	Miscellaneous expenditures, includes Zoom account.
<b>ASFPD National Conference</b>				
65500 1. ASFPD National Conference	\$ -	\$ -	\$ 2,500.00	Chair's attendance
<b>Workshops</b>				
66100 1. Lunch and Learn Training	\$ -	\$ -	\$ -	Includes CRS Training
66150 2. Water Quality Field Trip	\$ 500.00	\$ 830.00	\$ 500.00	Candice has confirmed
66200 3. Outreach & Training	\$ 39,000.00	\$ 48,977.42	\$ 39,000.00	Increase 2023 (actual includes FHZ & 1D training cost paid 1/31/23)
66400 4. CASFM Toastmasters	\$ -	\$ -	\$ 250.00	Monthly toastmasters meetings
<b>Socials</b>				
68100 1. Metro Socials	\$ 1,250.00	\$ -	\$ 1,250.00	2 socials with 35 people
68200 2. Northeast Socials	\$ 1,000.00	\$ -	\$ 1,000.00	2 socials with 15 people
68300 3. Southeast Socials	\$ 800.00	\$ -	\$ 800.00	2 socials with 15 people
68400 4. Northwest Socials	\$ 500.00	\$ -	\$ 500.00	2 socials with 10 people
68500 5. Southwest Socials	\$ 500.00	\$ -	\$ 500.00	2 socials with 10 people
68600 6. Young Members Social	\$ 1,000.00	\$ 1,002.60	\$ 1,000.00	2 socials, Conf Happy Hour
<b>Travel and Meetings</b>				
<b>Donations</b>				
68920 1. ASFPD Donations	\$ -	\$ -	\$ 750.00	Donation to 5k or other ASFPD Donations
68930 2. Research	\$ 2,500.00	\$ 2,500.00	\$ 2,500.00	Research grants \$2,500 each(decrease), Q3
68940 3. Greenway Foundation	\$ -	\$ -	\$ -	Clean River Challenge
68950 4. Disaster Relief	\$ -	\$ -	\$ -	
<b>Scholarships</b>				
69200 1. Ben Urbanas Scholarship	\$ 4,000.00	\$ 5,000.00	\$ 4,000.00	\$2500 + \$1500 sponsorship (2, paid in Q4)
69300 2. CASFM Family Scholarship	\$ 4,000.00	\$ 4,000.00	\$ 4,000.00	Private Donor Funded (paid with savings, transfer to checking)
69400 3. Undergrad Scholarship	\$ 4,000.00	\$ 5,000.00	\$ 4,000.00	\$2500 + \$1500 sponsorship (2, paid in Q4)
<b>Total Expenses:</b>	<b>\$ 325,120.00</b>	<b>\$ 359,115.44</b>	<b>\$ 385,650.00</b>	
<b>Revenue</b>				
<b>Income</b>				
43415 1. Scholarship Donations	\$ 4,000.00	\$ 8,282.99	\$ 8,000.00	All donations and scholarship fund raising should go to Family Scholarship. Undergrad and Urbanas is funded wholly though CASFM.
45030 Interest-Savings	\$ 20.00	\$ 64.93	\$ 65.00	Money Market Savings Interest
<b>Program Income</b>				
47230 1. Membership Dues	\$ 41,700.00	\$ 16,460.00	\$ 41,700.00	Dues increased
47240 2. Annual Conference Fees	\$ 220,000.00	\$ 274,809.53	\$ 250,000.00	Confirm estimates (increase to \$500 x 450 attendees)
47245 3. Annual Conference Sponsorships	\$ 50,000.00	\$ 70,035.02	\$ 70,000.00	
47251 4. Workshops/Training				
A. Lunch and Learn Training/Seminars	\$ 49,500.00	\$ 50,615.00	\$ 50,000.00	Training (increase) 3 HEC-RAS sessions 20 attendees @ \$825/each
47260 B. Water Quality Field Trip	\$ 500.00	\$ 830.00	\$ 500.00	revenue match expenses
47275 C. Socials Sponsorships	\$ 1,000.00	\$ -	\$ 1,000.00	Bundle for the year
47285 D. Scholarship Sponsorships	\$ 3,000.00	\$ -	\$ 5,000.00	\$1500 sponsorships for Undergrad and Ben Urbanas
<b>Total Revenue:</b>	<b>\$ 369,720.00</b>	<b>\$ 421,097.47</b>	<b>\$ 426,265.00</b>	
<b>Total Gain (Loss)</b>	<b>\$ 44,600.00</b>	<b>\$ 61,982.03</b>	<b>\$ 40,615.00</b>	
<b>Beginning Unrestricted Balance</b>	<b>\$ 25,677.84</b>			Checking on 12/31/23
<b>Beginning Temp Restricted Balance</b>	<b>\$ 20,037.75</b>			Family Scholarship Savings (Money Market) Account on 12/31/23
<b>Ending Unrestricted Balance</b>		<b>\$ 131,815.21</b>		As of 11/4/2023
<b>Ending Temp Restricted Balance</b>		<b>\$ 24,090.02</b>		As of 11/4/2023

Conference				
<b>Annual Conference Expenses</b>				
64100 1. Annual Conference Hotel Reservation/Deposits for Upcoming Conferences			\$ 15,000.00	\$ 28,000.00
64200 2. Annual Conference			\$ 203,000.00	\$ 221,199.11
64300 3. Annual Conference General			\$ 30,000.00	\$ 26,042.22
<b>Subtotal Projected Conference Expenses</b>			<b>\$ 248,000.00</b>	<b>\$ 275,241.33</b>
<b>Annual Conference Revenue</b>				
47240 2. Annual Conference Fees		\$ 274,809.53	\$ 250,000.00	\$ 274,809.53
47245 3. Annual Conference Sponsorships		\$ 70,035.02	\$ 70,000.00	\$ 70,035.02
<b>Subtotal Projected Conference Revenue</b>			<b>\$ 320,000.00</b>	<b>\$ 344,844.55</b>
<b>Net Projected Conference Revenue</b>			<b>\$ 72,000.00</b>	<b>\$ 69,603.22</b>