

## MINUTES

### Willow Creek Tributaries MDP

#### Kickoff Meeting

Virtual | November 8, 2023 | 2:00PM

#### Attendees:

MHFD – Jeff Battiste, Jen Winters, Jon Villines

SEMSWA – Tiffany Clark, Jon Nelson

ICON – Craig Jacobson, James Duvall, Jackson Winterrowd

Douglas County – Brad Robenstein

City of Lone Tree – Jacob James

SSPRD - None

Southgate – Katherine Henske (Burns & McDonnell)

Arapahoe County – Chuck Haskins

#### 1. General Items

##### a. Progress Meetings

1. ICON suggested that the December progress meeting be skipped due to the Thanksgiving and Christmas holidays. The next progress meeting is targeted for early/mid-January. ICON will send out a poll to determine the best day of week and time for the recurring calendar invite. At this time, Wednesdays at 2pm are agreeable for most members of the group.
2. The team discussed that progress meetings will be held virtually. All are also welcome to join in person at ICON's office.

##### b. Two Additional Stakeholder/Neighborhood Engagement Meetings

1. SEMSWA noted that there are some very active neighborhoods in the study area that we will want to engage before the alternatives development phase.
2. Douglas County believes there will be little interest from the neighborhoods in their jurisdiction within the study area.
3. ICON will help coordinate one stakeholder/neighborhood meeting before alternative development and one after to engage the communities. Meetings will be hosted at a public venue with the location determined in future discussions.
4. SEMSWA noted that at the post-alternatives development community meeting, clear expectations should be set that the planned improvements are not guaranteed to be constructed and are conceptual.
5. MHFD recommends that the MDP include the FHAD during community outreach as engagement is not currently planned for the FHAD phase. ICON suggested that floodplain changes can be shown at the first community meeting, provided that the FHAD timeline for final approved delineation aligns with the MDP schedule. ICON also noted that from the initial FHAD delineation efforts, there is not significant floodplain conflict with insurable structures that would be negatively received by the community.
6. Jon Villines will touch base with Brooke Seymour to confirm what extent of community outreach is needed for FHAD projects.



- c. Schedule
  1. The draft timeline for MDP alternatives development is November 2023 to May 2024.
  2. The team discussed that the end of January or early February could be targeted for the initial community meeting, prior to alternatives development.
- d. Scope
  1. The current partial scope includes the SEMSWA tributary area with Douglas County and Lone Tree contribution being added in 2024. ICON reiterated that the timing of the funding will not impact workflow or approach and work will begin on Problem ID watershed-wide (SEMSWA, Douglas County, and Lone Tree).
- e. Website for Public Outreach
  1. MHFD directed ICON to set up a project website.
  2. The team discussed a website that can then link users to the StoryMap.
  3. ICON indicated that it may be possible to go ahead and set up and publish the Introduction section of the StoryMap to provide project background to the community. Other sections of the StoryMap that are still in development can be hidden and not published until the end of the alternatives development phase.
  4. SEMSWA requested that on the website, ICON include a way for constituents to add their concerns to incorporate into problem ID. The team discussed a Survey Monkey link or an email as options for receiving feedback.
  5. SEMSWA, ICON, and MHFD will review past project websites for other feedback options.

## **2. Problem Identification**

- a. Stream Health, Function, and Resiliency
  1. ICON will incorporate GIS data from the Adaptive Management Dashboard (AMD) as well as existing locality notes and field supplemented data to analyze stream health. The team agreed with ICON's suggested approach.
  2. MHFD noted that Earthviews.com can be used to access all the fisheye camera footage and photography for the reaches in the study area.
  3. The team authorized ICON to collect field data for the tributaries in Douglas County and Lone Tree that are not in the AMD database.
  4. The team confirmed that stream function, and all other relevant key metrics, shall be evaluated along the same tributaries that were studied for the baseline hydrology effort.
- b. Flooding (Streets, Floodplain, Floodway, Houses/Buildings)
  1. To study flooding, ICON will utilize the FHAD HEC-RAS models and generate 2D models for the reaches outside of the FHAD extents. Flooding problem identification will also incorporate locality notes on known issues and past flooding. The team agreed with ICON's suggested approach.
  2. ICON asked about including pedestrian bridges and trail crossings on all streams for evaluation in the master plan. SEMSWA and MHFD are not interested in pedestrian bridge analysis. ICON will follow up with SSPRD to determine their interest.
  3. The project stakeholders agreed that the roadway overtopping criteria applied in this analysis shall correspond to the relevant municipality throughout the study area (i.e., use SEMSWA criteria in SEMSWA boundary).
- c. Water Quality
  1. ICON will utilize GIS data to identify water quality deficiencies and opportunities. Following the meeting, ICON requested the latest storm infrastructure GIS data from Douglas County, Lone Tree, and SEMSWA.
  2. SEMSWA noted that there is no typical water quality strategy for a study area that is as developed as Willow Creek. SEMSWA suggested that the best methodology is to be creative in suggesting opportunities. ICON confirmed that this study will look for water quality opportunities in all relevant tributary watersheds (FHAD and non-FHAD reaches)
- d. Maintenance Needs
  1. ICON will incorporate GIS data, photos and videos from the Adaptive Management Dashboard, and locality notes on known issues to identify maintenance problems. The team agreed with ICON's suggested approach.



2. ICON will send out the watershed Mural map (interactive PDF) for SSPRD staff to add their notes on known problems in the watershed. This feedback has already been received from SEMSWA in November 2022. ICON will incorporate this input into the Problem ID and alternatives development.
- e. Health & Safety, Community Connection, and Equity
  1. This topic was not discussed in detail at this meeting. ICON suggested that all Stakeholders come to the next progress meeting with input related to Community Connection and Equity goals & directives within their respective organizations.
- f. Utilities and Other Infrastructure
  1. Southgate Water & Sanitation District (represented by Katherine Henske, Burns & McDonnell) shared 2 PDF exhibits of their master planned projects within the MDP study area, see attached.
  2. Katherine noted that the Jones line upsizing project may represent the most overlap with the master plan on Willow Creek East. ICON requested that B&M share the GIS data from the exhibits as well as any additional detail available regarding the schedule for the planned water and sanitary improvements.
  3. ICON will coordinate further with Southgate in Spring 2024, once the alternatives development phase is completed. The Southgate improvements will be incorporated into the alternatives development to highlight any projects that may represent a cost savings (and therefore an advancement in SEMSWA's CIP priority rankings) by having channel improvements constructed at the same time.

### 3. Alternatives Development

- a. ICON clarified that the current MDP scope brings the project through the alternatives development phase. Following alternatives development, there will be additional public engagement prior to conceptual design development and cost estimating.

### 4. StoryMap and Report

- a. ICON noted that in past discussions, it was suggested that the report not include a discussion regarding Problem ID and alternatives development in Douglas County and Lone Tree. Rather, the Douglas County and Lone Tree deliverables will be provided in StoryMap format only.
- b. ICON will start setting up the StoryMap deliverable. ICON will host the StoryMap and transfer it to MHFD for hosting following project completion/delivery.

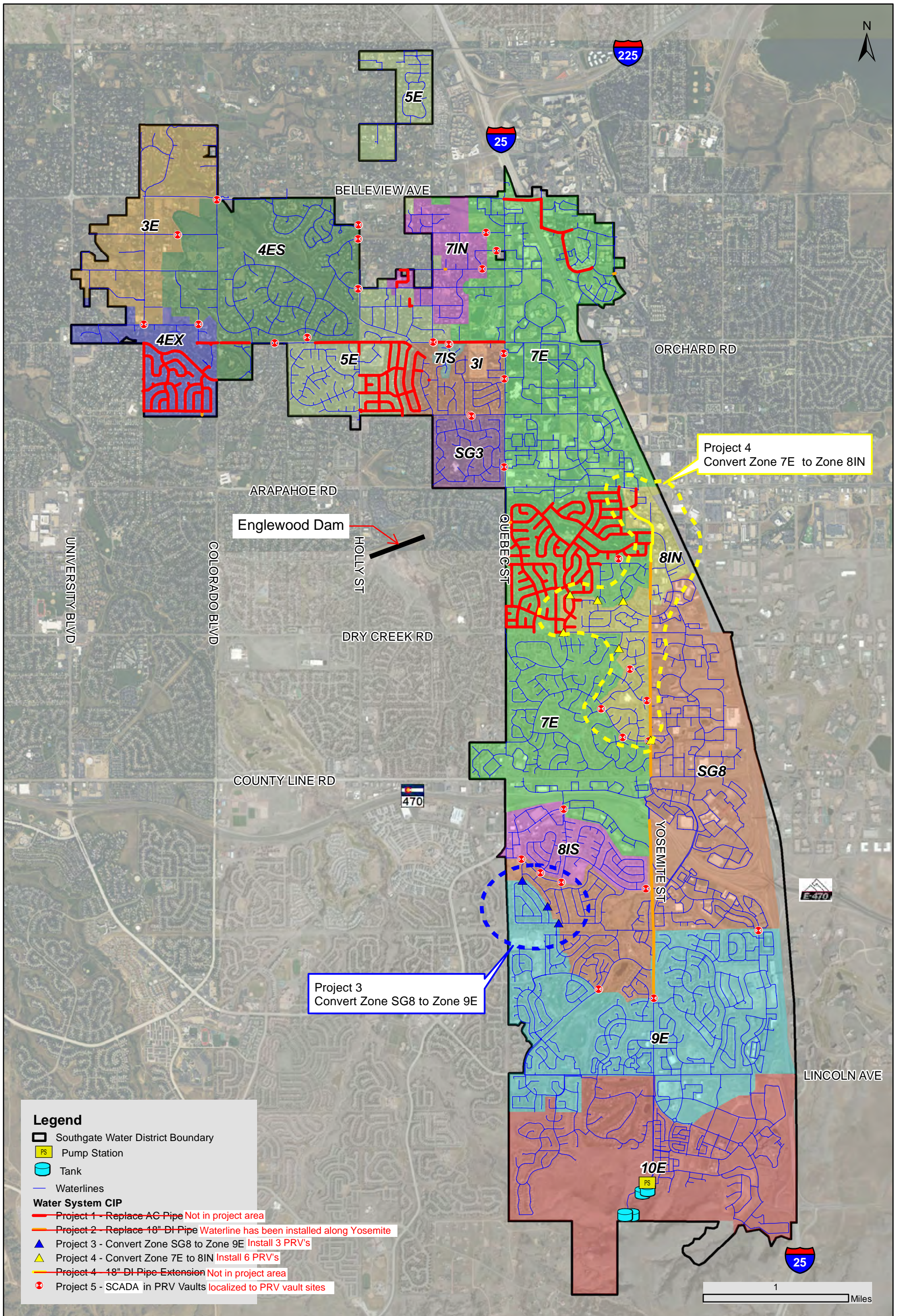
**- END OF MEETING MINUTES -**

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*To the best of my knowledge, these minutes are a factual account of the business conducted, the discussions that took place, and the decisions that were reached at the subject meeting. Please direct any exceptions to these minutes in writing to the undersigned within ten (10) days of the issue date appearing herein. Failure to do so will constitute acceptance of these minutes as statements of fact in which you concur.*

Minutes prepared by: Jackson Winterrowd | 11/15/2023  
ICON Engineering Inc

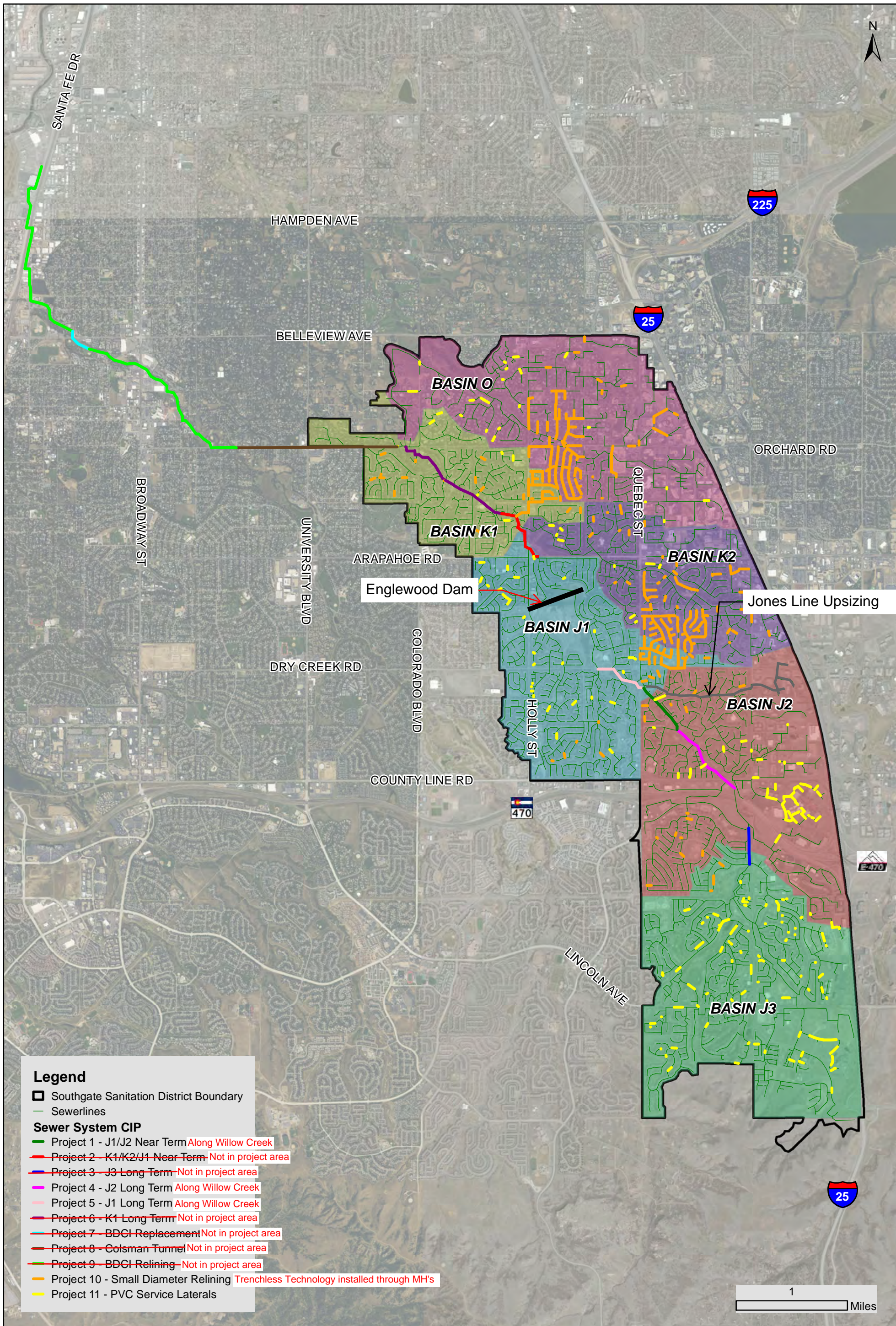




**SOUTHGATE WATER DISTRICT  
WATER SYSTEM CAPITAL IMPROVEMENTS**

Figure 10-1





**SOUTHGATE SANITATION DISTRICT  
SEWER SYSTEM CAPITAL IMPROVEMENTS**

Figure 11-1