

MEETING MINUTES

Willow Creek Tributaries MDP

Progress Meeting

Virtual | February 14, 2024 | 2:00PM

Attendees:

MHFD – Jen Winters, Jon Villines, Jeff Battiste

SEMSWA – Jessica Traynor, Tiffany Clark

Douglas County – Brad Robenstein

SSPRD – Melissa Reese-Thacker

ICON – James Duvall, Jackson Winterrowd

Lone Tree – Jacob James

Southgate Water and Sanitation District – Katherine Henske

1. Public Meeting Coordination

a. Time and Date

1. Based on the responses to the poll sent out by ICON, Thursday April 4th, 2024, at 6:30pm is the most favorable time and date for the public meeting at the South Suburban Sports Complex on County Line Rd.
2. ICON will coordinate further with SSPRD to book the Sports Complex.

b. Public Meeting Notifications

1. The team discussed who should be invited to the public meeting.
 1. MHFD mentioned that with FHAD's, they will typically send notifications to properties that touch the existing or future 1% Annual Chance floodplain.
 2. The team decided that only residents within a buffer of the tributaries will receive physical mailers.
 3. SEMSWA added that they can coordinate with CenCON (HOA group) so that they can reach out to the relevant HOA's.
 4. SEMSWA also noted that they can post in the Nextdoor platform to communicate with neighborhoods in the study area.
 5. MHFD sent an email shortly after the meeting stating that they can handle the physical mailing of the public meeting notifications. MHFD outsources the mailing and will pull together a list of all property owners and addresses along the streams.
2. The team discussed what information should be included in the public meeting notification letter.
 1. SEMSWA noted that there should be a map of the tributaries and a couple sentences about the venue, date, time, and a description of what the project team expects from the attendees as far as interaction and comments.
 2. MHFD added that they usually make postcard-sized mailers but that there is no standard formats or sizing. Following the meeting, Jen will speak with Brooke Seymour and provide ICON with examples of past mailers.
3. The team discussed the timing of the public meeting notification letters.
 1. It was agreed that the mailer should be sent 2 weeks prior to the meeting date in order to provide residents ample time to prepare (March 21, 2024).
 2. In MHFD's email shortly after the meeting, it was noted that the mailers should be provided to MHFD by ICON at least 1 week prior to the desired mailing date (March 14,



2024). This will allow sufficient time for MHFD to coordinate with the company doing the mailing.

c. Public Meeting Format

1. The team agreed that a short, 10-15 minute, presentation followed by an open house is an effective format for this type of meeting.
2. The introduction should introduce the FHAD and MDP and explain to attendees how to interact with the exhibits and leave comments.
3. SEMSWA mentioned that the quick introduction presentation should include representative pictures and keep it high level.

d. Public Meeting Materials

1. ICON suggested that the following materials be created as exhibits for the public meeting:
 1. A static map for each problem identification category
 2. Static hydrology and hydraulics maps
 3. An interactive online (Felt) map of the study area
2. The static maps will be a place for residents to attach sticky notes with their own comments regarding drainageway problems and alternatives analysis.
3. The hydrology and hydraulics maps are to provide background about the Baseline Hydrology and FHAD studies that were precursors to this MDP.
4. The Felt map gives the residents an opportunity to place electronic comments at the meeting. Additionally, a link to this map will be sent out with the mailers to be available for residents that can't attend.
5. The team agreed that static maps with sticky notes, hydrology and hydraulics maps, and online Felt maps will be sufficient materials for the public meeting.

2. Story Map and Website

a. Story Map [[Willow Creek Tributaries Major Drainageway Plan \(arcgis.com\)](https://arcgis.com)]

1. ICON has been progressing the Story Map deliverable to cover project information through the Problem Identification phase of the MDP.
2. ICON noted that the format of the Story Map follows a traditional hardcopy MDP report format regarding section headings. The text provided in each section is meant to be a brief synopsis of the material provided in the Baseline Hydrology and FHAD reports.
3. The team viewed a draft version of the Story Map and provided initial comments.
 1. In the "Flooding" section, MHFD and SEMSWA confirmed that the floodway should not be shown on the map. Additionally, it was requested that ICON add a note in the paragraph above the map stating that no structures are in the DRAFT 1% Annual Chance Floodplain.
 2. MHFD, SEMSWA, and SSPRD commented that for the "Flooding" and "Maintenance Needs" maps, pedestrian bridges should be represented on the map for reference only. ICON will remove pedestrian bridges from the Crossing Capacity and Crossing Physical Condition layers and replace with a point layer.
4. ICON showed the CDC Social Vulnerability Index as a potential visualization for the "Equity" problem identification category.
 1. MHFD has decided not to use the Michael Baker Social Vulnerability dataset.
 2. ICON reviewed the clipped dataset and noted that the entire study area is not at a very high vulnerability state based on the "overall score" metric in the dataset. ICON noted that the lowest scoring census tract in the study area is above the 75th percentile in terms of vulnerability.
 3. MHFD noted that the overall metric is used to compare the vulnerability of one census tract to another in response to the same magnitude of disaster.
 4. MHFD asked if the data could be used to compare tracts statewide or nationwide. ICON reviewed the metadata and revealed that the SVI data is individual to each state.
 5. MHFD recommended that the SVI data not be shown in the Story Map as there is little difference in vulnerability and it may send an unfavorable message to residents if one area is symbolized as at higher risk than others.
 6. The team agreed that the best way to use the SVI is to incorporate this dataset into the alternatives phase. The Equity category will be removed from problem identification.



- b. Project Website [[Willow Creek Tributaries FHAD & MDP \(iconeng.com\)](https://www.iconeng.com)]
 - 1. ICON has updated the contact information and the meetings tab since the last MDP progress meeting.
 - 2. ICON will update the website to include a link to the Story Map, once approved.

3. Action Items

- a. ICON
 - 1. Create draft public meeting notification letters to show at next month's progress meeting.
 - 2. Create draft public meeting materials to show at next month's progress meeting.
 - 3. Update the Story Map and provide the team with the link.
- b. SEMSWA
 - 1. Coordinate with CenCON to notify the relevant HOA's of the public meeting.
- c. MHFD
 - 1. Provide ICON with examples of notification mailers.
 - 2. Jen will check-in with Hung-Teng regarding the status of the FHAD review by MHFD.
- d. All
 - 1. Review and provide comments on Story Map.

- END OF MEETING MINUTES -

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 | 02/16/2024

ICON Engineering Inc