
**KICK-OFF MEETING FOR
COAL CREEK AND ROCK CREEK (CCRC) MDP & FHAD
MEETING MINUTES**

Date: May 23, 2012
Location: City of Louisville Library
Distributions: Agenda, Anticipated Schedule, Meeting Calendar, Data Request

Attendees:

NAME	ORGANIZATION
Claire DeLeo	Boulder County
Justin Gindlesperger	Boulder County
Rebecca Baker	City of Broomfield
Peter Johnson	City of Lafayette
Jeff Moline	City of Lafayette
David Thompson	City of Louisville
David Delagarza	RESPEC
Rick Moser	RESPEC
Tony Tran	RESPEC
Teresa Patterson	RESPEC
Wendi Palmer	Town of Erie
Alex Ariniello	Town of Superior
Ken Mackenzie	UDFCD

I. Purpose

The purpose of this meeting was to officially launch the study, introduce the team members and project sponsors. Also, this meeting was used to plan and establish future meeting dates and request additional information.

II. Overview and Schedule

Teresa discussed the typical process for an MDP and FHAD study. The study consists of four major phases. 1. Hydrology 2. Alternatives 3. Conceptual Design 4. FHAD

Typically public meetings are held to get the public's input regarding local flooding issues and concerns within the watershed. The idea of holding a public meeting in two different locations, one located in the upstream portion of the watershed and one in the downstream portion was presented.

Many were in favor of holding the public meeting in two different locations. Also, the notion to hold a second public meeting after the alternatives phase was completed was discussed. This means there would be a total of four public meetings held. The first being in September to get citizen input on local drainage and flooding problems and the second after the alternatives are developed in mid-December. The latter public meeting would likely be pushed back to early January after the holidays to encourage a higher attendance rate.

Teresa will discuss with Shea Thomas (UDFCD) regarding the number of public meetings and locations at which they will be held. RESPEC would like to hold a focus group at least once with each project sponsor prior to Alternative Phase to ensure specific sponsor concerns are being addressed adequately.

The meeting calendar and schedule were presented and a lot of scheduling conflicts arose. Wednesday afternoons are not good times to meet for Claire, Wendi is unable to meet the third Monday of every month, David T. had a conflict on Wednesdays as well and Rebecca will be out every Monday of June except June 4. RESPEC will revise the meeting dates and calendar based on known conflicts and send out the revised calendar. The project sponsors are to inform Teresa if any further known scheduling conflicts exist with the revised progress meetings that are scheduled. Those conflicts will be accommodated as much as possible.

Teresa mentioned that additional public and private stakeholders are welcome to attend the future progress meetings. If the project sponsors have any known stakeholders they would like to have attend the progress meetings and be included on the distribution list, please let Teresa know.

Wendi felt it would be beneficial for the progress meeting agendas to be sent out ahead of time for review. RESPEC committed to do such.

III. Data Request and Hydrology

Teresa solicited information from the sponsors for other mapping and/or hydrology sources. RESPEC discussed that the hydrology will begin to be developed from the 10 meter USGS DEMs, 10' USGS contours, and the Kiowa MDP through Superior. The size of typical sub-catchments used for the hydrology will be on average 330 acres with the maximum of 400 acres.

RESPEC has set up a SharePoint site specifically for this project. Teresa will send out password/login information. Teresa requested for an e-mail notification once files are uploaded to the SharePoint site. Examples of useful information that the projects sponsors will provide to RESPEC are:

- Detailed Storm Sewer information
- Land use
- Supplemental Topography Mapping

IV. Discussion

Alex Ariniello inquired about how the recommended plan is determined and questioned the methods that would be employed to choose the recommended plan from the alternatives particularly regarding cost. Teresa and Ken explained the process and touched on how a benefit cost analysis was used.

David Thompson voiced that he has found that the upstream communities cannot implement their improvements into place until downstream communities have completed their improvements.

V. Schedule and Action Items

The next progress meeting will be held on June 18th at 1:00 PM at the Town of Superior Town Hall.

- RESPEC to revise meeting calendar and send out for review.
- RESPEC will send out the meeting agendas prior to progress meetings.
- RESPEC will inform the project sponsors when site visits are being conducted to ensure appropriate parties are notified.
- RESPEC will send out password/login information for the SharePoint site.
- Project Sponsors to share useful supplemental data with RESPEC.

These minutes are true and accurate to the best of my knowledge based on notes and recollection. Should any attending party have additions or corrections to these minutes, please forward them to Teresa Patterson of RESPEC Consulting within one week of the date of receipt. The absence of a response will be considered concurrence to the previous information and these minutes will be considered matter of fact.