

MEETING MINUTES

Willow Creek Tributaries MDP

Progress Meeting

Virtual | May 8, 2024 | 2:00PM

Attendees:

MHFD – Jen Winters

SEMSWA – Jessica Traynor

Douglas County – Brad Robenstein

SSPRD – Melissa Reese-Thacker

ICON – Craig Jacobson, James Duvall, Jackson Winterrowd

1. Public Meeting Recap

a. Attendance

1. There were 9 residents that attended the public meeting on April 4th at the South Suburban Sports Complex.

b. Public Input

1. Attendees placed notes on the static maps at each station.
2. There have been no new responses to the Google Form survey on the project website since the public meeting.
3. Felt Map
 1. One comment was placed on the Felt Map during the public meeting.
 2. All meeting comments were added to the Felt Map for future reference ([Willow Creek Tributaries Public Input Map – Felt](#)).
4. Public Meeting Follow-ups
 1. SEMSWA noted that a resident, located on Willow Creek East near the confluence with Willow Creek main stem, let them know about a grouted riprap drop that has failed. This resident is also concerned with general vegetation management strategies along Willow Creek East.
 - a. This drop structure was identified on the existing conditions Maintenance Needs map.
 - b. ICON noted that there is an ongoing project in this area to address these concerns. At the next MDP progress meeting, ICON will provide a project status report from the team performing the design at the confluence.
 2. MHFD added that a resident called them with concerns about the concrete energy dissipation structure and debris accumulation on Willow Creek, just downstream of the confluence with Willow Creek East. The Willow Creek main stem is not part of this study.
 3. SSPRD mentioned an area on Fox Hill Park Tributary in the Willow Spring Open Space that has opened into a makeshift swimming hole. This was also a comment received during the public meeting. ICON will walk this reach of Fox Hill Park to assess the conditions of this area and include it on the problem identification map.
 - a. Melissa noted that there is ongoing discussion about a potential restoration project with Ducks Unlimited in Willow Spring Open Space.
5. Public Meeting Lessons Learned
 1. The project team discussed the attendance at the meeting. It was determined that adequate notice and messaging was provided and that attendance can vary greatly based on each project and neighborhood.



2. For the second public meeting, a virtual option should be provided to supplement the in-person meeting.

2. Alternatives Development

- a. The team agreed that a more general approach should be taken for alternatives development. MHFD and SEMSWA noted that they are steering away from conceptual designs in master plans as the designs often do not get used.
 1. SEMSWA would prefer that the master plan provide cost estimating, general feasibility, and base design requirements.
- b. Stream Function
 1. ICON will present Stream Function by reach to identify sections of channel where a project could be targeted in the future.
 2. These reaches will also consider Maintenance Needs (see additional information in Section C below)
 1. MHFD and SEMSWA noted that if a reach is classified as “good” or stable, then there is no need to think about systematic overhauls of the tributary.
- c. Maintenance Needs
 1. ICON will group maintenance points by reach to obtain the overall severity level and type of maintenance needed.
 2. Alternatives will be identified as maintenance-level and capital improvement-level (CIP) projects.
 1. CIP projects will be classified as having a large scope and cost that requires longer term planning, whereas maintenance projects will be projects with a relatively smaller footprint and cost.
- d. Flooding
 1. ICON will utilize hydraulic modeling to upsize existing culverts that do not currently meet SEMSWA criteria.
 2. ICON asked if trail inundation areas should be considered. SSPRD mentioned that there are some areas, particularly within Willow Spring Open Space, that are frequently inundated. SSPRD will check with their maintenance crews to locate these areas.
- e. Water Quality
 1. Regional Water Quality
 1. ICON will identify existing ponds to retrofit for Water Quality and EURV benefit.
 - a. SEMSWA noted that this should be a high-level, planning design rather than specific design of an outlet structure or pond. Alternatives development will focus on confirming if there is enough space within the topography for the WQCV and EURV.
 - b. SEMSWA mentioned a previous study that showed potential WQCV and EURV increases for each pond on a map.
 - c. ICON noted that analysis of existing ponds could also include consideration of adequate space for maintenance improvements such as access roads and forebays.
 2. Point Source Water Quality
 1. ICON will identify opportunities for point treatment applications to outfalls and rundowns.
 - a. SEMSWA and MHFD will check if they have any updated typical design references for water quality treatments at the end of pipes before entering the open channels.
 - b. MHFD mentioned potentially bringing in their water quality specialist for this portion of the alternatives development.
- f. Ranking Alternatives
 1. The current scope is for a qualitative ranking system.
 2. SEMSWA noted that a quantitative ranking system (i.e. assigning a score) would be more useful. SEMSWA has a rubric for ranking alternatives that they suggest being incorporated into this study.
 1. Use of the SEMSWA rubric will help compare alternatives developed with this study with master plans from other watersheds.



2. ICON will use this as a starting point for ranking the alternatives but may modify some fields based on applicability to this study.
 3. SEMSWA will send the rubric to ICON.
- g. Cost Estimating
1. SEMSWA and MHFD need costs associated with the recommended alternatives to put into their respective CIP plans.
 2. MHFD indicated that they have developed a new costing spreadsheet. MHFD will confirm if the spreadsheet can be shared to us before it is published online.
 3. SEMSWA noted that for a prior master plan, a cost per linear foot was developed for three kinds of stream projects. Jessica will send over this master plan for ICON to reference when developing cost estimates.

3. Schedule/Scope/Budget Updates

- a. Tentative schedule
1. July/August 2024 – Alternatives Development Completion
 1. Approximately 1 month total for review and revisions
 2. End of 2024 - Final Master Plan Completion
- b. Scope
1. ICON is currently scoped through alternatives. A new scope will be needed for cost estimating and the final report.
- c. Deliverables
1. The deliverables of the Alternatives Analysis phase will be the StoryMap and hard-copy report updated through the alternatives section.
 2. Final deliverables for the master plan will be a GIS geodatabase and hard-copy report. The Storymap will not continue to be hosted/maintained after the geodatabase is incorporated in MHFD's Confluence program.
- d. Team Update
1. Jessica will be taking on a reduced role throughout the summer. ICON will give her at least 2 weeks' notice before we expect to have a deliverable for review.

4. Action Items

- a. ICON
1. Progress the alternatives development phase and show examples at the next progress meeting.
 2. Walk the stretch of Fox Hill Park tributary in Willow Creek Open Space to look at the swimming hole.
- b. MHFD
1. Inquire about MHFD references for formalized pipe end treatment recommendations to enhance water quality.
 2. Share the new/draft standard cost estimating spreadsheet with the team.
- c. SEMSWA
1. Inquire about SEMSWA references for formalized pipe end treatment recommendations to enhance water quality.
 2. Send ICON the past master plan example with EURV map and cost per linear foot for stream projects.
 3. Send ICON the standardized SEMSWA rubric for ranking alternatives.
- d. SSPRD
1. Check in with maintenance crews to specify areas of frequent trail inundation within the Willow Spring Open Space.



- 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 | 05/20/2024
ICON Engineering Inc