

MEETING MINUTES

Willow Creek Tributaries MDP

Progress Meeting

Virtual | March 13, 2024 | 2:00PM

Attendees:

MHFD – Jen Winters, Jeff Battiste

SEMSWA – Jessica Traynor

Lone Tree – Jacob James

Southgate Water and Sanitation District – Katherine Henske

ICON – Craig Jacobson, Jackson Winterrowd

1. Public Meeting Coordination

- a. Public Meeting Time and Date
 1. Set for April 4th from 6:30pm to 8:30pm at South Suburban Sports Complex – 4810 E County Line Rd, Highlands Ranch
- b. Mailer Notifications
 1. ICON sent a finalized mailer notification to MHFD for coordination with their contractor who does the physical mailing.
 2. Approximately 1900 homes will be invited to the public meeting via mailer notifications within the next few weeks.
 3. ICON asked about HOA coordination and social media postings in addition to the mailers. SEMSWA will coordinate with the HOA's and social media from here on out.
- c. Public Meeting Roles and Responsibilities
 1. Expected attendance from the project team at the public meeting is anywhere from 7 to 11 people. Known project team attendees are listed below. ICON will reach out to the remainder of the project team to confirm the number of attendees.
 1. ICON – Craig Jacobson, James Duvall, Jackson Winterrowd
 2. MHFD – Jen Winters, Jeff Battiste
 3. SEMSWA – Jessica Traynor and will coordinate internally with SEMSWA to determine if there is interest from others in joining the meeting.
 4. Lone Tree – Jacob James or another Lone Tree representative
 5. Douglas County – Brad Robenstein was not present at the March progress meeting. ICON will follow up with Brad to confirm Douglas County attendance.
 2. Public Meeting Agenda
 1. Project team will arrive to the venue around 5:45pm to set up the room and materials.
 2. Doors will open at 6:30pm to the public.
 3. ICON will give a brief presentation beginning at 6:45pm that will last no longer than 15 minutes.
 - a. The presentation will be kept at a high level for an introduction to the study.
 - b. There are no standard templates used for public meeting presentations. ICON will create the presentation and send it out for feedback at least one week prior to the public meeting.
 - c. SEMSWA noted that the presentation should emphasize that the goal of the meeting is to gather feedback from the public and that ICON should provide descriptive instructions on how to do so. It was also mentioned that the first slide



- of the presentation should be a study area map instead of an introduction slide. An introduction slide can be used as the second slide if need be.
- d. Introductions for project sponsors and stakeholders will be given by an ICON speaker to minimize the number of people presenting.
 4. At no later than 7:00pm, the meeting will break into the open house format.
3. Open House Stations
 1. There will be 6 stations, each with a different map(s) that will be placed around the room. Attendees will be able to place sticky notes on the maps to leave comments on known issues in the watershed.
 2. Each station will be manned by a project team member to start the open house session. This can be flexible if there is little attendance at the public meeting or seems overbearing.
 3. ICON will suggest station assignments to team members prior to the public meeting.
 4. Equipment
 1. ICON will check with SSPRD to confirm that the room will be equipped with a projector, screen, tables, chairs, and microphone.
 2. 7 easels (or stands) will be required to display the static maps at all the stations. ICON has 4 easels but will need help obtaining the remaining 3 from the project team.
 3. It was not discussed during the March public meeting, but ICON will provide 3 laptops for the public meeting to have the public website, Storymap, Felt Map, and Google survey available.

2. Public Meeting Materials

- a. Website - [Willow Creek Tributaries FHAD & MDP \(iconeng.com\)](http://iconeng.com)
 1. The public website was updated since the last progress meeting to include the public meeting details, felt map, and past meeting minutes.
- b. StoryMap - [Willow Creek Tributaries Major Drainageway Plan \(arcgis.com\)](http://arcgis.com)
 1. The StoryMap has not been updated since the last progress meeting. However, ICON requested that the team communicate any comments on the StoryMap as soon as possible.
 2. ICON will update the header picture of the StoryMap to be brighter.
 3. The StoryMap will be linked on the public website prior to the public meeting.
- c. Felt Map - [Willow Creek Tributaries Public Input Map – Felt](#)
 1. The Felt Map is intended for the public to place electronic comments spatially on an online map. The functionality of the felt map is very simple and will be demonstrated at the public meeting.
 2. The Felt Map is linked to the public website and is currently live for comments.
- d. Static PDF Maps (boards)
 1. There will be 7 static maps printed out for the 6 total stations at the public meeting. The 6 stations are outlined below.
 1. Hydraulics – Effective and Draft floodplains
 2. Hydrology
 3. Flooding
 4. Stream Function
 5. Maintenance Needs
 6. Water Quality
 2. Each static map is an enlarged version of the interactive StoryMap maps that have been printed out and labeled to be easily digestible. Each map will be printed in color on a 34”x44” roll plot and displayed on the easels.
 3. ICON will provide 8.5” x 11” pictures for the “Stream Function” and “Maintenance Needs” maps to provide further context to what the symbology on the map is representing.



3. Action Items

- a. ICON
 1. Create a draft public meeting presentation and send to project team for feedback at least one week prior to the public meeting.
 2. Confirm public meeting attendance from the remainder of the project team.
 3. Assign open house stations to project team members.
 4. Update all materials necessary for the public meeting (Storymap, Website, Static maps and pictures).
 5. Confirm if a projector, screen, tables, chairs, and microphone will be provided in the meeting room.
- b. SEMSWA
 1. Coordinate with CenCON/HOAs and SEMSWA social media team for public meeting notifications.
- c. MHFD
 1. Remain the point of contact for the public meeting mailer coordination with the mailing contractor.
- d. All
 1. Review and provide comments on the Storymap.
 2. Check if your respective organization can lend easels or boards for use at the public meeting. There is currently a need for 3 easels and boards.

- 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 | 03/18/2024

ICON Engineering Inc