



MEETING MINUTES First Creek MDP and FHAD Kickoff Meeting

Date: December 2, 2019
Location: MHFD
Distributions: Agenda and Schedule

Attendees :

<u>NAME</u>	<u>ORGANIZATION</u>	<u>EMAIL</u>
Brent Soderlin	Commerce City	bsoderlin@c3gov.com
Kurt Patrick	Commerce City	kpatrick@c3gov.com
Teresa Patterson	MHFD	tpatterson@udfcd.org
Alan Leak	RESPEC	alan.leak@respec.com
Jen Winters	RESPEC	jennifer.winters@respec.com
Mike Bannister	RESPEC	mike.bannister@respec.com
Andy Cross	RESPEC	andy.cross@respec.com

1) Introductions

The meeting was opened with introductions.

2) Description of Agile Process

Teresa began by giving the group an explanation of what the agile process entails, specifically how it will impact the pace of the project and who will be involved at each step of the project. Key points of the summary were that it is a more collaborative process in that Jen and Teresa will be meeting weekly to discuss the project and the progress that has been made during the week. The agile process will also allow for the alternatives selection to be done in collaboration with MHFD to save time over the course of the project. There will be two meetings for the alternatives phase, the first meeting will be to brainstorm possible alternatives and the second meeting will be to finalize the alternatives selection- Commerce City will be involved at this point in the process.

3) Watershed History

Teresa provided a summary of the history of the First Creek watershed, in specific that the FEMA maps are based on 1976 flows and that a comprehensive model has not been updated since the 1990's. The latest study was conducted in 2010, but this used old models to inform the results and needs to be redone.



4) Scope of Work

The group reviewed the work RESPEC will perform in each of the proposed project tasks. RESPEC will also be including the DFA 0055 watershed as well as detention in Majestic Commerce Center.

- i. Task 1 – Web Design and Implementation
- ii. Task 2 – Weekly Coordination
- iii. Task 3 - Hydrology
- iv. Task 4 – Hydraulics
- v. Task 5 – Alternatives Analysis
- vi. Task 6 – Conceptual Design
- vii. Task 7 – Final Master Plan Report
- viii. Task 8 - FHAD

5) Data Needs

RESPEC has already received future land use condition from Arapahoe County, Denver, Aurora, Adams County, and Commerce City, as well as MHFD delineated basins, stream networks and municipality boundaries.

6) Web Based Master Plan

The group discussed what the web based master plan will look like for this project, and in what ways this master plan might look different from a typical master plan, the primary focus of the web based portion of this master plan will be the hydrology piece with the goal of providing information that is easier to interpret and access than in previous master plans.

7) Goals from Commerce City

Teresa asked what goals that Commerce City has for the master plan. Two goals were discussed.

- i. Updated FHAD: Because the floodplain boundary is old and development has and will occur within the floodplain, the City would like an updated FHAD showing a more accurate floodplain delineation.
- ii. Determine buildable projects: The master plan should provide the City with constructible projects to address capacity and stream issues.

8) Schedule

RESPEC provided the group with a schedule as a gantt chart. The draft schedule includes completion of the major tasks on the following dates:

Milestone	Duration	Begin Date	Completion Date
1 - Notice to Proceed	---	---	11/15/2019
2 – Hydrology	70 days	11/18/2019	2/21/2020
3 - Kick-off Meeting	1 day	12/2/2019	12/2/2019
4 –Alternatives	138 days	2/24/2020	9/2/2020



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5 – Conceptual Design	62 days	9/3/2020	11/27/2020
6 – FHAD	190 days	2/10/2020	10/30/2020

9) Action Items

- Teresa will send files for Majestic Commerce Center detention as well as information about the Tributary T detentions and a list of all the existing detention she is aware of in First Creek.
- RESPEC will look at the development in DFA 0055 to see if it is at least 80% developed to inform land use modeling.
- RESPEC will develop a detailed schedule for hydrology along with milestones to provide to Teresa.
- Commerce City will review the future land use and imperviousness.