



MEETING MINUTES

Kickoff Meeting

Date:	September 7, 2023 at 11:00 AM via Teams
RE:	West Toll Gate Creek Tributaries MDP Kick-off
Attendees:	Attendees listed below
Project #	022-02231

Attendees:

Name	Company	Email
Colin Haggerty	Mile High Flood District (MHFD)	chaggerty@mhfd.org
Derek Clark	MHFD	dclark@mhfd.org
Jessica Traynor	Southeast Metro Stormwater Authority (SEMSWA)	jtraynor@semswa.org
Tiffany Clark	SEMSWA	tclark@semswa.org
Nicole Harwell	SEMSWA	nharwell@semswa.org
Sam Scorza	City of Aurora (COA)	samiller@auroragov.org
Craig Perl	COA	cperl@aurora.org
Gustav Slovensky	COA	gslovens@auroragov.org
Amy Gabor	Olsson	agabor@olsson.com
Zack DelGrosso	Olsson	zdelgrosso@olsson.com

Discussion Items:

The purpose of this meeting was to discuss the start of the project and better define its scope. Specifically, determine which tributaries should be included in this study. This meeting was only to discuss the hydrology phase of the study. While this summary is not intended to represent a comprehensive account of the meeting, it is intended to reflect the key points raised and issues for further consideration and to identify the action items resulting from the discussions. The non-bold items comprised the meeting agenda. The items in bold resulted from the discussions.

- 1) Introductions
- 2) Project goals
 - a) **The main goal of this project is to continue the efforts of the District to update MDPs throughout its boundaries and identify potential issues and maintenance needs.**
 - b) **This study will help provide an assessment of existing conditions, identify problem areas, and provide guidance on future construction projects for the West Toll Gate Creek tributaries.**

- 3) Needed Information
 - a) 2020 LiDAR topo and contours – **MHFD to provide**
 - b) GIS files (storm sewer, other utilities that are available, property lines, ROW, easement, streets, streams, FPs, City limits, SEMSWA limits, future land use or zoning, etc.) – **To be provided by MHFD, SEMSWA, and COA**
 - c) GIS file of WTGC subbasins and overall watershed – **MHFD to provide**
 - d) West Toll Gate Creek hydrology models – **MHFD to provide**
 - e) Crossing structure surveys – **Crossing structure surveys are not needed at this time. Potential survey needs will be discussed in future phases of the study**
 - f) Any plans, reports, or studies in the project area that not available on-line (ie the concrete channel assessment and sediment analysis by Aurora) – **To be provided by MHFD, SEMSWA, and COA**
 - g) Contact information for any additional stakeholders that should be included as the study progresses

- 4) Hydrology
 - a) **Hydrology will be based on NOAA Atlas 14 rainfall, CUHP 2005 Version 2.0.1, and EPA SWMM 5.2.3.**
 - b) **Existing imperviousness determined using 2019 NLCD, with adjustments to change any values less than 2% to 2% and update open water to 100%. Aerial imagery will be used to update any development post-2019. Future imperviousness based on land use and zoning for undeveloped parcels.**
 - c) **Only need to look at local drainage for Cherry Creek Spillway.**
 - d) **Do not include hydrology routing down West Toll Gate Creek.**
 - e) **Match detention in 2012 MDP. No additional detention ponds are anticipated to be included.**

- 5) Previous studies and existing conditions
 - a) **West Toll Gate Creek was studied in 2012, but did not include the smaller tributaries. Other studies have been done that include some of the tributaries. Olsson will review available information on MHFD's website.**
 - b) **COA completed an assessment of concrete channels, but it did not include an evaluation of peak flows. COA will send Olsson the report and it will be referenced as it relates to the existing conditions.**
 - c) **COA completed a sediment analysis on West Toll Gate Creek. The study will be considered as it relates to the tributaries.**
 - d) **At this time, it is anticipated that no effective floodplains will be updated by this study.**
 - e) **Woodrim Tributary has recently been studied as part of a development.**

- 6) Determination of tributaries to be included in MDP
 - a) **Olsson will provide a map to sponsors with recommendations on what tributaries should be included in the study. Generally, tributaries will be included if they have been previously studied and/or are open channels. Piped systems are not anticipated to be included.**
 - b) **The Aurora Mall drainage system was completed recently and has complicated hydrology/hydraulics. Because it was completed recently, it will not be included in the study.**
 - c) **Highline Canal will only be included as it relates to any other tributary crossing it.**

- d) **Unnamed Tributary was studied as part of the 2012 MDP and will not be included.**

7) Deliverables

- a) **The study will follow the typical PDF submittal and will not be a web-based master plan, but will include GIS files that are compatible with MHFD's Confluence system. MHFD prefers web-based.**

Action Items:

- **Olsson**
 - **Provide a map of tributaries outlining which have old studies/information**
 - **Provide scope and fee for hydrology**
- **MHFD**
 - **Provide 2020 LiDAR**
 - **Provide 2012 hydrology and GIS shapefiles**
 - **Provide any relevant studies and plans not accessible on-line**
- **COA/SEMSWA**
 - **Provide any relevant GIS files not accessible on-line**
 - **Provide any relevant studies and plans not accessible on-line**

Please contact Olsson at 303-237-2072 with changes or questions regarding these meeting minutes. These minutes will be considered final unless comments are received within seven days of distribution. Although comments will be incorporated, as appropriate, only major revisions will be redistributed.

**Minutes prepared by: Zack DelGrosso
Distribution List: Attendees**