



**URBAN DRAINAGE AND FLOOD CONTROL DISTRICT
BOARD OF DIRECTORS
MINUTES**

Thursday, November 18, 2010

Members Present:

Susan Beckman	Commissioner, Arapahoe County
Bob Broom	Mayor Pro Tem, City of Aurora
Cindy Domenico	Commissioner, Boulder County
Joyce Downing	Mayor, City of Northglenn
Bob Dyer	Mayor Pro Tem, City of Arvada
Erik Hansen	Mayor, City of Thornton
Bob Hoffmaster	Engineer
Peggy Lehmann	Council Member, City and County of Denver
Nancy McNally	Mayor, City of Westminster
Andrew Muckle	Mayor, Town of Superior
Bob Murphy	Mayor, City of Lakewood
Alice Nichol	Commissioner, Adams County
Jill Repella	Commissioner, Douglas County
Dave Sellards	Engineer
Walt Spader	Mayor Pro Tem, City and County of Broomfield
Ron Weidmann	Mayor Pro Tem, City of Centennial
Ken Wilson	Deputy Mayor, City of Boulder

Members Absent:

Faye Griffin	Commissioner, Jefferson County
Marcia Johnson	Council Member, City and County of Denver
Paul Lopez	Council Member, City and County of Denver
Nancy Sharpe	Mayor, City of Greenwood Village
Guillermo (Bill) Vidal	Deputy Mayor, City and County of Denver

UDFCD Staff Present:

Paul Hindman	Executive Director
Ed Krisor	Legal Counsel
Bill DeGroot	Manager, Floodplain Management
Dave Bennetts	Manager, Design, Construction, and Maintenance
Ken MacKenzie	Manager, Master Planning
Kevin Stewart	Manager, Information Services and Flood Warning
Laura Kroeger	Assistant Manager, Design, Construction, and Maintenance
Richard Borchardt	Senior Project Engineer, Design, Construction, and Maintenance
Bryan Kohlenberg	Senior Project Engineer, Design, Construction, and Maintenance
David Mallory	Senior Project Engineer, Floodplain Management
Barbara Chongtoua	Senior Project Engineer, Design, Construction, and Maintenance
Shea Thomas	Senior Project Engineer, Master Planning
Holly Piza	Senior Project Engineer, Master Planning
David Skuodas	Project Engineer, Design, Construction, and Maintenance
Julia Bailey	Information Services Engineer, Information Services and Flood Warning
Sandra Gonzalez	Administrative Services Manager

Others Present

Gabe Schwend	Colorado School of Mines, Student
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1. **Call to Order – 1:00 p.m.**
Chairperson McNally called the meeting to order at 1:00 p.m.
2. **Roll Call - Determination of Quorum**
Roll was called and a quorum was declared present.
3. **Introductions**
 - a. **Swearing in of New Board Members**
No Board members were sworn in at this meeting.
 - b. **Visitors/Guests**
There were no visitors or guests attending this meeting.
 - c. **Awards/Recognition**
The District received the Grand Award from CASFM for Engineering Excellence for Elmer's Two Mile Greenways Project. David Skuodas, Project Engineer, accepted the award on behalf of the District.
4. **Approval of October 21, 2010 Meeting**
It was moved and seconded to approve the minutes as submitted.
5. **Executive Session – 2011 Staff Compensation (Pursuant to 24-6-402 (4) (f)(I) C.R.S.)**
It was moved and seconded, at 1:15 p.m., that the Board move into an Executive Session to discuss the 2011 staff compensation.

6. **Consent Agenda**

- a. **Review of Cash Disbursements**
Cash Disbursement list dated October and November was distributed to the Board for review.

There being no further comments or questions, it was the consensus of the Board to include approval of the Cash Disbursements on the Consent Agenda.

- b. **2011 Staff Compensation (Resolution No. 62, Series of 2010)**
Chairperson McNally noted that this item was discussed in Executive Session and the Board requested the following language be placed in the resolution:
The Board approves the recommendation of the Personnel Committee to adjust the 2011 pay ranges by 0.5%. For compensation of the present full-time and part-time regular District employees for 2011, the Board approves an allocation of 2.0% of payroll to be distributed, at the discretion of the Executive Director, towards one time performance merit awards.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 62 on the Consent Agenda.

- c. **Electronic Data Management (Resolution No. 63, Series of 2010)**
In 2009 the District developed a GIS-based application for accessing publications and other documents via the Internet. This resource was made public this past year and the feedback from users has been extremely positive. It is now possible for local governments, federal and state agencies, consultants, other partner organizations and the general public to easily find technical information and related District documents including FHADs, master plans, design drawings, special reports, etc. A consolidated floodplain mapping interface was also developed as well as access to maintenance eligibility information concerning projects constructed by others.

After evaluating the base functionality of the application, District staff recommends that additional enhancements be developed and steps be taken to assure continued maintenance and improved functionality of the EDM application. This next phase will include: 1) building web-based data entry capabilities; 2) adding a flood threat assessment/inventory tool for predicting flood impacts; 3) developing a mapping application for accessing historical flood information such as videos, reports, news

articles, and web links; and 4) improving functionality of the document search and map navigation.

Adequate funds are available from the District's 2010 budget for making these proposed improvements to the EDM with project costs shared between the Special Revenue Funds for Construction, Maintenance and the South Platte River, and the General Fund. Resolution No. 63 will authorize \$75,000 for this project.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 63 on the Consent Agenda.

d. Authorization to Participate in Drainage and Flood Control Improvements on Cherry Creek at Hess Road in Douglas County (Resolution No. 64, Series of 2010)

This is a joint project with Douglas County. The District and Douglas County desire to design, acquire right-of-way, and construct improvements along the Cherry Creek between Hess Road and Main Street. The project improvements include drop structures and bank stabilization. Easement and right-of-way acquisition will be included in the project costs. Consultant selection will be conducted in 2011 with the District administering the design. Construction is anticipated in 2012.

The District and Douglas County has identified \$120,000 in initial project costs for the design with the District's participation being \$60,000 in 2010 funds. Resolution No. 64 authorizes \$60,000 of District funds from the Construction Revenue Fund to at least be matched by Douglas County for the design, acquisition of right-of-way, and construction of the drainage elements of the project.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 64 on the Consent Agenda.

e. Authorization to Participate in Drainage and Flood Control Improvements on Littles Creek from Broadway to Dry Creek Pond in City of Centennial, Arapahoe County (Resolution No. 65, Series of 2010)

This is a joint project with the Southeast Metro Stormwater Authority (SEMSWA). SEMSWA desires to design, acquire right-of-way, and construct improvements along Littles Creek from Broadway to Dry Creek Pond in accordance with the "Littles Creek Major Drainageway Planning Study" currently in progress. The project includes improvements to regional detention ponds, storm sewer systems, street and agriculture ditch crossings, channel improvements, and water quality enhancements. Easement and right-of-way acquisition will be included in the project costs. The District will be administering the design once a consulting engineering firm is selected.

The District and SEMSWA have identified \$100,000 in initial project costs for the design. Right-of-way acquisition and construction are anticipated in future years. The District's participation in the project will be \$50,000 in 2010 funds. Construction is anticipated in 2012 and 2013. Resolution No. 65 authorizes \$50,000 of District funds from the Special Revenue Fund - Construction to at least be matched by SEMSWA for the design, acquisition of right-of-way, and construction of the drainage elements of the project.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 65 on the Consent Agenda.

f. Additional Authorization to Participate in Drainage and Flood Control Improvements on Piney Creek at Caley Avenue in City of Centennial, Arapahoe County (Resolution No. 66, Series of 2010)

This is a joint project with the Southeast Metro Stormwater Authority (SEMSWA). The first phase of work consisted of construction of the new Caley Bridge and associated channel improvements immediately upstream and downstream of the bridge. Phase 1 was completed in September, 2010. The second phase of the project picks up where the first phase leaves off by continuing improvements upstream of Caley.

The drainage elements of the project include installation of bank protection, grade control, and maintenance path and formalize a horse crossing within the reach. The Master Drainage Plan is currently being updated and will guide these improvements. Ayres Associates designed Phase 1, and is in negotiations with the District and SEMSWA for the Phase 2 of the project.

Easement and right-of-way acquisition will be part of the project. In the first phase, easements were purchased for the Caley Bridge, but were donated for the channel improvements. Donations of easements for the channel improvements will be sought for the second phase of the project.

Construction of Phase 2 is anticipated in 2011.

The District and SEMSWA have identified \$3,708,000 in total project costs with the District's participation being \$1,450,000. The previous authorizations Resolution No. 33, Series of 2010; Resolution No. 11, Series of 2009, Resolution No. 40, Series of 2006, Resolution No. 57, Series of 2007, Resolution No. 69, Series of 2007, and Resolution No. 7, Series 2008 totaled \$1,150,000 in District's funds which included design, property acquisition, and construction of improvements of the first phase and design and partial construction funding for the second phase.

Resolution No. 66 authorizes an additional \$300,000 of District funds from the Special Revenue Fund - Construction to at least be matched by SEMSWA for the design of the drainage elements of the project.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 66 on the Consent Agenda.

g. Authorization to Participate in Drainage and Flood Control Improvements on Marcy Gulch, Downstream of Town Center Drive in Douglas County (Resolution No. 67, Series of 2010)

This is a joint project with Douglas County and Highlands Ranch Metro District. Douglas County and Highlands Ranch Metro District desires to design and construct improvements along Marcy Gulch downstream of Town Center Drive. The project includes sculpted concrete drop structures, a trail crossing and bank protection. Highlands Ranch Metro District will own the property where the improvements are being constructed.

Muller Engineering Company has completed Phase 1 design, and will be starting design of Phase 2. The District, Douglas County and Highlands Ranch Metro District desire to construct Phase 1 improvements which will be managed by the District. The District, Douglas County and Highlands Ranch Metro District have identified \$1,070,000 in project costs for the design and partial funding of construction with the District's participation being \$265,000 in 2010 funds. Construction of Phase 1 is anticipated in 2010, and Phase 2 in 2011.

Resolution No. 67 authorizes \$265,000 of District funds from the Special Revenue Fund - Construction to at least be matched by Douglas County and Highlands Ranch Metro District for the design and construction of the drainage elements of the project.

There being no further comments or questions, it was the consensus of the Board to place Resolution No. 67 on the Consent Agenda.

7. Vote on Approval of the Consent Agenda

It was the consensus of the Board that Resolutions No. 62, 63, 64, 65, 66, and 67, Series of 2010, and Cash Disbursements for October and November 2010 be placed on the Consent Agenda. Council Member Lehmann moved to adopt the Consent Agenda. Upon a roll call vote the motion was passed unanimously. (Mayor Muckle and Commissioner Rapella left the meeting early and were not in attendance for the roll call vote.)

8. Reports/Discussion

a. **2010 – 2014 Five-Year Capital Improvement Program**

The draft Five-year Capital Improvement Program was sent to local governments in September asking for comments to be returned to the District by October 1st. Comments and requests were received from most of the local governments and they have been incorporated into the CIP to the extent possible. All requests cannot be accommodated because there are more requests than there are funds available. The draft 2010 – 2014 5-Year CIP was distributed at the Board meeting.

The District welcomes CIP requests throughout the year, but the opportunity to change the 5-Year CIP is limited once it is adopted in December. Over the next month there may be some minor revisions to the draft CIP for years 2011 and 2012. If major changes are desired there is more CIP funding flexibility in years 2013 and 2014 and projects can also be shifted from year to year. There is a strong demand for District participation, so it is difficult to add a new project unless another project can be removed or postponed.

The 5-Year CIP has some built-in flexibility in the funding levels because matching funds from local governments tend to change throughout the year for these large CIP projects. The final Five-year CIP will be presented at the December meeting for adoption pursuant to a public hearing.

b. **Draft 2011 Maintenance and South Platte River Work Program**

In December the Board will be asked to authorize 2011 maintenance activities. Authorization will be for the total amount of \$7,479,994 in the Maintenance Fund and \$1,530,000 in the South Platte River Fund. Adoption of the 2011 budget will limit expenditures in each county to each county's share determined by property tax revenue contribution.

The Maintenance Work Plan is developed to guide maintenance activities for routine and restoration projects on a county-by-county basis. A draft 2011 Maintenance Work Plan and a draft South Platte River Work Plan were distributed at the Board meeting.

- Maintenance Work Plan priorities are based on the following:
- District owned facilities.
- Facilities constructed with District assistance.
- Facilities owned by other public entities, but not constructed with District funding assistance.
- Unimproved urban drainageways.
- Unimproved rural drainageways.

The Work Plans are based on adding routine maintenance for facilities completed in 2010, continued commitment to facilities owned by the District or constructed with District assistance, staff knowledge of condition of drainageways, annual requests from local governments of maintenance needs, and staff contacts with local entities. Work is listed by county and category of work and includes the local government where the work is located, location, description of work, and the estimated cost.

Total allocated budget for routine maintenance (includes South Platte River), which is mostly mowing and trash and debris pickup, is \$1,268,495 (14.1% of total maintenance budget). Total allocated budget for restoration work (includes South Platte River), which is heavier maintenance activities such as sediment removals and construction projects, is \$7,058,900 (78.6% of total maintenance budget). There is also a contingency of \$682,599 (7.3% of total maintenance budget). These funds are used for unanticipated maintenance needs. Staff will continue to work with local governments providing input to the Work Plan before requesting authorization for 2011 maintenance activities at the December meeting.

c. Master Planning Program

Shea Thomas, Senior Project Engineer, Master Planning Program reviewed the schedule of master drainage planning projects for 2011.

2011 Master Planning Needs:

- Easterly Creek (OSP, with Aurora). This is a tributary to Westerly Creek which is mostly in a network of storm sewers and street gutters. Periodic street flooding has occurred in the past.
- Four Square Mile (OSP, with Aurora, SEMSWA, Denver). Just downstream of Cherry Creek Reservoir, this area drains into Cherry Creek. Drainage issues exist and detention/retention improvements will be the focus of this study.
- Happy Canyon Creek (MDP & FHAD, with SEMSWA, Douglas County, Lone Tree, and Parker). This is a west bank tributary to Cherry Creek flowing through Douglas County and Arapahoe County.
- Sand Creek (MDP & FHAD, with Aurora and SEMSWA). The Sand Creek floodplain near the confluence of Coal Creek and Murphy Creek is currently not well defined. This study will tie the floodplains of the three creeks together.
- South Boulder Creek (Floodplain mitigation study with Boulder). This is a continuation of work that has been in progress for the last two years to mitigate the newly identified west valley overflow floodplain.

d. Executive Director's Report/Annual Summary

The Executive Director's Report was distributed to the Board Members.

8. Other Business

Chairperson McNally asked for volunteers for the 2011 Nominating Committee who will meet to recommend the slate of candidates for the 2011 Executive Committee. The Executive Committee is appointed at the annual meeting in February. Mayor McNally, Council Member Lehmann, and Mayor Murphy agreed to serve on the 2011 Nominating Committee.

9. Announcements

Chairperson McNally reminded the Board that the next scheduled meeting will be held on Thursday, December 16, 2010.

10. Adjournment

Chairperson McNally adjourned the meeting at 2:43p.m.