

Barr Lake/Milton Reservoir Watershed Association

2006 Watershed Plan Committee Meeting Minutes

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Barr Lake/Milton Reservoir Watershed

-FINAL-

Watershed Plan Committee Meeting

April 20, 2006

9:00 – 12:00

Metro Wastewater Reclamation District, Technical Services Building

Meeting Summary

In Attendance:

Blair Corning – South Adams County – WSD
Laurie Rink - FRICO
Robin Reilley – DRCOG
Shonnie Cline – Brighton
Steve Lundt – Metro
Sharon Davis – Metro/SPCURE

Darren Mollendor – City & County of Denver

Consultants/Guests:
Alice Wood – Integral Consulting

Meeting Objectives

- To approve Committee ground rules for operation
- To discuss the rules and purpose of the Committee
- To go over the working Watershed Plan outline and recruit volunteers to complete sections
- To develop a timeline and meeting schedule for the Committee

OPENING

- Brief introductions around the table. Alice provided a brief overview of the agenda.

UPDATES/ACTION ITEMS

- Reservoir Assessments - Steve Lundt gave an update on the reservoir assessments under development by Hydrosphere. Jean-Marie Boyer (Hydrosphere) now has all of the needed data. The assessments should be ready for BMW review approximately 2 months following receipt of the data, and are expected late June.
- Website - Shonnie Cline provided a BMW website update. She will put together a “dummy” site for the upcoming stakeholders meeting. The site will go “live” through a temporary host and will serve as an interim site until a final BMW website has been developed.
 - The group discussed the possibility of using the same website designer that SPCURE recently hired. Blair Corning and Shonnie are both on the SPCURE web hiring committee. Blair suggested waiting to see a work product from the SPCURE hire prior to engaging that person in work for the BMW.
 - Robin Reilley has web design contacts that she will share with Shonnie.
- Coordinator – Alice Wood gave a brief overview of her concept of the role of Coordinator in the Watershed Plan Committee as a central individual to compile work put together by the individual members.
 - Laurie Rink emphasized that the Coordinator must also monitor progress and coordinate finding contractors, etc. as needed.
 - Laurie also referenced the budget, and reminded the group that all funding dedicated to the Watershed Plan is coming from volunteer hours. Quick math:
 - \$20,000 for 1 year @ \$37.40/hour volunteer rate ≈ 540 volunteer hours
 - 540 volunteer hours / 7 Committee members ≈ 75 volunteer hours per Committee member
 - Alice will be the point person to send/receive all documents related to the Watershed Plan. Members should send all drafts to Alice, and she will send out

updated, compiled versions of the Plan prior to each meeting and/or as needed.
Alice will also send out progress reports.

RULES AND PURPOSE OF WATERSHED PLAN COMMITTEE

- Watershed Plan Committee Ground Rules – A draft Watershed Plan Committee Ground Rules document, based on accepted Technical Committee Ground Rules, was circulated.
 - Steve pointed out that all final decisions regarding the Plan will be made by the Board.
 - The Ground Rules were approved with no changes. Alice will add the date of the meeting and the roster as of that date to make the Ground Rules final.
- Committee Purpose – Steve defined the roles of the Watershed Plan Committee: (1) Provide updates to stakeholders; (2) Add annual updates to the Watershed Plan
 - Eventual tasks of the Committee include: Production of a short report/brochure that summarizes the larger Plan; other reports that follow-on to the Plan (e.g. a lake management plan as an appendix or follow-on to the Plan).
- The members unanimously agreed to appoint Steve as the Watershed Plan Committee Chair.
 - Blair suggested sharing the duties of reporting to stakeholders. The members will take turns reporting, with Blair reporting at the April 25, 2006 stakeholder meeting.

WATERSHED PLAN

- Steve read a brief excerpt from the CH2M Hill booklet ***** “Why Watershed Plans Fail”. The BMW would like to avoid these same pitfalls.
 - Currently, the BMW does not yet have a clear focus (Only water quality? Also land use?). Laurie suggested a Board retreat to focus on creating an organization mission statement.
- Steve gave an overview of the Watershed Plan outline that he has put together. His format came from the watershed planning workshop at last year’s NPS forum. The BMW can add and take away from the format as needed. The Plan needs to satisfy the 9 elements required by the EPA.
 - Robin noted SWAPP reports may be useful (look for issues like mining).
 - Laurie mentioned that the Stormwater Management Plans for the Bebe Draw are complete (covers from Lochbuie almost to Milton Res.; provides info on future land use).
 - The members discussed each section of the outline and volunteered to take lead roles for particular sections.
- Alice will distribute an outline that includes the individual(s) responsible for each section. Notes on each particular section from the meeting also will be added to the outline.

DEVELOP A MILESTONE CALENDAR AND MEETING SCHEDULE

- Target completion date: The group set September 1, 2006 as the target completion date for the Watershed Plan.
 - The Committee will continue to meet approximately monthly until completion of the plan. Meetings will take place at Metro on the following dates:

- a. Thursday, May 18, 1:00 p.m. – 3:00 p.m.
- b. Thursday, June 15, 9:00 a.m. – noon
- c. Thursday, July 13, 1:00 p.m. – 3:00 p.m.
- d. Thursday, August 24, time TBA

OTHER NOTES

- It would benefit the BMW to have a CDOT representative as a member. Darren Mollador will contact Rick Willard at CDOT regarding this.
- Casey (??) from Cherry Creek can talk to the BMW about what their watershed group had done. Darren will also contact Casey to see if he could come to an upcoming meeting.
- Next (or upcoming) Watershed Plan Committee meeting: combine with an I/E Committee meeting?
- The Monitoring Council (<http://www.coloradowatershed.org/cwqmc/>) is a data-sharing and networking project that will train groups on uploading data to STORET. Steve will talk with Jim Dorsch (?) at the next Tech Committee meeting regarding this.

NEXT MEETINGS

Watershed Plan Committee Meeting (May 18th, 2006, 1:00 p.m. – 3:00 p.m.)

- Topics:
 - Progress updates
 - GIS/figures for Watershed Plan (Robin will provide a summary of DRCOG figure resources; Darren will provide examples of what Denver has done along these lines; Alice will contact Connie O'Neill as a potential GIS resource).
 - Discuss contractor for completion of Plan Sections 5 (Data Analyses and Characterizations) and Section 6 (Action Strategy).

BMW Stakeholder Meeting (April 25th, 2006, 9:00am – Noon)

BMW Board Meeting (May 23rd, 2006, 9:00am – Noon)

Barr Lake/Milton Reservoir Watershed

-DRAFT-

Watershed Plan Committee Meeting

June 15, 2006

9:00 – noon

Metro Wastewater Reclamation District, Technical Services Building

Meeting Summary

In Attendance:

Randal Ristau – CDPHE WQCD
Steve Lundt – Metro Wastewater
Blair Corning - SACWSD
Sharon Davis – Metro Wastewater/SPCURE
Shonnie Cline – City of Brighton
Laurie Rink - FRICO
Robin Reilley - DRCOG

Consultants/Guests:

Alice Wood – Integral Consulting

Meeting Objectives

- **Agree upon a final list of figures to include in this version of the Watershed Plan**
- **Develop an editing and production strategy**
- **Hold a group discussion of individual section questions and comments**

I. Opening

- Alice Wood summarized the meeting agenda. Watershed Plan Committee (WPC) meeting minutes from 4-20-06 were approved with no changes.

II. Updates/Action Items

1. Hydrosphere reservoir assessments – Steve Lundt provided an update: Hydrosphere is still waiting on data from FRICO. Jean-Marie Boyer will present at the August stakeholder meeting. Can add updates to the Assessments later if data is not received in time for this meeting.
2. Technical Committee – Steve Lundt provided an update:
 - i. Dashed boundary: will stick with the Hydrosphere dashed for now (makes sense for current modeling needs). Will emphasize in the Plan and other documents that this boundary may change in the future as data needs change.
 - ii. Robin currently has the Hydrosphere shape file for GIS production.
 - iii. Watershed Plan Sections 5 and 6: Steve Lundt and Laurie Rink (with support from Jim Dorsch) took the lead on Sections 5 & 6. Will cut and paste from the Hydrosphere documents.
 - iv. The Tech Committee has set a meeting schedule to meet right after Board meetings.
 - v. Modeler request for qualifications goes out tomorrow. Will turn around within 4 weeks.

3. I/E Committee – A press release went out, but there is no response yet.
 - i. Randy suggested focusing on smaller, local papers. Also, announce stakeholder meetings in local papers. Shonnie knows a reporter that is enthusiastic about stormwater issues. Will invite her to annual meeting and watershed tour.
4. Watershed Tour – Randy noted that many State individuals are busy during the watershed tour. Better to invite them to the annual meeting. BMW will have final details for annual meeting by end of July (following the July Board meeting). Laurie will write an enthusiastic letter that goes out at July Commission meeting.
5. BMW Association online forum – Shonnie will put a link on the website.
6. Horse Creek Reservoir addition to datashed discussion – Alice reviewed the discussion of this topic at the recent stakeholder meeting. Randy suggested a BMW subcommittee: “Horse Creek relations” to focus on Horse Creek issues. Steve Lundt notes that it is key that Steven Janssen is on the BMW Board, since he bridges the gap between BMW and Henrylyn. Horse Creek and Prospect were considered in initial datashed boundary decisions. Laurie and Steven Janssen have discussed whether the Henrylyn would want to officially join the BMW. The Henrylyn Board has not made a decision on this yet.
 - i. Topic for upcoming Board meeting
 - ii. Identify in partnerships sections of Watershed Plan
7. SPCURE update – waiting for coordinator to assist with organizational needs
 - i. Are working on bioassessments for segments 14 (Littleton/Englewood) and 15 (SPCURE monitoring committee)
8. DRCOG update – Robin received a request for data from SPCURE for monitoring committee needs.
9. CDPHE – Randy noted that he can “float” a final draft of the Watershed Plan among his contacts at the State for review.
 - i. Marcella Hutchinson (sp?) at EPA is interested in perhaps using Barr/Milton as an example of urban NPS/source contamination.

III. Watershed Plan Overview and Section Updates

1. Dates – final draft to Randy and stakeholders in September, to have final first edition finished by end of 2006.
2. Figures and tables in an appendix or in the text? Steve suggested that key elements should go right into the text, while others can go in an appendix.
3. Notes, references, and tracking – Randy suggested that each of the Plan author’s might keep track of where and how sections of the plan were put together, including reference materials, websites, and other helpful sources. This will be helpful in adding updates to the Plan in the future, and also to new participants who contribute to the Plan in the future
 - a. Alice will create a worksheet for authors to fill out to keep track of this.

4. Randy suggested a “notebook” approach, which would be a detailed Plan including many figures/tables. This would include an executive summary, and could be paired with a “Watershed Plan Lite” – a nontechnical summary document. The focus should be on the big document first, and have one large document that is a compendium of everything that is used as the basis for summary and “lite” documents.
 - a. Blair mentioned that we should be a little careful to not let it get too big.
 - b. Laurie mentioned that the website will be the ultimate storage “repository” area for all documents. Watershed Plan updates will reference all of these sources.
5. Sharon has an EPA contact to get data for Robin that is not within the DRCOG database. She will give this to Robin.
6. Editing of the Watershed Plan – Alice likes doing this, but is expensive. All WPC members will look internally for a single individual who can do a final read-through and edit of the entire Plan before it goes to the stakeholders or the State.
 - a. If an internal editor is not found, the BMW can also see where Integral is in the budget at the time when the Plan is ready for editing.
7. Production/printing of the Watershed Plan – Production needs include electronic versions of the large full Plan (expected at the end of 2006). A few entities (CDPHE, BMW coordinator, FRICO, others?) will need hard copies of the full Plan. Others (stakeholders, etc.) can received a summary document with the full document included on a CD-ROM with the summary document.
 - a. All WPC members will look internally for production capacity/capability.

IV. Figure/GIS Discussion (Continued from last meeting)

1. Alice distributed a prioritized list of figures desired for the Plan. WPC members discussed the status, data availability, and potential data resources for these figures. The results of this discussion are summarized in ATTACHMENT A to these minutes.
2. Robin discussed her needs for data formatting for use in ARCGIS geodatabase format. Ideally, all data will have metadata, be in the NAD83 datum, Colorado projection. Shapefiles are fine.
3. SPCURE can send out requests to their membership for data. Sharon will take the lead on this, and may present the request at the Urban Drainage meeting. The first request may be for impervious surface data. Rather than an official data request, the first step can be to find out who has what data, and what format it is in. Later requests may follow for land use/land cover; however, the BMW should first find out the needs of the watershed modeler before making the request.

V. Next Meetings

- BMW I/E Committee meeting (July 6, 1:30 p.m. – 3:30 p.m., City of Aurora)
- BMW Watershed Plan Committee meeting (July 13, 1:00 p.m. – 3:00 p.m.)
- BMW Board meeting (July 27, 9:00 a.m. – noon, Metro)
- BMW Tech Committee meeting (July 27, follows Board meeting, Metro)

Barr Lake/Milton Reservoir Watershed

Watershed Plan Committee Meeting

July 13, 2006

1:00 – 4:00

Metro Wastewater Reclamation District, Technical Services Building

Meeting Summary

In Attendance:

Steve Lundt – Metro Wastewater
Blair Corning - SACWSD
Sharon Davis – Metro Wastewater/SPCURE
Laurie Rink - FRICO
Robin Reilley - DRCOG

Consultants/Guests:

Alice Wood – Integral Consulting

Meeting Objectives

- **Further discussion of new and existing figures for the Watershed Plan**
- **Review of dates, editing, and production**
- **Hold a group discussion of individual section questions and comments**

I. Opening

- Alice Wood summarized the meeting agenda. Watershed Plan Committee (WPC) meeting minutes from 6-15-06 were approved with no changes.
- Sharon Davis exhibited an example of document printing and binding performed by Metro. Metro has agreed to produce the Watershed Plan Executive Summary at minimal cost (materials).

II. Updates/Action Items

- Hydrosphere reservoir assessments – Steve Lundt provided an update: Jean-Marie Boyer will give her presentation at the upcoming Board meeting. Jean-Marie will also be presenting at the annual stakeholder meeting in August.
 - Laurie mentioned that Jean Marie does not yet have all of the data (errors in flow data). Jean-Marie will present what she can without this (groundwater loading, mass balance, etc.).
- Technical Committee – Steve Lundt provided an update:
 - Modeler request for qualifications goes out tomorrow. Will turn around within 4 weeks.
- I/E Committee – Sharon volunteered to co-edit the BMW Association Newsletter.
 - Blair mentioned that his wife could perform technical edits of the first newsletter.
- Annual Meeting – Sharon will present overview of what the WP Committee has accomplished, and expected report dates/formats.
 - Will display the phases poster, along with large print-offs of a few GIS maps.

- Steve will call Curry Risoto (Boulder Creek Watershed) about renting the H2O Joe suite for the annual meeting.
- Laurie has written a draft invitation letter for water commissioners.

III. Watershed Plan Overview and Section Updates

- Alice will ask Darren Mollendor to take on the Information/Education section of the Watershed Plan.
- Sharon will take on some of Shonnie's sections (Watershed partnerships, outreach/technical assistance, and section 6.1)
 - Sharon spoke with Jeannette with CO League of Women Voters for help on outreach/technical assistance.
- Laurie mentioned that having the GIS figures will help with completing the text. This may push our draft back to late September. Hydrosphere report is also essential to finishing the text.
- The group reviewed the current Plan page-by-page. Comments and edits were added directly to the working text of the Plan.

IV. Figure/GIS Discussion (Continued from last meeting)

- The group reviewed the existing and available figures (see attached figure list)
 - Robin described the three figures that she regularly generates for DRCOG. She can finish a Barr/Milton version of these three figures by mid August.
 - Segment map → All streams, canals, lakes, etc. including segment listing
 - Facilities map → existing and proposed WWTPs and service areas, clean water planning areas
 - Watershed map → 2030 expected pop'n growth, extent of present development, municipal boundaries
- GIS consultant discussion - Laurie suggested using Integral to produce needed figures, since they are already "in-house" with Alice; general agreement from the group
 - Integral will provide a cost estimate ASAP; BMW Board will decide at July 25 meeting
 - Will use other resources, including Russ at FRICO, as much as possible

V. Editing and Production Discussion (2:30 – 2:45)

- Editing – Steve can do first pass of read-through and editing, then hand off to Alice for final editing and insertion of figures, table
 - August 18 (one week before next WP Committee meeting) is the deadline for sending all revised Plan text to Alice.
 - Integral will add a separate line item to the Coordinator SOW for technical editing. This will be delivered to the Board with the GIS estimate

- Production – Metro has agreed to produce the Executive Summary at minimal cost (cost of materials). Sharon will get a cost estimate for approximately 150 – 200 hardcopies of the Executive summary (this will include a CD of the full text of the Plan)
 - Tentative production date – January 2007.

Barr Lake/Milton Reservoir Watershed

Watershed Plan Committee Meeting

August 24, 2006

9:00 a.m. – noon

Metro Wastewater Reclamation District, Technical Services Building

Meeting Summary

In Attendance:

Steve Lundt – Metro Wastewater
Blair Corning - SACWSD
Sharon Davis – Metro Wastewater/SPCURE
Laurie Rink - FRICO
Robin Reilley - DRCOG

Consultants/Guests:

Alice Wood – Integral Consulting
David Mixon – Integral consulting

Meeting Objectives

- **Status review of GIS/figures**
- **Status review of all sections of the Watershed Plan**
- **Discuss Executive Summary**
- **Final planning of target dates, editing, and production**

I. Opening

- Alice Wood summarized the meeting agenda. Watershed Plan Committee (WPC) meeting minutes from 7-13-06 were approved with no changes.

II. Figure/GIS Discussion Status Review

- David Mixon showed the draft GIS figures created to date. The meeting participants looked over the figures and provided comments. Minor comments were recorded by David and will be incorporated into future figure drafts. More significant comments are summarized below:
 - Current dashed boundary vs. following subwatershed boundaries – the group members discussed the approach to defining the dashed boundary. After much discussion, the group decided to follow sub-watershed boundaries where they nearly match the current boundary. In other places, the BMW Association boundary will follow alongside the boundaries of watersheds managed by other organizations.
 - Subwatershed boundaries are currently drawn based on surface water natural flow patterns. Man-made features such as ditches and canals are not currently reflected in the subwatershed boundaries. This is a future need of the group.
 - The original source of the subwatershed boundaries is not known (provided to BMW Association by DRCOG).

- David will follow these guidelines to draft a new watershed boundary. He will submit this to Steve, Laurie, and Robin for review before finalizing figures with the revised watershed boundary.
- Figure data needs:
 - Oil and gas wells – can get from GOCO, Corps of Engineers, State Engineers Office. Alice will look into this.
 - Irrigated acreage – Laurie is working with FRICO on this. This data may not be available for this version of the Watershed Plan
 - Wetlands – National Hydrography Dataset (NHD) has data, but it is out of date and unreliable. Other sources are possible on the local level, but this is not expected within much of the BMW watershed. It would be possible to estimate wetlands area by applying a buffer in the GIS software.
- Robin explained Clean Water Planning Areas to the group. These are areas which are designated to eventually provide water services.
- Notes were made to the figure list and will be emailed out to the committee.

III. Editing

- Alice gave a brief overview of the Integral final editing contract. Steve Lundt will do the first full read-through of the document.
 - The group decided to include figures and tables as separate sections following the document text.

IV. Watershed Plan Overview and Section Updates

- The meeting participants reviewed the entire text of the Watershed Plan and identified areas which still need text, or which need other updates. Notes were made within the Plan text and will be emailed out to the committee.
- Sharon will take on some of Shonnie's sections (Watershed partnerships, outreach/technical assistance, and section 6.1)
 - Sharon spoke with Jeannette with CO League of Women Voters for help on outreach/technical assistance.
- Laurie mentioned that having the GIS figures will help with completing the text. This may push our draft back to late September. Hydrosphere report is also essential to finishing the text.
- The group reviewed the current Plan page-by-page. Comments and edits were added directly to the working text of the Plan.

V. Executive Summary

- The group decided that both the Executive Summary and the full document will be given to the CDPHE as a complete set.
- Alice will contact Randy Ristau to learn more about the extent of comments from the State that the committee should expect to see.

- Laurie volunteered to work on the first draft of the Executive Summary once the text and figures are drafted.

VI. Schedule

- The group defined a tentative schedule for completion of various stages of the Plan:
 - Figures – ASAP. David is waiting on data, but will attempt to complete a draft of figures by Friday, August 31.
 - September 21 - All drafts of text completed
 - September 21 – next meeting of the Watershed Plan Committee (9:00 a.m. – noon, Metro)
 - September 25 – Alice gives compiled draft of all text to Steve for first full-document read-through
 - October 2 – Steve gives edited text to Laurie for Executive Summary (Laurie may draw on others for support)
 - October 9 – Laurie gives Executive Summary to Watershed Plan Committee for review
 - October 13 – Committee has finished final reviews. Full document and Executive Summary go to Integral for editing
 - October 27 – Integral returns edited documents to the Committee
 - November 2 – next meeting of the Watershed Plan Committee (9:00 a.m. – noon, Metro)

Barr Lake/Milton Reservoir Watershed

Watershed Plan Committee

December 7, 2006

9:00 a.m. – noon

Metro Wastewater Reclamation District, Technical Services Building

DRAFT Meeting Summary

In Attendance:

Steve Lundt – Metro Wastewater
Laurie Rink - FRICO
Jill Piatt-Kemper – City of Aurora
Sharon Davis – Metro Wastewater
Chris Piper – Denver Water

Consultants/Guests:

Alice Wood – Integral Consulting

Meeting Objectives

- **Review of Watershed Plan and Executive Summary comments**
- **Develop approach to comment response**
- **Additional planning for Watershed Plan release**
- **Review of target dates, editing, and production**

I. Opening

- Alice Wood summarized the meeting agenda. Watershed Plan Committee (WPC) meeting minutes from 9-21-2006 and 11-2-2006 were approved with no changes.

II. Updates/Action Items

- Sharon Davis provided an update of her meeting with Chris Piper to review key parts of the Watershed Plan which relate in particular to Metro Wastewater and Denver Water. Sharon and Chris will work on re-drafting a few paragraphs of text in the Plan.
- The Hydrosphere database updates scope of work is under development. Alice will be sending out data requests to stakeholders and entities that collect data.
 - Need to communicate with Hydrosphere and ENSR to ensure that Alice gives them the data in the right format, and that we are compiling the most useful data for upcoming modeling
 - Action item: Alice will check to see if diversion data from Bob Stall is in the database.
- Action item: Alice will put together a data and reports CD for ENSR.
- Action item: Steve will contact ENSR to see if they would like him to take them on a tour of the watershed when they are in the area for the December 12 stakeholder meeting.
- Chris Piper comments that the newsletter is very good. Chris suggested adding the BMW Association web address to the footer on the newsletter pages.

III. Final Review of Watershed Plan and Executive Summary Comments

- Alice provided a brief summary table of comments received from Board and stakeholders. She noted that very few comments were received. The committee members reviewed the comments and the sections of text that they pertained to.

- Key comments discussed:
 - Open space (on GIS figures) – does this include city/county open space? Alice will check with David Mixon to determine how the GIS maps define open space.
 - “Healthy eutrophication” – The group discussed the use of the term healthy eutrophication in the text. A final decision was made to search for all uses of the word eutrophication and replace it with the term cultural eutrophication.
- A full document markup of the Plan and Executive Summary was provided by Metro Wastewater. These markups were primarily editorial. Alice will review these edits and incorporate them wherever appropriate.

IV. Watershed Plan Release

- The committee members discussed the planned strategies for releasing the Plan. Plan promotion “packets” distributed to Board members and stakeholders will contain copies of a presentation commitment form, Executive Summary, brochures, and newsletters. Steve will develop a PowerPoint presentation that can serve as a template that can be used by all stakeholders.
 - Action item: Alice will look into cost estimates for production of 300 CDs

V. Target Dates and Production Schedule

- Target date for completion of all edits: December 20.
- Following completion of all edits, Alice will send an electronic copy of the Plan and Executive Summary to Randy Ristau at the CDPHE.
- Printing and production will begin in late December/early January. Metro will provide printing and binding services for the Plan and Executive Summary.
 - Action item: Alice will send the estimated number of needed copies of the Plan and Executive Summary to Sharon.

The meeting adjourned at approximately 12:15.