

**Sulphur Gulch OSP Update for Pine Gulch Dam
Meeting Minutes
September 15, 2009**

Date: September 11, 2009, 2pm – 3pm.

Location: Urban Drainage and Flood Control District

Attendees: Shea Thomas, UDFCD
Tom Williams, Town of Parker
Garth Englund, Douglas County
Frank Lan, URS

Discussion Topics:

1. Status of Survey/Mapping – Topo, Dam and Spillway, Culverts
Shea mentioned that the topo survey was done and is under review, and should be ready next week. Regarding survey of the dam and spillway and other conveyances, URS should provide the District a list after reviewing all the info for the project so far and plan survey afterward.

2. Milestones –
Geotech Work – October 23, 2009
URS will get the contract back to the District ASAP so we the geotechnical work can get started in either late September or early October.

Dam Hazard Classification and Meeting with SEO – Oct 26, 2009
The team discussed the critical nature of this milestone and how long it would take the SEO to approve URS's classification when it's done. Typically, the time frame for SEO to review and approve a Hazard Classification is about 6 months. Frank mentioned that URS will get on this task as soon as the new topo is available. URS will make sure that hazard classification lead, Greg Glunz, who has had extensive experience with the SEO, will work with the SEO in a timely manner to make the approval process smooth and possibly get an earlier agreement from SEO. The team realized that the alternative analysis and conceptual design all depend on the result of the hazard classification.

Draft Hydrology Report – Nov 27, 2009
Alternative Analysis -TBD
Conceptual Design – February 26, 2010
Draft Final Report – April 23, 2010
Final Report – June 25, 2010

3. Communications

Progress Reports

Shea mentioned that progress report with monthly meeting is OK and it's best to keep it short and clear.

Monthly Meeting Dates:

Next Meeting – Oct 26-30 to discuss the results of Hazard Classification

The team agreed that next meeting should be held before instead of after talking to the SEO regarding the preliminary result of the hazard classification. Therefore, the meeting will likely be shifted earlier to the week of Oct 19.

4. Scope of Work

Task 1 – Hydrologic Analysis – Updating Existing CUHP and SWMM models with and without the dam

Shea mentioned that using a new version of CUHP will need to provide the same peak flows as reported in the 2001 OSP. Shea also requested that URS provide the District an update on the outcome of the conversion when it's available so we could determine what needs to be done.

Task 2 – Dam H&H Analysis using updated topo.

Dam breach inundation modeling using FLO-2D – Acceptance of Model by the District and SEO

Shea mentioned that UDFCD is OK with the use of FLO-2D for the study.

Hazard Classification & Emergency Action Plan

Task 3 – Dam Geotechnical Investigation

Task 4 - Conceptual Design

Dam outlet structure retrofit for water quality control

Storm conveyance improvement downstream of the dam

Spillway modification

Instrumentation

Task 5 – Formal Presentations – Dates and Locations

Shea suggested one formal public presentation only instead of two as in the scope of work, which was agreed by Tom and Garth due to the expected small audience. The location is at the Town Center of Parker and the time to be around January – February after the results of the dam classification and alternative analysis.

Task 6 – Formal Reports

Baseline Hydrology Report

Dam Hazard Classification

Emergency Action Plan
Phase A Memorandum
Planning Report

Shea mentioned that no preliminary design report or alternative analysis detail report is required to minimize cost.

Task 7 – Web Site

Access to the District Web Site Information

URS will maintain the web site and provide links to the District's website. Shea suggested looking at some of the example projects website on the District's site. Refer to the scope of work for the info on the website

Frequency of Updates

Whenever there's milestone update to the project.

5. Other Issues:

Garth and Tom will check the current land use plan vs. the one used in the 2001 OSP and provide URS with the necessary updates.

Garth mentioned that in the alternative analysis, we should keep in mind that lowering the dam to downgrade dam hazard classification could possibly lead to higher flow downstream for the 500-year flood.

Garth also mentioned that we should include NRCS in the loop, probably to discuss the results with them after meeting with the SEO.

Action Items:

Frank - meeting minutes the following week

Shea – topo to URS when it is ready

Garth and Tom – updated future land uses for the area to URS

Garth – NRCS contacts to URS.

Next Meeting:

To be determined and most likely during the week of October 19 – 23, 2009, depending on the availability of the topo.