

Minutes – Workshop 1

Project:	CR STORM WATER MASTER PLAN
Subject:	Project Team Meeting
Date:	Wednesday, June 10, 2015
Attendees:	Garrett Prestegard, David Wallace, Jonathan Durst, Craig Hanson, Sandy Pumphrey, Kasey Hutchinson (absent), Ryan Bemrich, Bill Bogert, Terry Tiedemann, Michael Butterfield, David Dechant

Agenda

Objectives

- Collect and Review Data to Initiate Stormwater Master Plan
- Focus on Phase 1 FY17 CIP – Projects Identified to Date and Prioritization
- Initiate Discussion of Key Considerations for Phase 2 FY18 CIP

Phase 1 - FY 2017 CIP Development

- Review Phase 1 Master Plan Goal
- Review Previously Identified Critical Areas, Projects and Costs
- Review Criteria for Prioritization
- Screen Critical Areas and Projects for Further Evaluation and Costing in Phase 1
- Review Schedule for Phase 1
- Set Date for Workshop 2

Phase 2 – Stormwater Master Plan Development

- Confirm Phase 2 Master Plan Goals
- Review Phase 2 Master Plan Outline
- Discuss Metro Area Standards/Level of Service for Stormwater
- Confirm/Review available Stormwater Funding and Funding sources
- Integrations of Envision CR/iGreenCR
- Identify Data Gaps

Discussion

Phase 1 - FY 2017 CIP Development

The City shared the following concerns/objectives for Phase 1 FY2017 CIP

- Establish defensible criteria to rank projects.
- Being sensitive to the public's needs; they are already asking where they are on the City's priority list.
- Working with communications folks at City to help with how to communicate the priorities.
- Can we identify some low hanging fruit for Phase 1.
- Need to acknowledge that the June 2014 was a flash flood event that wasn't designed for and some associated projects may not qualify.

- Need to coordinate stormwater projects with Paving for Progress and other Utility projects.

Phase 1 to be completed in early September is intended to solidify prioritization criteria and the prioritization approach and to develop a prioritized list of projects with a focus on what is to be constructed in FY2017. There was discussion on what should be shared with the public.

- List of projects
- FY17 priorities
- Prioritized list of all projects
- Priority criteria and scoring

In the end, the general consensus was to share the list of projects, the FY2017 priorities, and the criteria to be used to annually review and update priorities. However, some additional consideration should be given to the approach used and lessons learned from Paving for Progress.

The group discussed the need to transition from reacting/responding to proactively communicating a plan. Also, the need to transition the public from an entitlement to a self sufficiency mindset through education and cultural changes was identified.

It was generally agreed that the core message needs to be that ***“the City understands and cares but is trying to target limited resources to significant stormwater needs.”***

It should be kept in mind that in contrast to Paving for Progress the ***flooding into homes was very personal to the residents impacted.***

The City briefly reviewed the current list of prioritized stormwater projects they have developed.

- The spreadsheet identifies the source for each project. The projects are from various sources including investigations by Anderson-Bogert, City, and other consultant staff following August 2014 flooding, 1998 Master Plan
- Projects from the 1998 Master Plan have only limited one or two sentence descriptions.
- The City has provided supporting documentation for each.
- Projects shaded green are already in process.
- There is not a single overall map that identifies the locations of all projects. AB developed such a map for the projects they assisted with.
- Addresses and maps for solid waste calls following June 2014 provide some guidance on problem areas; however, some residents may have taken advantage of the free disposal opportunity to discard non-flood damaged materials and the calls in the Bowman Woods area are related to inoperable sump pumps from a power outage not stormwater.

The City also briefly reviewed the prioritization criteria on the priority template.

- The associated considerations criteria was included largely to capture prior commitments.
- The capacity criteria was included to consider the recurrence interval/level of service provided to prioritize projects to address problems that occur at rainfall events less than design standards.
- Any refinement that HDR/AB could suggest in the particularly wide damage ranges used in the analysis would be welcome.

The City would like HDR/AB to provide input on criteria and prioritization, perhaps independently developing priorities, scoring, and priority list using a process similar to what the City went through to get to this point. It was suggested that the City could participate in that independent process similar to how they participated in the process to prioritize flood protection segments.

Generally, the City is comfortable with the current prioritized listing of projects; nothing struck them after the fact as particularly out of place. Other than the Beverly project, the priority projects are all chronic long term problems

Other potential criteria were identified and briefly discussed.

- Coordination with other programs like Paving for Progress, flood control, utilities, parks, trails is important and could raise the priority.
- Potential to solve multiple problems with a single project would be a high priority.
- Eligibility for other funding sources should be a consideration but not a significant criteria in ranking alternatives.
- Consideration of future development and developer funding.

The City noted a number of policy related things in process.

- A change in easement policy to be more restrictive of potential obstructions.
- Focusing CCTV efforts in Paving for Progress areas to identify coincidental needs.
- Preparing communications videos for easements, I/I, etc as public educational tools.
- Having the Iowa Flood Center install and maintain real time, online data accessible rain gauges at J Ave Water Plant, Water Pollution Control Facility, and Public Works Service Center.
- Moving towards an impervious surface model for assessing Stormwater Utility Fees. (will not change revenues)

The schedule for Phase 1 is as follows.

- Draft TM by August 21, 2015
- Final TM by September 4, 2015

Workshop 2 was tentatively schedule for August 5 at 8:30 am.

Phase 2 – Stormwater Master Plan Development

The City shared the following objectives for the Phase 2 Master Plan.

- Developing a living document that can be integrated with Capital Improvements Planning. Historically, capital improvements planning has been ad hoc and reactive.
- It was suggested that the Master Plan could be cut and pasted into the APWA self certification document.
- Developing a model to look for broader, value added analysis of drainage problems and solutions.

The City (Ryan) has put together a GIS layer for stormwater detention basins with a number of attributes included. Public detention basins are inspected annually, but the inspection reports are not incorporated

into GIS. Private basins are now going to be inspected every five years as opposed to every 10 years historically. City is in the process of more aggressively enforcing maintenance of the private basins, including fines up to \$750 for the owner, typically a development company or homeowner's association. Two public basins have capacity issues – Harrison and Viola Gibson.

Phase 2 includes development of a macro model citywide and a basin model for one of the basins to be identified. It was noted that the models will be a starting point and will need additional effort / calibration in subsequent years.

Calibration of stormwater models is always challenging. The City suggested that collecting calibration information might be a great outreach effort with the public.

Ryan Bemrich will be the City's point of contact for all stormwater related GIS information.

The City is collecting field information to add to stormwater GIS and has additional staff on board during the summer doing so. The sooner that HDR gets the stormwater GIS downloaded and into model to identify data gaps the more likely the City will be able to do the field work to collect additional data.

The downtown basin area is being modeled as part of the east side flood protection and four west side basins are being modeled as part of the west side flood protection.

There was general discussion on design standards and level of service. The City is moving towards adoption of SUDAS instead of Metro Area Standards. SUDAS should be the assumption for Master Planning moving forward.

Storm inlet protection is a priority and the approach to doing so is evolving. The most significant problem, associated with last year's death, has been addressed. The two next most significant inlet protection needs (Harrison and Hoover) are in process. There are a lot of additional inlets that have been identified based on proximity that may or may not actually need to be addressed.

Has not really been a history of debris/sediment in storm sewers; they are generally self cleaning. E Avenue at 15th Street entrance to twin storm sewers is an exception that requires periodic cleaning. Likewise O AVer at 3rd Street is really flat and requires some periodic cleaning as well. There are root problems in a number of locations.

Current funding for Stormwater projects is the Stormwater Utility Fee and an occasional grant. City is very interested in how other Cities are funding stormwater capital projects.

- The GRI is a potential source for projects that impact flood protection; perhaps O Avenue and E Avenue basin detention basins.
- Sponsored project money is a potential source for projects that have a water quality benefit; however, that program is associated with SRF loan financing for wastewater projects and the City's experience to date with the sponsored project program has not been that good.
- Hazard Mitigation Grants are a potential source for chronically flooded areas like Kenwood.
- USACE (Toby Hunemuller) has expressed an interest in partnerships related to the Indian Creek Watershed.

An internal group at the City has generated potential funding lists that can be provided.

City is in the process of providing historic stormwater revenues and costs. It was pointed out that mitigation wetlands maintenance costs need to be included.

Integration of Master Planning with EnvisionCR (Comprehensive Planning) and the iGreenCR sustainability initiative was briefly discussed. Need to use Master Planning as an opportunity to look at something other than traditional grey solutions. City may have created an expectation in the public to expect efforts to increase infiltration and reduce grey infrastructure. However, need to do so with eyes open regarding longer term operations and maintenance. Green/sustainability could be a prioritization criteria. It was suggested that the ENVISION rating system might provide a useful checklist in implementing more sustainable projects.

Other Plans that may merit review include:

- Trails Master Plan
- Parks master Plan
- Flood Control System
- Hwy 30 Master Plan

Master Plan will be building on the draft that the City has prepared. Asset management and policy and future consideration sections will largely document current status and provide some suggestions, will not be developing asset management program or providing policies.

Attached Scope Outline, Workshops, and Outline were briefly reviewed. Plan will be delivered as draft Technical Memoranda as work progresses with an Executive Summary and final Technical Memoranda in the end. Draft Master Plan is schedule for March 4, 2016 with final June 3, 2016.

Action Items

1. AB to develop a GIS based map showing all project locations.
2. AB to get the data they collected on approximately 1200 sanitary sewer manholes impacted by 2008 flood to City (Hayley) for incorporation into City GIS.
3. HDR (Dave) to identify HDR GIS contact and put in touch with City (Ryan)
4. City (Garrett) to send out invite to Workshop 2 for August 5, 2015 at 8:30 am.
5. HDR (Mike) work with modelers to identify storm sewer system data gaps for field investigation by City.
6. City (Garrett) provide potential funding lists that City has developed internally.
7. HDR (Mike) will contact Iowa Flood Center to discuss potential synergy and /or information available that may be of value to Master Planning.
8. City (Ryan) will look at obtaining GIS overlays from EnvisionCR that could be helpful for Master Planning – land use, density, population, etc.
9. AB to get hard drive to Ryan for GIS data. This will then be disseminated to the project team.

I. SCOPE OUTLINE

A. TASK SERIES 100 – PROJECT MANAGEMENT

- Task 110 – Team Management and Project Control
- Task 120 – Project Initiation
- Task 130 – Project Management Plan
- Task 140 – Quality Control

PHASE 1 – FY 2017 CIP Development

B. TASK SERIES 200 – PHASE 1 – FY 2017 CIP DEVELOPMENT

- Task 210 – Collect and Review Available Information
- Task 220 – Draft Stormwater Master Plan Outline
- Task 230 – Workshop 1
- Task 240 – Site Visits, Alternative Evaluation, Concept Refinement
- Task 250 – Develop/Confirm Costs and Preliminary Priorities
- Task 260 – Draft FY 2017 CIP TM
- Task 270 – Workshop 2
- Task 280 – Finalize FY 2017 CIP Summary TM

PHASE 2 – Stormwater Master Plan

C. TASK SERIES 300 – EXISTING SYSTEM

- Task 310 – Compile and Review Existing Background Information
- Task 320 – Regulatory Summary
- Task 330 – Watershed Summary
- Task 340 – Existing System TM

D. TASK SERIES 400 – ASSET MANAGEMENT

- Task 410 – Summary of Stormwater Assets
- Task 420 – Condition Assessment
- Task 430 – Level of Service
- Task 440 – Maintenance Levels
- Task 450 – Asset Management Plan Improvement Recommendations
- Task 460 – Asset Management TM

E. TASK SERIES 500 - HYDRAULIC INVESTIGATION

- Task 510 – Model Selection
- Task 520 – Critical Area Identification
- Task 530 – Hydraulic Model Development
- Task 531 – Data Cleanup
- Task 532 – Macro-Scale Model Development

- Task 533 – Identify System Deficiencies
- Task 540 – Workshop 3
- Task 550 – Critical Basin-Scale Model Development
- Task 560 – Field Investigations
- Task 570 – Model Validation
- Task 580 – Alternatives Analysis
- Task 590 – Workshop 4

F. TASK SERIES 600 – CIP IMPROVEMENTS PLAN

- Task 610 – Recommended Projects
- Task 620 – Project Prioritization
- Task 630 – Workshop 5
- Task 640 – Documentation

G. TASK SERIES 700 – TEN YEAR FINANCIAL PLAN

- Task 710 – Summary of Expenses
- Task 720 – Estimated Cash Flow Projection
- Task 730 – Revenue Options
- Task 740 – Financial Plan

H. TASK SERIES 800 – POLICY RECOMMENDATIONS

- Task 810 – Current Policies and Planning Goals
- Task 820 – Floodplain Management
- Task 830 – Green Infrastructure BMPs
- Task 840 – Future Policies
- Task 850 – Policy TM

I. TASK SERIES 900 – FUTURE CONSIDERATIONS

- Task 910 – Development and Growth
- Task 920 – Regulatory/Water Quality Changes
- Task 930 – Maintenance Procedures
- Task 940 – Watershed Management Considerations
- Task 950 – Stormwater Master Planning

J. TASK SERIES 1000 – STORMWATER MASTER PLAN

- Task 1010 – Stormwater Recommendations Summary
- Task 1020 – Executive Summary
- Task 1030 – Draft Plan
- Task 1040 – Workshop 6
- Task 1050 – Final Plan

Stormwater Master Plan

Workshops

- 1 Kickoff Meeting Phase 1 and 2
- 2 Review Draft FY 2017 CIP TM
 - Discuss Existing System
 - Discuss Model Selection / Development
- 3 Macro Level Model Results
 - Initiate Basin Level Model
 - Discuss Asset Management
- 4 Basin Level Model Results
 - Discuss Financial Planning
 - Discuss Policy Consideration
 - Discuss Future Considerations
- 5 FY18 Capital Improvements Plan
 - Financial Plan
 - Policy Consideration
 - Future Considerations
- 6 Executive Summary
 - Draft Plan

Stormwater Master Plan

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- Executive Summary
- TM 1.0 Existing System
- TM 2.0 – Asset Management
- TM 3.1 – Macro-Scale Model Results
- TM 3.2 – Basin Scale Modeling Results
- TM 4.0 – Capital Improvements Plan
- TM 5.0 Financial Plan
- TM 6.0 – Policy Recommendations
- TM 7.0 Future Considerations

Stormwater Master Plan

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Contract Approval	June 9, 2015
Task Series 100 Project Management	June 24, 2016
Task Series 200 – Phase 1 – FY 2017 CIP Development Draft Technical Memorandum	August 21, 2015
Task Series 200 – Phase 1 – FY 2017 CIP Development Complete	September 4, 2015
Task Series 300 – Existing System Draft Technical Memorandum	September 25, 2015
Task Series 400 – Asset Management Draft Technical Memorandum	January 8, 2016
Task Series 500 – Hydraulic Investigation Draft Technical Memorandum	January 29, 2016
Task Series 600 – CIP Improvements Plan Draft Technical Memorandum	February 19, 2016
Task Series 700 – Ten Year Financial Plan Draft Technical Memorandum	February 19, 2016
Task Series 800 – Policy Recommendations Draft Technical Memorandum	February 5, 2016
Task Series 900 – Future Considerations Draft Technical Memorandum	February 5, 2016
Task Series 1000 – Stormwater Master Plan Draft Executive Summary	March 4, 2016
Task Series 1000 – Stormwater Master Plan Complete	June 3, 2016