Meeting Notes – Workshop 2

<table>
<thead>
<tr>
<th>Project:</th>
<th>CR STORM WATER MASTER PLAN</th>
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<tbody>
<tr>
<td>Subject:</td>
<td>Project Team Meeting</td>
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<tr>
<td>Date:</td>
<td>Wednesday, August 05, 2015</td>
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<tr>
<td>Attendees: Garrett Prestegard, David Wallace, Jonathan Durst, Craig Hanson (copied), Sandy Pumphrey, Kasey Hutchinson (copied), Ryan Bemrich, Bill Bogert, Terry Tiedemann, Michael Butterfield, David Dechant, Mike Schubert, Mark Marske, Loren Snell</td>
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Agenda

Objectives
- Review and affirm Phase 1 FY17 CIP Priorities and Projects
- Review and affirm model selection
- Initiate discussions of existing system
- Initiate discussions of policy and other considerations (time permitting)

Meeting Materials Distributed
- Storm Water Master Plan Project Schedule
- Capital Improvement Project Summary Spreadsheet (Revised)
- Prioritization Ranking Worksheet (Revised)

Phase 1 - FY 2017 CIP Development
- Refresh Phase 1 Master Plan Goal
- Review Refined Prioritization Criteria
- Review Refined Project Priorities
- Review Potential FY 2017 CIP
- Review Completion Schedule for Phase 1

Phase 2 – Storm Water Master Plan Development
- Refresh Phase 2 Master Plan Goals
- Refresh Phase 2 Master Plan Outline
- Discuss Model Selection / Development
- Review Data Gaps
- Review Envision CR/iGreenCR – deferred to Workshop 3
- Discuss Existing System – deferred to Workshop 3
- Policy and Other Considerations – deferred to Workshop 3
- Set Date for Workshop 3
Meeting Discussion

Phase 1 Discussion

- Phase 2 objectives as discussed at Workshop 1 were reviewed.
- Stormwater Master Plan outlined was reviewed.
- Revised prioritization and CIP list addresses readiness separately from priority to know what is needed and when a project can start. Easements moved from “priority” criteria to a “readiness” criteria.
- Cost-Benefit criteria weight changed from 0-3 to 0-2; criterion is now on same scale as other criteria.
- Easements criteria was eliminated in favor of easements being a readiness consideration not a prioritization criteria.
- “Progressive Damage” was considered as an additional criterion to incorporate urgency for a problem that gets worse with each subsequent rain event and could ultimately cost more if not addressed. After extensive discussion of the pros and cons of such an approach, it was decided to not include this as a separate criterion, that it was already reflected in other criteria, and could be incorporated through the Associated/Other Considerations criteria in particular.
- Change “Asset Functionality” criteria weight to 4 (from 2); this change puts the weight for storm sewers closer to how sanitary sewer asset functionality is weighted.
- A key issue for the City is defensibility of the rankings. Prioritization matrix needs to be shown as a tool for decision-making in conjunction with engineering judgment.
- The initial spread of CIP dollars is listed at $2.07 million for FY 2017; this will be starting point for adjustments in October.
  - City anticipates having $1.5 million for FY 2017 storm water CIP.
  - A stormwater utility fee increase of 20% is being contemplated – 15% for storm water and 5% for forestry. It was discussed that a dollar increase – rather than a percentage increase – be presented given the current rate.
  - Based on the prioritized listing and readiness criteria, potential FY2017 CIP Projects with and without the fee increase were reviewed and discussed.
  - The final Phase 1 TM will include projects possible with and without incremental rate increases.
- Several agenda items were deferred to Workshop 3 in the interest of time given the extent of discussion on Phase 1 prioritization criteria and priority ranking.

Phase 2 Discussion

- Phase 2 objectives as discussed at Workshop 1 were reviewed.
- HDR’s model selection recommendations were discussed. Selection of InfoWorks ICM was confirmed as the model to be used for the Storm Water and the Sanitary Sewer master plans.
- Remaining data gaps:
• Growth polygons – HDR is working with Adam Galluzzo, who is in turn working with the EnvisionCR consultant, to obtain any additional data.
• LiDAR – Downtown data is available; HDR will discuss with Iowa Flood Center if processed 5-foot resolution for entire city is available. If not, HDR will work with City to obtain the additional LiDAR data.
• Priority data for storm sewer field data collection has been provided. HDR is working with HR Green to obtain field survey data collected for West Side FCS Interior Drainage Analysis.

• Jon Durst discussed policy issues being considered with Community Development on drainage easement encroachments in order to maintain access for sewer (sanitary and storm) maintenance. HDR will include easement encroachments in Policy Recommendations TM (Task 800). It was noted that Policy Recommendations TM will be limited to identifying and framing policy issues for further consideration.

Next Steps & Action Items

Schedule for next deliverables and workshops:

• Draft FY 2017 CIP TM ................................................................. August 21, 2015
• FINAL FY 2017 CIP TM ............................................................... September 4, 2015
• Workshop #3 ............................................................................ October 14, 2015, 8:30 AM

1. **Terry Tiedemann/A-B**: Email Prioritization Ranking and CIP Development Spreadsheets following meeting.
2. **Sandy Pumphrey/City**: Send 10-year stormwater utility budget information.
3. **Terry Tiedemann/A-B**: Incorporate proposed Paving for Progress into CIP as Other City Projects in Area
4. **Terry Tiedemann/A-B**: Schedule to present priority list at Utility Coordination Meeting.
5. **Terry Tiedemann/A-B**: Prepare a separate “Readiness” table.
6. **City**: Initiate discussions with City communications staff on roll-out of prioritization ranking.
8. **City**: Provide TIN 5’ resolution for city-wide LiDAR, similar to what was provided for East Side Flood Control System Interior Drainage Analysis.
9. **Mike Schubert/HDR**: Talk with Dan Gilles at Iowa Flood Center about LiDAR data.
10. **Mike Butterfield/HDR**: Send updated priority list following review of survey data from HR Green.
11. **HDR**: Compile GIS data collected for the project (including outside surveys) in a manner for City to upload into their GIS database at the end of the project.
12. **Garrett Prestegard/City**: Send meeting invite for Workshop #3, set for Oct. 14th at 8:30.
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

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### Executive Summary

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<td>August 21, 2015</td>
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<td>TM 2.0 – Asset Management</td>
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<tr>
<td>TM 3.1 – Macro-Scale Model Results</td>
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<td>TM 6.0 – Policy Recommendations</td>
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### Contract Approval

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<tr>
<td>200 – Phase 1 – FY 2017 CIP Development Complete</td>
<td>September 4, 2015</td>
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<tr>
<td>300 – Existing System Draft Technical Memorandum</td>
<td>September 25, 2015</td>
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<td>400 – Asset Management Draft Technical Memorandum</td>
<td>January 8, 2016</td>
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<td>900 – Future Considerations Draft Technical Memorandum</td>
<td>February 5, 2016</td>
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<td>1000 – Stormwater Master Plan Draft Executive Summary</td>
<td>March 4, 2016</td>
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