

Canyons Watershed Restoration Project

Neighborhood Kick Off Meeting

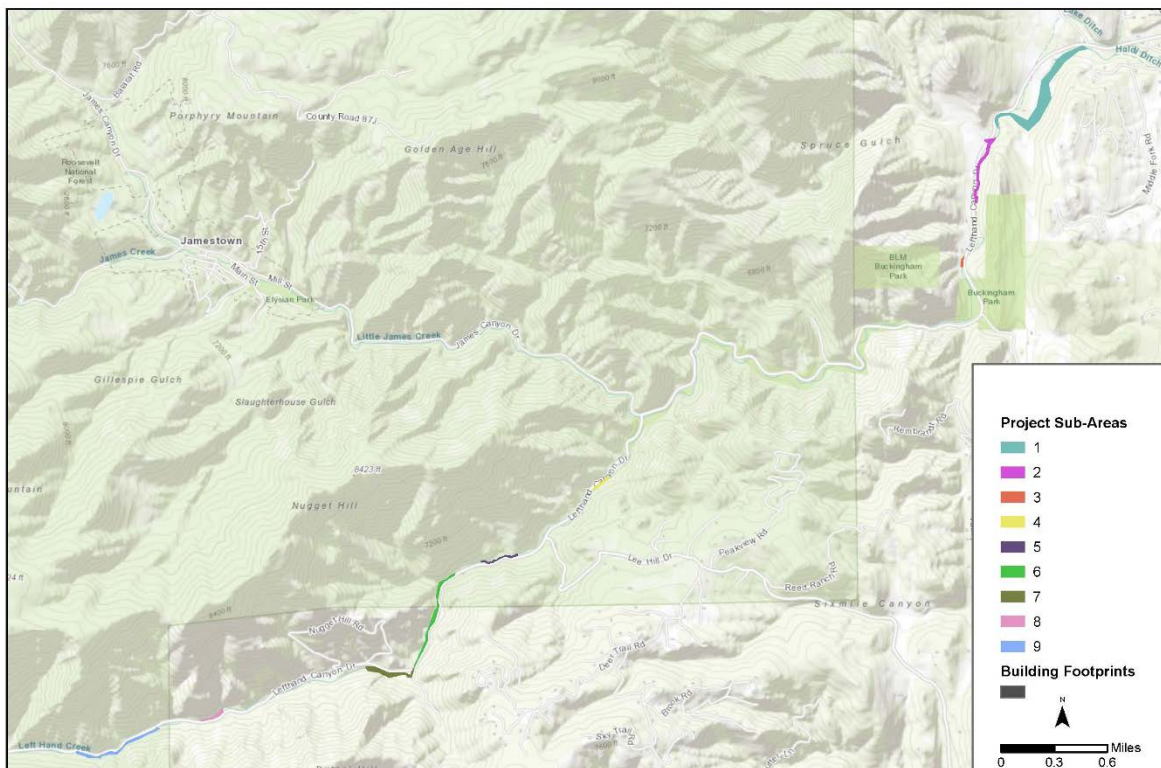
1. Project Summary

Left hand Watershed Oversight Group has secured \$1,750,000 in funds from Colorado Division of Local Affairs Community Development Block Grant for Disaster Recovery to be used on design-build restoration projects in Upper Left Hand Canyon. Basic project goals include:

- Reducing hazards and increasing flood safety for residents living along the creek
- Stabilizing banks and reducing active erosion adjacent to homes
- Improving ecological conditions for fish and wildlife
- Improving homeowner access to the creek
- Maintaining or improving water quality

Team Approach

- Our goal is to get everyone on board with a single plan.
- We will collectively formulate goals for project at this meeting.
- The design-build team will develop designs based on these goals.
- Open and honest communication to build trust.
- Participation is voluntary, but we need to know whether you are on board at critical junctures.



2. Team Member Roles and Responsibilities

Lefthand Watershed Oversight Group

- Secured funding through a federal grant administered by Department of Local Affairs (DOLA).
- Manage funding, grant administration, and ensure that funding criteria are met and project is implemented within scope and budget.
 - Ensure compliance with grant agreement and funding rules/requirements.
- Manage and oversee design-build team that will implement the project.
 - Main point of contact for all team members, including landowners.
 - Keep all members of the team in the loop on project progress, current design plans, redlines to design, construction timeline, and more.
 - Strive for open and transparent communication between all team members.
 - Facilitate discussions between design-build team and landowners.
- Monitor and maintain work for three years following implementation (depending on funding).
 - Set up areas using an adaptive restoration approach to test whether restoration treatments are working as intended and help inform maintenance efforts and future restoration projects.

Left Hand Excavating-Biohabitats-Wright Water Engineers- Chinook-GEI Team

- Design-Build Team manages overall budget, design, permitting, and construction process.
- Ensures compliance with their contract (between LWOG and contractor) and all relevant laws and regulations.
- Diverse Technical experts that are developing the overall design concept and design details and implementing construction and revegetation.
- Include Fluvial Geomorphologists, Engineers, Plant Ecologists, Aquatic Biologists, etc. for a holistic design approach.
- Work to develop a design-build project that meets collective project goals and maximize project benefits with the limited budget.
- Must stand behind overall design concept and be able to justify when it is/is not appropriate to accommodate requests made by team members (landowners, LWOG, or others).
- Track all landowner comments and questions about the project using a question/response log.
- Obtain approval from LWOG Project Manager prior to any changes or red line edits made during construction and field fitting.
- Map and ID all private and public utilities early in the process.
- Accurately communicates risk to team members associated with different design concepts or alternatives throughout process.

Landowners

- Collectively, landowners own land in the entire project area. Each landowner is considered part of the project team.
 - Attend workshops to help team develop reach-scale design concept.
 - Assist in developing overall project goals.



- Participate in reviewing and commenting on draft design plans.
 - Assist in keeping the project on schedule by being responsive.
- Choose or choose not to participate in the project at critical junctures.
- Sign LWOG's Participation Agreements (separate agreement for each phase) indicating willingness to participate in:
 - Design development phase
 - Construction phase
 - Construction access (as needed)
- Assist in providing construction access so that the project can happen.
- Communicate questions and concerns to LWOG project manager.
- Keep open and honest communication flowing throughout the process.

Landowners Liaisons (optional)

- Landowner(s) within project area that help keep open and transparent communication flowing to other landowners in the project area.
- Helps reiterate overall project goals, team approach, timeline, communication protocol, and generally helping to build a community/neighborly spirit.
- Participates in project team meetings.
- Assists scheduling and/or hosting and/or securing venues for neighborhood meetings.
- Assists in getting participation agreements signed.

3. Communications Principles

- Strive for open, honest, and transparent communication among all team members.
- We want to develop an environment to build trust among all team members.
- As a general rule, information needs to flow to LWOG project manager.
- Discussions can happen without LWOG present but should always be transmitted back to LWOG, in writing.
- Communication occurs primarily via email; individual phone calls and meetings are difficult.

4. Project Process and Schedule

Funding Requirements and Funder Involvement

- Multi-objective projects that include protection, ecology, and access components.
- Emphasis on resilient long-lasting solutions.
- Solutions would include more than debris clean up.
- Funders provide technical comments on designs and check for adherence to grant requirements.
- Examples may include adding more wood structures to benefit habitat or modifying bank treatment to be more sustainable or resilient in the long-term.
- Funders' Technical Assistance Team comes on site to review work periodically.

Anticipated Timeline

- Design Development: September till late November
- Permit Acquisition: December till Mid-February
- Pre-construction meeting: Early-February
- Construction Start Date: Mid-February
- Project Completion Date: June 2019

Opportunities for Input and Critical Junctures

- Two design drafts to review and provide comments
 - Draft 1: **October 4**
 - Draft 2: **November 1**
- Deadlines for comments will be made and it is important that these deadlines are respected to maintain project timeline requirements.

Participation Agreements and Critical Junctures

- This allows LWOG and the design-build team to visit your property for the purpose of developing restoration plans for the project.
- All Design Participation Agreements need to be received as soon as possible.
- Construction Participation Agreements will be distributed after reviewing and approving second design draft.

5. Goals Discussion

- What are your priorities for the project?
- Are there any goals that we have missed?
- What are any constraints that we should be aware of (e.g. utility lines, septic, etc.)?

6. Next Steps and Timeline Details

Neighborhood Workshop – Design Concept Draft 1 – October 4

- Consultants present draft design for reach taking into account how we can get the most bang for our buck to meet project goals and incorporate landowner goals when possible.
- Non-CAD visual representations of designs will be provided for representative areas.
- Obtain landowner feedback and comments.
- Discuss any individual landowner goals/questions (Workshop style)

Neighborhood Workshop – Design Draft 2 – November 1

- Consultants present draft design taking into account how we can get the most bang for our buck to meet project goals and incorporate landowner goals when possible.
- Non-CAD visual representations of designs will be provided for representative areas.
- Obtain final landowner feedback and comments.
- Discuss Construction Phase



- Distribute Construction Participation Agreements and discuss what these mean
- Subset of landowners will need to sign additional access/staging agreements
- Establish deadline for returning agreements
- Discuss any individual landowner goals/questions (Workshop style)

Permit Acquisition (Neighborhood Meeting BREAK) – December – Mid-February

- LWOG and Consultants will be working on BOCO Land Use application by (November 25th), Commissioners hearing one month after submission (at best), and BOCO stream restoration/grading model for final submission by January 15th. We expect to receive all permits by mid-February.
- Landowner can expect a break in neighborhood meetings and site visits during this time.
- LWOG will occasionally email as needed to update landowners on schedule.
- Landowners will receive notifications in the mail about the project from BOCO Land Use as part of the standard land use review operating procedures.
- Both permit approval and permit closeout processes include project site visit with BOCO Land Use staff, LWOG, and the Design-Build Team on-site.

Pre-Construction Neighborhood Meeting – Late-February

- Consultants will stake grading limits to show the extent of the construction area used by the contractors.
- Consultants will mark trees for removal and take photographs as needed. No trees will be removed without landowner approval.
- After site is staked for construction, LWOG and Consultants will conduct final walk through with landowners to confirm grading limits, marked tree removal, construction access routes.
- Discuss construction schedule and allow landowners to meet full construction team.
- Reiterate construction phases and what to expect (noise, disturbance, visits from funding agency representatives, etc.)
- Re-establish communication protocol.
- Avoid individual landowner negotiations and make sure all neighbors are involved. After walk through, Landowners will provide final sign off on Construction Participation Agreements

During Construction Neighborhood Meetings – Mid February – Project Close Out

- Host weekly or biweekly on-site “office hours”
- Weekly email updates throughout construction which document progress during the past week and provide a look forward two weeks (also posted to our website).
- Re-establish communication protocol.