WEBER COUNTY STORM WATER MASTER PLAN
KICK OFF MEETING *Notes*
August 5, 2013 2:30 p.m. *Weber County Engineering conference room*

1. Introduction
   a. Meeting objective: review project objectives and work plan
   b. Attendees: *Jared Andersen, Dana Shuler, Gordon Jones, Remmet deGroot, Tom Wright, Tyler White, Greg Poole, Chad Meyerhoffer, and Mike Tuttle*

2. Review Project Objectives
   a. *Unincorporated areas:*
      i. *Complete storm drainage facilities data inventory.*
      ii. *Complete assessment of existing system capacity*
      iii. *Model storm water runoff flows.*
      iv. *Define deficiencies*
      v. *Identify solutions and prepare capital improvement plans*
   b. *Incorporated Areas*
      i. *Compile existing available data and available storm drainage planning including capital improvement plans*

3. Review Work Plan (see copy of scope of work attached)

4. Schedule (see attached)

   a. ***Need to prepare a schedule for the pilot area and then update the project schedule as needed.***

5. Incorporated (towns & cities) storm drainage facilities data request
   a. **Draft letter to mayors** – *reviewed the letter**, add CC to City Engineers**; **Greg to email to Dana***
      i. ***Need to add an upload site and directions to the letter. URS will identify the best upload mechanism and site for the project.***
   b. Follow up procedures

6. Compile available inventory data and identify data gaps

7. Select a Pilot Area to test/demonstrate collection plan, management plan, and analysis methods?
   a. *Selected the unincorporated Uintah area as a pilot study area.*
      i. ***Greg will contact Jones & Associates for available data for Uintah and the unincorporated Uintah area.***
      ii. ***HAL will perform a water rights point of diversion search for the tributary mountain water sheds.***

8. *Data Collection Planning*
   a. *Perigee plans to use data collectors*
   b. ***URS will prepare draft data menu for data collection for review***

9. Data Management Planning
    a. ***URS will work with Weber County GIS staff to obtain the appropriate access and to set up the file structure in Weber County's GIS system***
    b. *Jared expressed the need for a working environment;* ***URS will investigate means of data sharing: possibly a box system or a Google system.***

10. Contract
    a. *The prime contract was mailed last Wednesday*

11. Other
    a. *Regular meetings on Mondays at 2:30 p.m. for at least the next two weeks. Greg will send an outlook meeting invitation.*

SUMMARY OF ASSIGNMENTS

WHAT	WHEN	WHO
Draft Schedule for completing the Uintah pilot area	August 12, 2013	HAL (Greg)
Identify/arrange upload site for municipalities to use to provide data.	August 14, 2013	URS (Remmet)
Revise letter to mayors requesting storm drain data to include upload directions and send to Dana.	August 14, 2013	HAL (Greg)
Contact Jones & Associates for storm drain facility data for the Uintah area	August 6, 2013	HAL (Greg)
Complete State water rights data base point of diversion search for mountain areas tributary to the Uintah area.	August 14, 2013	HAL
Draft data menu for data collection	August 15, 2013	URS
Work with Weber County GIS staff to obtain the appropriate access and set up file structure	August 15, 2013	URS
Investigate means of data sharing	August 12, 2013	URS
Send outlook meeting invitation for Monday meetings	August 8, 2013	HAL (Greg)