



ST. TAMMANY PARISH

PATRICIA P. BRISTER
PARISH PRESIDENT

Kick off Meeting

For

Project Name: STP Coastal Protection Project

Project Number: EN15000092

Date and Time: July 11, 2018 10:00am

Objective: This meeting was held to kick off the contract for the STP Coastal Protection Project

I. Attendees:

- A. St. Tammany Parish- Donna O'Dell, Laura Gatlin, Perry Felarise,
- B. St. Tammany Parish Levee District- Henry DiFranco, Katelyn Costanza, Suzanne Levee
- C. Neel-Schaffer- Barry Bruphacher, Don Lancaster, Connie Standige, Steve Underwood (via conference call), Vijay Kunada (via conference call)
- D. GEC- Jeff Robinson, Mark Forsyth
- E. CPRA- Renee Bennett (via conference call), Amanda Taylor (via conference call)

II. Action Items

- A. All attendees shall:
 1. Review the drafted deliverables report named "Suggested report outline and Deliverables"
 2. Review Stakeholders sheet and provide revisions where necessary
- B. Neel- Schaffer will:
 1. Provide a progress schedule to the group
 2. Provide map with basin boundaries and sub-basins to STP for approval
 3. Provide required Slidell area information gathered by JV Burkes
- C. Laura Gatlin will:
 1. Provide NSI with a list of all drainage districts

III. Project Discussion

- A. NTP was issued on 6/28/18. Project period is three hundred thirty-eight (338) calendar days. Tasks 1 & 2 are expected to take two hundred forty (240) days.
- B. Task 1 has a clearly defined scope while Task 2 is broader. As gaps are uncovered in Task 1, the scope, budget and deliverable of Task 2 will be clearly defined further.
- C. All scopes and deliverables need to be reviewed by CPRA prior to approval.

IV. Task 1 - Collection & Organization of Existing Flood Control Assets & Project Data Discussion

- A. The initial focus of Task 1 will be the eastern end of the parish.

- B. NSI will:
 - 1. Begin by focusing on the data that was provided by the Parish and Levee Board
 - 2. Access the information and work on cataloging the data to integrate it into the GIS system later in this Task
 - 3. Provide STP with a map of the basin boundaries, as well as, the sub-basins
 - 4. Contact other entities to gather more information
 - 5. Obtain and provide Geotechnical Data from Eustice
 - 6. With the help of GEC, all data will be integrated into STP's GIS system once all information is gathered
- C. A report will be created based on the suggested report outline and deliverables that was passed out at the meeting. The report shall include the following:
 - 1. Live links to the locations of where the data can be found
 - 2. Shows locations of borings and survey cross sections (if the data accommodates this aspect)
 - 3. Identify the age (date) of the data

V. Task 2 - Flood Control Assets and GAP Analysis Discussion

- A. This Task will become more defined as Task 1 progressing forward

VI. Open Discussion

- A. Laura will schedule a progress meeting to be held in two (2) months that will also include discussions of future progress meetings to be held