

## Meeting Summary

Date of meeting 3/28/2013, 9:30am, by conference call  
 Subject Kersh-Wishkah Flood Levee Project  
 Participants Russ Esses, Ryan Bartelheimer, Joel Darnell, Aaron Porter, Jon Knodel, Mike Schmidt, Frank Kersh, and Terry Willis  
 Date of issue 3/29/2013  
 From Ryan Bartelheimer

Item	Action
<p>Task 1 – Establish Goals, Design Criteria, and Review Existing Information</p> <ul style="list-style-type: none"> <li>Task 1.1 – Goals and criteria memo previously completed.</li> <li>Task 1.2 – Data review memo draft is in progress – to be submitted to Russ soon.</li> </ul>	<ul style="list-style-type: none"> <li>Complete data review memo</li> </ul>
<p>Task 2 – Gather Data and Evaluate Permit Requirements</p> <ul style="list-style-type: none"> <li>Topographic survey – field work has been completed. Draft maps to be reviewed by the design team by the end of this week.</li> <li>Bathymetric survey – field work has been completed. Draft maps have been reviewed by the design team. Water level loggers were deployed for nearly two weeks, and data is currently being processed.</li> <li>Geotechnical investigation – field work has been completed. Draft boring logs have been generated. Laboratory analyses are in process.</li> <li>Permits – Relevant codes and permit-related documents have been gathered and are being reviewed.</li> <li>Preliminary flooding summary (CHE) – see attachment</li> </ul>	<ul style="list-style-type: none"> <li>Topo survey output</li> <li>Geotechnical data and report</li> <li>Permit tasks</li> </ul>
<p>Task 3 – Engineering and Alternatives Analysis</p> <ul style="list-style-type: none"> <li>Not yet initiated. The initial focus to be completed under this task will be the river hydrology and modelling work. Once that has been completed for existing conditions, we will develop and analyze alternatives for achieving a reduction in flooding.</li> </ul>	<ul style="list-style-type: none"> <li>Initiate modelling tasks</li> </ul>
<p>Task 4 – Project Management</p> <ul style="list-style-type: none"> <li>Data gathering task is slightly behind schedule, but is not likely to cause a delay in subsequent tasks.</li> <li>No budget status report yet. First invoice to be generated next week.</li> <li>All subcontracts are in place.</li> <li>Next scheduled conference call is 4/8 at 9:30am, although Wes Cormier requested a different recurring date so that the commissioners could participate</li> </ul>	<ul style="list-style-type: none"> <li>First invoice to be completed soon</li> <li>Reschedule recurring calls to allow for commissioner participation</li> </ul>