KICKOFF MEETING MINUTES

**PROJECT:** City of St. Augustine Beach FDEP Vulnerability Assessment

**PROJECT NO.:** 19625-002-01

**MEETING DATE:** December 8, 2023

**SUBJECT:** Kick-Off Meeting

**PARTICIPANTS:** City of St. Augustine Beach – Derek Sands, Ken Gatchell, Russell Adams, Max Royle, Jason Sparks

Jones Edmunds **–** Mark Nelson, Jarrod Hirneise

The following are minutes for the City of St. Augustine Beach (COSAB) Vulnerability Assessment Kickoff Meeting. The list of attendees is provided above.

* ***Reviewed the project goals as stated in the kickoff meeting agenda.***
* ***Mark provided an overview of the funding/phasing for the City’s assessment. Phase 1 is being completed with the $50k that has already been awarded by FDEP and coverts the Kickoff meeting, background data collection, and part of the exposure analysis. The City has applied for additional funding from FDEP to cover the remaining tasks.***
* ***Reviewed project scope and FDEP Work Plan. Specific items of discussion included:***
  + ***Grant administration support was discussed. Jarrod mentioned that quarterly status reports are required by FDEP and asked if the City would prefer Jones Edmunds to send project bills quarterly. Jason said monthly billing is fine. Jarrod also mentioned that interim deliverables are required when reimbursement is requested from FDEP. Jason said that the City would like to request reimbursement quarterly.***
  + ***Steering committee meetings were discussed. These meetings are not included in the City’s grant work plan, but technical interchange meetings will be held with City staff throughout the project at key points.***
  + ***The City would like to hold project update meetings every other month. Jones Edmunds will start looking at dates for the first meeting.***
  + ***Acquisition and sources of background data were discussed.*** 
    - ***Jones Edmunds will review and compile city, state, and national datasets and will make those available for review by the City in a web map.***
    - ***Jones Edmunds will identify gaps in the data and provide those to the City to see if additional data is available to fill the gaps.***
    - ***Jones Edmunds will be refining the City’s stormwater asset database.***
    - ***Jarrod asked about existing plans/as-builts that the City has. The City said there is no one good place to find these.***
  + ***Exposure analysis task was discussed.***
    - ***Jones Edmunds reviewed the FDEP required scenarios and flood sources that will be included in the analysis.***
    - ***Jones Edmunds will be developing a rainfall inundation model using ICPR4 for this project.***
    - ***Elevation data for rainfall inundation model features will be estimated where existing data is not readily available.***
  + ***Sensitivity Analysis task was discussed.***
    - ***Specific sensitivity criteria will be developed for each asset type later in the project to determine the most sensitive assets. Feedback from the City regarding these criteria will be needed.***
  + ***Identification of Focus Areas was discussed. Focus areas will be selected using the results from the exposure and sensitivity analysis. Focus areas will be ranked to determine where initial adaptation planning efforts should be focused. Feedback on the ranking criteria will be solicited from the City.***
* ***The proposed schedule was reviewed briefly. Jason requested that Jones Edmunds provide a Gantt chart for the project schedule. The Gantt chart will be provided with the meeting minutes.***