

**MINUTES OF
SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY-EAST
OPERATIONS COMMITTEE MEETING
HELD ON JANUARY 10, 2013**

PRESENT: Louis Wittie, Chair
Dave Barnes, Committee Member
Timothy Doody, Committee Member
Stephen Estopinal, Committee Member

The Operations Committee of the Southeast Louisiana Flood Protection Authority-East (SLFPA-E or Authority) met on January 10, 2013, in Meeting Room 221, Orleans Levee District Franklin Administrative Complex, 6920 Franklin Avenue, New Orleans, Louisiana. Mr. Wittie called the meeting to order.

Opening Comments: None.

Adoption of Agenda: The agenda was approved as presented.

Approval of Minutes: The minutes of the November 1, 2012 Operations Committee meeting were approved.

Public Comments: None.

New Business:

A. Presentation by GCR Consulting on Right-of-Way and Property Easement Mapping Project and discussion of task order for the next phase of the work.

Steve Gourgues with GCR, Inc. explained that the presentation today deals with the initial discovery and application for the right-of-way inventory and GIS enterprise solution currently under development for the SLFPA-E. The SLFPA-E and GCR, Inc. entered into an Indefinite Delivery-Indefinite Quantity (ID-IQ) Contract in December, 2009, for abstracting, project management and right-of-way acquisition services in support of the acquisition of LERRDs (Levees, Easements, Relocations, Rights-of-Ways and Disposal Sites). In June, 2012, the contract was amended to expand the scope of services to include GIS mapping, inventorying and a records management solution. Several efforts were to be accomplish under the revised scope of work: development of a web-based GIS Enterprise Application, inventory of documents received from LaPAC (Task Order 5), and migration of surveys into the GIS application (Task Order 6).

Mr. Gourgues reviewed the accomplishments under Task Order 5 (Project Budget \$23,140):

- GCR received 72 packets of documents for 31 separate projects within SLFPA-E jurisdiction. Documents received included survey, right-of-entry and various other types of documents from various agencies.

- Documents referenced 269 easements acquired by the Levee Districts
- GCR reviewed each document, creating a database of key information.
- Included project name and number, easement number and type, vendor, surveyor, recordation data (Page, Book, Date)
- All documents were scanned and cataloged for use within the application

Mr. Gourgues reviewed the accomplishments under Task Order 6 (Project Budget \$48,420):

- GCR received 21 electronic AutoCAD files from project surveyors
- Each file's content was reviewed. Pertinent easement data was extracted and geo-referenced for migration into the GIS
- GIS parcel files were created and data relation links were established between the database and all easements acquired
- All GIS data was migrated into the GIS Enterprise Solution

Mr. Gourgues explained that the application was developed throughout the process of Task Orders 5 and 6 and encompasses Jefferson, Orleans and St. Bernard Parishes. Information extracted from the National Levee Database on the flood control structures was input and overlaid onto the GIS application. The status of each flood control structure is provided (opened or closed). A key component is the mapping of the rights-of-ways for the levee districts. He discussed the inventorying of documentation and the overlaying of the information on the GIS maps. Scanned documents, including land records, survey information and other documentation to support the property acquisition, are attached to each parcel creating a management library housing the documentation. The centerlines of all of the floodwalls, levees and other flood control structures were also extracted from the National Levee Database. This information was used to create notification buffers for required offsets. Information from the levee districts on on-going projects will be added into the system.

Mr. Gourgues reviewed the details of the proposed Task Order 7 for continuing Mapping Application Enhancements, Mapping Levee District Land Assets, and Mapping of Levee Rights-of-Way for SLFPA-E:

- **Sub-Task 1** - Input of Parcels 1-30, Fee Simple Title vested to the Board of Commissioners of the Orleans Levee District, Based on the Title Opinion of TiCorp Title of Louisiana, dated February
 - Inventory 30 hard copy documents from TiCorp
 - Populate project database with key parcel information
 - Scan hard copy land documents
 - Create AutoCAD parcel map of each of the 30 tracts using scanned images
 - Create shapefile of all 30 tracts and provide link to database
 - Migrate shapefiles into the GIS Application
- **Sub-Task 2** - Input of Properties Appropriated in the Seventh District by the Board of Levee Commissioners of the Orleans Levee District along the Mississippi River; Map date 1907-1910
 - Approximately 201 parcels appropriated by the Orleans Levee District or City of New Orleans

- Scan oversized hard copy maps for use in application
- Populate project database with key parcel information obtained from maps
- Geo-reference scanned maps and digitize block and lot boundaries of appropriated properties
- Create shapefile of all tracts and provide link to database
- Migrate shapefiles into the GIS Application
- **Sub-Task 3** - Application Enhancements
 - 300' & 1,500' Notification Buffers for MRL and HPL Systems
 - Display of Expired/Active Temporary Work Area Easements
 - Begin Development of Online Reports and Search Functionality

Mr. Gourgues reviewed the proposed budget for Task Order 7: Sub-Task 1 - \$19,440, Sub-Task 2 - \$24,595 and Sub-Task 3 - \$20,085 for a total of \$64,120. All of the work scheduled under the Task Order 7 will be completed within 75 days.

Mona Nosari explained that this work actually dates back about seven years when the East Jefferson Levee District (EJLD) requested GCR's assistance in indentifying levee district properties along the lakefront. Various documents and surveys were collected. Metes and bounds were entered from the surveys to create the parcels along the lakefront. Post Katrina the Authority wanted to bring this work a step farther with a GIS enterprise solution. She discussed some of the lessons learned thus far:

- Researching to identify all levee board owned properties is a huge undertaking. This is particularly true with regards to the river levees for which documentation may go back 90 to 100 years and attempting to access this information could be very costly. If the levee district has records that it maintained the levee, GCR can establish that the levee district had at least some interest from the levee toe to the water's edge. GCR collected everything done by U.S. Army Corps of Engineers (USACE) post Katrina. GCR is attempting to obtain surveys in electronic format whenever possible in order to eliminate the need to draw each parcel.
- Levee boards must understand the real property rights in ownership for management.
- Collecting available data and records from levee districts eliminates title research efforts.
- A process must be established for collecting electronic surveys and documents.

Ms. Nosari commented that the vision is for this application to become the official depository for all of the records collected as the USACE begins turning over projects for operations and maintenance. She pointed out that the National Levee Database tracks project information, but not ownership information.

Mr. Estopinal voiced concern about public access to information that could be used in an erroneous manner. Mr. Turner pointed out that there may be several layers of access to the information in the system. He noted that Homeland Security is sensitive about records concerning infrastructure being released to the public.

Ms. Nosari commented that she foresaw the future development of data entry screens by GEC so that the levee districts could continue entering the records into the system. The development of protocols would be needed and personnel trained. The application and information is currently housed on GEC servers in Baton Rouge in a secured location.

Mr. Turner noted that this application would be the base map for the SLFPA-E's Levee Information Management System (LIMS). Information provided by the USACE, such as design data, geotechnical information, analyses and drawings, would be included in a separate module, but part of the overall system. The Authority retained Atkins for a Strategic Implemental Plan for the LIMS. The base map being developed by GEC is one of the first efforts that needed to be accomplished. Other modules must be developed and effectively tied into the current work.

Mr. Turner reported that several meetings were held with the senior leadership of the USACE New Orleans District about accessing records and data, such as as-built drawings, cross sectional surveys and geotechnical information, on the Hurricane Storm Damage Risk Reduction System (HSDRRS). At this time the information is behind a firewall and cannot be accessed by the SLFPA-E. The USACE is attempting to find a way to place this information outside of the firewall in a secure area that could be accessed by the SLFPA-E. He suggested that a model could be fashioned within the LIMS to draw upon the USACE site.

Ms. Nosari advised that GCR was hired by the USACE to acquire real estate interests for twenty-five flood control projects throughout the metropolitan area. GCR is reaching out to the USACE for the ability to include this information in the SLFPA-E system. The inclusion of ancillary documents in the system and potential requests to the tax assessors to share electronic files were discussed. Mr. Lacour inquired about the addition of levee district properties that are not a part of the flood protection system. It was noted that a user's manual will be developed for the system.

Mr. Estopinal offered a motion, which was seconded by Mr. Doody, and unanimously adopted to recommend that the Board approve Task Order 7 with GEC, Inc.

B. Discussion of Seawall Area Erosion Control Reach 1B Construction Contract Award. (Orleans Levee District)

Gerry Gillen, Orleans Levee District (O.L.D.) Executive Director, advised that six bids were received on January 8th for the Seawall Area Erosion Control Reach 1B Construction Contract. The lowest responsive bidder was from Shavers-Whittle Construction, LLC, in the amount of \$6,284,573.50.

Mr. Estopinal offered a motion, which was seconded by Mr. Barnes, and unanimously adopted to recommend that the Board award the aforementioned contract to Shavers-Whittle Construction, LLC.

C. Discussion of Seawall Area Erosion Control Reach 1B Construction Administration, Testing, and Resident Inspection by DEI. (O.L.D.)

Mr. Gillen advised that a proposal was received from Design Engineering, Inc. (DEI) for construction administration, testing and resident inspection services for the Seawall Area Erosion Control Reach 1B Construction Project.

Mr. Estopinal requested that a copy of the Audit by the State of Louisiana on the overhead rate be provided. He questioned the application of the overhead rate to reimbursables. John Holtgreve with DEI explained that DEI considered reimbursable expenses as direct expenses and typically places a profit on these expenses. The man hour rates used in the proposal were approved and discussed on previous occasions with the levee district. He stated that DEI can furnish the information requested and would review any recommendations or suggestions. The proposal follows the agreement in terms of the tasks to be accomplished during the construction phase and the amendment to the agreement that was executed by the SLFPA-E indicating the services that would be provided. Mr. Estopinal clarified that he was questioning the overhead and salary additive computation factor. In addition, since DEI would be receiving a subconsultant management fee of 10 percent, it should not also receive a 15 percent profit on reimbursables. He suggested that the DOTD guidelines be reviewed.

The Committee directed that Mr. Gillen continue negotiation of the supplemental agreement with DEI.

D. Discussion of Task Order for Franklin Warehouse Silo Steel Demolition - Engineering and Environmental. (O.L.D.)

Mr. Gillen explained that portions of the building surrounding the concrete silos located on the northwest corner of the Franklin Administration complex are becoming unsightly and a safety hazard. The Port of New Orleans expressed an interest in the concrete silos; therefore, the silos will not be demolished. Three SLFPA-E ID-IQ contractors are reviewing the project and will provide a scope of work. The selection of a contractor will be made on Monday and a man hour estimate will be developed prior to the Board meeting. A resolution will be presented to the Board at its next meeting.

E. Discussion of Amendment to the SeaGrant for the Removal of the Obsolete Flood Control Structure (Waterfall) in Bayou St. John. (O.L.D.)

Mr. Gillen advised that an amendment to the SeaGrant was received that would provide an additional \$18,000 in funding. The additional SeaGrant funding, plus the O.L.D. matching share, would provide monies to continue the maintenance, operation and monitoring of the seven monitoring stations in Bayou St. John.

Mr. Doody offered a motion, which was seconded by Mr. Estopinal and unanimously adopted, to recommend that the Board approve the execution of the SeaGrant amendment.

F. Discussion of Compartmentalization Study by Bob Jacobsen, PE, LLC.

Mr. Jacobsen was unable to attend the meeting; therefore, this item was deferred to a future meeting.

LEVEE DISTRICT REPORTS:

Lake Borgne Basin Levee District (LBBLD): Nick Cali, LBBLD Regional Director, reviewed the highlights of the monthly status report (copy appended to minutes). He reported that statements of qualifications (SOQ) for the design of the three LBBLD safe rooms under the Hazard Mitigation Program Grant (HMPG) are due on January 15th. A selection committee comprised of SLFPA-E and St. Bernard Parish representatives will review the SOQs. The Governor's Office of Homeland Security & Emergency Preparedness (GOHSEP) recently approved the LBBLD's application for Phase I for upgrades to Pump Stations Nos. 1 and 4; however, final approval has not yet been received from FEMA Region 6 on the justification.

Orleans Levee District (O.L.D.): Mr. Gillen reviewed the highlights of the monthly status report (copy appended to minutes).

Mr. Doody reminded everyone that the State is the local sponsor of the HSDRRS and has stated that it would only accept the completion of the projects by polder. He wanted everyone to understand that a levee district's maintenance of a project should not be considered the acceptance of a completed project or legally obligate the levee district. Mr. Turner noted that neither the SLFPA-E nor the levee districts acknowledge the receipt of the USACE Notice of Construction Complete (NCC) letters. The levee districts are exercising due diligence by performing maintenance in order to ensure that the projects do not degrade over time because no one is maintaining them. Mr. Doody pointed out that the State's position is that the cost of any maintenance performed by the levee districts prior to all entities agreeing that a project is final should be attributable to the local cost share. Mr. Turner explained that a meeting will be held within the next week with the USACE relative to the Levee System Evaluation Report (LSER) that is being developed by the USACE for certification of the system. Part of the certification process is the demonstration that a project will be maintained by some entity. Additional input on this issue should be received from the USACE at this meeting. He also advised that he would bring this issue up at the next bi-monthly meeting with the CPRA and at the next Strategic Partnering Meeting.

East Jefferson Levee District (EJLD): Fran Campbell, EJLD Executive Director, reviewed the monthly status report (copy appended to minutes).

There was no further business; therefore, the meeting was adjourned at 11:20 a.m.