



Date: April 2, 2020

OLF-8 PROJECT: INTRODUCTION MEETING

Call time: 11am EST/10am central time / Duration: 30 mins

Participants

Client Team

Terri Berry, Escambia County
Brent Wipf, Escambia County
Elizabeth Synder, Navy Federal

Consultant Team

Marina Khoury, DPZ
Mike Weich, DPZ

MEETING NOTES

Introductions

- Terri will be the Project Manager, for the Client Team
- Brent is the division manager for natural resource management and Terri's PM
- Elizabeth will be the official liaison to Navy Federal for all deliverables.
- Marina is the Project Director, for DPZ.
- Mike is the Project Manager, for DPZ.

Contract Status

- Marina inquired on status of final contract as officially signed contract has not yet been received by DPZ.
- Terri indicated the contract is partially signed pending final funds allocation. She expects funds to be finalized within the next 2 weeks. Once signed the Purchase Order, along with the Notice to Proceed will be issued.
- Action Items:
 - *Terri to provide status update by mid April.*
 - *DPZ to provide revised schedule once NTP issued.*



Phase 1: Kick-Off

- Marina indicated that the DPZ team is ready to start with Phase 1 data collection, pending scheduling the site visit. She indicated Mike may already be immune to COVID-19 and therefore be available to travel to Escambia County to visit the site sooner than the rest of the team. He will know the results of his test by next week.
- Terri asked for a list of required, and already received, base materials to distribute to the appropriate parties in order to gather and provide to the team.
- Action Items:
 - *DPZ to request list of needed base materials, and required format of all sub-consultants and forward to County next week.*
 - *DPZ to provide access to a file sharing system for project duration.*
 - *DPZ to schedule bi-weekly remote meetings for the next 4 weeks.*

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