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*Meeting Minutes*

**Job:** 1-0979 Florida Keys Mosquito Control  
**Location:** 5224 College Rd.  
 Key West, FL 33040

**Meeting:** Owner/Architect/CM # 17  
**Date:** 10/25/17  
**Start Time:** 10:00

**Attendees**

**Attended**

- |   |   |
|---|---|
| <input checked="" type="checkbox"/> Andrea Leal (Florida Keys Mosquito Control)       | <input checked="" type="checkbox"/> Beth Ranson (Florida Keys Mosquito Control)       |
| <input checked="" type="checkbox"/> Bruce Holden (Florida Keys Mosquito Control)      | <input checked="" type="checkbox"/> Chrissy Bloxom (Florida Keys Mosquito Control)    |
| <input type="checkbox"/> Commissioner Goodman   | <input type="checkbox"/> Dale (Vernis & Bowling of the FI Keys)                       |
| <input type="checkbox"/> Dirk M. Smits (Vernis & Bowling of the FI Keys)              | <input checked="" type="checkbox"/> Jackie Nobili (Biltmore Construction)             |
| <input checked="" type="checkbox"/> Jenkins, Tony (Biltmore Construction Co., Inc.)   | <input checked="" type="checkbox"/> Joe Prest (Biltmore Construction)                 |
| <input checked="" type="checkbox"/> Joe Scarpelli (William P Horn Architect, PA)      | <input checked="" type="checkbox"/> Larry Bleil (B.W. Sprague, Inc.)                  |
| <input checked="" type="checkbox"/> O'Connor, John (Biltmore Construction Co., Inc.)  | <input checked="" type="checkbox"/> Roberto Alvarenga (Florida Keys Mosquito Control) |
| <input checked="" type="checkbox"/> Rochele L. Miller (Florida Keys Mosquito Control) | <input type="checkbox"/> Scott Black (Vernis & Bowling of the FI Keys)                |
| <input checked="" type="checkbox"/> Sprague, Bill (B. W. Sprague, Inc.)               | <input type="checkbox"/> Tammy Hollander (Florida Keys Mosquito Control)              |
| <input type="checkbox"/> Travis Parker  | <input type="checkbox"/> William P Horn Architect, PA                                 |

Item	Description	Responsible	Due Date	Closed
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**Old Business**

1-1	<p><b>Permitting Status</b></p> <p>02/03/17: Barbara Mitchell submitted 2nd request for info to Planning Department regarding Minor Deviation for office trailers. After 10 days, there is a 30 day period for public appeal. Discussed 1 Permit vs Multiple Permits. BCC will contact Tony Griffin - Plans Reviewer on status of Site and Maint. Bld Permit.</p> <p>03/02/17: BCC delivered final drawings to County last Friday; BCC will track on-line; Rick Griffin with County trying to push through Building Department review; BCC to provide RFI/Mint to Architect regarding SFWMD Permit requirements.</p> <p>03/28/17: Permit with corrections was dropped off on Monday, anticipating back by end of week. Conditional use permit approved.</p> <p>04/12/17: County trying to get the permit issued today.</p> <p>04/26/17: Building Permit received 4/19/17. FKAA permit still outstanding; BCC will be submitting Modular/Trailer Permit.</p> <p>05/10/17: Building Permit received. FKAA permit (ROW, Wtr Meter/Hydrant) still outstanding.</p> <p>5/24/17: Building Permit received. FKAA permit (ROW, Wtr Meter/Hydrant) still outstanding.</p> <p>06/07/17: Tony to call FKAA to find out status of permit (ROW). Conditional Use Extension - Due end of June; Andrea needs cost from Bill Horn/Barbara Mitchell to present at next board meeting.</p> <p>06/21/17: Andrea signed off and FKAA is working on permit.</p> <p>07/05/17: Tony is waiting on an update from FKAA. DOT permit will take a while longer.</p> <p>07/19/17: Tony to check with FKAA (Marnie) - Back from vacation. BCC awaiting final Shops/Permit drawings from Touax for Modular's; Plan to submit next week.</p> <p>08/02/17: Sewer Permit complete; Work to start next week;.Tony is putting together trailer permit drawings and will have Keys Energy sign off and then submit to County; FDOT permit filed by FKAA; (Need copy for files)</p> <p>08/16/17: The balance of the Trailer drawings will be in today and BCC will be submitting for the permit next week. FDOT permit has been issued. FDOT meeting next week. Keys Energy will install the pole in 2-3 weeks.</p>	<p><b>Tony Jenkins</b></p>		<input type="checkbox"/>
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08/30/17: The trailer permit was submitted a week ago; it is sitting in the planning dept. DOT meeting tomorrow - Tony has owners approval.

09/27/17: Modular Permit: Everything submitted prior to Hurricane; Received review comments and everything is put together and ready to Re-Submit to County.

10/10/17: Modular Permit: Everything was submitted prior to the Hurricane. Biltmore trying to Submit additional paperwork that Plan Review requested; Monroe County is only working on Storm Emergency permits until further notice; Andrea will check with Count Administrator.

10/25/17: The Building Dept told Tony not to submit anything until all departments have done their internal review; at least another week.

<b>1-2</b>	<p><b>RFI's:</b></p> <p>02/03/17: None to Date.            03/02/17: None to Date.            03/28/17: Log reviewed 3,7,8,&amp; 9 outstanding.            04/12/17: Log reviewed 3,6,8,9 &amp; 10 outstanding.            04/26/17: Log reviewed            05/10/17: Log reviewed #12 outstanding. Bill H sent to his Engineer.            05/24/17: Lob reviewed #12 still outstanding. ( got back on 6/1/17)            06/07/17: Log reviewed #14 outstanding will get from Perez tomorrow.            06/21/17: Log Reviewed.            07/05/17: Log Reviewed.            07/19/17: Log Reviewed. #27 - Rolling Gate by Wash Bay; OK to delete per Andrea; #35 - Joe Answered - Go with floor mounted toilet.            08/02/17: Log Reviewed. Nothing outstanding.            08/16/17: 41 will be returned today; waiting on 40,42 &amp; 43            08/30/17: Joe needs to send Jackie answered #41 &amp; 42, he is looking into 43 today.            09/27/17: RFI Log Reviewed; Only 43 outstanding (Fuel Tank Tie down)            10/10/17: RFI Log Reviewed; Only 43 outstanding (Fuel Tank Tie down)            10/25/17: RFI Log Reviewed. Joe is working on Fuel Tank RFI.</p>	<b>John O'Connor</b>		<input type="checkbox"/>
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<b>1-3</b>	<p><b>Submittals:</b></p> <p>02/03/17: None to date; BCC will populate Submittal log for next meeting. Approved Submittals to be sent to Bill Sprague and copied to Andrea.            03/02/17: Submittal Log in process BCC to import into Timberline System.            03/28/17: Submittal Log reviewed. None to date.            03/12/17: Submittal log reviewed. None to date.            03/12/17: Submittal log reviewed. None to date.            05/10/17: Submittal log reviewed. 6 outstanding. Bill H sent to structural engineer.            06/07/17: Submittal log reviewed - none outstanding.            06/21/17: Submittal Log Reviewed-none outstanding.            07/05/17: Submittal Log Reviewed.            07/19/17: Submittal Log Reviewed.            08/02/17: Submittal Log Reviewed.            08/16/17: Submittal Log Reviewed.            08/30/17: Submittal Log Reviewed.            09/27/17: Submittal Log Reviewed; Joe to check on Light Fixtures and Switchgear; BCC to follow up on HVAC, Roofing &amp; Fire Sprinkler Submittals.            10/10/17: Submittal Log Reviewed. BCC working on Roofing, Drywall and Fire Sprinkler.            10/25/17: Submittal Log Reviewed. BCC to check on Electrical Resubmit.</p>	<b>John O'Connor</b>		<input type="checkbox"/>
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<b>1-4</b>	<p><b>Financial Update:</b></p> <p>02/03/17:            Buyout Review; CP Proposal Request: Project Contingency; ODP Log            None to Date.</p>	<b>John O'Connor</b>		<input type="checkbox"/>
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03/02/17: Buy-out Report Reviewed.  
 03/28/17: Buy-out Report Reviewed; Adding ODP Log.  
 04/12/17: Buy-out Report Reviewed. Report is a "fluid" document and will be included in Monthly Report.  
 05/10/17: Buy-out Report Reviewed  
 05/24/17: Buy-out report reviewed; just about everything is bought out.  
 06/07/17: Buy-out report reviewed only finish trades are left to buy-out.  
 06/21/17 Buy-out reviewed.  
 07/05/17: Buy-out reviewed.  
 07/19/17: Buy-out Log Reviewed; Current + \$ 82,617.88; JO to add line for Exterior ATS & added Airlines (Sch 80 PVC).  
 08/02/17: Buy-out Log Reviewed.  
 08/16/17: Buy-out Log Reviewed.  
 08/30/17: Buy-out Log Reviewed.  
 09/27/17: Buy-out Log Reviewed CM Proposal Request Log Reviewed; Bella CO for revised retaining wall and added D curbs to be funded from Modular GMP - Foundations. BCC to track Hurricane damage Costs separately. ODP Summary Reviewed.  
 10/10/17: Buy-out Log Reviewed. BCC changing HVAC Subcontractor.  
 10/25/17: Buy-out Log Reviewed.

**1-5 Schedule & Work Progress: Tony Jenkins □**

03/28/17: Minor clearing of invasive's has started. Property line has been marked. When permit is in hand we can proceed with fence. Tony met with a few of the neighbors no major concerns. Wednesday, Tony will meet with Keys Energy to determine where pole is going and ask for an estimate for new service for the trailers.

03/12/17: Clearing stopped, once permit is issued the fence can be removed, sign can be put up and, concrete survey and pilings can be laid out. Lisa did concrete testing and issued a new proposal. Neighbor was concerned about her trees close to the property line.

04/26/17: Surveyor has all property lines marked, Temporary construction fence in process; Additional clearing and grading in process; Tony will do a RFI on the fence height (6' to 8'). Next week: Hook up hose bibs, in two weeks BCC will be getting Augur cast submittals.

05/10/17: The fence is up; Tying Steel for cages today; Auger piles will be starting next week. Plumber has mobilized and installing temp water for site; The sign will be put up this week. Need to set up an account with Keys Energy for temporary and permanent power.

05/24/17: Auger piles in, density test today; pour early next week. Pruning trees and deciding if we need to relocate some.

06/07/17: Schedule is on track for 1-31-18 Substantial; Auger piles & grade beams installed; Stem wall to start today.

06/21/17: Finishing stem walls. Ready for underground, job is on schedule.

07/05/17: Job is on schedule. Back fill up to slab and fill for site work done. Plumbing & sleeves for electric starting this week.

07/19/17: Job is on schedule; Backfilled containment area; Plumber out today working on underground; 9' elevation slab - pour next week; then 12' elevations slab following week. Exfiltration trench scheduled for next week, then underground electric; Keys Energy to set new pole and transformer over next 2 weeks.

08/02/17: 1st slab on grade poured, Started upper-flood walls & columns. Slab for chemical storage area next week. Site work is progressing. Underground electric has started. Roof Bar Joists to be delivered next week. Started exfiltration. Job is on schedule.

08/16/17: Job is on schedule. We are now vertical ! CMU wall going up. Drainage ditch is almost completed. Tie beams on schedule for next week. Looking for Roof Steel in a few weeks.

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08/30/17: Job is on schedule. Pouring concrete today; starting retaining wall next week; ready to set floor drains, plumber running water/fire line next week. Electric; Underground in process, primary to pole by Thursday. Transformer Pad being installed today.

09/27/17: Majority of crews back from Hurricane; Interior CMU Walls up and fill cells to be poured today; Site clean-up today; Plumbers and electricians back and working on underground Fire & water and electrical conduit; Next 2 weeks - Painter to start block prime and Steel Deck/Joists delivery; Lost approximately 1 month due to Hurricane. Andrea will wait till October to verify and notify City of delays; Modular Trailer to ready to ship.

10/10/17: Trash set to be picked up today. Trusses set on building; Roof decking to follow. Starting last section of retaining wall. Bella will be laying the generator pad. Plumbers are back on the job; tie ins may start this week. Tomorrow complete fire & water line; Site fill in process; Roofing will start as soon as we receive the submittal. The painters will start next week.

10/25/17: Still do not have a full crew since the storm. Pouring wash bay today. Pouring fuel station pad next week. The exfiltration drains are in place. Working on hoist beam & overhead door next week. Starting on the roof as soon as the sub's engineer signs off and the County approves.

**1-6 Monthly Progress Report**

02/03/17: BCC to provide Monthly Report (Full Report to Project Team) and Abbreviated Report for Commissioners. Andrea will look into Aerial/Drone Photography. BCC to set-up ShareFile link for daily jobsite photos.

03/02/17: BCC to provide Full Progress Report Monthly. Target date is 2nd week following the month report is for.

03/28/17: BCC will provide a progress report for March & April - to get to owner by 5/10/17

04/12/17: BCC will provide a progress report for March & April by 5/10/17.

05/10/17: BCC will provide monthly report by Friday the 12th.

05/24/17: BCC will provide May's monthly report by Friday the 9th.

06/07/17: May's report on track for beginning of next week.

07/05/17: June's report done next week.

07/19/17: June's completed last week.

08/02/17: July's report to be completed next week.

08/16/17: August's report will be to Bill by 9-11-17; 9/14/17 Cut off for Owner.

08/30/17: August's report will be to Bill before 9/14/17.

09/27/17: August report was sent yesterday. BCC to start on September report.

10/10/17: Septembers report need to add Aerial photos.

10/25/17: Octobers report will be done before the board meeting on the 21st.

**1-8 Pay Applications**

02/03/17: Draft Copy will be reviewed with Project Team at last monthly meeting. Final Pay App to be sent to Bill Sprague who will sign off and send to Bill Horn for Certification.

03/02/17: BCC will provide 1st Pay Application for March work and Bonds & Insurance.

03/28/17: BCC distributed a pay app draft for approval. Draft copy approved.

03/12/17: BCC will distribute a draft copy of the next pay app at the 4/26/17 meeting.

04/26/17: BCC will distribute a draft copy of the next pay app next week.

05/10/17: BCC sent final pay app to Bill for approval.

06/07/17: May's pay app has been approved, owner processing.

06/21/17: Draft ready the end of the week.

07/05/17: Sending to Bill for signature.

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07/19/17: July's draft to project team in next-2 weeks. BCC to follow up on releases.

08/02/17: July's pay app will be reviewed today.

08/16/17: August draft toward end of month.

08/30/17: August's pay app review today.

09/27/17: September's pay app reviewed today.

10/10/17: October's draft next meeting.

10/25/17: Octobers pay app ready by next week.

**1-10 Owner Direct Purchases □**

02/03/17: It was suggested that in lieu of processing deductive Owner Change Order as they are created, Biltmore will keep log of all ODP's and have section on Pay App outlining Pending Deductive Change Order itemizing Total ODP's and Sales Tax Savings. BCC/Bruce to reconcile at end of project. Scott Black/Andrea to check on.

03/02/17: Scott Black discussed the Boards requirement for any changes to GMP (up or down) must go in front of board. (\$20,000 - Pre-Approval). BCC to meet with Bruce and Tammy to review Owner Direct Purchase Program; Note: Biltmore will be providing updated Owner Direct Purchase Log Monthly.

03/28/17: BCC will provide Bruce and Tammy with the ODP procedures.

04/12/17: Bruce & Jackie met last week and went over ODP procedures. Andrea can approve anything less the \$20,000.00 The Board will receive an updated ODP report at their monthly meetings for full transparency and ratification.

04/26/17: A ODP for Concrete and Rebar will be processed.

05/10/17: The first ODP will be processed this week.

05/24/17: Two ODP's to date.

06/07/17: Two ODP's to date.

06/21/17 ODP's running smoothly.

07/05/17: ODP's running smoothly.

07/19/17: ODP's running smoothly.

08/02/17: ODP's running smoothly.

08/16/17: ODP's running smoothly.

08/30/17: ODP's running smoothly.

09/27/17: ODP's running smoothly.

10/10/17: ODP's running smoothly.

10/25/17: ODP's running smoothly.

**3-1 Aerial Photographs □**

03/28/17: Aerial photographs were discussed, Mosquito Control has access to an airplane and will manage. Important to get a photo as soon as possible before site changes much more.

04/12/17: Aerial photos will be taken each month by Mosquito Control.

5/24/17: Aerial I Photos to take place this afternoon.

06/07/17: Aerial photos - May's Shoot: After May 24th.

06/21/17: Aerial Photos are being done monthly.

07/19/17: Aerial Photos are being done monthly.

08/02/17: Aerial Photos will be done this week.

08/16/17: Aerial Photos were not done in time for monthly report, on schedule for this month.

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08/30/17: Aerial Photos will be done by the end of the month.

09/27/17: Beth is having done today.

10/10/17: Beth will send Septembers photo's.

**4-1 Trailer Purchase**

04/12/17: Meeting on the 19th to discuss trailer purchase. Need to go over price and if we can piggy back on another government bid.

04/26/17: JO reviewed Bill Sprague's questions:

1. BCC will permit.
2. Modular Company responsible for tie down of modular's, skirts for Modular.
3. BCC trades responsible for extension and final connection for plumbing, electrical. HVAC by Modular company.
4. IT & telephone: Modular company to provide raceway & outlet for 1 IT connection and 1 Phone per office. MCD IT department responsible for final connections and equipment for It & Phones.
5. No cable TV per Andrea.
6. Security / Door Alarms by MCD (Protection Plus).
7. Modular company responsible for ADA layout.
8. Finish of Walls, ceilings, doors, base & flooring per BCC Spec.
9. Lighting per BCC Scope
10. Special Power: Per scope, 1 20a dedicated outlet for copier

05/10/17: BCC received 3 bids for the trailers. BCC to prepare a "Mini-GMP" for Trailer/modular's and infrastructure for Board approval.

05/24/17: Trailer purchase will happen with in a month.

06/07/17: Andrea was given color samples today. IT Department to mark up drawing; Wiring will be done from underneath the trailer. Structural Engineer to discuss foundation design with Rick Griffin (Bld Off); Trailers delivery date - Target Mid October.

06/21/17: Trailer color was picked out Casa Blanca with White trim.

07/05/17: ODP has been issued and Tony will check with Touax on status of trailer.

07/19/17: Expect modular final drawings and permit set by end of this week; Then Submit for permit next week.

08/02/17: Just received construction trailer permit;

08/16/17: BCC to submit for Modular's Permit next week. Modular have been released for production.

08/30/17: Trailer will be ready to ship in a week; need to hold shipping till permit is ready.

09/27/17: Modular Trailer are ready to ship. Permit in process.

10/10/17: Touax submitted second invoice.

**13-3 Signage**

08/16/17: Correct address is 18 Aquamarine Drive. Need list of interior signs; Bathroom,Chemical Storage, etc.

08/30/17: BCC to follow up.

09/30/17: Architect to provide signage requirements and list for BCC pricing.

10/10/17: Architect to provide signage requirements and list for BCC pricing. Will do an RFI.

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Item	Description	Responsible	Due Date	Closed
	10/25/17: Need to put address on building and potential free standing sign by U S 1. Owner/Architect to provide direction.			
13-4	<b>Generator Move</b> 08/16/17: BCC to give owner 30 days notice when to move existing generator to site. Tentative for December.  08/30/17: BCC to give owner 30 days notice when to move existing generator to site.			<input type="checkbox"/>
14-1	<b>Aqueduct - Excessive Water Use</b> 08/30/17: Mosquito Control will send BCC letters received from FKAA in reference to excessive usage. Joe has found a few leaks and fixed them.			<input type="checkbox"/>
16-1	<b>Tree Damage</b> 10/11/17: Tree damage repair: This week all damaged trees will be off site. 10/25/17: BCC getting a price to replace trees that were damaged by storm. Replacement ratio 1 to 1.			<input type="checkbox"/>
16-2	<b>Ceramic Tile Samples</b> 10/10/17: Ceramic Tile Samples delivered to Owner for color selection. 10/25/17: BCC to make a board with all the colors that have been picked out so far.			<input type="checkbox"/>

**Next meeting at 10:00 on Thursday, November 9, 2017.**

**Notes:**

The preceding is assumed to be a complete and correct account of the items discussed, directions given, and conclusions drawn, unless this office is notified to the contrary by the next regular meeting. If no notification is received, these minutes will be deemed an accurate account of the meeting.

**Prepared by:** Jackie Nobili

**Copy To:**