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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 # 21  
**Date:** 12/20/17  
**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 type="checkbox"/> Chris Karr (BCC)   |
| <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 type="checkbox"/> Larry Bleil (B.W. Sprague, Inc.)                             | <input 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 checked="" 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**

- |            |  |                      |  |                          |
|------------|--|----------------------|--|--------------------------|
| <b>1-2</b> | <b>RFI's:</b><br>02/03/17: None to Date.<br>03/02/17: None to Date.<br>03/28/17: Log reviewed 3,7,8,& 9 outstanding.<br>04/12/17: Log reviewed 3,6,8,9 & 10 outstanding.<br>04/26/17: Log reviewed<br>05/10/17: Log reviewed #12 outstanding. Bill H sent to his Engineer.<br>05/24/17: Lob reviewed #12 still outstanding. ( got back on 6/1/17)<br>06/07/17: Log reviewed #14 outstanding will get from Perez tomorrow.<br>06/21/17: Log Reviewed.<br>07/05/17: Log Reviewed.<br>07/19/17: Log Reviewed. #27 - Rolling Gate by Wash Bay; OK to delete per Andrea; #35 - Joe Answered - Go with floor mounted toilet.<br>08/02/17: Log Reviewed. Nothing outstanding.<br>08/16/17: 41 will be returned today; waiting on 40,42 & 43<br>08/30/17: Joe needs to send Jackie answered #41 & 42, he is looking into 43 today.<br>09/27/17:RFI Log Reviewed; Only 43 outstanding (Fuel Tank Tie down)<br>10/10/17 RFI Log Reviewed; Only 43 outstanding (Fuel Tank Tie down)<br>10/25/17:RFI Log Reviewed. Joe is working on Fuel Tank RFI.<br>11/08/17:RFI Log Reviewed 3 outstanding.<br>11/2217: RFI Log Reviewed.<br>12/06/17:RFI Log Reviewed 3 outstanding.<br>12/20/17:RFI Log Reviewed none outstanding. | <b>John O'Connor</b> |  | <input type="checkbox"/> |
| <b>1-3</b> | <b>Submittals:</b><br>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.<br>03/02/17: Submittal Log in process BCC to import into Timberline System.   | <b>John O'Connor</b> |  | <input type="checkbox"/> |

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	<p>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.            11/08/17: Submittal Log Reviewed. Fireproofing is getting critical.            11/22/17: Submittal Log Reviewed. Electrical submittals are contingent on Keys Energy 600-400 question.            12/06/17: Submittal Log Reviewed; 1 outstanding.            12/20/17: Submittal Log Reviewed; Electrical submittals still open.</p>			
<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.            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 &amp; 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.            11/08/17: Buy-out Log Reviewed.            11/22/17: Buy-out Log Reviewed.            12/06/17: Buy-out Log Reviewed.</p>	<b>John O'Connor</b>		<input type="checkbox"/>
<b>1-5</b>	<p><b>Schedule &amp; Work Progress:</b></p> <p>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.</p> <p>08/02/17: 1st slab on grade poured, Started upper-flood walls &amp; 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.</p> <p>08/16/17: Job is on schedule. We are now vertical ! CMU wall going up. Drainage ditch is almost</p>	<b>Tony Jenkins</b>		<input type="checkbox"/>

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completed. Tie beams on schedule for next week. Looking for Roof Steel in a few weeks.

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.

11/08/17: The doors/hardware installed; Electrical Roughed in started on interior. The last of the electrical underground will be done next week. Interior wall framing and stucco will start next week. Overhead doors have been installed.

11/22/17: Electrical and Plumbing rough in going on, drywall will be hung after roughing in. Roof and stucco will start next week. Fire sprinkler starting next Tuesday. Andrea asked for a 90 day extension at the last City Council meeting.

12/06/17:90 day extension was approved at last nights meeting. Electrical rough in and metal framing done. Next week footers for trailer. Exterior stucco in process. Starting fence at the start of the new year. Landscaping plans have been submitted. Moving trees next week. Roof to be dried in by Friday.

12/20/17: Drywall is almost done; generator pad is being poured this week, modular footers going in next week. Louvers & fans will be set by next week. Roof is starting by Jan 15th. The stucco is 50% done; and the trees have been moved and are doing well.

**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.

11/08/17: Octobers report will be sent to Bill by the 9th.

11/22/17: Novembers report will be out by December 11th.

12/06/17: Novembers report out by Friday.

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	12/20/17: Decembers report will be sent to Bill by 12/9/17.			
<b>1-8</b>	<p><b>Pay Applications</b></p> <p>07/05/17: Sending to Bill for signature.</p> <p>07/19/17: July's draft to project team in next-2 weeks. BCC to follow up on releases.</p> <p>08/02/17: July's pay app will be reviewed today.</p> <p>08/16/17: August draft toward end of month.</p> <p>08/30/17: August's pay app review today.</p> <p>09/27/17: September's pay app reviewed today.</p> <p>10/10/17: October's draft next meeting.</p> <p>10/25/17: Octobers pay app ready by next week.</p> <p>11/08/17: Bill Horn signed pay app.</p> <p>11/22/17: Novembers Pay App draft will be ready next week.</p> <p>12/06/17: Novembers pay app being reviewed today.</p>			<input type="checkbox"/>
<b>1-10</b>	<p><b>Owner Direct Purchases</b></p> <p>04/12/17: Bruce &amp; 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.</p> <p>04/26/17: A ODP for Concrete and Rebar will be processed.</p> <p>05/10/17: The first ODP will be processed this week.</p> <p>05/24/17: Two ODP's to date.</p> <p>06/07/17: Two ODP's to date.</p> <p>06/21/17 ODP's running smoothly.</p> <p>07/05/17: ODP's running smoothly.</p> <p>07/19/17: ODP's running smoothly.</p> <p>08/02/17: ODP's running smoothly.</p> <p>08/16/17: ODP's running smoothly.</p> <p>08/30/17: ODP's running smoothly.</p> <p>09/27/17: ODP's running smoothly.</p> <p>10/10/17: ODP's running smoothly.</p> <p>10/25/17: ODP's running smoothly.</p> <p>11/08/17: Need to issue a new or updated ODP for Monroe Concrete; New amount sent to Rochele.</p> <p>11/22/17: Rochele to issue a new ODP # for Monroe Concrete. BCC will find out why the concrete total was increased.</p> <p>12/06/17: ODP's running smoothly.</p> <p>12/20/17: ODP's running smoothly. Rochele needs lien releases.</p>			<input type="checkbox"/>
<b>3-1</b>	<p><b>Aerial Photographs</b></p> <p>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.</p> <p>04/12/17: Aerial photos will be taken each month by Mosquito Control.</p> <p>5/24/17: Aerial I Photos to take place this afternoon.</p> <p>06/07/17: Aerial photos - May's Shoot: After May 24th.</p>			<input type="checkbox"/>

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	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.			
	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.			
	11/08/17: Beth sent aerial photos.			
	12/20/17: Beth will send aerials by next week.			
<b>4-1</b>	<b>Trailer Purchase</b>			<input type="checkbox"/>
	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.			
	11/08/17: Waiting on foundation permit. Modular Trailer is ready to ship.			
	12/06/17: Trailer is ready to ship. Need steel shop drawings.			
	12/20/17: Trailer will be in Miami by end of week.			
<b>13-3</b>	<b>Signage</b>			<input type="checkbox"/>
	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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	<p>10/25/17: Need to put address on building and potential free standing sign by U S 1.                      Owner/Architect to provide direction.</p> <p>11/08/17: Owner/Architect to provide direction.</p> <p>11/22/17: Joe sending Beth Signage spec today.</p> <p>12/06/17: Beth is reviewing specs and working on design-stand alone on street.</p> <p>12/20/17: Beth will have sign design ready by 2nd week in January.</p>			
<b>13-4</b>	<b>Generator Move</b>			<input type="checkbox"/>
	<p>08/16/17: BCC to give owner 30 days notice when to move existing generator to site. Tentative for December.</p> <p>08/30/17: BCC to give owner 30 days notice when to move existing generator to site.</p>			
<b>14-1</b>	<b>Aqueduct - Excessive Water Use</b>			<input type="checkbox"/>
	<p>08/30/17: Mosquito Control will send BCC letters received from FCAA in reference to excessive usage. Joe has found a few leaks and fixed them.</p>			
<b>16-1</b>	<b>Tree Damage</b>			<input type="checkbox"/>
	<p>10/11/17: Tree damage repair: This week all damaged trees will be off site.</p> <p>10/25/17: BCC getting a price to replace trees that were damaged by storm. Replacement ratio 1 to 1.</p> <p>11/22/17: BCC working with Evan trying to keep tree replacement in budget.</p> <p>12/06/17: Barbara submitted tree replacement plan to County.</p> <p>12/20/17: Barbara Mitchell's drawings have been approved.</p>			
<b>16-2</b>	<b>Ceramic Tile Samples</b>			<input type="checkbox"/>
	<p>10/10/17: Ceramic Tile Samples delivered to Owner for color selection.</p> <p>10/25/17: BCC to make a board with all the colors that have been picked out so far.</p> <p>11/08/17: BCC to make a board with all the colors that have been picked out so far.</p> <p>11/22/17: BCC to make a board with all the colors that have been picked out so far.</p> <p>12/06/17: Jackie will make color board.</p>			
<b>18-1</b>	<b>Electric</b>			<input checked="" type="checkbox"/>
	<p>11/08/17: The engineer and Keys Energy disagree on the amps for service; Keys Energy says 400 amp and Engineer says 600; Waiting on them to work it out. They each go by different codes. Engineer back in Country 11/17/17.</p> <p>11/22/17: Still waiting on a response from Keys Energy.</p> <p>12/06/17: Keys Energy approved 600 amp service, stand alone meters are ok. 400 amp for generator; Need direction on how to shed 120A. Andrea to review.</p> <p>12/20/17: So the generator will not be holding up the building; Tony recommends installing a 600 amp transfer switch and marking it for future generator and then we can move forward</p>			

**Next meeting at 10:00 on Wednesday, January 3, 2018.**

**Meeting Minutes**

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**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:**