

DON PEDRO & KNIGHTS ISLAND STREET & DRAINAGE MSTU ADVISORY COMMITTEE
January 7, 2014 – Regular Meeting
2:00 P.M. – San Casa Conference Room

Attendees: Linda Cotherman, Timothy Malone, William McNulty, Donald Milroy, and David Witters

Absent: Jeffery Jacobson (excused)

County: Dawn Harrison and Sandy Wright

Guests: Sign-in sheet attached

The meeting was called to order at 2:01 p.m. A roll call was taken. A quorum was present.

The minutes from December 4, 2013 were unanimously approved as amended.

Old Business:

- Road Grading and Contract – The Purchase Order Specifications for the prep work only were submitted; changes were emailed to the Committee members via email. The Project Manager is ready to proceed by giving the specifications to the Purchasing Department to create a RFQ. Ms. Harrison will forward the RFQ procedures to the members. The members would like a pre-construction meeting before work begins. The Committee agreed that the trimming of the ROW's should be done prior to beginning the road work. Maps will be provided to each member; each member will be responsible for identifying where trimming is required within their areas. The maps will be given to M&O. The Committee will notify citizens of the trimming by posting an announcement on the board and sending an email blast.
- Tree Trimming – The Committee agreed that the trimming of the ROW's should be done prior to the road work. Maps will be provided to each member; each member will be responsible for identifying where trimming is required within their areas. The maps will be given to M&O to perform the trimming and removal of vegetation. The Committee will notify citizens of the trimming by posting an announcement on the board and sending an email blast.
- Bridge Inspection – The Committee received a quote from the contractor that built the bridge. No work will be done on the bridge until a line item is placed in the budget. There was discussion regarding changing the budget to include bridge maintenance before the next budget cycle. The Committee agreed that there is time to discuss with citizens and create a scope of work before prior to starting the next budget cycle. Ms. Harrison stated that the budget was created before this committee was formed; if the Committee agrees that work should be done prior to the next budget cycle, she will inquire with Finance to see if a change would be permitted.

New Business:

- There was discussion regarding different material options and an alternate off-loading site that could be used to save on costs when topping the roads. Samples were reviewed. The Committee agreed to show the samples to other citizens and discuss at a later meeting. Mr. Mack suggested using crushed concrete and agreed to provide a sample.

The next meeting is scheduled for Tuesday, February 11, 2014 at 2:00 p.m. in the San Casa Conference Room.

The meeting was adjourned at 2:52 p.m.

Submitted by:

Sandy Wright

Sandy Wright - Public Works Department

