

DON PEDRO & KNIGHTS ISLAND STREET & DRAINAGE MSTU ADVISORY BOARD
March 10, 2016 – Regular Meeting
2:00 P.M. – San Casa Conference Room

Attendees: Linda Cotherman, Donald Milroy, Lindsay Yates, and Dean Beckstead

Absent: Timothy Malone

County: Mike Dallenbach, Dawn Harrison, and Kelly Louttit

Guests: Sign-in sheet attached

The meeting was called to order at 2:03 p.m. A roll call was taken that determined a quorum was present. Membership status was reviewed.

Changes to the agenda: Mr. Beckstead motioned to add parking pods to the agenda; seconded by Ms. Yates and the motion passed unanimously.

- The Sunshine Law and Robert's Rules of Order presentation was tabled until next meeting due to technical difficulties.
- The minutes from January 6, 2016 were unanimously approved as amended.
- Ms. Harrison reviewed the new MSBU Ordinance changes on attendance and terms. Mr. Milroy requested the link be sent to him via email.

Citizen Input on Agenda Items Only (3 Minute Limit):

- No citizen comment

Unfinished Business:

- Contract/Road Grading: Mr. Dallenbach stated bid specs were sent via email and the Advisory Board acknowledged receipt. Ms. Cotherman requested two changes to the bid spec packet. First, the contractor would be required to provide a monthly detailed report on work performed in the area. Second, the contractor would be required to attend all MSBU Advisory Board meetings. Ms. Cotherman asked if inspections will be performed and if the interim contract will remain with Maintenance and Operations or be managed by Public Works Engineering. Mr. Dallenbach confirmed that inspections will occur and stated the interim contract should remain under Maintenance and Operations at this time. Ms. Cotherman would like to know if a project manager will be assigned. Mr. Dallenbach will inquire. Discussion continued regarding the history of the grading contract, past work performed in the area, and materials used on the road. Timeframe was discussed. Mr. Milroy motioned to include in the bid specs a requirement for the contractor to attend MSBU meetings and detailed invoices on areas worked; seconded by Ms. Yates and the motion passed unanimously.
- New speed sign placement: Ms. Cotherman reviewed the history of the speed limit sign placement within the MSBU. Ms. Harrison will email Ms. Cotherman the Signing and Marking Department contact information.
- Update of Bridge: Mr. Dallenbach stated very few bridge contractors perform work on bridges in Florida. Ms. Cotherman asked if Public Works could prepare the bid specs. Mr. Dallenbach will investigate.
- Parking Pod: Ms. Cotherman stated several rocks have been placed in the parking pod area. Mr. Dallenbach stated a legal request has been submitted for removal.

New Business:

- Financials – Ms. Harrison provided the three month activity report and the monthly activity report for Advisory Board review and discussion. Ms. Harrison reviewed email policies regarding the Sunshine Law. Mr. Milroy inquired which line item is charged for the shell material. Mr. Dallenbach stated material is charged under parts on the monthly activity report. Mr. Beckstead requested Ms. Harrison email the FY 16-17 budget.

Citizen Input on MSBU Related Items (3 Minute Limit):

- Mr. Mallett asked about the Purchasing timeframe for new bids. Mr. Mallett believes the timeframe is too long.
- Mr. Goranson stated the marl has not been addressed and adding shell will not alleviate the problem.

Advisory Committee members open discussion

- Mr. Beckstead asked if something could be put together in an emergency situation to hire a contractor. Mr. Dallenbach stated the Purchasing guidelines need to be followed. Mr. Beckstead wanted to know the long term plan for grading. Mr. Dallenbach will inquire. Discussion continued regarding the previous bid costs. Mr. Beckstead asked why an outside engineering firm is needed to rebuild the roads. Ms. Cotherman stated the previous contractor did not perform adequate utility relocation. Mr. Beckstead asked about ROW encroachments. Ms. Cotherman stated Mr. Quick advised Public Works will handle the ROW infractions. Mr. Beckstead wants an update on the matter. Mr. Beckstead thanked Ms. Cotherman for her effort in overseeing the installation of the parking pods.
- Mr. Milroy said the roads need to be fixed before material is added and asked if the citizens input can be extended. Ms. Harrison will inquire.

The next meeting is scheduled for Wednesday May 18, 2016 at 2:00 p.m. in the Building Construction Services Conference room.

The meeting was adjourned at 3:23 p.m.

Submitted by:
Kelly Louttit
Public Works Department

