



**AGENDA – PRECONSTRUCTION MEETING  
RETENTION POND IMPROVEMENTS  
KEY COLONY BEACH UTILITY BOARD  
January 27, 2021 @ 2:00 pm  
Marble Hall**

**Call to Order & Roll Call**

**I. Sign-In/Introduction of Attendees**

- A. Owner: City of Key Colony Beach  
W: (305) 289-1212  
Ron Sutton, Mayor  
Pat Hyland, Utility Clerk  
Mike Guarino, Public Works Supervisor  
David Evans, Plant Operator  
Utility Board Members: John Dalton, Tom DiFransisco, Steve Flood,  
Mike Alexander, Lin Walsh, Toni Appell, Freddie Foster
- B. Contractor: The Design Center  
W: (305) 735-4042  
Chris Nolan, E.I., Project Manager, M: (631) 680-4223  
Subcontractors (to be identified)

**II. Contractual Matters**

- A. Distribution of Contract Sets  
B. Distribution of Construction Sets  
C. Notice to Proceed: To be discussed.  
1. Contract Times: Substantial-30 days/ Final-60 days

**III. Permit Status**

Maintenance activity. Work to be coordinated with the City's Public Works staff.

**IV. Project Funding Status**

The Project is being funded with local money.

**V. Preliminary Schedules**

- A. Contractors Schedule
- B. Project priorities & items of interest:
  - 1. Construction Logistics - Mob/Demob, Equipment
  - 2. Method of Removal
- C. Work days & hours
- D. Restoration

**VI. Applications for Payment**

**VII. Other**

- A. Coordination with City Staff
- B. Site Security
- C. Safety
- D. Traffic Control
- E. Contractor Staging Area

**VIII. Owners Comments**

**IX. Contractors Comments**

Join Zoom Meeting

<https://us02web.zoom.us/j/84167990919>

Meeting ID: 841 6799 0919

One tap mobile

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+1 669 900 6833 US (San Jose)

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Find your local number: <https://us02web.zoom.us/u/kdgX3ssfpY>

There may be attendance and participation of city commission members at this meeting. If a person decides to appeal any decision made with respect to any matter considered at any meeting, that person will need a record of the proceedings and for such purpose may need to ensure that a verbatim record of the proceedings is made, which record includes the testimony and evidence upon which the appeal is to be based

**NOTICE REGARDING EX-PARTE COMMUNICATION**

An ex-parte communication is defined as any contact, conversation, communication, writing, correspondence, memorandum or any other verbal or written communication that takes place outside a public hearing between a member of the public and a member of a quasi-judicial board, regarding matters, which are to be heard and decided by a quasi-judicial board. Site visits and expert opinions are also considered ex-parte communications. In the event that someone contacts a Board Member about a quasi-judicial matter outside of a public meeting, at such time, that particular issue is brought before the Board; the Board Member should state on a record that existence of any ex-parte communication. Similarly, any correspondence received by a Board Member must be forwarded to the Board Clerk. You should also state whether or not the ex-parte communication affects your ability to impartially consider the evidence presented.