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**Town of Micanopy**

**CDBG Neighborhood Revitalization Project • Workshop • *via Virtual Conferencing***

**Kimley-Horn Kickoff Meeting**

**Tuesday • May 26, 2020 • 6:00 PM**

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**A G E N D A**

1. Call to Order

 **2.** Attending:

* Tim Parker, Mayor Pro Tem
* David Holton, Public Works
* Debbie Gonano, Town Administrator
* Lewis Bryant, Project Manager
* Savannah Kirwan, EI
* Steve Bailey, Electrical Subconsultant
* David Fox, Grant Administrator
* Melissa Fox, Grants Compliance Manager

 **3.**  Town of Micanopy/Kimley-Horn CDBG Kickoff Meeting

 A) Introduction of project team

 B) Fred Fox Enterprises – CDBG project requirements

C) Available information

 1) As-built construction drawings

 2) Well completion reports

 3) Drawdown test results

 4) Water quality reports

 5) Well pump details

 D) Project schedule

 E) Project scope

 1) Prepare design plans, specifications, and permit application for new well

a) Review available water treatment plant as-built construction drawings, well completion reports, drawdown testing results, water quality data, and existing permits

b) Attend FDEP and SJRWMD pre-application meetings

c) Conduct site survey

d) Prepare preliminary site plan

e) 90% construction plan submittal

 1) Attend review meeting with Town

f) 100% construction plan submittal

 1) Attend review meeting with Town

g) Update existing SJRWMD Consumptive Use Permit (CUP) with new well

h) Unmet Needs

 1) Install water tank mixer

 2) Replace water meters with smart meters

F) Bid administration

 1) Conduct pre-bid meeting

 2) Contractor selection

G) Construction administration

 1) Attend pre-construction conference

 2) Provide part-time on-site project representative for construction coordination and construction observation services

 3) Review shop drawings

H) Project closeout

 1) Record drawings

 2) FDEP permitting

 4**.** Adjourn

Join Zoom Meeting by internet:

 <https://us04web.zoom.us/j/7887713695?pwd=MVJjdy9tbFJkOFhrVnk5WHM5VmV2dz09>

Join Zoom Meeting by phone:

+1 929 205 6099
+1 312 626 6799
+1 669 900 6833
+1 253 215 8782
+1 301 715 8592
+1 346 248 7799

 Meeting ID: 788 771 3695
 Password: 395075

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**PLEASE NOTE:** PURSUANT TO SECTION 286.015, FLORIDA STATUTES, IF A PERSON DECIDES TO APPEAL ANY DECISION MADE BY THE COMMISSION WITH RESPECT TO ANY MATTER CONSIDERED DURING THIS MEETING, HE OR SHE WILL 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. IN ACCORDANCE WITH THE AMERICAN WITH DISABILITIES ACT, A PERSON WITH DISABILITIES NEEDING ANY SPECIAL ACCOMODATIONS TO PARTICIPATE IN TOWN MEETINGS SHOULD CONTACT THE TOWN ADMINISTRATOR, 706 NE CHOLOKKA BLVD., MICANOPY, FLORIDA 32667-0137, TELEPHONE **(352)** 466-3121**.**