

## MEETING MINUTES

**Meeting Title:** City of Key West Hurricane Discussion

<b>Date/Time:</b>	June 7, 2018 / 3:00 PM – 4:00 PM			
<b>Location:</b>	City of Key West 1300 White Street, Key West, FL 33040			
<b>Host:</b>	FDOT D6 TSM&O			
<b>Attendees:</b>	<b>Name</b>	<b>Company</b>	<b>Phone</b>	<b>Email</b>
	Yamilet Diaz	FDOT-D6 TSM&O	(305) 640-7333	<a href="mailto:Yamilet.Diaz@dot.state.fl.us">Yamilet.Diaz@dot.state.fl.us</a>
	Isabel Hernandez	FDOT-D6 TSM&O	(305) 640-7355	<a href="mailto:Isabel.Hernandez@dot.state.fl.us">Isabel.Hernandez@dot.state.fl.us</a>
	Jim Bouquet	City of Key West	(305) 809-3962	<a href="mailto:jbouquet@cityofkeywest-fl.gov">jbouquet@cityofkeywest-fl.gov</a>
	Terrence Justice	City of Key West	(305) 809-3943	<a href="mailto:Tjustice@cityofkeywest-fl.gov">Tjustice@cityofkeywest-fl.gov</a>
	Kelly Crowe	City of Key West	(305) 809-3967	<a href="mailto:kcrowe@cityofkeywest-fl.gov">kcrowe@cityofkeywest-fl.gov</a>
	Sahadev Parajuli	FDOT-D6 TSM&O/HNTB	(305) 551-8100	<a href="mailto:sparajuli@hntb.com">sparajuli@hntb.com</a>

### 1. FDOT District Six Post Hurricane Procedure

- The meeting began with attendee introduction (see the attendee list above).
- Yamilet Diaz from D6 TSM&O is the point of contact for the City to report damage related to Traffic Signals and Devices on the State Highway System in the City of Key West. The City was advised to report any damage regardless of whether or not force majeure event (e.g., hurricane) is involved.
- Yamilet advised the City to include Isabel Hernandez in all future correspondence between the City and D6 TSM&O.
- To prepare for the current hurricane season, Yamilet briefly provided a summary of D6's hurricane related procedure to the City as follows:
  - Any damage repairs related to hurricane event are administered by D6 Maintenance under a Pre-event Contract. Also, a D6 CEI contractor directs the recovery efforts and oversees the repair work. The City of Key West TSMCA contract is not intended for reimbursement of repairs related to hurricane damage.
  - D6 CEI and the Pre-event Contractor handle hurricane damaged Traffic Signals in two phases.
    - Phase 1 involves an initial run through after the hurricane to assess the damage and get the signal back into operation (this might include deploying a generator) with at least one signal head working in each direction.
    - Phase 2 involves permanent repair of the damaged Traffic Signals.
  - The Pre-event Contractor is responsible for operations and maintenance (O&M) of Traffic Signals affected by hurricane until the Pre-event Contractor completes permanent repairs and handover to the Maintaining Agency.
  - The Pre-event Contractor may handover Traffic Signals on an individual basis (one at a time).
- Jim asked if the Maintaining Agency (MA) is responsible for the O&M of Traffic Signals that remain unaffected after the hurricane.
  - Yamilet responded that the Pre-event Contractor performs inspection to assess the damage at all the Traffic Signals as part of Phase 1. Yamilet will coordinate with D6 Maintenance and provide further details with regard to MA's O&M responsibility for the Traffic Signals not affected by the hurricane (*see relevant action item*).
- The City's point of contact for D6 Maintenance is Josh Keyser ([Joshua.Keyser@dot.state.fl.us](mailto:Joshua.Keyser@dot.state.fl.us)).

## **2. Lessons Learned from Hurricane Irma 2017**

- Yamilet followed-up on the invoice that the City of Key West submitted to D6 TSM&O in May 2018 related to Hurricane Irma. The invoice has been processed by the Department's Invoice group.
- For future reference, the established hurricane-related procedure needs to be followed which includes preparation of a Detailed Damage Inspection Report (DDIR) required for federal reimbursement eligibility. Note that the damage assessment and repair work as described in Agenda Item 1 is the D6 Pre-event Contractor and CEI's responsibility.
- The City will provide invoices on City's letterhead for any damage reimbursement request.
- Yamilet emphasized the need for MA to include photologs of the damaged Traffic Signals in the damage reimbursement package. The MA is required to submit photologs of damaged signals for three time-frames as listed below:
  - Before damage – The MA is required to maintain photologs while performing preventive maintenance (PM) on Traffic Signals.
  - Post damage – Photologs of damaged Traffic Signals immediately after the damage.
  - Post implementation of permanent repair – Photologs of repaired Traffic Signals after performing permanent repairs.
- From next hurricane event (or any other force majeure event), repairs to damaged signals will be performed by the Pre-event Contractor designated by D6 Maintenance. Response and repairs by the City of Key West signal maintenance contractor (Keys Energy) to damaged Traffic Signals due to hurricane that do not follow the hurricane-related procedure would risk their eligibility for reimbursement.

## **3. Open Discussion and Follow-up**

- The City followed-up on the TSMCA Annual Report FY 17/18 submitted to D6 TSM&O. The City will update the Annual Report to include preventive maintenance photologs including the photos of all mast arms, signal heads, devices inside cabinets and other components present at signalized intersections.
- The TSMCA provision related to total paint failure was specifically discussed. In case of total paint failure on a mast arm installed prior to April 30, 2015, the Department may repaint or replace with a new mast arm. This requirement does not apply to the mast arms installed after April 30, 2015 and MA is responsible for repainting of these mast arms.
- Jim mentioned an issue related to UPS at State traffic signals in the City. These UPS units are obsolete and Keys Energy is unable to repair. Yamilet advised the City to report this issue to D6 Traffic Operations for further inspection.

## **4. Action Items**

- D6 TSM&O in coordination with D6 Maintenance to provide information in response to below inquiries by the City.
  - City's O&M responsibility for the Traffic Signals that remain unaffected by the hurricane.
  - Responsible entity for temporary traffic control at the Traffic Signals affected by hurricane immediately after the hurricane event.
- The City will update the TSMCA Annual Report FY 17/18 to include preventive maintenance photologs and submit to D6 TSM&O.
- The City will provide a list of locations where they are concerned about UPS units.

## **5. Adjournment**

- Next meeting – TBD.