

TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE UNDERGROUND UTILITY TASK FORCE MEETING HELD ON DECEMBER 6, 2016

1 **I. CALL TO ORDER AND ROLL CALL**

2
3 The Underground Utilities Task Force Meeting was called to order on Tuesday, December
4 6, 2016, at 9:00 a.m., in the Town Council Chambers. On roll call, all members were found
5 to be present, with the exception of Vice Chair Ross. A quorum was present.
6

7 **II. PLEDGE OF ALLEGIANCE**

8
9 Chair Smith led the Pledge of Allegiance.
10

11 **III. APPROVAL OF AGENDA**

12
13 On call for a vote, the agenda was approved 7-0, with Vice Chair Ross absent.
14

15 **IV. COMMUNICATIONS FROM CITIZENS - None**

16
17 **V. MINUTES**

18
19 A. UUTF Meeting Minutes of November 1, 2016
20

21 On call for a vote, the Underground Utility Task Force Meeting Minutes of November
22 1, 2016, were approved 7-0, with Vice Chair Ross absent.
23

24 **VI. TOWNWIDE UNDERGROUND PROJECT STATUS REPORT**

25
26 A. Review of Project Dashboard, a Synopsis of Project Status
27 *Jane Struder, Director of Finance*
28

29 Patria Strayer, Town Engineer, provided a synopsis of the Project status and a
30 review of the Dashboard changes in Finance Director Struder's absence.
31

32 B. Kimley-Horn Monthly Status Report
33 *Kevin Schanen, P.E., Kimley-Horn*
34

Kevin Schanen, Kimley-Horn, provided an overview of the Monthly Status Report.

Discussion ensued regarding the definition of "softdig", the Environmental Resource Permit application process, the Town's relationship with FPL, the efficiency and quality control of FPL's contractors, and the recommendation that was made to the Town Council for ground-level quality patchwork with the intent to bid out the large re-surfacing portion of the Project further down the road in order to save money.

C. Lake Towers Undergrounding Conversion Update Overall Process
Kevin Schanen, P.E., Kimley-Horn

Kevin Schanen, Kimley-Horn, provided an update on the Lake Towers Undergrounding Conversion project.

Discussion ensued regarding the methodology that was used and how it differs from the Bradley Place conversion Project.

D. Project Delivery Method Recommendations
Kevin Schanen, P.E. Kimley-Horn

Kevin Schanen, Kimley-Horn, provided an overview of the various project delivery method recommendations.

Discussion ensued regarding the preferred project delivery method for a Construction Manager At-Risk procurement, the Consultants Competitive Negotiations Act, and the Florida statute that allows municipalities to combine the selection process so that it includes a best value approach.

Town Engineer Strayer requested that a modification be made to the standard Construction Manager At-Risk (CMAR) procurement procedure so that the RFP can be ranked at best value.

Motion was made by Task Force Member Wolin, and seconded by Task Force Member Gary, to recommend the Construction Manager At-Risk (Best Value) project delivery method. On call for a vote, the motion carried 7-0, with Vice Chair Ross absent.

E. Traffic Management Plan
Burt Baldo, P.E. Kimley-Horn

Burt Baldo, Kimley-Horn, provided an overview of the Traffic Management Plan for the Undergrounding Master Plan in order to coordinate traffic impacts.

Discussion ensued regarding the coordination the traffic management plan with future infrastructure and building projects, holding neighborhood meetings to provide project and traffic schedules, holding a moratorium before issuance of right-of-way permits for future construction projects on private properties, and

landscaping, housecleaning and yard trash set-out as the top factor for impacting traffic management.

F. Phase 1 Easement Acquisition Process Update
Adams Weaver, ESQ., Jones-Foster

Adams Weaver, Jones Foster, provided an update of the Phase 1 easement acquisition process.

Discussion ensued regarding privacy issues with releasing the names of the easement rejecters, asking Cornerstone Solutions to focus their community outreach on easement acquisition, the schedule for acquiring the easements, and the compatibility of the new meters with the properties in the North end.

The Task Force Members requested to see a schematic map of where the transformers need to go in Phase 1 within the next thirty days.

G. Broadband Infrastructure Assessment Update
Kyle Hollifield, Magellan Advisors

Kyle Hollifield and John Hopper, Magellan Advisors, provided an overview of the Broadband Infrastructure needs survey results.

Discussion ensued regarding the top factors considered in the survey, the low response of the commercial businesses, ways to incentivize broadband, project costs, payback and time frames, franchise agreements, and the amount of conduit needed.

Raymond Snow, 2335 South Ocean Blvd., spoke in support of keeping the broadband infrastructure project discussion on the table.

Task Force Member Gary requested a copy of the survey results.

It was the consensus of the Task Force Members present to table this discussion to next month's meeting. Magellan Advisors are anticipated to provide a final report at next month's meeting.

VII. **CORNERSTONE SOLUTIONS MONTHLY COMMUNICATIONS REPORT**

Rick Asnani, Cornerstone Solutions

A. Community Outreach

Rick Asnani, Cornerstone Solutions, provided an update on the Undergrounding Project Communications and Outreach Program.

B. Town Communications

C. Media Relations

1
2 **VIII. COST CONTROL MEASURES**

3 *Thomas G. Bradford, Town Manager*
4

5 Town Manager Bradford, spoke regarding minimizing the costs for maintenance of
6 the decorative street lights.
7

8 **It was the consensus of the Task Force members present to table this discussion**
9 **to a future meeting.**
10

11 **IX. UUTF MEETINGS SCHEDULE**

12 *Thomas G. Bradford, Town Manager*
13

14 Discussion ensued regarding holding two meetings in January and rescheduling the
15 January 3, 2017, meeting date.
16

17 **It was the consensus of the Task Force members present to meet on January 5,**
18 **2017 and on January 25, 2017, as needed.**
19

20 **X. COMMUNICATIONS FROM CITIZENS - None**

21
22 **XI. ANY OTHER MATTERS**
23

24 A. Fire and subsequent 7.5-hour power outage on Jamaica Lane on
25 December 1
26

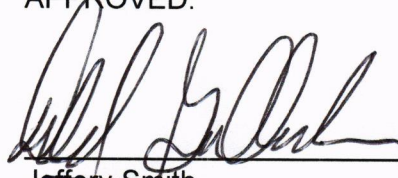
27 Task Force Member Parker spoke regarding his experience with the
28 reliability and safety of power on Hilton Head Island during Hurricane
29 Matthew after their Underground conversion project, his conversation with
30 Dr. Mostafavi and his research on sea level rise and adaptability to
31 infrastructure projects, and a recent incident with the Town of Palm
32 Beach's Fire Department and FPL's response to activities related to down
33 power lines and failing electrical infrastructure.
34

35 Discussion ensued about Public Safety's role and participation in failing
36 electrical infrastructure throughout the Town, the Undergrounding Project
37 Coordinator position, and Wilbur Ross's possible upcoming retirement from
38 the Task Force in late January.
39

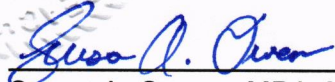
40 **XII. ADJOURNMENT**
41

42 There being no further business, the December 6, 2016, Underground Utility Task
43 Force meeting was adjourned at 12:47 p.m.
44
45
46
47
48
49

APPROVED:


Jeffery Smith
Chair


ATTEST:


Susan A. Owens, MPA, MMC
Town Clerk
1/6/17
Date