# TOWN OF PALM BEACH

## Office of the Town Clerk

### MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE MEETING HELD ON TUESDAY, SEPTEMBER 6, 2016

## I. CALL TO ORDER AND ROLL CALL

The Underground Utilities Task Force meeting was called to order on Tuesday, September 6, 2016, at 9:00 a.m., in the Town Council Chambers. On roll call, all members were found to be present, with the exception of Chair Smith and Vice Chair Ross. A quorum was present. Task Force Member Gulbrandsen assumed the position of Acting Chair.

## II. PLEDGE OF ALLEGIANCE

Acting Chair Gulbrandsen led the Pledge of Allegiance.

## III. APPROVAL OF AGENDA

**Motion was made by Task Force Member Gary, and seconded by Task Force Member Parker to approve the agenda. On call for a vote, the motion carried 6-0, with Chair Smith and Vice Chair Ross absent.**

## IV. COMMUNICATIONS FROM CITIZENS

John David Corey, 221 Brazilian Ave., thanked the Task Force members for volunteering their time, expressed his excitement that the project is moving forward, and spoke regarding the timeline for the improvements scheduled for Brazilian Avenue.

## V. MINUTES

A. UUTF Meeting Minutes of August 2, 2016

**Motion was made by Task Force Member Gary, and seconded by Task Force Member Bottorff, to approve the Underground Utility Task Force meeting minutes of August 2, 2016. On call for a vote, the motion carried 6-0, with Chair Smith and Vice Chair Ross absent.**

## VI. TOWNWIDE UNDERGROUND PROJECT STATUS REPORT

***(Clerk's Note: The following item was heard after Item No. VI.C., Kimley-Horn Report.)***

A. Legal Update – Goldmacher v. Town and Kosberg v. Town

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*John C. Randolph, Esq., Town Attorney*

Town Attorney Randolph provided an update on the pending the two lawsuits.

Discussion ensued regarding whether the litigation may force the Town to stop the Project, the Town unilaterally proceeding with special non-ad valorem assessments should the bond validation litigation succeed, the projected legal fees and the funding source for legal counsel to defend the Town against the lawsuits, and similar cases the Town has experienced in the past.

Bond Counsel Rick Miller, Locke & Lorde, spoke regarding non-ad valorem financing backed by special assessments versus the double-barreled general obligation bond and the two lawsuits.

Harris Fried, 212 Oleander Ave., complimented the Task Force on their oversight of the Project and spoke regarding project costs, keeping the public informed, and updating the Gantt Chart online.

B. Synopsis of Project Status and Review of Dashboard Changes
*Jane Struder, Director of Finance*

Director Struder provided an overview of the recommended changes to the dashboard.

***(Clerk's Note: The following item was heard after Item No. V., Minutes.)***

C. Kimley-Horn and Associates Monthly Status Report
*Kevin Schanen, P.E., Kimley-Horn and Associates*

i. Monthly Progress Update

Kevin Schanen, Kimley-Horn and Associates, provided an overview of the monthly status report.

Discussion ensued regarding Florida Power & Light's (FP&L) delay in providing their equipment locations, working around FP&L's delay, FP&L hiring an outside contractor for the design phase of the project, and how to address future delays before the next Task Force meeting.

John Lehr, FP&L, spoke regarding the benefits of working with a contractor as the engineer for the design phase, FP&L's role between the the outside contractor and Kimley-Horn, FP&L providing equipment locations on a street-by-street basis or all at once, and how FP&L and Kimley-Horn can work together to meet deadlines and develop realistic plans.

**Acting Chair Gulbrandsen requested that Kimley-Horn provide the Town with the name of FP&L's contractor, and a copy of their contract.**

**Acting Chair Gulbrandsen requested that Kimley-Horn provide the Town with a revised FP&L schedule, and report back at the October 4, 2016, Task Force**

**meeting.**

**Task Force Member Parker requested that the applicable party provide proper notification to the Task Force if there will be any critical task delays in the future.**

ii. Proposed Project Phase Sequencing Plan

Kevin Schanen, Kimley-Horn and Associates, provided a timeline of the phasing and sequencing projects within the Master Plan.

Discussion ensued regarding traffic impact, handling residents' concerns related to construction, detecting older subsurface structures, cost savings, American Telephone and Telegraph Company's (AT&T) release of their infrastructure map, guiding future phases with information from the initial phases, advancing the design of conduit placements for north/south side streets, and project financing.

iii. Timing and Cost of Phase II Master Plan

Kevin Schanen, Kimley-Horn and Associates, provided an overview of the major elements of the Master Plan.

Discussion ensued regarding including funding information for Phase I of the project, determining project deliverables, and project costs, contingencies, and inflation.

**Motion was made by Task Force Member Wolin, and seconded by Task Force Member Bottorff, to recommend that the Town Council approve an allocation of $40,000 to the Undergrounding Project Fund to allow Kimley-Horn and Associates update the full Project budget. On call for a vote, the motion carried 6-0, with Chair Smith and Vice Chair Ross absent.**

**VII. <u>COMMUNICATIONS CONSULTANT UPDATE</u>**
*Rick Asnani, Cornerstone Solutions, Inc.*

***(Clerk's Note: The following two items were heard concurrently.)***

A. Review of Draft Newsletter Format

B. Review of Proposed Website Changes

Rick Asnani, Cornerstone Solutions, Inc., provided an overview of the draft newsletter format and changes to the Undergrounding website.

Discussion ensued regarding incorporating the saves and raves information into the newsletter and adding a timeline of accomplishments, public access to the Gantt Chart, the new Undergrounding website, the total Project communications budget, having a social media presence, the timeline for newsletter publication, upcoming public information events, and responding to public demands for public forums.

**VIII. <u>BROADBAND NEEDS ASSESSMENT AND BUSINESS PLAN – UUTF</u>**

**STAKEHOLDER SESSION WITH CONSULTANT**
*Kyle Hollifield, Senior Vice President, Magellan Advisors*

Kyle Hollifield, Magellan Advisors, provided an overview of the Broadband Needs Assessment and Business Plan.

Deputy Town Manager Boodheshwar spoke regarding the various focus groups and stakeholders that Staff and the communication consultants have been meeting with to determine the Town's broadband needs and business focus.

Discussion ensued regarding broadband providers' plans for use of fiber optic cables, other potential companies that can install fiber optic cables, coordinating with Kimley-Horn on the Communications Conduit Plan, getting a cost estimate, Conduit Project timing, provider speed testing, community outreach, and making the Broadband Needs Assessment surveys available to residents without access to computers.

**IX. ANY OTHER MATTERS** – *None*

**X. ADJOURNMENT**

There being no further business, the September 6, 2016, Underground Utility Task Force meeting was adjourned at 12:14 p.m.

APPROVED:

Jeffery Smith
Chair

ATTEST:

Susan A. Owens, MPA, MMC
Town Clerk

10/4/16
Date