TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE MEETING
HELD ON TUESDAY, AUGUST 2, 2016

I. CALL TO ORDER AND ROLL CALL

The Underground Utilities Task Force meeting was called to order on Tuesday, August 2nd, 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 Task Force Members Gulbrandsen and Wolin. A quorum was present.

II. PLEDGE OF ALLEGIANCE

Chair Smith led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

It was the consensus of the Task Force members present to approve the Agenda.

IV. COMMUNICATIONS FROM CITIZENS

Harris Fried, 212 Oleander Ave., spoke regarding his observations of the Task Force over the last few months, new items appearing on the dashboard, mission creep, the project coordinator position, easement acquisition, transparency in the Undergrounding Project Budget, re-financing, getting advice from bond counsel, and Task Force Member Gary looking out for citizens.

V. MINUTES

A. UUTF Meeting Minutes of July 11, 2016

Task Force Member Gary requested that the July 11, 2016, meeting minutes be amended to include her request that any recommended additional expenses over and above the $90,000,000 project budget be included on the monthly project report.

Motion was made by Vice Chair Ross, and seconded by Task Force Member Gary, to approve the Underground Utility Task Force meeting minutes of July 11, 2016, as amended above. On call for a vote, the motion carried 6-0, with Task Force Members Gulbrandsen and Wolin absent.

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VI. TOWNWIDE UNDERGROUND PROJECT STATUS REPORT

A. Dashboard Changes and Synopsis of Project Status
Jane Struder, Director of Finance

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

Discussion ensued regarding the addition of recommended expenses to the dashboard before they are approved by Town Council, adding a summary statement with bullet points to the beginning of the report that details the project's budget status, and how to read the dashboard in order to forecast whether a project will stay within budget and on schedule.

Senior Project Engineer Strayer spoke regarding upcoming major milestones and what the vertical columns of the dashboard represent.

Discussion ensued regarding not having projected costs displayed on the dashboard, how the dashboard percentages are used, Phases I and II of the Master Plan and their projected costs, timing of the binding estimates from FP&L, budget figures being available in November, placing a horizontal bar on the graphs of the dashboard showing where the Town should be according to the budget, financial reporting timeframes, when sections of the Town will be completed, anticipated drainage projects, the Town paying for planning costs up front and being reimbursed through the special assessments, putting together a comprehensive Master Plan now, and schedule delays and the associated costs.

Kevin Schanen, Kimley-Horn, spoke regarding extrapolating Phase II costs based on Phase I, the difference between costs per linear foot, and needing several months to complete a comprehensive Master Plan to include the entire Town.

It was the consensus of the Task Force Members present to direct Kimley-Horn to provide the Task Force with a cost estimate to include Phase II of the Undergrounding Project in the current Master Plan.

Motion was made by Vice Chair Ross, and seconded by Task Force Member Dowell, to leave the dashboard as is and add recommendations once they are approved by Town Council. On call for a vote, the motion carried 5-1, with Task Force Member Gary dissenting and Task Force Members Gulbrandsen and Wolin absent.

B. Kimley-Horn Monthly Status Report
Kevin Schanen, P.E. Kimley-Horn

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

Discussion ensued regarding fast tracking the project, scheduling of phases and hard construction, the level of tolerance for disruptions, coordinating projects during and outside of season, overlapping phases, using the Nightingale Trail and La Puerta Way projects as a litmus test for the Town-wide project, construction for the Nightingale and La Puerta Way projects beginning September 1, 2016, offering incentives to contractors to complete the projects earlier, strategic vs. operational planning, implementation of a broadband strategy, the condition of the utility meters and underground pipes in the North end, working with FP&L to prevent delays, and the number of pole miles included in Phase I of the project.

C. Project Related Matters

i. Streets Within Phase 1 Impacted by Civil Work

Senior Project Engineer Strayer provided an overview of the streets within Phase I that may be impacted by future drainage projects and water main replacement work during the undergrounding project.

Discussion ensued regarding the logistics of the water main replacement project and its effect on the undergrounding project schedule, project notifications to residents, and estimating and minimizing future trenching projects over the next ten years.

ii. Below Grade Transformer Design for FPL Consideration
Patricia Strayer, P.E., Senior Project Engineer

Senior Project Engineer Strayer provided an overview of the below grade transformer design recommended for FP&L consideration.

VII. COMMUNICATIONS CONSULTANT UPDATE
Rick Asnani, Cornerstone Solutions, Inc.

A. Review of Proposed Website Changes

Rick Asnani, Cornerstone Solutions, provided an overview of the changes to the Town of Palm Beach Undergrounding website.

Discussion ensued regarding including the recommendations approved by the Town Council in the Newsletter, publicizing the new website, and adding a statement clarifying that contingency funds are being used to pay for some of initial project costs and the proposed full-time Project Coordinator position.

Town Manager Bradford spoke regarding the budget for the full-time Project Coordinator position.

VIII. DISCUSSION ON SEPTEMBER UUTF MEETING DATE
Thomas G. Bradford, Town Manager

Town Manager Bradford spoke regarding alternative meeting dates for the

September 2016 Task Force meeting due to the Labor Day holiday.

Discussion ensued regarding whether a quorum would be present on September 6, 2016.

It was the consensus of the Task Force members present to keep the regularly scheduled meeting date of September 6, 2016.

IX. ANY OTHER MATTERS

Discussion ensued regarding the pending Bond Referendum litigation.

It was the consensus of the Task Force members present to direct Town Manager Bradford to provide a formal update on the pending Bond Referendum litigation at the September 6, 2016, Task Force meeting and, in the interim, to e-mail the Task Force members individually regarding any rulings made by the Judge.

X. ADJOURNMENT

There being no further business, the Underground Utilities Task Force meeting of Tuesday, August 2, 2016, was adjourned at 11:11 a.m.

APPROVED:

~~Jeffery Smith~~ Donald Gulbrandsen
Chair Pro Tem (DONALD Gulbrandsen)

ATTEST:

Susan A. Owens, MPA, MMC
Town Clerk

9/6/16
Date