TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE MEETING HELD ON MONDAY, JULY 11, 2016

I. CALL TO ORDER AND ROLL CALL

The Underground Utilities Task Force meeting was called to order on Monday, July 11, 2016, at 9:02 a.m., in the Town Council Chambers. On roll call, all members were found to be present, with the exception of Task Force Members Bottorff and Parker. A quorum was present.

II. PLEDGE OF ALLEGIANCE

Chair Smith led the Pledge of Allegiance.

III. APPROVAL OF AGENDA

Motion was made by Vice Chair Ross, and seconded by Task Force Member Dowell, to approve the Agenda. On call for a vote, the motion carried 6-0, with Task Force Members Bottorff and Parker absent.

IV. COMMUNICATIONS FROM CITIZENS

Lew Crampton, 2335 S. Ocean Blvd., spoke regarding reducing the assessment for the South End and North End property owners, efforts being made by the Citizens Association of Palm Beach to explore the possibility of using other Town revenue sources to pay for part of the Undergrounding Project, removing Town-owned properties as well as other major arterial streets from the underground assessment, the Town's increase in revenue due to property value increases, and the possibility of more revenue for infrastructure projects coming to the Town should the referendum for a one-cent sales tax increase pass in November 2016.

V. MINUTES

A. UUTF Meeting Minutes of June 7, 2016

It was the consensus of the Task Force Members present to approve the Underground Utility Task Force meeting minutes of June 7, 2016.

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VI. TOWNWIDE UNDERGROUND PROJECT STATUS REPORT

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

Director Struder provided a PowerPoint presentation on the monthly reporting system and dashboard software used for tracking the progress and monitoring the budget for the Project.

Senior Project Engineer Strayer spoke regarding the interpretation of the color codes used for the critical path items listed on the dashboard and Gantt chart.

Discussion ensued regarding the color codes used on the monthly report and what they indicate, how to read and interpret the dashboard, and the need for a legend or footnotes.

Task Force Member Gary requested a quick summary statement that explains the status of the schedule and budget be provided in the monthly report.

Task Force Member Dowell requested the addition of the letter "*G*" next to the Green Color Codes and the letter "*R*" next to the Red Color Codes that are used in the grid.

Vice Chair Ross requested that Staff use a bigger font on the monthly report and check for consistency with the dates.

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

Kevin Schanen, Kimley-Horn, provided a PowerPoint presentation on Kimley-Horn's progress updates and upcoming tasks for the master planning and design phase and introduced Bill Nugent from Cornerstone Solutions who will be working with Kimley-Horn on the Communications Campaign.

Discussion ensued regarding concerns with the aggressiveness of the schedule and whether the utility companies can provide the resources to commit to the schedule, presenting the master plan in November, keeping the Task Force informed on the schedule and progress with critical path items, and lessons learned from the Nightingale and La Puerta Way Undergrounding Project.

Task Force Member Gary requested that Kevin Schanen provide a presentation on how the underground construction will be phased out in relationship to other construction projects going on within the Town and how the Project will affect traffic when the master plan is presented in November 2016.

C. Project Schedule Changes
Patricia Strayer, P.E., Senior Project Engineer

Senior Project Engineer Strayer provided an overview of schedule changes related to the scope of work for broadband and wireless town-wide assessments, requests from FP&L for GIS and meter locations for the design phase, and FP&L and Comcast not being available for the scheduled meetings.

Discussion ensued regarding AT&T not being able to participate in the meetings in person or by phone, Comcast being present at the meetings, and the names of the representatives from the telecommunication companies who have been selected to work with the Project Team.

Jeannine McEnroe, Comcast Construction Manager, provided the names of the individuals who will be attending the Project Team meetings on behalf of Comcast.

VII. TELECOMMUNICATIONS CONSULTANT UPDATE

Thomas G. Bradford, Town Manager

A. Review of Proposed Scope of Work

Town Manager Bradford spoke regarding the Town not being able to timely secure a Telecommunications Consultant using the Request for Proposal/Qualifications selection process, his recommendation to hire Magellan Advisors directly through Kimley-Horn's service contract, and additional funding from the General Fund Contingency being needed to cover the Consultant's proposed scope of work.

B. Remarks from Proposed Telecom Consultant Magellan Advisors, with Q & A

Kyle Hollifield, Magellan Advisors, provided a PowerPoint presentation on Magellan Advisors' experience and services for Municipal Planning Broadband Infrastructure and spoke regarding the benefits of using broadband, the proposed scope of work, and the timeline.

Discussion ensued regarding the estimated cost for installing fiber optic cables for broadband, reducing the cost by slimming down the scope of services, urgency and timing of getting the Task Force's input, putting out a Request for Letters of Interest to provide these services, how fiber optic networks generate revenue and cost savings to the Town, the best business model for the Town, the Federal Communications Commission's definition of broadband, smart poles, how fiber optic broadband capabilities work, and other municipalities that use broadband.

Task Force Member Wolin requested a list of Magellan Advisors' clients that have implemented broadband services.

Task Force Member Dowell requested that Kyle Hollifield work with Town Staff to provide a demonstration on the Town of Jupiter's broadband services and their service speed.

C. UUTF Recommendation on Proposed Telecom Consultant Selection

Motion was made by Vice Chair Ross, and seconded by Task Force Member Gary, to recommend that the Town Council approve the proposal from Magellan Advisors to provide Telecommunication Consulting Services in conjunction with the Town-Wide Undergrounding Project. On call for a vote, the motion carried 6-0, with Task Force Members Bottorff and Parker absent.

VIII. TOWNWIDE UNDERGROUND PROJECT BUDGET MATTERS

Thomas G. Bradford, Town Manager

Town Manager Bradford provided an overview of the following budget matters:

A. Proposed City of Lake Worth Project Area

Town Manager Bradford spoke regarding the total cost for converting the FP&L overhead utilities within the portion of the City of Lake Worth separating the Southern ends of the Town.

B. Fiscal Year 2017 Budget

Town Manager Bradford spoke regarding the recommendations he will be making at the July 12, 2016, special Town Council meeting related to undergrounding.

C. Assessment Plan

Town Manager Bradford reported that the initial undergrounding special assessments will appear on the November 2017 property tax bills.

Discussion ensued regarding Town Manager Bradford's recommendation to hire a full-time contractual Project Coordinator for the Town-Wide Underground Project versus assigning the Project to Senior Project Engineer Patricia Strayer, the Town Manager's preferences for the requirements of the Project Coordinator position, using funds from the General Fund Contingency to fund the Project Coordinator position and to reduce the underground assessments, the pending lawsuits against the Town opposing the Project, and other municipalities with similar lawsuits.

Motion was made by Vice Chair Ross, and seconded by Task Force Member Gulbrandsen, to recommend that the Town Council approve Town Manager Bradford's recommendation to hire a full-time contractual Project Coordinator to oversee the Town-Wide Undergrounding Project. On call for a vote, the motion carried 5-1, with Task Force Member Gary dissenting and Task Force Members Bottorff and Parker absent.

IX. REVIEW OF UUTF TO DO LIST FOR STAFF AND CONSULTANTS

Thomas G. Bradford, Town Manager

Discussion ensued regarding completed items, items that are no longer needed, priority levels, and whether or not Staff should pursue a below-grade transformer design from FP&L.

Task Force Member Gulbrandsen requested that no more than 20 hours of time be spent on Item 11 of the To Do List.

Task Force Member Gary requested that a narrative be included in the cost savings section of the monthly report.

Task Force Member Gary requested that any recommended additional expenses over and above the 90-million-dollar project budget be included in the monthly report.

Task Force Member Gary requested that Town Manager Bradford provide the Project Coordinator job description to the Task Force once drafted.

X. ANY OTHER MATTERS – *None*

XI. <u>ADJOURNMENT</u>

There being no further business, the Underground Utilities Task Force meeting of Monday, July 11, 2016, was adjourned at 11:47 a.m.

APPROVED:

~~Jeffery Smith~~ Donald Gulbrandsen
Chair
(DONALD GULBRANDSEN)

ATTEST:

Susan A. Owens, MPA, MMC
Town Clerk

9/6/16
Date