



TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE MEETING HELD ON TUESDAY, JULY 7, 2015

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

2
3 The Underground Utilities Task Force (UUTF) meeting was called to order on Tuesday,
4 July 7, 2015, at 9:00 a.m., in the Town Council Chambers. On roll call, all Task Force
5 Members were found to be present.
6

7 **II. PLEDGE OF ALLEGIANCE**

8
9 Chair Smith led the Pledge of Allegiance.
10

11 **III. APPROVAL OF AGENDA**

12
13 Motion was made by Vice Chair Ross, and seconded by Task Force Member Gary,
14 to approve the Agenda. On call for a vote, the motion carried unanimously.
15

16 **IV. COMMUNICATIONS FROM CITIZENS – None**

17
18 **V. MINUTES**

19
20 A. UUTF Meeting of June 25, 2015 – *(Not available at this time)*
21

22 Town Manager Bradford announced that the June 25, 2015, meeting minutes
23 would be on the August 4, 2015, Task Force meeting agenda.
24

25 Motion was made by Vice Chair Ross, and seconded by Task Force Member Gary,
26 to defer the June 25, 2015, meeting minutes to the August 4, 2015, Undergrounding
27 Task Force meeting. On call for a vote, the motion carried unanimously.
28

29 **VI. LESSONS LEARNED – ADVICE OF MUNICIPAL OFFICIALS WHO HAVE,**
30 **OR ARE, CONVERTING TO TOWNWIDE UG, WITH FOLLOW-UP**
31 **QUESTIONS FROM TASK FORCE MEMBERS**
32

33 A. Town of Jupiter Island – Gene Rauth, Town Manager; Danny Brannon, P.E.,
34 Project Engineer

Jupiter Island Town Manager Gene Rauth spoke regarding Jupiter Island's experiences with undergrounding.

Jupiter Island Deputy Town Manager/Finance Director Michael Ventura spoke regarding Jupiter Island's experiences with undergrounding.

Danny Brannon, Project Engineer, spoke regarding Jupiter Island's experiences with undergrounding.

B. Town of Gulfstream – Robert Ganger, Vice-Mayor; Bill Thrasher, Town Manager; Danny Brannon, P.E., Project Engineer

Gulfstream Vice Mayor Ganger spoke regarding Gulfstream's experiences with undergrounding.

Gulfstream Town Manager Thrasher spoke regarding Gulfstream's experiences with undergrounding.

Danny Brannon, Project Engineer, spoke regarding Gulfstream's experiences with undergrounding.

C. Town of Jupiter Inlet Colony – Dr. Dan Comerford, Mayor; Danny Brannon, P.E., Project Engineer

Jupiter Inlet Colony Mayor Comerford spoke regarding Jupiter Inlet Colony's experiences with undergrounding.

Danny Brannon, Project Engineer, spoke regarding Jupiter Inlet Colony's experiences with undergrounding.

Discussion ensued regarding why some of the towns borrowed more money than they needed, ownership of the installed equipment and its implications, the Public Service Commission approval process for undergrounding and payment of differential costs, credit for salvaged poles, selling salvaged copper wire, setting an appropriate contingency rate, reserving the right to prepay any debt, property appraisals post undergrounding and tangible personal property, the complexity of the Town's project compared to that of the speakers' projects, project timeline and options to fast track it, retaining control by utilizing Town contractors, the FPL design phase and how long it took in the other towns, changes to the assumptions in the project timeline, relations with FP&L, cost increases the longer the project takes, issues with getting easements from owners, year round construction and scheduling areas of the Town, the undergrounding on Everglades Island and where the transformers were located, landscaping restrictions around transformers, North End traffic, resident concerns regarding the length and impact of the Project, boring methodology and impact, complexities in the Mid-Town area, other towns' experiences incorporating other projects into their undergrounding project, controlling project disruptions and schedule, working in Mid-Town while working in the

1 North and South Ends, working in Mid-Town off Season and working in the North and
2 South Ends during Season, large traffic disruptions near Jamaica Lane within the last ten
3 years, planning of other infrastructure projects and installing longitudinal cable while the
4 ground is turned up, the 20-Year Capital Improvement Plan, and FP&L's Transformer
5 Map.

6
7 **Chair Smith requested a copy of FP&L's Transformer Map.**

8
9 Discussion ensued regarding the creation of an issues list, whether common engineering
10 was utilized in the 20-Year Capital Improvement Plan and whether FP&L's projects
11 could be dropped into the Plan, how much of the Town stills needs water/sewage line
12 repair, and property surveying plans.

13
14 D. Danny Brannon, P.E., Brannon& Gillespie

15
16 Mr. Brannon spoke during the three presentations above.

17
18 **VII. PRESENTATION OF TOWN-WIDE UTILITY UNDERGROUNDING**
19 **SEQUENCING AND PHASING REPORT – Maziar Keshavarz, P.E. Keshavarz**
20 **and Associates**

21
22 Mr. Keshavarz provided an overview of the Sequencing and Phasing Report and spoke
23 regarding the Nightingale Trail and La Puerta Way undergrounding projects, differences
24 between the Town of Palm Beach and those towns which were represented earlier in the
25 meeting, his experiences and relationships with the utility companies, and getting
26 easements.

27
28 Discussion ensued regarding the different phases of the Plan and their starting/stopping
29 points, working in Mid-Town as well at the start of the Program, and why a ten-year
30 model was created.

31
32 **Vice Chair Ross requested the estimated interest costs for the Project.**

33
34 Further discussion ensued regarding sequencing for faster Project completion, why the
35 original Plan centered on a ten year schedule with North and South End starting points,
36 doing the least disruptive work during Season, interest and other soft costs, collecting
37 funds prior to Project completion, issuing one engineering contract in lieu of phases, what
38 the Town can do ahead of the Project in order to expedite it, considering a team of
39 contractors, doing easement acquisition a few phases out, and partnerships.

40
41 Director of Public Works Brazil provided an overview of the procurement options.

42
43 Discussion continued regarding the Town hiring an independent contractor instead of
44 using the utility companies'.

45
46 **Motion was made by Vice Chair Ross, and seconded by Task Force Member**

1 **Bottorff, to recommend that the Town Council utilize an independent general**
 2 **contractor, instead of the utility companies' contractors, for this Project. On call**
 3 **for a vote, the motion carried unanimously.**
 4

5 **Motion was made by Task Force Member Gary, and seconded by Vice Chair Ross,**
 6 **to recommend that the Town Council consider year round construction for the**
 7 **Undergrounding Project. On call for a vote, the motion carried unanimously.**
 8

9 **By consensus of the Task Force, Staff was directed to determine the differences in**
 10 **total Project cost, including interest, between working year round and working only**
 11 **outside of Season.**
 12

13 Discussion ensued regarding FP&L design time estimates, Dominion Virginia Power's
 14 Strategic Underground Program, and soliciting national undergrounding firms to learn
 15 how to fast track the Project.
 16

17 **Task Force Member Gary requested that Mr. Bradshaw from MasTec be invited to**
 18 **the August 4, 2015, meeting and distributed a letter she had written, entitled**
 19 ***Expedite Undergrounding Schedule*, to the Task Force Members.**
 20

21 Discussion continued regarding what guarantees undergrounding provides, what areas of
 22 West Palm Beach will be hardened, whether the Town Council and the residents are in
 23 favor of undergrounding, getting more input regarding expediting the Project, starting the
 24 conversation with Public Works and the Town Council, issues and costs associated with
 25 prioritizing vulnerable locations, FP&L requirements for the 25% discount, how
 26 prioritizing vulnerable locations would change the Project, conducting a straw opinion
 27 poll, educating and communicating with the community regarding the Project, soliciting
 28 public input, establishing a Project website, methods of communication, responsibility of
 29 the elected officials to make final Project decisions, communicating what the Town is
 30 doing and having people comment instead of soliciting input beforehand, and community
 31 concerns regarding Project costs.
 32

33 **Task Force Member Dowell requested a status update on the Project website for the**
 34 **August 4, 2015, meeting.**
 35

36 Responding to Task Force Member Gary, Council Member Kleid reiterated the Town
 37 Council's directive that the Task Force provide their recommendations to the Town
 38 Council.
 39

40 Discussion ensued regarding consensus building, the Town Council's directive for the
 41 Task Force, website timing and costs, and Project esthetics.
 42

43 **VIII. PRESENTATION ON UNDERGROUNDING FINANCING OPTIONS – Jay**
 44 **Glover, Managing Director, Public Financial Management (PFM)**
 45

46 Mr. Glover provided an overview of the undergrounding financing options.

Discussion ensued regarding the rationale for special assessment bonds, interim funding, special taxing districts, grant funding opportunities, and phasing financing and assessments.

Task Force Member Bottorff requested that tables be prepared comparing the general obligation bond and special assessment bond models.

IX. FUTURE AGENDA ITEMS

A. OPTIONS FOR PROCUREMENT

Options include:

- Competitive Sealed Bid
- Competitive Sealed Proposals
- Construction Pre-Qualification Process
- Design/Build
- Program Manager
- CM @Risk

Procurement options were discussed earlier in the meeting.

B. OPINION OF BOND COUNSEL AND UUTF QUESTIONS

Town Manager Bradford spoke regarding bond counsel, special districts, and other legal questions. He announced that he had invited Winterhaven and Winter Park to come and speak before the Task Force regarding their undergrounding experiences, but that he has not heard back from them yet.

Responding to Task Force Member Gary's inquiry, Town Manager Bradford stated that he will look into engineering procurement construction methodology.

Task Force Member Gulbrandsen requested a Gantt chart of the entire Project, not just construction that includes all critical milestones.

Discussion ensued regarding when the Task Force should make its first report to the Town Council.

C. OTHER? – None

X. ANY OTHER MATTERS – None

1 **XI. ADJOURNMENT**

2
3 There being no further business, the Underground Utilities Task Force Meeting of
4 Tuesday, July 7, 2015, was adjourned at 12:37 p.m.
5
6

7 APPROVED:

8
9
10
11
12 Jeffery Smith
13 Chair

14 ATTEST:

15
16
17 Susan A. Owens
18 Susan A. Owens, MPA, MMC
19 Town Clerk

20 8/4/15
21 Date

