



TOWN OF PALM BEACH

Office of the Town Clerk

MINUTES OF THE UNDERGROUND UTILITIES TASK FORCE MEETING HELD ON THURSDAY, JUNE 25, 2015

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

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3 The Underground Utilities Task Force (UUTF) meeting was called to order on Thursday,
4 June 25, 2015, at 10:05 a.m., in the Town Council Chambers. On roll call, all Task Force
5 Members were found to be present.

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7 **II. PLEDGE OF ALLEGIANCE**

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9 Town Manager Bradford led the Pledge.

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11 **III. APPROVAL OF AGENDA**

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

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17 **IV. COMMUNICATIONS FROM CITIZENS**

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19 Andrew Roddy, 231 Kenlyn Rd., spoke in support of undergrounding and regarding
20 including additional pipes for future expansion, current undergrounding projects, and
21 undergrounding under streets instead of under properties.

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23 **V. FLORIDA'S SUNSHINE LAW**

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25 Town Attorney Randolph provided an overview of the Sunshine Law and the
26 responsibilities of the Task Force members in relation to it.

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28 **VI. INTRODUCTIONS**

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30 Each of the Task Force Members introduced themselves and spoke regarding their
31 backgrounds.

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33 **VII. ELECTION OF CHAIR AND VICE CHAIR**

Motion was made by Task Force Member Dowell, and seconded by Task Force Member Parker, to elect Jeffery Smith as Chair. On call for a vote, the motion carried unanimously.

Motion was made by Task Force Member Gulbrandsen, and seconded by Task Force Member Smith, to elect Wilbur Ross as Vice Chair. On call for a vote, the motion carried unanimously.

VIII. REVIEW OF UNDERGROUND UTILITY TASK FORCE MISSION

Discussion ensued regarding the discretion and objectives of the Task Force, creating a mission statement, and soliciting the advice of professionals and those who have already gone through the undergrounding process.

By consensus of the Committee, Staff was directed to request that representatives from Jupiter Island, Jupiter Inlet Colony, and Gulfstream attend the next meeting to speak regarding their experiences during the undergrounding process.

Discussion ensued regarding getting a project cost estimate, Sequencing Plan options, other construction projects in Town, the complex nature of the undergrounding process and the many moving pieces, timing, getting easements, where the lines and transformers will be located, utility reliability, standards and tradeoffs, abandoning the rear easements, federal mandate for gas companies to convert to PVC lines, coordinating with the gas company during the conversion to see if any costs can be shared, effective use of owners' properties, pipe laying methodologies, and Public Service Commission tariffs.

Motion was made by Task Force Member Parker, and seconded by Task Force Member Gary, to adopt the following interim mission statement:

"To complete the undergrounding of the whole Town as rapidly and economically as possible consistent with appropriate esthetics, safety, and reliability after considering the advice of professionals"

On call for a vote, the motion carried unanimously.

(Clerk's Note: The above statement is only an interim mission statement. A formal mission statement shall be adopted after further research and information has been obtained.)

IX. ESTABLISHMENT OF UNDERGROUND UTILITY TASK FORCE MEETING SCHEDULE

Discussion ensued regarding scheduling options and attendance requirements.

By consensus of the Committee, the Task Force meeting schedule was set as the first Tuesday of the month at 9:00 a.m.

X. OVERVIEW OF THE UNDERGROUNDING PROCESS

This item was not discussed.

XI. DISCUSSION ON FUTURE UNDERGROUND UTILITIES AGENDA OPTIONS:

➤ **PRESENTATION OF TOWN-WIDE UTILITY UNDERGROUNDING SEQUENCING AND PHASING REPORT**

Maziar Keshavarz, Keshavarz and Associates, provided an executive summary of the Sequencing and Phasing Report. He spoke regarding a mechanism to give the Town blanket 8 foot front yard easements that could be given back if they were not needed, and offered his company's services so long as there would be no issue regarding them competing during the design bid process.

➤ **PRESENTATION ON UNDERGROUNDING FINANCING OPTIONS**

Town Manager Bradford stated that he would have a representative from Public Financial Management present for the next meeting.

➤ **OPINION OF BOND COUNSEL**

Town Manager Bradford spoke regarding issues with general obligation bonds and double charging those who have already paid to underground their utilities. He stated that he will try to have bond counsel available at the July 7, 2015, or the August 4, 2015, meeting.

➤ **INDUSTRY DAY – REQUEST FOR INFORMATION (RFI)**

Discussion to be held at a future meeting.

➤ **LESSONS LEARNED (HEARING FROM MUNICIPAL OFFICIALS WHO HAVE OR ARE CONVERTING TO UG)**

Officials will be present at the July 7, 2015, Task Force meeting.

➤ **OPTIONS FOR PROCUREMENT**

Discussion to be held at a future meeting.

➤ **OTHER**

XII. ANY OTHER MATTERS

Discussion ensued regarding the FP&L's equipment hardening program and the undergrounding option, expediting the securing of easements, preparing and educating the community, FP&L tariff restrictions and discounts, state and federal funding assistance availabilities, and developing a web page for the project.

1 Town Manager Bradford stated that he will provide copies of the Keshavarz Sequencing
2 and Phasing Report, Willdan Financial Services Underground Utilities Assessment
3 Methodology Report, R.W. Beck Underground Cost Estimate Report, and the 2004
4 Underground Utilities Staff Report to all Task Force members.

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6 Discussion ensued regarding doing the project in phases and contracting directly with
7 FP&L for Phase I to see if tariff funds could be used towards the project.
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9 **XIII. ADJOURNMENT**

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11 There being no further business, the Underground Utilities Task Force Meeting of
12 Thursday, June 25, 2015, was adjourned at 11:39 a.m.
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15 APPROVED:

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Jeffery Smith
Chair

ATTEST:

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Susan A. Owens
Susan A. Owens, MPA, MMC
Town Clerk

8/4/15
Date

